

Acaster Malbis Parish Council

Clerk: Mr M G Davies, 27 Vavasour Court, Copmanthorpe, York, YO23 3TY
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Minutes of the annual meeting of Acaster Malbis Parish Council, held on **Monday 09 May 2016** at **7:30pm** in the Acaster Malbis Memorial Hall.

There was **no public session** prior to the meeting although members of the public were welcome to attend, none were present. The meeting opened at 7:28pm

Present: Councillor W G Taylor (retiring Chairman).

Councillors: P J Harlington, B Hawkins, G Loney, J Smith.

Clerk: M.G.Davies

1. **Elections and Appointments for the year 2015-2016.**

The retiring chairman asked for nominations for the role of Chairman:

- (i) Chairman - Councillor Loney proposed that Councillor Taylor continue as Chairman. The motion was seconded by Councillor Smith and carried unanimously.

It was agreed that all further roles be approved for a further year and that, in addition, Councillor Harlington be formally appointed as Webmaster having unofficially undertaken the role whilst setting up the Parish Council website.

The following appointments (see full listing at Annexe I) were carried unanimously.

- (ii) Vice Chairman
- (iii) Planning Committee (currently three members)
- (iv) Grass Cutting Co-ordinator
- (v) Monitoring Officer: Income/Expenditure compared with the Budget
- (vi) Local Councils Associations (two representatives)
- (vii) Representative Trustee: Acaster Malbis Memorial Hall
- (viii) Webmaster

2. 2.1. **To receive apologies and approve reasons for absence.**

Apologies for absence were received from Councillors Frost and Walker and reasons duly noted. Ward Councillor Galvin had telephoned the

clerk to warn he may be late owing to an overlapping meeting. In the event Councillor Galvin did not subsequently attend.

2.2. **To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.**

There were none

2.3. **To receive and consider any applications for dispensation.**

There were none

3. **To confirm the minutes of the meeting held on Monday 11 April 2016 as a true and correct record.**

Councillor Loney proposed, seconded by Councillor Smith proposed that these be accepted – carried unanimously.

To receive the minutes of the Annual Meeting of the Parish held on 14 March 2016 for information only. This item was deferred and the minutes will be distributed to members electronically and subsequently presented to the Annual Meeting of the Parish in 2017 for approval.

4. **To receive information on the following ongoing issues and decide further action where necessary.**

4.1. **Bus service changes** – consultation. The CoYC consultation closed on 06 May 2016

4.2. **Invasive species** – progress report. Councillor Walker reported via the clerk that the weeds had been treated and were dying back. The situation will be monitored closely.

4.3. **To consider the adoption of Standing Order SO/2016/03 – General Standing Orders.** The clerk advised that the model regulations are in the process of being revised. The item will be deferred pending this.

4.4. **Provision of duck signs** - update. Councillor Loney confirmed that he had taken delivery of six warning signs at a total cost of £14.88 and that they had been erected at various points in the village.

4.5. **Anonymous complaints.** The clerk advised that he had taken advice from the YLCA regarding anonymous complaints received and had been advised that no action can, nor should, be taken in respect of such complaints. Complainants are reminded that, if requested, complaints will be treated in strictest confidence but cannot be accepted if anonymous.

5. **To consider the following planning applications(s):**

There were none

6. **To receive the following planning decision(s) / information:**

There were none

7. **Matters requested by councillors or clerk:**

7.1. **Report on the YLCA Induction Course for New Clerks** – The clerk reported that the course attended on 28 April had been worthwhile. A follow up more advanced course is proposed for September. It was agreed that the clerk should provide further details when known.

7.2. **To consider renewal of the Parish Council's insurance with AON and period of insurance.** Recommended by Councillor Loney and the clerk – commitment to three year agreement at 5% discount per annum. This was agreed unanimously.

7.3. **To consider renewal of the Parish Council's membership of CPRE and determine annual donation.** Recommended – same donation as 2015. This was agreed unanimously.

8. **Financial matters:**

8.1. **To approve the following accounts for payment:**

(i) AON Insurance (three year agreement)	£671.24
(ii) CPRE annual subscription	£ 36.00
(iii) Cllr P Harlington - costs for photos/ink costs re website setup	£ 82.20
Total expenditure	£789.44

also to approve transfer of funds from deposit to current accounts to match payments listed above totalling £789.44.

Approval of item 8.1 was proposed by Councillor Hawkins and seconded by Councillor Smith – carried unanimously.

8.2. **To receive a bank balance report to 08 May 2016** – See annexe II

8.3. **To receive a budget / actual comparison to 03 May 2016** - Councillor Loney reported as follows: Changes since the last meeting - the first of two precept payments has been received & the clerk's office expenses have increased from £137.02 to £155.02 (+ £18). Where payments have exceeded budget (clerk's expenses) or where no provision in the budget was made (website set-up, clerk's YLCA induction day, grass cutting), this overspend has been more than offset by the Transparency Grant.

Summary - we are comfortably under budget.

8.4. To adopt the Annual governance statement for 2015/2016

8.5. To adopt the Annual accounting statements for 2015/2016

8.6. To adopt the Annual return for 2015/2016

Acceptance of the Annual governance statement, Annual accounting statements and the Annual return for 2015/2016 was proposed by Councillor Hawkins and seconded by Councillor Smith – carried unanimously.

9. To consider the following new Correspondence received and decide action where necessary.

Clerks and Councils Direct magazine was circulated.

10. North Yorkshire Police local PCSO Crime reports.

No report received

11. To consider matters raised with / by the Ward Member – Councillor J.C.Galvin. There were none.

12. To notify the clerk of matters for inclusion on the agenda of the next meeting.

There were none

13. To confirm the date of the next meeting as Monday 13 June 2016.

The Chairman closed the meeting at 8:50pm

Annexe I - COUNCILLOR'S APPOINTMENTS 2016/2017

(i)	Chairman	Cllr W G Taylor
(ii)	Vice Chairman	Cllr D Walker
(iii)	Planning Committee (currently three members)	Cllr J Smith Cllr G Loney Cllr D Walker
(iv)	Grass Cutting Co-ordinator	Cllr W G Taylor
(v)	Monitoring Office: Income/Expenditure compared with the Budget	Cllr G Loney
(vi)	Local Councils Associations (two representatives)	Cllr L A Frost Cllr D Walker
(vii)	Representative Trustee: Acaster Malbis Memorial Hall	Cllr G Loney
(viii)	Webmaster	Cllr P J Harlington

Annexe II – BANK BALANCES TO 08.05.2016

Date	Income/expenditure	Amount	Current account	Deposit account	Total
11.04.16	Balances forward from 11.04.16		£ 1.52	£ 6,013.32	£ 6,014.84
04.05.16	Precept 2016/2017 1st installment			£ 1,387.00	
04.05.16	Interim Total		£ 1.52	£ 7,400.32	£ 7,401.84
09.05.16	Transfer to Current			-£ 789.44	-£ 789.44
09.05.16	Recd. from Deposit		£ 789.44		£ 789.44
09.05.16	AON Insurance (3 year term)	£ 671.24	-£ 671.24		-£ 671.24
09.05.16	CPRE Donation	£ 36.00	-£ 36.00		-£ 36.00
09.05.16	Cllr P Harlington -Photos/Ink	£ 82.20	-£ 82.20		-£ 82.20
09.05.16	Balance forward		£ 1.52	£ 6,610.88	£ 6,612.40

Councillor W G Taylor - (Chairman)

Date of signature 13 June 2016