



## Minutes of the Acaster Malbis Parish Council Ordinary Meeting on 14 Nov 2022

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

**Clerk:** C Booth

**Others:** Three members of the public.

### Remembrance Day 2022

The council remember the Armed Forces, and their families, from Britain and the Commonwealth, the vital role played by the emergency services and those who have lost their lives as a result of conflict or terrorism.

The council would also like to note the poignant remembrance displays at the Mount Pleasant and Westfield Park entrances.

### 107 Apologies

107.1 Apologies were received from Cllr Newark and the reason for absence was approved. Apologies were also received from Cllr John Galvin.

### 108 Declarations of Interest

- 108.1 No declarations of interest were received from councillors on items on the agenda.
- 108.2 No requests for dispensations for disclosable pecuniary interests.
- 108.3 No requests for dispensation were granted.

### 109 Council Minutes

109.1 Minutes of the council meeting on **10 Oct 2022** were circulated to all councillors. It was **Resolved:** That these minutes represent a true and correct record and be duly signed by the Chair.

### 110 Public Participation

110.1 No members of the public who were present requested to speak at the meeting.

### 111 Planning Applications

111.1 22/00663/FUL – Toad Hall – Erection of a retaining wall and ground stabilisation by the river. AMPC has no objection to this application.

### 112 Planning Decisions

- 112.1 22/01739/FUL – 33 Mill Lane - Two storey side extension and single storey rear extension. Application granted by COYC.
- 112.2 22/01863/FUL – 61 Mill Lane - First floor rear extension. Application granted by COYC.

### **113 Planning Appeals**

- 113.1 22/00886/FUL – 28 Lakeside - Replacement of 1m high gates with 1.8m high gates.  
The council has no further comment to add to its original response.

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

- 114.1 Cllr Galvin was not at the meeting to provide a report.

### **115 Clerk's Report**

- 115.1 The Assets of Community Value nomination for The Ship Inn has been submitted, and a decision will be made by COYC on 12 Dec 2022.
- 115.2 The Ship Inn is now shown as available on the Stonegate website. This is to be communicated to COYC to support the nomination above.
- 115.3 The software upgrade for the defibrillator at Mill Garth Park is now complete.
- 115.4 A number of information leaflets have been printed on behalf of the Emergency Planning Team at Mount Pleasant and Westfield.
- 115.5 Minutes of the parish council meetings have been consolidated into yearly files to aid search for historical topics.
- 115.6 Knowledge mapping software is now being used to aid information presentation and retrieval during council meetings.

### **116 New Defibrillator**

- 116.1 The new defibrillator has been ordered and received. Installation is ongoing at AMMH and is expected to be complete before the end of November.
- 116.2 No response has been received from The Ship Inn regarding donating the money raised from their fundraising appeal for the new defibrillator.

### **117 Budget 2023**

- 117.1 No further items were added to the draft budget.
- 117.2 A separate meeting with the clerk and Cllrs Taylor and Jones to be arranged to discuss the clerk's contract of employment and remuneration.
- 117.3 Approval of the budget will be required in the January meeting.

### **118 Public Rights of Way**

- 118.1 The Order making a footpath along the river to Bishopthorpe was noted and no comment is to be made on the Order.
- 118.2 It was noted that the gates on the route 7 footpath along the south Ings have been locked since August making access difficult for dog walkers and people with mobility issues. Discussions are ongoing with the landowners seeking permission to install a kissing gate to facilitate access.
- 118.3 The missing footpath signs at Chestnut Farm and Whitemoor Farm are scheduled to be reinstated in early 2023.

### **119 Trees near Dimple Ditch at Lakeside**

- 119.1 The quince and medlar trees by Lakeside were originally planted with small stakes in soft ground. As the trees have been leaning/fallen they have been re-staked and it is hoped that the trees recover. Some minor pruning may be required in Winter to rebalance the trees.

### **120 Land adjacent to Mill Garth Park**

- 120.1 The ownership was discussed and the following facts presented:

- In a letter dated 31 July 2008, COYC stated it was their view that the riparian owner of the ditch is now the owner of the caravan site.
- In a letter dated 10 January 2011, a letter from Chestnut Farm Caravan Park stated that the land belonged to them and it would be resolved by their solicitors and the Land Registry.
- The land has not been registered with the Land Registry.
- Mill Garth Park was sold in 2022.

**121 Correspondence**

- 121.1 White Rose Update (14, 28 Oct) - noted.
- 121.2 Local CPRE newsletter (North and East Yorkshire) 2022 – distributed.
- 121.3 Countryside Voices summer 2022 – distributed.
- 121.4 Clerk & Councils Direct Nov 2022 – distributed.
- 121.5 Weekly list of planning applications from COYC.
- 121.6 York Enhanced Partnership for Buses membership – noted.
- 121.7 Email received from resident regarding the trees at Lakeside – see 119.

