

Minutes of the Acaster Malbis Parish Council Meeting on 17 Apr 2023

Venue: Acaster Malbis Memorial Hall – Ordinary meeting on 17 Apr 2023 at 19:30.

Cllrs: G Taylor (Chair), R Jones, J Newark, J Redfearn, D Walker

Clerk: C Booth

Others: 3 members of the public.

185 Apologies

185.1 Cllrs Harlington and Hawkins sent their apologies and the reasons were approved.

186 Declarations of Interest

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

186.2 No requests for dispensations for disclosable pecuniary interests.

186.3 No requests for dispensation were granted.

187 Council Minutes

187.1 Minutes of the council meeting on **13 Mar 2023** were circulated to all councillors. It was **Resolved:** That these minutes represent a true and correct record and be duly signed by the Chair.

188 Public Participation

188.1 Two members expressed concern about speeding in the village and asked for the support of the council in a Community Speed Watch scheme. The council thought this was a good idea and Cllr Newark volunteered to take part in the scheme.

189 Planning Applications

189.1 23/00269/FUL – 12 Lakeside – Single storey rear extension.
AMPC has no objection to the application.

190 Planning Decisions

190.1 No new planning decisions have been received since the last meeting.

191 City of York Council Ward Member Report

191.1 Cllr Galvin provided some background information on how the Community Speed Watch scheme operates and its relative success in Bishopthorpe. Cllr Galvin has further information available that will be passed on to Cllr Newark.

191.2 A bridge has been identified as substandard in Bishopthorpe. Although concerns regards a local haulier have been raised, it has also been pointed out that a full dustbin lorry is over 17t in weight and may also cause bridge damage.

191.3 Cllr Galvin indicated that this was his last parish council meeting having attended the council for over 20 years and thanked the council for the friendly and warm welcome he had always received at the meetings over the years.

192 Financial matters

192.1 Payments as detailed in Appendix 1. It was

Resolved: That outstanding accounts are settled with immediate effect.

192.2 The receipts as detailed in Appendix 2 were noted.

192.3 After consideration of the bank reconciliation report in Appendix 3, it was

Resolved: That the bank reconciliation up to **31 March 2023** was approved.

192.4 Internal bank control checks were carried out prior to the meeting by Cllr Hawkins for the month of March 2023.

192.5 The final end of year budget position (Appendix 4) was reviewed. The variance was due to the return of the ward grant that was to be used to culvert the ditch at Lakeside. Significant other purchases were made in the year that were offset by the zero salary of the clerk for the year.

193 Clerk's Report

193.1 A VAT126 form has been submitted to HMRC to reclaim VAT of £629.35 for the past 12 months.

193.2 P60s have been produced for council employees for 2022/23.

193.3 A request has been received for the council to purchase new pads for the defibrillator at Mt Pleasant. The current pads are due to expire at the end of April.

193.4 A large number of old planning documents have been shredded as per the council's record management policy.

193.5 After recent reports of dog fouling, some background research is ongoing to determine any measures the council can take to help control this behaviour.

194 Local Elections 2023

194.1 Nomination papers have been handed in to the Returning Officer and a Statement of Nominated Persons has been received. All nominations handed in were on the statement and the number of nomination received matched the number of places in the council.

194.2 Cllr Harlington chose not to stand for re-election after serving on the council since July 2015. The council would like to thank Pat for his service and in particular the creation of the current website, the transfer to the current .gov domain and work on GDPR acting as Data Protection Officer.

194.3 Cllr Hawkins also chose not stand for re-election after joining the council on the same day as Cllr Harlington - July 2015. The council would like to thank Brian for his time spent on the Planning Committee and for carrying out the internal control procedures for the council.

194.4 Cllr Galvin has decided to retire as ward councillor for Bishopthorpe Ward. Cllr Galvin was first elected as ward councillor in the 1999 local elections, but after losing out in the 2003 election was co-opted to the parish council. Cllr Galvin was appointed chairman of the council in May 2004 and remained in post until elected once again as ward councillor in Bishopthorpe in May 2007.

In 2009 Cllr Galvin was appointed as Lord Mayor of York and nominated York Against Cancer and the Brunswick Organic Nursery as his two charities. Subsequently, Cllr Galvin returned to his familiar role of ward councillor where he has served until now.

195 Balsam Bash 2023

195.1 Cllr Redfearn advised that a short note had been placed in the Link magazine and that further information would be passed to the clerk in order to create a web page on the council website giving full details of the event.

196 Coronation of King Charles III

196.1 The Temporary Event Notice (TEN) has been submitted and approved for the event.

196.2 After some discussion on the risk assessment for the event it was
Resolved: That AMPC approved the Coronation 'Tap Room' risk assessment (RA003).

196.3 After some discussion on the risk assessment for lighting of the beacon it was
Resolved: That AMPC approved the Beacon Lighting risk assessment (RA004).

