



Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council held on **Monday 12 February 2018** at **7:30pm** in the Acaster Malbis Memorial Hall.

Open Forum – No members of the public attended to speak at the open forum.
The Chairman opened the meeting at 7:35pm. Cllr. Frost joined the meeting at 7:38pm

Present: Councillor W G Taylor (Chairman).

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

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

Clerk: M G Davies.

Minutes of the meeting

1. **To receive apologies and approve reasons for absence.**
Apologies were received from Cllr. Loney and the reasons accepted.
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 Monday 8 January 2018 as a true and correct record.**
Acceptance of the minutes was proposed by Cllr. Walker, seconded by Cllr. Hawkins and approved by all present.
4. **To receive information on the following ongoing issues and decide further action where necessary.**
4.1 Report on a meeting between Julian Sturdy MP, Openreach and village representatives held on 26 January 2018 at 1 Ash Street.
The clerk reported that he had attended the meeting which was held with four representatives of Openreach. Progress is being made. Cabinet 25 (Intake Lane bus shelter) is installed. Cabinet 26 (Pinfold Mill Lane) is also installed. Both are planned to be

operational by “Spring 2018”. Cabinet R7 (to serve Lakeside and part of Mount Pleasant) is in the planning stage and the initial location plotted is on the junction of Broad Lane and Intake Lane. This cabinet is to be renamed Cabinet 30. The planned location is quite some distance from the areas to be served and is likely to be built closer to the village subject to appropriate access to the exchange lines and power supply. This is planned to be operational by “Summer 2018”. Openreach maintain their view that an area of Mount Pleasant cannot be served from the three cabinets currently planned and will need a “PON” solution which will apparently not be available until 2020 or 2021. This will inevitably lead to Mount Pleasant becoming a “divided” area with some immediate neighbours having fibre service and others not. A non Openreach solution is being urgently investigated which will hopefully provide a workable solution in a much shorter timescale using services proposed at the meeting held on 8 January 2018.

It must be noted that despite work progressing on cabinet structure installation all 4 proposed cabinets require the laying and connection of fibre-optic cable from exchange to cabinet. Openreach advise that there are still issues with ducts being obstructed by mud, stones and collapsed sections, all of which will need to be cleared before fibre can be installed.

A follow up meeting at 1 Ash Street with Julian Sturdy is provisionally planned for 16 March 2018. Hopefully this will permit feedback to be given at the Annual Meeting of the Parish on 19 March 2018.

4.2 Parish Council GOV.UK email system - update on changeover.

Cllr Harlington confirmed that the new system is up and running successfully and all councillors should have regular access within a few days if they have not already

4.3 GDPR May 2018 - What Councillors must do to ensure compliance.

Cllr Harlington expressed disappointment that he had received no responses to an email list of “things to do”, time is running short. It was agreed unanimously that Cllr. Harlington be given full devolved authority to prepare and implement all and any procedural changes (subject to consultation with the clerk when deemed necessary). This will avoid the need for time consuming consultations and ensure we are fully compliant with the new regulations in time. Cllr Harlington has agreed to act as the Parish Council DPO (Data Protection Officer) in addition to his existing duties as webmaster. This will ease the clerk’s workload considerably. In line with this role Cllr Harlington is to commence a full “Data Protection Audit” with all councillors at the earliest opportunity.

4.4 Riverside litter pick with Bishopthorpe Scouts - Saturday 14 April 2018 2pm (start time subject to confirmation)

The clerk has received confirmation from Bishopthorpe Scouts of the date. Cllrs Frost, Taylor and Walker will participate as previously in collecting and disposing of the waste and Cllr Frost’s husband has again kindly offered to provide the necessary vehicle and trailer for the collected waste. Cllr Galvin will provide bags and picking equipment as usual.

4.5 Bus shelter drain - update.

No further update received before the meeting. The clerk is to contact City of York Council again to request latest information. A number of residents have complained.

4.6 Report on a meeting of the village emergency planning team held on 24 January 2018.

The clerk reported that he had attended a meeting at “Carcroft” with the emergency planning team to finalise and receive the printed version of the emergency plan. Some 160

copies of the “Information for residents document” have been printed by the Parish Council and distributed by hand either through the residents associations or directly to households. A copy has been uploaded to the Acaster Malbis Community Facebook group and will be updated periodically.

Residents are reminded that modern digital cordless house phones will not work if there is a power cut and householders should consider obtaining a basic “plug in” landline phone for emergency use.

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

This item was listed on the agenda as “*There are none*”

Cllr Smith pointed out that in fact there was a new application for installation of a wheelchair access lift at 33 The Willows.

The Parish Council agreed not to submit comments in respect of this application. This was in line with the approach adopted in respect of an earlier application for similar equipment at 27 The Willows.

