



Minutes of the Acaster Malbis Parish Council Meeting on 12 Jun 2023

Venue: Acaster Malbis Memorial Hall – ordinary meeting on 12 Jun 2023 at 19:30.

Cllrs: G Taylor (Chair), R Jones, J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch

Clerk: C Booth

Others: Ward Councillor M Nicholls (part-time) and no members of the public.

37 Apologies

37.1 Cllrs Jones and Nilsson-Forrest sent their apologies and the reasons for absence were approved.

38 Declarations of Interest

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

38.2 No requests for dispensations for disclosable pecuniary interests were granted.

38.3 No requests for dispensation were granted.

39 Council Minutes

39.1 Minutes of the council meeting on **15 May 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.

40 Public Participation

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

41 Planning Applications

41.1 23/00810/FUL – Willow Garth, Mill Lane – Raise roof height and add 2 dormer windows.
AMPC has no objection to the application.

42 Planning Decisions

42.1 23/00245/FUL – Beechlands (Acaster Marine) - Erection of new Industrial Units.
Rejected.

42.2 23/00629/FUL – 12 Lakeside – Single storey rear extension.
Approved.

43 City of York Council Ward Member Report

43.1 Cllr Nicholls advised that the ward budget would not be set until July after an emergency COYC budget had been set by the new council.

43.2 Community Ownership Funding is now available to parish councils. Round 3 of the funding closes on 12 July 2023.

43.3 Ward committees can be arranged in the community on specific topics with council officers available to provide answers to questions raised.

43.4 Cllr Nicholls met with the PCSO covering the area; the PCSO has been shown around the ward to pass on local knowledge. The PCSO has indicated that they would be happy to attend council meetings in the future.

- 43.5 Following a question from the clerk regarding the potholes on Intake Lane, Cllr Nicholls provided clarification that the repair carried out was a maintenance repair to make the road safe and that the major patching would be carried out later in the financial year.

44 Financial matters

- 44.1 After considering the payments as detailed in Appendix 1, it was
Resolved: That the payments are approved and should be settled.
- 44.2 The receipts as detailed in Appendix 2 were noted.
- 44.3 After considering the bank reconciliation report up to **31 May** in Appendix 3, it was
Resolved: That the bank reconciliation report up to 31 May 2023 was approved.
- 44.4 Internal bank controls were undertaken prior to the meeting by Cllr Redfearn for the month of May 2023.
- 44.5 After considering the merits of a debit card vs a pre-paid card it was
Resolved: That the clerk would apply for a business debit card.
- 44.6 After reviewing the new bank mandate it was
Resolved: That the mandate was approved and should be sent to HSBC.

45 Clerk's Report

- 45.1 The Register of Interests for all councillors has been sent to COYC and updated on the AMPC website.
- 45.2 The annual governance exemption has been sent to the external auditor and confirmation of receipt has been received.
- 45.3 The Notice of Public Rights has been posted on both notice boards in the parish.
- 45.4 A survey has been completed on face-to-face vs remote/hybrid meetings by the council.
- 45.5 A submission has been made to North Yorkshire Police to join the Community Speed Watch scheme.
- 45.6 The flower plant has been refreshed with summer planting and a planting plan has been produced so the outcome can be judged and improved next year. The cost of the plants and compost was £66.10.
- 45.7 Confirmation has been received from the Highways Authority that the 30mph speed limit in Acaster Malbis is both legal and enforceable with the current signage, York's Speed Limit Order 2014 and its related plan for the area.
- 45.8 Access to the council bank account and the cashbook has been provided to Cllr Redfearn to enable internal controls to be carried out fully.
- 45.9 The Toggl app is now being used to record time taken for the various activities of the clerk to enable better oversight by the council.

46 Policy Updates

- 46.1 The council considered the updated Code of Conduct and it was
Resolved: That Code of Conduct (DR011-3) was adopted by the council.
- 46.2 The council considered the new Dignity and Work Policy and it was
Resolved: That Dignity at Work Policy (DR031-1) was adopted by the council.
- 46.3 The council considered the new Training and Development Policy and it was
Resolved: That Training and Development Policy (DR032-1) was adopted by the council.

