

Minutes of the Extraordinary meeting of Kelfield Parish Council held at the Kelfield Village Institute on Monday 11 December 2022.

Present:

Cllr T Bell, Chairman in the Chair, Cllrs D Stainthorpe, D Allen, K Gooblar, and G Little
The Clerk.

No members of the public.

1 Welcome and Apologies:

Chair to welcome any members of public to the meeting. None.

To receive Apologies and approve reasons for absence – Cllrs Bramley and Finn.

2 Declarations of Personal/Prejudicial Interest not already registered on any agenda item and to consider any Dispensation requests. None.

3 Approve November 2023 Minutes

The minutes of the Ordinary Meeting of 6 November 2023 were approved as a correct record.

4 Handover updates

4.1 Clerk and Councillor vacancies update

The Chairman confirmed that Cllr Finn has resigned as Councillor with immediate effect and he thanked Cllr Finn for her contribution to the parish council. This leaves two councillor vacancies, with Cllr Gooblar leaving on 22 December and also the Clerk. To support the parish council going forward it was proposed and seconded to reduce the parish council meetings to four per year including the annual meeting. Subject to KVI hire availability, the parish council meeting dates will be:

- Monday 5 February 2024
- Monday 13 May 2024
- Monday 2 September 2024
- Monday 2 December 2024.

Cllr Allen confirmed he would check the KVI availability.

4.2 Finance and admin

It was proposed and seconded that in the short term the following roles would be covered by;

- Cllr Bell - email and finances
- Councillor Allen – website and village noticeboards
- Councillor Allen as Banking Lead (Corporate Admin) and Cllr Little as banking support.
- Cllr Stainthorpe would continue to work with Cllr Bell on the street lighting project and Cllr Stainthorpe would lead on the village bench purchase.

Cllr Bell and Cllr Stainthorpe signed the previously agreed Locality Budget grant application to buy a new village bench.

All councillors signed the new banking mandate for the parish council.

It was agreed that Cllr Bell would investigate ICO requirements for parish councils and either pay or cancel the DD as appropriate.

The Clerk would write to all supplier re new contact details, with Cllr Bell as the main contact.

5 Statement of Accounts to 30 November 2023

5.1 To consider the Statement of Accounts to 30 November 2023 – receipts and payments

This was proposed and seconded as a correct record.

5.2 Accounts Paid/for Payment

It was proposed and seconded to pay the above accounts.

S Gibson reimbursement for PC Revamp -laptop repair	25.00
S Gibson reimbursement for bench – to purchase in Dec	660.00
S Gibson Dec2023 Salary	160.51
NEST Dec 2023	14.79
ICO Fee DIRECT DEBIT 8/1/24	35.00
Npower MPAN #5568	15.76
Total	911.06

6 Precept for 2024-25

Budget considerations and use of precept calculator from NYC Accountant, Strategic Finance to agree 2024-25 precept.

The councillors worked through the budget considerations for 2024-25 and agreed the following forecast.

Payments	Proposed 2024/25 Figures are excluding VAT
<i>*General Administration</i>	
Clerk's Salary including Pension and HMRC PAYE Payments	2890.20
Office expenses	122.07
YLCA subscription	159.5
Hall Hire	60
Insurance Premiums	558.8
Audit	82.5
Payroll Services	294.62
ICO Fee	38.5
Web Hosting	77
Advertisement Clerk	0
<i>*Section 137 Payments</i>	
Wreath	0
Charities	0
Stillingfleet PCC Cemetery Grant	0
Kelfield Institute Grant	0
ENS Benefice	25
Other Payments	
Street Lights Electricity Supply	1311.69
Street Lights Maintenance	1913.76
Village Maintenance	0
Councillors Travel & sundry expenses, such as training courses/YLCA conference	70
Laptop repair & Hard drive purchase	50
Bus subsidy	
Ad hoc village maintenance e.g. fencing	100
HeartSafe Defibrillator Pack	115
<i>*VAT on Payments</i>	714.42

It was agreed by Councillors that the Rate Levy set for 2024/25 should be raised in order to cover the rising forecast costs on the Council's finances. This results in a Precept of £9,131.00, this sum being divided by 173.08 Band D equivalent properties in the parish for 2024/25, resulting in a Council Tax Levy of £52.76 per household per annum, an increase of £14.09 per annum, which equates to £1.17 per month. It having been moved and seconded, it was Resolved: *that the Council set a Precept of £9,131.00 for the year 2024/25.*

7 Matters for the Clerk's attention and items for the next agenda

- 8 **Date of next meeting** – proposed as Monday 5 February 2024 at 7.30pm subject to Kelfield Village Institute availability. *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.