

**RAVENSTHORPE PARISH COUNCIL**

**MINUTES OF ANNUAL MEETING HELD ON**

**Wednesday, 18 May 2022 at 7.30 pm**

**At Ravensthorpe Village Hall, High Street, Ravensthorpe, Northants**

**1 OPENING PROCEDURES**

**1.1 Election of Chairman.**

Cllr Worthington stated she would like to propose that Cllr Herbert be re-elected as Chairman and Cllr Hayes seconded the nomination. Cllr Herbert stated that he would be willing to accept the appointment and it was unanimously resolved to appoint Cllr Herbert as Chairman. The relevant document was signed and witnessed.

Cllr Herbert then took the Chair.

**1.2 Election of Vice Chairman.**

The Chairman then nominated Cllr Marsh to act as Vice Chairman and Cllr Matts seconded the appointment and it was unanimously resolved to appoint Cllr Marsh as Vice Chairman.

**1.3 Present:** Cllr D Herbert, Cllr J Matts, Cllr E Connor, Cllr M Worthington, Cllr D Hayes, Cllr J Jones and Mrs C Holifield (Clerk)

**1.4 Apologies**

Cllr R Marsh

**1.5 Declarations of Interest:**

Personal: None

Personal and Prejudicial: None

**1.6 Appointment of Officers and other Representatives**

The following appointments were agreed:

Internal Finance Audits: Cllr Connor

Bank Signatories: Cllrs Marsh, Matts, Jones, Herbert and Clerk

Planning Co-ordinator: Cllr Connor

Grass Cutting Officer: Clerk

Street Light Officer: Clerk

Highways Officer: Cllr Matts

Allotment Officer: Cllr Connor

Village Hall/Playing Field Liaison: Cllr Worthington

Church Liaison: Cllr Matts

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Footpath Warden: Cllr Hayes  
Police Liaison Officer – Glyn Lewis  
Pocket Park Co-ordinator: Ruth Rolls  
Extreme Weather Officers: Cllr Matts and Cllr Jones  
Emergency Plan Co-ordinator: Cllr Marsh  
Speed Awareness Device Co-ordinator: Cllr Herbert  
Staff Committee: Cllr Matts/Cllr Marsh

## **2 MINUTES**

- 2.1 The Minutes of the Parish Council meeting held on 20 April 2022 were approved by the meeting and signed by the Chairman.

## **3 PUBLIC TIME**

There were no members of public present

## **4 MATTERS ARISING**

### **4.1 Update on HGV vehicles travelling through Village**

The Chairman stated that nothing further could be done until the Northern Bypass had been completed.

## **5 BUSINESS**

### **5.1 Consideration of any action required by Parish Council in respect of events being organised for Jubilee celebrations**

Cllr Hayes stated that all was organised for the events taking place and there had been significant interest with many tickets being sold. Cllr Matts stated that he had organised insurance for the picnic taking place in his field on the Sunday.

### **5.2 Consideration and approval of renewal of Norton Security Package**

The Chairman stated that the Norton package was the best available and it was unanimously resolved to renew the subscription for a period of 2 years at a cost of £39.99.

### **5.3 Consideration and approval of annual membership of CPRE as a cost of £36**

It was unanimously resolved to continue with the annual membership of CPRE (Campaign for the Protection of Rural England) at a cost of £36.

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**5.4 Adoption of Financial Regulations**

It was unanimously resolved to re-adopt the Financial Regulations.

**5.5 Adoption of Standing Orders**

It was unanimously resolved to re-adopt the Standing Orders.

**5.6 Consideration and approval of revised Risk Assessment policy**

The Clerk explained the changes that had been made to the risk assessment and internal controls policy in line with comments made by the Internal Auditor (copy previously sent to Councillors). It was unanimously resolved to approve the risk assessment policy.

**5.7 Consideration and approval of payment of annual Website Domain fee for the Village Website**

The Clerk stated that Martin Wilkes had informed her that the annual fee would be £20.02. It was unanimously resolved to make payment to Mr Wilkes for this cost.

**5.8 Approval of two hours overtime payment for Clerk to attend the NCALC Community Infrastructure Levy training course**

It was unanimously resolved to pay the Clerk 2 hours overtime for her attendance on the course as the Council had recently received a CIL payment of £5,379.31.

