

# RINGSTEAD PARISH COUNCIL

Parish Office:  
The Village Hall  
9 High Street  
Ringstead  
Northants NN14 4DA

Telephone: 01933 622176  
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Web: [www.ringsteadpc.org.uk](http://www.ringsteadpc.org.uk)  
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Minutes of **Annual Meeting** of meeting of Ringstead Parish Council held on **Weds 8<sup>th</sup> May 2024** at 7.30p.m.

Present: Cllr I Grant, Cllr J Grant, Cllr Harris, Cllr Knight, **Cllr Phillips**, Cllr A Twell.

In Attendance Lisa Ritchie – Clerk to the Council

<b>RPC24/0001</b>	<b>Election of Chairperson</b>	
<b>RESOLVED</b>	Cllr Richard Phillips elected as Chair of RPC.	
<b>RPC24/0002</b>	<b>Chairperson's Declaration of Acceptance of Office</b>	
<b>RESOLVED</b>	Chairman Richard Phillips signed declaration of Acceptance of Office, witnessed by Clerk.	
<b>RPC24/0003</b>	<b>Election of Vice Chairperson</b>	
<b>RESOLVED</b>	Cllr Ian Grant elected as Vice Chairman.	
<b>RPC24/0004</b>	<b>Election of chair of the Finance Committee</b>	
<b>RESOLVED</b>	Deferred to June meeting.	
<b>RPC24/0005</b>	<b>Election of the finance Vice chairperson.</b>	
<b>RESOLVED</b>	Deferred to June meeting	
<b>RPC24/0006</b>	<b>Election of a third and fourth member of the finance committee.</b>	
<b>RESOLVED</b>	Deferred to June meeting	
<b>RPC24/0007</b>	<b>Election of Planning Committee Chair and Planning Committee Vice Chair</b>	
<b>RESOLVED</b>	Deferred to June meeting	
<b>RPC24/0008</b>	<b>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).</b>	
<b>RESOLVED</b>	No members of the public in attendance.	
<b>RPC24/0009</b>	<b>To Receive and approve apologies for absence</b>	
<b>RESOLVED</b>	. Apologies received and approved from Cllr G Slack and Cllr K Boulay	

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<p><b>RPC24/0010 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).</b></p> <p><b>RESOLVED</b> - No DOI received.</p>																											
<p><b>RPC24/0011 Receive update from NNC Councillor</b></p> <p><b>RESOLVED</b> No Update as NNC Councillor not in attendance.</p>																											
<p><b>RPC24/0012 To receive and approve for signature the Minute of the Meeting held on 10<sup>th</sup> April 2024.</b></p> <p><b>RESOLVED</b> Minutes from 10<sup>th</sup> April received and approved, <b>Clerk</b> to publish.</p>	Clerk																										
<p><b>RPC24/0012 Review of Actions from previous meeting and to receive the Clerk's Report.</b></p> <table border="1" data-bbox="204 1095 1310 1514"> <thead> <tr> <th>Action</th> <th>By Whom</th> </tr> </thead> <tbody> <tr> <td>Publish Minutes</td> <td>Clerk</td> </tr> <tr> <td>Update Standing Order for Caretaker Salary</td> <td>Clerk</td> </tr> <tr> <td>Update future references to Housekeeper to Caretaker</td> <td>Clerk</td> </tr> <tr> <td>Get costings for gate at Recreation ground</td> <td>AT</td> </tr> <tr> <td>Update clerk salary payment to SCP 22</td> <td>Clerk</td> </tr> <tr> <td>Acknowledge receipt of contact from Gladman</td> <td>Clerk</td> </tr> <tr> <td>Meet with Social Club regarding potential village Hall</td> <td>RP. JG. AT, KB</td> </tr> <tr> <td>Arrange green waste collection at cemetery</td> <td>Clerk</td> </tr> <tr> <td>Chase works in Churchyard</td> <td>CH</td> </tr> <tr> <td>Contact Contractor regarding roof at Chapel</td> <td>Clerk</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Action	By Whom	Publish Minutes	Clerk	Update Standing Order for Caretaker Salary	Clerk	Update future references to Housekeeper to Caretaker	Clerk	Get costings for gate at Recreation ground	AT	Update clerk salary payment to SCP 22	Clerk	Acknowledge receipt of contact from Gladman	Clerk	Meet with Social Club regarding potential village Hall	RP. JG. AT, KB	Arrange green waste collection at cemetery	Clerk	Chase works in Churchyard	CH	Contact Contractor regarding roof at Chapel	Clerk					
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<p><b>RPC24/0013 To receive and approve the Balance of Accounts.</b></p> <p><b>RESOLVED</b></p> <p>Balance of Accounts received and approved.</p> <table data-bbox="204 1675 831 1928"> <tr> <td>Reserves Account</td> <td>£ 163,784.42</td> </tr> <tr> <td>Treasurers Account</td> <td>£ 5,166.42</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b><u>£ 168,950.65</u></b></td> </tr> <tr> <td><b>Less unrepresented payments</b></td> <td><b>£ 3,667.63</b></td> </tr> <tr> <td><b><u>TOTAL</u></b></td> <td><b><u>£165,283.02</u></b></td> </tr> </table>	Reserves Account	£ 163,784.42	Treasurers Account	£ 5,166.42	<b>TOTAL</b>	<b><u>£ 168,950.65</u></b>	<b>Less unrepresented payments</b>	<b>£ 3,667.63</b>	<b><u>TOTAL</u></b>	<b><u>£165,283.02</u></b>																	
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<p><b>RPC24/0014 Chairman to sign off Bank Statements.</b></p>																											