47 Civility and Respect

- 47.1 Demonstrating the commitment of the council to good behaviour, it was
Resolved: That the council signs up to the Civility and Respect Pledge.

48 Business Plan

- 48.1 After some discussion on the business plan for 2023/24 it was
Resolved: That the Business Plan 2023/24 (BP2023) was adopted.
- 48.2 A discussion/brainstorm session was held about the goals and aspiration of the council for the parish. The ideas will be added to the Strategic Plan for further discussion.

49 Balsam Bash 2023

- 49.1 An updated risk assessment has been produced for the Balsam Bash activity.
- 49.2 Cllr Redfearn reported that the first 4 days of the Balsam Bash saw 14 people attend the activity and spend a total of 45 hours clearing balsam. The wooded area from The Slipway to The Ings has now been cleared. The next area to be targetted is the footpath to Bishopthorpe.

50 Community Speed Watch

- Cllr Newark reported that North Yorkshire Police had attended the village and assessed Intake Lane for suitable places for the speed watch activity. It will take 3-4 weeks for the approval process to be completed after which training of the volunteers will take place.
- 50.1 Initially, Intake Lane will be the approved location, but approval for Mill Lane will be also sought.
- 50.2 The equipment will be loaned from NYP, but consideration should be given to purchasing approved kit at an approximate cost of £550.

51 Correspondence

- 51.1 White Rose Update (19 May, 2 June) – noted.
- 51.2 CPRE Newsletter June 2023 – noted.
- 51.3 YLCA Training and Discussion Forum bulletin (15, 23 May, 2 June) – noted.
- 51.4 York Branch Meeting Agenda for 8 June – noted.
- 51.5 Northern Gas Networks Newsletter May 2023 – noted.
- 51.6 Weekly list of planning applications from COYC – noted.

52 Training and Employment

- 52.1 The clerk has enrolled on the ILCA course provided by the SLCC.
- 52.2 It was agreed that the clerk should enrol on the CiLCA course (BP2023).
- 52.3 Approval was given for the purchase of the following books:
- 13th edition Local Council Administration
 - The Clerk's Manual 2023
- 52.4 Cllr Welch has enrolled on the 'Off to a Flying Start' webinars from the YLCA.
- 52.5 Cllrs Nilsson-Forrest and Walker attended the YLCA York Branch Meeting and present a brief summary of the meeting.

53 Policing and Security

- 53.1 It was noted from the Police UK website:
- April 2023: 1 reported crime.

54 Information or items for inclusion on next meeting agenda

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

- Q1 budget review.
- To discuss the land adjacent to Mill Garth Park.

55 Date of the Next Meeting

55.1 The next ordinary meeting of the council will be held on 10 July 2023 in the Memorial Hall.

Chairman

Date approved: 10 Jul 2023

Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association
NALC	National Association of Local Councils	ICO	Information Commissioners Office
NYP	North Yorkshire Police	ILCA	Introduction to Local Council Administration
SLCC	Society of Local Council Clerks	PCSO	Police Community Support Officer

Appendix 1

Payments to note/approve

To whom	Description	Total
Staples	Stationary	24.96
Society of Local Council Clerks	SLCC Clerk's Membership	112.00
Society of Local Council Clerks	SLCC Training	144.00
HSBC Bank	Bank Charges	8.00
C Booth	Clerk's Salary	1,116.00
C Booth	Clerk's Office Allowance	25.00
C Booth	Clerk's Telephone Allowance	18.00
Dalbys Nurseries	Flower Tower Refresh	66.20
	Total	£1,514.16

Transfer of £1,514.16 from Money Manager to Current Account.

Appendix 2

Receipts to note

From whom	Description	Total
	Total	£0.00

Appendix 3

Bank Reconciliation

Bank	On		Total
HSBC Money Manager	31/05/2023		12,588.10
HSBC Community Account	31/05/2023		500.00
Petty Cash	31/05/2023		0.00
Total (A)			£13,088.10

Cash Book	On		Total
Cash in hand	01/04/2023		11,842.33
Receipts to date	31/05/2023		2,905.85
Payments to date	31/05/2023		(1,660.08)
Total (B)			£13,088.10

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

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