

Minutes of the Extraordinary meeting of Kelfield Parish Council held in the Village Institute on Monday 9 December 2019.

Present Cllr T Bell, Chairman in the Chair, Cllrs N Drayton, M Neale, R Bramley, R Gascoyne, S Lister and C Hobbs
The Clerk.
No members of the public.

1 APOLOGIES FOR ABSENCE

1.1 Apologies; County Cllr R Musgrave and District Cllr N Reader.

2 DECLARATIONS OF INTERESTS NOT ALREADY REGISTERED/DISPENSATION REQUESTS

None.

3 TO RECEIVE THE STATEMENT OF ACCOUNTS TO 30 NOVEMBER 2019

3.1 Statement of Income and Expenditure

It was proposed and seconded and Resolved: *that the Statement of Accounts to 30 November 2019 be received.*

3.2 Balances

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

4 BUDGET CONSIDERATIONS 2020-21

4.1 *The following items were proposed and met general consensus that they be included in the budget for 2020-21.*

Section 137 payments	Proposed £
Armistice Day wreath	17.00
SDC Chairman's Charity	25.00
Village Projects	0.00
Other Village Grants	0.00
Stillingfleet Church	300.00
ENS Benefice	25.00
No42 Bus Service subsidy	100.00
Other	—

- 4.2 *The following items were proposed and met general consensus that they be included in the budget for 2020-21.*

Other considerations	Proposed £
Audit Fees	
Internal Auditor	50.00
External Auditor	0.00
The Information Commissioner	40.00
Street lighting power	619.00
Street lighting maintenance	76.80
Mandatory Electrical Test (6 yearly)	0.00
Payroll services	160.00
HMRC PAYE	520.00
Web hosting fee	60.00
Kelfield Emergency Plan equipment	0.00
Village maintenance charges	800.00
YLCA and NALC Subscription	137.00
Contingency	200.00
Capital Projects (LED replacements)	2500.00
Chairman's Allowance	50.00
Insurance Premiums	450.00
Office expenses/Meeting room hire	426.00

Please note:

- 1) Amounts are excluding VAT.
- 2) Capital projects (LED replacements) are based on current works carried out and projected work required up to end of 2019-20. Works in 2019-20 to be invoiced and paid from 2020-21 budget.
- 3) Mandatory Street Light Testing approx.. £367.50 + VAT due 2020-21 but to be invoiced approx. May 2021 and therefore paid from 2021-22 Financial Year's budget.

- 4.3 Rents 2018-21

To remain the same as it was agreed at the Precept meeting in December 2017 that the following rates apply to the following, to be effective from 1 April 2018 and that they be reviewed again in April 2021:

Current Rents

2018-2021

	£
Allotment No1	20.00
Allotment No2	20.00
Allotment No3a	10.00
Allotment No3b	10.00
Allotment No4	20.00
Allotment No5	20.00
Grazing Land	40.00
Cricket Field	160.00

- 4.4 Clerks' salary

To remain unchanged for 2020-21.

- 4.5 Capital projects

Staged replacement of SOX street light lanterns to LED lanterns up until 30 November 2019 is £1,035 + VAT. These works, plus further projected replacements made by end of 2019-20 is projected to be £2,500+VAT in total. 2019-20 works are due to be invoiced and paid from the 2020-21 budget. Any monies underspent will be ring-fenced for ongoing future LED replacements.

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 a 2018-19 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 **PRECEPT FOR 2020-21**

It agreed by Councillors that the Rate Levy set for 2020-21 should be raised in order to meet demands on the Council's finances. The overall requirement to achieve that being £5,390.76, resulting in a Precept of £5,390.76, this sum being divided by 174.12 Band D equivalent properties in the parish for 2020-21, resulting in a Council Tax Levy of £30.96 per household per annum.

It having been moved and seconded, it was Resolved: *that the Council set a Precept of £5,390.76 for the year 2020-21.*

6 **ACCOUNTS FOR PAYMENT**

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

	£	VAT	Amount Due
Information Commissioner	40.00		40.00
HMRC PAYE Q3 (months Oct to Dec) DIRECT DEBIT	112.00		112.00
S Gibson Clerks December Salary	149.32		As agreed
Autela Payroll	39.23	7.85	47.08
Kelfield Village Institute Hall Hire Dec 2019	13.50		13.50
Landscape Seeding Services Limited	400.00	80.00	480.00
Total payment			841.90

7 **DATE OF NEXT MEETING**

Monday 13 January 2020 at 7.30pm.

There being no further business, the Chairman closed the meeting at 8.25pm.

*The Parish Council may, by resolution, exclude the press and public whenever publicity would be prejudicial to the public interest by reason of the nature of the confidential business to be transacted, in accordance with Section 100(4) of the Local Government Act 1972, if there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12(A) of the Act.