

RAVENSTHORPE PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON

Wednesday, 18 June 2025 at 7.30 pm

At Ravensthorpe Village Hall, High Street, Ravensthorpe, NN6 8EH

1 OPENING PROCEDURES

1.1 **Present:** Cllr D Hayes (Chair), Cllr R Marsh, Cllr M Worthington, Cllr E Connor, Cllr C Durrant, Cllr J Matts and Mrs C Holifield (Clerk)

1.2 **Apologies:**

Apologies were received and accepted from Cllr J Jones and Cllr M Bushell

1.3 **Declarations of Interest**

Cllr Matts declared an interest in agenda item 5.1 as Mr Fitch is a tenant in one of his properties.

2 MINUTES

2.1 The Minutes of the Parish Council annual meeting held on 21 May 2025 were approved by the meeting and the Chair signed the minutes accordingly.

3 PUBLIC TIME

There were no members of the public present

4 MATTERS ARISING

4.1 **Update on 'No Parking' signs**

The 'No Parking' signs were brought to the meeting by the Clerk and were distributed for erection at suitable locations in the village (Guilsborough Road, High Street, Teeton Road and Village Hall). Signs can be moved when required to other locations where parking is causing a problem in due course. In addition, a form of wording for polite notices to be placed on windscreens of offending vehicles was agreed and will be circulated.

4.2 **Update on Traffic Survey**

The Chair stated that further surveys had taken place and although the number of vehicles passing through the village was significant, the number of HGV's was less than had been expected. Further survey to be undertaken during the afternoon before the end of July. Cllr Marsh stated he would extract data from the speed awareness devices for comparison.

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5. BUSINESS

5.1 Update on insurance claim in respect of fallen Beech Tree on Village Green and consideration of further action to be taken

The Clerk stated that the Council's insurers had offered to pay the maximum claim amount of £1,000 in respect of dealing with a tree that posed a potential danger to life. It was unanimously resolved to accept this amount. It was also resolved to make payment to Maurice Fitch for the emergency felling works carried out at a cost of £4,800 (inc VAT) using the full balance of the Contingency Fund of £3,000 and the balance remaining of the tree and hedge maintenance budget.

The damage caused to third party property was a matter for the householders' insurers to deal with and if required information would be forwarded to the Council's insurer

After discussion, it was resolved that the Council would obtain a quotation for an inspection report from a qualified tree surgeon in respect of the remaining trees on the Village Green (Beech, Horse Chestnut and Birch). In addition, the tree surgeon would be requested to include the two Ash trees on the entrance path to the Pocket Park which are suffering from Ash die back. Clerk to liaise with Maurice Fitch who dealt with the fallen tree. It was resolved that any costs relating to the survey and any subsequent urgent works would be met from the balance of the Easement fund.

It was also resolved that the Chair and Cllr Durrant would look at preparing a more formal tree management plan going forward to include trees in the Pocket Park and the two pits.

5.2 Acceptance of the terms of the Urban Highways Grass Moving grant for the 2025 season in the amount of £1,115.86

The Clerk stated she had received the official documentation from WNC Highways and it was unanimously resolved to accept the terms of the grant to cut the highway verges. Clerk to sign relevant documentation and apply for the £1,115.86 grant as soon as possible

5.3 Consideration and Approval of Risk Assessment Policy for 2025-26

The Council unanimously resolved to approve the risk assessment policy which has previously been circulated by the Clerk (with some minor additions from the previous year) and the document was signed by both Chair and Clerk.

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5.4 To approve the reimbursement to Mr Wilkes for the annual Ravensthorpe website domain fee in the amount of £25.19

The Council unanimously resolved to approve the payment of £25.19 for the annual domain fee for the village website: Ravensthorpe.me.uk

6.1 Planning Applications

2025/2020/LBC AND 2025/1904/FULL – Coton Lodge, West Haddon Road, Guilsborough, NN6 8QE

Proposal to allow existing barn which benefits from wedding and function venue to be used for hosting educational courses and for holding business meetings.

The Council had no observations to make.

6.2 Planning Decisions

None

7 FINANCE

7.1 Payments

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

Payee	Invoice number	Amount (£) includes VAT where applicable	Payment type
Clerk's Salary – June 2025	n/a	456.57	Online
Clerk's Office Expenses – June 2025	n/a	20.00	Online
Stephen Hartwell – Mowing village/pocket park	340	623.64*	Online
Maurice Fitch – Works to Beech Tree on Village Green	11180	4,800.00*	Online
M Wilkes – reimburse website domain fee	n/a	25.19	Online
WAVE – Allotment Water	15138388	67.00	Direct Debit
YU Energy – Street Light Electricity (May 25)	02715906	8.92*	Direct Debit
YU Energy – Street Light Electricity (May 25)	02715905	15.48*	Direct Debit
YU Energy – Street Light Electricity (May 25)	02715907	124.09*	Direct Debit
YU Energy – Street Light Electricity (May 25)	02715904	8.39*	Direct Debit

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7.2 **Income Received to 31 May 2025**

Bank cashback of 42 pence

7.3 **Balance at Bank**

The Chair signed the bank reconciliation statement for the period ended 31 May 2025. Balance at bank was £20,459.04 of which £2,803.37 related to the balance of the Easement fund.

7.4 **External Audit for 2024-25**

The Clerk stated that she had submitted all the relevant documentation to the External Auditor (PKF Littlejohn) including the additional information required as the Council had been randomly selected for an Intermediate Audit this year.

8 **CORRESPONDENCE**

- Email from WNC – Annual Parish Conference date changed to 23 October 2025 – any Councillor wishing to attend to contact the Clerk

9 **COUNCILLORS' REPORTS AND RISK ASSESSMENTS**

- 9.1 **Crabtree Pocket Park** – No report available.
- 9.2 **Allotments** – Cllr Connor stated that all allotments were being tended but half of plot number 10 was overgrown. Clerk to contact tenant as it was understood that this plot was to be shared.
- 9.3 **Highways** – Cllr Matts stated he had nothing new to report.
- 9.4 **Trees** – Cllr Marsh stated he had nothing new to report apart from what had already been dealt with in agenda item 5.1
- 9.5 **Street Lights** – The Clerk stated she had received no new reports of faulty lights
- 9.6 **Footpaths** – Cllr Durrant stated that there was some overgrown hedgerow on one of the paths in the Churchyard. Cllr Matts stated he would deal once nesting season over.
- 9.7 **Speed Awareness Devices** – Cllr Marsh stated that both devices were working well.
- 9.8 **Village Hall Liaison** – Cllr Worthington stated that teas provided for the National Open Gardens day went very well with a significant profit being made. As previously reported there was to be live music on 20 June and a Craft and Gift Fair on 28 June. There are plans for National Theatre live screenings with first one scheduled on 3 October. These will be advertised in due course.
Playing Field Liaison – Cllr Worthington stated that the Playing Field committee were busy organising the Beer Festival to be held on 11-12 July. A plan for raising funds for more play equipment would be presented at the Beer Festival.

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The Parish Council took the opportunity to thank both the Village Hall Committee and the Playing Field Committee for the excellent work that they carry out to ensure that the village has excellent facilities which can be enjoyed by all sectors of the community. Clerk to write to the Chair of each of the Committees.

9.9 Police Liaison Representative – No report available

**ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON
Wednesday, 16 July 2025 at 7.30 pm**

- Clerk's Staff Appraisal
- Tree Report
- Traffic Survey

Meeting closed at 8.15 pm

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