

RINGSTEAD PARISH COUNCIL

Parish Office:
The Village Hall
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Northants NN14 4DA

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*If a member of the public or press would like to attend this meeting, please join via Zoom details as follows.
Zoom Meeting ID:*

Topic: RPC Ordinary Meeting
Meeting ID: 842 0437 6532
Passcode: 798634

Topic: RPC ordinary meeting

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

Date: 3 September 2020

Dear Councillor

You are hereby summoned and required to attend the ordinary meeting of Ringstead Parish Council to be held via video conference on **Weds 9 September 2020** 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

- RPC20/867 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).
- RPC20/868 To Receive and approve apologies for absence
- RPC20/869 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).
- RPC20/870 To receive and approve for signature the Minute of the Meeting held on 12 August 2020.*
- RPC20/871 Review of Actions from previous meeting and to receive the Clerk's Report.*

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Copies of all council papers are available to download at: www.ringsteadpc.org.uk

Action	By Whom	Status
Write to Historical Society for Annual Rent	Clerk	Invoice Sent
Write to Abbots for Annual Rent	Clerk	Not due until November
Publish updated Cemetery regulations and send out to funeral directors/stonemasons	Clerk	Put on website, needs displaying at cemetery.
Publish updated and approved Risk Management Scheme	Clerk	Published on website
Respond to Lawson West reference information on the Station Road Cemetery Chapel.	KB	Cllr Boulay Volunteered to Complete this
Carry out Risk Assessment of Village Hall/Parish Office with a view to reopening	GS	
Speak with Cleaner regarding re-opening/Deep Clean	Clerk	Cleaner response circulated
Update Cleaner Salary to reflect pay increase of 2.5 %	Clerk	Standing Order updated
Appoint Risk Manager for re-opening of Village Hall	GS	Cllr Slack Volunteered to take this role on
Contact any and all main users of the hall to discuss their future plans and any requirements for the hall.	Clerk	In process
Add new titles to reporting only section of Agenda	Clerk	Done
Send a vote of thanks to Cllr Marston to recognise her service to the Council.	Clerk	Done
Contact applicants for Cllr Conway position	Clerk/IG	In Process
Pay Invoices via online banking	Clerk	Complete
Send copy of spreadsheet and quote for lighting to Cllr Kane	Clerk	Complete

RPC20/872 To receive and approve the Balance of Accounts.*

RPC20/873 Chairman to sign off Bank Statements *

RPC20/874 A. To receive and approve the Monthly 2020/21 Budget Review
B. To receive Report from FAC

RPC20/875 To consider and approve quotation for extra Street Lighting works.

RPC20/876 To check and approve Maintenance Schedule for Parks, Cemetery and Church Yard.*

RPC20/877 Agree and approve request from resident to reduce the overall height of the Council owned trees and shrubs boarding the property as well as clearing undergrowth boarding this property to allow for fence maintenance.

RPC20/878 Agree and confirm if RPC wish to take any immediate action in view of the findings of the boundary survey and advised by the surveyor - Cllr to advise
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Recreation Ground - unapproved accesses via garden gates in rear of properties off Mountbatten Drive - Cllr to advise

Recreation Ground - current boundary plans has boundary circa 1 meter or more inside current physical boundary - area of risk - Cllr to advise

Peace Park - unregistered land on boundary of access Tithe Close - area of risk - Cllr to advise

Community Garden / extra garden - sloping ground - area inside RPC boundary does not belong to RPC - Cllr to advise

ORRI - Outside play areas are not within the ORRI registration and is not RPC or Trustee land - Cllr to advise

RPC20/879 Agree and approve if the following RPC/COVID-001 Action Points need to be implemented in view of the RPC/COVID-001 risk assessment.

RPC20/880 Approve Clerk to purchase - Stay at home guidance signage, protective overalls if required and plastic or rubber gloves.

RPC20/881 Approve Clerk to purchase - PPE for use in the event deep cleaning is required.

