**RAVENSTHORPE PARISH COUNCIL**

Clerk: Mrs C L Holifield, 62 Watford Road, Crick, NN6 7TT. Tel: 01788 824425

**NOTICE OF ANNUAL MEETING OF PARISH COUNCIL**

To the members of the Council, you are hereby summoned to attend the meeting of the Parish Council to be held in Ravensthorpe Village Hall

**On Wednesday, 24 May 2023 at 7.30 pm**

All Members of the public and press are invited to address the Council at Public Time

**From: Carol Holifield**

**Clerk: Carol Holifield**

**Dated: 19 May 2023**

**AGENDA**

**1 OPENING PROCEDURES**

1.1 Election of Chairman and signing of declaration of acceptance of office

1.2 Election of Vice Chairman

1.3 Apologies

1.4 Declarations of Interest:

Personal

Personal and Prejudicial

1.5 Appointment of Officers and other Representatives:

Internal Finance Checker

Bank Signatories

Planning Co-ordinator

Grass Cutting Officer

Street Lighting Officer

Highways Officer

Allotment Officer

Tree Warden

Village Hall/Playing Field Liaison

Police Liaison Officer

Footpath Warden

Pocket Park Co-ordinator

Extreme Weather Officers for Ravensthorpe and Coton

Emergency Plan Co-ordinator

Gardening the Bank

Cleaning the Bus Shelter

**2 MINUTES**

2.1 To approve and sign the Minutes of the Parish Council meeting held on 19 April 2023.

**3 PUBLIC TIME**

*Members of the public and press are invited to address the Council. The session will last for a maximum of 20 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.*

**4 MATTERS ARISING**

4.1Update on HGV vehicles travelling through village – Cllr Marsh

4.2 Update on repair to be carried out to Parish Council noticeboard in High Street, Ravensthorpe - Clerk

**5 BUSINESS**

5.1 Adoption of Financial Regulations - Clerk

5.2 Adoption of Standing Orders - Clerk

5.3 Consideration and approval of revised Risk Assessment Policy - Clerk

5.4 Consideration and approval of payment of annual Website Domain fees – Clerk

5.5 Consideration of action to be taken in respect of repair to Noticeboard in Pocket Park – Clerk

5.6 Consideration and approval of annual membership of CPRE at a cost of £36 – Clerk

**6 PLANNING**

**6.1 Planning Applications**

**WND/2023/0238 – 5 Paddock Close, Ravensthorpe**

First floor extension over existing garage and two storey rear extension

**WND/2022/0114/0118 – Halls Farm, 70 Guilsborough Road,** **Ravensthorpe**

Planning application and Listed Building Consent application for

Conversion of single storey outbuilding (former bakery) to associated living accommodation and single storey extension, conversion of attached outbuilding (former dairy) to form kitchen/family room.

**6.2** **Planning Decisions**

None

**7**  **FINANCE**

**7.1 Accounts to be paid either by bank transfer or by direct debit:**

|  |  |  |
| --- | --- | --- |
| Payee | Invoice number | Amount (£) including VAT\* where applicable |
| Mrs C Holifield – May Salary | n/a | 413.71 |
| Mrs C Holifield – Office Expenses | n/a | 20.00 |
| Swalec – Street light electricity (April 2023) | Various | 175.21\* |
| Stephen Hartwell – Mowing Village (2 cuts) | 19/27 | 1,186.68\* |
| NCALC – Annual membership/audit fee/DPO fee | 2924 | 632.95 |
| NCALC – Training course fees | 3096 | 115.20\* |
| CPRE Annual Membership | n/a | 36.00 |
| Martin Wilkes – reimbursement website domain name fee | n/a | 22.79 |
| West Northants Norse – emptying dog poo bin WH Road | 000771 | 380.16\* |

**7.2 Income Received**

First instalment of Precept of £8,000. Grass mowing grant for 2022 season of £515.75.

**7.3 Balances at Bank**

Chairman to approve bank reconciliation for 30 April 2023

**7.4 Consideration of NCALC Internal Audit Report**

Consideration of report of NCALC internal auditor.

**7.5 Approval of AGAR Section 1, Annual Governance Statement 2022-23**

To approve and sign off Section 1, Annual Governance Statement of AGAR 2022/23

**7.6 Approval of AGAR Section 2, Accounting Statements 2022-23**

To approve and sign off Section 2, Accounting Statements of AGAR 2022/23

**7.7 Approval of Notice of Public Rights period (5 June to 14 July 2023)**

To approve period of public rights for inspection of Council’s accounting records relating to year ended 31 March 2023.

**7.8 Completion of AGAR Certificate of Exemption Form**

Re-approval of AGAR certificate of exemption form (due to error).

**8**  **CORRESPONDENCE (for information only)**

* Notification from Futures Housing Group of land for sale on West Haddon Road
* Email from parishioner advising of consultation in respect of proposed changes to school bus eligibility from 2024.

**9**  **COUNCILLORS REPORTS/RISK ASSESSMENTS**

9.1 Pocket Park – Ruth Rolls

9.2 Allotments – Cllr Hogben

9.3 Highways – Cllr Matts

9.4 Tree Report – Cllr Marsh

9.5 Street Lights - Clerk

9.6 Footpath Report – Cllr Bushell

9.7 Village Hall/Village Playing Field Liaison – Cllr Worthington

9.8 Speed Awareness Device – Cllr Marsh

**10 ITEMS FOR NEXT MEETING’S AGENDA (23 June 2023 at 7.30 pm)**