



# Acaster Malbis Parish Council

**Minutes of the virtual meeting of Acaster Malbis Parish Council held on Monday 20 July 2020 at 7:30 pm. In accordance with the temporary procedures permitted under “The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020” the meeting was held online.**

Open Forum – No members of the public attended.

Present: Councillor D Walker (meeting Chairman).

Councillors: C Booth, P Harlington, B Hawkins, R Jones, J Smith.

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

Clerk: M G Davies.

## MINUTES

1. **To appoint a Chairman to act for the meeting and to receive apologies and approve reasons for absence.**  
Cllr Taylor was absent for technical reasons, in his absence, Cllr Walker was appointed to chair the meeting and will physically sign any required documents as soon as practical after the meeting. The chairman opened the meeting at 7:33 pm.
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 or note the minutes of the meetings listed below as a true and correct record.**
  - 3.1 Parish Council meeting held on Monday 9 March 2020 (confirm).
  - 3.2 Parish Council Planning Committee held on Monday 16 March 2020 (confirm).
  - 3.3 Extraordinary Meeting of the Parish Council held on Monday 23 March 2020 (confirm).

3.4 Annual Meeting of the Parish held on Monday 16 March 2020 (note ONLY).

Approval of the minutes listed under items 3.1, 3.2 and 3.3 was proposed by Cllr P Harlington, seconded by Cllr J Smith and agreed by all.

The minutes of the Annual Meeting of the Parish listed under item 3.4 were noted. These will be approved by electors at the next Annual Meeting of the Parish in March 2021.

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

4.1 To confirm that the council has opted not to hold an Annual Meeting of the Parish Council in 2020. All officers including the chairman will continue in their current roles until May 2021 unless the council resolves otherwise at a lawfully convened meeting. This action is taken as permitted by "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020". (A list of officer roles is shown below as agenda item 14)

**Resolved** that the Annual Meeting of the Parish Council be deferred until May 2021 as permitted by the temporary COVID-19 legislation. The list of roles at agenda item 14 is confirmed.

4.2 To confirm that the Council has satisfactorily completed the HSBC Safeguard process. The clerk **confirmed** that HSBC has now written to confirm that Acaster Malbis Council has complied with the required procedures.

4.3 To confirm that HMRC has now notified the Parish Council of the new references and processes necessary to allow submission of electronic VAT reclaims.

The clerk **confirmed** that after much effort written confirmation has now been received from HMRC.

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

There were no new applications to consider.

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

Cllr J Smith reported that the application at Carpet and Bed Warehouse, Acaster Lane is still awaited. Applications at Fairholme and Snowberry, Mill Lane and Intake Grange, Intake

Lane are all approved. The refused application at Town House, Moor End is now the subject of a householder appeal.

**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 Virtual meeting of YLCA York Branch held on 18 June 2020.

The clerk reported that he and Cllr Walker had participated in a virtual meeting which was held successfully. There was little of consequence to report.

7.2 To Receive a report on the Village Emergency Team response to COVID-19.

The clerk had previously circulated a short report giving a brief outline of the COVID-19 response mounted by the Emergency Team. The team operates independently of the

Parish Council which only provides a small amount of administrative support. The two village Facebook Community Groups have been invaluable in keeping residents informed supported by resident's association newsletters distributed either by email or on paper. The team could not have achieved an appropriate response without the support of some 50 volunteers. Credit is due to volunteer Flood Warden Pam Walker who transferred into the updated role of Pandemic Team Leader seamlessly ably assisted by the volunteers. The service of many volunteers was not fully utilised but has been held in reserve in case of a resurgence of the virus.

8. **Financial matters:**

8.1 To certify Acaster Malbis Parish Council as exempt from external audit for the fiscal year 2019/20.

**RESOLVED** that Acaster Malbis Parish Council is exempt from external audit for the year 2019/20 as its annual turn-over does not exceed £25,000

8.2 To note the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20.

**RESOLVED** that the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 be noted.

8.3 To approve Section 1 - Annual Governance Statement 2019/20 for Acaster Malbis Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.

**RESOLVED** that Acaster Malbis Parish Council approve Section 1 Annual Governance Statement 2019/20 for Acaster Malbis Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.

8.4 To approve Section 2 - Accounting Statements 2019/20 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 2019/20 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 its public website.

- a) Certificate of Exemption,
- b) Annual Internal Audit Report 2019/20,
- c) Section 1 – Annual Governance Statement 2019/20,
- d) Section 2 – Accounting Statements 2019/20, page 6
- e) Analysis of variances

- f) Bank Reconciliation to 31 March 2020
- g) 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.

Approval of the items listed under 8.1 to 8.6 was proposed by Cllr P Harlington seconded by Cllr B Hawkins and agreed by all.

