

## RAVENSTHORPE PARISH COUNCIL

### MINUTES OF ANNUAL MEETING HELD ON

Wednesday, 20 May 2026 at 7.30 pm

At Ravensthorpe Village Hall, High Street, Ravensthorpe, Northants

#### 1 OPENING PROCEDURES

##### 1.1 Election of Chair.

Cllr Hayes asked if there were any nominations. Cllr Worthington proposed and Cllr Connor seconded the appointment of Cllr Hayes as Chair. Cllr Hayes stated that she would be willing to accept the appointment for one further year and it was unanimously resolved to re-elect Cllr Hayes as Chair. The declaration of office document was signed and witnessed.

Cllr Hayes continued to take the meeting

##### 1.2 Election of Vice Chair

Cllr Hayes then nominated Cllr Connor to act as Vice Chair and Cllr Bushell seconded the appointment and it was unanimously resolved to re-elect Cllr Connor as Vice Chair.

##### 1.3 Apologies

Apologies were received and accepted from Cllr Durrant.

##### 1.4 Declarations of Interest:

Personal: Cllr Bushell declared an interest in TPO tree under Tree Warden  
Personal and Prejudicial: None

##### 1.5 Appointment of Officers and other Representatives

The following appointments were agreed:

Bank Signatories: Cllrs Marsh, Matts, Jones and Clerk

Internal Finance Audits: Cllr Connor

Grass Cutting Officer: Clerk

Street Light Officer: Clerk

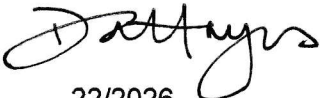
Planning Officer – Cllr Marsh (assistance from Cllrs Connor and Worthington)

Allotment Officer: Cllr Connor

Village Hall/Playing Field Liaison: Cllr Worthington

Church Liaison: Cllr Matts

Highways Officer: Cllr Matts



22/2026

Rights of Way Officer: Cllr Durrant  
Tree Warden – Cllr Marsh  
Police Liaison Officer – Cllr Bushell  
Budget and Precept – Cllr Jones and Clerk  
Pocket Park Co-ordinator: Ruth Rolls  
Extreme Weather Officers: Cllr Matts and Cllr Jones  
Emergency Plan Co-ordinator: Cllr Worthington  
Speed Awareness Device Co-ordinator: Cllr Marsh and Cllr Durrant  
Staff Committee: Chair and Cllr Bushell  
IT/Website Officer: Cllr Durrant  
Parish Noticeboard – Chair  
Climate and Nature Champion Officer: Jane Sharp

## **2 MINUTES**

- 2.1 The Minutes of the Parish Council meeting held on 15 April 2026 were approved by the meeting and the Chair signed them.

## **3 PUBLIC TIME**

There were no members of public present

## **4 MATTERS ARISING**

### **4.1 Update on Annual Village (Parish) Meeting**

The Chair stated that Village meeting held on 25 April 2026 was well supported with approximately 50 parishioners attending. The new format of meeting has been well received. Thanks were expressed to the representatives of village groups that attended and gave reports. Holding these meetings on a Saturday morning has resulted in much better attendance and engagement.

### **4.2 Update on signage/paint from WNC Environmental Health**

The Clerk stated that as WNC no longer had a dog warden she had been in touch with Environmental Health in respect of any assistance that could be provided. She was informed that a supply of stick-on signs could be provided but that paint should be purchased by the Council. If there was a persistent problem with any individual/dog then this should be reported to WNC and a visit would be arranged. It was agreed that the Clerk would obtain one can of spray marker paint in a fluorescent colour.

## **5 BUSINESS**

### **5.1 Review and Adoption of Financial Regulations**

It was resolved to adopt the Financial Regulations which had been circulated to Councillors prior to the meeting.

  
23/2026

**5.2 Review and Adoption of Standing Orders**

It was resolved to adopt the existing Standing Orders as approved the previous year with no new amendments being necessary.

**5.3 Consideration and approval of revised Risk Assessment policy**

It was resolved to approve the Risk Assessment policy which had been circulated to Councillors prior to the meeting.

**5.4 To consider and approve the Fixed Asset Schedule at 31 March 2026**

It was resolved to approve the Fixed Asset Schedule updated at 31 March 2026 which had been circulated to Councillors prior to the meeting.

**5.5 To consider and approve payment of the annual premium in respect of the long term insurance policy with Clear Councils Insurance Ltd**

It was resolved to approve payment of £696.10 in respect of the annual insurance premium for the 3<sup>rd</sup> year of the long term insurance agreement. As the internal auditor had mentioned cyber security insurance during the audit, the Clerk stated that she had obtained a quotation for the Council which was approximately £450. It was resolved not to pursue this further.

**5.6 To approve re-declaration of compliance with The Pensions Regulator in respect of the Clerk**

The Clerk stated that to comply with pensions legislation, the Council needed to re-declare it's compliance by 28 September 2026. Cllr Marsh agreed to deal with this matter.

**5.7 To consider and approve quotation received for the replacement of the gatepost on the footpath leading from The Hollows to Church Gardens.**

The Clerk stated that she had received a quotation of £230 from Simon Barnett for this work. It was resolved to approve the work.

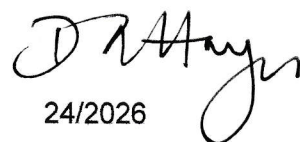
**5.8 To consider and approve quotation from James Hoare to carry out wood chipping work in the Pocket Park**

The Clerk stated that Ruth Rolls had requested that, in the absence of being able to obtain a wood chipping machine, that the Council approve the work to be carried out by James Hoare (parishioner) at an estimated cost of £130. It was resolved to approve the work.

