

RAVENSTHORPE PARISH COUNCIL

MINUTES OF ANNUAL MEETING HELD ON

Wednesday, 24 May 2023 at 7.30 pm

At Ravensthorpe Village Hall, High Street, Ravensthorpe, Northants

1 OPENING PROCEDURES

(In the absence of Cllr Marsh (Chairman), Cllr Hayes (Vice Chair) took the chair)

1.1 Election of Chairman.

Cllr Hayes stated that Cllr Marsh wished to step down as Chairman and nominations for a new Chairman were requested. Cllr Worthington proposed and Cllr Matts seconded the appointment of Cllr Hayes as Chairman. There being no other nominations, Cllr Hayes stated that she would be willing to accept the appointment and it was unanimously resolved to appoint Cllr Hayes as Chairman. The declaration of office document was signed and witnessed.

Cllr Hayes continued to take the meeting

1.2 Election of Vice Chairman.

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

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

1.4 Apologies

Cllr R Marsh and Unitary Cllr P Bignell

1.5 Declarations of Interest:

Personal: Cllr Matts disclosed an interest in the correspondence item relating to the sale of land in Ravensthorpe.

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 and Clerk

Planning Co-ordinator: Cllr Connor

Grass Cutting Officer: Clerk

Street Light Officer: Clerk

21/2023

D Hayes
21/6/23

Planning Officer – Cllr Connors
Highways Officer: Cllr Matts
Allotment Officer: Cllr Hogben
Village Hall/Playing Field Liaison: Cllr Worthington
Church Liaison: Cllr Matts
Footpath Warden: Cllr Bushell
Tree Warden – Cllr Marsh
Police Liaison Officer – Glyn Lewis
Pocket Park Co-ordinator: Ruth Rolls
Extreme Weather Officers: Cllr Matts and Cllr Jones
Emergency Plan Co-ordinator: Cllr Hayes
Speed Awareness Device Co-ordinator: Cllr Marsh
Staff Committee: Cllr Matts and Cllr Connors
Gardening the Bank – Andrew Pate
Cleaning the Bus Shelter – Ann Moss

2 MINUTES

- 2.1 The Minutes of the Parish Council meeting held on 21 April 2023 were approved by the meeting and the Chairman signed them.

3 PUBLIC TIME

There were no members of public present

4 MATTERS ARISING

4.1 Update on HGV vehicles travelling through Village

In the absence of Cllr Marsh it was resolved to take this matter forward to the June meeting.

4.2 Update on Repair to Parish Council noticeboard in High Street, Ravensthorpe

The Clerk stated that she had spoken to Yiannis, the local tradesman organised by Cllr Worthington and he had said the problem was due to the ingress of water down the rear of the board so he had put a strip of waterproof sealant along the top edge of the board to see if this helped.

5 BUSINESS

5.1 Adoption of Financial Regulations

It was resolved to re-adopt the Financial Regulations which had been circulated to Councillors prior to the meeting.

22/2023

D Hayes
21/6/23

5.2 Adoption of Standing Orders

It was resolved to re-adopt the Standing Orders which had been circulated to Councillors prior to the meeting.

5.3 Consideration and approval of revised Risk Assessment policy

It was resolved to approve the risk assessment that had been circulated to Councillors prior to the meeting. Signed by Chairman and Clerk.

5.4 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 £22.79. It was unanimously resolved to make payment to Mr Wilkes for this cost.

5.5 Consideration of action to be taken in respect of repair to Noticeboard in Pocket Park

The Clerk stated that she had received a request from Ruth Rolls for a repair to be carried out to the Perspex front of the Noticeboard in the Pocket Park. It was resolved that in the first instance Yiannis (local tradesman) should be approached to see if he could carry out the work.

5.6 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.

6 PLANNING

6.1 Planning Applications

WND/2023/0238 – 5 Paddock Close, Ravensthorpe

First floor extension over existing garage and two storey rear extension

The Council had no observations to make in respect of his application.

WND/2022/0114/0118 – Halls Farm, 70 Guilsborough Road, Ravensthorpe

Planning application and Listed Building Consent application for Conversion of single storey outbuilding (former bakery) to associated living accommodation and single storey extension, conversion of attached outbuilding (former dairy) to form kitchen/family room.

23/2023

D. Hynes
21/6/23

The Council considered the above application and the associated Listed Building consent WND/2022/1118 and had no objections to the application but would like to see a condition that the conversion remains within the curtilage of the existing dwelling and that a restriction be placed on the property so that the converted outbuildings cannot be sold separately to Halls Farm itself.

