**RAVENSTHORPE PARISH COUNCIL**

Clerk: Mrs C L Holifield, 62 Watford Road, Crick, NN6 7TT. Tel: 01788 824425

**NOTICE OF ANNUAL MEETING OF PARISH COUNCIL**

To the members of the Council, you are hereby summoned to attend the meeting of the Parish Council to be held in Ravensthorpe Village Hall

**On Wednesday, 21 May 2025 at 7.30 pm**

All Members of the public and press are invited to address the Council at Public Time

 **From: Carol Holifield**

 **Clerk: Carol Holifield**

 **Dated: 16 May 2025**

**AGENDA**

**1 OPENING PROCEDURES**

1.1 Election of Chair and signing of declaration of acceptance of office

1.2 Election of Vice Chair

1.3 To receive Councillors’ Declarations of Office and, for any not received, determine when they shall be received - Clerk

1.4 Apologies

1.5 Declarations of Interest:

Personal

Personal and Prejudicial

1.6 Appointment of Officers and other Representatives:

Internal Finance Checker

Bank Signatories

Planning Co-ordinator

Grass Cutting Officer

Street Lighting Officer

Highways Officer

Allotment Officer

Tree Warden

Village Hall/Playing Field Liaison

Police Liaison Officer

Rights of Way Officer

Pocket Park Co-ordinator

Extreme Weather Officers for Ravensthorpe and Coton

Emergency Plan Co-ordinator

**2 MINUTES**

2.1 To approve and sign the Minutes of the Parish Council meeting held on 16 April 2025.

**3 PUBLIC TIME**

*Members of the public and press are invited to address the Council. The session will last for a maximum of 20 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.*

**4 MATTERS ARISING**

4.1Update on proposed village Traffic Survey - Chair

4.2 Update on ordering of ‘No Parking’ signs – Clerk

**5 BUSINESS**

5.1 Adoption of Financial Regulations - Clerk

5.2 Adoption of Standing Orders - Chair

5.3 To consider and approve Risk Assessment Policy - Chair

5.4 To consider and approve the change of email address for Clerk to a gov.uk one offered on a free of charge basis from Parish Online – Clerk

5.5 To approve continuation of annual Norton anti-virus package at a cost of £11.99 - Clerk

5.6 To consider request from Village Hall to put notice in Bus Shelter - Chair

5.7 To consider and approve the fixed assets schedule updated for 2025 - Clerk

5.8 To consider and approve payment of annual premium for long term insurance policy agreement at a cost of £640.70 – Clerk

5.9 To consider and approve payment of 10 additional hours for Clerk – Chair

5.10 To consider and approve change of date of June Council meeting – Chair

5.11 To approve payment for the removal of vegetation at corner of High Street/Chequers Lane as requested by Highways - Clerk

**6 PLANNING**

**6.1 Planning Applications**

None

**6.2** **Planning Decisions**

None

**7**  **FINANCE**

**7.1 Accounts to be paid either by bank transfer or by direct debit:**

|  |  |  |
| --- | --- | --- |
| Payee | Invoice number | Amount (£) including VAT\* where applicable |
| Mrs C Holifield – May Salary (plus overtime if approved) | n/a | tbc |
| Mrs C Holifield – Office Expenses | n/a | 24.50 |
| Clear Councils – Annual Insurance Premium | LCO02257 | 640.70 |
| Stephen Hartwell – Mowing Village | 319 | 562.32\* |
| West Northants Norse – Dog waste bin emptying contract | 521600 | 423.11\* |
| Martin Wilkes – reimburse Website Domain Fee | Tbc | tbc |
| Norton Annual Anti-Virus Fee | n/a | 11.99 |
| Simon Barnett – removal of vegetation in Chequers Lane | n/a | 150.00 |
| Simon Barnett – replacing gateposts for Pocket Park | n/a | 190.00 |
| YU Energy – Street light electricity | 2668248 | 15.91\* |
| YU Energy – Street light electricity | 2668270 | 8.19\* |
| YU Energy – Steet light electricity | 2668261 | 127.75\* |
| YU Energy – Street light electricity | 2668271 | 8.77\* |
| HMRC – PAYE (Feb to April) | 199774 | 342.00 |

**7.2 Income Received**

First instalment of Precept of £8,500.

**7.3 Balances at Bank**

Chairman to approve bank reconciliation for 30 April 2025

**7.4 Review of NCALC Internal Audit Report**

Consideration of any action to be following receipt of report of NCALC internal auditor.

**7.5 Approval of AGAR Section 1, Annual Governance Statement 2024-25**

To approve and sign off Section 1, Annual Governance Statement of AGAR 2024-25

**7.6 Approval of AGAR Section 2, Accounting Statements 2024-25**

To approve and sign off Section 2, Accounting Statements of AGAR 204-25

**7.7 Approval of Notice of Public Rights period (3 June 2025 to 14 July 2025)**

To approve period of public rights for inspection of Council’s accounting records relating to year ended 31 March 2025

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**8**  **CORRESPONDENCE (for information only)**

* Invitation to attend WNC Annual Parish Conference on 12 June 25 – circulated to Councillors
* Notification that part of the High Street, Ravensthorpe will be closed from 29-31 July 25 for Anglian Water to carry out work

**9**  **COUNCILLORS REPORTS/RISK ASSESSMENTS**

9.1 Pocket Park – Ruth Rolls

9.2 Allotments –

9.3 Highways – Cllr Matts

9.4 Tree Report – Cllr Marsh

9.5 Street Lights - Clerk

9.6 Rights of Way Report – Cllr Bushell

9.7 Village Hall/Village Playing Field Liaison – Cllr Worthington

9.8 Speed Awareness Devices – Cllr Marsh

9.9 Police Liaison Report – Cllr Bushell

**10 ITEMS FOR NEXT MEETING’S AGENDA (date in June to be confirmed)**