Minutes of an **Ordinary Meeting** of meeting of Ringstead Parish Council held on **Weds 9th Oct 2024** at 7.30p.m.

Present: Cllr S Boustred, Cllr I Grant, Cllr J Grant, Cllr C Harris, **Cllr R Phillips**, Cllr G Slack, Cllr A Twell

In Attendance Lisa Ritchie – Clerk to the Council

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RPC24/0121 Public Open Time (Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 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).**  **RESOLVED** No members of the public in attendance. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **RPC24/0122 To Receive and approve apologies for absence**  **RESOLVED** Apologies received and approved | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **RPC24/0123 To receive Declarations of Interest under the Council’s Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book).**    **RESOLVED -**  No DOI received. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **RPC24/0124 To receive and approve for signature the Minute of the Meeting held on 11th Sep 2024.**  **RESOLVED** Minutes from meeting on 11th Sept received and approved clerk to publish. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **RPC24/0125 Review of Actions from previous meeting and to receive the Clerk’s Report.**  **RESOLVED**   |  |  |  | | --- | --- | --- | | **Action** | **By Whom** | **Status** | | Publish Minutes | Clerk | Complete | | Query quote from ROSPA over possible duplicate item | Clerk | Requested | | Update Armed forces day grant applicant of outcome of application | Clerk | Complete | | Update WI grant applicant of outcome of application | Clerk | Complete | | Request contractor source and install Christmas tree | Clerk | Requested | | Source and purchase, 30 litter pickers and 30 hi Vis | Clerk/JG | Complete | | Advise applicant to scatter ashes that their request is approved | Clerk | Complete | | Request contractor completes work at Community Garden up to agreed budget | Clerk | Complete | | Liaise with resident regarding parking restrictions | Clerk/JG | Ongoing | |  |  |  | |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **RPC24/0126 To receive and approve the Balance of Accounts.**  **RESOLVED** Balance of accounts received and approved.  Treasuers Account 00347325 £ 5540.57  Reserves Account 19036368 £134698.73  TOTAL  Less unrepresented payments £ 699.60  Plus unrepresented receipts  **TOTAL £139539.70** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| **RPC24/0127 Chairman to sign off Bank Statements.**  **RESOLVED** Bank statements received and approved. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| **haRPC24/0128 A. To receive and approve the Monthly 2024/2025 Budget Review**  **B. B. To receive Report from Finance Advisory Committee.**  **RESOLVED**  VAT to be claimed is in the region of £6,000, we are under by circa £1943, and Cemetery £1935 under, we are also under budget on Sports ground income by £1600. But it has come to light that one team using the facilities have not been submitting their usage and this will be followed up by Clerk.  We have discovered that there could potentially be an issue with Salary/PAYE payments. It is requested that RPC approve instructing an external payroll company investigate on our behalf and take over the payroll submissions in future at a cost of £18 per month. This is agreed and JG will take this forward. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Clerk  JG | | | | | |
| **RPC24/0129 Receive and approve quotations for works after ROSPA.**  **RESOLVED** It was agreed to accept quote, clerk to process. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Clerk | | | | | |
| **RPC24/130 Approve Quote for replacement bin at Kinewell lake.**  **RESOLVED** Agreed that we will instruct NNC to complete works and Invoice Kinewell trust for half of the cost. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Clerk | | | | | |
