**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, 22 May 2024 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: 17 May 2024**

**AGENDA**

**1 OPENING PROCEDURES**

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

1.2 Election of Vice Chair

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

**2 MINUTES**

2.1 To approve and sign the Minutes of the Parish Council meeting held on 17 April 2024.

**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 Annual Parish Event held on 27 April 2024 – Chair

4.2 Update on installation of Solar Powered Speed Awareness Device – Cllr Marsh

4.3 Update on response received from WNC Transport Deputy Director in respect of HGV’s travelling through village - Chair

**5 BUSINESS**

5.1 To consider a review of new model Financial Regulations - Clerk

5.2 Adoption of Standing Orders - Chair

5.3 To consider and approve Risk Assessment Policy - Chair

5.4 To consider and approve payment of annual Website Domain name fee at a cost of £19.99 – Clerk

5.5 To approve payment of annual Norton anti-virus package at a cost of £14.99 - Clerk

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

5.7 To consider request from Long Buckby Hub for donation towards building works – Chair

5.8 To consider request from parishioner to replace street light number 20 in Scott Close currently not working (cost £1,483 ex VAT) – Clerk

5.9 To consider and approve the fixed assets schedule updated for 2024 - Clerk

5.10 To consider and approve new long term insurance policy agreement – Clerk

5.11 To consider and approve payment of 10 additional hours for Clerk – Chair

5.12 To consider the Rose of Northamptonshire award scheme – Chair

5.13 To consider any further response to the Local Plan consultation - Chair

**6 PLANNING**

**6.1 Planning Applications**

None

**6.2** **Planning Decisions**

**2024/1635/FULL - The Yews, 32 High Street, Ravensthorpe**

Single storey rear extension, first floor extension and fenestrational changes

*Planning permission approved by WNC*

**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 (plus overtime if approved) | n/a | £573.61 |
| Mrs C Holifield – Office Expenses | n/a | 20.00 |
| Ravensthorpe Village Hall – Hall Hire for Annual event | 0143 | 27.00 |
| Stephen Hartwell – Mowing Village/Pocket Park  | 161 | 623.64\* |
| SSE – Street light electricity (Fixed rate) | 884561 | 183.17\* |
| SSE – Street light electricity (part night) | Tbc | tbc |
| Norton Annual Anti-Virus Fee | n/a | 14.99 |
| CPRE Annual Membership | n/a | 36.00 |
| Martin Wilkes – reimbursement website domain name fee | n/a | 19.99 |
| Coeval – Speed Awareness Device | Tbc | tbc |
| West Northants Norse – emptying dog poo bin WH Road | 968 | 402.96\* |

**7.2 Income Received**

First instalment of Precept of £8,250 and bank cashback of 8 pence

**7.3 Balances at Bank**

Chairman to approve bank reconciliation for 30 April 2024

**7.4 Review of NCALC Internal Audit Report**

Consideration of any action to be following receipt of report of NCALC internal auditor.

**7.5 Approval of AGAR Section 1, Annual Governance Statement 2023-24**

To approve and sign off Section 1, Annual Governance Statement of AGAR 2023-24

**7.6 Approval of AGAR Section 2, Accounting Statements 2023-24**

To approve and sign off Section 2, Accounting Statements of AGAR 2023-24

**7.7 Approval of Notice of Public Rights period (3 June 2024 to 12 July 2024)**

To approve period of public rights for inspection of Council’s accounting records relating to year ended 31 March 2024

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

* Email from parishioner in respect of street light number 20 in Scott Close (see agenda item above)
* Email from Long Buckby Hub requesting donation towards building works (see agenda item above)

**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 Devices – Cllr Marsh

**10 ITEMS FOR NEXT MEETING’S AGENDA (19 June 2024 at 7.30 pm)**