



Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council held on **Monday 14 January 2019** at **7:30pm** in the Acaster Malbis Memorial Hall.

Open Forum – No members of the public attended.

The Chairman opened the meeting at 7:33pm.

Present: Councillor W G Taylor (Chairman).

Councillors: L Frost, P Harlington, R Jones, J Smith, D Walker.

Councillor: J C Galvin (City of York Council - Ward Member). Cllr Galvin presented apologies via the Chairman.

Clerk: M G Davies.

Minutes

1. **To receive apologies and approve reasons for absence.**
Apologies were received from Cllr B Hawkins and the reasons 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 12 November 2018 as a true and correct record.**
Acceptance of the minutes was proposed by Cllr Harlington, seconded by Cllr Walker and approved unanimously.
4. **To receive information on the following ongoing issues and decide further action where necessary.**
4.1 Superfast broadband - update.
The clerk confirmed that cabinet 30 was now in place and last reported as being on schedule and planned to be live by the end of March 2019.
5. **To consider the following planning application:**
18/02929/TPO - Reduce Horse Chestnut protected by Tree Preservation Order

no. 14/1986.

Following a report from Cllr Smith it was agreed unanimously that the following consultation response should be submitted to City of York Council.

B. We have no objections

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

6.1 General update - Cllr J Smith.

Cllr Smith reported that the following previously considered applications had been approved.

The Hollies, Mill Lane (18/02318/FUL)

Southmoor, Mill Lane (18/02051/FUL)

Mill House, Mill Lane (18/02600/TPO)

5 Lilac Avenue, Acaster Malbis (18/02136/FUL)

The clerk reported that the an application relating to the Carpet and Bed Warehouse on Acaster Lane (18/00764/FUL) was still showing as “awaiting decision”. A later application for the same site (18/01983/FUL) had been approved in December 2018. The clerk is to email Ward Cllr Galvin to query the status of the earlier application.

7. Matters requested by councillors or clerk:

7.1 To receive a report on clerk’s annual appraisal 6 December 2018.

Cllr Smith reported that the appraisal had been carried out by her and Cllr Taylor together with the clerk on 6 December. The exercise was reported to have been useful and a small number of issues raised have been addressed

7.2 To receive a report on the Parish Council’s lower tier waste carrier registration.

The clerk reported that advice had been received from YLCA recommending that Parish Councils register with the Environment Agency to cover activities such as litter picking. Registration is a one-off requirement and there is no fee payable. Registration is (apparently) not necessary if such activities are “unpaid or voluntary”. The annual riverside litter pick held in conjunction with Bishopthorpe Scouts is technically unpaid / voluntary but the Parish Council does make a donation to Scout funds. This donation could be held to be “payment”. To avoid any risk of incurring a substantial penalty for failure to register the Parish Council is now duly registered as a “lower tier waste carrier, broker and dealer under registration number CBDL268608.

7.3 To receive a report on the clerk’s VAT seminar training 27 November 2018.

The clerk reported that he had attended the above training seminar and a number of valuable points had been learned. The current VAT126 claim system is to move fully on line shortly replacing the current arrangement. The clerk is to obtain the necessary references and registrations to allow this to happen in a timely manner.

7.4 To receive advance information on Parish Council Elections 2 May 2019.

The clerk reported that all current Parish Councillor’s four year terms of office end in May 2019. The clerk is to attend briefing meetings at City of York Council offices to receive information from the Deputy Returning Officer regarding the procedures to be followed. The Parish Council will publish the required legal notices in due course. Qualifying persons

interested in taking on the role of Parish Councillor should contact the clerk for further information as to the processes to be followed.

7.5 To receive advance information on “Digital Tax” and electronic VAT reclaims.

The clerk reported that as with personal tax matters HMRC are moving forward with plans to deal with Parish Council taxation, PAYE and VAT matters fully electronically. This almost certainly requires the Parish Council to adopt a formal accounting system capable of complying with future changes. This is likely to be at some cost. The clerk is to evaluate the alternative systems available and report further in due course.

