

RAVENSTHORPE PARISH COUNCIL**MINUTES OF MEETING HELD AT RAVENSTHORPE VILLAGE HALL ON
Wednesday, 19 June 2019 at 8.00 pm****1 OPENING PROCEDURES**

- 1.1 **Present:** R Marsh (Chairman), M Bishop, J Matts, J Jones, M Worthington, J Hewison, D Herbert and C Holifield (Clerk)
- 1.2 **Apologies:** Apologies were received and accepted from P Hawkins
- 1.3 **Declarations of Interest:**
Personal: None
Personal and Prejudicial: None

2 MINUTES

- 2.1 The Minutes of the annual meeting of the Parish Council held on 22 May 2019 were approved and signed by the Chairman.

3 PUBLIC TIME

There were no members of public present.

4. MATTERS ARISING - UPDATES

- 4.1 Cllr Herbert signed a declaration of acceptance of office as Vice Chairman.
- 4.2 It was reported by the Clerk that The Woodland Trust had agreed to put up some signage in Top Ardles Wood to advise dog walkers to clear up after their dogs. Cllr Connor stated that she had found only a couple of instances where dog owners had failed to clean up around the village. However, the main problem area remained the permissive path across the field from Coton Road to the entrance of the Wood. Cllr Matts agreed to try and contact the landowner to see if he would allow signage to be put up. Cllr Connor to use the spray provided by DDC to highlight the problem in the field.
- 4.3 The Chairman stated that he had been unable to attend the Parish and Town Councils Forum.
- 4.4 The Chairman provided an update to the Council following his attendance at the West Northamptonshire Local Council Forum. Elections to the new unitary authority would take place in 2020 but the changeover would not take place until 2021. Updates for Councils in the run-up to the changeover would be channelled through NCALC.

5 BUSINESS

- 5.1 **Incomplete Repair to Dip in High Street**
Cllr Worthington stated that she had received a complaint from a resident relating to what appeared to be an incomplete repair by Highways to the dip in the road on the sharp bends in the High Street. Traffic passing over this dip caused

severe vibrations in his property which had led to him parking his vehicle over the defective road to prevent damage to his walls. The Clerk stated that she had emailed Ian Smith at Highways for an update on what was happening but had yet to receive a response.

5.2 Change of Electricity Supply Contract for Street Lights

The Clerk outlined the two fixed rate electricity supply contracts (36 or 60 months) that were currently available to the Council through Great Annual Savings Company. The costings provided indicated that the contract with E-on (current provider) offered a projected saving in the region of £450 and SSE offered a projected saving in the region of £550 per annum over the current rates based on current usage. After discussion, it was unanimously resolved that the Parish Council should enter into a fixed rate contract for 60 months with SSE. Clerk to arrange for contracts to be prepared and for her to sign them on behalf of the Parish Council as Responsible Finance Officer.

5.3 Low Branches of Village Trees impeding mowing

Cllr Herbert stated that a resident had indicated that she thought that the mowing contractor was having difficulty mowing under the trees on the Village Green. He agreed that some of the branches of the trees on the Village Green were very low but it was agreed that until Mr Hartwell had provided feedback there was no merit in discussing the matter further at the present time.

5.4 Resignation of Pocket Park Co-ordinator

Mrs Peachey had notified the Council that she wished to resign as Pocket Park Co-ordinator as having moved from Ravensthorpe she no longer had sufficient time to commit to the park. The Council thanked Mrs Peachey for the assistance she had provided to ensure that the Pocket Park was kept in good order. Cllr Worthington stated that she had spoken with Ruth Rolls and that she had agreed to take over the role and would liaise with Mrs Peachey as to what was required.

5.5 Proposed actions following internal audit report

The Chairman stated that he had been in touch with Danny Moody at NCALC to complain about the unreasonable attitude of the internal auditor. He stated that Danny had apologised and agreed that a different auditor with a less dogmatic approach would be appointed to carry out the audit next year. The Clerk stated that she had booked a place on a NCALC training course to ensure that she was complying with the current guidelines for producing agendas and minutes before making any unnecessary changes to the Council's documents. The Council also discussed the way forward with regard to its online banking policy and it was unanimously resolved that the Council would continue to allow the Clerk to make online payments from the bank account on the basis that the transaction page should be printed off and attached to the relevant invoice. It was further agreed that the risk assessment policy should be reviewed and updated where necessary at the next meeting.

5.6 Attendance by Clerk on NCALC Training Course

It was unanimously resolved that the Clerk should attend the NCALC training course 'Agendas and Minutes' taking place on 25 June 2019 at a cost of £36.

5.7 Adoption of Standing Orders

It was unanimously resolved to adopt the Standing Orders as updated in 2016

5.8 Adoption of Financial Regulations

It was unanimously resolved to adopt the Financial Regulations as updated in 2016.

5.9 Arrangements for Clerk's Annual Staff Appraisal

It was agreed that Cllr Matts and Cllr Herbert would carry out the Clerk's annual staff appraisal on 19 July 2019 before the Parish Council meeting commenced.

6 PLANNING**6.1 Planning applications**

DA/2019/0424 – 10 High Street, Ravensthorpe

Change of use of Post Office at front of building to residential (resubmission of DA/2018/0264)

No observations

6.2 Planning Decisions

None

7 FINANCE**7.1 Payments**

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

Payee	Amount £	Cheque Number
Mrs C Holifield – June Salary	283.04	001295
Clerk's Administration Expenses	18.00	001296
HMRC PAYE on Clerk's Salary (April to June 2019)	203.60	001297
Stephen Hartwell – village mowing/pocket park paths	455.00	001298
Ravensthorpe Village Hall – room hire	52.80	001299

7.2 Income Received

None

7.3 Balances at Bank

The Chairman signed the bank reconciliation statement for the period ended 31 May 2019. Balance at bank was £29,259.94.

8 CORRESPONDENCE (for information only)

8.1 NCALC Update May/June 2019 edition – circulated by email

8.2 Clerk and Councils Direct – May issue – hard copy available

8.3 CPRE Outlook June 2019 issue – hard copy available

DW

9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Pocket Park** – Ruth Rolls had provided a report complete with photos of the wildlife/wild flowers currently to be found in the Park which had been forwarded to Councillors prior to the meeting
- 9.2 **Allotments** – Cllr Bishop stated that all was in order in the allotments.
- 9.3 **Highways** – Cllr Matts stated that he had nothing new to report. Cllr Jones requested that a report be sent to Highways in respect of the condition of the Lane in Coton. Clerk to action.
- 9.4 **Trees** – Cllr Herbert stated that he had nothing to report
- 9.5 **Street Lights** – The Clerk stated that she had not received any new reports of faulty lights.
- 9.6 **Village Hall/Playing Field** – Cllr Worthington stated that following the closure of the Village Shop, the Village Hall committee were now looking to set up a website for the sale of tickets for functions. She also stated that work had now started on replacing some of the play equipment in the playground.

10 ITEMS FOR NEXT MEETING'S AGENDA (17 July 2019 at 8.00 pm)

- Consideration of risk assessment policy
- Clerk's Annual staff appraisal
- Consideration of action to be taken re low branches (on PC trees) possibly impeding mowing
- Numbering of Minutes and Agendas

Meeting closed at 8.55 pm.