197 Littering in the Village

197.1 A request wade made by a resident in the village for some warning signs against littering. Cllr Galvin indicated that he had some signs available and would provide them to the council.

198 Insurance

198.1 The insurance policy that is due for renewal on 1 Jun 2023 is entering its final year of a long term agreement. No changes are required for the 2023/24 council year. Quotations will be sought from alternate providers in March 2024.

199 Public Participation Policy

199.1 After reviewing the Public Participation Policy it was
Resolved: That AMPC would adopt the Public Participation Policy (DR028-1).

200 Correspondence

- 200.1 White Rose Update (17, 30 Mar) - noted.
- 200.2 Countryside Voices (Spring/Summer 2023) - noted.
- 200.3 York Flood Alleviation Scheme (March 2023) - noted.
- 200.4 Weekly list of planning applications from COYC - noted.

201 Training and Employment

- 201.1 There were no reports of training or external meetings.
- 201.2 An annual point salary scale increase for the clerk was not considered as this was incorporated into the contract that commenced 1 April 2023.

202 Policing and Security

- 202.1 It was noted from the UK Crime Stats website:
 - February: 1 anti-social behaviour.

203 Information or items for inclusion on next meeting agenda

- 203.1 No items were identified for inclusion on the next meeting agenda.
- 203.2 There was no additional information to exchange.

204 Date of the Next Meeting

- 204.1 The next meeting of the council will be held on 15 May 2023 in the Memorial Hall.

Chairman

Date approved: 15 May 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
Starboard Systems Ltd	Accounting Software	185.76
Yorkshire Local Councils Associations	YLCA Training	50.00
Campaign to Protect Rural England	CPRE Membership Donation	50.00
Yorkshire Local Councils Associations	YLCA Membership	352.00
York Digital Image	Printing	7.50
City of York Council	Temporary Event Notice	21.00
Ryman Stationery	Stationery	25.99
HSBC	Bank charges	8.00
	Total	£700.25

Transfer of £700.25 from Money Manager to Current Account.

Appendix 2

Receipts to note

From whom	Description	Total
HSBC	Bank Interest	7.21
	Total	£7.21

Appendix 3

Bank Reconciliation

Bank	On	Total
HSBC Money Manager	31/03/2023	11,342.33
HSBC Community Account	31/03/2023	500.00
Petty Cash	31/03/2023	0.00
	Total (A)	£11,842.33

Cash Book	On	Total
Cash in hand	01/04/2022	15,464.75
Receipts to date	31/03/2023	8,062.56
Payments to date	31/03/2023	-11,684.98
	Total (B)	£11,842.33

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		418.95	3,381.05	3,381.05
Clerk's Allowances							172.00	200.00		200.00	-28.00	-28.00
Office Expenses							400.00	97.74		97.74	302.26	302.26
AMMH Hall Hire							290.00	425.00		425.00	-135.00	-135.00
BHIB Insurance (fixed 2021-2024)							593.00	593.39		593.39	-0.39	-0.39
Professional Fees							80.00	75.00		75.00	5.00	5.00
Annual Subscriptions							507.00	450.00		450.00	57.00	57.00
Training							500.00	133.60		133.60	366.40	366.40
Website & Email Hosting							280.00	439.00		439.00	-159.00	-159.00
Website Maintenance							0.00	0.00		0.00	0.00	0.00
IT Equipment							250.00	1,135.03		1,135.03	-885.03	-885.03
Verge Maintenance							0.00	0.00		0.00	0.00	0.00
Grants/Projects - Unplan							0.00	2,828.00		2,828.00	-2,828.00	-2,828.00
Grants/Projects - Plan							700.00	3,500.00		3,500.00	-2,800.00	-2,800.00
Defibrillator Maintenance							0.00	41.95		41.95	-41.95	-41.95
Software Purchase							200.00	492.97		492.97	-292.97	-292.97
Software Subscriptions							572.00	129.00		129.00	443.00	443.00
Bank Charges							0.00	96.00		96.00	-96.00	-96.00
							8,344.00	11,055.63		11,055.63	-2,711.63	-2,711.63

Incomings	Receipts					Payments					Net	
	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
COYC Precept		4,553.00	4,553.00		4,553.00	0.00					0.00	0.00
Bank Interest		1.00	38.95		38.95	37.95					37.95	37.95
Slipway Rent		3,250.00	3,250.00		3,250.00	0.00					0.00	0.00
VAT Refund		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
Miscellaneous		0.00	75.01		75.01	75.01					75.01	75.01
		7,804.00	7,916.96		7,916.96	112.96					112.96	112.96
NET TOTAL		7,804.00	7,916.96		7,916.96	112.96	8,344.00	11,055.63		11,055.63	-2,598.67	-2,598.67