

RAVENSTHORPE PARISH COUNCIL

MINUTES OF ANNUAL MEETING HELD ON

Wednesday, 21 May 2025 at 7.30 pm

At Ravensthorpe Village Hall, High Street, Ravensthorpe, Northants

1 OPENING PROCEDURES

1.1 Election of Chair.

Cllr Hayes as Chairman of outgoing Council asked if there were any nominations. Cllr Worthington proposed and Cllr Marsh seconded the appointment of Cllr Hayes as Chair. Cllr Hayes stated that she would be willing to accept the appointment and it was unanimously resolved to re-elect Cllr Hayes as Chair. The declaration of office document was signed and witnessed.

Cllr Hayes continued to take the meeting

1.2 Election of Vice Chair

Cllr Hayes then nominated Cllr Connor to act as Vice Chair and Cllr Jones seconded the appointment and it was unanimously resolved to re-elect Cllr Connor as Vice Chair.

1.3 To receive Councillors Declarations of Office from those present

Declarations of Office were received from Cllr D Hayes, Cllr J Matts, Cllr R Marsh, Cllr E Connor, Cllr M Worthington, Cllr J Jones, Cllr C Durrant and Cllr M Bushell. The Clerk, Mrs C Holifield countersigned the declarations as the Proper Officer.

1.4 Apologies

None

1.5 Declarations of Interest:

Personal: None

Personal and Prejudicial: None

1.6 Appointment of Officers and other Representatives

The following appointments were agreed:

Bank Signatories: Cllrs Marsh, Matts, Jones and Clerk

Internal Finance Audits: Cllr Connor



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Grass Cutting Officer: Clerk
Street Light Officer: Clerk
Planning Officer – Cllr Connor (assistance from Cllrs Marsh and Worthington)
Allotment Officer: Cllr Connor
Village Hall/Playing Field Liaison: Cllr Worthington
Church Liaison: Cllr Matts
Rights of Way Officer: Cllr Durrant
Tree Warden – Cllr Marsh
Police Liaison Officer – Cllr Bushell
Budget and Precept – Cllr Jones and Clerk
Pocket Park Co-ordinator: Ruth Rolls
Extreme Weather Officers: Cllr Matts and Cllr Jones
Emergency Plan Co-ordinator: Cllr Worthington
Speed Awareness Device Co-ordinator: Cllr Marsh and Cllr Durrant
Staff Committee: Cllr Marsh and Cllr Bushell
Parish Noticeboard – Chair

2 MINUTES

- 2.1 The Minutes of the Parish Council meeting held on 16 April 2025 were approved by the meeting and the Chair signed them.

3 PUBLIC TIME

There were no members of public present

4 MATTERS ARISING

4.1 Update on proposed Village Traffic Survey

The Chair stated that village Traffic Survey had commenced and would continue once the Teeton Road had reopened. She provided data from the first survey which showed significant vehicle movements during the period surveyed although not too many HGVs.

4.2 Update on ordering of 'No Parking' signs

The Clerk stated that she and the Chair had agreed a sign design with Nordie which included a depiction of a motor vehicle as had been agreed at the last meeting. The sign was currently awaiting production on receipt of the full payment of £48.19.

5 BUSINESS

5.1 Review and Adoption of Financial Regulations

It was resolved to adopt the Financial Regulations which had previously been adopted in March 2025.


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5.2 Review and Adoption of Standing Orders

It was resolved to adopt the existing Standing Orders as approved the previous year with no new amendments being necessary.

5.3 Consideration and approval of revised Risk Assessment policy

Clerk stated she had not yet completed a review of the Risk Assessment policy and would take this forward to the June meeting.

5.4 To consider and approve the change of email address for the Clerk to a gov.uk address (to meet with new government legislation coming into effect for April 2026) being offered on a free of charge basis from Parish Online

It was resolved to accept the offer of a free gov.uk domain name and email address for the Clerk. The new address to be Ravensthorpe-pc.gov.uk. Clerk's address will be: Clerk@ravensthorpe-pc.gov.uk. The current village website will remain unaltered and the Parish Council will continue to upload documents to www.ravensthorpe.me.uk. Clerk to advise when the changeover has taken place in the meantime use existing email address.

5.5 To approve continuation of annual Norton anti-virus package

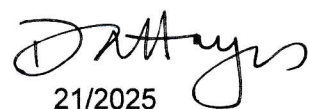
It was resolved to continue with the Norton anti-virus security subscription at an annual cost of £11.99.

5.6 To consider request from Village Hall committee to put a noticeboard in the Bus Shelter

Following discussion, it was resolved to allow the Village Hall Committee to put a A3 size noticeboard in the bus shelter in order to advertise events aimed at younger residents.

5.7 To consider and approve the fixed asset schedule for period ended 31 March 2025

The fixed asset schedule for the period ended 31 March 2025 relating to the AGAR forms had been circulated to Councillors prior to the meeting and was approved.


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5.8 To consider and approve payment of annual premium for long term insurance policy

The Clerk stated that due an enforced change of insurance provider, the amount of the premium had increased more than had been anticipated. She had, however, managed to obtain a further reduction in premium from that quoted and it was resolved to approve payment of £640.70 for the year. This would be the 2nd year of the long term agreement.

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

It was resolved to approve the payment of 10 additional hours for the Clerk due to her increased duties in the preceding months.

