

RAVENSTHORPE PARISH COUNCIL

MINUTES OF MEETING HELD REMOTELY BY VIDEO CONFERENCE
Wednesday, 17 June 2020 at 8.00 pm

1 OPENING PROCEDURES

- 1.1 **Present:** Cllr D Herbert (Chairman), Cllr R Marsh, Cllr M Worthington, Cllr P Hawkins, Cllr E Connor, Cllr J Matts, Cllr J Jones, Cllr K Bazini and Mrs C James (Clerk)
- 1.2 **Apologies:** Apologies were received and accepted from Cllr J Hewison.
- 1.3 **Declarations of Interest:**
Personal: None
Personal and Prejudicial: None

2 MINUTES

- 2.1 The Minutes of the annual meeting of the Parish Council held on 20 May 2020 were approved and signed by the Chairman (to be scanned to Clerk).

3 PUBLIC TIME

There were no members of the public requesting access to join the meeting.


4 MATTERS ARISING

- 4.1 **Response to NCC Traffic Consultation**
The Chairman stated that he had, through the Clerk, sent the Council's response to the Consultation with the request that consideration be taken to reducing the speed limit in both Ravensthorpe and Coton to 20mph.

5 BUSINESS

- 5.1 **Consideration of Parish Council's further response to Coronavirus pandemic**
The Council agreed that there was no further action that needed to be taken. It was also resolved that the July meeting of the Parish Council would be held remotely given that the Village Hall remained closed at the present time.
- 5.2 **Review/adoption of Financial Regulations**
It was resolved to adopt the Financial Regulations previously circulated by the Clerk. It was agreed that the Regulations would be reviewed again next year once the new Council had been elected. Clerk to upload document to website.

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5.3 Review/adoption of Standing Orders

It was resolved to adopt the Standing Orders previously circulated by the Clerk. It was agreed that the Standing Orders would be reviewed again next year once the new Council had been elected. Clerk to upload document to website.

5.4 Review/adoption of Complaints Procedure Policy

It was resolved to adopt the Complaints Procedure Policy previously circulated by the Clerk. Clerk to upload document to website.

5.5 Review/adoption of Risk Assessment/Internal Controls Policy

It was resolved to adopt the Risk Assessment/Internal Controls policy previously circulated by the Clerk. Clerk to upload document to website.

5.6 Review/adoption of Code of Conduct policy

It was resolved to adopt the Code of Conduct policy previously circulated by the Clerk. Clerk to upload to the website.

5.7 Review and approval of Fixed Asset Register

It was resolved to approve the fixed asset register which had been amended to include the recent purchase of a speed awareness device. Clerk to add approximate dates for the changes made to the street lights. Clerk to upload document to website.

5.8 Clerk's Annual Staff Appraisal and review/update of Employment Contract

It was agreed that the Chairman and Cllr Marsh would meet with the Clerk prior to the July meeting to carry out the appraisal and update her contract of employment.

6 PLANNING**6.1 Planning applications**

DA/2020/0354 – Bell End, Road to Coton, Coton, NN6 8RF

Change of use of stable building to summer house for use associated with main dwelling and as occasional use as a holiday let (12 days per annum) (retrospective).

The Council wishes to object to the application on the basis that:

The lane outside the building is single track only and there are serious concerns over the provision of parking at the property and the potential obstructions that will be caused with additional vehicles using the narrow lane.

Previously, the Parish Council objected to application DA/2016/0956 on the same grounds.

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Should the application be allowed the Council would wish to see a stipulation that any persons using the building are required to park their vehicles at the owner's property at Bell End. Also, the Council would wish to see a restriction placed on any further development of the existing building

6.2 Planning Decisions

None

7 FINANCE

7.1 Payments

The following invoices/items were approved by the Council for payment.