**5.9 Approval of refund of £35 to allotment holder**

The Clerk stated that Ian McDonald had given up his allotment tenancy shortly after paying the annual rental and the plot had now been re-allocated and paid for by the next person on the waiting list. It was unanimously resolved to repay Mr McDonald the £35 he had paid.

**6 PLANNING**

**6.1 Planning Applications**

None

**6.2 Planning Decisions**

**WND/2022/0166 – 5 Bettycroft Close, Ravensthorpe**  
Single store front extension

*Planning permission approved*

19/2022

 22/06/2022

## 7 FINANCE

### 7.4 Payments

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

Payee	Invoice number	Amount including VAT where applicable	Method
Mrs C Holifield – May Salary	n/a	348.93	Online
Mrs C James – Administration Expenses	n/a	18.00	Online
Swalec – Street Light electricity April 2022	various	200.09	Direct Debit
Stephen Hartwell – Mowing village/Pocket Park	202209	567.60	Online
CPRE – Annual Membership	n/a	36.00	Online
Norton Security – Annual computer data security subscription (2 years paid)	n/a	39.99	Online
Martin Wilkes – annual Website domain fee	n/a	20.02	Online
Ravensthorpe Village Hall – room hire	2224	72.00	Online
Ian McDonald – repayment of allotment rental	n/a	35.00	Online
BHIB – Annual insurance premium (2 <sup>nd</sup> year of LTA)	644256	412.12	Online
West Northants Norse Ltd – Dog Poo Bin	52in000523	602.40	Online

### 7.2 Income Received

First instalment of Precept of £8,000, CIL payment of £5,379.31 in respect of Lingles Farm development and an overpayment receipt of £97.80.

### 7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2022. Balance at bank was £31,899.25.

### 7.4 Consideration of report of NCACL Internal Auditor

The internal auditor's report following her meeting with the Clerk on 5 May 2022 had been circulated to Councillors prior to the meeting. The internal controls had subsequently been strengthened in relation to banking (see item 5.6) and the Chairman agreed to look at the broken link on the website to members' interests on the WNC website.

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**7.5 Approval of AGAR Section 1, Annual Governance Statement for year ended 31 March 2022**

The Chairman read out Section 1 (Annual governance statement) of the annual return for the year ended 31 March 2022 for Councillors to approve. It was unanimously resolved to approve Section 1 and was accordingly signed by both the Chairman and the Clerk.

**7.6 Approval of AGAR Section 2, Accounting Statements for year ended 31 March 2022.**

The Clerk had circulated the Accounting Statements to Councillors prior to the meeting. It was unanimously resolved to approve Section 2 (Accounting Statements) of the annual return for the year ended 31 March 2022 which had previously been signed by the Clerk as responsible Finance Officer. The Chairman signed the form.

**8 CORRESPONDENCE**

- None

**9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS**

- 9.1 **Pocket Park** – Ruth Rolls report had been circulated to Councillors prior to the meeting and noted.
- 9.2 **Allotments** – Cllr Connor stated that all was in order at the allotments. The Clerk reported that one allotment had now been vacated as not being used and had been re-allocated on a share basis to two parishioners on the waiting list.
- 9.3 **Highways** – Cllr Matts stated that he had nothing new to report.
- 9.4 **Tree Report** – No report
- 9.5 **Street Lights** – The Clerk stated that she had received no reports of faulty street lights this month.
- 9.6 **Village Hall/Village Playing Field Liaison** – Cllr Worthington stated that the Village Hall was doing well and there are plans under consideration for further improvements. The Playing Field had now purchased the two goalposts using their own reserves as grants could not be obtained. Plans for the beer festival on 16 July 2022 are well under way. The new lottery year starts in June so currently seeking support for ticket sales in the village. No further developments planned for the children's play area due to other demands.
- 9.7 **Speed Awareness Device** – The Chairman stated that the device had been on the Guilsborough Road but speeds had been within the normal limits. It was suggested that the device could perhaps be moved to the West Haddon Road. Chairman to see if there was a suitable post.

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*D. M. H. 22/6/22*

**10 ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 22 JUNE 2022 AT  
7.30 PM**

Clerk's staff appraisal  
Maintenance and possible replacement of benches

Meeting closed at 8.30 pm

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*D. Webb* 22/6/22