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<p><b>RESOLVED</b> Bank statements not received from TSB so cannot be signed off..</p>	
<p><b>RPC24/0015</b></p> <p><b>A. To receive and approve the Monthly 2024/25 Budget Review</b></p> <p><b>B. To receive Report from Finance Advisory Committee</b></p> <p><b>RESOLVED</b> Finance chair not in attendance.</p>	
<p><b>RPC24/0016</b> Review and approve <a href="#">Finance Regulations</a> &amp; <a href="#">Risk Management Scheme</a> as advised by the Finance Advisory Committee.</p> <p><b>RESOLVED</b> New Finance regulations only issued on Fri 3<sup>rd</sup> May, so current regulations approved until new regulations. Risk Management Scheme reviewed and approved. <b>Clerk</b> and <b>GS</b> to review finance regulations for presentation at next meeting, Risk Management scheme reviewed and approved.</p>	Clerk/GS
<p><b>RPC24/0018</b> Review &amp; Approve the <a href="#">Standing Orders</a></p> <p><b>RESOLVED</b> Standing Orders reviewed and approved.</p>	
<p><b>RPC24/0019</b> Review &amp; Approval that the following policies/procedures held by the Council remain as previously approved without changed (<a href="#">copies are available on the website</a>):-</p> <p><b>Awards of Grants &amp; Donations</b></p> <p><b>Complaints Procedure</b></p> <p><b>Data Protection</b></p> <p><b>Equal Opportunities</b></p> <p><b>Lone Working</b></p> <p><b>Press &amp; Media</b></p> <p><b>Retention of Documents</b></p> <p><b>Training &amp; Development</b></p> <p><b>RESOLVED</b> All policies reviewed and approved, it was raised that it is rather difficult to locate policies on the website and is there a possibility that a separate page could be added linking directly to policies <b>Clerk</b> to investigate possibility and update all policies.</p>	Clerk
<p><b>RPC24/0021</b> Receive and approve Internal Audit.</p> <p><b>DEFERRED</b> This item has been deferred to June meeting.</p>	
<p><b>RPC24/0022</b> To decide the future of the charity status of the reading room and its bank account.</p>	

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<p><b>RESOLVED</b> After discussion, it was agreed that the ORRI and bank account are to remain as currently set up. IG has been to TSB with regards to getting access to account and we seem to be making progress. Concern was raised that if we close the ORRI Account that it could affect the charity status.</p>	
<p><b>RPC24/0023 To receive correspondence in relation to anti social behaviour at Recreation Ground and agree action.</b></p> <p><b>RESOLVED</b> The CCTV is now up and running and can be accessed. It does seem that since this has been installed, that this may have alleviated the issue. We have received costings for a gate on 8<sup>th</sup> May. Concerns remain the same that if a gate was installed it would need to be opened and closed, and residents would not be able to use the car park. Letter to be written to residents.</p>	Clerk
<p><b>RPC24/0024 To receive and funding request for a Children's Nature Trail Event taking place in June.</b></p> <p><b>RESOLVED</b> This item has been deferred to June Meeting.</p>	
<p><b>RPC24/0025 To receive and approve quotation for installation of flagpole at Community Garden.</b></p> <p><b>RESOLVED</b> Quotation received and approved, TK will meet with Jamie to confirm location, Clerk to raise purchase order for works.</p>	Clerk
<p><b>RPC24/0026 Approve request from resident to update deeds for plot at Churchyard, to allow an ashes burial on existing plot.</b></p> <p><b>RESOLVED</b> CH has been in touch with Abbots funerals and they have supplied a form used by Rushden Town Council to be able to deal with matters such as these, <b>Clerk</b> has created a similar form and will process in this manner.</p>	Clerk
<p><b>RPC24/0027 Approve request from Community Group to loan litter picking equipment.</b></p> <p><b>RESOLVED</b> This matter has been resolved, as Community Group have sourced enough equipment, but there are 6 in the clerks office that belong to Kinewell Trust and are available for Community Group should they need them.</p>	
<p><b>RPC24/0028 To acknowledge payments made and approve any outstanding Invoices.</b></p> <p><b>RESOLVED</b> Outstanding Invoices approved for Tony Knight, NNC, NCalc and A Harvey.</p>	

