

RAVENSTHORPE PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON Wednesday, 16 July 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 J Matts, Mrs C Holifield (Clerk) and Unitary Cllr C Morton

1.2 **Apologies:**

Apologies were received and accepted from Cllr J Jones, Cllr M Bushell and Cllr C Durrant

1.3 **Declarations of Interest**

Cllr Matts declared an interest in agenda item 5.2 as Mr Fitch is a tenant in one of his properties.

2 MINUTES

- 2.1 The Minutes of the Parish Council ordinary meeting held on 18 June 2025 were approved by the meeting and the Chair signed the minutes accordingly.

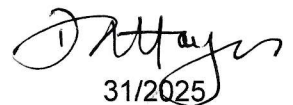
3 PUBLIC TIME

Unitary Cllr Morton stated that he had nothing new to report. The only policy that had thus far been decided on at WNC was a flag protocol. The new Council led by Reform would be following the old manifesto and had accepted the budget set by the previous Council.

4 MATTERS ARISING

4.1 **Update on Traffic Survey**

The Chair stated that due to roadworks etc that no further surveys had been carried out. She stated that she would arrange for these to be carried out in September after the school holidays.



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5. BUSINESS

- 5.1 To appoint a Climate and Nature Champion to represent the Council in matters relating to climate, nature and the environment (NCALC update circulated to Councillors)**

The Chair stated that the Council could approach Ruth Rolls as being the most qualified person in the village to carry out this role. She agreed she would speak to Ruth and put the item in the Village Newsletter too and report back to the Council in September.

- 5.2 To consider quotation from Maurice Fitch to carry out the tree inspection report on specific trees**

The Clerk stated that the quotation received from Maurice Fitch was in the amount of £350 (plus VAT). Mr Fitch stated that he would include the sycamore tree at the entrance to the Pocket Park and a couple of other ash trees which looked diseased further down the path. It was resolved to accept the quotation and for Clerk to ensure that the report and his quotation for urgent works be ready for consideration at the September meeting.

Clerk left the meeting at this point

- 5.3 To provide a report following Clerk's annual staff appraisal and approve any action to be taken**

The Council discussed the staff appraisal that had been carried out by Cllr Matts and Cllr Connor.

Clerk returned to the meeting

The Chair thanked the Clerk and stated that the Council was very appreciative of what she did for the Council. The Council resolved to increase the Clerk's hours from 33 to 35 per month with immediate effect.

6.1 Planning Decisions

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

Planning permission approved by WNC


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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 – July 2025	n/a	456.57	Bank transfer
Clerk's Office Expenses – July 2025	n/a	20.00	Bank transfer
Stephen Hartwell – Mowing village	350	562.32*	Bank transfer
E-on – Street Light Maintenance	6018806500	153.60*	Bank transfer
HMRC – PAYE/NIC (Apr to June)	199774	471.63	Direct Debit
YU Energy – Street Light Electricity (June 25)	02802564	8.56*	Direct Debit
YU Energy – Street Light Electricity (June 25)	02802562	8.17*	Direct Debit
YU Energy – Street Light Electricity (June 25)	02802565	111.04*	Direct Debit
YU Energy – Street Light Electricity (June 25)	02802564	14.79*	Direct Debit

7.2 Income Received to 30 June 2025

Aviva Insurance claim for fallen tree in the amount of £1,000, bank interest in the amount of £38.20 and bank cashback of 21 pence.

7.3 Balance at Bank

The Chair signed the bank reconciliation statement for the period ended 30 June 2025. Balance at bank was £15,347.81 of which £2,803.37 related to the balance of the Easement fund.

7.4 Submission of annual VAT 126 Refund Claim form

The Clerk stated that she had submitted the annual VAT 126 claim online in the amount of £2,641.72.

8 CORRESPONDENCE

- Email from WNC – Draft Statement of Community Involvement for WNC's Planning Service (circulated to Councillors) – this was noted
- NCALC Update – Climate and Nature Champion (see agenda item 5.1)
- Email regarding NCALC Annual Conference to be held on 4 October (circulated to Councillors)



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9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Crabtree Pocket Park** – No report available.
- 9.2 **Allotments** – Cllr Connor stated that all satisfactory. The Clerk stated that the tenant of allotment plot 10 had been unable to find time to manage the overgrown plot and was arranging with the Clerk for it to be shared by the next two parishioners on the waiting list. The tenancy would be changed over. Clerk to report back at the next meeting.
- 9.3 **Highways** – Cllr Matts stated due to the heat melting the tarmac, agricultural vehicles were damaging the rural roads but there was little that could be done about this. The potholes on the West Haddon Road had been filled. Cllr Marsh reported that WNC Highways had agreed to re-paint the white lines in the village following a complaint made by a parishioner.
- 9.4 **Trees** – Cllr Marsh stated he had nothing new to report.
- 9.5 **Street Lights** – The Clerk stated she had received no new reports of faulty lights
- 9.6 **Rights of Way** – Unitary Cllr Morton stated that following a complaint raised with him about the bridleway on the Teeton Road (leading to Holdenby) which was overgrown and unusable on horseback, he had reported this and was told it would be dealt with within 3 months.
- 9.7 **Speed Awareness Devices** – Cllr Marsh stated that both devices were working well.
- 9.8 **Village Hall Liaison** – Cllr Worthington stated that it was a quiet time for the Village Hall with no events arranged until September.
Playing Field Liaison – Cllr Worthington stated that the beer festival had made record profits. Unfortunately, the take up for the Village Lottery was very low but the additional profits made at the festival would bridge the gap. The Committee were now looking at funding routes to try and replace much of the playground equipment. The Firework display would take place on Friday, 7 November 2025.
- 9.9 **Police Liaison Representative** – No report available

ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON Wednesday, 17 September 2025 at 7.30 pm

- Tree Report and Quotations for work needed to be carried out urgently
- Climate and Nature Champion
- Internal Audit Checks
- External Audit Report
- Update on Staff Appraisal and consideration of External Payroll Provider

Meeting closed at 8.15 pm


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