7.6 To discuss a consultation document received from Leeds East Airport relating to airspace change proposals.

This matter was discussed, informal advice received by the Parish Council indicated that the planned changes to Leeds East Airport were unlikely to have any material effect on local residents, it was agreed that no formal action be taken at this stage.

7.7 To discuss a proposal to change the current method of archiving Parish Council minutes.

The clerk confirmed that in addition to draft / approved minutes being published on the Parish Council website as required by the Transparency Code 2015 the formally signed versions are still kept in a hard backed minute book with printed copies being trimmed and pasted into place. This system is both costly and time-consuming. The clerk sought authority to investigate alternative methods. The current law requires Parish Councils to retain minutes indefinitely so any alternative adopted must be highly durable. It was agreed that further enquires as to suitable methods be made.

8. Financial matters:

8.1. To note / approve the following receipts and payments relating to December 2018:

15.11.18 - HMRC VAT refund received	£363.74
07.12.18 - HSBC - Credit interest received	£ 2.36
19.12.18 - Transfer from Deposit to Current account	£874.31
20.12.18 - Clerk's gross salary Oct - Dec 18	£776.40
21.12.18 - Clerk's Office & Telephone allowance Oct - Dec 18	£ 43.00
21.12.18 - Clerk's Stationery expenses Oct - Dec 18	£ 54.91

8.2. To note a payment received in January 2019 and approve one amount in January 2019 for payment:

03.01.19 - Invoice SR2019 - Slipway Rent received	£2800.00
25.01.19 - ICO Data Protection Registration renewal fee 2019	£ 40.00

Approval of all matters listed under items 8.1 and 8.2 was proposed by Cllr. Harlington, seconded by Cllr Walker and agreed unanimously. The two bank control sheets were duly signed and passed to Cllr Smith for validation in due course against the HSBC bank records.

8.3. To receive bank reconciliation reports to 31 December 2018 and 31 January 2019.

8.4 To receive budget/actual comparisons to 31 December 2018 and 31 January 2019.

The reports listed under items 8.3 and 8.4 had been circulated to councillors by email prior to the meeting.

8.5 To consider and if appropriate approve the Parish Council draft budget for the next Financial Year 1 April 2019 - 31 March 2020.

8.6 To approve and set the level of Acaster Malbis Parish precept for 2019 - 2020 resulting from item 8.5.

Following extensive discussions it was proposed to accept the draft budget for 2019-2020 unchanged. To set a neutral budget where planned income equals planned expenditure leaving the Parish Council in an unchanged financial position at the year-end it was agreed that the Parish Precept for Acaster Malbis be set at £3499.00. The clerk is to submit the appropriate 2019-2020 demand to City of York Council for further action.

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

Clerks and Councils Direct - January 2019 was passed to Cllr Walker.

10. North Yorkshire Police local PCSO Crime reports.

Report to 31 December 2018 had been distributed by email.

16 December - Noise nuisance reported from motorbikes in a field off Intake Lane. No police action taken.

19 December - Alarm activated at Manor Farm, premises entered but nothing reported taken.

It was agreed to invite Inspector Lee Pointon of North Yorkshire Police to the Annual meeting of the Parish on 18 March 2019 to give a presentation on community policing in our area.

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

Councillor Galvin did not attend the meeting owing to a conflicting appointment.

No new matters raised by the Parish Council other than mentioned at item 6.1 which will be dealt with by email.

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

12.1 Bus shelter & Intake Lane verge maintenance.

12.2 Proposal received to add a “blog” to the Parish Council website.

12.3 Invitations to speak at the Annual Meeting of the Parish (see item 13)

13. To confirm the date of the next meeting as Monday 11 February 2019.

To confirm that the March meeting of the Parish Council will be held on Monday 11 March 2019.

To confirm that the Annual Meeting of the Parish will be held on Monday 18 March 2019. All residents are invited this meeting as usual.

All meetings will commence at 7:30pm.

There being no further business the Chairman closed the meeting at 9:10pm by thanking all for attending.

W G Taylor (Chairman)..... Date of approval 11 February 2019