



Acaster Malbis Parish Council

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

Open Forum – No members of the public attended.

The Chairman opened the meeting at 7:33 pm.

Present: Councillor W G Taylor (Chairman).

Councillors: C Booth, 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. **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 11 November 2019 as a true and correct record.**
Acceptance of the minutes was proposed by Cllr Walker, seconded by Cllr Smith and agreed by all.
3.2 To confirm the minutes of the Planning Committee meeting held on 19 December 2019 as a true and correct record.
Acceptance of the minutes was proposed by Cllr Harlington, seconded by Cllr Taylor and

agreed by all.

The Chairman signed the relevant entries in the minute book.

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

4.1 **VE Day 75 celebrations** - update and discussion regarding payment of agreed funding. Cllr Jones reported that planning is going well. The formation of the company and the opening of bank accounts is in hand. It was confirmed that the agreed £1000.00 contribution from the Parish Council will be paid in two stages. £500.00 prior to 31 March 2020 with the balance of £500.00 being paid soon after 1 April 2020.

4.2 **Slipway lease** - update and confirmation of payment of 2020 rent due.

The clerk confirmed that payment of the rent due was received at the end of December 2019 (see item 8.2). The establishment of the new lease is progressing.

4.3 **To report** on volunteer Leaf Collectors, Snow Wardens, Litter Pickers and Tree Wardens.

The clerk reported that a small number of volunteers signed up for leaf collecting and snow warden roles at the Ward Committee meeting on 25 November 2019. It is hoped that at least three more volunteers will join as soon as the appropriate training and induction sessions can be arranged.

4.4 **To discuss** the proposed culverting of Dimple Dyke to the north of Lakeside and approve an application for related Ward Funding. To approve in principle payment to Ainsty IDB to cover the cost of materials required.

Agreement has been reached between City of York Council, Ainsty (2008) Internal Drainage Board and the Parish Council for this steep-sided and dangerous area of the open dyke to be culverted as soon as possible. The Parish Council has formally applied for Ward Committee funding to cover the cost of the materials required. Cllr Galvin reported that the resulting area over the culvert will be at a lower level than the surrounding land in accordance with normal practice. Cllr Galvin will ask Brunswick Organic Nursery to plant wildflower/bee friendly plants. Cllr Taylor generously agreed that he would take responsibility for cutting the grass at the appropriate times of year to avoid damage to the planting.

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

There were no new applications.

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

Cllr Smith reported on outstanding planning matters. The application at 28 Lakeside has been withdrawn. Applications at Rivendell, Fairholme, Beechlands Farm and The Carpet and Bed Warehouse are still awaiting decisions as is the appeal in respect of Elverbredde.

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

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

A report will be given on 10 February on the next YLCA York Branch meeting. Attendees Cllr Walker and Clerk M Davies.

- 7.2 **To receive** a report on the clerk's annual appraisal **4 December 2019**
 Cllr Smith reported that the review had been carried in conjunction with Cllr Taylor, there are no serious issues. Cllr Smith will circulate the review documentation for signature by the relevant parties. The NJC wage agreement for 2020/21 has not yet been published. The level of the clerk's salary has to be agreed before 31 March.
- 7.3 **To review** and consider the adoption of formal Grievance and Disciplinary Procedures as recommended by NALC and YLCA.
 Cllr Booth raised a number of questions in respect of these documents. He will submit a list of queries and concerns in the hope that these can be resolved and the procedures approved at the February meeting.
- 7.4 **To agree** the Parish Council's formal response to consultation regarding unlawful encampments - Cllr Harlington circulated the responses he had agreed with the clerk. Cllr Jones raised a number of issues regarding the wording of the questions. The matter was deferred until the February meeting. The Parish Council is not obliged to submit a formal response and all councillors are free to submit their own views if a consensus cannot be reached.
- 7.5 **To consider** an amendment to the Terms of Reference of the Planning Committee to increase the number of members to four.
 Cllr Smith had raised the matter of the Planning Committee only having three members as a minimum of three councillors are required to attend meetings for them to be quorate. It was agreed to increase the number of members to four to allow a margin for sickness and holiday.

