

# RINGSTEAD PARISH COUNCIL

Parish Office:  
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To: All Parish Councillors

23 April 2025

From: Ms L Ritchie, Clerk to Ringstead Parish Council

Dear Councillor

You are hereby summoned and required to attend the **Annual Meeting** of Ringstead Parish Council to be held at the Village Hall on **Weds 14<sup>th</sup> May 2025** commencing at 7.30 pm to transact the business listed below.

Members of the Public and Press are invited to attend and to participate in Public Open Time.

## AGENDA

Chairman Richard Phillips Open the Meeting and Stand Down

- RPC25/0001 Election of Chairperson
- RPC25/0002 Chairperson's Declaration of Acceptance of Office
- RPC25/0003 Election of Vice Chairperson
- RPC25/0004 Election of chair of the Finance Committee
- RPC25/0005 Election of the finance Vice chairperson.
- RPC25/0006 Election of a third and fourth member of the finance committee.
- RPC25/0007 Election of Planning Committee Chairman.
- RPC25/0008 Election of Planning Committee Vice Chairman.
- RPC25/0009 Election of 4 councillors to Kinewell Trust.
- RPC25/0010 Nominate 1 councillor to sit on Ringstead Charity.
- RPC25/0011 Co-opt Councillor onto Ringstead Parish Council.
- RPC25/0012 Welcome to newly elected Councillors and signing of declaration of office.
- RPC25/0013 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).
- RPC25/0014 To Receive and approve apologies for absence.

Please note that this is a public meeting and you may be filmed, recorded and published.

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- RPC25/0015 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).
- RPC25/0016 To receive and approve for signature the Minute of the Meeting held on 9<sup>th</sup> April 2025.\*
- RPC25/0017 Review of Actions from previous meeting and to receive the Clerk's Report.\*

- Internal Audit complete
- Reported street light at Greenbank terrace as faulty
- Attempted to open an Account with TSB for ORRI monies, I have heard nothing back from TSB and will chase them

Action	By Whom	Status
Publish Minutes	Clerk	Complete
Publish Code of Conduct	Clerk	Complete
Raise purchase order and instruct contractor to carry out Cemetery chapel roof replacement	Clerk	Complete
Make payment to RCG for grant awarded	Clerk	Complete
Update caretaker salary and HMRC submission to reflect salary increase	Clerk	Complete
Instruct Wallis payroll to carry out our payroll function	GS/JG	

- RPC25/0018 To receive and approve the Balance of Accounts.\*
- RPC25/0019 Chairman to sign off Bank Statements.\*
- RPC25/0020 A. To receive and approve the Monthly 2025/2026 Budget Review  
B. To receive Report from Finance Advisory Committee.
- RPC25/0021 Review & Approve the [Standing Orders](#)
- RPC25/0022 Review & Approval that policies/procedures held by the Council remain as previously approved without changed ([copies are available on the website](#)):-
- RPC25/0023 Receive and approve Internal Audit.\*
- RPC25/0024 Receive and approve request to allocate more funds to Community Garden Maintenance as the garden matures.
- A further 10 -15 hours @£23 an hour. The garden is getting overrun with couch grass and that takes a lot of digging out...and this will be ongoing .  
Also ideally a bulk load of bark mulch would be helpful too. That would cost about £150-£200.*
- RPC25/0025 Agree who will carry out the playground checks at the Peace Park weekly.
- RPC25/0026 Agree how to raise the council profile on Social media.

RPC23/0027 To acknowledge payments made and approve any outstanding Invoices.

May-25

v1 28.04.2025

Payment Type	Payee	Net	VAT	Gross	Details	Budget	Budget Code	Spending Power
<b>Completed Payments</b>								
DD	BT	£58.68	£11.74	£70.42	Broadband/telephone, Apr Inv	Broadband and Telephone	36	LGA 1972, s111
DD	Wave	£21.00	£0.00	£21.00	Village Hall Water	Village Hall Water	65	LG(MP)A 1976, s19
DD	Valda Energy	£387.70	£19.38	£407.08	Village Hall Electricity	Village Hall, Electricity	61	LGA 1972, s111
DD	SSE	£251.05	£12.55	£263.60	Street Lighting Electricity	Street Lighting Electricity	44	PCA 1957, s3
<b>TOTAL</b>				<b>£762.10</b>				
<b>Payments to be approved</b>								

BACS	Staffing	£174.99	£0.00	£174.99	Salaries	Caretaker Salary, Clerk Salary, PAYE	31/32	LGA1972 s112
BACS	Wilby Tree Surgeons	£2,235.00	£447.00	£2,682.00	Remove trees damaged in storm	Churchyard Cemetery Mtce	40	LGA 1972 s.215
BACS	R Phillips	£13.00	£0.00	£13.00	Refreshments annual meetiung	expenses	46	LGA 1972, s111
BACS	L Ritchie	£6.37	£0.00	£6.37	Refreshments annual meetiung	expenses	46	LGA 1972, s111
BACS	T Harvey	£65.00		£65.00	Community Garden Mtce	Community Gdn	14	OSA 1906, s 9 and 10
<b>TOTAL</b>				<b>£2,941.36</b>				

Vat Code

\*tbc

1 - 20%

2 - 5%

3 - Nil VAT

Signed

Printed

Date

Signed

Printed

Date

**Income**

**Receipts**

6	£11.00	£0.00	£11.00	Kinewell works not covered by Grant Monies	Kinewell Trust
7	£54.17	£10.83	£65.00	Cemetery Purchase	Crowsons
8	£79,625.61	£0.00	£79,625.61	Precept	North Northants Council
9	£124.21	£0.00	£124.21	Interest	TSB
3	£52.00	£0.00	£52.00	Village Hall Hire	Hirer
4	£940.00	£0.00	£940.00	Cemetery Purchase	Crowsons
5	£0.00	£4,014.31	£4,014.31	VAT Reclaim	HMRC
1	£104.00	£0.00	£104.00	Recreation Ground Bookings	Hirer
2	£120.00	£0.00	£120.00	ORRI RENT	Ringstead Robins
<b>TOTAL</b>			<b>£85,056.13</b>		

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**FOR REPORTING ONLY**

RPC25/0028 Items for next agenda

RPC25/0029 Close Date of Next Parish Council Meeting: Wednesday 11<sup>th</sup> June 2025 at 1930

Ms L Ritchie

Clerk to the Council

\*Background information provided prior to meeting

***The Agenda specifies the business that it is proposed to transact  
(Local Government Act 1972 Sch.12 para 10 (2)(b))  
and the Council cannot lawfully decide any matter which is not specified in the Agenda  
(Longfield Parish Council v Wright (1918) 88 LJ Ch 119)***