6.2 Planning Decisions

None

7 FINANCE

7.1 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 | 413.71 | Online |
| Mrs C James – Administration Expenses | n/a | 20.00 | Online |
| Swalec – Street Light electricity April 2023 | various | 175.21* | Direct Debit |
| Stephen Hartwell – Mowing village/Pocket Park | 19/27 | 1,186.68* | Online |
| CPRE – Annual Membership | n/a | 36.00 | Online |
| Simon Barnett – Removal of ivy from lights | 25 | 320.00 | Online |
| Martin Wilkes – annual Website domain fee | n/a | 22.79 | Online |
| NCALC – Annual membership/audit fee/DPO fee | 2924 | 632.95* | Online |
| NCALC – Training Course fee | 3096 | 115.20* | Online |
| West Northants Norse Ltd – Dog Poo Bin | 000771 | 380.16* | Online |

NB: The Council resolved to continue with membership of NCALC and use their services for the internal audit and Data Protection Officer fee

7.2 Income Received

First instalment of Precept of £8,000. Mowing Grant of £515.75 for the 2022 season.

24/2023

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7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2023. Balance at bank was £33,851.02

7.4 Consideration of report of NCALC Internal Auditor

The internal auditor's report following her meeting with the Clerk on 24 April 2023 had been circulated to Councillors prior to the meeting. No matters of concern were noted by the auditor. However, it was suggested that Councillors should consider having separate email addresses for the transaction of Council business but after discussion, it was resolved that the Council would continue with the current system.

7.5 Approval of AGAR Section 1, Annual Governance Statement for year ended 31 March 2023

The Chairman read out Section 1 (Annual governance statement) of the annual return for the year ended 31 March 2023 for Councillors to approve. It was unanimously resolved to approve Section 1 and was then signed by both the Chairman and the Clerk.

7.6 Approval of AGAR Section 2, Accounting Statements for year ended 31 March 2023.

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 2023 which had previously been signed by the Clerk as responsible Finance Officer. The Chairman signed the form.

7.7 Approval of Notice of Public Rights period (5 June to 14 July 2023)

The Council resolved to approve the standard period for the exercise of public rights being 5 June 2023 to 14 July 2023. Notices to go on website and noticeboard.

7.8 Completion of AGAR Certificate of Exemption Form

The Clerk stated that due to an error on the previous form, a new Certificate of Exemption from external audit was required to be approved and signed. The Council resolved to approve the completion of a revised form and it was duly signed by the Chairman and Clerk.

8 CORRESPONDENCE

- Notification from Futures Housing Group of land for sale on West Haddon Road (noted)

25/2023

D.A. Hayes
21/6/23

- Email from parishioner advising of consultation in respect of proposed changes to school bus eligibility from 2024. (Cllr Connor stated that all parents were aware of the consultation and it had been publicised on social media)

9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Pocket Park** – Ruth Rolls report had been circulated to Councillors prior to the meeting and noted. It was noted that she had asked if anyone had a spare battery operated trimmer and Cllr Bushell said she had one and would get in touch with Ruth to see if she would like it.
- 9.2 **Allotments** – Cllr Hogben stated that all was in order at the allotments. The water trough repair carried out by Cllr Matts was currently working but it was agreed to put the matter of ordering a new trough on the June agenda.
- 9.3 **Highways** – Cllr Matts stated that he had nothing new to report.
- 9.4 **Tree Report** – No report available.
- 9.5 **Street Lights** – The Clerk stated that she had received no reports of faulty street lights this month. It was reported to her at the meeting that one of the lights in Little Lane was not working so she would investigate.
- 9.6 **Village Hall/Village Playing Field Liaison** – Cllr Worthington stated the Village Hall had had a successful Coronation weekend with the screening of the Coronation following by a buffet lunch on the Saturday and a crafting session for children on the Sunday.
With regard to the Playing Field, the new Odds-200 lottery commences in June and the committee relies on this money in relation to the mowing of the field and play area. Really need to sell all 200 tickets. Currently being advertised. The problem of parking in Church Gardens, particularly on Sunday mornings continues to be an issue for local residents and is being addressed by the committee.
- 9.7 **Footpaths** – Cllr Bushell stated all was in order with the paths.
- 9.7 **Speed Awareness Device** – No report available

10 ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 21 June 2023 at 7.30 PM

Purchase of Water Trough
Update on Strimmer for Pocket Park
HGV's travelling through village
Street light upgrades
Clerk's Annual staff appraisal

Meeting closed at 8.35 pm

26/2023

J. Atkinson
21/6/23