

Ordinary Meeting of the Parch Council to include the Precept Meeting

Held at the Kelfield Village Institute on **Monday 2nd December 8pm 2024**

Public Participation

Meetings are open to the Press and Public except for any item labelled as “confidential business” under the Public Bodies (Admission to Meetings) Act 1960, Section 1. Press and public may not speak when the council is in progress; when councillors are discussing council business; when councillors are in the process of decision making.

Any elector is entitled to attend this meeting and any concerns, questions or suggestions will be taken during the public session. The time for this will be limited to 15 minutes. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened. Please contact: Chair – Tom Bell / Clerk & RFO – Claire Lee on kelfieldpcouncil@gmail.com, 07999695747

AGENDA

1 Welcome and Apologies:

- 1.1 The Chairman welcomed Mr. Mark Titley (Marley Homes) to the meeting.
- 1.2 The council approved the reason for absence of Cllr Ian Proffitt.

2 Declarations of Personal/Prejudicial Interest not already registered on any agenda item and to consider any Dispensation requests - There were no declarations of interest.

3 To approve 14th August 2024 minutes – Resolved to approve the minutes as an accurate record of the meeting.

4 Approval of Policies – Resolved to approve the reviewed policies: Financial Regulations, Code of Conduct and Standing Orders.

5 Public Session (limited to 15 minutes) – Mark Titley presented planning for relocating the street light, lamp No.15. Resolved to approve the plans. Timescale for the move will be approximately two months. Mr. Titley to confirm timescales as soon as possible.

6 Banking - An additional signatory needed for the payment of the Clerk’s wages. The Chair accepted the post.

7 To receive an update on outstanding issues not otherwise on the agenda and to take any necessary action as required

- Biogas - Nothing new to report.

- Light Valley Solar - Resolved for clerk to reply to Light Valley Solar stating that The Council has no objections to current plans but if the village is negatively impacted by any works, we would like the opportunity for further engagement.

7.1 Street lighting – Cllr Stainthorpe reviewed the street lighting inventory. At present six street lights are not working. Resolved for work to start on receipt of promised funding. Cllr Stainthorpe to chase Cllr John Cattanach regarding the Plasmor finance.

7.2 Street lighting outages – Over the past five years NPower has stated they do not hold a register of blackouts for the village as each call to them is registered to the property that called the blackout through. They stated that there were only three planned outages and two unplanned over 2022-2024. Improvements to cabling issues were made at the time of engineer visits. Actioned – To Invite NPower Grid representative to the next Council meeting to provide further information regarding concerns around the actual number of blackouts the village has experienced.

7.3 Green spaces –The Chair to retrieve the previous schedule and forward to all Councillors, to assess the work needed. Chair to circulate previous cutting list for discussion around what needs to be done. Clerk to obtain quotes for cutting, on receipt of the work schedule.

7.4 Website Accessibility Regulations – In order to comply with the changes in website regulations, it was resolved to switch website provider to Aubergine. Clerk to action.

7.5 Email accounts – To improve greater transparency - Resolved that all councillors set up a separate councillor email. Cllrs to set these up and inform clerk of their new email address.

8 Correspondence received (for consideration and action where required)

8.1 VE Day 8th May 2025 - Chair to contact KVI re their plans that we may be able to support.

8.2 Royal Garden Party – No nominations presented.

9 Finance and admin

9.1 Clerk Salary – National Joint Council for Local Government Services (NJC) has reached an agreement

on rates of pay applicable from 1 April 2024 to 31 March 2025. The cost-of-living increase for year 1.4.24 to 31.3.25 is an automatic rise. It is noted that this will result in the Clerk's annual hourly rate to increase, backdated to April 1st.

9.2 To consider the Statement of Accounts to 30 November 2024 – Receipts and Payments.

	Month	Debits	Credits	Balance
	August			
08	The Cybermill	24		
08	Autela	104.09		
08	Claire Lee	947.37		
13	NPower	15.02		
15	Bramley & Sons		40	
20	000371 (Paper)	5		
20	000375 (Stamps)	6.80		
23	Claire Lee	197.11		
	Total Debits	1299.39		
	Total Credits		40	
	Balance			3575.08
	September			
04	JJ Inglis		15	
10	NPower	14.91		
23	Zurich	525.11		
25	Claire Lee	197.11		
30	N Yorks Council		4565.50	
	Total Debits	737.13		
	Total Credits		4580.50	
	Balance			7418.45
	October			
10	NPower	14.07		
23	YLCA	17.50		
24	HMRC Sdds	147.80		
25	Claire Lee	1976.91		
28	YLCA	35		
	Total Debits	608.39		
	Total Credits			
	Balance			7007.17
	November			
06	YLCA	35		
11	NPower	14.91		
19	YLCA	5		
19	KVI	20		
25	Clerk Salary	197.11		
	Total debits	272.02		
	Total credits		0	
	Balance			6735.15

Resolved as an accurate record of accounts.

