



# Acaster Malbis Parish Council

**Minutes of the meeting** of Acaster Malbis Parish Council held on **Monday 14 November 2016** at **7:30pm** in the Acaster Malbis Memorial Hall.

**Open Forum** – Two members of the public attended the open forum.

Mr David Smith attended to express concerns regarding the recent application by Ainsty Ales, Manor Farm for a licence to sell alcohol for consumption on and off the premises. Mr Smith was concerned that the licence application requested hours and days not permitted under the conditions imposed on the brewery's planning approval (*reference 15/02620/FUL dated 18 March 2016*). Both the Chairman and Ward Councillor Galvin assured Mr Smith that the hours granted in respect of an alcohol licence are wholly overridden by those permitted by City of York Council's Planning Department. Any attempt to operate outside the currently approved planning hours or days would be considered a breach of conditions.

Mr Peter Burt attended to give more detailed information to the meeting regarding the proposed defibrillator equipment which the Parish Council hopes to install in the planned to be redundant telephone kiosk opposite the entrance to Mill Garth Park.

Mr Burt gave a detailed explanation of how the system, equipment and the local volunteers work and outlined likely costs. The basic purchase of the defibrillator equipment with secure heated cabinet supplied through Yorkshire Ambulance Service's usual supplier is approximately £1524.00. The equipment is almost maintenance free with the exception of batteries (approx. £150.00 every three years) and the disposable chest pads which have to be routinely replaced each time the equipment is used (£20). Mr Burt passed round an information leaflet titled "Installing a Community Public Access Defibrillator" which the clerk is to scan and email to all councillors. Mr Burt also appealed for volunteers to support the local Bishopthorpe Community First Responders (CFR). The clerk confirmed that a poster calling for volunteers for Bishopthorpe CFR had already been displayed on the village noticeboards but asked if a version specifically stating that people are needed in Acaster Malbis might be available to more directly target local residents. Mr Burt confirmed that no previous medical experience is required as full training is given. The Chairman thanked Mr Burt for attending and invited him or one of his colleagues to attend the Annual Meeting of the Parish on Monday 20<sup>th</sup> March 2017 to present and perhaps demonstrate the equipment used.

Both Mr Smith and Mr Burt had left the meeting by 7:55pm.

The Chairman formally opened the meeting at 7:56pm.

Present: Councillor W G Taylor (Chairman).

Councillors: P Harlington, B Hawkins, G Loney, J Smith and D Walker

Councillor: J C Galvin (City of York Council - Ward Member)

Mr M G Davies - (Clerk)

## **Minutes of the Meeting**

1. **To receive apologies and approve reasons for absence.**

Apologies were received from Councillor Frost and the reason approved.

2. **2.1 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.

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

There were none.

3. **To confirm the minutes of the meeting held on 10 October 2016 as a true and correct record.**

Acceptance of the minutes was proposed by Cllr Harlington seconded by Cllr Walker and agreed unanimously and duly signed by the Chairman.

Cllr Smith expressed her concern that minutes of meetings were not being produced in a timely manner. Cllr Harlington had previously expressed concern to the clerk that sometimes the agenda for the next meeting was being published on the website before the draft minutes for the previous meeting had been published. As the new agenda sometimes cross-referenced minutes of earlier meetings this was potentially confusing for readers. The clerk had proposed ensuring draft minutes were available no less than three days before publication of the following month's agenda to ensure this could not occur. Cllr Smith was of the opinion that there was no valid reason why minutes of meetings could not be produced by Friday of the same week in which the meeting was held. The clerk stated that his contracted hours of work amounted to an average of 4.3 hours per week and this was more than used up in any week in which a meeting was held simply by the preparation for and attendance at the meeting. The Chairman expressed the view that perhaps the clerk's contracted hours be reviewed if they were not sufficient and the clerk is to keep a detailed note of hours worked during December and January. Cllr Harlington read a paragraph from NALC legal topic note LTN5 which confirmed that minutes should be published no later than one month from the date of the meeting to which they relate.

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

**4.1 Consideration and discussion of first draft of village map.**

The first draft had been previously circulated to all members and a number of comments and observations had been received. These are to be collated and submitted to Business Maps for preparation of a second draft for further review and comment in due course. Cllr Harlington kindly offered to take over current responsibility for the map project to reduce the clerk's workload.

#### **4.2 Update on proposal to take over redundant telephone kiosk on Mill Lane and install defibrillator equipment.**

The clerk reported the following updates.

- a). Formal response has been made to the CoYC Planning department confirming the Parish Council's interest in taking over the telephone kiosk and asking that they notify BT in accordance with their declared procedures.
- b). An email has been received from BT Payphones in response to an email enquiry from the clerk as follows –
  - i). It is permitted / acceptable for BT to sell the kiosk to the Parish Council despite it being of an aluminium / glass construction (type KX) not covered by the Adoptakiosk scheme as it is to be used to house a defibrillator. The scheme normally only covers heritage red phone boxes (types K6 or K8) but an exception can be made.
  - ii). BT can only proceed when formal notification is received from City of York Council of the outcome of the consultation process for all 26 boxes currently listed for redundancy.
- c). Ward Councillor John Galvin confirmed at the meeting that the box stands on the highway verge rather than on private land and that planning permission will not be required for the planned conversion.

