

RAVENSTHORPE PARISH COUNCIL

MINUTES OF ANNUAL MEETING HELD ON Wednesday, 22 May 2024 at 7.30 pm At Ravensthorpe Village Hall, High Street, Ravensthorpe, Northants

1 OPENING PROCEDURES

1.1 Election of Chair.

Cllr Hayes asked if there were any nominations. Cllr Worthington proposed and Cllr Marsh seconded the continued appointment of Cllr Hayes as Chair. Cllr Hayes stated that she would be willing to accept the appointment and it was unanimously resolved to appoint Cllr Hayes as Chair. The declaration of office document was signed and witnessed.

Cllr Hayes continued to take the meeting

1.2 Election of Vice Chair

Cllr Hayes then nominated Cllr Connor to act as Vice Chair and Cllr Matts seconded the appointment and it was unanimously resolved to appoint Cllr Connor as Vice Chair.

1.3 **Present:** Cllr D Hayes, Cllr J Matts, Cllr R Marsh, Cllr E Connor, Cllr M Worthington, Cllr J Jones, Cllr T Hogben, Cllr M Bushell and Mrs C Holifield (Clerk)

1.4 Apologies

Apologies were received and accepted from Unitary Cllr Bignell.

1.5 Declarations of Interest:

Personal: None

Personal and Prejudicial: None

1.6 Appointment of Officers and other Representatives

The following appointments were agreed:

Internal Finance Audits: Cllr Connor

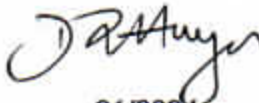
Bank Signatories: Cllrs Marsh, Matts, Jones and Clerk

Planning Co-ordinator: Cllr Connor

Grass Cutting Officer: Clerk

Street Light Officer: Clerk

Planning Officer – Cllr Connors



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Highways Officer: Cllr Matts
Allotment Officer: Cllr Hogben
Village Hall/Playing Field Liaison: Cllr Worthington
Church Liaison: Cllr Matts
Footpath Warden: Cllr Bushell
Tree Warden – Cllr Marsh
Police Liaison Officer – Cllr Bushell
Pocket Park Co-ordinator: Ruth Rolls
Extreme Weather Officers: Cllr Matts and Cllr Jones
Emergency Plan Co-ordinator: Cllr Worthington
Speed Awareness Device Co-ordinator: Cllr Marsh
Staff Committee: Cllr Marsh and Cllr Connors
Parish Noticeboard – Cllr Hogben

2 MINUTES

- 2.1 The Minutes of the Parish Council meeting held on 17 April 2024 were approved by the meeting and the Chair signed them.

3 PUBLIC TIME

There were no members of public present

4 MATTERS ARISING

4.1 Update on Annual Village Event (in place of APM)

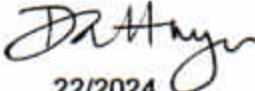
The Chair stated that the village event held on Saturday, 27 April 2024 in the Village Hall was a success with approximately 40 residents attending and after short presentations enjoyed coffee and cake and finding out more about the various organisations attending.

4.2 Update on installation of new fixed Solar powered Speed Awareness Device

Cllr Marsh stated that the new device had been installed earlier in the week and was working very effectively. Instructions for downloading data to be requested by Clerk. Cllr Marsh stated that he had moved the portable device to the Teeton Road and would like to consider getting a solar unit to charge the batteries. To liaise with Clerk and report back at the June meeting.

4.3 Update on response from WNC Transport Deputy Director in respect of HGV's travelling through the village

The Clerk stated that Unitary Cllr Bignell had informed her that he was still waiting for a response but would be chasing for the next meeting.


22/2024

5 BUSINESS

5.1 Review and Adoption of new model Financial Regulations

It was resolved that Cllr Jones and the Clerk would liaise during the summer months to see what if any amendments were required following receipt of the new Regulations. To report back to the Council in due course.

5.2 Review and Adoption of Standing Orders

It was resolved that the Clerk should amend the existing Standing Orders to remove all references to Chairman/Vice Chairman and amend these titles to Chair/Vice Chair. It was also resolved to increase the amount of expenditure without the need for obtaining quotations to £500 and to increase the period of recission of resolutions to 12 months. Clerk to circulate the amended Standing Orders to Councillors and add to website.

5.3 Consideration and approval of revised Risk Assessment policy

It was resolved to approve the risk assessment that had been circulated to Councillors prior to the meeting without any amendments. Signed by Chair and Clerk.

5.4 Consideration and approval of payment of annual Website Domain fee for the Village Website

The Clerk stated that Martin Wilkes had informed her that the annual fee would be £19.99. It was resolved to reimburse Mr Wilkes for this payment.

