



Acaster Malbis Parish Council

Minutes of the Annual Meeting of Acaster Malbis Parish Council held on **Monday 8th May 2017** at **7:30pm** in the Acaster Malbis Memorial Hall.

Open Forum – No members of the public were present with the exception of Mrs Pamela Walker who attended the meeting from 8:00pm leaving at 8:19pm (see item 4.1)

The Chairman opened the meeting at 7:31pm.

Present: Councillor W G Taylor (Chairman - retiring).

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

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

Clerk: M G Davies.

Minutes of the Meeting

1. **Elections and Appointments for the year 2017-2018.**

1.1. Chairman. The retiring chairman asked for nominations for the role of Chairman.

There being no nominations Cllr. G Taylor agreed to serve for a further year, this was carried unanimously.

1.2. Vice Chairman.

1.3. Planning Committee (three members).

1.4. Grass Cutting Co-ordinator.

1.5. Monitoring Office: Income/Expenditure compared with the Budget.

1.6. Local Councils Associations (two representatives).

1.7. Acaster Malbis Memorial Hall. Representative Trustee:

1.8. Emergency Planning Co-ordinator (new role).

It was further resolved unanimously that all roles listed under agenda items 1.2 to 1.7 inclusive be approved for a further year. In addition, the Clerk Mr M G Davies was formally appointed under item 1.8 to serve as Emergency Planning Co-ordinator. It was deemed appropriate to appoint a person who lived outside Acaster Malbis as they would be less likely to be directly affected by any emergency. Cllr. Hawkins commented that the Clerk could always call on other Councillors for assistance as required.

2. 2.1. **To receive apologies and approve reasons for absence.**
All Councillors were present.
- 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 10 April 2017 as a true and correct record.**
Acceptance was proposed by Cllr Loney, seconded by Cllr Hawkins and approved by all.
To receive the draft minutes of the Annual Meeting of the Parish held on Monday 20 March 2017 for information only.
The Clerk advised that the minutes were not yet available and would be circulated by email in due course. The minutes will remain in draft form pending formal acceptance and approval at the 2018 Annual Meeting of the Parish.
4. **To receive information on the following ongoing issues and decide further action where necessary.**
 - 4.1. Village Emergency Plan – Mrs Pamela Walker – EA Flood Warden.
Mrs. Walker gave an update on progress. The plan is still in the information gathering phase. The Memorial Hall is unlikely to be available as an emergency evacuation centre in the event of an incident as it's location is such that it is likely to be affected by the same problems as the rest of the village. Copmanthorpe Parish Council has kindly offered use of several halls and similar premises in Copmanthorpe. It is likely that York College would also be a designated evacuation centre. Mrs. Walker is awaiting further information. As noted in item 1 the Parish Council Clerk will be the main coordinator between the Parish Council and the emergency services when necessary.
 - 4.2. Telephone kiosk / defibrillator project – update.
Ownership of the redundant telephone kiosk should be passed to the Parish Council shortly. The contract duly signed and payment will be sent to BT Payphones on 9th May 2017.
 - 4.3. Bus shelter and adjacent roadway drainage issues – update.
Cllr. Galvin reported that CoYC highways have the matter in hand and estimated costs are awaited. There may be an issue with existing telephone cables under the road.
 - 4.4. Dilapidated road signs – update.
The signs are to be examined by CoYC highways and corrective action taken if appropriate. Cllr. Walker had reported that the “low bridge” height sign at the top of Hauling Lane was hanging off having apparently been struck by a vehicle. This is also to be examined.

4.5. Superfast Broadband – update.

The Clerk reported that Mr. David Walkden and a guest had been invited to attend a meeting at Askham Bryan Village Hall on 18th May; Mr. Walkden had suggested that the Clerk might also like to attend.

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

There were none

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

Cllr. Smith reported as follows.

6.1 17/00248/FUL – Mar-Stan, Temple Lane, YO23 3TE – Erection of dwelling following demolition of existing dwelling. Approved with conditions.

6.2 17/00407/FUL – Henry House, 41 Mill Lane, YO23 2UK – First floor side extension and porch to front. Approved with conditions.

