



Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council held on **Monday 14 May 2018** at **7:30pm** in the Acaster Malbis Memorial Hall.

Open Forum – No members of the public attended.

The Chairman opened the meeting at 7:30pm.

Present: Councillor W G Taylor (Chairman).

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

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

Clerk: M G Davies.

1. **Elections and Appointments for the year 2018-2019.**

1.1. Chairman.

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

There being no new nominations Cllr. W G Taylor agreed to serve for a further year, a resolution to reappoint Cllr Taylor was supported unanimously and he therefore signed the annual declaration of acceptance of office immediately.

1.2. Vice Chairman.

1.3. Planning Committee (currently three members).

1.4. Grass Cutting Co-ordinator.

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

1.6. Local Councils Association (two representatives).

1.7. Representative Trustee: Acaster Malbis Memorial Hall.

1.8. Emergency Planning Co-ordinator.

1.9. Webmaster.

1.10. Data Protection Officer (DPO).

It was further resolved unanimously that all roles listed under agenda items 1.2 to 1.10 inclusive be approved for a further year. The full list of persons appointed for each role is shown at Appendix 1. Cllr Hawkins offered to serve as the third Planning Committee member replacing former Cllr Loney. The clerk has taken over the role of Monitoring Officer:

Income/Expenditure and a second Councillor will be appointed to monitor the online bank accounts in due course. Cllr Smith will continue as the primary online banking monitor.

2.
 - 2.1. **To receive apologies and approve reasons for absence.**
Cllr Frost was not 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.
 - 3.1. **To confirm the minutes of the meeting held on Monday 9 April 2018 as a true and correct record.**
Acceptance of the minutes was proposed by Cllr Harlington, seconded by Cllr Hawkins and accepted unanimously. The Chairman therefore signed the relevant entry in the minute book.
 - 3.2 **To receive the draft minutes of the Annual Meeting of the Parish held on Monday 19 March 2018 for information only.**
This item was deferred until the next meeting.
4. **To receive information on the following ongoing issues and decide further action where necessary.**
 - 4.1. **GDPR - Final report prior to live date - 25 May 2018.**

Cllr Harlington circulated an update report indicating that he considered, in accordance with the council's policy for the implementation of GDPR, we were now compliant. The council does not process any personal information which relies on 'consent' as the lawful basis for processing. He confirmed that the website was undergoing a thorough update with the intention of making it even easier for members of the public to find any information.

Cllr Harlington also recommended that the council retain the role of Data Protection Officer (DPO) even if a currently proposed amendment to GDPR removed the legal duty to do so. He believes the role should be retained as recommended 'best practice'. A two-yearly data audit is still necessary and should ideally be carried out by a DPO. The council agreed unanimously that the role should be retained.
 - 4.2. **Telephone kiosk / defibrillator project – update.**

The clerk confirmed that the defibrillator equipment has been installed for almost a year and has been available for the whole of the time. Mrs Pam Walker has offered to give the telephone kiosk a spring clean when time permits.

4.3. Bus shelter and adjacent roadway drainage issues – update.

Councillor Galvin confirmed that the work was scheduled but was not yet able to give a date.

4.4. Flooding under Acaster Lane Road Bridge - update.

Councillor Galvin confirmed that following several days work by CoYC drainage engineers a blockage had been located and cleared a short distance from the river outlet which appeared would resolve the issues that had been experienced. Recent rainfall, although not heavy, had not caused further flooding.

4.5. Superfast Broadband – update.

The clerk confirmed that there had been no further updates from any of the other parties involved.

5. To consider the following new planning application:

18/00764/FUL - Carpet and Bed Warehouse, Acaster Lane, YO23 2SA - Erection of 1 no. dwelling following demolition of existing warehouse.

Cllr Smith firstly thanked Cllr Hawkins for offering to join the planning committee.

After a comprehensive report on this application it was resolved;

B. We have no objections.

The clerk is to submit the comment to CoYC in the usual way.

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

General update report on ongoing planning matters.

