



Acaster Malbis Parish Council

Minutes of the virtual meeting of Acaster Malbis Parish Council held on Monday 11 January 2021 at 7:30 pm. Under the temporary procedures 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” the meeting was held online.

Open Forum – No members of the public attended.

Present: Cllr 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.

There being no members of the public present the chairman opened the meeting at 7:30 pm.

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 8 November 2020 as a true and correct record.**
Acceptance of the minutes was proposed by Cllr Smith, seconded by Cllr Walker and agreed by all. The chairman is to sign the minute book when able.

4. To receive information on the following ongoing issues and decide further action where necessary.
 - 4.1 **Lakeside culvert and Mill Lane bench.**

These projects are still delayed owing to COVID-19 working restrictions.
 - 4.2 **Missing footpath finger posts on Appleton Road and adjacent to Chestnut Farm.**

This matter is being attended by City of York Rights of Way Officer and both signs will be replaced as soon as resources permit.
5. **To consider the following planning application(s):**

There were none to consider.
6. **To receive the following planning information/update(s) :**

Cllr Smith reported that initial contact had been made by prospective buyers of land at Whinney Hills who proposed the development of a caravan site. The applicants had been made aware that a similar development had been refused by City of York Council previously and a subsequent Planning Inspectorate appeal dismissed. The persons had been advised to contact City of York Council for further advice. The Parish Council is only a consultee on such matters and cannot comment further in advance of a formal application being received if and when the matter proceeds.
7. **Matters requested by councillors or clerk:**
 - 7.1 **To Receive Reports from Councillors/Clerk who have attended training events and meetings of outside bodies. – Duties and powers seminar – M. Davies.**

The clerk reported that the above webinar had been both informative and worthwhile. The main focus was to explain the differences between Duties (what a council must do) and Powers (what a council may do if it chooses) – these have distinct differences in law.
 - 7.2 **Update on Mount Pleasant defibrillator project.**

Cllr Smith reported that the fundraising total had been reached and the equipment purchased and received. The refurbishment of the old telephone on Cundall Drive is nearing completion and it is hoped the installation will “go live” at the end of January. The clerk confirmed that the Parish Council would set a nominal limit on maintenance support expenditure of £1,000 over the ten-year working life of the equipment. Should it become apparent the limit might be exceeded in time the Council would review the matter.
 - 7.3a **To receive a report on the clerk’s annual appraisal 17 November 2020 - Cllr J Smith.**

Cllr Smith reported that the appraisal had gone well but she and Cllr Taylor had discussed concerns later regarding the clerk’s use of personal computer equipment and software to carry out Parish Council business. Cllr Smith suggested that additional equipment should be provided to prevent this from being necessary.
 - 7.3b **To agree Clerk’s remuneration for 2021-22 (confidential item – public/press/clerk excluded).**

This matter was moved to the last item of business – it was agreed that the Clerk would be awarded a one SCP point increase in salary. The new scale will be LC1/SCP13 effective from 01 April 2021 subject to NJC/NALC annual rate review.
 - 7.4 **To discuss future website development and social media policy.**

The question of the Parish Council creating a social media presence has been

discussed twice previously and the proposal rejected. Following a lively discussion, it was apparent that some councillors supported a review of this position. The Clerk explained that only the Clerk is permitted to speak on behalf of the Council and this would result in a potentially unwelcome work burden being imposed. The Clerk is to investigate possible solutions to this problem and report back in due course.

7.5 Update on highways, footpaths and rights of way. Duties, powers and obligations - Clerk's comments relating to the law.

The Clerk stated that in general all duties and powers in respect of highways, highway footpaths and rights of way are granted to the highways department of the District Council. In the case of Acaster Malbis, this authority is City of York Council to whom all such matters should be referred. Such matters will be the subject of regular feedback from the Ward Councillor under standard Agenda item 11.

7.6 To agree to re-appoint the current Internal Auditor for FY 2021-2022.

It was agreed, subject to his acceptance, to re-appoint the usual Internal Auditor to undertake the internal audit for the Financial Year 2020-2021.

7.7 Condolences.

The Council was saddened to learn of the passing in November 2020 of Mr John Hoynes, a past Chairman of the Parish Council and also the death of Mr Geoffrey Smith who served as Clerk for over 30 years until his retirement in 2007. The Parish Council extends its sympathies to their respective families.

8. Financial matters:

8.1. To note/approve the following receipt and payments relating to December 2020:

04.12.20 - HSBC - Credit interest received	£ 0.22
04.12.20 - Invoice SR2021 - Slipway Rent received 04.12.20	£2800.00
22.12.20 - Transfer from Deposit to Current account	£ 965.40
23.12.20 - Clerk's gross salary Oct-Dec 20	£ 922.40
23.12.20 - Clerk's Office & Telephone allowance Oct - Dec 20	£ 43.00
23.12.20 - Clerk's Stationery expenses Oct-Dec 20	£ 0.00

8.2. To note one transfer and approve two amounts for payment in January 2021:

12.01.21 - Transfer from Deposit to Current Account	£ 129.93
13.01.21 - YLCA 1103-2021 Duties & Powers webinar - clerk	£ 15.00
14.01.21 - Clerk's Expenses (Postage stamps and Laser toner)	£ 114.93

Approval of the receipts and payments listed above under items 8.1 and 8.2 was proposed by Cllr Hawkins, seconded by Cllr Smith and agreed by all.

8.3. To receive bank reconciliation reports to 31 December 2020 and 31 January 2021.

8.4 To receive budget/actual comparisons to 31 December 2020 and 31 January 2021.

The bank reconciliation and budget reports under items 8.3 and 8.4 had been circulated by email and were noted.

8.5 To consider and if appropriate approve the Parish Council draft budget for the next Financial Year 1 April 2021 - 31 March 2022.

Approval of the draft budget was proposed by Cllr Walker, seconded by Cllr Smith and agreed by all.

8.6 To approve and set the level of the Acaster Malbis Parish precept for 2021 - 2022 resulting from item 8.5 for submission to City of York Council by 31 January 2021.

Approval of the Precept amount of £4553.00 was proposed by Cllr Walker, seconded by Cllr Smith and agreed by all. The Clerk will submit the relevant documentation to City of York Council as soon as original documents can be signed.

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

The Clerk will pass Clerks and Councils Direct Jan 2021, CPRE Fieldwork and CPRE Voices Winter 2020 publications to Cllr Walker for circulation.

10. North Yorkshire Police local PCSO Crime reports.

Reports still suspended owing to Covid-19.

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

Ward Cllr Galvin reported that the cracked road surface on Cowper Lane following ditch works would be repaired as soon as possible. No timescale could be given. He also reported that the grit bin at the rear of The Ship Inn, owned by the Parish Council, would be refilled at the Bishopthorpe Ward Committee's expense. The Council thanks Cllr Galvin for this support.

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

Matters related to the Website and Social Media will be returned to the agenda when further information is available.

13. To confirm the date of the next virtual meeting as Monday 8 February 2021.

This date was confirmed.

The Clerk left the meeting at this point to permit discussion of Agenda item 7.3b.

Following this,

There being no further business the Chairman closed the meeting at 8:55 pm thanking all for their time.

..... **Chairman**

Date approved