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

Cllr Smith reported that the deferred application at Whinney Hills was now to be heard at the planning committee meeting on Wednesday 14 February 2018.

There is no further update in respect of the Mount Pleasant boundary wall.

A decision is still awaited in respect of the application at The Laurels.

7. Matters requested by councillors:

7.1 Clerk’s working hours & overtime.

As the clerk needed to leave the meeting whilst this item is discussed it was deferred to the end of the agenda.

7.2 Report on the Yorkshire Local Councils Associations meeting held on 12 February 2018 at Huntington Community Centre.

Cllr Hawkins pointed out that the date shown on the agenda was incorrect. The meeting was actually held on 1 February 2018. Cllr Walker who attended this meeting with Cllr Frost reported that there was little of local interest. Much of the meeting was devoted to the York local plan and GDPR. Formal meeting minutes will be circulated by YLCA.

7.3 Report on a meeting with North Yorkshire Police Community Team held on 5 February 2018 at Athena House, Clifton Moor.

Cllr Walker attended this meeting with the clerk. The Police have reversed their policy of concentrating their PCSOs in York and are now sending them out to surrounding villages on a regular basis. The clerk has requested a supply of contact / recruitment posters to display on the noticeboards. The community policing team are keen to be more visible in villages and are prepared to attend events to security mark bicycles and other high risk property free of charge. The clerk is to suggest that officers might attend village coffee morning to meet and talk with residents.

7.4 To receive NALC legal briefing L01-18 - Financial assistance to the church (or other religious bodies) s.6(1) (a) of the Local Government Act 1894.

This item was circulated for information only. It is unlikely to affect Acaster Malbis.

8. Financial matters:

8.1. To note the following accounts for payment:

ICO - Data Protection Registration renewal for 2018/2019 (reimburse clerk) £35.00
Approval of the above item and associated transfers was proposed by Cllr Taylor, seconded by Cllr Hawkins and agreed by all present.

8.2. To receive a bank reconciliation report to 12 February 2018.

The clerk had circulated the bank report by email prior to the meeting. The control sheet after signature was passed to Cllr Smith to verify the transactions through the online banking system.

8.3 To receive a budget / actual comparison to 31 January 2018.

Councillor Loney was not at the meeting and no report was received. There is only the transaction at 8.1 to report since the last comparison.

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

Clerks & Councils Direct - January 2018.

Canal and River Trust - Planning for Waterways.
were 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.

No matters not mentioned elsewhere.

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

1. To confirm the start time for the riverside litter pick.

13. To confirm the date of the next Parish Council meeting as Monday 12 March 2018.

To note that the Annual Meeting of the Parish will be held on Monday 19 March 2018 and to present and discuss the draft agenda.

The clerk is to meet with the chairman to finalise the annual meeting agenda.

The clerk is to contact the trustees of the two Knowles charities to invite them to present their customary annual reports and accounts.

Both meetings will commence at 7:30pm in the Acaster Malbis Memorial Hall.

The clerk left the meeting at 8:43pm to allow councillors to discuss the item under agenda point 7.1. The clerk is to discuss item 7.1 with the chairman in more detail prior to the next meeting.

ACASTER MALBIS P.C. 2018/2019 BUDGET (APR - MAR)

Version: Approved January meeting

<u>RECEIPTS</u>	BUDGET	DUE	ACTUAL	OVER BUDGET
Precept (incl. Support Grant)	2,774.00	April & Sept		
Slipway Rent (current lease 2016 - 2018)	2,500.00	January		
Bank Interest	2.00			
TOTAL BUDGETED RECEIPTS	£ 5,276.00			
<u>PAYMENTS</u>				
Clerk's Gross Salary (£565.30/quarter)	2,261.00	June		
		September		
		December		
		March		
Clerk's Office Premises (£25/quarter)	100.00	June		
		September		
		December		
		March		
Clerk's Office Phone Calls (£18/quarter)	72.00	Quarterly		
Clerk's Other Office Expenses	300.00	Variable		
Clerk's SLCC Membership	67.00	September		
Rent For Meetings (11 p.a. X £20)	220.00	April		
Insurance (annual premium 2016 - 2018)	684.00	May		
Audit Fees	75.00	June		
Subscription YLCA	298.00	April		
Subscription CPRE	36.00	May		
Subscription NALC/LCR	17.00	May		
Data Protection registration renewal	35.00	February		
Training - Councillors	250.00			
Training - Clerk	250.00			
Website Support (ACS) 2018	224.00			
Website Maintenance by PH (consumables)	90.00			
IT Equipment Replacement	125.00			
Grass cutting	70.00			
Grants/Projects	102.00			
TOTAL BUDGETED PAYMENTS	£ 5,276.00			

Approved : 8 January 2018

W.G.Taylor - Chairman

Date of approval 12 March 2018