RPC20/882 Approve Clerk to advise - all Contractors to provide their own PPE until further notice.

RPC20/883 Approve Clerk to advise Staff/volunteers - to wash outer clothes after cleaning duties undertaken for RPC

RPC20/884 Approve Clerk to purchase - Staff given Infection control guidance.

RPC20/885 RPC to agree and approve actions - for Staff in the vulnerable category which are advised not to attend work.

RPC20/886 Approve Clerk to discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.

RPC20/887 Approve Clerk to produce some form of attendee recording system i.e. track and trace

RPC20/888 Resolve to take nominations for responsibility of lighting and approve.

RPC20/889 To consider and agree action required to the ongoing issues on the Gladstone Recreation Ground (fly tipping/litter).

RPC20/890 Agree and approve for issue and use the cleaning task list RPC/COVID-002 to bring cleaning in line with RPC/COVID-001.*

RPC20/891 To agree and approve Clerk salary increase for 2020-21*

RPC20/892 To approve request from Emma Hall at Life flower to order topsoil.

RPC20/893 To Approve Invoices for payment.

Payment Type	Payee	Total	VAT	Details	Budget	Budget Code	Spending Power
S/O	Lisa Ritchie	£455.13	3	Clerks Salary	Staffing, Clerk Salary	31	Local Government Act 1972 s 112
S/O	Katrina West	£92.25	3	Cleaner Salary	Staffing, Cleaner Salary	32	Local Government Act 1972 s 112
S/O	HMRC	£114.87	3	Clerks PAYE	Staffing, Clerk Salary	31	Local Government Act 1972 s 112
BACS	Lisa Ritchie HMRC	£353.88 70.77	3	Clerks Salary Correction April 2019- April 2020	Staffing, Clerk Salary	31	Local Government Act 1972 s 112

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BACS	Lisa Ritchie HMRC	£135.81 £27.16	3	Clerks Salary Increase (2019/2020) Apr, May June 2020	Staffing, Clerk Salary	31	Local Government Act 1972 s 112
	M Kane	£15.13		Items for Re Opening Peace Park			
	M Kane	£0.53		Repairs to Peace Park			
BACS	Emma Hall Life flower	£200.00	3	Community Gdn MTCE	Open Spaces, Community Garden	14	Open Spaces Act 1906 s 9 and 10
BACS	A Harvey	£50.00	3	Community Gdn Mtce	Open Spaces	14	Open Spaces Act 1906 s 9 and 10
BACS	A & R Print	£54.00 £220.80	1	Printing for N Plan Inv 3514 Inv 3553	N/Plan Admin Grant	14	Local Government Act 1972 s 111
DD	Zoom	£14.39	1	Video conferencing	Offices Expenses – Telephone and Broadband	36	Local Government Act 1972 s 111
DD	BT	£21.76	1	Telephone/Broadband	Offices Expenses – Telephone and Broadband	36	Local Government Act 1972 s 111
DD	Anglian Water	£18.50	3	Water Village Hall	Village Hall - Water	65	Local Government Act 1972 s 19
TOTAL		£1844.98					

- (1) Inclusive of VAT at 5%
- (2) Inclusive of VAT at 20%
- (3) VAT Exempt

REPORTING FOR INFORMATION ONLY

- RPC20/894 Report from Traffic Movement Advisory Committee: Cllr G Slack to give verbal update.
- RPC20/895 Lighting Report: verbal update.
- RPC20/896 Open Spaces: Cllr C Harris to give verbal update.
- RPC20/897 Kinewell Trust: Cllr Ms K du Boulay to give verbal update.
- RPC20/898 Police Liaison
- RPC20/899 Village Hall Development Project
- RPC20/900 Deeds, land survey works update, Councillor Slack.
- RPC20/901 ORRI trustees report to RPC as landlords
- RPC20/902 Chapel tenants report to RPC as landlords

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RPC20/903 PWLB loan report and update

RPC20/904 Close Date of Next Parish Council Meeting: Wednesday 14 October 2020 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)***