**RAVENSTHORPE PARISH COUNCIL**

Chair: Diane Hayes

Clerk: Mrs C L Holifield, 62 Watford Road, Crick, NN6 7TT

**NOTICE OF PARISH COUNCIL MEETING**

To the members of the Council, you are hereby summoned to attend

an ordinary meeting of Ravensthorpe Parish Council

**On Wednesday, 17 September 2025 at 7.30 pm**

**To be held in Ravensthorpe Village Hall, High Street, Ravensthorpe**

From: Carol Holifield

Clerk: Carol Holifield

Dated: 12 September 2025

**AGENDA**

**1 OPENING PROCEDURES**

* 1. Present
  2. Apologies

1.3 Declarations of Interest:

Personal

Personal and Pecuniary

*(Members should disclose any interest in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)*

**2 MINUTES**

2.1 To approve and sign the Minutes of the ordinary meeting of the Parish Council held on 16 July 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. Meeting will then be closed for public comment*

**4 MATTERS ARISING**

4.1 Update on Traffic Survey and effectiveness of ‘No Parking’ signs recently erected – Chair

4.2 Update from Anglian Water in respect of concerns raised about parking and other issues at Ravensthorpe Reservoir - Chair

1. **BUSINESS**

* 1. To appoint a Climate & Nature Champion to represent the council in matters relating to climate, nature and the environment (NCALC update circulated to Councillors) – Chair
  2. To approve payment of the invoice for the Tree Safety Inspection report carried out by Maurice Fitch and to consider and approve any urgent works that he recommends need to be carried out – Cllr Marsh
  3. To consider and approve payment of the annual data protection fee to the Information Commissioner at a cost of £47 - Clerk
  4. To approve the increase in the Clerk’s pay following the Local Government Pay Award for 2024/25 to be backdated to 1 April 2025 – Chair
  5. To consider and approve a change to the Clerk’s pay scale from pay scale 23 (£17.85) to pay scale 24 (£18.35)– Chair
  6. To consider the purchase of a mobile phone and monthly SIM only contract for Parish Council use – Chair
  7. To consider and approve the employment of a payroll provider to carry out the payroll function for the Parish Council. Quotation of £115 per annum received from WAY2PAYE (based in Guilsborough) – Chair
  8. To consider and approve an increase to the Clerk’s working from home allowance from £20 per month to £26 per month - Chair
  9. **Planning Applications**

None

* 1. **Planning Decisions**

None

**7**  **FINANCE**

**7.1 Accounts to be approved for payment**

The following payments were approved by the Council in August and have already been paid

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Invoice number** | **Amount (£) includes VAT where applicable** | **Payment type** |
| Clerk’s Salary – August Salary | n/a | 511.93 | Online |
| Clerk’s Expenses – August | n/a | 20.00 | Online |
| Stephen Hartwell – Mowing village | 366/376 | 1185.96\* | Online |
| Cartridge Save – printer cartridges | INVZD2W4F | 38.14\* | Online |
| YU Energy – Street Light Electricity (July 25) | 02891128 | 8.84\* | Direct Debit |
| YU Energy – Street Light Electricity (July 25) | 02891125 | 8.46\* | Direct Debit |
| YU Energy – Street Light Electricity (July 25) | 02891127 | 114.44\* | Direct Debit |
| YU Energy – Street Light Electricity (July 25) | 02891126 | 15.22\* | Direct Debit |

Payments to be approved for payment in September

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Invoice number** | **Amount (£) includes VAT where applicable** | **Payment type** |
| Clerk’s Salary – September salary (includes backdated pay to April following Pay Award) | n/a | tbc | Online |
| Clerk’s Expenses – September | n/a | 30.50 | Online |
| PKF Littlejohn – External Audit Fee | 20251232 | 252.00\* | Online |
| Maurice Fitch – Tree Inspection Report | 11231 | 420.00\* | Online |
| Ravensthorpe Village Hall – room hire | 2025-0271 | 108.00 | Online |
| WAVE – Allotment Water | 15611447 | 43.71 | Direct Debit |
| HMRC – PAYE | tbc | tbc | Direct Debit |
| YU Energy – Street Light Electricity (Aug 25) | 02984245 | 15.35\* | Direct Debit |
| YU Energy – Street Light Electricity (Aug 25) | 02984347 | 117.18\* | Direct Debit |
| YU Energy – Street Light Electricity (Aug 25) | 02984246 | 8.84\* | Direct Debit |
| YU Energy – Street Light Electricity (Aug 25) | 02894244 | 8.42\* | Direct Debit |

**7.2 Income Received (to 31 August 2025)**

VAT Refund of £2,641.72 and WNC Mowing grant of £1,115.86

**7.3 Balances at Bank**

Chair to approve bank reconciliation for the period ended 31 August 2025

**7.4 Receipts and Payments account to 31 July 2025**

Clerk to present the receipts and payments account for period ended 31 July 2025 to compare with budget (previously circulated to Councillors)

**7.5 Internal Finance Checks**

Cllr Connor to provide report on internal finance checks carried out.

**7.6 External Audit Report Findings and Conclusion of Audit**

Notification of result of External Audit and findings of auditor and approval of publication of Notice of Conclusion of Audit.

**8**  **CORRESPONDENCE (for information only unless an agenda item)**

* Email correspondence from parishioner regarding traffic problems on the High Street due in part to work being carried out to neighbouring properties and increased parking issues (all circulated to Councillors and a response provided by the Clerk)
* Email correspondence received in respect of parking and other issues at Ravensthorpe Reservoir (circulated to Councillors)

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

9.1 Pocket Park – Ruth Rolls

9.2 Allotments – Cllr Connor

9.3 Highways – Cllr Matts

9.4 Tree Report – Cllr Marsh

9.5 Street Lights – Clerk

9.6 Rights of Way report – Cllr Durrant

9.7 Speed Awareness Devices – Cllr Marsh

9.8 Village Hall and Playing Field Liaison – Cllr Worthington

9.9 Police Liaison Report – Cllr Bushell

**10 ITEMS FOR NEXT MEETING’S AGENDA to be held on 22 October**

**2025 at 7.30 pm**