

RAVENSTHORPE PARISH COUNCIL
MINUTES OF ANNUAL MEETING HELD ON
Wednesday, 20 May 2020 at 8.00 pm
Held Remotely by Zoom Video Conference

1 OPENING PROCEDURES

1.1 Election of Chairman.

The Clerk stated that Cllr Richard Marsh had indicated that he did not wish to continue as Chairman. Cllr Marsh stated he would like to propose that Cllr Herbert be elected Chairman and Cllr Hawkins seconded the nomination. Cllr Herbert stated that he would be willing to accept the appointment and it was unanimously resolved to appoint Cllr Herbert as Chairman. The Clerk stated that the necessary paperwork would be forwarded to Cllr Herbert to sign and return.

Cllr Herbert then took the Chair.

1.2 Election of Vice Chairman.

The Chairman then nominated Cllr Marsh to act as Vice Chairman. Cllr Marsh confirmed that he would be happy to take the role as Vice Chairman and Cllr Connor seconded the appointment and it was unanimously resolved to appoint Cllr Marsh as Vice Chairman. The Clerk stated that the necessary paperwork would be forwarded to Cllr Marsh to sign and return.

1.3 Present: Cllr R Marsh, Cllr J Matts, Cllr E Connor, Cllr M Worthington, Cllr D Herbert, Cllr J Hewison, Cllr P Hawkins, Cllr K Bazini, Mrs C James (Clerk) and two members of the public.

1.4 Apologies

Apologies were received and accepted from Cllr J Jones.

1.5 Declarations of Interest:

Personal: Cllr Matts declared a personal interest in the Planning Application
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, Herbert and Clerk
Planning Co-ordinator: Cllr Connor
Grass Cutting Officer: Clerk
Highways Officer: Cllr Matts
Tree Warden: Cllr Bazini

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Village Hall/Playing Field liaison: Cllr Worthington
Church Liaison: Cllr Matts
Allotments: Cllr P Hawkins
Footpath Warden: Cllr J Hewison
Neighbourhood Watch Co-ordinator: Glyn Lewis
Pocket Park Co-ordinator: Ruth Rolls
Snow Officers: Cllr Matts and Cllr Jones
Emergency Plan Co-ordinator: Cllr Marsh

2 MINUTES

- 2.1 The Minutes of the Parish Council meeting held on 20 April 2019 were approved by the meeting and Cllr Marsh, as Chairman of that meeting, agreed to sign and scan the minutes to the Clerk.

3 PUBLIC TIME

The Chairman welcomed the two members of the public stated that they wished to speak about the planning application DA/2020/0160 – Cultra, 1 Coton Road.

Both residents who were immediate neighbours of the property concerned had previously sent copies of their objections to the application (already forwarded to the Planning Officer at DDC) to the Clerk for circulation and consideration by the Council prior to the meeting. Both stated that they would just like to re-iterate the key points of their objections which included: overall size of the proposed property compared to the existing one, the design of the proposed property which was not in keeping with the surrounding properties (many listed buildings) and the effect that the proposed property would have on the immediate neighbours.

The Chairman agreed that item 6.1 would be brought forward to be considered by the Council at this point (see 6.1 below).

One member of the public left the meeting following the Council's decision.

4 MATTERS ARISING

There were no matters arising

5 BUSINESS

5.1 Consideration of continuing problems of Dog Control/Fouling in Village

Cllr Hewison stated there had been problems with dog control within the village during the lockdown in that some dog owners were exercising dogs off leads or on extended flexi leads which led to social distancing problems. In addition, some dog owners were not disposing of their dog poo bags in the correct manner.

Cllr Hewison to draft an article for the next edition of the Village Newsletter to bring attention to the problems.

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The Chairman stated that he had spoken to the owner of the dogs that were escaping into the Pocket Park and causing a nuisance to visitors. The owner had promised to ensure that the dogs would not be able to access the Park from his property in future. Chairman to follow up.

5.2 Consideration of Council's response to Housing Needs Survey

Cllr Marsh stated that he had been approached by a resident to ask what response the Council was going to give to the result of the Housing Needs Survey in relation to the proposed development at Lingles Farm. After discussion, it was agreed that the Council would write to Kingston Developments (copy to Catherine Day) to ask whether they were considered amended the application in the light of the survey results.

5.3 Consideration of action to be taken in respect of Coton Noticeboard

Cllr Marsh stated that he had agreed that the noticeboard could be used by the Coronavirus Response Group to post their notices and, as such, Cllr Jones had given him the key. It was further agreed that the Clerk would ask Mr Pike to arrange for spare keys to be cut (when this was possible) with costs to be borne by the Council and that Cllr Connor agreed she would take over the posting of Parish Council notices on the board as and when required.

5.4 Consideration of request from Editor of Parish Website for Council to take financial responsibility for paying for domain name

The Clerk stated that Mr Wilkes had provided details of the costs he had been incurring personally to keep the website running and after discussion it was resolved that the Parish Council would take over the cost of the domain name on an annual basis (£13.18 exc VAT) and possibly any other costs that Mr Wilkes was incurring. Clerk to liaise with Mr Wilkes.