**122 Financial matters**

- 122.1 Payments as detailed in Appendix 1. It was  
**Resolved:** To settle outstanding accounts with immediate effect.
- 122.2 The receipts as detailed in Appendix 2 were noted.
- 122.3 After consideration of the bank reconciliation report in Appendix 3, it was  
**Resolved:** That council approved the bank reconciliation up to **31 October 2022**.
- 122.4 Internal bank control checks were carried out prior to the meeting by Cllr Hawkins for the month of October 2022.

**123 Training and Employment**

- 123.1 A branch meeting of the YLCA took place on 13 Oct 2022 with some useful input from the invited speaker who was talking about the definitive map and public rights of way.

**124 Policing and Security**

- 124.1 It was noted from the UK Crime Stats website:
  - August: 1: burglary; 1: other theft.

**125 Information or items for inclusion on next meeting agenda**

- 125.1 The following items should be included on the next agenda.
  - Approval of the 2023-24 Budget
  - The clerk’s Remuneration
- 125.2 There was no additional information to exchange.

**126 Date of the Next Meeting**

- 126.1 The next ordinary meeting of the council will be held on 9 January 2023 in the Memorial Hall.

Chairman .....

Date approved:

Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association

## Appendix 1

### Payments to note/approve

To whom	Description	Total
WEL Medical Ltd	Defibrillator Cabinet	478.80
WEL Medical Ltd	Defibrillator	900.00
HSBC Bank	Bank Charges	8.00
HM Land Registry	Land registry search	12.00
	<b>Total</b>	<b>£1,398.80</b>

**Transfer of £1,398.80 from Money Manager to Current Account.**

## Appendix 2

### Receipts to note

From whom	Description	Total
	<b>Total</b>	<b>£0.00</b>

## Appendix 3

### Bank Reconciliation

Bank	On	Total
HSBC Money Manager	31/10/2022	10,319.62
HSBC Community Account	28/10/2022	500.00
Petty Cash	31/10/2022	0.00
	<b>Total (A)</b>	<b>£10,819.62</b>

Cash Book	On	Total
Cash in hand	01/04/2022	15,464.75
Receipts to date	31/10/2022	4,776.96
Payments to date	31/10/2022	-9,422.09
	<b>Total (B)</b>	<b>£10,819.62</b>

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

## Appendix 4

### Budget

Outgoings	Receipts					Payments					Net	
	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
Clerk's Salary							3,800.00	418.95	320.00	738.95	3,061.05	3,061.05
Clerk's Allowances							172.00	129.00	86.00	215.00	-43.00	-43.00
Office Expenses							400.00	33.50	133.32	166.82	233.18	233.18
AMMH Hall Hire							290.00	225.00	0.00	225.00	65.00	65.00
BHIB Insurance							593.00	593.39	0.00	593.39	-0.39	-0.39
Professional Fees							80.00	75.00	0.00	75.00	5.00	5.00
Annual Subscriptions							507.00	410.00	41.00	451.00	56.00	56.00
Training							500.00	133.60	125.00	258.60	241.40	241.40
Website & Email Hosting							280.00	294.00	174.00	468.00	-188.00	-188.00
Website Maintenance							0.00	0.00	0.00	0.00	0.00	0.00
IT Equipment							250.00	1,135.03	0.00	1,135.03	-885.03	-885.03
Verge Maintenance							0.00	0.00	0.00	0.00	0.00	0.00
Grants/Projects - Unplan							0.00	2,558.00	0.00	2,558.00	-2,558.00	-2,558.00
Grants/Projects - Plan							700.00	3,500.00	500.00	4,000.00	-3,300.00	-3,300.00
Defibrillator Maintenance							0.00	41.95	0.00	41.95	-41.95	-41.95
Software Purchase							200.00	492.97	0.00	492.97	-292.97	-292.97
Software Subscriptions							572.00	129.00	0.00	129.00	443.00	443.00
Bank Charges							0.00	64.00	32.00	96.00	-96.00	-96.00
							<b>8,344.00</b>	<b>10,233.39</b>	<b>1,411.32</b>	<b>11,644.71</b>	<b>-3,300.71</b>	<b>-3,300.71</b>

Incomings	Receipts					Payments					Net	
	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
COYC Precept		4,553.00	4,553.00	0.00	4,553.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Interest		1.00	3.35	0.00	3.35	2.35	0.00	0.00	0.00	0.00	0.00	2.35
Slipway Rent		3,250.00	0.00	3,250.00	3,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT Refund		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ward Grants		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous		0.00	75.01	0.00	75.01	75.01	0.00	0.00	0.00	0.00	0.00	75.01
		<b>7,804.00</b>	<b>4,631.36</b>	<b>3,250.00</b>	<b>7,881.36</b>	<b>77.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>77.36</b>
<b>NET TOTAL</b>		<b>7,804.00</b>	<b>4,631.36</b>	<b>3,250.00</b>	<b>7,881.36</b>	<b>77.36</b>	<b>8,344.00</b>	<b>8,734.39</b>	<b>1,884.98</b>	<b>10,619.37</b>	<b>-2,275.37</b>	<b>-2,198.01</b>

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