



Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council held on **Monday 9 April 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 7:32pm.

Present: Councillor W G Taylor (Chairman).

Councillors: L Frost, P Harlington, B Hawkins, G Loney, 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.**
All members were present.
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. **3.1 To confirm the minutes of the Parish Council meeting held on 12 March 2018 as a true and correct record.**
Acceptance of the minutes was proposed by Cllr Harlington, seconded by Cllr Smith and approved unanimously.
3.2 To confirm the minutes of the Planning Committee meeting held on 16 March 2018 as a true and correct record.
Acceptance of the minutes was proposed by Cllr Harlington, seconded by Cllr Smith and approved unanimously.

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

4.1 GDPR, general update on progress and final opening audit.

Cllr Harlington distributed GDPR progress reports and compliance /policy documents to individual councillors. Implementation is progressing well and it was stressed that the Parish Council needs to avoid any processing activity that relies on “consent” and also cannot rely on “legitimate interest” as a legal basis for processing personal data. The remaining bases will be “contractual necessity” (clerk only), “compliance with legal obligation”(covers most of councillor’s work), “vital interests” and “public interest”

4.2 Bus shelter drainage issues progress.

The installation of a new gully chamber and associated discharge pipes is budgeted and planned by City of York Council for the current financial year. The bus shelter is suffering ongoing structural damage from being perpetually saturated. The internal notice boards, bench and indeed users are regularly soaked.

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

5.1 18/00504/FUL - 10 Lakeside, Acaster Malbis, YO23 2TY - Single storey rear extension.

After receiving from Cllr Smith regarding the application it was resolved.

B. We have no objections - the clerk is to notify City of York Council of the decision.

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

General update on outstanding planning matters. Cllr Smith advised that the application at 20 Lakeside was still pending. The application at the Laurels has been refused again. Cllr Galvin advised that the long outstanding matter of the boundary wall at Mount Pleasant Park was being followed up again by CoYC.

7. Matters requested by councillors (or clerk):

7.1 Clerk’s working hours.

This topic was deferred to the next meeting.

7.2 Upcoming vacancy for councillor.

Cllr Graham Loney confirmed that he wished to retire with immediate effect. The chairman thanked Graham for his five years service with the Parish Council. The clerk is to advertise the vacancy formally and advise Electoral Services accordingly. If no formal election is called for within 14 working days of the notice being published the Parish Council will be free to co-opt a replacement councillor.

7.3 Purchase of GDPR compliant filing cabinet.

The clerk has not yet managed to purchase a suitable cabinet but is to keep looking.

8. Financial matters:

8.1. To approve the following accounts for payment:

Transfer from deposit to current account .	£755.00
YLCA - annual membership subscription 2018-2019	£299.00
Acaster Malbis Memorial Hall - room hire 2017-2018.	£220.00
CPRE - annual subscription / donation 2018-2019	£ 36.00
1 st Bishopthorpe Scouts - litter pick donation to Scout funds.	£200.00
Total payments out	£755.00

Approval of all financial transactions was proposed by Cllr Harlington, seconded by Cllr Hawkins and approved unanimously. The control sheet was signed and passed to Cllr Smith for monitoring against the bank records. Cllr Loney is to be deleted immediately from the HSBC online banking system. A new bank mandate will be submitted to HSBC when the new councillor has been appointed.

8.2. **To receive a bank reconciliation report to 31 March 2018.**

To include details of all receipts and payments for financial year just ended.
This report had been circulated by email.

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

Cllr Loney reported that all variations from budget to the financial year were as previously reported. The clerk will continue the budget control procedures until a replacement councillor is appointed.

8.4 **To receive a bank reconciliation report 1 April to 9 April 2018.**

The bank control sheet had been previously circulated by email.

8.5 **AGAR (Annual Governance and Accountability Returns) 2018-2019 - introduction and explanation of implications.**

The clerk confirmed that the revised financial requirements imposed under the terms of The Transparency Code were now effective. The annual return completed in previous years has been replaced by the new AGAR mentioned above. The AGAR will need to be approved by both the full council and the internal auditor as previously. The council is fully compliant with the requirements of the Transparency Code by virtue of the publication of the required financial documents on the Parish Council website and will, as a result, submit a certificate of exemption to the external auditors PKF Littlejohn.

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

The following publications were circulated.
Clerks & Councils Direct March 2018.
CPRE Field Work.
CPRE Countryside Voice.

10. **North Yorkshire Police local PCSO Crime reports for March 2018.**
The police report for March 2018 had been circulated by email.
11. **To consider matters raised with / by the Ward Member – Councillor J.C.Galvin.**
Most matters were covered elsewhere but work is to be undertaken by CoYC to resolve the serious flooding under the Acaster Lane road/rail bridge, work will also be undertaken to repair the broken drains outside The Ship Inn to cure the problems regularly encountered there. Cllr Taylor asked if CoYC could arrange to sweep the road in this area as a considerable amount of silt had accumulated again. Cllr Galvin reported that he had ordered four “fly tipping” warning signs. Cllr Taylor offered to have Poplar Farm staff fix the new signs when received.
12. **To notify the clerk of matters for inclusion on the agenda of the next meeting.**
 - 12.1 GDPR - final report prior to live date 25 May 2018.
 - 12.2 Election of chairman and officers for 2018-2019.
 - 12.3 Clerk’s salary.
13. **To confirm the date of the next meeting as Monday 14 May 2018 at 7:30pm when the Council will elect its chairman and officers for the year.**

There will be no provision for public participation at this meeting.

W.G.Taylor - Chairman Date of approval 14 May 2018