

Rangeworthy Parish Council

Minutes of the Extra-Ordinary Meeting of Rangeworthy Parish Council

Held at 7.30 on Tuesday 28 January 2025

Lister Room, Rangeworthy Memorial Hall

Those present: Parish Councillors Miss W. Moody (Chair) (WM), Mr K. Livall (KL), Mr P. Morse (PM), Mrs M J Steer (MJS)

WM read the Councillor's Declaration and Code of Conduct.

Miss L. Haigh has resigned from the Parish Council, and it was noted that she has done an excellent job on planning matters over recent years.

The Clerk, Ms Jennie Wright (JW) has resigned following her father's death.

The importance of councils working together co-operatively was noted.

**Annual Precept**

WM reported that the Parish Precept is due to be returned to South Gloucestershire Council by early in February, and that Rangeworthy needed to prepare its 2025/26 Budget in advance of this.

It was noted that as the Clerk's annual salary is now above the £5000 threshold it may attract National Insurance contributions. However public bodies are exempt from this and NALC is investigating whether Parish Councils are classed as public bodies.

It was proposed that the Annual Precept be set at the same level as last year, due to insufficient time to prepare a detailed Budget. This was agreed

**Clerk's resignation – matters arising**

The Parish Council needs to regain possession of the laptop, printer and 2 drawer filing cabinet from the Clerk. It was noted that a back-up of the contents of the laptop should in future be made regularly, and stored separately and securely. (Since the meeting an email was received from the Clerk stating that these had been left in the Pavilion.)

It was noted that she queried whether the mileage allowance was sufficient for the job required.

There are payments that need to be made urgently including insurance for the Hall, and Pavilion cleaning for December and January. Electricity costs are paid by Direct Debit.

The Clerk's salary is £571.01 per month. It was agreed that JW should be paid:

December 2024 – full pay

January 2025 – full pay (sick leave includes 1 month full pay)

February – half pay, and holiday pay due (3 days at the rate of half a day per month)

JW worked as Clerk for 6 months (Aug 2024 – Jan 2025). She must now submit a formal resignation letter by the end of January. WM will contact JW about this.

WM will ask whether Paula Evans and / or Emma Patello would be able to offer some clerking support to the Parish Council during the vacancy.

### **Annual Budget**

A Parish Council meeting will be held on 4 February at 7.30pm in the Lister Room. The main topic will be the 2025/26 Budget. This is likely to be similar to last year's due to time constraints in completing it in time.

NB Since this meeting Councillor Tristan Clark has provided some useful advice and information to inform the Parish Council's discussions on the Budget.

### **Other Matters arising**

The Parish Council needs to appoint an additional person to replace Miss Haigh.

### **Advice from Councillor Tristan Clerk re Budget – received 29 January**

“The Parish Council could contact Barnaby Harding the Chief Exec of ALCA for advice about what the parish council legally must do and by what date.

I think, from a South Gloucestershire Council perspective, you do need to submit your precept request for 2025/26 as it has to be included within the South Gloucestershire Council budget papers. Last year you requested £19,160. This year, however, the council tax base has increased from 338 Band D equivalent properties to 353 Band D equivalent properties (an increase of 4.44%). That essentially means you could increase the precept request by 4.44% (i.e. ask for £20,010) and parishioners would still effectively be paying exactly the same amount as they did this year. I do not know how much preparatory work, if any, has been done but I am guessing the parish council wants to allow itself a certain leeway so that you don't have to eek into what reserves you have set aside. You might want to request slightly more than a 4.44% precept increase to account for inflation? A 6% increase would be £20,310 and 7% would be £20,501 – with the 4.44% increase in the council tax base either of those who see a very small increase on the actual amount that parishioners see on their council tax bill.”