

RAVENSTHORPE PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON Wednesday, 16 September 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 Bushell, Cllr J Matts, Cllr E Connor, Cllr J Jones, Cllr C Durrant and Mrs C Holifield (Parsh Clerk).

1.2 **Apologies:**

Apologies were received and accepted from Cllrs Marsh and Worthington.

1.3 **Declarations of Interest**

None

2 MINUTES

2.1 The Minutes of the Parish Council ordinary meeting held on 15 July 2026 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 repair to safety bollard at bus shelter in High Street**

Cllr Durrant stated that the repair to the bollard had now been completed.

5. BUSINESS

5.1 **To consider and approve the Clerk's annual staff appraisal**

The Chair stated that she and Cllr Bushell had conducted the Clerk's annual staff appraisal review and Councillors had received a copy of the review prior to the meeting. It was resolved to approve the appraisal review as undertaken and to increase the Clerk's pay to the next pay scale point of 25 with effect from 1 October 2026. The Clerk stated that she had enrolled for a training seminar on the new digital AGAR as part of her development plan.

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5.2 To approve increase to Clerk's hourly pay rate in accordance with the Local Government pay deal to be back dated to 1 April 2026

It was resolved to increase the Clerk's hourly pay rate in accordance with the Local Government pay deal to be back dated to 1 April 2026 as per her contract of employment.

5.3 To consider further action, if required, in respect of potential claim for damage Caused to parishioner's property by fallen Beech Tree

The Clerk stated that she had been belatedly informed of a potential claim for damages in respect of the fallen Beech Tree by the Insurance Services department of West Northants Council. Following a conversation with the legal firm acting for the parishioner, the claim would now be amended and forwarded to Ravensthorpe Parish Council. Once received, it was resolved that the claim should be forwarded to the Council's insurance company to consider the matter further.

5.4 To consider the proposal from the Pocket Park Co-ordinator to reinstate the pond in the Pocket Park

The Council considered the proposal to re-instate the pond which had previously been emailed to Councillors. Whilst it was resolved that the Council was in agreement with the proposed works in principle, it was noted that the Council was not in a position to contribute any funds to the project in the current financial year as the works had not been budgeted for.

5.5 To consider how to progress the update to the Emergency Plan

It was resolved that the Chair and Cllr Worthington would look at the current plan and seek to update it.

5.6 To consider whether to declare an interest in the Parish Highways Representative Scheme

Cllr Matts agreed to complete the survey on behalf of the Council by 30 September 2026.

5.7 To approve payment to the Information Commissioner for the annual Data Protection Fee

It was resolved to make the annual payment by direct debit of £47.

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6.1 Planning Applications

The applications below relate solely to work on trees subject to Tree Preservation Orders

2026/3191/TPO – Notification of tree work at Bromley Hayes, 3 Coton Road, Ravensthorpe

The Council had no observations

2026/3607/TPO – Notification of tree work at The Old Forge, Teeton Road, Ravensthorpe

The Council had no observations

6.2 Planning Decisions

None

6.3 Planning Other

Consideration of email received in respect of proposed planning application submission in respect of Plot 1, Tythe Farm, East Haddon.

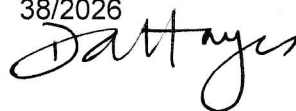
The Council considered the email received from a parishioner of East Haddon relating to this application and decided to make no further comments

7 FINANCE

7.1 Payments

The following invoices/items were approved by the Council for payment by the method stated.

38/2026



Payee	Invoice number	Total Amount (£)	VAT Amount included	Payment type	Legal Power
Clerk's Salary – August	n/a	513.85		Online	LG Act 1972
Clerk's Expenses – August	n/a	26.00		Online	LG Act 1972
Clerk's Salary – September (including back pay to 1.4.26 in accordance with Local Government Pay Agreement)	n/a	616.35		Online	LG Act 1972
Clerk's Expenses – September	n/a	26.00		Online	LG Act 1972
Thompson Ground Care – Village Mowing	1231	365.62	60.94	Online	Highways Act 1980
PKF Littlejohn – External Audit Fee	SB20260418	252.00	42.00	Online	
YU Energy – Street light electricity (July 26)	04237860	81.64	3.89	Direct Debit	Highways Act 1980
YU Energy – Street light electricity (Aug 26)	04430466	99.55	4.74	Direct Debit	Highways Act 1980
HMRC – PAYE/NIC (July to Sept 26)	n/a	531.58		Direct Debit	LG Act 1972
WAVE – Allotment water	16999101	58.88		Direct Debit	Small Holding & allotments Act 1908
Information Commissioner- Data Protection Fee	Z3398394	47.00		Direct Debit	LG Act 1972

7.2 Income Received to 31 August 2026

Nil

7.3 Balance at Bank

The Chair signed the bank reconciliation statement for the period ended 31 August 2026. Balance at bank was £17,660.67

7.4 Internal Audit Checks

Cllr Connors stated that she had carried out the internal audit checks for the first quarter and all was in order.

7.5 Receipts and Payments Account to 30 June 2026

The Clerk had previously circulated the receipts and payments account for the period ended 30 June 2026 to Councillors. There were no comments.

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7.6 External Audit Report Findings and Conclusion of Audit

Councillors noted the comments of the external auditor regarding the website which had been dealt with and approved the publication of the Notice of Conclusion of Audit by 30 September 2026

8 CORRESPONDENCE

- Email from Pocket Park co-ordinator regarding proposed works and funding for reinstatement of pond in Pocket Park (circulated to Councillors)
- Email re WNC Parish Conference 26 November 2026 – 2 places available (circulated to Councillors)

9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Crabtree Pocket Park** – see Agenda item 5.4 above
- 9.2 **Allotments** – All satisfactory
- 9.3 **Highways** – Cllr Matts stated that there was nothing new to report apart from Hollowell Road needing attention.
- 9.4 **Trees** – No report available
- 9.5 **Street Lights** – The Clerk stated that she had been informed by E-on that the part-night cells had now been fitted to the 15 lights as requested
- 9.6 **Rights of Way** – Cllr Durrant reported that all satisfactory at present.
- 9.7 **Speed Awareness Devices** – No report available.
- 9.8 **Village Hall Liaison** – No report available
Playing Field Liaison – No report available
- 9.9 **Police Liaison Representative** – Cllr Bushell stated that the focus for the year was to be on young drivers, speeding and use of mobile phones whilst driving. The Police were also trying to improve safety for 2 wheeled vehicles. Usual Xmas campaign for drink/drug driving.
- 9.10 **Climate and Nature Champion** – No report available.

ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON Wednesday, 21 October 2026 at 7.30 pm

Local Plan – Regulation 19 response
Insurance Claim update
Budget for 2027-28

Meeting closed at 8.10 pm

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