| **RPC24/0131 Discuss and agree action with regards to parking issues in village.**  **RESOLVED** This is in relation to two correspondence matters from residents  A request for a change to parking outside post office, to a 15 min loading or similar, JG has requested forms to be completed and then will forward on to resident and assist with completing if necessary. This process takes approximately 18 mths as North Northants only consider requests annually.  A concern raised over parking on Carlow Road, causing issues for agricultural vehicles to access their premises. The resident has attempted many forms of communication but still faces difficulties regularly. The issue would also affect emergency vehicles attendance to area, specifically Fire Service. RPC will support resident in trying to resolve this issue, there are not parking restrictions in place and vehicles are parked legally, but it is clearly both inconsiderate and dangerous to life. JG will contact Fire Service for advice on possible signage to request co-operation from residents, the matter will be shared on social media also to try and get the message across. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | JG  JG/Clerk | | | | |
| **RPC24/0132 Discuss and agree action regarding resident correspondence with regards to blocked ditches in village.**  **RESOLVED** RPC have been made aware of several issues with blocked ditches in village. One of which is on Station Road on inspection it appears blocked, Clerk will report on Fix My Street in the first instance, and update resident. There is also a blocked drain on Carlow Road, this will also be reported. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Clerk | | | | |
| **RPC24/0133 To discuss and draw up a workplace harassment policy.**  **RESOLVED** This item is from NCALC weekly update, that new legislation comes in at the end of October, they are working on sending out a draft policy, if this is not forthcoming Clerk from Barnwell Parish Council has drafted a policy we could use. Clerk to update council at soonest opportunity. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Clerk | | | | |
| **RPC24/0134 To appoint a council member to sit on Kinewell trust committee.**  **RESOLVED** It was agreed that AT will sit on the Kinewell Trust Committee. Clerk to update website. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Clerk | | | | |
| **RPC24/0135 To discuss and agree action with regards to leak at ORRI building.**  **RESOLVED** The ORRI tenant has reported water ingress at building, on inspection it has been discovered that neighbouring residential property has a blocked gutter. This residence is privately rented and RP will provide clerk with address of Landlord so clerk can write and ask this is rectified. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Clerk/RP | | | | |
| **RPC24/00136 Agree to instructing independent accountant to carry out audit of HMRC/PAYE payments.**  **RESOLVED** This item was agreed under agenda item number RPC24/0128. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  | | | |  | | | |  | | | | | |  | | | |  | | | |  | | | |  | | |  | | | | | | |
|  | | | |  | | | |  | | | | | |  | | | |  | | | |  | | | |  | | |  | | | | | | |
|  | | |  | | | |  | | | | | |  | | | | |  | | |  | | |  | | | |  | | | | | | |
| **RPC24/ 0137 To acknowledge payments made and approve any outstanding Invoices.**  **RESOLVED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Oct-24 | V3 03.10.2024 | |  |  |  |  |  | | **Payment Type** | **Payee** | **Net** | **VAT** | **Gross** | **Details** | **Budget** | **Budget Code** | **Spending Power** | | **Completed Payments** |  |  |  |  |  |  |  |  | | DD | BT | £53.77 | £10.75 | £64.52 | Broadband/telephone, Sep Inv | Broadband and Telephone | 36 | LGA 1972, s111 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | DD | Wave | £19.50 | £0.00 | £19.50 | Cemetery water Jun-Sep | Cemetery Mtce | 24 | LGA 1972s214(6) | | DD | Wave | £64.13 | £0.00 | £64.13 | Rec Ground Water | Football Club Water Supply | 87 | LG(MP)A 1976, s19 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | DD | SSE | £25.28 | £18.45 | £270.27 | Street Lighting Electricity | Street Lighting Electricity | 44 | PCA 1957, s3 | |  |  |  |  | **£418.42** |  |  |  |  | | **Payments to be approved** |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | BACS | F P Roofing | £5,549.16 | £0.00 | £5,549.16 | Cemtery chapel roof works | Cemetery Chapel Mtce | 24 | LGA 1972, s214 | | BACS | Stafing | £1,272.97 | £0.00 | £1,272.97 | Caretaker/Clerk Salary/PAYE | Staffing | 31/32 | LGA 1972, s112 | | BACS | JJB Grab Hire | £583.00 | £116.60 | £669.60 | Works to war memorial area | Churchyard