

# RINGSTEAD PARISH COUNCIL

Parish Office:  
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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: Lisa Ritchie is inviting you to a scheduled Zoom meeting.*

*Topic: RPC ordinary meeting  
Meeting ID: 847 8350 5607  
Passcode: 848728*

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

Date: 6 August 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 12 August 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

- RPC20/836      **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).
- RPC20/837      To Receive and approve apologies for absence
- RPC20/838      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).
- RPC20/839      To receive and approve for signature the Minute of the Meetings held on 15 July 2020 and 3 August 2020. \*
- RPC20/840      Review of Actions from previous meeting and to receive the Clerk's Report.\*

Action	By Whom	Status
Contact insurance Company regarding opening Peace Park/MUGA	Clerk	No response received
Update Signs at Peace Park/MUGA Clerk to send existing signs to Cllr Underwood	Clerk GU	
Chase Inspection report for Peace Park	Clerk	Complete
Clerk to submit Annual Return	Clerk	Complete
Clerk to laminate posters for Peace Park Opening GS and MK to put posters up in peace park/MUGA	Clerk GS MK	Complete
Pay Invoices online	Clerk	Complete

RPC20/841 To receive and approve the Balance of Accounts. \*

RPC20/842 Chairman to sign off Bank Statements \*

RPC20/843 A. To receive and approve the Monthly 2020/21 Budget Review  
B. To receive Report from FAC

RPC20/844 To review and agree updated cemetery rules. \*

RPC20/845 Review and Approve Risk Management Scheme.

RPC20/846 To receive report from Councillor Kane on the PWLB Loan (Loan No: 503711).

RPC20/847 Appoint a Councillor to respond to Lawson West reference information on the Station Road Cemetery Chapel. The requirement is for a long serving to state a deceleration for adverse possession.

- o How long have you been on the Parish Council?
- o When was the Chapel acquired by the Parish Council?
- o How was it acquired?
- o Do you have any information about on the Chapel build / purchase?

RPC20/848 Agree and approve with risk mitigation the reopening of the parish office and the village hall by and for our staff.

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)

- RPC20/849 Agree and approve deep clean with risk mitigation of parish office and the village hall ready for reopening.
- RPC20/850 Agree and approve salary increase for housekeeping staff.
- RPC20/851 Appoint Risk Manager to undertake preparation and risk management works for the reopening of the village hall at a date yet to be confirmed
- RPC20/852 Agree and approve the clerk to contact any and all main users of the hall to discuss their future plans and any requirements for the hall.
- RPC20/853 Agree and approve delegated authority to Councillor Kane to bring the Kinewell Lake boundary dispute to and end in the most expedient way possible without further adjustment to the agreed boundary including costs up to £500.
- RPC20/854 Agree and approve delegated authority to Councillor Kane to act as liaison between RPC and the Trustees of the ORRI to bring the RPC as (landlords) and the ORRI a (tenants) details and information up to date including governance works required.
- RPC20/855 Agree and approve the following as information only reports to the agenda
- o Deeds , land survey works update , Councillor Slack
  - o ORRI trustees report to RPC as landlords
  - o Chapel tenants report to RPC as landlords
  - PWLB loan report and update
- RPC20/856 To action the Clerk to send a vote of thanks to Cllr Marston to recognise her service to the Council
- RPC20/857 Agree and approve a recruitment strategy to fill vacant positions within the parish council
- RPC20/858 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	£90.00	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	NCALC	£213.00	3	CiICA training	Training		
BACS	A Harvey	£45.00	3	Community Garden Mtce	Open Spaces, Community Garden	14	Open Spaces Act 1906 s 9 and 10
BACS	H J Horticulture	£2,268.81	1	Grass Cutting	Open Spaces	14	Open Spaces Act 1906 s 9 and 10
BACS	A & R Print	£184.40	1	Printing for N Plan	N/Plan Admin Grant	14	Local Government Act 1972 s 111
DD	Total Gas & Power	£77.34	2	Village Hall Electricity	Village Hall - Electricity	61	Local Government Act 1972 s 19

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DD	Zoom	£14.39	1	Video conferencing	Offices Expenses – Telephone and Broadband	36	Local Government Act 1972 s 111
DD	BT	£21.74	1	Telephone/Broadband	Offices Expenses – Telephone and Broadband	36	Local Government Act 1972 s 111
DD	Anglian Water	£18.50		Water Village Hall	Village Hall - Water	65	Local Government Act 1972 s 19
<b>TOTAL</b>		£3,503.18					

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

#### REPORTING FOR INFORMATION ONLY

- RPC20/859 Report from Traffic Movement Advisory Committee: Cllr G Slack to give verbal update.
- RPC20/860 Lighting Report: Cllr C Marston to give verbal update.
- RPC20/861 Open Spaces: Cllr C Harris to give verbal update.
- RPC20/862 Kinewell Trust: Cllr Ms K du Boulay to give verbal update.
- RPC20/863 Police Liaison
- RPC20/864 Village Hall Development Project
- RPC20/865 To discuss the Council membership and recognise the recent Councillor's resignation
- RPC20/866 Close Date of Next Parish Council Meeting: Wednesday 9 September 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)***