Payee	Invoice Number	Amount £	Payment method
Mrs C James - Clerk's April salary		277.72	Online
Mrs C James - Clerk's Administration Expenses		18.00	Online
HMRC - PAYE (April to June 2020)		207.60	Online
WAVE - allotment water	7193717	3.12	Direct Debit
SSE Swalec - Street Light Electricity	0011.0013	245.34	Direct Debit
M Wilkes - reimbursement Website Domain fee		15.82	Online
Stephen Hartwell - Village Mowing (1 out)	907	466.00	Online

7.2 Income Received

None

7.3 Balances at Bank

The Chairman signed the bank reconciliation statement for the period ended 31 May 2020. Balance at bank was £22,406.28 of which £8,572.09 is the balance of the easement monies.

7.4 Consideration of Internal Audit Report for year ended 31 March 2020

The Clerk outlined the matters that required attention from the internal auditor's report which had previously been circulated to Councillors. After consideration of the auditor's comments, the following action was agreed:

- Minute reference to be added to cashbook for payments
- An amount for \$137 to be provided for in the budget in the coming year
- Long term contracts for grass mowing and street light electricity to be uploaded to website

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- Asset Register to be reviewed and approved annually
- Clerk to use OneDrive to back-up data on Council's laptop
- Clerk's Contract of Employment to be updated
- Invoice number to be added to payment table in the minutes where applicable
- Link to be provided on website to list of members interest held by DDC
- Regular payments list to be approved annually
- Council to consider adopting additional policies for Employment/Health and Safety/Training
- Complaints Procedures policy to be reviewed and updated
- Council believes the current system of minute numbering and page numbering does differentiate adequately and, as it is not a statutory requirement, do not intend to change the current system

8 CORRESPONDENCE (for information only)

- NCALC Update (May/June 2020) edition – circulated by email
- Pensions Regulator – email regarding Council's re-enrolment/re-declarations duties. Cllr Marsh stated that he had this in hand.

9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Pocket Park** – Ruth Rolls most recent report and photos had previously been circulated to Councillors by email.
- 9.2 **Allotments** – Cllr Hawkins stated that he had visited the allotments and all seemed in order. He would forward his written report to the Clerk by email.
- 9.3 **Highways** – Cllr Matts stated he had nothing new to report. The Clerk stated that she had contacted Highways about the promised bollard on the raised kerb on the Gullborough Road/opposite Little Lane and had been informed that this would be dealt with asap. The Chairman had previously circulated details including photos of the problems that were now being experienced with speeding traffic since Highways had removed a low wall at the T junction of Gullborough Road/High Street. It was agreed that the Chairman would write a report about the various issues in the village and that this would be forwarded by the Clerk to Ian Boyes of Highways for response.
- 9.4 **Trees** – Cllr Bazini stated that she had received the relevant paperwork for Tree Warden from the Chairman but had yet to carry out any inspections. It was agreed that the Clerk would contact Barry Bros regarding the dead branches on a tree in the land previously rented by the late Mr Watson on the Gullborough Road.
- 9.5 **Street Lights** – The Clerk stated that she had received no new reports of problems with street lights.
- 9.6 **Public Footpath Report** – The Clerk reported that Cllr Hewison had not realised the extent of the footpaths/bridleways that needed to be covered by the Footpath Warden and, therefore, it had been agreed that she and Cllr Hawkins would swap roles with effect from July 2020.

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- 9.7 **Speed Awareness Device** – The Chairman outlined the data which he had downloaded from the device and circulated in graph form to Councillors prior to the meeting which clearly indicated that a significant number of vehicles were entering the village at excessive speeds. It was agreed that the device should be moved to the East Haddon Road and Cllr Marsh undertook to do this.
- 9.8 **Village Hall/Playing Field** – Cllr Worthington stated that the Village Hall remained closed with a review taking place at the end of June. She stated that the Playing Field Committee were extremely pleased with the response to the Odds 20 Lottery. The children's play area remained closed awaiting further guidance.
- 10 **ITEMS FOR NEXT MEETING'S AGENDA (15 July 2020 at 8.00 am)**
- Clerk's Staff Appraisal
 - Review of Council's policies in line with Internal Audit Report

Meeting closed at 9.05 pm

2020.29

D. W. Hoff 15/7/2020