5.10 To consider change of date of June Parish Council meeting

After discussion, it was resolved to retain the June meeting date as 18 June 2025 and in the absence of the Chair, Cllr Connor would Chair the meeting.

5.11 To approve payment for the removal of vegetation at junction of High Street/Chequers Lane as requested by WNC Highways

It was resolved to make payment of £150 to Simon Barnett for clearing the overgrown vegetation at the junction of High Street/Chequers Lane as had been requested in writing by WNC Highways due to visibility issues causing potential danger at this junction.

6 PLANNING

6.1 Planning Applications

None

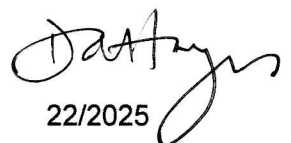
6.2 Planning Decisions

None

7 FINANCE

7.1 Payments

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


22/2025

Payee	Invoice number	Amount including VAT where applicable*	Method
Mrs C Holifield – May Salary and additional hours	n/a	594.87	Online
Mrs C Holifield – Administration Expenses	n/a	24.50	Online
Stephen Hartwell – Mowing village/Pocket Park	312/319	1,185.96*	Online
Simon Barnett – Pocket Park Gateposts		190.00	Online
Simon Barnett – Clearing vegetation		150.00	Online
Norton – Annual anti-virus package	n/a	11.99	Card
Clear Councils – Annual Insurance Premium	LCO02257	640.70	Online
West Northants Norse Ltd – Dog Poo Bin	521600	423.11*	Online
Nordis Kier – ‘No parking’ signs	19026	48.19*	Card
HMRC – PAYE (Feb to April)	199774	342.00	Direct Debit
YU Energy – Street light electricity (April 25)	02668271	8.77*	Direct Debit
YU Energy – Street light electricity (April 25)	02668270	8.19*	Direct Debit
YU Energy – Street light electricity (April 25)	02668261	127.75*	Direct Debit
YU Energy – Street light electricity (April 25)	02668248	15.91*	Direct Debit

7.2 Income Received

First instalment of Precept of £8,500

7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2025. Balance at bank was £22,888.56

7.4 Consideration of report of NCALC Internal Auditor

The internal auditor's report following her meeting with the Clerk on 28 April 2025 had been circulated to Councillors prior to the meeting. No matters of concern were noted by the auditor. Of the minor issues raised, the Parish Council had taken steps to arrange a changeover to a gov.uk domain name and Clerk's email address (see agenda item above). The Council did not feel it necessary to have budget updates on a quarterly basis and would continue to have 6 monthly updates together with approval of monthly bank reconciliations and quarterly internal audit checks.

It was noted that the internal auditor had reported that *the Council appears to be performing well with its business affairs managed properly by a very competent Clerk/RFO and committed Council members.*


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7.5 Approval of AGAR Section 1, Annual Governance Statement for year ended 31 March 2025

The Chair read out Section 1 (Annual Governance statement) of the annual return for the year ended 31 March 2025 for Councillors to approve. It was unanimously resolved to approve Section 1 and was then signed by both the Chair and the Clerk.

7.6 Approval of AGAR Section 2, Accounting Statements for year ended 31 March 2025

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 2025 which had previously been signed by the Clerk as responsible Finance Officer. The Chair signed the form.

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

The Council resolved to approve the standard period for the exercise of public rights being 3 June 2025 to 14 July 2024. Notices to go on website and noticeboard prior to the initial date.

8 CORRESPONDENCE

- Invitation to attend WNC Annual Parish Conference in Northampton on 12 June 2025 (circulated to Councillors)
- Notification that part of the High Street, Ravensthorpe will be closed from 29-31 July 2025 for Anglian Water to carry out works

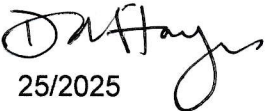
9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Pocket Park** – No report available
- 9.2 **Allotments** – Cllr Connor stated that all allotments were being worked on.
- 9.3 **Highways** – Cllr Matts stated that he had nothing new to report.
- 9.4 **Tree Report** – Cllr Marsh stated he had nothing to report. Cllr Matts stated that the Church would be carrying out some remedial tree work in the cemetery later in the summer once the birds had finished nesting including removing a tree with ash dieback and removing some large branches overhanging the allotments.
- 9.5 **Street Lights** – The Clerk stated that she had received no reports of faulty lights.
- 9.6 **Rights of Way** – Cllr Bushell stated that she had nothing to report


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- 9.7 **Village Hall/Village Playing Field Liaison** – Cllr Worthington stated the Fashion Show had been cancelled due to lack of ticket sales. In June events include: Open Gardens on 15th, Jools and Jazzaholics on 20th and Craft and Gift Fair on 28th
The Beer Festival is taking place on 11-12 July. The new defibrillator is fully installed outside the pavilion and the first draw for the new Lottery to take place in the Chequers on 4 June.
- 9.8 **Speed Awareness Device** – Cllr Marsh stated both working.
- 9.9 **Police Liaison Report** – Cllr Bushell stated that she would be arranging a village walkabout with the PCSO. She also stated that she would attend the online June report meeting.
- 10 **ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 18 June 2025 at 7.30 PM**
- Risk Assessment policy
 - Traffic Survey

Meeting closed at 8.20 pm


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