#### **4.3 Update on Society of Local Council Clerks membership proposal for clerk and purchase of "Arnold Baker Guide to Local Council Administration 10<sup>th</sup> ed."**

The clerk confirmed that he had joined the Society of Local Council Clerks at an annual fee of £77.00 plus a one-off joining fee of £5.00. The "Arnold Baker" book together with an associated publication on "Minute Taking" have been purchased at a combined member's cost of £91.56 inc. postage.

#### **4.4 To confirm revised dates of Parish Council Meetings for 2017.**

The confirmed dates have been posted on the Parish Council website for ready reference.

#### **4.5 To update on proposed training courses for councillors and clerk 2017.**

The YLCA training schedule for 2017 is still to be released. It is hoped that courses on planning will be available and it is being budgeted for suitable courses to be attended by Cllrs Loney and Smith. It is not planned for the clerk to receive any further training in 2017 at this time.

#### **4.6 Acaster Malbis Memorial Hall update from nominated Parish Councillor.**

Cllr. Loney reported that there were a number of repairs and replacements planned for the Memorial Hall although no formal approach for grant aid has yet been received. The Chairman commented that the hall was well used by many sections of the community and requests for appropriate funding had always been looked upon favourably in the past, he saw no reason why this should not continue to be the case.

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

There were no new applications on hand when the agenda was prepared. An application reference 16/02480/FUL for an additional 10 residential caravans on Mount Pleasant had been received since. It was agreed that this was not actually a new application but a resubmission of application reference 16/01564/FUL for 12 additional caravans which had been previously refused. It was noted that the application was little changed apart from the removal of a further 2 caravans from the application total and submission of an appropriately revised site plan and support statement. It was agreed that the reasons for refusal of application 16/01564/FUL were still valid and that the current resubmission also be recommended for refusal.

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

Cllr Smith advised that she had encountered difficulties accessing the City of York Council website to obtain updates, the clerk confirmed that to the best of his knowledge there were no material changes to report.

6.1 13/02884/FUL – Further amendments to boundary wall at Mount Pleasant Park. – decision awaited.

6.2 16/02015/FUL – Installation of a replacement foul drainage system for Brockett Court. – decision awaited.

6.3 2016/0833/COU (Selby DC) – Change of use of agricultural land to motocross track. – decision awaited from Selby DC.

6.4 General update on planning matters. – there were no further updates to report.

7. **Matters requested by councillors:**

7.1 **Additional (lockable) noticeboard for bus shelter** – Cllr. G Loney

Cllr Loney gave details of prices for an aluminium framed noticeboard but that this was only deep enough to allow notices to be fixed by Blu-Tack or flat headed standard drawing pins. The clerk commented that Blu-Tack was not suitable as removed notices are scanned for archive purposes and the scanner might be damaged. Both the clerk and Cllr Smith were concerned that flat heading drawing pins were not easy to handle in cold and dark conditions and that the current plastic push-pins would be better. The Chairman is to contact Mike Brown (who made the current board) to ask if he would quote for a new half-sized lockable board to the same design and finish to mount alongside the existing one.

8. **Financial matters:**

8.1. **To approve / note the following accounts for payment in November 2016:**

Cllr.P.Harlington – Printer ink for website maintenance £86.08

8.2. **To receive a bank reconciliation / balances report.**

Reports are now sent by email rather than distributed at the meeting which permits their examination prior to the meeting – no comments were made.

8.3 **To receive a budget / actual comparison to 30 November 2016.**

Cllr Loney reported that income and expenditure are in line with the budget.

8.4 **To consider the draft budget for 2017/2018.**

The draft budget had been circulated and will be considered further in January 2017.

**8.5 To consider a further application for Transparency Fund Grant 2016/2017.**

The clerk and Cllr Harlington are to discuss what further claim can be made for the current year. An external hard drive is required to store website archived files but such expenditure is not permitted under the terms of the Transparency Fund Grant scheme and would have to be met from normal income.

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

Clerks & Councils Direct – November 2016 was circulated.

**10. North Yorkshire Police local PCSO Crime reports.**

The clerk stated that our local PCSO was reported to be on long-term leave and no crime report had been received. Cllr Hawkins offered to assist in obtaining crime reports from an alternative source.

**11. To consider matters raised with / by the Ward Member – Councillor J.C.Galvin.**

Cllr Galvin reported that the recent Resilience meeting on flooding had been worthwhile. Further consideration is to be given to fitting non-return valves on river outfall pipes

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

No matters were raised.

**13. To confirm the date of the next meeting as Monday 09 January 2017 (There being no meeting in December 2016).**

There being no further business the Chairman closed the meeting at 9:06pm by thanking all for their attendance.

W.G.Taylor (Chairman) ..... Date .....