



Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council ('the Council') held on **Monday 13 September 2021** in the Acaster Malbis Memorial Hall. The Chairman opened the meeting at 7:30pm.

Present: Councillors W G Taylor (Chairman), C Booth (Clerk), P Harlington, B Hawkins, D Walker.

Open Forum: No members of the public attended.

MINUTES

1. Apologies

1.1. To receive apologies and approve reasons for absence.

Cllr R Jones and Cllr J Smith gave their apologies, and the reasons for absence were approved. Cllr J Galvin gave his apologies (no requirement for absence approval).

2. Declarations of Interest

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. Previous Minutes

3.1. To confirm the minutes of the ordinary meeting held on **Monday 12 July 2021** as a true and correct record.

It was resolved to confirm that the minutes were a true and correct record.

4. To Consider Ongoing Issues

4.1. To receive an update on refurbishment of the Memorial Hall notice board.

No quotations were received from any company wishing to tender for the work. Expressions of interest from volunteers in the village have been received, but it was indicated that some repair work would be needed. Cllr Taylor to contact a local resident to see it can be repaired easily.

4.2. To receive a report on the transfer of system/records from Mr M G Davies to the Interim Clerk.

- The primary user for HSBC has been changed to Cllr C Booth and full control of the bank is returned.
- A new file system for the records has been created and the movement of documents to the new system is nearing completion.
- There is no requirement for the additional services provided by the MS 365 login for Mr M Davies, therefore, password recovery will not be attempted, and the account will be left to expire.

- The loose-leaf method for minutes has been adopted and the existing minute book will be archived.
- The transition to the Scribe Accounts package is now complete, and the excel based system will no longer be used.
- The documentation of training records is ongoing.

5. Planning

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

21/01836/FUL – Whinney Hills Appleton Road – Change of use.

It was resolved that the Council has no objection to the change of use but wish to seek safeguards regarding the provision and maintenance of sight lines for access to and from the site, and limiting the flow of traffic into the site to minimise accident risk on the unrestricted Appleton Road.

5.2. To receive a monthly update from Cllr Smith

The clerk reported that the 21/01527/FUL – Bramblewick planning application has been approved.

6. Matters requested by councillors or clerk

6.1. To consider the visibility at the junction of Intake Lane and Broad Lane.

It was noted that the issue of visibility at this junction occurs each year and a near miss was reported to Cllr C Booth this year. The clerk is to email the Highways Authority to see if there is some proactive way to manage this junction.

6.2. To consider accessibility at the junction of Hauling Lane and Mill Lane.

It was reported to Cllr W G Taylor that a person on a mobility scooter had needed assistance exiting the dropped kerb at the corner of this junction. This was reported to the Highways Authority by Cllr J Galvin and by Cllr C Booth (using the FixMyStreet App). Excess vegetation has since been removed to allow better accessibility for mobility scooter users. This will be added to the next agenda to consider extending the dropped kerb to provide a complete solution.

6.3. To consider the concern of a resident about speeding through the village.

Various options were considered by the Council including the Community Speed Watch scheme, the provision of a Radar Speed Sign, and requesting a 20mph zone through the village. With only one report to the Council, it was decided that the incident should be reported to the Highways Authority and residents should be encouraged to report speeding occurrences to the Highways Authority or North Yorkshire Police.

6.4. To receive information about a potential new history project for the village.

Due to resource availability, this project will not be able to start until next year, but the domain name acastertrail.org has been registered in readiness.

6.5. To consider redesigning the Parish Council website.

The current website was produced some years ago, looks dated and doesn't present all the information the Council wishes to convey in a user-friendly manner.

It was resolved that the website should be redesigned.

6.6. To consider the Records Management Policy (DR002)

It was resolved that the Records Management Policy be adopted.

6.7. To consider the Social Media Policy (DR023)

It was resolved that the Social Media Policy be adopted.

6.8. To rescind the Website and Webmaster Standing Orders SO/2016/02.

It was resolved that Website and Webmaster Standing Orders SO/2016/02 be rescinded.

6.9. To rescind the S133, S137 Standing Order SO/2016/05.

It was resolved that S133, S137 Standing Order SO/2016/05 be rescinded.