cemetery mtce | 40 | WMA 1923 s1 | | BACS | A Harvey | £35.00 | £0.00 | £35.00 | Community Garden Mtce | Open Spaces community Garden | 14 | OSA 1906, s 9 and 10 | | BACS | J Grant | £466.05 | £0.00 | £466.05 | Hi vis and litter pickers | Health and safefty | 84 | RPHA 1875 s 14 | | BACS | RGD Building Services | £4,760.00 | £952.00 | £5,712.00 | works to ORRI outside space | ORRI Legal costs | 92 | OSA 1906, s 9 and 10 | | BACS | Emma Hall Life flower | £202.50 | £0.00 | £202.50 | Community Garden Mtce | Open Spaces community Garden | 14 | OSA 1906, s 9 and 10 | |  |  |  |  | **£13,907.28** |  |  |  |  | | Vat Code | \*tbc |  |  |  |  |  |  |  | | 1- 20% |  |  |  |  |  |  |  |  | | 2 - 5% | Signed |  |  |  |  | Signed |  |  | | 3 - Nil VAT | Printed |  |  |  |  | Printed |  |  | |  | Date |  |  |  |  | Date |  |  | | **Income** |  |  |  |  |  |  |  |  | | **Receipts** |  |  |  |  |  |  |  |  | | 44 | 30.09.2024 | £78.00 | £0.00 | £78.00 |  | Village Hall Hire |  |  | | 43 | 26.09.2024 | £72.00 | £0.00 | £72.00 |  | Village Hall Hire |  |  | | 42 | 10.09.2024 | £180.74 | £0.00 | £180.74 | 19.09.2024 | Interest |  |  | | 41 | 19.09.2024 | £26.00 | £0.00 | £26.00 | 19.09.2024 | Recreation Ground Bookings |  |  | | 40 | 19.09.2024 | £72.00 | £0.00 | £72.00 | 19.09.2024 | Village Hall Rent |  |  | | 39 | 19.09.2024 | £39.00 | £0.00 | £39.00 | 19.09.2024 | Village Hall Hire |  |  | | 38 | 02.09.2024 | £36.00 | £0.00 | £36.00 | 02.09.2024 | Village Hall Hire |  |  | |  |  |  |  | **£503.74** |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| **RPC24/0138 Reporting**  We have still had no response from Environment Agency with regards to trees at Kinewell lake, clerk has sent chasing emails, and will continue to try to get a response.  The railings at the War Memorial/Churchyard, the email address we were given to contact the diocese is no longer checked, we have another contact email address, to which the proposal has been sent, the diocese has requested a considerable amount of information regarding materials and other matters. We are usure if we will be able to get this information before the deadline of when we need to repay the monies back.  Village Hall, there has been no response still from the Co-op, it is understood that they are looking to dispose of several properties, and the village hall is one of them, we will just have to keep trying.  Open Spaces  The memorial that we have been waiting for the stonemasons to move a second time has now been moved to the correct position.  There are some loose pantiles on the barn that borders the peace park, **clerk** to write to resident to request repairs carried out and we will fence off area temporarily,  Kinewell Trust  There is an extensive programme of works ongoing, with a big impact having already being made. There will be a working party every second Saturday of the month, Suggestions made for some fund raising by way of grants, plus 106 monies and SSSI fund, both managed by NNC.  Recreation Ground  We have had no contact from Stanwick Rovers regarding usage, Clerk will chase.  **Correspondence**  .  **PC24/0139 Items for next agenda** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| **RPC24/0140 Close meeting closed at 2050**  **Date of Next Parish Council Meeting: Wednesday 13th Nov 2024 at 1930** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  | | | |  | | | |  | | |  | | |  | | |  | | | | |  | | |  | | | | | |  | | | | | | |
|  | |  | | | |  | | | |  | |  | | | |  | | | |  | | | | | |  | | |  | | | | | | |

|  |  |
| --- | --- |
| **Action** | **By Whom** |
| Publish Minutes | Clerk |
| Chase up Hirer of Recreation ground for usage | Clerk |
| Instruct External Payroll company to audit RPC PAYE/Salary payments | JG |
| Accept quote for works from ROSPA | Clerk |
| Accept quote from NNC for replacement bin at Kinewell Lake and Invoice Kinewell trust for half the cost. | Clerk |
| Report Blocked drains on Fix My Street | Clerk |
| Approach Fire service with regards to possible signage to assist in parking issue | Clerk/JG |
| Update website for new Kinewell trust member | Clerk |
| Provide clerk with details of landlord with regards to ORRI Leak, and write to landlord. | RP/Clerk |
| Chase EA for response | Clerk |
| Write to resident with regards to Barn bordering Peace Park | Clerk |