

## **KIRKLINTON PARISH COUNCIL**

**Minutes** of a meeting of Kirklington Parish Council held on Monday **13 October 2025**.

The venue for this meeting was St. Cuthbert's Church, Kirklington.

### **PRESENT**

M Jack, Mrs M Story, Mrs B Irving, J Story, Mrs N Spedding.

Clerk/RFO A Dawes was also in attendance together with 1 (one) Member of the Public [JB]

### **01 APOLOGIES**

J Mallinson (Cumberland Unitary Authority)

### **02 REQUESTS FOR DISPENSATIONS**

None received.

### **03 DECLARATIONS OF INTEREST**

None received.

**04 MINUTES** of the Meeting held on 12th May 2025 were approved as a correct record and duly signed by the Chairperson.

**05 PUBLIC PARTICIPATION** - MJ introduced JB as a prospective co-opted council member. JB was welcomed and the Clerk/RFO instructed to commence the process by ensuring JB has the paperwork to complete.

### **06 FINANCIAL MATTERS**

06/1 Payments on the expenditure schedule (attached) were approved

06/2 Forecast out-turn, Budget and Precept calculation and agreement were all discussed and agreed as per the attached schedule the Clerk/RFO would now be in a position to respond to the precept request.

Major items were compliance with Assertion 10 with regard to email accounts and the Website (attached) —additional costs for Hugo Fox included in Budget / Precept request. The Clerk was also asked to investigate costs and grants associated with improvements to the Play Area such as wet pour for safety and additional equipment such as a zip-line for example.

**07 CORRESPONDENCE** — was noted

**08 DATE OF NEXT MEETING** — to be confirmed

**KIRKLINTON (MIDDLE) PARISH COUNCIL**

**Budget v Actual Report September 2025 and Proposed Budget and Precept for 2026 2027**

<b>Income</b>	<b>Budget</b>		<b>Budget</b>	
	<b>2025</b>	<b>2026</b>	<b>2026</b>	<b>2027</b>
Precept	£3,050.00	£3,425.00		
Interest			£5.00	
VAT Reclaim				
<b>TOTAL</b>	<b>£3,050.00</b>	<b>£3,430.00</b>		
<b>Expenditure</b>				
Clerk's Salary inc. tax	<b>£1,085.00</b>	<b>£1,100.00</b>		
Administration & Stationery	<b>£100.00</b>	<b>£100.00</b>		
Room Rent	<b>£100.00</b>	<b>£132.00</b>		
Annual Insurance	£500.00	£585.00		
Grass Cutting	<b>£625.00</b>	<b>£625.00</b>		
Audit Fees Internal	<b>£15.00</b>	<b>£15.00</b>		
Defib	<b>£0.00</b>	<b>£0.00</b>		
Website	<b>£120.00</b>	<b>£370.00</b>		
Playground Maintenance	<b>£500.00</b>	<b>£500.00</b>		
VAT Reclaimable	<b>£0.00</b>	<b>£0.00</b>		
<b>TOTAL</b>	<b>£3,045.00</b>	<b>£3,427.00</b>		

12.30%

Allan Dawes:  
Increase agreed at Oct meeting

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Increase agreed at Oct Meeting

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Increase agreed at Oct meeting

+ or - change to Reserves

£5.00	£3.00
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**KIRKLINTON (MIDDLE) PARISH COUNCIL**

**Expenditure 2025 - 2026**

Date	Payee	Clerk's Salary inc. tax	Admin. & Stationery + Office All.nce + Mileage	Room Rent	Defib	Annual Insurance	Grass Cutting	Audit Fees Internal /external	website	Play Area	VAT	TOTALSGROSS
	<b>Budget</b>	£1,085.00	£100.00	£100.00	£0.00	£500.00	£625.00	£15.00	£120.00	£500.00	£0.00	£3,045.00
	<b>Balance</b>	£584.60	£74.28	£100.00	-£59.95	-£85.76	£303.58	£15.00	£60.06	£96.50	-£141.27	£947.04
	<b>Expenditure to date</b>	040	£25.72	£0.00	£59.95	£585.76	£321.42	£0.00	£59.94	£403.50	£141.27	£2,097.96
08/05/2025	CLEAR COUNCILS					£585.76						£585.76
08/05/2025	CLERK COSTS	£194.06	£21.46									£215.52
08/05/2025	HMRC	£48.40										£48.40
08/05/2025	CUMBERLAND COUNCIL									£58.50	£11.70	£70.20
08/05/2025	GREEN TEAM						£107.14				£12.86	£120.00
30/05/2025	AW JENKINSON									£345.00	£69.00	£414.00
02/09/2025	GREEN TEAM						£214.29				£23.72	£238.00
02/09/2025	CLERK COSTS	£206.34	£4.26		£59.95						£11.99	£282.54
02/09/2025	HMRC	£51.60										£51.60
APR-SEP	HUGO FOX								£59.94		£12.00	£71.94

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**Tried to call — your free .gov.uk domain & easy next steps**

1 message

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**Jessica Havens (HugoFox Team)** <team@hugofox.com>

13 October 2025 at 11:39

Reply-To: HugoFox Team &lt;team@hugofox.com&gt;

To: Kirklingtonpc &lt;kirklingtonpc@gmail.com&gt;

Hi Allan,

I tried to call today with a quick .gov.uk update. No worries if I missed you—here's everything in one place, simple and skimmable.

There's no pressure to upgrade right now. GDS now recommends using a .gov.uk domain for better security and a more professional presence.

For 2025/26, Assertion 10 (digital & data compliance) says Parish Councils are expected to use an authority-owned domain and a generic mailbox such as clerk@yourparishcouncil.gov.uk. A .gov.uk domain isn't mandatory, but it's strongly recommended as best practice and it makes compliance simpler.

Your .gov.uk domain is free with HugoFox. We're .gov.uk certified and recommended by GDS, and we cover everything—purchase, setup, renewal and compliance—at no cost. Getting started takes 2-3 minutes here: <https://forms.gle/pdZCHF3StwvMJWbv5>

We'll confirm by email and set up a forward from your old domain to the new .gov.uk so the switch is seamless. The full process typically takes a couple of weeks end-to-end.

If you'd like .gov.uk emails (now or later), you can add between 1 and 25 mailboxes (ordered in sets of 5) with 10GB each—often two to five times more storage than competitors. Everything is fully managed with security and compliance included. GDS guidance is to use secure, domain-linked email; at minimum, most councils start with one secure mailbox like clerk@...gov.uk. To set up, go to My account —+ Payment "Setup .gov.uk emails." The button appears once your .gov.uk domain is active. IMAP is supported, so it works with Gmail, Outlook, Yahoo Mail, Thunderbird, Apple Mail and more. Typical setup time is under a week.

Pricing per month (+ VAT) is £2.49 for 1 mailbox, £9.99 for 5, £17.49 for 10, £24.99 for 15, £32.49 for 20 and £39.99 for 25. Extra storage is available at +10GB per mailbox for £1.49/month.

You keep full ownership of the .gov.uk domain. You can transfer away at any time—we simply manage it for you.

If a quick call would help, just reply with a time that suits you, or reply here with any questions. We're available 24/7.

Kind regards,