

RAVENSTHORPE PARISH COUNCIL

**MINUTES OF ANNUAL MEETING HELD ON
Wednesday, 22 May 2019 at 8.00 pm**

1 OPENING PROCEDURES

1.1 Election of Chairman.

Cllr Richard Marsh stated he would be willing to continue to act as Chairman. Cllr Herbert proposed and Cllr Worthington seconded his appointment and it was unanimously resolved to appoint Cllr Marsh as Chairman. Accordingly, Cllr Marsh signed the declaration of acceptance of office form.

Cllr Marsh then took the Chair.

1.2 Election of Vice Chairman.

The Chairman asked Cllr Herbert if he would be willing to continue to act as Vice Chairman. Cllr Herbert confirmed that he would and Cllr Worthington proposed and Cllr Hewison seconded the appointment of Cllr Herbert and it was unanimously resolved to appoint Cllr Herbert as Vice Chairman.

1.3 Present: Cllr R Marsh, Cllr E Connor, Cllr J Jones, Cllr M Worthington, Cllr D Herbert, Cllr M Bishop, Cllr J Hewison and Cllr P Hawkins and C Holifield (Clerk)

1.4 Apologies

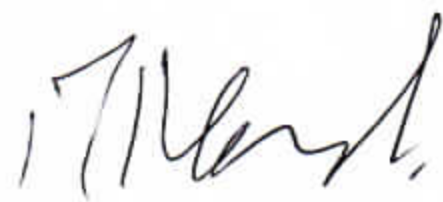
Apologies were received and accepted from J Matts.

1.5 Declarations of Interest:

Personal: None
Personal and Prejudicial: None

1.6 Appointment of Officers and other Representatives

The following appointments were agreed:
Internal Finance Audits: Cllr Connor
Bank Signatories: Cllrs Marsh, Matts, Jones, Worthington and Herbert.
Planning Co-ordinator: Cllr Connor
Grass Cutting Officer: Clerk
Highways Officer: Cllr Matts
Tree Warden: Cllr Herbert
Village Hall/Playing Field liaison: Cllr Worthington
Church Liaison: Cllr Matts
Allotments: Cllr Bishop
Neighbourhood Watch Co-ordinator: Glyn Lewis
Footpath Warden: Peter Dawes
Pocket Park Co-ordinator: to be confirmed



Snow Officers: Cllr Matts and Cllr Jones

2 MINUTES

- 2.1 The Minutes of the Parish Council meeting held on 17 April 2019 were approved by the meeting and signed by the Chairman as correct.

3 PUBLIC TIME

There were no members of the public present.

4 MATTERS ARISING

There were no matters arising

5 BUSINESS

5.1 Dog Fouling in Village

Cllr Worthington said she had been approached by a number of parishioners about the increased amount of dog fouling in the village, particularly on the path through the field between the Coton Road and the Millenium Wood, within the Millenium Wood itself and in the Playing Field.

After discussion, it was agreed that Cllr Connor would use the fluorescent paint that had been provided by DDC for a previous campaign to highlight any poo on the Highways paths/verges within the village.

Clerk to contact the Woodland Trust to see whether they might have any appropriate signage to put up in the wood to advise dog walkers of their duty to clean up after their dogs.

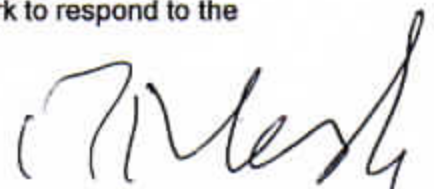
Cllr Hawkins to draft an article for the next edition of the Village Newsletter to bring attention to the problem and to highlight the enforcement measures available to DDC for those dog owners flouting the regulations.

5.2 To Consider and approve the payment of the Annual Insurance Premium

The Clerk explained that the Council had entered into a three year long term agreement with the current insurers Inspire and the premium for the 2nd year was £365.16. It was unanimously resolved to make payment

5.3 To Consider the proposed new pilot community transport project

The Council considered the documentation that had been previously circulated by the Clerk in respect of a proposal by Northampton University to run a pilot community transport project. It was agreed that there was insufficient detail (including a lack of financial information) provided at this stage to consider whether the project would be of interest to parishioners. Clerk to respond to the



survey to state that the Council may be interested and that when more information is available that it is suggested that a general meeting to include parishioners might be held.

5.4 Consideration of change of electricity supplier for street lights

The Clerk stated that despite requesting the information several times, she had yet to receive definite prices from the Great Annual Savings Company. As soon as these were available she would forward to Councillors and it was agreed the matter be taken forward to the June meeting.

5.5 Adoption of policies by Council as Data Controller to comply with new GDPR legislation.

It was unanimously resolved to adopt the following policies that had been provided to the Council by the Data Protection Officer at Northants CALC:

Records Retention Policy
Data Protection Policy
Data Breach Policy

Clerk to ensure that the policies (duly adapted for Ravensthorpe Parish Council) were uploaded to the website.