May-24

V1 01.05.2024

Payment Type	Payee	Net	VAT	Gross	Details	Budget	Budget Code	Spending Power
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S/O	Lisa Ritchie	£621.64	£0.00	£621.64	Clerks Salary , new rate from Nov 2023	Staffing, Clerk Salary	31	LGA 1972, s112
S/O	Tony Knight	£449.97	£0.00	£449.97	Caretaker Salary, from 22.04.2024, 5 hrs Village Hall, 5 hrs Recreation Ground	Staffing, Housekeeper Salary	32	LGA 1972, s112
DD	HMRC	£155.40	£0.00	£155.40	Clerk PAYE	Clerks PAYE	31	LGA 1972, s112
CARD	SSE Energy Solutions	£486.25	£24.31	£510.56	Street Lighting Electricity	Street Lighting Electricity	44	PCA 1957, s3
CARD	Valda Energy	£381.31	£19.07	£400.38	Village Hall Electricity	Village Hall electricity	61	LG(MP)A 1976, s19
BACS	Inkwell Printing	£122.00	£0.00	£122.00	Newletter Printing	Stationary	37	LGA 1972, s111
BACS	Wilby Tree Surgeons	£645.00	£129.00	£774.00	Tree Survey	Tree Works Tree Survey	21	OSA 1906, s 9 and 10
BACS	Wicksteed Leisure	£152.29	£30.46	£182.75	Signs for Gym Equipment	MUGA Mtce	77	LG(MP)A 1976, s19
BACS	MCM Alarms	£2,197.00	£439.40	£2,636.40	Installation of CCTV	Health and Safety	84	LG(MP)A 1976, s19
BACS	Colson & Loaring	£69.00	£13.80	£82.80	Repair gutters village Hall	Village Hall Mtce	16	LG(MP)A 1976, s19
BACS	Colson & Loaring	£152.29	£28.19	£169.15	Replace Stop Cock at Recreation Ground	Recreation Ground Works	86	LG(MP)A 1976, s19
BACS	JJB Grab Hire	2,709.00	£541.80	£3,250.80	Churchyard works	Church yard/cemetery mtce	40	LG(MP)A 1976, s19
CARD	BT			£155.25	Feb / March Invoices	Broadband and Telephone	36	LGA 1972, s111
DD	Anglian Water	£16.00	£0.00	£16.00	Water Village hall	Village Hall Water	65	LG(MP)A 1976, s19

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DD	EON	£194.25	£9.71	£203.96	Rec Ground Electricity	Football Club electricity	88	LGA 1972, s111
DD								
				<b>£9,731.06</b>				
<b>Payments to be approved</b>								
BACS	Tony Knight	£165.88	£0.00	£165.88	Decorating 14.5 hrs @£11.44 p/h	Recreation Ground Works	86	LG(MP)A 1976, s19
BACS	NCALC	£962.83	£68.40	£1,031.23	Annual Membership	Annual Membership Internal Audit Data Protection Officer	17 34	LGA 1972 S143 LGFA 1982, s12
BACS	North Northants Council	£460.18	£92.04	£552.22	Emptying Bins Apr 23 to Mar 24	Emptying Bins	52	OSA 1906, s 9 and 10
BACS	A Harvey	£40.00	£0.00	£40.00	Community Gdn Mtce	Community Garden	14	OSA 1906, s 9 and 10
<b>TOTAL</b>				<b>£1,789.33</b>				

Vat Code	*tbc
1 - 20%	
2 - 5%	Signed
3 - Nil VAT	Printed
	Date

## RPC24/0029 Reporting

**Village Hall Project** RP has managed to finally track down Senior Estates Manager, and they are keen to dispose of some properties, so there is a chance we could purchase current village hall. They would like to know how it would be funded and how much we would like to offer, this will be added to June meeting for discussion. We need to get a valuation, as it is doubtful a grant would be available to buy existing building or for renovations.

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<p><b>Railings at Churchyard</b> RP has successfully applied for a grant for these works, a faculty is required from diocese to proceed, <b>CH</b> and <b>RP</b> will take this forward.</p> <p><b>Open Spaces</b></p> <p>Works to fencing in churchyard is now complete.</p> <p>Peace park is being well used.</p>	<p>RP / CH</p>
<p><b>RPC24/0030 2049 Close <u>Date of Next Parish Council Meeting: Wednesday 12 June 2024 at 1930</u></b></p>	

<b>Action</b>	<b>By Whom</b>
Publish Minutes	Clerk
Update policies	Clerk
Review and update Finance Regs	Clerk/GS
Investigate getting a separate page on website for governance	Clerk
Write to Gladstone Street Residents regarding gate	Clerk
Accept quote for flagpole	Clerk
Process change of ownership for ashes burial to take place	Clerk
Apply for faculty for Churchyard railings	RP/CH