

## RAVENSTHORPE PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING HELD ON

Wednesday, 16 June 2021 at 8.00 pm

At Ravensthorpe Village Hall, High Street, Ravensthorpe, Northants

#### 1 OPENING PROCEDURES

1.1 **Present:** Cllr D Herbert (Chairman), Cllr J Matts, Cllr E Connor, Cllr J Jones, Cllr D Hayes and Mrs C Holifield (Clerk)

1.2 **Apologies:** Cllr R Marsh and Cllr M Worthington

#### 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 on 19 May 2021 were approved by the meeting and the Chairman signed the minutes accordingly.

#### 3 PUBLIC TIME

There were no members of public present

#### 4 MATTERS ARISING

##### 4.1 Update on Parish Councillor vacancies

The Clerk stated that the vacancies had been advertised in the noticeboards, on the website and in the Village Newsletter but, to date, no interest had been shown. Councillors to continue to try and promote the vacancies within both Ravensthorpe and Coton.

#### 5 BUSINESS

##### 5.1 Consideration of adoption of BT Telephone Kiosk in Ravensthorpe

It was agreed that, in view of a lack of particular parishioner interest in a project to adopt the kiosk, that it should remain in the ownership of BT who would then retain responsibility for the ongoing maintenance of this listed kiosk. Cllr Jones requested that Clerk try to get BT to add the Coton Kiosk to it's maintenance list for a refurbishment.

  
21/7/2021

**5.2 Consideration of revision of Ravensthorpe and Coton Emergency Plan**

In the absence of Cllr Marsh, it was agreed that this item would be taken forward to the July agenda.

**5.3 Approval of renewal of 3 year long term insurance agreement with BHIB brokers and payment of annual premium of £373.63**

The Clerk stated that the Council had been offered a new 3 year long term agreement with Pen insurers by it's brokers BHIB. It was resolved to accept this agreement and that payment of £373.63 should be made for the first year's premium.

**5.4 Approval of payment of £18.19 in respect of Ravensthorpe domain name fee**

The Clerk stated that she had received the invoice from Martin Wilkes in respect of the domain name fee for the village website which the Parish Council had resolved in 2020 to pay each year. It was resolved to reimburse Mr Wilkes the amount of £18.19.

**5.5 Consideration and Approval of Risk Assessment policy**

It was resolved to approve and adopt the updated risk assessment and internal controls policy which had been circulated to Councillors prior the meeting by the Clerk. Signed by Chairman and Clerk.

**5.6 Consideration and Adoption of Standing Orders**

It was resolved to adopt the Standing Orders that had been circulated to Councillors by the Clerk prior to the meeting.

**5.7 Consideration and Adoption of Financial Regulations**

It was resolved to adopt the Financial Regulations which had been circulated to Councillors by the Clerk prior to the meeting.

**5.8 Consideration and Approval of Code of Conduct**

It was resolved to adopt the Code of Conduct (as revised by West Northants Council) which had been circulated to Councillors by the Clerk prior to the meeting.

**5.9 Consideration of Information received in respect of 'No Cold Call Zones'**

Further to a discussion about the setting up of 'No Cold Call Zones' following receipt of an enquiry from a parishioner, it was resolved that there was little merit in taking this matter further as there was no perceived problem in either Ravensthorpe or Coton with cold calling. It was advised that individual

  
21/7/2021

householders could obtain stickers etc to put on their doors from Trading Standards.

#### 5.10 Arrangements for Annual Staff Appraisal

It was agreed that Cllr Matts and Cllr Marsh would meet with the Clerk 20 minutes prior to the start of the July meeting to carry out the appraisal.

### 6 PLANNING

#### 6.1 Planning Applications

**DA/2021/0347 – Hill View, 57 High Street, Ravensthorpe**  
Construction of detached garden room.

*The Council had no observations*

#### 6.2 Planning Decisions

**DA/2021/0002 – Old Forge House, High Street, Ravensthorpe**  
Demolition of existing conservatory. Construction of replacement conservatory  
*Application approved*

**DA/2021/0003 – Old Forge House, High Street, Ravensthorpe**  
Listed Building consent for demolition of existing conservatory.  
Construction of replacement conservatory  
*Listed building consent granted*

**DA/2021/0188 – The Old Vicarage, Church Hill, Ravensthorpe**  
Single storey rear extension  
*Application granted*

**DA/2021/0189 – The Old Vicarage, Church Hill, Ravensthorpe**  
Listed building consent for single storey side extension and partial removal of internal wall  
*Listed building consent granted*

#### 6.3 Planning Other

**Update on DA/2021/0131 – Plot 2, Tythe Farm, East Haddon**

It was noted that, following a recent Planning Committee meeting, the application had been refused.

*D. White 21/7/2021*

## 7 FINANCE

### 7.1 Payments

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

Payee	Invoice Number	Amount (£) including VAT where applicable	Method
Mrs C Holifield – June salary	n/a	315.83	Online
Mrs C James – Administration Expenses	n/a	18.00	Online
HMRC – PAYE (April to June 2021)	n/a	236.40	Online
Swalec – Street Light electricity May 2021	Various	225.86	Direct Debit
BHIB – Council's Annual Insurance Premium	508014	373.63	Online
Stephen Hartwell – Mowing village	24	492.00	Online
M Wilkes – Reimburse Domain name fee	117593	18.19	Online

### 7.2 Income Received

The Clerk confirmed that the payment of £8,000 in respect of the first half of the Precept had been received.

### 7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 31 May 2021. Balance at bank was £27,894.86.

### 7.4 Internal Audit Report 2020-21

The Council considered the recommendations of the NCALC internal auditor following receipt of her internal audit report (circulated to Councillors prior to the meeting) but resolved that no further action was necessary.

### 7.5 Notice of Public Rights for 2020-21

The Clerk stated that she had posted the relevant Public Rights documents on the website and the noticeboard. The period set for public rights was 14 June 2021 to 23 July 2021.

## 8 CORRESPONDENCE

- NCALC Update May/June 2021 edition (circulated by email)
- Email from parishioner regarding 'No Cold Calling Zones' – see agenda item 5.9
- Northamptonshire Police – Local Priorities Survey (circulated by email)

  
21/7/2021

## 9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 **Pocket Park** – Reports from Ruth Rolls had been circulated to Councillors prior to the meeting. No problems reported requiring Council action.
- 9.2 **Allotments** – Cllr Connor stated that all was in order at the allotments.
- 9.3 **Highways** – Cllr Matts stated that he had nothing new to report. Clerk agreed to report a broken sign in Bettycroft Close and large pothole on Coton Road on Coton side of the reservoir.
- 9.4 **Tree Report** – No report available.
- 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 had provided a report to the Clerk to state that following the extension of Covid-19 restrictions to 19 July some planned activities would not now take place. Teas planned for the Open Gardens Day on 4 July would only take place if they can be made Covid secure. With regard to the Playing Field the pavilion remains closed. Some football coaching sessions were now taking place. The new ODDS 200 lottery had commenced.
- 9.7 **Speed Awareness Device** – The Chairman stated that device had now been moved to the East Haddon Road location.

## 10 ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 21 July 2021

Adoption of GDPR Policies  
Clerk's staff appraisal  
Adoption of revised Emergency Plan  
Parish Councillor vacancies  
Consideration of Planning Application WND/2021/0080

Meeting closed at 9.05pm



21/7/2021