5.5 To consider and approval renewal of annual Norton Security package at a cost of £29.99

It was unanimously resolved to continue with the existing Norton package which the Chairman stated was appropriate for the Council's needs.

5.6 To approve the continuation of annual membership of NCALC and provision of internal audit service

It was unanimously resolved to continue to be a member of Northants CALC and to pay for their internal audit service at a total cost of £532.33.

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6 PLANNING

6.1 Planning Applications

DA/2020/0160 (amended) – Cultra, 1 Coton Road, Ravensthorpe
Demolition of existing dwelling. Construction of new dwelling, garage and granny annexe.

Having taken into consideration the comments of the two members of the public and discussed the application in detail, the Council made the following observations:

The Parish Council strongly opposes application DA/2020/0160 for the Demolition of existing dwelling and construction of new dwelling on the following grounds

The proposed building is substantially larger and the design will make it a very much more prominent part of the street scene in an old part of the village surrounded by 6 grade II listed properties. (Ravensthorpe VDS Guideline S1 'Ravensthorpe's settlement patterns vary greatly between old and new areas of the village and development should be sympathetic to its location within the village').

The proposed building is more than 40% wider with higher eaves and roofline. The existing building has lowered eaves and dormer windows which, together with the single storey garage, soften its impact when viewed from the street. (Ravensthorpe VDS Guidelines S8 'New development should not be allowed if it is too large in scale and massing for the plot')

The present house was built in 1984 in such a manner that it complements its neighbour built at the same time. Set back from the road they blend with their neighbours, with a number of planning restrictions at that time to ensure this, and do not obstruct views through to the open countryside. (Ravensthorpe VDS Guideline S2 'The sense of countryside proximity arising from many viewpoints through gaps in the developed road frontage and undeveloped areas at the village boundaries is highly valued').

The location, orientation and height of the proposed building will have a very significant deleterious impact on the amenities of the adjoining properties.

The proposed choice of materials is inappropriate for the location. There are no other buildings in the village with zinc cladding and the use of timber cladding would not be appropriate in this location. (Ravensthorpe VDS Guideline B9 'Development in older parts of the village should use materials sympathetic to its locality')

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We consider that there are a number of inaccuracies in the submitted drawings which make assessment of the impact of the development difficult. May we ask that you please consider a site visit to fully appreciate the impact that this proposed new building would have on an important historical part of the village.

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	Amount	Method
Mrs C James – May Salary	277.72	Online
Mrs C James – Administration Expenses	18.00	Online
Swalec – Street Light electricity April	238.25	Direct Debit
Stephen Hartwell – Mowing village	486.00	Online
Northants CALC – Annual Membership and Audit Fee	532.33	Online
Cartridge Save – Printer Cartridges	33.89	Online
Norton Security – Annual computer data security subscription (reimburse Clerk)	29.99	Online

7.2 Income Received

The Clerk confirmed that the payment of £8,750 in respect of the half year precept.

7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2020. Balance at bank was £24,175.58.

7.4 Approval of AGAR Section 1, Annual Governance Statement for year ended 31 March 2020

The Vice Chairman read out Section 1 (Annual governance statement) of the annual return for the year ended 31 March 2020. It was unanimously resolved to approve Section 1. Signed by Clerk and to be signed by Chairman when Clerk can visit him.

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7.5 Approval of AGAR Section 2, Accounting Statements for year ended 31 March 2020

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 which had previously been signed by the Clerk as responsible Finance Officer. The Clerk to take the form to the Chairman for his signature. The Clerk stated that following the internal audit which was due to take place at the beginning of June via a Zoom meeting, the documents would then be uploaded to the website and posted on the Parish noticeboards.

10 CORRESPONDENCE

None

10 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 Pocket Park – Ruth Rolls had provided her comprehensive monthly report with photographs which had been circulated in advance to Councillors.
- 9.2 Allotments – Cllr Bazini stated that she would forward her report to the Clerk after the meeting.
- 9.3 Highways – Cllr Matts stated that he had nothing new to report. It was agreed that the Clerk would follow up with Highways as to when the proposed bollard would be installed on Guilsborough Road (opposite Little Lane) to highlight the raised kerb.
- 9.4 Tree Report – Cllr Herbert stated that a branch of an ash tree in Albert Watson's old allotment pit on Guilsborough Road would probably need attention before it fell on the road. He stated that he would pass on the information he had to Cllr Bazini for her to follow up with the owners of the land.
- 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 remained closed with a further review in June. The Playing Field would be launching the usual lottery from June and would be selling tickets online with tickets being paid for by bank transfer or cash.

10 ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 17 JUNE 2020

Internal Audit update
Add Speed Awareness Device to Councillors reports
Adoption of Standing Orders
Adoption of Financial Regulations
Adoption of GDPR Policies
Clerk's staff appraisal

Meeting closed at 9.15 pm

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 23/06/2020