

## Minutes of the Extraordinary meeting of Kelfield Parish Council held in the Village Institute on Wednesday 6 December 2017.

Present Cllr T Bell, Vice-Chairman in the Chair, Cllrs C Cade, N Drayton, J Smith.

The Clerk.

No members of the public.

### 1.0 APOLOGIES FOR ABSENCE

1.1 Apologies; Cllrs R Bramley, M Neale, County Cllr R Musgrave and District Cllr E Casling.

1.2 At this point the Clerk read out a letter from Stephen Savage intimating his resignation from the Council with immediate effect, due to increasing pressures of work resulting in him being less able to attend meetings on a regular basis.

### 2.0 DECLARATIONS OF INTERESTS NOT ALREADY REGISTERED/DISPENSATION REQUESTS

None.

### 3.0 STATEMENT OF ACCOUNTS

3.1 Statement of Accounts to 30 November 2017

It was proposed and seconded and

Resolved: *that the Statement of Accounts to 30 November 2017 be received.*

3.2 Agreed that *the current balances in all accounts to date be noted.*

### 4.0 BUDGET CONSIDERATIONS 2018-19

*The following items were proposed and met general consensus that they be included in the budget for 2018-19.*

#### 4.1 Section 137 payments

| Current Section 137 payments | £      | Proposed |
|------------------------------|--------|----------|
| Armistice Day wreath         | 8.00   | 17.00    |
| SDC Chairman's Charity       | 25.00  | 25.00    |
| Stillingfleet Church         | 300.00 | 300.00   |
| ENS Benefice                 | 25.00  | 25.00    |
| Chairman's Allowance         | 50.00  | 50.00    |
| No42 Bus Service subsidy     | 75.00  | –        |
| Village Projects             | 500.00 | 300.00   |
| Other Village Grants         | 500.00 | –        |

#### 4.2 Current Other considerations

|                                      | £      | Proposed |
|--------------------------------------|--------|----------|
| Audit Fees                           |        |          |
| Internal Auditor                     | 35.00  | 35.00    |
| External Auditor                     | 0.00   | 0.00     |
| The Information Commissioner         | 35.00  | 35.00    |
| Street lighting                      | 500.00 | 650.00   |
| Street lighting maintenance          | 400.00 | 200.00   |
| Mandatory Electrical Test (6 yearly) | 200.00 | 0.00     |
| Defibrillator and electricals        | –      | 2,000.00 |
| Payroll services                     | 75.00  | 120.00   |
| Web hosting fee                      | 23.76  | 30.00    |
| Kelfield Emergency Plan equipment    | –      | 1,000.00 |
| Notice Board                         | 500.00 | 0.00     |
| Contingency                          | 100.00 | 200.00   |

4.2A It was proposed seconded and agreed that the purchase of a new Web Site, Laptop Computer and Printer/Scanner should be purchased in the current year, subject to a successful bid being submitted in the sum of £1,150.00 to the Transparency Code Fund, the final application dates being 11 December, 11 January, 11 February 2018.

#### 4.3 Rents 2018-21

It was agreed at the Precept meeting in December 2017 that the rents apply to the following, effective from 1 April 2018 and that they be reviewed again in April 2021:

|                |       |
|----------------|-------|
| Allotment No1  | 20.00 |
| Allotment No2  | 20.00 |
| Allotment No3a | 10.00 |

|                |        |        |
|----------------|--------|--------|
| Allotment No3b | 10.00  | 80.449 |
| Allotment No4  | 20.00  |        |
| Allotment No5  | 20.00  |        |
| Grazing Land   | 40.00  |        |
| Cricket Field  | 160.00 |        |

#### 4.4 **Capital projects**

Following receipt of a report from NYCC Street Lighting Officer, Peter Ball, informing the Council that he would be unable to obtain a supply of SOX lamps after 2020 and that all existing SOX lamps would have to be converted to receive LED lamps, it was agreed that a staged process of converting the street lighting stock be embarked upon as SOX lamps needed replacing.

- 4.4.1 It was proposed seconded and resolved that an allocation for 2018-19 be made in the sum of £950.00.

#### 4.5 **Clerk's Salary**

It was agreed that the Clerk's hours allocated to the position of Clerk and Responsible Officer of the Council be increased from 10 hours per month to 16 hours per month at an hourly rate of £11.054 per hour. Salary Point SC23, to be effective from 1 January 2018.

#### 4.6 **Balances**

Parish Council's have traditionally been recommended by the District Auditor to maintain a minimum balance equivalent to six month's precept. However members will note that the most recent YLCA White Rose Update states that "It is generally accepted that general (ie unmarked revenue reserves usually lie within the range of three to twelve months of gross expenditure.

### 5.0 **PRECEPT FOR THE YEAR 2018-19**

- 5.1 Members were unanimously of the opinion that the Rate Levy set for 2018-19 should be raised in order to meet current unexpected demands on the Council's finances. The overall requirement to achieve that being £4,895.67 less £88.70 Council Tax Support Grant from Selby District Council, resulting in a Precept of £4,806.97, this sum being divided by 170.46 Band D equivalent properties in the parish for 2018-19, resulting in a Council Tax Levy of £28.20 per household per annum.

- 5.2 It having been moved and seconded, it was Resolved: *that the Council set a Precept of £4,806.97 for the year 2018-19.*

### 6.0 **ACCOUNTS FOR PAYMENT**

Having been moved and seconded, it was resolved; that the following accounts be paid;

|                                      |           |
|--------------------------------------|-----------|
| Chronicle Publications advertisement | £302.40   |
| Kelfield hall hire December17        | £13.50    |
| Autela Limited payroll services Q3   | £29.25    |
| J Deans 32GB memory stick            | 14.99     |
| HMRC Q3                              | £65.00    |
| J Deans salary December17            | As agreed |
| Total                                | £511.87   |

### 7.0 **DATE OF THE NEXT MEETING**

The date of the next meeting was confirmed as Wednesday 10 January 2018 at 7.30pm.

There being no further business, the Chairman closed the meeting at 9.23pm.