

Minutes of the Ordinary meeting of Kelfield Parish Council held in the Village Institute on Wednesday 8 May 2013.

Present Cllr S Savage, Chairman; Cllrs T Bell, JR Bramley, C Cade, R Cooper, C Gascoyne,
Cllr Ian Reynolds SDC, the Clerk.
3 members of the public.

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies; Cllr P Brelsford, County Cllr E Casling.

2.0 PUBLIC SESSION

The following issues were raised;

1) Provision of a footpath from the institute to the entrance to the Cricket Field in the interests of children's safety.

2) Concern at the speed of traffic travelling through the village.

Members agreed to write to North Yorkshire County Council Highways regarding both of the matters raised above.

3.0 DECLARATIONS OF INTERESTS NOT ALREADY REGISTERED/DISPENSATION REQUESTS

None.

4.0 MINUTES

4.1 The minutes of the meeting held on 13 March 2013, were approved and signed by the Chairman as a correct record of the proceedings.

Prop Cllr C Gascoyne, sec Cllr T Bell.

5.0 REPORTS

5.1 Police; none.

5.2 County Cllr; none.

5.3 District Cllr; nothing to report.

6.0 UPDATE ON ISSUES RAISED AT THE LAST MEETING

6.1 The recent vacancies on the allotments were confirmed as Mr Barker Allotment No2 and Mrs Bielby-White Allotment No3A, Miss M Hall Allotment 3B. As Mrs Bielby-White had generously offered to share Allotment No3 the Clerk had accepted this on behalf of the Council and divided the allotment equally to the satisfaction of both parties.

Noted.

6.1.1 A dispute over the repositioning of a boundary post at one end of Allotment No1 had been resolved amicably between the parties and the Clerk.

6.2 An invoice had been received from NYCC for the replacement of the damaged column No6A, but as this included items of routine maintenance and the figures not adding up the clerk recommended withholding payment until the matter was clarified and resolved.

Agreed.

6.2.1 The Clerk reported that he had invited Branches Out to quote for clearing the overgrowing ivy from approximately five lighting columns in various parts of the parish. It was agreed that subject to the receipt of a satisfactory quotation and approval of the Chairman that the work be authorised.

6.3 The Clerk confirmed that YLCA had confirmed with himself and other Clerks that the Notice of Meeting and Agendas must be delivered to the home address of members either by hand or by post. Sending these solely by email was not legal.

Signed

Chairman

Date

7.0 CORRESPONDENCE

80.352

- SDC There was an error in the way the Band D Tax had been calculated for parish councils affecting the net figure used for parish precepts. Council Tax demands were being recalculated and reissued.
Noted.
- NYCC Area Highways officer advises that no changes will be made to the 'Welcome to Cawood sign' this side of Cawood Bridge as it is a road safety advisory and not a village boundary sign
Noted.
- Autela Advice received re the keeping of records of Clerk's Travel Allowance claims as these are taxable. Payment of Broadband and Line Rental allowance is also taxable, but repayment for actual telephone business calls is non taxable. Payment of a Working from Home allowance up to £18.00 per month to cover the cost of Electric and Heating for doing parish council work is tax free.
Noted.
- YLCA Advise to that that the Proposed Bill to Cap Parish Precepts has been prorogued and will progress no further.
Noted.
- Complaint A letter of complaint received with regard to an allotment holder.
It was proposed, seconded and agreed unanimously to deal with this matter 'In Committee' after item 10 on the agenda.

8.0 FINANCE

8.1 Notice of Audit 2013

The deadline by which the Council must approve the Annual Return is 30 June 2013. The date by which the Annual Return should be submitted is 10 June 2012. Appointed date set for the exercise of electors' rights is 24 July 2013. The Council is also subject to a random 5% Intermediate Audit this year requiring additional documentation to be sent to the Auditor.

Noted.

8.1.2 Annual Review of the Effectiveness of the Internal Audit.

The criteria presented was considered and it was moved and seconded that the internal audit had been carried out according to the set criteria.

Agreed.

8.1.3 Review of the Scope and Terms of Reference for the Internal Audit.

Having considered the criteria and after being proposed and seconded it was agreed that the scope and terms of reference for the internal audit were satisfactory.

8.2 Receipt of the Internal Auditor's Report on the Accounts for the year 2012-13

The Internal Auditor reported that all the tests carried out found the accounts to be satisfactory and on the basis of the tests carried out found the Council's system of internal control to be in place and adequate and effective for the purpose intended.

It was moved by S Savage, seconded by C Cade that the internal auditor's report be accepted with thanks.

8.3 To receive and approve the Unaudited Accounts for the year 2012-13

It was proposed, seconded and agreed unanimously that: the unaudited accounts for the year ending 31 March 2013 as presented to members be approved and signed by the Chairman.

8.4 Completion by Members of the Annual Governance Statement 2012-13

It was proposed, seconded and agreed unanimously that after review by all elected members that:

the Council's Statement of Assurance in the Annual Return be signed.

Prop Cllr C Cade sec Cllr R Cooper.

8.5

Receipts

No1 A/c

SDC 1st half Precept	2,225.00
Allotment Rents	25.00

Deposit A/c	0.00
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Total receipts	2,250.00
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Signed

Chairman

Date

Payments

It was agreed that the following accounts be paid

Kelfield Institute hall hire May13	9.00
J Deans - Clerk's Salary Mar/Apr13	131.20
J Deans - Refund of petty cash Mar/Apr13	12.00
HMRC employee income tax	32.80
npower business Annual energy account	419.69
YLCA - annual subs	177.00
C Lee - Internal Audit	35.00
Stillingfleet PCC - Cemetery Grant	150.00
ENS Benefice - Parish Magazine Grant	25.00
Autela Payroll Service	12.00
Sub total	1,003.69

Prop Cllr C Gascoyne sec Cllr T Bell.

8.7

None received..

9.0**PLANNING**

9.1

Applications Received and Circulated to Members Previously

9.1.1

Double storey extension at 8 coney Hill, Kelfield. No comments.

9.2

Applications received since publication of the agenda –

9.2.1

Erection of 2 storey, single storey and first floor extensions and demolition of existing conservatory at Orchard View, Moor End, Kelfield.

Proposed seconded and resolved that the Council has no objections.

9.3

Decision Notices

None.

11.0**MATTERS FOR THE CLERK'S ATTENTION AND ITEMS FOR THE NEXT AGENDA**

11.1

The Clerk was asked to report the current condition of the paddock next to the Institute, where containers were being stacked, to SDC Enforcement Officer.

12.0**DATE OF THE NEXT MEETING**

Wednesday 10 July 2013.

By reason of the confidential nature of the business to be discussed and that publicity would be prejudicial to the public interest, that members of the press and public be excluded for the consideration of the following items on the agenda in accordance with Section 100(4) of the Local Government Act 1972.

Proposed, seconded and agreed.

10.0**THE LANE**

10.1

Matters regarding ownership of The Lane were discussed and it was agreed to take no action in the meantime and to respond to any developments.

Prop S Savage sec C Cade.

7.0**LETTER OF COMPLAINT**

The letter received by the Chairman from a member of the public was read out together with the Clerk's reponse to the subject of the complaint and the subject's letter of reply.

After considerable discussion it was agreed that the actions proposed to be taken by the allotment holder to address the matters raised by the complainant, being considered fair and reasonable, were acceptable and that no further action need be taken.

Letters to be written to both parties in the terms agreed.

Prop C Cade sec C Gascoyne.

There being no further business, the Chairman closed the meeting at 9.25pm.

Signed _____

Chairman

Date _____