



## Minutes of the Acaster Malbis Parish Council Meeting on 9 Jan 2023

**Venue:** Acaster Malbis Memorial Hall – Ordinary meeting on 9 Jan 2023 at 19:30.

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

**Clerk:** C Booth

**Others:** Ward Councillor J Galvin and no members of the public.

### 127 Apologies

127.1 All councillors were present.

### 128 Declarations of Interest

128.1 No declarations of interest were received from councillors on items on the agenda.

128.2 No requests for dispensations for disclosable pecuniary interests.

128.3 No requests for dispensation were granted.

### 129 Council Minutes

129.1 Minutes of the council meeting on **14 Nov 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.

### 130 Public Participation

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

### 131 Planning Applications

There were no planning applications to consider.

### 132 Planning Decisions

132.1 22/01440/FUL – Inglewood – Replacement garage with canopy to front.

Application granted by COYC.

### 133 Planning Appeals

133.1 22/00886/FUL – 28 Lakeside - Replacement of 1m high gates with 1.8m high gates.

Appeal dismissed.

### 134 City of York Council Ward Member Report

134.1 Cllr Galvin had nothing to report at the meeting.

### 135 Clerk's Report

135.1 The nomination for The Ship Inn as an Asset of Community Value has been approved by COYC at a meeting on 19 Dec 2022.

135.2 The Annual Meeting of the Council meeting date of 8 May 2023 has been changed to 15 May 2023 due to the coronation of King Charles III and the resultant additional bank holiday.

- 135.3 A new electoral register has been received. There are 738 registered voters in the parish.
- 135.4 The Neighbourhood Watch signs have been removed from the right of way signpost at the request of the COYC.
- 135.5 The invoice for the rent of the Slipway was issued in Dec 2022.

### **136 Defibrillator at the Memorial Hall**

- 136.1 Installation of the defibrillator is now complete and has been registered on The Circuit as an active defibrillator.

### **137 Budget 2023**

- 137.1 After some discussion of the proposed budget it was  
**Resolved:** That the budget for 2023/24 in Appendix 5 was approved.
- 137.2 The value of precept was considered and it was  
**Resolved:** That the precept would be unchanged at £4,553 including a Tax Support Grant of £155.

### **138 Web Accessibility**

- 138.1 After review of the Web Accessibility Statement it was  
**Resolved:** That the Web Accessibility Statement was approved.

### **139 Coronation of King Charles III**

- 139.1 Due to the proximity to the May Festival, it was agreed that a simple event like the 2022 Platinum Jubilee event would be the preferred way to celebrate the coronation of King Charles III.
- 139.2 There was some discussion on a permanent commemoration of the coronation of King Charles III, and this is to be discussed further at the next meeting.

### **140 Internal Audit**

- 140.1 After some discussion it was  
**Resolved:** That the YLCA would be appointed as internal auditors for the year ending March 2023.

### **141 Correspondence**

- 141.1 White Rose Update (11, 25 Nov 22, 6 Jan 23).
- 141.2 Law and Governance (Nov 22, Dec 22).
- 141.3 Clerk & Councils Direct (Jan 23).
- 141.4 York Flood Alleviation Scheme Newsletter (Dec 22).
- 141.5 Weekly list of planning applications from COYC.

### **142 Financial matters**

- 142.1 Payments as detailed in Appendix 1. It was  
**Resolved:** To settle outstanding accounts with immediate effect.
- 142.2 The receipts as detailed in Appendix 2 were noted.
- 142.3 After consideration of the bank reconciliation report in Appendix 3, it was  
**Resolved:** That council approved the bank reconciliation up to **31 December 2022**.
- 142.4 Internal bank control checks were carried out prior to the meeting by Cllr Hawkins for the months of November and December 2022.

**143 Training and Employment**

143.1 There were no reports of training or external meetings.

**144 Policing and Security**

144.1 It was noted from the UK Crime Stats website:

- September: 1 burglary; 1 CD&A.
- October: 2 violent; 1 public order.
- November 1 ASB; 2 violent.

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

145.1 The following items should be included on the next agenda.

- Coronation of King Charles III

145.2 There was no additional information to exchange.

**146 Date of the Next Meeting**

146.1 The next ordinary meeting of the council will be held on 13 February 2023 in the Memorial Hall.

Chairman .....

