



Minutes of the meeting of Acaster Malbis Parish Council ('the Council') held on **Monday 11 April 2022** in the Acaster Malbis Memorial Hall. The Chairman opened the meeting at 19:30.

Councillors: W G Taylor (Chairman), P Harlington, J Newark, J Redfearn, D Walker, J Galvin (Ward Councillor)

Clerk: C Booth

Open Forum: No members of the public attended the meeting.

MINUTES

1. Apologies

1.1. To receive apologies and approve reasons for absence.

Cllrs B Hawkins and R Jones offered their apologies, and the reasons were approved.

1.2. To confirm the co-option of a new councillor.

Resolved: to co-opt James Newark as a member of the Council.

1.3. To receive a signed Declaration of Acceptance of Office.

A Declaration of Acceptance of Office was signed by Councillor James Newark who then took his seat in the meeting.

2. Declarations of Interest

2.1. To receive declarations of interest from councillors on items on the agenda.

There were none.

2.2. To receive written requests for dispensations for disclosable pecuniary interests (if any).

There were none.

2.3. To grant any requests for dispensation as appropriate

There were none.

3. Council Minutes

3.1. To confirm the minutes of the ordinary meeting held on **7 March 2022** as a correct record.

Resolved: the minutes were approved as true and correct record of the meeting.

4. Planning

4.1. Any applications received after the agenda was posted.

There were none.

4.2. To receive an update from Cllr Walker on planning decisions by COYC.

22/00236/FUL - 63 Mill Lane. The application has been approved.

5. Ward Member Report – Councillor J C Galvin

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

The dropped kerb at the junction of Mill Lane and Hauling Lane has been budget approved and will be scheduled for implementation.

The flower tower near the Pinfold will be replenished by Brunswick Nurseries later in Spring with plants that attract pollinators.

Cllr Galvin will ask Brunswick Nursery to examine the third tier of the planter as it appears to be listing to one side.

6. Matters requested by councillors or clerk

6.1. To consider the appointment of Craig Booth as the clerk/RFO to the Council.

Resolved: to appoint Craig Booth as clerk/RFO.

6.2. To receive the clerk's report on matters since the last meeting.

- The VAT126 form for reclaiming VAT has been compiled and submitted.
- The accounts have been closed for 2021-22 in preparation for audit.
- Defibrillator pads have been ordered as the current pads expire on 04-2022.
- A Twitter account has been created to provide quick updates on issues.

6.3. To discuss the enforcement notice for the site entrance wall to Mount Pleasant.

The wall at Mount Pleasant has been reduced in height rendering discussion unnecessary.

6.4. To discuss the arrangements for the Queen's Platinum Jubilee.

The hind masks have been created for the shield and it will be painted soon. Cllr Harlington agreed to source a quotation for the provision of a plaque for the commemorative tree. The council expressed thanks to Mrs M Harlington for research into a suitable commemorative tree.

Resolved: to purchase a 3m Copper Birch tree to mark the Jubilee.

6.5. To discuss the recently installed garden lights at the Ship Inn.

Cllr Galvin advised that this is currently being considered by the Highways Authority and Public Protection Unit of COYC.

6.6. To discuss the condition of the footpath along Cobblers Trod.

Although the responsibility for repair lies with COYC it was felt the likelihood of repair is small. Cllr Walker agreed to source a quotation for the repair for further consideration by the council.

6.7. To discuss tree maintenance and potential TPOs at Mill Garth Park.

Cllr Harlington noted that one of the lime trees in Mill Garth had been poorly pruned. Cllr Harlington is to provide photographs to the clerk who will express the council's concern to COYC.

6.8. To consider a grant application made by AMCE for the May Festival.

Resolved: to continue support of the May Festival with a grant of up to £1,200.

6.9. To appoint a person to be a member of the AMMH management committee.

Resolved: Cllr Jones was appointed to the AMMH committee.

7. Correspondence

- | | |
|---|-------|
| 7.1. White Rose Update (1 Apr, 25 Mar, 18 Mar). | Noted |
| 7.2. CPRE Planning surgery sessions offer for parish/town councils. | Noted |
| 7.3. York Flood Alleviation Scheme March 2022 Newsletter. | Noted |
| 7.4. YLCA Branch meeting notice of meetings. | Noted |
| 7.5. Weekly list of planning applications from COYC. | Noted |

7.6. NALC Briefing note of s137 grants with reference to Ukraine.

It was noted that council is unable to give grants for any Ukraine appeal as grants are constrained by law to be in the United Kingdom.

8. Financial matters

8.1. To approve payments as detailed in Appendix 1.

Resolved: to settle outstanding accounts with immediate effect.

8.2. To note receipts as detailed in Appendix 2.

The receipts were noted.

8.3. To approve bank reconciliation reports up to **31 March 2022** in Appendix 3.

Resolved: the bank reconciliation was approved.

