

## **RAVENSTHORPE PARISH COUNCIL**

### **MINUTES OF THE ORDINARY MEETING HELD ON**

**Wednesday, 16 April 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 E Connors, Cllr M Bushell, Cllr J Jones, Mrs C Holifield (Clerk), Unitary Cllr P Bignell and one member of the public

1.2 **Apologies:**

Apologies were received and accepted from Cllr J Matts and Cllr T Hogben

1.3 **Declarations of Interest**

None

#### **2 MINUTES**

2.1 The Minutes of the Parish Council ordinary meeting held on 19 March 2025 were approved by the meeting and the Chair signed the minutes accordingly.

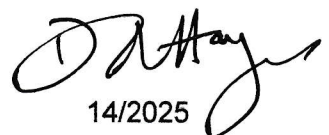
#### **3 PUBLIC TIME**

3.1 The Chair welcomed the member of the public to the meeting who raised concerns about an aggressive dog that was causing problems for parishioners as the owner had difficulty controlling it whilst out exercising it. She stated that the matter had been reported to the Police and that they were dealing. She was informed that this was not a matter for the Parish Council to get involved in but that Cllr Bushell as Police Liaison Representative would check what was happening with the Police and would also give her the contact details for the WNC Dog Warden.

#### **4 MATTERS ARISING**

4.1 **Update on Annual Village Litter Pick**

Cllr Marsh stated that the litter pick had generated the normal amount of rubbish which had now been collected by WNC. The Council would like to thank those parishioners who volunteered.



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~~... parish meeting event~~

~~The Chair stated that the event which took place on Saturday 15th April~~  
~~attended by about 30 parishioners (in addition to Councillors and those~~  
~~presenting) and was well received. It was agreed that the meeting should be~~  
~~held late April/early May next year. The Council would like to thank the~~  
~~volunteers who helped with the refreshments and to those that baked the cakes.~~

## **5. BUSINESS**

### **5.1 Consideration and approval of purchase of 'No Parking on Footpath' signs**

The Chair stated that the quotes had now been received from the Highways approved supplier. The cost of four A3 sized signs which could be attached to posts in the village was less than £50 (including delivery). It was resolved that the Clerk and Chair would agree the exact wording with the supplier and order.

### **5.2 Consideration of date for carrying out the proposed Traffic Survey**

The Chair stated that she needed to find a few more volunteers before setting a date for the survey.

### **5.3 Clearing of vegetation on public footpath leading from Coton to Guilsborough**

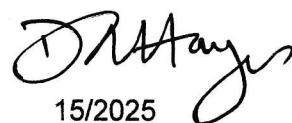
The Clerk stated that she had been in touch with the Manager of the Immediate Justice Team but following his visit to inspect the site and carry out a risk assessment, he reported that he would be unable to provide a team to clear the footpath. Matter to be reported under Street Doctor.

### **5.4 Provision of new gateposts for the Pocket Park**

The Clerk stated that she had been in touch with Simon Barnett and that with the approval of the Council she would pay for the posts and postcrete at Mainline Timber (see payments) for Simon to collect.

### **5.5 Consideration of request for mowing contractor to collect grass cuttings from churchyard to improve insect habitat**

The Clerk stated that Ruth Rolls had queried whether the grass cuttings from the area in front of the church could be collected by the mowing contractor. Mr Hartwell stated that this would incur an additional cost of £35 plus VAT each cut and could only be carried out if the grass was dry. It was resolved that as the Parish Council had not budgeted for the additional expenditure that the matter be referred back to the Parochial Church Council to see if they would like to fund this.



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**5.6 Approval of Payment of £100 to Mrs Moss for cleaning the bus shelter**

It was resolved to make the payment of £100 to Mrs Moss.

**5.7 Approval of Payment of £110 to Mr Pate for gardening the bank**

It was resolved to make the payment of £110 to Mr Pate.

**5.8 Consideration and approval of payment of £36 for continued membership of Campaign for Protection of Rural England**

It was resolved to make the payment of £36 for continued annual membership of CPRE

**5.9 Consideration and approval of payment of £774.09 for continued membership of Northants CALC including internal audit fee and Data Protection Officer fee**

It was resolved to make the payment of £774.09 for the annual membership of NCALC including internal audit fee and DPO fee.

