

Acaster Malbis Parish Council

Minutes of the Meeting of the Acaster Malbis Parish Council held on Monday, 8 February 2016, at the Memorial Hall, commencing at 7.30 pm.

Open Forum: No members of the public attended to make public comments.

Present: Councillor W G Taylor (Chairman).
Councillors L A Frost, P Harlington, B Hawkins, J Smith and D Walker.
Mr M G Davies (Clerk).

1) Apologies for Absence

Apologies were received from Councillor G Loney – the reason for absence was noted and accepted by the council.

2) Minutes of Meetings

The minutes of the meeting held on 11 January 2016 and of the Planning Subcommittee meeting held on 19 January 2016 previously circulated, were taken as read, Councillor Hawkins proposed, seconded by Councillor Harlington that they be approved, this was **agreed** unanimously.

3) Matters from Previous Meetings

(a) *Broadband* – It was reported that there have been no further updates received. The BT detailed survey is presumed to be ongoing.

(b) *Parish Council website* – Councillor Harlington reported that the website is up and running well. The meeting had been preceded by a session arranged by Councillor Harlington where photographs had been taken of the council members and clerk to be published on the website. Owing to Councillor Loney's absence his photograph will be taken at a later date. Councillor Harlington and the clerk are to agree a workable arrangement whereby agendas and minutes are submitted for uploading sufficiently early to ensure their publication complies with transparency code rules without, as a consequence, excluding items for discussion unnecessarily.

(c) *Telephone Banking and replacement bank mandate* – The Clerk reported that HSBC have confirmed safe receipt of the new bank mandate and that it was now appropriate to submit a replacement application for telephone banking services. The application form was duly signed by Councillors Taylor and Smith and will be submitted to HSBC for processing immediately. It should be noted that the telephone banking service is only intended to supplement, rather than replace, the existing internet banking service and will further enhance transparency and control by allowing monitoring of the bank accounts by a third councillor.

4) Correspondence

There was no correspondence to circulate.

5) Finance

- (a) To consider payment of accounts.
 - (i) Advanced Computer Solutions (ACS) for website hosting and setup fees £600.00 (electronic payment).
 - (ii) Mr V Whistlecraft for verge trimming £70 (cheque).
- (b) To authorise transfer from the deposit account to the current account of £670.00 to match the payments listed in 5(a) above.

Approval of the payments and transfers listed were proposed by Councillor Harlington and seconded by Councillor Hawkins and agreed unanimously.

- (c) Bank balances
 The clerk reported that the bank balances brought forward from the meeting on 11 January 2016 were £1.52 (current) and £6762.44 (deposit) giving a total of £6763.96
- | | |
|---|-----------|
| 28.01.16 Receipts (YLCA Transparency Code Funding Grant) | £1279.03 |
| 08.02.16 Payments as detailed in 5(a) and (b) | -£ 670.00 |
| Balances £1.52 (current) and £7371.47 (deposit) – total carried forward | £7372.99 |
- (d) Report on the income and expenditure compared with the budget 2015/2016
 Councillor Loney was unable to attend.
- (e) The clerk confirmed that the precept documentation for the sum of £2774.00 has been submitted to City of York Council.
- (f) In the absence of Councillor Loney the clerk submitted the Parish Council Budget for 2016 for final consideration – the budget was agreed unanimously and is shown at appendix A.

6) Planning

- (a) Applications – Councillor Smith reported that a planning subcommittee meeting had been held on 19 January to consider:
- (i) Application at Manor Farm Buildings reference 15/02947/FUL (No objections).
 - (ii) Field to the South of Foss Farm 15/02716/FUL (No objections).
- (b) Decisions
- (i) Riverside – Hauling Lane (Approved).
- (c) Appeals
- (i) Orchard Lodge, Mount Pleasant (Appeal dismissed).
- (d) The Parish Council is in the process of revising and updating its standing orders and policies. The format of sub-committee meetings will be clearly defined within the standing orders.

7) Crime Figures

The clerk advised that PCSO Nigel Colley had confirmed that there were no reported crimes in the village.

8) City of York Council matters

- (a) Matters raised by/with the Ward member – Councillor J C Galvin.
- (i) Councillor Galvin advised that grants and council tax relief were available to homes and businesses that were flooded over the Christmas period. Councillor Walker confirmed that the residents affected were aware of the arrangements. Councillor Galvin confirmed that City of York Council had been asked to clean the roadside gullies on Hauling Lane and Mill Lane that would have been heavily silted up by the floodwater.
 - (ii) Councillor Galvin advised that City of York Council were still in the process of setting their budget. He confirmed that he was aware there were serious concerns amongst residents regarding the future support for the bus service but he was hopeful that a satisfactory solution could be found. The current bus service contract runs until September 2016 and it is hoped that there will be no changes until then.

9) Any other matters

- (a) The draft agenda for the Annual Meeting of the Parish to be held on Monday 14 March which had been previously circulated was discussed. It was agreed that there was nothing to be gained by inviting a representative of Digital York to attend whilst the BT detailed survey was still in progress
- (b) The revised format of Parish Council Agendas and Minutes was considered and agreed. The changes are made in accordance with guidance received from YLCA to ensure that the Parish Council's procedures comply with newly introduced transparency and public accountability regulations

(c) Revaluation of the Parish Council Asset Register, the clerk reported that this is still in hand and must be resolved before the end of the financial year on 31st March 2016.

10) Items to be included on the agenda for the next meeting

- (a) Revaluation of Parish Council Assets.
- (b) Queen's Birthday Beacons.
- (c) YLCA Meeting 4 February 2016 – report by Councillor Walker.
- (d) Meeting dates for remainder of 2016.
- (e) Sector led audit body - consideration of opt out.
- (f) Parish Council Standing Orders.
- (g) Bus service.

Date of next meeting: Monday 7 March 2015 in the Memorial Hall at 7.30 pm.

The Chairman **closed** the meeting at 9.24 pm, by thanking all for their attendance.

Acaster Malbis Parish Council

Annexe A to the Minutes of the Meeting of the Acaster Malbis Parish Council held on Monday, 8 February 2016,
at Acaster Malbis Memorial Hall

BUDGET 2016 (JAN - DEC)

	2016	DUE
RECEIPTS		
PRECEPT (Inc. £186.00 support grant)	2774	April & Sept (30th)
SLIPWAY RENT	2500	January
BANK INTEREST	5	
TOTAL	5279	
PAYMENTS		
CLERK'S SALARY GROSS (£180.66/mth)	2168	Monthly
CLERK'S OFFICE PREMISES (£25/qtr)	100	March June September December
CLERK'S OFFICE EXPENSES (see below) :-		
CLERK'S OFFICE PHONE CALLS (£6/MONTH)	72	Monthly
CLERK'S OFFICE OTHER EXPENSES	78	Variable
RENT FOR MEETINGS (11 pa X £20)	220	April
INSURANCE	684	May
AUDIT FEES	75	June
SUBSCRIPTIONS (See below) :-		
YLCA	285	April
CPRE	36	May
NALC	17	May
WEBSITE HOSTING	120	
WEBSITE DOMAIN NAME/EMAIL	30	
GRANTS/PROJECTS	1000	
GRASS CUTTING		
IT EQUIPMENT		
TOTAL PAYMENTS	4885	
CONTINGENCIES	394	
TOTAL	5279	