



## Notice/Summons

### Councillors:

G Taylor (Chair), P Harlington, B Hawkins, R Jones, J Newark, J Redfearn, D Walker,

**You are hereby summoned to attend the following meeting:**

### **Acaster Malbis Parish Council Meeting**

**When: Monday 13 Jun 2022 at 19:30**

**Where: Acaster Malbis Memorial Hall, Acaster Malbis**

Members of the press and public are invited to attend, rules of attendance are available on the website.

*Craig Booth*

Craig Booth, Clerk

posted: **6 Jun 2022**

## Meeting Agenda

### **38 Apologies**

38.1 To receive apologies and approve reasons for absence.

### **39 Declarations of Interest**

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

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

39.3 To grant any requests for dispensation as appropriate.

### **40 Council Minutes**

40.1 To confirm the minutes of the council meeting on **9 May 2022** as a correct record.

### **41 Public Participation**

41.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak.

## Planning & COYC Report

### **42 Planning Applications**

42.1 Any applications received after the agenda was posted.

### **43 Planning Decisions**

43.1 To receive an update from the Planning Coordinator on planning decisions by COYC.

### **44 City of York Council Ward Member Report**

44.1 To consider matters raised with/by the Ward Member Cllr J C Galvin.

## Discussion & Decision Items

### **45 Clerk's Report**

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

### **46 Office Equipment**

46.1 To consider the purchase of new IT equipment for use by the clerk (see Appendix 4).

### **47 Himalayan Balsam**

47.1 To receive an update on the plan to hold a 'Balsam Bash' in the parish from Cllr Redfearn.

### **48 Cobbler's Trod Footpath**

48.1 To consider the quotation to improve the surface on part of Cobbler's Trod.

### **49 Bus Service in the Parish**

49.1 To discuss how bus service to Acaster Malbis might be improved (see Appendix 5).

### **50 New Defibrillator**

50.1 To consider providing a new defibrillator for the village at Hauling Lane.

### **51 Village Events Feedback**

51.1 To receive feedback on the May Festival.

51.2 To receive feedback on the Platinum Jubilee 'Tap Room'.

## Correspondence & Finance

### **52 Correspondence**

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

52.1 White Rose Update (13, 27 May).

52.2 Weekly list of planning applications from COYC.

### **53 Financial matters**

53.1 To approve payments as detailed in Appendix 1.

53.2 To note receipts as detailed in Appendix 2.

53.3 To approve a bank reconciliation reports up to **31 May 2022** in Appendix 3.

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

### **54 Training and Employment**

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

### **55 Policing and Security**

55.1 To receive local crime reports.

### **56 Information or items for inclusion on next meeting agenda**

56.1 To include any item on the agenda for the next meeting.

56.2 To exchange information not on the agenda. No discussion or decision may take place.

## **57** Date of the Next Meeting

57.1 To confirm the date of the next meeting as 11 July 2022.

### Acronyms:

AMPC	Acaster Malbis Parish Council
COYC	City of York Council
AMCE	Acaster Malbis Community Events
AMMH	Acaster Malbis Memorial Hall
AGAR	Annual Governance and Accountability Return
YLAC	Yorkshire Local Council Association
NALC	National Association of Local Councils
SLCC	Society of Local Council Clerks

## Appendix 1

### Payments to note/approve

To whom	Description	Total
City of York Council	Temporary Event Notice	42.00
York Digital Image	Printing	25.80
Johnsons of Whixley	Jubilee Tree	150.00
Society of Local Council Clerks	SLCC Clerk's Membership	60.00
C.H.Booth	Clerk's Telephone Allowance	18.00
C.H.Booth	Clerk's Office Allowance	20.00
HSBC Bank	Bank Charges	8.00
Acaster Malbis Community Events	May Festival Grant	1,200.00
	<b>Total</b>	<b>£1,523.80</b>

**Transfer of £1,523.80 from Money Manager to Current Account.**

## Appendix 2

### Receipts to note

From whom	Description	Total
City of York Council	1 <sup>st</sup> Precept payment	2,276.50
	<b>Total</b>	<b>£2276.50</b>

## Appendix 3

### Bank Reconciliation

Bank	On	Total
HSBC Money Manager	31/05/2022	14,840.35
HSBC Community Account	28/05/2022	500.00
Petty Cash	31/05/2022	0.00
	<b>Total (A)</b>	<b>£15,340.35</b>

  

Cash Book	On	Total
Cash in hand	01/04/2022	15,464.75
Receipts to date	31/05/2022	2442.10
Payments to date	31/05/2022	-2,546.50
	<b>Total (B)</b>	<b>£15,340.35</b>

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



## IT EQUIPMNET REPLACEMENT BRIEFING NOTE

### 1 Introduction

The current parish council desktop computer and printer were both purchased in 2008 and are showing signs of their age.