Date approved: 13 Feb 2023

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
Box	Printer Tape	18.99
Advanced Computer Solutions	Website Fees	30.00
Electrotest	Defibrillator installation	270.00
HSBC Bank	Bank Charges	8.00
C.H.Booth	Clerk's Telephone Allowance	18.00
C.H.Booth	Clerk's Office Allowance	25.00
HSBC Bank	Bank Charges	8.00
	<b>Total</b>	<b>£377.99</b>

**Transfer of £377.99 from Money Manager to Current Account.**

## Appendix 2

### Receipts to note

From whom	Description	Total
HSBC	Bank Interest	9.89
Acaster Marine	Slipway Rent	3,250.00
	<b>Total</b>	<b>£3,259.89</b>

## Appendix 3

### Bank Reconciliation

Bank	On		Total
HSBC Money Manager	31/12/2022		11,853.72
HSBC Community Account	31/12/2022		500.00
Petty Cash	31/12/2022		0.00
		<b>Total (A)</b>	<b>£12,353.72</b>

  

Cash Book	On		Total
Cash in hand	01/04/2022		15,464.75
Receipts to date	31/12/2022		8,036.85
Payments to date	31/12/2022		-11,147.88
		<b>Total (B)</b>	<b>£12,353.72</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	172.00	0.00	172.00	0.00	0.00
Office Expenses							400.00	49.32	66.66	115.98	284.02	284.02
AMMH Hall Hire							290.00	225.00	0.00	225.00	65.00	65.00
BHIB Insurance (fixed 2021-2024)							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	0.00	133.60	366.40	366.40
Website & Email Hosting							280.00	319.00	144.00	463.00	-183.00	-183.00
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	2,828.00	0.00	2,828.00	-2,828.00	-2,828.00
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	80.00	16.00	96.00	-96.00	-96.00
							<b>8,344.00</b>	<b>10,603.21</b>	<b>1,087.66</b>	<b>11,690.87</b>	<b>-3,346.87</b>	<b>-3,346.87</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
Bank Interest		1.00	13.24	0.00	13.24	12.24					0.00	12.24
Slipway Rent		3,250.00	3,250.00	0.00	3,250.00	0.00					0.00	0.00
VAT Refund		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
Miscellaneous		0.00	75.01	0.00	75.01	75.01					0.00	75.01
		<b>7,804.00</b>	<b>7,891.25</b>	<b>0.00</b>	<b>7,891.25</b>	<b>87.25</b>					<b>0.00</b>	<b>87.25</b>
<b>NET TOTAL</b>		<b>7,804.00</b>	<b>7,891.25</b>	<b>0.00</b>	<b>7,891.25</b>	<b>87.25</b>	<b>8,344.00</b>	<b>10,603.21</b>	<b>1,087.66</b>	<b>11,690.87</b>	<b>-3,346.87</b>	<b>-3,259.62</b>

## Appendix 5

### 2023-24 Draft Budget

		2022 Budget	2022 Actual	2023 Budget	Comment
<b>Employment</b>	Salary	£3,800.00	£720.00	£3,800.00	
	Premises	£100.00	£100.00	£100.00	
	Telephone	£72.00	£72.00	£72.00	
	Advertising		£0		
<b>Software</b>	Scribe	£172.00	£154.80	£172.00	
	Online Storage/DM	£400.00	£0	£0	
<b>Subscriptions</b>	Data Protection	£41.00	£40.00	£41.00	
	SLCC Membership	£100.00		£100.00	
	YLCA	£330.00	£315.00	£346.50	5% Uplift
	CPRE	£36.00	£50.00	£50.00	
<b>Expenses</b>	Office	£400.00	£21.50	£200.00	
<b>Projects</b>	Scout Litter Pick	£200.00	£0	£200.00	
	Pesticide Safety Equipment	£500.00	£0	£0	
	Verge Maintenance			£1,000.00	
	Balsam Bash			£50.00	
	Flower Tower			£100.00	
	Notice board repair			£100.00	
<b>Training</b>	Clerk	£250.00	£240.00	£250.00	
	Councillors	£250.00	£134.00	£200.00	
<b>Grants</b>	Planned		£(3,500.00)		
	Unplanned		£1,200.00		
<b>Business</b>	Rental	£290.00		£300.00	5% uplift
	Insurance	£593.00	£593.39	£595.00	Fixed 2021-2024
	Audit Fee	£80.00	£75.00	£160.00	
	Bank Charges	£0	£96.00	£96.00	
<b>IT</b>	Website hosting & email	£280.00	£500.00	£554.00	
	Website Maintenance (cons)				
	IT Equipment Replacement	£250.00	£1,135.00	£250.00	
	Software Purchase	£200.00	£493.00	£200.00	
		<b>£8,344.00</b>		<b>£8,936.50</b>	
<b>Income</b>	Slipway Rental		£3,250.00		Fixed until 2024
	Precept		£4,553.00		
			<b>£7,803.00</b>		