6 PLANNING

6.1 Planning Applications

None

6.2 Planning Decision

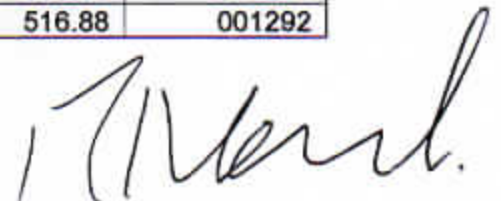
None

7 FINANCE

7.1 Payments

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

Payee	Amount	Method
Mrs C Holifield – April salary	266.88	Online
Mrs C Holifield – May salary	266.88	001288
Mrs C Holifield – Expenses	25.32	001289
BHIB Ltd – Aviva annual insurance premium	365.16	001290
Stephen Hartwell – Mowing (incl Pocket Park)	865.00	001291
Northants CALC – Annual Membership and Audit	516.88	001292



Fee		
Norton Security – Annual computer data security subscription (reimburse Clerk)	29.99	001293
E-on – Street Light maintenance (Jan-Mar 19) – revised invoice. Clerk stated that cheque 001284 raised at April meeting had not been sent as E-on had now recalculated the invoice amount)	123.92	001294
WAVE – Allotment Water	55.16	Direct Debit

7.2 Income Received

The Clerk confirmed that the payment of £9,000 in respect of the half year precept had been received into the bank account together with bank interest of £2.42.

7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2019. Balance at bank was £30,812.29.

7.4 Approval of Sections 1 and 2 of the Annual Return for Year Ended 31 March 2019

The Clerk reported that the internal audit had been carried out and various issues had been raised in the auditor's report (see 7.5 below). The Chairman then signed the document where required. The Chairman then read out Section 1 (Annual governance statement) of the annual return which was then completed. It was unanimously resolved to approve Section 1 which the Chairman and Clerk then duly signed. The Clerk produced the Annual Governance and Accountability Return 2019 for completion. It was unanimously resolved to approve Section 2 (Accounting Statements) of the annual return which had previously been signed by the Clerk as responsible Finance Officer. The Clerk to scan the necessary documents and ensure they are available on the website and in the noticeboard by 17 June 2019.

7.5 Consideration of Comments made by Internal Auditor

The Chairman stated that he and the Clerk had had a meeting with the internal auditor who had presented his findings as per the internal audit report which had been circulated to Councillors prior to the meeting. After discussion, it was agreed that although the Council did not agree with the auditors qualified report it would take the following action:

- Revert to cheque payments for the time being whilst Clerk investigates other options for online payments
- Clerk and Councillors to consider any additional NCALC training courses that might be useful to attend
- Clerk to look at changing numbering system for agendas/minutes
- Council to review the risk assessment policy
- Clerk to update documents held on website



Clerk to liaise with Danny Moody at NCALC in respect of the manner in which the internal audit was conducted.

7.6 National Salary Award for Clerks (2019/20)

The Clerk provided details of the national salary award for Clerks for 2019/20 and explained that her current pay scale 24 had been revised with effect from 1 April 2019 and the Council now had a choice of paying the Clerk's salary at new pay scale 15 or new pay scale 16. It was unanimously resolved that she should be paid at the new pay scale 16 (£12.15 per hour - backdated to April 2019)

8 CORRESPONDENCE

- 8.1 Notification of Parish and Town Councils meeting to be held on 13 June 2019. The Chairman agreed to attend on this occasion.
- 8.2 DDC Media Release – Government says yes to two unitary councils for Northamptonshire – noted

9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 Pocket Park – No report available. It was agreed that the Clerk would contact Mrs Peachey to see whether she wished to continue to take responsibility for the Pocket Park now that she had moved from the village.
- 9.2 Allotments – Cllr Bishop stated that all the allotments were being tended well.
- 9.3 Highways – No report available
- 9.4 Tree Report – Cllr Herbert stated that he had no concerns to report. He had been contacted by the residents of 1 Dairy Field to ask permission to cut back some branches overhanging their driveway and he had stated that this would not be a problem.
- 9.5 Street Lights – The Clerk stated that she had received no reports of faulty street lights this month.
- 9.6 Village Hall/Village Playing Field Liaison – Cllr Worthington stated that the Village Hall had plenty going on as usual. She stated that the proposed upgrade of some of the play equipment in the Playing Field had been delayed due to problems with the roundabout which were currently being investigated to see whether it was viable to repair. She stated that the Playing Field committee had enquired of DDC and were applying for further grants

10 ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 19 JUNE 2019

Dog Fouling update
 Internal Audit update
 Adoption of Standing Orders
 Adoption of Financial Regulations
 Change of electricity supplier
 Clerk's staff appraisal

Meeting closed at 9.30 pm

