

# RINGSTEAD PARISH COUNCIL

Parish Office:  
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Northants NN14 4DA

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To: All Parish Councillors  
From: Ms L Ritchie, Clerk to Ringstead Parish Council

Date: 02 May 2019

Dear Councillor

You are hereby summoned and required to attend the **Annual Meeting** of Ringstead Parish Council to be held in The Village Hall, High Street, Ringstead, Northamptonshire NN14 4DA on **Wednesday 8<sup>th</sup> May 2018** commencing at 7.30pm to transact the business listed below.

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

## AGENDA

- RPC19/392 Chairman Kathryn Boulay to Open the Meeting and Stand Down
- RPC19/393 Election of Chairperson
- RPC19/394 Chairperson's Declaration of Acceptance of Office
- RPC19/395 Election of Vice Chairperson
- RPC19/396 Election of Finance Chairperson
- RPC19/397 To remind Councillors to check their online Register of Members' Interest and amend if necessary.
- RPC19/398 **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).
- RPC19/399 To Receive and approve apologies for absence
- RPC19/400 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).
- RPC19/401 To receive and approve for signature the Minute of the Meetings held on the 10<sup>th</sup> April 2018.\*
- RPC19/402 Review of Actions from previous meeting and to receive the Clerk's Report.\*
- RPC19/403 To receive and approve the Balance of Accounts.\*
- RPC19/404 Chairman to approve and sign off the Bank Statements.
- RPC19/405 A. To receive and approve the Monthly 2018/19 Budget Review  
B. To receive Report from FAC
- RPC19/406 To receive, complete and approve the Annual Governance Statement 2018/19.\*

Please note that this is a public meeting and you may be filmed, recorded and published.  
Copies of all council papers are available to download at: [www.ringsteadpc.org.uk](http://www.ringsteadpc.org.uk)

- RPC19/407 To receive and approve the Accounting Statement 2018/19.\*
- RPC19/408 To receive, approve and accept the Internal Auditor's Report.\* **To Follow**
- RPC19/409 To receive and approve the Annual Return in its entirety and to sign where indicated.\* Clerk to submit the Annual Return by the 1 July 2019.
- RPC19/410 To note that in accordance with the Accounts and Audit Regulations 2015 the period of inspection for the exercise of public rights is from TBC.
- RPC19/411 Agree and approve action regarding clothing recycling bin request.\*
- RPC19/412 Agree and approve request from clerk regarding Pytchley Parish Council\*
- RPC19/413 Approval & Adoption of Amended and Updated Finance Regulations & Risk Management Scheme as advised by the Finance Advisory Committee.
- RPC19/414 Review & Approval that the Councillors Code of Conduct remains as previously approved without change.\*
- RPC19/415 Review & Approve the Standing Orders\*
- RPC19/416 Review of Adequacy of Insurance Policy.\*
- RPC19/417 Review & Approval that the following policies/procedures held by the Council remain as previously approved without changed (copies are available on the website):-

Awards of Grants & Donations  
 Complaints Procedure  
 Data Protection  
 Equal Opportunities  
 Lone Working  
 Press & Media  
 Retention of Documents  
 Training & Development

- RPC29/418 To agree date and format of Annual Meeting.
- RPC19/419 To agree and approve change of Energy supplier from Utility Warehouse.\*
- RPC19/420 Discuss and approve Testing of Memorials in Churchyards and Cemeteries Practice Direction 2012/01\*
- RPC19/421 To approve the following invoices due for payment:

Payment Type.	Payee	Total £	Details	Budget	Budget Code
S/O	L Ritchie	361.56	Clerk Salary	Staffing, Clerk Salary	31
S/O	HMRC	90.38	Clerk Income Tax	Staffing, Clerk Salary	31
S/O	K West	90.00	Cleaner Salary	Staffing, Cleaner Salary	32
001473	J Bright	2170.00	Recreation ground works	Village Amenities, Village MTCE and Devolved Services	58
001474	All things Considered	200.00	Payment for materials for Cemetery Chapel repairs	Cemetery, Maintenance	24
001475	Parish Online	120.00	Parish Online Yearly Fee		
001476	Came & Co	1956.46	Insurance	Insurance, RPC Insurance	10
001477	Scribe	339.60	Finance Package Yearly Fee	Finance Package	49
001478	Viking	70.40	Invoice 653191	Office Expenses, Stationary	37
001479	EON	394.15	Street Lighting Electricity	Street Lighting Electricity	44

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001480	Wilby Tree Surgeons	486.00	Tree work completed at St Marys Church quotation QR4726.	Church Yard Cemetery MTCE	40
001481	Thrapston farm & Garden	49.28	Account Payment	Village Amenities, Village MTCE and Devolved Services	58
001482	NCALC	535.84	NCALC Membership	Memberships	17
001483	L Ritchie	14.85	Expenses – Fuel	Expenses	
Dd	Utility Warehouse	231.97	Electricity Village Hall	Village Hall, Electricity	61
DD	BT	20.06	Telephone	Offices Expenses - Telephone	36
DD	BT	17.40	Broadband	Office Expenses - Broadband	35
DD	Anglian Water	18.50	Water Village Hall	Village Hall - Water	65

**REPORTING  
FOR INFORMATION ONLY**

- RPC19/422 Report from Traffic Movement Advisory Committee: Cllr G Slack to give verbal update.
- RPC19/423 Lighting Report: Cllr C Marston to give verbal update.
- RPC19/424 Open Spaces: Cllr C Harris to give verbal update.
- RPC19/425 Kinewell Trust: Cllr Ms K du Boulay to give verbal update.
- RPC19/426 Police Liaison
- RPC19/427 Neighbourhood Plan update
- RPC19/428 MUGA proposal and funding application
- RPC19/429 Village Hall Development Project
- RPC18/430 Date of Next Parish Council Meeting: Wednesday 13<sup>th</sup> June 2018 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)***