Accounts due for Payment

YLCA	92
ICO	40
NPower	45
Claire Lee	591.33
Street lighting	2350
Inks	36.48

Total debits approx.	3154.81
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Resolved to pay the above accounts.

10

Precept for 2025-26

Budget considerations and use of precept – Due to not having the Band D information from the council as yet, the Precept is to be confirmed once the information has been received.

The councillors considered and approved the following forecast for 2025-26:

Kelfield Parish Council Budget Analysis 2025-26				
Table 1) Receipts and Payments				
	<u>Actual 2023/24</u>	<u>Budget 2024/25</u>	<u>Estimated Outturn 2024/25</u>	<u>Projected 2025/26</u>
Receipts				
Precepts	6,600	9,131	9,131	9286
Rents and charges	259	0	263	263
VAT Recovery	801	0	1,978	332
Grants and Contributions	660	0	5,000	0
	8,319	9,131	16,373	595
Payments				
<i>General Administration</i>				
Clerks Salary including HMRC PAYE	1,959	2,890	3,174	3,243
Training	0	70	269	207
Office Expenses	61	122	97	167
YLCA Membership	140	160	182	187
Hall Hire	125	60	100	100
Insurance premiums	508	559	525	551
Audit	75	83	80	83
Payroll services	134	295	264	275
ICO Fee	35	39	40	41
Web hosting	0	77	324	309
<i>Section 137 payments</i>				
ENS Benefice	25	25	0	30
<i>Other Payments</i>				
Street lights Electricity	1,017	1,312	1,655	1,879
Street Lights Maintenance	1,914	1,914	517	761
Village Maintenance	0	100	0	417
VAT on Payments	587	714	0	476
Community Projects	550	0	8,350	0
Other / Contingency	37	165	100	83
Total payments	7,167	8,583	15,678	8,809
Less Recoverable VAT	587	714		476
Less Non-Recurring Payments	550	0	8,350	0
Recurring Payments	6,030	7,869	7,328	8,333
	<u>Actual 2023/24</u>	<u>Budget 2024/25</u>	<u>Estimated Outturn 2024/25</u>	<u>Projected 2025/26</u>

Table 2) Cash Book				
Opening Balance	1,526	2,678	2,678	3,373
Add Receipts in Period	8,319	9,131	16,373	
Less Payments in Period	7,167	8,583	15,678	8,809
Closing Balances	2,678	3,226	3,373	
Table 3) Annual Recurring Payments				
Recurring Payments	6,030	7,869	7,328	8,333
Table 4) General Reserves				
Minimum Requirement (Recurring Payments x 25%)	1,507	1,967	1,832	2,083
Actual	2,678	3,226	2,973	3,404
Rate of Reserve (Actual/Recurring Payments)	44%	41%	41%	41%
Table 5) Earmarked and Other Reserves				
Street Lighting lanterns Reserve			400	
Street Lighting Pole Reserve			0	
Unallocated Reserve			0	
Total Other Reserves	0	0	400	0

Resolved to keep a general level of reserves, in line with the statutory required level, at 40%.

11 Matters for the Clerk's attention and items for the next agenda –

Clerk to send email to Mark Titley, Marley Homes, to confirm the resolution.

Clerk to Invite NPower Grid representative to the next Council meeting.

Clerk to contact Aubergine.

Clerk to confirm Band D properties, in order to confirm the precept.

Staffing committee – To be discussed at the next meeting.

12 Date of next meeting – March 3rd, May 12th (Annual Meeting)

Chair closed the meeting at 10pm.

*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.

Addendum to the minutes

Further to the Parish Council Meeting, North Yorkshire County Council issued an email which reflects Kelfield's Council Tax Band D equivalent properties at 174.33.

The approved precept of £9,286 being divided by 174.33 band D equivalent properties in the parish for 2025/26, results in an equivalent Band D council tax levy increasing from £52.76 per household per annum in 2024/25 to £53.27 per household per annum in 2025/26.

This represents a Band D equivalent annual increase of £0.51 (0.96%) per annum per household.