



Acaster Malbis Parish Council

Minutes of the virtual meeting of Acaster Malbis Parish Council held on Monday 14 September 2020 at 7:30 pm. Under 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, B Hawkins, R Jones, J Smith.

Councillor: J C Galvin (City of York Council - Ward Member) (From 8:10 pm)

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. Cllr Harlington was absent, Ward Cllr Galvin presented apologies as he had a conflicting meeting but did join the meeting at 8:10 pm. The chairman opened the meeting at 7:30 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 20 July 2020**.

3.2 Planning Committee meeting held on **Thursday 13 August 2020**.

Acceptance of the minutes listed under items 3.1 and 3.2 was proposed by Cllr Walker, seconded by Cllr Smith and accepted by all. The minute book is to be signed by the meeting chairman as soon as circumstances permit.

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

4.1 Overgrown hedges within the village.

The clerk reported that an item had been published in Link asking that overgrown hedges be attended to as soon as possible as some footpaths and sections of the road are obstructed.

4.2 Village volunteers – update.

The clerk reported that volunteering is somewhat restricted by COVID-19 as some volunteers are shielding and it is not currently possible to sign up new volunteers with City of York Council, a number are waiting. Cllr Booth commented that some areas may need the application of weedkiller which would need extra training and equipment. Councillors were reminded that Ward Committee funding for the delayed Lakeside culvert are held in a reserve account by the Parish Council until the work can be done.

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

5.1 20/01444/FUL – 31 Lakeside, Acaster Malbis, YO23 2TY

for Single-storey rear extension and enlarge chimney to north side elevation.

Following discussions, it was resolved that:

B. We have no objections.

The clerk is to submit the appropriate response to City of York Council.

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

Cllr Smith provided a brief update on outstanding matters. The application at the Carpet and Bed Warehouse on Acaster Lane has been approved with conditions. The Parish Council's objections to the application at Chestnut Farm were submitted following a Planning Committee meeting held on 13 August. *(Clerk's note – this application has subsequently been withdrawn).*

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 Booth having attended an introductory planning webinar is now booked on on intermediate and advanced webinars in September and October.

7.2 To confirm that the required insurance confirmation documents have been received from the slipway lessee for the period 2020-21.

The clerk confirmed that the necessary insurance documents had been received from Acaster Marine in compliance with the lease terms.

7.3 To note the contents of NALC Employment Briefing EO1-20 '2020-21 National Salary Award'.

Following the completion of local government pay negotiations the new salary levels effective 01 April 2020 have now been implemented.

8. Financial matters:

8.1 To note or approve the following payments made under delegated authority in August 2020 (there were no receipts or payments in July 2020). (Auth Cllr Smith and Cllr Jones, Verified Cllr Booth).

18.08.20 – Zoom US Annual Subscription (Reimburse Clerk)	£143.88
18.08.20 – YLCA Planning Seminar Fee Inv 375-2021 Cllr C Booth	£ 22.50
18.08.20 - Clerk's Stationery Exps (Canon Toner Cartridge)	£ 73.97

8.2 To note or approve the following receipt and payments for September 2020.

04.09.20 – HSBC Credit Interest Received to 03.09.20	£ 0.21
15.09.20 – Transfer from deposit to credit account to cover payments below	£1082.20
16.09.20 – SLCC – Clerk's Membership Subs 2020-21	£ 92.00
25.09.20 – Clerk's Gross Salary Jul-Sep 2020 (Inc. Backpay)	£ 947.20
25.09.20 – Clerk's Office Allowance Jul-Sep 2020	£ 25.00
25.09.20 – Clerk's Telephone Allowance Jul-Sep 2020	£ 18.00

Acceptance of the financial transactions was agreed by all on the proposal of Cllr Walker, seconded by Cllr Smith. *(Clerk's note: Gross salary will be a combination of net salary and PAYE deducted in compliance with HMRC regulations)*

8.3 To receive a bank reconciliation report to 30 September 2020.

8.4 To receive a budget / actual comparison to 30 September 2020.

8.5 To note that Cllr Hawkins has replaced Cllr Smith as an online banking user.

To comply with the Parish Council's Financial Regulations payments are approved by any two councillors, countersigned by the clerk and verified by one of three authorised online banking councillors. NOTE – Councillors authorising cannot also verify.

The bank and budget reports at 8.3 and 8.4 had been circulated by email and were duly noted as was the statement under agenda item 8.5

The clerk reported that the statutory period for examination of the Parish Council accounts for 2019-20 ends on Tuesday 15 September 2020. If no comments have been made to the external auditor the accounts will be considered closed on Wednesday 16 September and the appropriate notice issued.

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

CPRE Field Work – Summer 2020 edition.

CPRE Countryside Voices – Summer 2020 edition.

Clerks and Councils Direct – September 2020.

The items listed are to be passed to Cllr Walker for distribution.

10. North Yorkshire Police local PCSO Crime reports.

NYP Community Policing reports are still suspended as previously reported.

11. **To consider matters raised with/by the Ward Member – Councillor J.C.Galvin.**
Cllr Galvin reported that the siting of the new bench on Mill Lane and the work to culvert the open dyke at Lakeside are still delayed by COVID-19 and will be undertaken as soon as circumstances permit.
12. **To notify the clerk of matters for inclusion on the agenda of the next meeting.**
No items not already mentioned elsewhere.
13. **To confirm the date of the next meeting as Monday 12 October 2020, provisionally to be held virtually.**
The clerk advised that it was likely the Parish Council will be unable to revert to face-to-face meetings until 2021.

..... Chairman

Date approved