5.5 Consideration and approval of annual Norton anti-virus software package

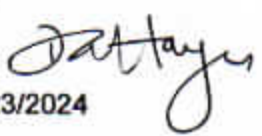
It was resolved to approve the payment of £14.99 for the annual Norton anti-virus package.

5.6 Consideration and approval of annual membership of CPRE as a cost of £36

It was resolved to continue with the annual membership of CPRE (Campaign for the Protection of Rural England) at a cost of £36.

5.7 To consider request from Long Buckby Library & Hub for donation towards building works

Following discussion, it was unanimously resolved to make a one off donation of £500 towards the project as the facility was used by many parishioners of Ravensthorpe/Coton. Monies to be taken from Easement balance.


23/2024

5.8 To consider request from parishioner to replace street light number 20 in Scott Close

The Council considered a request to reinstate the obsolete light in Scott Close. This street light had not functioned for over 10 years and E-on had provided a quotation to replace in the amount of £1,483 excluding VAT. After discussion, it was unanimously resolved that the light would not be replaced. It was felt that the distance between functioning lights in this area was no greater than in other areas on the village and in some cases less. Parishioner to be informed of decision.

5.9 To consider and approve the fixed asset schedule for period ended 31 March 2024

The fixed asset schedule for the period ended 31 March 2024 relating to the AGAR forms had been circulated to Councillors prior to the meeting and was approved.

5.10 To consider and approve a new 3 year long term insurance policy agreement to commence on 17 June 2024

The Clerk stated that she had received the renewal quote from the brokers, Clear Councils, and had updated the fixed asset schedule for the street furniture to include the new speed awareness device and pole. It appeared that the bus shelter would need to be insured as a building as it was not a plastic construction and, therefore, could not be included in street furniture. It was resolved that it should be insured for the sum of £6,000. Clerk to liaise with insurers and on the basis that the quote would be in the region of £540 per annum that she should go ahead with the payment so that the policy could be renewed before the next meeting.

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

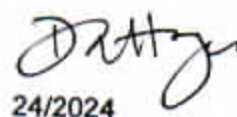
It was unanimously resolved to approve the payment of 10 additional hours for the Clerk due to her increased work load in the preceding months.

5.12 To consider making an application under the Rose of Northamptonshire aware scheme

It was resolved that the Chair would complete an application to nominate a village organisation for the Rose of Northamptonshire award which could then be approved at the June meeting and submitted before the deadline.

5.13 To consider any further response to the Local Plan consultation

No further response required.



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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 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 – May Salary and additional hours	n/a	573.61	Online
Mrs C Holifield – Administration Expenses	n/a	20.00	Online
Ravensthorpe Village Hall – Room Hire	143	27.00	Direct Debit
Stephen Hartwell – Mowing village/Pocket Park	161/173	1,185.96*	Online
CPRE – Annual Membership	n/a	36.00	Online
Norton – Annual anti-virus package	n/a	14.99	Card
Martin Wilkes – annual Website domain fee	n/a	19.99	Online
Clear Councils – Annual Insurance Premium	tbc	tbc	Online
West Northants Norse Ltd – Dog Poo Bin	000968	402.96*	Online
Coval Ltd – Speed Awareness Device	5870	3,997.20*	Online
Buckby Library & Hub – Donation (Easement)	n/a	500.00	Online
SSE – Street Light Electricity (April part night)	835040	82.44*	Direct Debit
SSE – Street Light Electricity (April fixed rate)	884561	183.17*	Direct Debit

7.2 Income Received

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

7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2024. Balance at bank was £28,069.01


25/2024

7.4 Consideration of report of NCALC Internal Auditor

The internal auditor's report following her meeting with the Clerk on 29 April 2024 had been circulated to Councillors prior to the meeting. No matters of concern were noted by the auditor. Of the minor issues raised, the Council did not wish to replace existing email address. Policies would be reviewed and updated during the year as required. Clerk would add values when minuting the annual budgeting process and a link to members interests on WNC website was already in place.

7.5 Approval of AGAR Section 1, Annual Governance Statement for year ended 31 March 2024

The Chair read out Section 1 (Annual governance statement) of the annual return for the year ended 31 March 2024 for Councillors to approve. It was unanimously resolved to approve Section 1 and was then signed by both the Chair and the Clerk.

7.6 Approval of AGAR Section 2, Accounting Statements for year ended 31 March 2024

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 for the year ended 31 March 2024 which had previously been signed by the Clerk as responsible Finance Officer. The Chair signed the form.

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

The Council resolved to approve the standard period for the exercise of public rights being 3 June 2024 to 12 July 2024. Notices to go on website and noticeboard.

8 CORRESPONDENCE

- Email from parishioner in respect of street light number 20 in Scott Close (see above)
- Email from Buckby Library & Hub requesting consideration of donation towards building works at the library (see above)


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