

# RINGSTEAD PARISH COUNCIL

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*If a member of the public or press would like to attend this meeting, please contact the parish clerk via email, with at least 24 hours' notice, to be issued with the joining instructions of the meeting.*

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

Date: 7 May 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 **Wednesday 13 May 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

Chairman Kathryn Boulay to Open the Meeting and Stand Down

- RPC20/747 Election of Chairperson
- RPC20/748 Chairperson's Declaration of Acceptance of Office
- RPC20/749 Election of Vice Chairperson
- RPC20/750 Election of Finance Chairperson
- RPC20/751 To remind Councillors to check their online Register of Members' Interest and amend if necessary.
- RPC20/752 **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).
- RPC20/753 To Receive and approve apologies for absence
- RPC20/754 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).
- RPC20/755 To receive and approve for signature the Minute of the Meetings held on the 8<sup>th</sup> and 24<sup>th</sup> April 2020.\*
- RPC20/756 Review of Actions from previous meeting and to receive the Clerk's Report.\*
- RPC20/757 To receive and approve the Balance of Accounts.\*
- RPC20/758 Chairman to approve and sign off the Bank Statements.

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- RPC20/759 A. To receive and approve the Monthly 2018/19 Budget Review  
B. To receive Report from FAC
- RPC20/760 Review and approve Finance Regulations & Risk Management Scheme as advised by the Finance Advisory Committee.
- RPC20/761 Review & Approval that the Councillors Code of Conduct remains as previously approved without change.
- RPC20/762 Review & Approve the Standing Orders.
- RPC20/763 Review of Adequacy of Insurance Policy.
- RPC20/764 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
- RPC20/765 To agree date and format of Annual Meeting.
- RPC20/766 To consider publishing zoom meeting ID and password on agenda, following guidance note 6 from NCALC.
- RPC20/767 To consider and agree Parish Councils response to DAS, in regards to their action of initially closing complaint without any instruction from Parish Council and their subsequent action of putting complaint on hold.
- RPC20/768 To agree action for updating cemetery rules for new cemetery area.\*
- RPC20/769 To review actions and agree necessary changes to Resolution RPC19/667 in light of the current financial situation - extracts from Minutes of 12<sup>th</sup> February 2020 below."

**RPC19/667 To resolve and to approve Initial fact finding in to Village and Facility improvement projects making use of the working capital available for financial year 2020/2021. Projects for further consideration once quotes are received.**

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|--|--------------|
| • Replacement and new installation of soft surface under playground equipment and the Goal areas of the peace park   | <b>CH</b>    |
| • Extension of the 1.5-meter-wide concrete paving from the recreation ground carpark to the Muga   | <b>MK</b>    |
| • Long standing repairs to the Village Hall, Guttering, skirting, Skylight flashing, mould removal, Outside Storage and access areas, general repairs and maintenance. | <b>Clerk</b> |
| • Installation of a Flag Pole in time for VE Day Celebrations  | <b>CH</b>    |
| • Replacement of damaged window or windows in the Cemetery Chapel  | <b>SC</b>    |
| • Installation of Wild flower meadow adjacent to the Muga, it was agreed to investigate polenating tree planting adjacent to MUGA instead of wild flower meadow.       | <b>KB</b>    |

**RESOLVED:** It was agreed that possible projects taken forward as above.

RPC20/770 To approve the following invoices due for payment:

Payment Type	Payee	Total	Details	Budget	Budget Code	Spending Power
S/O	Lisa Ritchie	£410.04	Clerks Salary	Staffing, Clerk Salary	31	Local Government Act 1972 s 112
S/O	Katrina West	£90.00	Cleaner Salary	Staffing, Cleaner Salary	32	Local Government Act 1972 s 112
S/O	HMRC	£102.59	Clerks PAYE	Staffing, Clerk Salary	31	Local Government Act 1972 s 112
BACS	Scribe	£339.60	Annual Finance Package subscription	Finance Package	49	Local Government Act 1972 s 111
BACS	A Harvey	£55.00	Community Garden Mtce	Open Spaces, Community Garden	14	Open Spaces Act 1906 s 9 and 10
BACS	L Ritchie	£10.96	Purchase of locks etc for Peace Park and MUGA	Village Mtce and Devolved Services	58	Local Government Act 1972 s 111
BACS	L Ritchie	£54.09	Training hours, day one CiLCA	Training	56	Local Government Act 1972 s 111
BACS	HMRC	£13.52	PAYE for training hrs	Training	56	Local Government Act 1972 s 111
DD	BT	£23.83	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>		<b>£1,122.13</b>				

#### REPORTING FOR INFORMATION ONLY

- RPC20/771 Report from Traffic Movement Advisory Committee: Cllr G Slack to give verbal update.
- RPC20/772 Lighting Report: Cllr C Marston to give verbal update.
- RPC20/773 Open Spaces: Cllr C Harris to give verbal update.
- RPC20/774 Kinewell Trust: Cllr Ms K du Boulay to give verbal update.
- RPC20/775 Police Liaison
- RPC20/776 Village Hall Development Project
- RPC20/777 Date of Next Parish Council Meeting: Wednesday 10 June 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)***

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