

RAVENSTHORPE PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON Wednesday, 18 February 2026 at 7.30 pm At Ravensthorpe Village Hall, High Street, Ravensthorpe, NN6 8EH

1 OPENING PROCEDURES

1.1 **Present:** Cllr D Hayes (Chair), Cllr M Worthington, Cllr E Connor, Cllr M Bushell, Cllr R Marsh, Cllr J Jones and Mrs C Holifield (Parsh Clerk). One member of the public (arrived 7.50 pm)

1.2 Apologies:

Apologies were received and accepted from Cllr Matts, Cllr Durrant and Unitary Cllr Morton.

1.3 Declarations of Interest

None

2 MINUTES

2.1 The Minutes of the Parish Council ordinary meeting held on 14 January 2026 were approved by the meeting and the Chair signed the minutes accordingly.

3 PUBLIC TIME

One member of the public attended in respect of the request he had made which was considered under agenda item 5.10 below.

4 MATTERS ARISING

None

5. BUSINESS

5.1 **To consider and approve acceptance of 2026 grant for mowing the Highways Verges in the amount of £1,115.86**

It was resolved to accept the WNC Highways grant for mowing the verges. Clerk to sign agreement and return.



05/2026

5.2 To consider and approve new mowing contract following receipt of quotations for the 2026/2027 seasons

It was resolved to accept the quotation received from Thompson Groundcare Ltd in the amount of £304.68 (ex VAT) per cut for the village mowing and £40 (ex VAT) for mowing the paths in the Pocket Park. Clerk to sort contract.

5.3 To consider procedure for Clerk's Annual Staff Appraisal Review

The draft staff appraisal contract that had been devised by the Chair and Cllr Bushell was discussed. It was felt it was too detailed for the role of Parish Clerk and that the Chair would liaise with Councillors and look to see if it could be simplified. To be taken forward to March meeting.

5.4 To consider and approve if appropriate location and the costs of installation and ongoing maintenance for defibrillator in Coton prior to making application to the British Heart Foundation for a 'free' defibrillator.

It was agreed that Cllr Jones would liaise with the parishioner who had suggested getting a defibrillator in order to find a suitable location and to ascertain what costs would be involved in installing the device. The telephone box in Coton had been suggested as a location but this was still the property of BT and the Council agreed it did not wish to change the decision it had made several years ago not to adopt it due to the costs of maintaining a listed 'building'. It was noted that the window for making an application to the British Heart Foundation may have been missed.

5.5 To consider request from Martin Wilkes for Parish Council to agree to pay for the ongoing maintenance costs (battery/pads) for a new defibrillator provided the purchase of the new unit could be funded by volunteers

The Clerk stated that she had contacted Martin Wilkes about the defibrillator at The Chequers. Unfortunately, the battery and pads in this unit expire in April 2026 and cannot be replaced as the manufacturer of unit no longer makes them. From that date the unit would be removed from the Circuit so responders would not be directed to it. Mr Wilkes has suggested that a new unit be purchased through village fund raising but he would like a commitment from the Council to pay for the ongoing upkeep should this be achieved. Whilst it was agreed that the Council would assist, it was suggested that alternative locations should be considered. Cllr Marsh agreed to pursue this.

5.6 To consider Council's response to the WNC Local Plan consultation

After discussion, it was resolved that there was little merit in the Council making any response to the consultation.


06/2026

5.7 To consider Council's response to WNC Election Office consultation in respect of how election expenses are recharged to Councils

After discussion, it was resolved that Option C would benefit Ravensthorpe and Coton Wards the best being the least costly option for a small Parish.

5.8 To consider and approval quotation for works to overgrown shrubs on the Bank

The Clerk stated that she had received one quotation for the works to be done in the amount of £300. It was agreed that two further quotations be sought for the work with the aim of getting the work done as soon as possible.

5.9 To consider installation of further part-night cells on street lights to reduce electricity costs

After discussion, it was agreed that the Council should look to upgrade a further 5 street lights with part-night cells at a cost of £46 (ex VAT) each as part of the long term plan to upgrade all lights. Clerk to liaise with Chair as to which lights to target for this work and report back at the March meeting.

5.10 To consider Parishioner's request to apply to WNC Highways for HGV weight limits to be imposed on roads in the Parish following the opening of the North West Relief Road

It was resolved that the Council would make a request to WNC to formally consider reducing the weight limits for HGV's in the Parish. Clerk to liaise with the member of public present (previous Chair of the Parish Council) to send letter to Mr Nick Henstock of WNC Highways requesting that his previous decision on the matter be revisited now that the North West Relief Road had fully opened.