7. Financial matters

7.1. To approve payments as detailed in Appendix 1.

Appendix 1

Invoices presented for approval

| | | |
|----------------|---------------------------|---------|
| Auditor | Internal audit fee | £75.00 |
| BHIB Insurance | Insurance premium | £592.76 |
| WEL Medical | Defibrillator maintenance | £200.64 |
| ACS | Website support | £30.00 |
| YLCA | Training webinar | £10.00 |
| Total | | £938.40 |

Invoices presented for payment

| | | |
|-------|------------------------|---------------|
| YLCA | Clerk role advertising | £15.00 |
| Total | | <u>£15.00</u> |

Income

| | | |
|-------|--|--------------|
| Total | | <u>£0.00</u> |
|-------|--|--------------|

It was resolved to approve the invoices presented for approval.

It was resolved to settle outstanding accounts with immediate effect.

7.2. To note the budget situation in Appendix 2.

The current budget vs actual expenditure was noted.

7.3. To approve a bank reconciliation reports up to **31 August 2021** in Appendix 3 & 4.

It was resolved to approve the bank reconciliation report to 31 July 2021.

It was resolved to approve the bank reconciliation report to 31 August 2021.

7.4. To note the internal controls undertaken prior to the meeting.

To note the receipt of a signed Internal Controls document to 31 July. To note the receipt of a signed Internal Controls document to 31 August. The internal control process was undertaken by Cllr B Hawkins prior to the meeting.

8. Ward Member – Councillor J Galvin

8.1. To consider matters raised with/by the Ward Member.

Cllr J Galvin was not present at the meeting.

To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 9.2 and 9.3 only)

9. Training and Employment

9.1. To receive reports from councillors having attended training or meetings of outside bodies.

Cllr C Booth reported that he had watched a Finance and Accounting webinar provided by the YLCA and that it provided useful information to help understanding of the Council's accounting process.

9.2. To consider the interview process for the applicants for the Parish Clerk/RFO role.

Advertisements have been placed on Indeed, YLCA, Facebook and the Link magazine.

Cllr C Booth presented an update on the recruitment process and the number of applications received to date. The closing date for application is 30 September 2021.

10. Correspondence

10.1. To consider the following new correspondence and decide action where necessary:

Communication received concerning occluded sign on Appleton Road.

- This has been reported to the Highways Authority via FixMyStreet.

Clerks and Councils Direct magazine

- Circulated to Councillors

The Queen’s Green Canopy

- Add to the agenda for the next meeting

Preparation for Remembrance 2021

- Add to the agenda for the next meeting
- Circulate to the Acaster Malbis Memorial Hall

Footpath appeal through St Andrews Churchyard, Bishopthorpe

- Noted

11. Policing and Security

11.1. To receive North Yorkshire Police local PCSO Crime reports.

Requests have been sent to North Yorkshire Police for information, but there has been no response.

12. To note information or items for inclusion on next meeting agenda

To consider the traffic sign at the junction of Mill Lane and Darling Lane.

13. To Confirm the date of the Next Meeting

It was resolved to confirm the date of the next meeting as 11 October 2021.

Chairman

Date approved

Acaster Malbis Parish Council

| | | | |
|----------|---|-----------|------------------|
| | Bank Reconciliation at 31/07/2021 | | |
| | Cash in Hand 01/04/2021 | | 9,630.80 |
| | ADD Receipts 01/04/2021 - 31/07/2021 | | 2,488.87 |
| | | | 12,119.67 |
| | SUBTRACT Payments 01/04/2021 - 31/07/2021 | | 1,504.20 |
| A | Cash in Hand 31/07/2021 (per Cash Book) | | 10,615.47 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/07/2021 | 0.00 | |
| | HSBC Business Money Manager A 31/07/2021 | 10,505.44 | |
| | HSBC Community Account 28/07/2021 | 110.03 | |
| | | | 10,615.47 |
| | Less unrepresented payments | | 0.00 |
| | | | 10,615.47 |
| | Plus unrepresented receipts | | 0.00 |
| B | Adjusted Bank Balance | | 10,615.47 |
| | A = B Checks out OK | | |

Acaster Malbis Parish Council

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|----------|---|-----------|------------------|
| | Bank Reconciliation at 31/08/2021 | | |
| | Cash in Hand 01/04/2021 | | 9,630.80 |
| | ADD | | |
| | Receipts 01/04/2021 - 31/08/2021 | | 2,488.87 |
| | | | 12,119.67 |
| | SUBTRACT | | |
| | Payments 01/04/2021 - 31/08/2021 | | 1,514.20 |
| A | Cash in Hand 31/08/2021 (per Cash Book) | | 10,605.47 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/08/2021 | 0.00 | |
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