

## RAVENSTHORPE PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING HELD ON Wednesday, 18 March 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 J Jones, Cllr J Matts, Cllr C Durrant, Mrs C Holifield (Parsh Clerk), Unitary Cllr C Morton and one member of the public (Marie Hepplewhite)

1.2 **Apologies:**

Apologies were received and accepted from Cllr Marsh.

1.3 **Declarations of Interest**

Cllr Connor declared an interest in agenda item 5.5 – works to the Bank.

#### 2 MINUTES

2.1 The Minutes of the Parish Council ordinary meeting held on 18 February 2026 were approved by the meeting and the Chair signed the minutes accordingly.

#### 3 PUBLIC TIME

Marie Hepplewhite, Assistant Emergency Planning Officer at WNC provided further information in respect of the Community Resilience Project funded by the Environment Agency for 3 years which the Council had shown an interest. She provided Councillors with various documents and information on workshops relating to the project which was designed principally to help communities cope with flooding and providing emergency kits (although not exclusively)

Unitary Cllr Morton stated that talks had started in respect of devolution with the aim of getting a Mayor. He stated that Cllr Daniel Lister has been dealing with the Council's request for an HGV restriction in the village and will continue to liaise with the Clerk.

#### 4 MATTERS ARISING

4.1 The Clerk asked for technical assistance with dealing with the transfer of the Council's email address to [info@ravensthorpeparishcouncil.gov.uk](mailto:info@ravensthorpeparishcouncil.gov.uk) with effect from April 2026. Cllr Durrant agreed to assist.

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**5. BUSINESS**

**5.1 To consider next steps following presentation by Marie Hepplewhite of WNC in respect of the Community Resilience Project**

It was agreed to consider the information provided and to make a final decision at the April meeting.

*Marie Hepplewhite left the meeting at this point*

**5.2 To consider procedure for Clerk's Annual Staff Appraisal Review**

The Council resolved to adopt the revised staff appraisal procedure with the one amendment that only two Councillors would be required on the Staff Committee.

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

Cllr Jones stated that he had liaised with the parishioner who had put forward the suggestion to apply for a defibrillator but it was believed that the BHF offer had been oversubscribed. In addition, a location for siting a defibrillator had not yet been found.

**5.4 To consider possible new location for a defibrillator in Ravensthorpe**

Cllr Marsh had reported to the Clerk that he had had a conversation with the Chairman of the Village Hall Committee and the Village Hall was considered to be a suitable location for the location of any new unit purchased and the Committee may be able to provide some funding towards the purchase. Clerk to liaise with Martin Wilkes.

**5.5 To consider options for ongoing work to the Bank**

The Clerk stated that Mr Pate had informed her that he would not continue to the garden the bank going forward. The Council thanked him for his efforts over the last few years. The Chair stated she had liaised with the WI and Mr & Mrs Wiseman and that an offer to carry out works (in exchange for the purchase of equipment that may be required for the Bank and the Pocket Park) had been made by the Pocket Park volunteers. It was agreed that the Chair would try to arrange a meeting to discuss the way forward with all parties. Any major works to be delayed until later in the year due to bird's nesting.

**5.6 To consider options for cleaning the bus shelter**

It was resolved that the Council would no longer make payment for the cleaning of the bus shelter but thanked Mrs Moss for her efforts over the last few years.

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**5.7 To consider and approve replacement of street light number 24 on High Street opposite Little Lane**

It was resolved to replace the street light (column and lantern) at a cost of £1,495.74 (excluding VAT)

**5.8 To consider and approve street light location for installation of new part-night cells**

The Clerk stated that due to the work required unexpectedly to light number 24 (see 5.7 above) no decision had been made regarding further part-night cells. It was resolved to fit one to street light number 24 as part of the replacement. Chair stated that the Council should have a more formalised plan in place to look at the upgrades required to the remaining old style lights and installation of part-night cells.

**5.9 Adoption of IT Policy**

The Clerk had circulated the revised IT Policy to Councillors for consideration prior to the meeting. Cllr Durrant stated he would like to make some amendments and agreed to do so before the April meeting.

**5.10 To consider and approve arrangements for the Annual Parish Meeting**

The Chair stated that she had invited all the normal attendees to the meeting which would commence at 10.30 am on Saturday, 25 April 2026 in the Village Hall.

**5.11 To respond to WNC Consultation on BT Proposal to remove the 'listed' telephone kiosk in Coton**

The Council resolved to agree with WNC Planning's comments regarding the BT proposal to remove the kiosk in Coton. WNC have stated that as a listed building the kiosk should remain in place but that the telephony equipment could be removed. The Council resolved not to adopt the kiosk at this time due to the potential ongoing maintenance costs.

**5.12 To consider request from Pocket Park Co-ordinator to make donation to Friends of Brixworth Country Park and Brampton Valley Way towards the Tramper Fund as their Countryside Rangers had assisted with the restoration of some overgrown hawthorn trees in the Pocket Park**

The Council resolved to donate an amount of £50 towards the Tramper Fund.

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**5.13 To consider request from Pocket Park Co-ordinator to purchase a telescopic hand saw**

The Council resolved to purchase the requested telescopic hand saw online from Wilkinson Sword at a cost of £44.99. Clerk to arrange.

**6.1 Planning Applications**

None

**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.

| <b>Payee</b>                                  | <b>Invoice number</b> | <b>Amount (£) includes VAT where applicable</b> | <b>Payment type</b> |
|---|-----------------------|---|---------------------|
| Clerk's Salary – March                        | n/a                   | 513.85  | Online              |
| Clerk's Expenses – March                      | n/a                   | 26.00   | Online              |
| Wilkinson Sword – Hand Saw for Pocket Park    | n/a                   | 44.99   | Card Payment        |
| WAVE – Allotment water (Dec to Feb)           | 16264815              | 43.31   | Direct Debit        |
| YU Energy – Street Light Electricity (Feb 26) | 03609040              | 176.81*   | Direct Debit        |

**7.2 Income Received to 28 February 2026**

Allotment Rents of £445

**7.3 Balance at Bank**

The Chair signed the bank reconciliation statement for the period ended 28 February 2026. Balance at bank was £16,332.83.

**7.4 Internal Finance Checks**

Clr Connor stated that she had carried out the internal finance checks and all was satisfactory.

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