**6 PLANNING**

**6.1 Planning Applications**

None

  
24/2026

## 6.2 Planning Decisions

None

## 7 FINANCE

### 7.1 Payments

The following invoices/items were approved by the Council for payment by online bank transfer.

Payee	Invoice number	Amount including VAT where applicable*	VAT Amount	Payment Method	Legal Power
Mrs C Holifield – May Salary	n/a	513.85		Online	LGA 1972, s112
Mrs C Holifield – Administration Expenses	n/a	26.00		Online	LGA 1972, s112
Clear Councils Insurance – Annual premium	LCO02257	696.10		Online	
WN Norse – contract for emptying dog bin West Haddon Road	SI2000114	435.79*	72.63	Online	PHA 1961
YU Energy – Street light electricity (April 26)	03843217	131.73*	6.27	Direct Debit	PCA 1957, s3

### 7.2 Income Received


First instalment of Precept of £11,000 and bank cashback of 16 pence.

### 7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2026. Balance at bank was £21,584.58.

### 7.4 Review of comments made by NCALC Internal Auditor

The internal auditor's report following her meeting with the Clerk on 8 May 2026 had been circulated to Councillors prior to the meeting. No major matters of concern were noted by the auditor but comments raised were as follows:

  
25/2026

*It was noted by the auditor that the generic e-mail address and IT Policy as required to comply with Assertion 10 were not in place by the due date and that she had had to respond 'No' to internal control objective O. She noted, however, that the transfer to a gov.uk domain had been effected and an IT Policy had been adopted.*

No further action to be taken by the Council.

*It was further noted that the Council used a community website rather than one dedicated solely to the Parish Council. The auditor suggested that this would not meet accessibility requirements.*

The Clerk stated that she had been in touch with the website administrator, Martin Wilkes, and following some adjustments, he confirmed that the website did meet the accessibility criteria.

*The Auditor noted that it would be more effective if the payments in the minutes had additional columns showing the VAT element and the relevant legal power. The Clerk stated that she would endeavour to do this going forward.*

It was noted that the internal auditor had reported that: *the Council appears to be performing well with its business affairs managed properly by a very competent Clerk/RFO and committed Council members.*

**7.5 Approval of AGAR Section 1, Annual Governance Statement for year ended 31 March 2026**

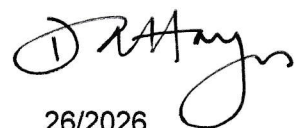
The Chair read out Section 1 (Annual Governance statement) of the annual return for the year ended 31 March 2026 for Councillors to approve. It was unanimously resolved to approve Section 1 and was then signed by both the Chair and the Clerk.

**7.6 Approval of AGAR Section 2, Accounting Statements for year ended 31 March 2026**

The Clerk had circulated the Accounting Statements to Councillors prior to the meeting. It was unanimously resolved to approve Section 2 (Accounting Statements) of the annual return for the year ended 31 March 2026 which had previously been signed by the Clerk as responsible Finance Officer. The Chair signed the form.

**7.7 Approval of Notice of Public Rights period (3 June 2026 to 14 July 2026)**

The Council resolved to approve the standard period for the exercise of public rights being 3 June 2026 to 14 July 2026. Notices to go on website and noticeboard prior to the initial date.



26/2026

## 7.8 Submission of Annual VAT 126 Refund Form

The Clerk stated that she had submitted a VAT 126 return requesting a refund of £2,159.41 for the 2025-26 year.

## 8 CORRESPONDENCE

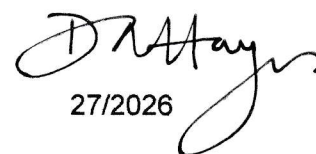
- Parish AGM report from Northamptonshire Police – circulated to Councillors

## 9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Pocket Park** – Details of volunteer works had been circulated. Plan to chip all the fallen/sawn wood at the end of the month.
- 9.2 **Allotments** – Cllr Connor stated that all allotments were being worked on.
- 9.3 **Highways** – Cllr Matts stated that he had nothing new to report.
- 9.4 **Tree Report** – Cllr Marsh stated that he had been in touch with a parishioner who had reported the felling of a TPO ash tree in Guilsborough Road. Following investigation, it was noted that Michael Venton of WNC had been fully involved in the matter and the tree had been cut down under a 5 day permission order due to disease which meant it was a danger. It was unfortunate that the Parish Council had not been contacted by Mr Venton or the Tree Surgeon at the time.
- 9.5 **Street Lights** – The Clerk stated that the street light number 24 in the High Street had now been replaced.
- 9.6 **Rights of Way** – In the absence of Cllr Durrant no report available
- 9.7 **Village Hall**– Cllr Worthington stated the 'Spring Fair' had been a success and another Fair was planned for the autumn. Volunteers still welcomed
- Playing Field** – The planning for the Beer Festival underway. Lottery tickets are to be delivered to all households in the village with instructions as to how to activate them (and buy more)
- 9.8 **Speed Awareness Device** – Cllr Marsh stated both working.
- 9.9 **Police Liaison Report** – Cllr Bushell stated that the Beat Bus had been well attended when it visited the village. She stated that she had signed up to attend the Annual Conference on 16 June and had also signed up to the 'Crime in a Box' initiative and would report back on both at the next meeting.
- 9.10 **Climate and Nature Champion report** – Jane Sharp provided a written report following her attendance at the meeting for CAN champions she attended in February which included ideas for cultivating fruit trees and wildflowers. It was noted that the Council is already supporting the Pocket Park volunteers in this respect.

## 10 ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 17 June 2026 at 7.30 PM

Meeting closed at 8.25 pm

  
27/2026