

# *Kelfield Annual Parish Meeting*

## **Minutes of the Annual Assembly of the Parish Meeting of the Parish of Kelfield held virtually via Zoom on Monday 11 May 2020 at 7.30pm.**

Present: Cllrs T Bell, Chairman; M Neale, R Bramley, R Gascoyne, S Ister, N Drayton  
County Councillor, R Musgrave  
The Clerk.

### **1.0 Apologies**

Cllr C Hobbs, District Cllr N Reader.

### **2.0 Minutes of the Annual Parish Meeting held on 8 May 2019**

The minutes were read and agreed as a correct record of the proceedings.

Proposed N Drayton and M Neale.

### **3.0 Chairman's Report**

The Parish council had a busy year holding 9 meetings, including 6 ordinary meetings, the Annual meeting, one Special Precept meeting and also an Extraordinary Meeting in March 2020.

The council set a Council Tax levy of £29.54 per Band D properties per annum by requesting an overall requirement of £5000.00 per annum.

The Internal auditor gave the Council's financial and accounting practices a clean bill of health and the council was exempt from an external audit due to its income and expenditure being below the £25k limit.

Sophie Gibson took over as Clerk in July 2019, replacing Jane Kearns.

Kelfield Parish Council supported the application made by the Kelfield Village Institute for £300 towards a drinks fridge from Cllr Musgrave's locality budget. This was awarded and payment was made directly from NYCC to the Kelfield Village Institute.

In March 2020, the UK went into lockdown to try and control the spread of the Coronavirus pandemic, Covid-19. On the advice of the Yorkshire Local Council's Association (YLCA), it was proposed and seconded to delegate powers of authority to the Clerk/Responsible Finance Officer (RFO) to lead on decision-making in times of emergency. This decision comes under the Local Government Act 1972, Section 101. The delegation of power is broad to the effect that the council empowers the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertaking in order to prevent the authority from incurring liability during this period. As a result, all decisions have been delegated to the Clerk/RFO during this pandemic and it was proposed and seconded that all councillors are notified by email of decisions being taken. For more significant decisions, it was proposed and it was seconded that at least three councillors respond, where possible, but the Clerk is the decision-maker.

In order to support the community during the pandemic, Kelfield Parish Councillors offered their support via its website and the Clerk was in regular contact with the village's two Facebook groups – Kelfield Notice Board and the Kelfield Covid-19 Support Group. The Clerk circulated special Covid-19 bulletins (from NYCC, SDC, Selby District AVS) and put the Kelfield Covid-19 Support Group in contact with the Local Community Support Organisation (Selby District AVS) for vulnerable residents to access and also to support voluntary groups such as the Kelfield Covid-19 Support Group.

The Parish Council continues to support the local community and organisations by giving financial support on both a regular and on-request basis. The following groups have all benefitted during the past year; Stillingfleet PCC and the ENS benefice. Kelfield Parish Council, together with other Local Parishes and groups have also pledged financial support for the No 42S Saturday bus service and the No 42S Sunday service, with user numbers positive in some months. However, the service was temporarily suspended during the flooding in early 2020 and then again during the Coronavirus pandemic, which has had a negative effect on passenger numbers.

I would like to thank members of the public who participate at the start of the meetings providing Councillors with an insight on what is important to village residents.

I would finally like to thank all Councillors for their work over the past year.

#### **4.0 To receive the Council's observations on its finances for the year 2019-20**

The council carried over a balance of £6031.61 from the previous year with receipts of £5606.31, payments of £6136.11, leaving a balance of £5501.81

The precept for 2019-20 was £5000.00.

General administration costs were £1387.91 and together with staff costs of £2401.64 this totalled £3789.55. This represents a substantial increase of £564.28 on last year.

Section 137 payments amounted to £367 which included a £300 grant to Stillingfleet PCC to help with the upkeep of the cemetery. Other payments included £585.15 for power, £272.33 for lighting maintenance. VAT on payments amounted to £322.08 which is recoverable from HMRC.

Having budgeted for a precept of £5000.00 the Council spent £6136.11. This payment was mostly offset by income received from rents/interest/wayleaves/support grant, but did lead to a net decrease in the carry forward figure for this year of £529.80. This can in part, be explained by payments due next financial year such as web hosting and Autela Payroll Q4 which were received and paid early, so in the financial year 2019-20.

The precept for 2020-21 is £5390.76 which is £390.76 more than 2019-20. This represents an annual rate levy of £30.96 per band D property in the Parish, representing a 4.8% increase from 2019-20.

#### **5.0 Resolutions**

There were no written resolutions.

#### **6.0 Questions**

There were no questions from parishioners.

The Chairman closed the meeting at 7.49pm.

Signed.....

Date.....