8.7 To note and approve the following accounts paid under delegated authority in April, May and June 2020.

April 2020 (Auth PH / BH Verified CB)

15.04.20 – Acaster Malbis Community Events Ltd Grant 2 of 2	£500.00
16.04.20 – AMMH Hall Hire Apr 19 – Mar 20	£275.00
16.04.20 – CPRE Donation 2020 – 21	£ 36.00
16.04.20 – Starboard Systems t/a Scribe Accounts Software 2020-21	£154.80
16.04.20 – YLCA Membership 2020 - 21	£310.00
16.04.20 – Clerk’s Stationery Exps April 2020	£191.23

May 2020 (Auth BH / DW Verified CB)

29.04.20 – City of York – Precept installment 1 received	£2210.50
15.05.20 – BHIB Ltd – Insurance Jun 2020 – 21	£586.47

June 2020 (Auth PH / BH Verified CB)

04.06.20 – HMRC VAT Refund for 2019 – 20 received	£186.98
05.06.20 – HSBC Credit Interest to 4 Jun 2020 received	£ 3.91
11.06.20 – Internal Audit Fee 2019 – 20	£ 75.00
25.06.20 – Clerk’s Gross Salary Apr – Jun 20	£897.60
25.06.20 – Clerk’s Office Allowance Apr – Jun 20	£ 25.00
25.06.20 – Clerk’s Tel Exps Apr – Jun 20	£ 18.00
25.06.20 – Clerk’s Stationery Exps Apr – Jun 20	£ 39.33

The amounts listed were all received or paid under delegated authority and formally approved/verified by the councillors whose initials appear against each monthly item. The bank control sheets will be signed and inserted in the minute book following the council’s usual procedures.

8.8 To receive bank reconciliation reports for April, May, June 2020.

8.9 To receive a budget vs actual comparison for April, May, June 2020.

The bank reconciliation and budget reports listed under items 8.8 and 8.9 had been previously circulated by email and were acknowledged by all.

9. **To consider the following new Correspondence received and decide action where necessary:**  
Several regular publications from CPRE and Clerks and Councils Direct have been received and will be passed to Cllr D Walker for circulation.
10. **North Yorkshire Police local PCSO Crime reports.**  
No reports have been received since March 2020.
11. **To consider matters raised with/by the Ward Member – Councillor J.C.Galvin.**  
Cllr Galvin reported that the overgrown hedge at the Intake Lane / Broad Lane junction which was obstructing the view to the left when exiting Intake Lane was now logged with CoYC highways. The landowner concerned is usually very responsive and it is hoped the hedge will be cut shortly.  
Cllr Galvin has generously suggested that Bishopthorpe Ward Committee gift the recently installed flower tower on Mill Lane to the Parish together with the existing bench at the entrance to Lakeside and the soon to be installed replacement bench replacing the current dilapidated one between the flower tower and the Pinfold. The Ward Committee working with Brunswick Organic Nurseries will continue to seasonally plant the flower tower for as long as funding permits. The village volunteers have already taken responsibility for watering the flower tower. The Parish Council will add these gifted items to its Asset Register following the Parish Council's usual accounting procedures and add the items to its insurance policy at full replacement value.  
Cllr Booth reported that the fruit trees at the Intake Lane entrance to Lakeside needed pruning. Cllr Galvin is to examine the trees as they are currently the responsibility of Brunswick Organic Nurseries.
12. **To notify the clerk of matters for inclusion on the agenda of the next meeting.**  
No matters raised.
13. **To consider and confirm the date of the next Parish Council (virtual) meeting as Monday 17 August 2020.**  
Following discussions, it was decided that a meeting would not be necessary for August. The date of the next meeting was therefore agreed as Monday 14 September 2020. Whether this meeting will be face to face or virtual will depend on the regulations and restrictions in force at the time.

14. LIST OF COUNCILLOR'S ROLE APPOINTMENTS FOR 2020/2021

1.1.	Chairman *	Cllr W G Taylor
1.2	Vice-Chairman	Cllr D Walker
1.3	Planning Committee (four members)	1). Cllr J Smith (Convenor) 2). Cllr D Walker 3). Cllr B Hawkins 4). Cllr C Booth
1.4	Grass Cutting Co-ordinator	Cllr W G Taylor
1.5	Monitoring Officer: Income/Expenditure compared with the Budget  Online Banking Control & Verification (three members)	M G Davies - Clerk  Cllr C Booth - (online banking control 1) Cllr R Jones - (online banking control 2) Cllr J Smith - (online banking control 3)
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.

There being no further business the acting Chairman closed the meeting at 8:08 pm by thanking all for their attendance.

Certified as a true record by:

..... Chairman

Date .....