



Acaster Malbis Parish Council

Minutes of the virtual Annual Meeting of Acaster Malbis Parish Council held on **Monday 26 April 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. (Note: These Regulations expire at midnight on Thursday 6 May 2021).

Open Forum – No members of the public attended.

Present: Cllr G Taylor. (Chairman)

Councillors: C Booth, B Hawkins, J Smith, D Walker.

Councillor: J C Galvin (City of York Council - Ward Member) (Joined the meeting at 7:56 pm).

Clerk: M G Davies.

There being no members of the public present the chairman opened the meeting at 7:31 pm.

MINUTES

1. **To elect the Chairman and officers for the Parish Council Financial Year 2021-22.**
Following discussions, it was proposed by Cllr J Smith, seconded by Cllr D Walker that the Chairman be re-elected for the forthcoming Council year and that all other officers also be reappointed to their current roles. This was agreed unanimously.
- 1a. **To receive apologies and approve reasons for absence.**
Ward Cllr Galvin had advised the Clerk that he may join the meeting late as he had an earlier meeting that might run over. No other apologies were received before the meeting.
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 12 April 2021 as a true and correct record.

Acceptance of the Minutes was proposed by Cllr B Hawkins, seconded by Cllr J Smith, and agreed by all members present.

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

In the absence of Ward Cllr Galvin, the Clerk reported,

4.1 Lakeside culvert. - The work has been scheduled but the date is not yet known.

4.2 Mill Lane bench. Cllr G Taylor is to arrange removal and disposal of the old bench and prepare the area for the installation of the new bench by Brunswick Organic Nurseries.

4.3 Dog waste bins. The Clerk reported that the bin adjacent to the Lakeside dyke had been replaced with a much larger version. There is no update regarding the request for a bin to be sited at the end of footpath reference 20/6/10.

4.4 Missing footpath signs. The Clerk reported that the Rights of Way Officer has confirmed that the two missing signs are listed for replacement, but no date can yet be given.

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

There were none for consideration.

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

Cllr J Smith reported that the application at 18, Lakeside had been approved. The application for TPO tree works at Mill House, Mill Lane was still pending.

7. Matters requested by councillors or clerk:

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

The Clerk reported that he had participated in the Yorkshire Local Councils Associations Annual Conference held on 21 and 22 April which given the ongoing COVID-19 restrictions was held online and consisted of eighteen one-hour sessions. The Clerk stated that considering the nominal fee incurred the Conference had been most informative and worthwhile.

7.2 To consider and approve the following resolution if necessary:

“To resolve that the council empowers the clerk/ responsible financial officer to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings to prevent the authority from incurring liability during the period that the delegation is applicable. The council agrees that the officer will consult with the chairman and/or vice-chairman in the decision making but the council acknowledges that it is the officer that is the decision-maker”.

Following the failure of the High Court challenge to the Government’s non-renewal or extension of the right for local Councils to meet virtually. Approval of the resolution was proposed by Cllr D Walker, seconded by Cllr J Smith and agreed by all members present.

8. **Financial matters:**

8.1 **To certify Acaster Malbis Parish Council as exempt from external audit for the fiscal year 2020/21.**

RESOLVED that Acaster Malbis Parish Council is exempt from external audit for the year 2020/21 as its annual turn-over does not exceed £25,000

[the Certificate of Exemption should be completed, signed, sent to PKF Littlejohn LLP and displayed with the documents below on the parish council notice board and website]

8.2 **To note the Annual Internal Audit Report for 2020/21 included on page 4 of the Annual Governance and Accountability Return 2020/21.**

RESOLVED that the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 be noted.[This must then be displayed with the documents below on the parish council notice board and website]

8.3 **To approve Section 1 - Annual Governance Statement 2020/21 for Acaster Malbis Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.**

RESOLVED that Acaster Malbis Parish Council approve Section 1 Annual Governance Statement 2020/21 for Acaster Malbis Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.

[Section 1 must be signed accordingly and must then be displayed with the documents below on the parish council notice board and website]

8.4 **To approve Section 2 - Accounting Statements 2020/21 for Acaster Malbis Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21.**

RESOLVED that Acaster Malbis Parish Council approve Section 2 - Accounting Statements 2020/21 for Acaster Malbis Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21 [Section 2 must be signed accordingly and must then be displayed with the documents below on the parish council notice board and website]

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 namely:**

a) **Certificate of Exemption.**

b) **Annual Internal Audit Report 2020/21.**

c) **Section 1 – Annual Governance Statement 2020/21.**

d) **Section 2 – Accounting Statements 2020/21, page 6.**

e) **Analysis of variances.**

f) **Bank Reconciliation to 31 March 2021.**

g) **Notice of the period for the exercise of public rights and other information by Regulation 15 (2), Accounts and Audit Regulations 2015.**

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 a public website :

- Certificate of Exemption,
- Annual Internal Audit Report 2020/21,
- Section 1 – Annual Governance Statement 2020/21,
- Section 2 – Accounting Statements 2020/21, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2021
- 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 resolutions 8.1 to 8.6 inclusive was proposed by Cllr D Walker, seconded by Cllr J Smith, and agreed by all

8.7. To note or approve the following accounts for payment:

As this meeting has been brought forward some figures are not available but the following should be noted.

Receipt on 14 April 2021 of VAT refund for period 01.04.2020 to 31.03.2021 of £212.12.

The first installment of the 2021-22 Precept is due to be received in the last week of April.

To note that the Internal Audit fee for 2020-21 and insurance renewal premium will fall due for payment before the end of May 2021.

This was noted.

8.8. To receive a bank reconciliation report to 31 May 2021.

This report will not be issued until a date before 10 May 2021.

8.9 To receive a budget / actual comparison to 31 May 2021.

This report will not be issued until a date before 10 May 2021.

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

CPRE - Fieldwork - Spring 2021.

CPRE - Countryside Voices - Spring 2021.

10. North Yorkshire Police local PCSO Crime reports.

These reports are still suspended.

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

To receive a report on matters not listed elsewhere. Cllr Galvin joined the meeting in time to confirm the matters reported under item 4.

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

To be notified when the date of the next meeting is determined.

13. **To confirm the date of the next meeting.**

The meeting originally scheduled for 10 May 2021 has been replaced by this meeting. Currently, the date of the next meeting is not known and will be dependent either on new legislation permitting virtual meetings or relaxation of COVID-19 restrictions sufficiently to permit face to face meetings to resume safely and lawfully.

There being no further business the Chairman closed the meeting at 8:19 pm thanking all for their time.

..... **Chairman** **Date approved**

Annexe 1

List of confirmed appointments for 2021-2022:

| | | |
|------|--|---|
| 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 B Hawkins - (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 |

*To be notified to City of York Council, Democratic Services Officer and Yorkshire Local Councils Associations upon acceptance of office.

**To be notified to Yorkshire Local Councils Associations.