8.4. To note the budget situation in Appendix 4.

The budget vs actual for financial year 2021/22 was noted.

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

Cllr Hawkins was not present at the meeting to provide the internal controls report.

9. Training and Employment

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

Cllrs J Redfearn and J Newark attended an informal induction provided by the clerk.

10. Policing and Security

10.1. To receive local crime reports.

It was noted from the [UK Crime Stats](#) website, the latest data for February indicates 1 Other Theft recorded in the area. No further action is necessary.

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

11.1. To consider arranging a 'balsam bash' in June

12. To Confirm the date of the Next Meeting

Resolved: to confirm the date of the next meeting as 9 May 2022.

Chairman

Date approved: 9 May 2022

Appendix 1

Payments to note/approve

| To whom | Description | Total |
|-----------------------------------|---|----------------|
| Starboard Systems Ltd | Software subscription – Scribe Accounts | 154.80 |
| Advanced Computer Solutions | Website Maintenance – Table Repair | 30.00 |
| Yorkshire Local Councils | YLCA Membership | 300.00 |
| Campaign to Protect Rural England | CPRE Membership Donation | 50.00 |
| Ebuyer (UK) Ltd | IT Equipment – Label Printer | 102.05 |
| HSBC Bank | Bank Charges | 8.00 |
| C H Booth | Clerk's Telephone Allowance | 18.00 |
| C H Booth | Clerk's Office Allowance | 20.00 |
| Acaster Malbis Memorial Hall | Hall hire for meetings (2021-22) | 225.00 |
| | Total | £907.85 |

Appendix 2

Receipts to note

| From whom | Description | Total |
|-----------|----------------------|--------------|
| HSBC | HSBC Credit Interest | 0.37 |
| | Total | £0.37 |

Appendix 3

Bank Reconciliation

| Bank | On | Total |
|------------------------|------------------|-------------------|
| HSBC Money Manager | 31/03/2022 | 14,964.75 |
| HSBC Community Account | 31/03/2022 | 500.00 |
| Petty Cash | 31/03/2022 | 0.00 |
| | Total (A) | £15,464.75 |

| Cash Book | On | Total |
|------------------|------------------|-------------------|
| Cash in hand | 01/04/2021 | 9,630.80 |
| Receipts to date | 31/03/2022 | 8,016.30 |
| Payments to date | 31/03/2022 | -2,182.35 |
| | Total (B) | £15,464.75 |

As totals **A = B** there no issues to report.

Appendix 4

Budget vs Actual

| Item | Budget | Actual | Variance |
|---|------------------|------------------|------------------|
| Payments | | | |
| Clerk's Gross Salary (Quarterly) | 3,763.00 | 0.00 | 3,763.00 |
| Clerk's Office Premises (Quarterly) | 100.00 | 50.00 | 50.00 |
| Clerk's Office Phone (Quarterly) | 72.00 | 36.00 | 36.00 |
| Clerk's Office Expenses | 400.00 | 15.79 | 384.21 |
| AMMH Hire Charges for Meetings | 275.00 | 0.00 | 275.00 |
| BHIB Insurance (fixed 2021-2024) | 625.00 | 592.76 | 32.24 |
| Internal Audit Fees | 75.00 | 75.00 | 0.00 |
| Annual Subscriptions | 501.00 | 391.00 | 110.00 |
| Training - Councillors | 250.00 | 10.00 | 240.00 |
| Training - Clerk | 250.00 | 115.00 | 135.00 |
| Website Support (ACS) - Website Hosting and | 264.00 | 416.00 | -152.00 |
| Website Maintenance - PH Consumables etc | 90.00 | 0.00 | 90.00 |
| IT Equipment Maintenance Replacement | 200.00 | 0.00 | 200.00 |
| Grass Cutting and Verge Maintenance | 0.00 | 0.00 | 0.00 |
| Grants and Projects - General | 200.00 | 0.00 | 200.00 |
| Grants and Projects - Website Development | 500.00 | 0.00 | 500.00 |
| Defibrillator Maintenance | 0.00 | 167.20 | -167.20 |
| Accounting Software | 139.00 | 129.00 | 10.00 |
| Ward Grant - Expenditure | 0.00 | 0.00 | 0.00 |
| Software Subscriptions - MS365 | 130.00 | 0.00 | 130.00 |
| Advertising | 0.00 | 15.00 | -15.00 |
| Bank Charges | 0.00 | 24.00 | -24.00 |
| | £7,834.00 | £2,036.75 | £5,797.25 |
| Receipts | | | |
| City of York Council Precept | 4,373.00 | 4,553.00 | 180.00 |
| HSBC Credit Interest Received | 1.00 | 1.18 | 0.18 |
| Acaster Marine Slipway Rent | 3,100.00 | 3,250.00 | 150.00 |
| Council Tax Support Grant | 180.00 | 0.00 | -180.00 |
| | £7,654.00 | £7,804.18 | £150.18 |