8. Financial matters:

- 8.1. **To note / approve** the following receipts and payments relating to December 2019:
- | | |
|--|---------|
| 06.12.19 - HSBC - Credit interest received | £ 2.59 |
| 23.12.19 - Transfer from Deposit to Current account | £969.20 |
| 24.12.19 - Clerk's gross salary Oct - Dec 19 | £796.80 |
| 27.12.19 - Clerk's Office & Telephone allowance Oct - Dec 19 | £ 43.00 |
| 27.12.19 - Clerk's Stationery expenses Oct - Dec 19 | £129.40 |
- 8.2. **To note** an amount received in 'January 2020' and **approve** one amount in January 2020 for payment:
- | | |
|--|----------|
| 01.01.20 - Invoice SR2020 - Slipway Rent received 23.12.19 | £2800.00 |
| 13.01.20 - Transfer from Deposit to Current Account | £ 40.00 |
| 14.01.20 - ICO Data Protection Registration renewal fee 2020 | £ 40.00 |

Approval of the financial matters listed under items 8.1 and 8.2 was proposed by Cllr Walker, seconded by Cllr Hawkins. The control sheets were duly signed by the clerk and passed to Cllr Smith for verification against the online banking records.

- 8.3. **To receive** bank reconciliation reports to 31 December 2019 and 31 January 2020.
- 8.4 **To receive** budget/actual comparisons to 31 December 2019 and 31 January 2020. The bank reconciliation reports and budget/actual comparisons at 8.3 and 8.4 had been circulated by email prior to the meeting and were acknowledged by all.

- 8.5 **To consider** and if appropriate approve the Parish Council draft budget for the next Financial Year 1 April 2020 - 31 March 2021.
Following discussions, it was agreed that the draft budget be provisionally agreed on a break-even basis even though many of the budgeted amounts made no provision for contingencies or additional grants. Some items for 2020/21 are still not known.
- 8.6 **To approve** and set the level of Acaster Malbis Parish precept for 2020 - 2021 resulting from item 8.5.
To balance the break-even budget referred to in 8.5 it was necessary to set the level of the precept at £4421.00 for the forthcoming financial year. This level was proposed by Cllr Hawkins, seconded by Cllr Jones and agreed by all.
Any contingencies, unforeseen items or additional grants etc. will be met from reserves. The clerk is to notify City of York Council of the requested amount.
9. **To consider** the following new Correspondence received and decide action where necessary:
- 9.1 Clerks and Councils Direct - January 2020.
The above publication was circulated along with two Winter 2019 publications from CPRE.
- 9.2 To discuss "information" emails received and agree if it is appropriate for these to be circulated to councillors on receipt.
The clerk reported that he receives an ever-increasing volume of information emails (37 in December 2019), many of which appear to be little more than thinly-disguised sales material. The clerk is concerned that whether such material is seen by councillors should ideally be their decision, not his, as valuable information might be overlooked.
The clerk will review all emails received in February 2020 and present a report in March 2020.
10. **North Yorkshire Police local PCSO Crime report to 31 December 2019.**
The report had been circulated by email when received. There were no reportable incidents.
11. **To consider matters raised with/by the Ward Member – Councillor J.C.Galvin.**
Most of the items had been covered elsewhere. The Parish Council welcomed the proposed Ward Grant to culvert the Lakeside Dyke which has been a cause for concern for several years
12. To notify the clerk of matters for inclusion on the agenda of the next meeting.
12.1 VE Day 75 celebrations - update.
12.2 Culverting of Dimple Dyke, Lakeside - update
12.3 Re-siting of dog waste bins - update.
12.4 Scout riverside litter pick 9 May 2020 - update.
13. To confirm the date of the next two Parish Council meetings as **Monday 10 February 2020** and **Monday 9 March 2020.**

The Annual Meeting of the Parish will be held on **Monday 16 March 2020**. All residents are invited to attend.

All meeting dates listed above were confirmed.

The full list of Parish Council meeting dates for the year is published under the Notices section of the Parish Council website.

Please note the April meeting has been moved to Monday 20 April to avoid a clash with Easter Monday.

There being no further business the chairman closed the meeting at 9:25 pm by thanking all for attending.

W.G.Taylor - Chairman

Date of approval 10 February 2020