

RAVENSTHORPE PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON Wednesday, 17 September 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 J Matts, Cllr J Jones and Cllr M Bushell

1.2 Apologies:

Apologies were received and accepted from Cllr E Connor and Cllr C Durrant. Due to unforeseen circumstances, the Clerk, Mrs C Holifield, was unable to attend the meeting and notes were taken in her absence by Cllr Bushell

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 16 July 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 Traffic Survey

The Chair stated that an update on the results of the traffic survey had been published in the Village Newsletter at the beginning of September and more thought needed to be given to the methodology before any more survey work is undertaken.



35/2025

4.2 Update from Anglian Water re concerns about parking at the Reservoir

The update received from Angela Tarry at Anglian Water was noted. Public access to the reservoir would not be restricted. Information to be provided to parishioners in the Village Newsletter. It was agreed that the issue of poor visibility due to overgrown hedges and removing graffiti from the pumping station to be raised again

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 Jane Sharp had volunteered for the role and that she would put her in touch with Ruth Rolls. Clerk to register her details.

5.2 To approve payment of invoice for the Tree Safety Inspection report carried out by Maurice Fitch to consider and approve any urgent works that he recommends need to be carried out

Payment of invoice of £420 (inclusive of VAT) approved. It was resolved that Clerk should attempt to obtain two further quotations for the work required (within 6 months) to the Sycamore and Ash trees (with disease) in the Pocket Park. It was noted that Mr Fitch had stated that work to other trees he inspected in the village could wait until the next financial year.

5.3 To consider and approve payment of the annual Data Protection fee to the Information Commissioner at a cost of £47

The Council resolved to approve payment of the annual fee to the Information Commissioner of £47 by direct debit.

5.4 To approve increase in the Clerk's pay following the Local Government Pay Aware for 2024-25 to be backdated to 1 April 2025

In accordance with the Clerk's employment contract, the Council resolved to approve the increase in line with the pay award.

5.5 To consider and approve a change to the Clerk's pay scale from 23 to 24

The Council resolved to approve an increase in the Clerk's pay scale from 23 (£17.85 per hour) to pay scale 24 (£18.35 per hour).

5.6 To consider the purchase of a mobile phone and monthly SIM only contract for Parish Council use

It was resolved that the Council should obtain a mobile phone and monthly SIM only contract for Parish Council use. Clerk to investigate options.

36/2025

A handwritten signature in black ink, appearing to be 'D. May', is written over the date '36/2025'.

5.7 To consider and approve the employment of a payroll provider to carry out the payroll function for the Parish Council.

It was resolved to employ the services of a payroll provider with effect from the next tax year (ie April 2026). Assuming quotation from WAY2PAYE in Guilsborough still as competitive (currently £115 per annum) to award contract to this contractor prior to April 2026.

5.8 To consider and approve an increase in the Clerk's working from home allowance

It was resolved to increase the Clerks' working from home allowance from £20 to £26 in line with HMRC guidelines.

6.1 Planning Applicatons

None

6.2 Planning Decisions

None

7 FINANCE

7.1 Payments

The following invoices/items were approved by the Council for payment in August and have already been paid by the method stated.

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

37/2025



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	581.55	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
Information Commissioner – Data Protection	Z3398394	47.00	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 Balance at Bank

The Chair signed the bank reconciliation statement for the period ended 30 June 2025. Balance at bank was £15,395.72 of which £2,803.37 related to the balance of the Easement fund.

7.4 Receipts and payments account to 31 July 2025

The Council noted the receipts and payments account covering the period April to July 2025 which had been forwarded to Councillors prior to the meeting.

7.5 Internal Finance Checks

The Council noted that Cllr Connor had carried out the internal finance checks and had reported that all was satisfactory.

38/2025



9.9 External Audit Report Findings and Conclusion of Audit

The Council noted the comments made by the External Auditor in respect of increased checks of finances against budget. Clerk to prepare receipts and payments account three times per annum (see item 7.4 above. Clerk to publish 'Notice of Conclusion of Audit' for the year ended 31 March 2025 by the deadline of 30 September 2025. This will be available to view online(together with all Parish Council documents) on the village website: www.ravensthorpe.me.uk.

8 CORRESPONDENCE

- Email correspondence from parishioner regarding traffic problems in High Street due in part to work being carried out to neighbouring properties and increased parking issues (circulated to Councillors prior to meeting). The Council considered the matter and felt that the substantive response from the Clerk had provided a number of suggestions which could be followed up by the parishioner.
- Email correspondence received in respect of parking and other issues at Ravensthorpe Reservoir (circulated to Councillors) – see agenda item 4.2 above.

9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Crabtree Pocket Park** – No report available.
- 9.2 **Allotments** – No report available.
- 9.3 **Highways** – Cllr Matts stated that the hedge/vegetation opposite the Village Hall in the High Street needed urgent attention to cut it back. Clerk to obtain quotes for the work.
- 9.4 **Trees** – Cllr Marsh stated he had nothing new to report.
- 9.5 **Street Lights** – It was reported that the light outside the garage on the High Street seemed to be permanently switched on. Clerk to deal.
- 9.6 **Rights of Way** – No report available
- 9.7 **Speed Awareness Devices** – Cllr Marsh stated that both devices were working well.
- 9.8 **Village Hall Liaison** – Cllr Worthington stated that the Village Hall were organising events for the autumn season.
Playing Field Liaison – Nothing to report
- 9.9 **Police Liaison Representative** – Cllr Bushell stated that she had nothing new to report. The hotline for reporting Fly Tipping was noted.

39/2025



**ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON
Wednesday, 22 October 2025 at 7.30 pm**

- Considered of Quotations for tree work in the Pocket Park
- Consideration of items to be included in the budget for 25/26
- Mobile phone contract

Meeting closed at 8.15 pm

40/2025

A handwritten signature in black ink, appearing to read 'D. Hayes', is written below the date '40/2025'.