5.11 Requirement for Migration of Parish Council email address

The Clerk reminded the Council that the current email address would need to be migrated to the new address: Clerk@ravensthorpe-dc.gov.uk with effect from 1 April 2026. It was suggested that Cllr Durrant may be able to assist the Clerk with this task.

5.12 Requirement for Parish Council to have IT Policy

The Clerk stated that it would be a requirement for the Council to have a basic IT Policy in place with effect from 1 April 2026. A draft policy had been circulated. To be approved at the March meeting.


07/2026

5.13 To consider and approve the date for the Annual Village Litter Pick

It was resolved that the litter pick would take place on Saturday 28 March 2026. Volunteers to meet outside Village Hall at 10.00 am. Cllr Marsh to co-ordinate. Chair to advertise in Village Newsletter. It was also agreed that the Chair and Cllr Connor would wash the Ravensthorpe Village signs.

6.1 Planning Applications

None

6.2 Planning Decisions

2025/4902/S73 – The Old Mill House, 20A High Street, Ravensthorpe
Variation of Condition 2 (Plans) to include additional addendum with respect to paint finish and quarry tile finish 2024/3666/LBC (Listed Building Consent for internal repair to walls, floor and ceiling damaged by water leak).

WNC approved the application

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 – February	n/a	513.85	Online
Clerk's Expenses – February	n/a	29.99	Online
Cllr R Marsh – reimburse cost of hazard tape	n/a	6.23	Online
Reimburse Clerk – Microsoft 365 Annual subscription	n/a	84.99*	Carol Purchase
YU Energy – Street Light Electricity (Jan 26)	03496311	218.11*	Direct Debit

7.2 Income Received to 31 January 2026

£100 Pit rent

7.3 Balance at Bank

The Chair signed the bank reconciliation statement for the period ended 31 January 2026. Balance at bank was £16,741.70.


08/2026

8 CORRESPONDENCE

- Email from parishioner regarding request to reduce weight limits on roads for HGV'S in the Parish – agenda item 5.10
- Email from WNC regarding forthcoming consultation for Local Plan – agenda item 5.6
- Email from WNC Elections Office regarding options for the recharge of election expenses for future Council elections – agenda item 5.7
- Email re consultation on Grand Union Canal Transfer - noted

9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

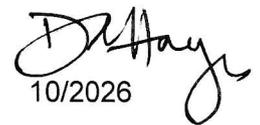
- 9.1 **Crabtree Pocket Park** – No report available.
- 9.2 **Allotments** – Cllr Connor stated that all was satisfactory and tenants were beginning to work on their plots. Clerk stated she had sent out the annual payment letters. Amounts due by 28 February.
- 9.3 **Highways** – It was reported that one of the Grit Bins had been replaced.
- 9.4 **Trees** – Cllr Marsh reported that the fallen trees on the East Haddon Road had now been cleared away. A fallen tree in the Pocket Park was awaiting assessment by Maurice Fitch – in the meantime Cllr Marsh had put hazard tape around the area.
- 9.5 **Street Lights** – The Clerk stated she had reported Street Light number 24 on the High Street opposite Little Lane to E-on
- 9.6 **Rights of Way** – Cllr Jones stated that the stile on the footpath to Coton was loose. Cllr Connor stated she would take photographs and report through Street Doctor.
- 9.7 **Speed Awareness Devices** – Cllr Marsh stated that both devices were working but due to the inclement weather he had been unable to extract data.
- 9.8 **Village Hall Liaison** – Cllr Worthington reported that everything was satisfactory with the Hal being fairly busy and a few more Committee members have been recruited.
Playing Field Liaison – Cllr Worthington stated that the Playing Field Committee were looking at fire safety in light of revised regulations. Fire Alarm would need replacing. Other items being looked at included insulation, lighting and improvements to the children's play area. Financial status on track.
- 9.9 **Police Liaison Representative** – Cllr Bushell stated that she and the local PCSO were still planning to carry out further early morning speed checks in the village but this depended on the availability of the PCSO. She stated that information from the Commissioner indicated that a series of actions were being taken including dealing with rogue traders and a firearms amnesty. Knife crime was on the increase.
- 9.10 **Climate and Nature Champion** – No report available.


09/2026

**ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON
Wednesday, 18 March 2026 at 7.30 pm**

- Location for possible defibrillator in Coton
- Location and funding for replacement defibrillator in Ravensthorpe
- Request for Weight Limit on roads through Ravensthorpe/Coton
- Clerk's Staff Appraisal – procedure for 2026
- Arrangements for Annual Village Meeting – Saturday 25 April 2026
- Update on new part-night cells for street lights
- Approval of IT Policy
- Internal Finance Checks

Meeting closed at 8.25 pm


10/2026