#### 1.1 Computer

The Memorial Hall is about to have installed a ceiling mounted projector that will provide the useful capability of showing information on screen allowing for the councillors to make more informed decisions. As the current computer is a desktop and not a laptop, this option is presently impractical.

#### 1.2 Printer

Whilst the council is moving more and more to a digital organisation, there are still mandatory notices to publish on paper and moreover a requirement to publish in colour.

During the recent Covid-19 pandemic, the use of information leaflets in colour was widely used, however, the printer used was also dated and used expensive ink cartridges.

### 2 Recommendation

#### 2.1 Computer

The requirements for a computer are as follows:

- Portable
- Reliable
- Long lasting
- Supported
- Able to support ongoing website developments
- Able to produce graphics for Facebook, posters etc

Given the current clerk is well versed on a Mac computer the following computer is recommended:

Apple MacBook Air with 16G of unified memory.

**£1,199.00 inc VAT**

#### 2.2 Printer

The requirements for a printer as follows:

- Colour
- Low cost per page
- Excellent text output
- Good image output
- Duplex printing

- Duplex scanning

The lowest price per page nowadays is inkjet base printer that use large tanks rather than cartridges, however, the initial cost of these printers is equivalent to a modern colour laser printer.

Given the core requirement for excellent quality text, the recommendation is to opt for a laser printer.

#### Laser

Kyocera ECOSYS M5526cdw

1.1p mono page

7.3p colour page

1,6673 pages per month max volume.

Size: B 592, H 637, L 567, 26kg

Supplied cartridges: 4000 page Black, 1200 page Cyan, Magenta, Yellow.

**£604.50 inc VAT**

#### Inkjet

Epsom EcoTank ET-5850

0.2p mono page

0.9p colour page

3,300 pages per month max volume.

Size: B 425, H 350, L 500, 17.8kg

Supplied cartridges: 4500 page Black, 2800 page Cyan, Magenta, Yellow.

**£874.80 inc VAT**

Note: - there are many other inkjet printers available, but the duplex scanning and low-cost per page is why this inkjet is expensive.



## RURAL BUS SERVICES BRIEFING NOTE

### 1 Introduction

The current route 21 bus service operates between Colton and York and runs on a 2-hourly schedule between the hours of 08:00 and 18:05 from Colton. The bus service is not a commercially viable service at present and depends upon a council subsidy for its operation. The latest contract is believed to be a 5-year contract and was decided in July 2019 by the executive. Details are available at:

<https://democracy.york.gov.uk/ieDecisionDetails.aspx?ID=5558>

The service is joint funded by City of York Council and North Yorkshire County Council. The current cost to COYC in 2019 was £42,775 per annum – the current value of contract is no known.

The subsidy in 2019 was £2.53 per passenger, and the passengers per hour rate was 9.6. The metrics used by COYC recommend a max of £2 per passenger subsidy and a minimum of 9 passengers per hour.

### 2 Options

#### 2.1 Extension of Service

As the current service is presently mid-term through a 5-year subsidised contract, it would be unlikely that any extension could be agreed at least before the next renewal and would require some well-considered cost justifications to persuade the executive to extend the timetable.

#### 2.2 Parish Council Bus Subsidy

Under the Local Government and Rating Act 1997 s27, a parish council has the power to make grants to any body providing a bus service appearing to be mainly for the elderly or disabled or to provide a community bus service.

There are several examples of parish council subsidies and community bus schemes that can be found on the internet.

#### 2.3 Community Bus Scheme

A section 22 bus permit (PSV368) can be applied for by organisations providing passenger transport exclusively for 'non-commercial' purposes.

These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's licence, provided the services are carried out without a view to profit nor incidentally to an activity that is itself carried on with a view to profit.