Cllr Smith advised that recent applications at numbers 20 Lakeside and 10 Lakeside had both been approved. It is believed that the land at Whinney Hills has been put up for sale and the matter of the boundary wall at Mount Pleasant Park is still pending.

7. Matters requested by Councillors or Clerk:

7.1. To co-opt a new councillor following recent retirement.

Following confirmation from Electoral Services that a by-election had not been called Cllrs Harlington and Smith proposed and seconded that Rob Jones is co-opted as a new member of the Parish Council. The clerk is to make the necessary arrangements and invite Mr Jones to attend the meeting on 11 June 2018.

7.2. To consider renewal of the Parish Council's insurance with new insurance broker - BHIB and enter into a new three year agreement at 5% discount.

It was agreed that the Parish Council renew on the terms offered subject to confirmation of the net premium to be paid. The clerk is awaiting confirmation of the final figure.

7.3. Clerk's salary and working hours.

It was agreed that the clerk's official hours be increased from 20 per calendar month to 90 per calendar quarter. The change of hours to be effective from 1 April 2018.

The clerk asked that one or more councillors volunteer to review the clerk's hours, duties and salary at regular intervals. This is to be considered.

8. Financial matters:

8.1. To note and/or approve the following accounts for payment:

30.04.18 - City of York Council - 1 st half-year precept received	£1387.00
25.05.18 - BHIB Insurance premium (renewal under three year agreement)	£ TBA
26.05.18 - Purchase of secure filing cabinet (reimburse clerk)	£ 70.80

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

The clerk reported that BHIB had apparently not quoted the correct net figure (after 5% LTA discount) and was awaiting the revised figure. Cllrs Taylor and Walker authorised the clerk to proceed with renewal. The bank authority sheet is to be completed and passed to them for signature when the correct figure is confirmed. *(Clerk's note - the correct figure of £586.47 was confirmed on 17 May and the correct authorisation signatures obtained)*

8.2. To receive a bank balance report to 14 May 2018.

The report was circulated on 17 May 2018 by email

8.3. To receive a budget vs actual comparison report to 30 April 2018.

This had been circulated by email. Being the first report of a new financial year there was little to report.

8.4. To adopt the Annual Governance Statement for 2017/2018.

8.5. To adopt the Annual Accounting Statements for 2017/2018.

8.6. To adopt the Annual Governance and Accountability Return for 2017/2018.

8.7. To authorise the clerk to submit the appropriate certificate of exemption to the external auditor in due course.

The clerk reported an issue with the electronic version of the AGAR which had been resolved but not in time for the meeting. Paper versions of the Statements had been circulated and approved.

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

Clerks and Councils Direct May 2018 was circulated.

10. North Yorkshire Police local PCSO Crime reports.

The report had been circulated by email - One incident of anti-social behaviour and one of criminal damage had been reported.

11. To consider matters raised with / by the Ward Member – Councillor J.C.Galvin
Most of Councillor comments had already been made elsewhere in the minutes

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

13. To confirm the date of the next meeting as Monday 11 June 2018.

ANNEXE 1 - COUNCILLOR'S ROLE APPOINTMENTS FOR 2018/2019

1.1.	Chairman *	Cllr W G Taylor
1.2	Vice Chairman	Cllr D Walker
1.3	Planning Committee (three members)	1). Cllr J Smith (Convenor) 2). Cllr D Walker 3). Cllr B Hawkins
1.4	Grass Cutting Co-ordinator	Cllr W G Taylor
1.5	Monitoring Officer: Income/Expenditure compared with the Budget	M G Davies - Clerk Cllr J Smith - (online banking control 1) Vacant - (online banking control 2)
1.6	Local Councils Associations (two representatives) **	Cllr L A Frost Cllr D Walker
1.7	Representative Trustee: Acaster Malbis Memorial Hall	Cllr L A Frost
1.8	Emergency Planning Co-ordinator	M G Davies - Clerk
1.9	Webmaster	Cllr P Harlington
1.10	Data Protection Officer	Cllr P Harlington

* Appointment to be notified to City of York Council Democratic Services and YLCA.

** Appointments to be notified to YLCA.

W.G.Taylor - Chairman

Date of approval 11 June 2018