**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.

  
16/2025

Payee	Invoice number	Amount (£) includes VAT where applicable	Payment type
Clerk's Salary – April 2025	n/a	456.57	Online
Clerk's Office Expenses – April 2025	n/a	59.06*	Online
Stephen Hartwell – Mowing village	301	561.60*	Online
Mrs A Moss – Cleaning bus shelter	n/a	100.00	Online
Mr A Pate – Gardening the bank	n/a	110.00	Online
E-on Street light maintenance (Jan to Mar)	6018802803	153.60*	Online
NCALC – Annual membership/internal audit/DPO fee	4486	774.09*	Online
Mainline Timber – Gateposts for Pocket Park	1995	120.41*	Card
YU Energy – Street Light Electricity (Mar 25)	02500548	9.43*	Direct Debit
YU Energy – Street Light Electricity (Mar 25)	02500547	17.63*	Direct Debit
YU Energy – Street Light Electricity (Mar 25)	02500549	146.34*	Direct Debit
YU Energy – Street Light Electricity (Mar 25)	02500546	8.46*	Direct Debit

## 7.2 Income Received to 31 March 2025

Bank interest of £48.52 and allotment rent of £35

## 7.3 Balance at Bank

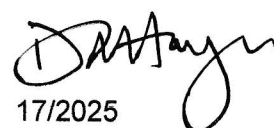
The Chairman signed the bank reconciliation statement for the period ended 31 March 2025. Balance at bank was £18,283.75 of which £2,803.37 related to the balance of the Easement funds.

## 7.4 Internal and External Audits for 2024-25

The Clerk stated that she had arranged for the internal audit to take place on 28 April 2025 following which she would prepare the documentation for the external audit. She also stated that Ravensthorpe had been randomly selected by PKF Littlejohn the external auditors for an additional intermediate audit.

## 8 CORRESPONDENCE

- Email from Kier regarding overhanging vegetation at junction of Chequers Lane/High Street – forwarded to householder

  
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## 9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

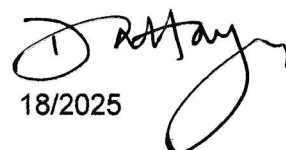
- 9.1 **Crabtree Pocket Park** – No report available.
- 9.2 **Allotments** – Clerk stated all allotment payments had now been received.
- 9.3 **Highways** – No report available
- 9.4 **Trees** – Cllr Marsh stated he had nothing new to report.
- 9.5 **Street Lights** – The Clerk stated she had received no new reports of faulty lights
- 9.6 **Footpaths** – Cllr Bushell stated that she had nothing to report.
- 9.7 **Speed Awareness Devices** – Cllr Marsh stated that both devices were working well.
- 9.8 **Village Hall Liaison** – Cllr Worthington stated that the Easter Egg Hunt went very well and that The Raven Loonies will be holding a board game evening on the 1<sup>st</sup> Saturday evening of the month in the Village Hall.  
**Playing Field Liaison** – Cllr Worthington stated that the annual lottery year starts in June and that details of how to buy tickets were being published in the April and May newsletters. The defibrillator had now been installed on the side of the Pavilion. Simon Cooper is running a marathon to raise further funds for this. Any donations can be sent via the link published in the Newsletter.
- 9.9 **Police Liaison Representative** – Cllr Bushell stated that there had been a number of burglaries reported where car keys and bank cards were taken from homes.

## ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON

Wednesday, 21 May 2025 at 7.30 pm (please note this is the Annual Meeting)

- Election of Chair
- Election of Vice Chair
- Completion of new Councillor documentation
- Roles and Responsibilities of Councillors
- Adoption of Standing Orders
- Adoption of Financial Regulations
- Update on 'No parking' signs
- Update on Coton Footpath
- Consideration of Internal Auditor's report
- Completion of AGAR forms for External Audit

Meeting closed at 8.20 pm

  
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