

ORDINARY MEETING OF THE PARISH COUNCIL

Held at the Kelfield Village Institute on **Wednesday 24th March 2024** at 8:30pm.

Present: Cllr Bell - Chairman. Cllrs I Proffitt, D Stainthorpe, R Bramley. The Clerk.

Apologies: Cllr Slater & Cllr Thompson

1 Welcome and Apologies

1.1 **Chair to welcome any members of public to the meeting** – *The Chairman welcomed Janine Ledger, the new Rural Housing Enabler for the area.*

1.2 **To receive Apologies and approve reasons for absence.** Approved.

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

3 Confirmation of the Minutes. To approve the minutes of the meeting held on 2nd December 2024. Approved

4 Approval of policies – Data Protection – (Approved), Email and Internet Use – (Approved), IT, Records Management – (Approved), Transparency Code – (Approved) and Risk Management- Risk Management (Approved) with risk register to be rewritten for reviewed and approval at the next meeting.

5 Public Session (limited to 15 minutes) *Janine Ledger, the new Rural Housing Enabler for the area presented the Rural Housing aim - to work with the Parish Council to see if they can meet the challenge of building on small sites, for the residents of the village, that are affordable to rent. Only three people in Kelfield responded to the survey. They have established that there is a housing need for 23 residents, throughout Escrick, Riccall and Kelfield. Rural Housing are looking for a small piece of land, (approx. an acre) to build approx. 12 affordable units, within the village boundary. An agreed sum will be paid for the land. They are looking specifically at Greenbelt. Rural Housing would like the Parish Councils support to make a call for land. It was expressed that the support is desired but not required. Resolved to support the call for land.*

6 To receive Reports (if any);

i District Councillor report – All reports from Cllr John Cattnach have been circulated via email.

ii NY Police report – Circulated via email. Hannah Gaskell is the PCSO for Derwent/Escrick. She is trying, where possible, to attend parish council meetings when her shifts allow. If anyone has any requests to meet her, she is more than happy to arrange a police surgery or drop in.

Hannah.gaskell@northyorkshire.police.uk

A summary of the calls received was shared. The full report is available on request to the clerk at kelfieldpcouncil@gmail.com.

December 4 calls – 2 firearms licensing requests, 1 abandoned call and 1 wildlife.

January 2 calls from residents. 1 road related incident and 1 suspect circumstances.

It was noted that, overall, crime in the area is down.

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

7.1 **Streetlighting** – The required parts were due to arrive by the 17th march but nothing heard since. Cllr Stainthorpe to pursue.

7.2 **Speedwatch** – Traffic Regulation Order - NYCC have approved the experimental traffic order which will commence on 31 March 2025 and which will stay in force for a period of 18 months. The relevant signage will be installed as soon as possible around this date. Council fully supportive of all measures.

7.3 **Community Infrastructure Levy former Orchard Care Centre** – Cllr Proffitt informed that a CIL had been agreed with NYCC for a maximum sum of £10,000. This will be used for specific schemes within Kelfield as agreed with NYCC.

7.4 **Financial reporting –**

(i) to comply with approved Standing Orders, Financial Regulations and Risk Management the RFO should prepare and present a quarterly budget monitoring statement and variance report to the PC. An illustrative example was presented to the PC which was approved.

(ii) to comply with approved Standing Orders, Financial Regulations and Risk Management the RFO should prepare a bank reconciliation statement at least quarterly. This should be reviewed and signed by a nominated Councillor, who cannot be the Chair. An illustrative example was presented to the PC which was approved. Cllr Proffitt was nominated and approved to review.

7.5 **Banking** – Chairman Bell is now authorised to access the bank account.

7.6 **Green spaces** – Cllr Stainthorpe volunteered to be responsible for strimming the village signs for the coming year.

7.7 **Website** – Relevant documents have been sent to the new site managers, Aubergine, however, the council is still waiting for a response from The Cybermill regarding required information to complete the finale transition. Clerk to continue to chase.

7.8 **Emails** – Cllrs Proffitt and Bramley to inform clerk when their new email addresses have been created.

8 Correspondence received (for consideration and action where required)

8.1 10th Great British Spring Clean 21 March to 6 April – Resolved to make a call for volunteers to support.

8.2 North Yorkshire Council's Sports Facilities Research – Cllr Bell and the clerk to complete the requested questionnaire.

8.3 Annual audit of Kelfield's Emergency Equipment – To note, this is now being updated and stored by Keith Dawson, Riccall Parish Council.

9 To consider matters of Finance

9.1 *Receipts*

Receipts and Payments – 1st January to 31st March 2025

	Month	Debits	Credits	Balance
	January			
8	ICO	35		
8	NPower	15.87		
23	HMRC	147.80		
23	Aubergine	514.80		
27	Allotment rent		15	
27	Allotment rent		25	
27	Clerk Salary	196.91		
28	Allotment rent		15	
29	Allotment rent		10	
31	Allotment rent		25	
	Total Debits	910.38		
	Total Credits		90	
	Balance			10609.90
	February			
6	Allotment rent		15	
11	Allotment rent		25	
12	NPower	17.07		
25	Clerk Salary (incl. back pay)	300.25		
	Total Debits	317.32		

	Total Credits		40	
	Balance			10332.58
	March			
6	Autela Payroll	75.05		
10	Aubergine refund		36	
25	Clerk Salary	205.83		
	Total Debits	280.88		
	Total Credits		36	
	Balance			10087.70

9.2 *Accounts for Payment* – Approved.

10 To consider Planning Applications received

10.1 Installation and construction of a 40m x 20m equestrian arena, Moor Farm, Moor Lane. **Noted.**

10.2 Demolition of existing buildings and creation of 11 No. dwellings, with associated external works, highways and landscaping. Lake And Orchard Care Centre Riccall Lane. **Noted.**

Applications

11 Applications received since circulation of Agenda (if any). **None**

Decision Notices

12 Decision notices – **None.**

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

13.1 Confirm Auditor for this year's accounts – **Resolved to continue with Mrs. Carrol Lee.**

14 Date of next meeting -

13th May, Annual Meeting of the Parish Council, and Annual Meeting of the Parish - 8pm.

9:45pm Close of meeting.