



# Acaster Malbis Parish Council

**Minutes of the meeting of Acaster Malbis Parish Council held on Monday, February 2020 at 7:30 pm in the Acaster Malbis Memorial Hall.**

**Open Forum** – No members of the public attended.

The Chairman opened the meeting at 7:30 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. **To confirm the minutes of the meeting held on Monday 13 January 2020 as a true and correct record.**  
Acceptance of the minutes was proposed by Cllr Harlington, seconded by Cllr Smith and accepted by all.

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

4.1 **VE Day 75 celebrations - update. - future payment approval required.**

Cllr Jones gave a brief review of the progress made so far in organising this major village event. Tickets will be on sale shortly priced at £7 each. The event is aimed at families so under 14s will be admitted free. Rob Jones will give a more detailed report to residents at the Annual Parish Meeting on Monday 16 March 2020. Members reconfirmed that a grant of £1000 towards the event costs has been previously approved but is still to be paid.

There is to be a meeting of volunteers on Thursday 19 March at 7:30 pm

4.2 **Lakeside culvert - update - future payment approval required.**

The clerk reported that this project will be carried out as soon as the Ainsty IDB work programme permits. The clerk thanked Ward Councillor John Galvin for the grant to cover materials received from the Bishopthorpe Ward Committee. Funds are being held pending a payment request from Ainsty IDB.

4.3 **Re-siting of dog waste bins - update.**

A number of bins will be re-sited or replaced as soon as City of York work schedules permit.

4.4 **Scout riverside litter pick 9 May 2020 - update.**

The scouts have suggested this date but confirmation is awaited. It was noted that this was the day following the VE 75 Celebrations but it is not thought this will cause a conflict.

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

5.1 **19/02473/FUL** - Two-storey extension at Town House, Moor End, Acaster Malbis, YO23 2UQ.

Following discussions it was resolved:

B. We have no objections, the clerk is to inform the City of York accordingly.

5.2. **20/00074/FUL** - Erection of detached garage at Intake Grange, Intake Lane, Acaster Malbis, YO23 2PL.

Following discussions it was resolved:

B. We have no objections, the clerk is to inform the City of York accordingly.

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

6.1 **General update on outstanding matters - Cllr Smith.**

Cllr Smith reported as follows, applications at School House, Mill Lane. Rivendell, Mill Lane. Beechlands Farm, Broad Lane. have all been approved.

Applications at Carpet and Bed Warehouse, Acaster Lane and at Fairholme, Mill Lane are still awaiting decisions. The appeal at Elverbredde, Mill Lane is still awaiting decision.

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

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

7.1.1. Report on Parish Council liaison meeting - Mansion House - **4 February 2020.**

7.1.2. Report on the YLCA meeting held on **6 February 2020.**

Cllr Walker and the clerk gave a brief outline of proceedings at the above meetings. A detailed report is available to councillors on request.

**7.2 Bishopthorpe Scouts riverside litter pick provisionally set for Saturday 9 May 2020.**

This item was dealt with under item 4.4.

**7.3 To review and approve the adoption of formal Grievance and Disciplinary Procedures as recommended by NALC and YLCA. (Brought forward from Jan 2020).**

Questions raised by Cllr Booth at the meeting held on 13 January 2020 had been answered by the clerk and a report circulated to all members. It was resolved unanimously that the formal Grievance and Disciplinary Procedures as recommended by NALC and YLCA be adopted immediately. The clerk is to liaise with Cllr Smith to make the appropriate amendments to the clerk's Contract of Employment.

**7.4 Clerk's remuneration review for 2020/2021.**

The clerk was excluded from the room during the discussion of this item. It was resolved that the clerk be moved to salary point LC1 / SCP 12 effective 1 April 2020. The hourly rate to be at the applicable level in effect from that date. (currently still subject to negotiations at a national level.)

**7.5 To consider options for replacement of clerk's office administration software.**

The clerk advised that Microsoft were to withdraw support for Microsoft Office 2010 during 2020 necessitating the purchase of updated software. Cllrs Booth and Jones are to submit details of alternative software for consideration.

**7.6 To discuss the proposed agenda for the Annual Meeting of the Parish to be held on 16 March 2020.**

In addition to the usual reports from village charities, Cllr Jones will outline the plans for 8 May 2020 to the meeting.

**8. Financial matters:**

8.1. To approve the following accounts for payment or amounts received.

30.01.2020 - Ward Grant received re Lakeside culvert. £3500.00

There are no payments due in February 2020.

Acceptance of the finance report was proposed by Cllr Walker, second by Cllr Hawkins and agreed by all. Cllr Booth is to confirm the transactions against the bank records.

**8.2. To receive a bank reconciliation report to 28 February 2020.**

This report had been circulated by email as usual and was noted.

**8.3 To receive a budget / actual comparison to 28 February 2020.**

This report had been circulated by email as usual and was noted.

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

There was none received.

**10. To receive the North Yorkshire Police local PCSO Crime report to 31 January 2020.**

There were no reported incidents in January 2020.

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

Cllr Galvin reported that the City of York was planning to replace its current fleet of waste collection vehicles within the next year. Other items in Cllr Galvin's report have been covered elsewhere on the agenda.

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

**12.1 Annual Meeting Agenda.**

**12.2 Administrative software update.**

**13. To confirm the date of the next Parish Council meeting on Monday 9 March 2020.**

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

Both dates were confirmed.

There being no further business the chairman closed the meeting at 8.55 pm by thanking all for attending.

W.G.Taylor - Chairman .....

Date of approval 9 March 2020