6.3 General update report on ongoing planning matters.

Pending matters at Mount Pleasant Park (Boundary Wall), Brocket Court (Foul Drainage System) and Pheasant Way (Garages) are still pending.

6.4 Progress report on the establishment of terms of reference for the Planning Committee. Councillor Smith stated that the new Terms of Reference are still at the draft stage. It is hoped the final draft can be circulated at the June meeting.

7. Matters requested by Councillors or Clerk:

7.1. Parish Councillor's Email Accounts and associated matters.

Councillor Harlington raised the question of whether it is appropriate for Parish Councillors to continue to use private email accounts to conduct Parish Council business in the light of an article published in a recent NALC publication and advice subsequently given by YLCA. His recommendation was that the Parish Council should create specific Parish Council email address for Councillors use. The other Councillors seemed content to continue with the present system. The Clerk is to check the position with the Parish Council's insurers.

7.2. To consider renewal of the Parish Council's insurance with AON – second year of three year agreement at 5% discount.

It was agreed that the Parish Council accept the offered renewal terms for year two of the three year long-term agreement. The Clerk is to make enquiries with AON to ensure we have sufficient cover for legal liabilities, the newly acquired telephone kiosk and the defibrillator to be installed therein. Any additional premiums due will need to be paid after renewal.

7.3. Fly tipped tyres.

A small number of fly tipped tyres have appeared on verges around the village. City of York Council will not accept tyres at their waste facilities leaving the Parish Council with no choice but to report them as fly tipped. The Clerk is to investigate alternative methods of disposal.

8. Financial matters:

8.1. To approve the following accounts for payment:

AON Insurance (renewal under three year agreement)	£ 686.56
Mr. M Brown – bus shelter noticeboard	£140.00
BT Payphones – Purchase of telephone kiosk	£ 1.00

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

Approval of all financial transactions was proposed by Cllr. Walker, seconded by Cllr. Hawkins and approved by all.

8.2. To receive a bank balance report to 08 May 2017.

The bank balance report had been circulated previously and a certified copy will be entered in the minute book after all transactions are verified.

8.3. To receive a budget / actual comparison to 30 April 2017.

Councillor Loney reported that with the exception of the cost of previously reported unbudgeted expenditure the budget was in line with expectations.

8.4. To adopt the Annual Governance Statement for 2016/2017.

8.5. To adopt the Annual Accounting Statements for 2016/2017.

8.6. To adopt the Annual Return for 2016/2017.

Acceptance of the Annual governance statement, Annual accounting statements and the Annual return for 2016/2017 was proposed by Councillor Walker and seconded by Councillor Hawkins - carried unanimously.

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

where necessary.

There were no items to circulate.

10. North Yorkshire Police local PCSO Crime reports.

The York West Neighbourhood Policing Team had reported:

5th April 2017 – padlocks broken off gates that lead in to fields near the disused airfield.

11th April 2017 – York Sailing Club have had damage caused fence surrounding their compound.

11. To consider matters raised with / by the Ward Member.

Councillor Galvin confirmed that the bus shelter roadway drainage and village road signs matters were in hand. He also reported that the series of roadway potholes near Holy Trinity Church had been reported for repair.

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

Discussion of any revised insurance terms / premiums

13. **To confirm the date of the next meeting as Monday 12 June 2017.**

There being no further business the Chairman closed the meeting at 8:27pm thanking all for attending.

Annexe I - COUNCILLOR'S APPOINTMENTS 2017/2018

1.1.	Chairman	Cllr W G Taylor
1.2	Vice Chairman	Cllr D Walker
1.3	Planning Committee (currently three members)	Cllr J Smith (Convenor) Cllr G Loney Cllr D Walker
1.4	Grass Cutting Co-ordinator	Cllr W G Taylor
1.5	Monitoring Office: Income/Expenditure compared with the Budget	Cllr G Loney
1.6	Local Councils Associations (two representatives)	Cllr L A Frost Cllr D Walker
1.7	Representative Trustee: Acaster Malbis Memorial Hall	Cllr G Loney
1.8	Emergency Planning Co-ordinator	Mr M G Davies

..... Chairman

Date of approval 12 June 2017