



Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council held on **Monday 13 May 2019** at **7:30pm** in the Acaster Malbis Memorial Hall.

Open Forum – No members of the public attended.

The Chairman opened the meeting at 7:30pm.

Present: Councillor W G Taylor (Chairman).

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

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

Clerk: M G Davies.

MINUTES

1. Elections and Appointments for the year 2019-2020.

1.1 Chairman.

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

There being no new nominees Cllr. W G Taylor agreed to serve for a further year, a resolution to reappoint Cllr Taylor was proposed by Cllr Walker seconded by Cllr Harlington and supported unanimously. Cllr Taylor signed the Chairman's annual declaration of acceptance of office immediately. This declaration is valid until May 2020.

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 Yorkshire Local Councils Associations (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).

The clerk suggested that the role listed under item 1.6 be amended to include attendance by the same appointed representatives at Police Community Policing meetings when they

resume in addition to attendance at YLCA meetings. This was agreed by all.
The list of appointees is shown at Annexe 1.

2. Annual Meeting Procedures

2.1 To receive apologies and note reasons for absence.

All members 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.

2.4 Chairman to sign Declaration of Acceptance of Office for the year 2019-2020.

The Chairman had already signed under agenda item 1.1.

2.5 Newly re-elected councillors to sign Declarations of Acceptance of Office for the period 2019-2022.

All councillors signed new declarations valid until May 2023.

2.6 To discuss procedures for co-option of new councillor.

The Parish Council is now free to co-opt a new councillor from available candidates. Cllr Harlington will post a notice of vacancy on the Parish Council website which the clerk will also display on the village noticeboards. A note will be sent to the Link Editor for inclusion in the next available edition (July/August). The Council is currently quorate but wishes to fill the vacancy at the earliest opportunity.

3. To confirm the minutes of the meeting held on 8 April 2019 as a true and correct record.

Acceptance of the draft minutes was proposed by Cllr Harlington, seconded by Cllr Hawkins. Cllr Harlington will amend the website entry to show the minutes as approved rather than draft.

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

4.1 Riverside litter pick with 1st Bishopthorpe Scouts -Sunday 19 May 2019 2pm.

Cllr Walker confirmed that he was able to assist with this and Cllr Galvin confirmed that supplies of litter pickers and waste bags were already with the Scouts.

4.2 Pinfold, Bus Shelter and Intake Lane verges and general area - Update.

The clerk confirmed that Brunswick had cut the ivy off the rear wall of the bus shelter and that the Pinfold had been weeded. It will be necessary in due course to remove the dead ivy from the roof of the bus shelter as Brunswick did not have suitable ladders available.

The clerk and Cllr Walker have completed the verge inspection on Intake Lane and will issue appropriate instructions to the volunteers in due course.

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

There were none at date of meeting.

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

General update - Cllr J Smith

Cllr Smith reported that the application at 24 Pheasant Way for erection of a garage had been approved with the usual conditions. There has been no progress on the applications at Rivendell, Mill Lane and 28 Lakeside. The matters of the Mount Pleasant boundary and Whinney Hills are still pending.

7. **Matters requested by councillors or clerk:**

7.1 To Receive Reports from Councillors who have attended training events and meetings of outside bodies.

Cllr Jones gave a brief report on the Acaster Malbis Memorial Hall AGM which contained no matters of great significance. The current programme of refurbishment has now been completed successfully. The AMMH committee have decided to take **no** action to refurbish the peppermint still at the present time.**

8. **Financial matters:**

8.1 To certify Acaster Malbis Parish Council as exempt from external audit for the fiscal year 2018/19.

RESOLVED that Acaster Malbis Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000

8.2 To note the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19.

RESOLVED that the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.

8.3 To approve Section 1 - Annual Governance Statement 2018/19 for Acaster Malbis Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.

RESOLVED that Acaster Malbis Parish Council approve Section 1 Annual Governance Statement 2018/19 for Acaster Malbis Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.

8.4 To approve Section 2 - Accounting Statements 2018/19 for Acaster Malbis Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019.

RESOLVED that Acaster Malbis Parish Council approve Section 2 - Accounting Statements 2018/19 for Acaster Malbis Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019

8.5 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Acaster Malbis Parish Council will publish the following documents on it's public website :

- Certificate of Exemption,
- Annual Internal Audit Report 2018/19,
- Section 1 – Annual Governance Statement 2018/19,
- Section 2 – Accounting Statements 2018/19, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2019
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015

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

RESOLVED That the clerk is duly authorised.

8.7. To note or approve the following receipts and payments:

07.05.19 - City of York - Precept 1st Payment (Queried) recd. £1387.00

08.05.19 - City of York - Precept 1st Payment (Correction) recd. £ 362.50

13.05.19 - Transfer from Deposit to Current A/C to cover payments £ 661.47

14.05.19 - BHIB Insurance Brokers - Renewal Premium £ 586.47

15.05.19 - Internal Auditor - Audit Fee 2018-19 Accounts £ 75.00

The clerk reported that City of York Council had paid the 1st precept installment late and had also paid the figure from last year in error. The corrected amount has now been received in full.

Approval of the receipts and payments was proposed by Cllr Harlington, seconded by Cllr Hawkins and agreed unanimously. The bank control was duly signed and passed to Cllr Smith for certification against the bank statements in due course.

8.8. To receive and note bank reconciliation report to 30 April 2019.

The bank reconciliation report had been circulated by email

8.9. To receive and note budget / actual comparison to 30 April 2019.

The monthly budget report had also been circulated by email.

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

CPRE - Field Work - Spring 2019.

CPRE - Countryside Voice - Spring 2019.

Clerks & Councils Direct - May 2019.

The above publications were circulated.

10. **North Yorkshire Police local PCSO Crime reports.**

To receive the report for April 2019.

The report had been circulated by email. No matters of public significance reported.

11. **To consider matters raised with / by the Ward Member – Councillor J.C.Galvin.**
The Chairman firstly congratulated Ward Councillor Galvin on his re-election. Apart from the usual problems with potholes (many of which have recently been repaired) there was nothing significant to report.
12. **To notify the clerk of matters for inclusion on the agenda of the next meeting.**
 - 12.1 To discuss “Charter for Trees” if further information is received.
 - 12.2 The clerk is attending a training exercise with the Emergency Planning Team, representatives of City of York Council and the Environment Agency on 23 May and a report will be made to the next meeting.
13. **To confirm the date of the next meeting as Monday 10 June 2019.**
This date was confirmed starting at 7:30pm in the Memorial Hall as usual.

There being no further business the Chairman closed the meeting at 8:28pm by thanking all for attending. The clerk is to attend to the required notifications listed in ANNEXE 1 (see page 6)

(**Clerk’s note: at the meeting 10 June 2019 under approval of minutes Cllr Smith pointed out that the word “no” had been omitted from minute para 7.1 on page 3 changing the meaning of the sentence. This has now been corrected and highlighted)

ANNEXE 1 - COUNCILLOR'S ROLE APPOINTMENTS FOR 2019/2020

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 Online Banking Control & Verification	M G Davies - Clerk Cllr R Jones - (online banking control 2) Cllr J Smith - (online banking control 1)
1.6A	Local Councils Associations (two representatives) **	M G Davies - Clerk Cllr D Walker
1.6B	Police Community Liaison representatives	M G Davies - Clerk Cllr D Walker
1.7	Representative Trustee: Acaster Malbis Memorial Hall	Cllr R Jones
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 10 June 2019