

Minutes of the Acaster Malbis Parish Council Meeting on 8 Jan 2024

Venue: Acaster Malbis Memorial Hall – ordinary meeting on 8 Jan 2024 at 19:30.

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

Clerk: C Booth

Others: Two members of the public.

147 Apologies

147.1 No apologies were received

148 Declarations of Interest

148.1 The following declarations of interest were received from councillors on items on the agenda

148.2 No written requests for dispensations for disclosable pecuniary interests.

148.3 No requests for dispensation were granted.

149 Council Minutes

149.1 Minutes of the council meeting on **27 November 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.

150 Public Participation

150.1 Two members of the public attended the meeting to state that the temporary marquee at Hall Garth (see 23/02002/FUL) is fire rated, and that they did not believe the marquee presented a fire risk.

151 Planning Applications

151.1 23/02187/FULM – Acaster Airfield, Remediation of agricultural land.

No objection, but concerns about the amount of heavy traffic and road suitability.

152 Planning Decisions

152.1 23/01934/TPO – School Cottage, Mill Lane – Crown reduction to horse chestnut.

Approved.

153 City of York Council Ward Member Report

153.1 There is a ward meeting on 15 Jan 2024 in the Marcia, Bishopthorpe starting at 6pm. One of the main topics is COYC's Our Big Transport Conversation.

153.2 Cllr Nicholls also indicated that there are a number of consultations taking place at present, and these are available from the home page on the COYC website or directly at

<https://www.york.gov.uk/consultations>.

153.3 Information on how to get a TPO on a tree has been sent to the clerk.

153.4 Information on road sweeping, gully cleaning and verge cutting was sent to the clerk.

154 Financial matters

154.1 After considering the payments as detailed in Appendix 1, it was

Resolved: That the payments are approved and outstanding accounts should be settled.

154.2 The receipts as detailed in Appendix 2 were noted.

154.3 After considering the bank reconciliation report up to **31 December** in Appendix 3, it was

Resolved: That the bank reconciliation report up to 31 December 2023 was approved.

154.4 Internal bank controls were undertaken prior to the meeting for the months of November 2023 and December 2023.

154.5 The budget vs actual for Q3 was reviewed and spending was found to be under control.

155 Clerk's Report

155.1 The invoice for the Slipway rent was sent to Acaster Marine on 4 Dec 2023.

155.2 Acaster Marine have been advised that the council intend to appoint a surveyor to assess the open market value of the Slipway rent to ensure that the council is getting a fair return.

155.3 An extension of time was granted for the application 23/02187/FULM – see 151 above.

155.4 Links to a public consultation on the Strategic Plan for Acaster Malbis have been added to the council website, Facebook and the Link magazine.

155.5 The Brass Monkey half marathon is on 21 Jan 2024. The roads around Acaster Malbis will be closed for the race according to the Brass Monkey race organisers.

156 Standing Orders

156.1 The revised standing orders were considered and it was:

Resolved: That Standing Orders (DR015-3) should be adopted.

157 Data Breach Policy

157.1 The new data breach policy was considered and it was:

Resolved: That the Data Breach Policy (DR037-1) should be adopted.

158 Internal Control Policy

158.1 The new internal control policy was considered and it was:

Resolved: That the Internal Control Policy (DR033-1) should be adopted.

159 Council Precept

159.1 The precept notice for 2024/25 was considered and it was:

Resolved: That the precept notice for £6,168.00 was approved and should be signed and sent to COYC.

160 Correspondence

160.1 White Rose Update (Dec 2023) – noted.

160.2 YLCA Law and Governance (Dec 2023) – noted.

160.3 YLCA Information and Training Bulletin (Dec 2023) – noted.

160.4 Digital Digest (Winter 2023) – noted.

160.5 D Day 80 Information (Jan 2024) – noted.

160.6 Clerks & Councils Direct (Jan 2024) – noted.

160.7 Weekly list of planning applications from COYC – noted.

161 Training and Employment

161.1 The clerk advised that he has attend a number of webinars in December as part of the CiLCA qualification.

162 Policing and Security

162.1 The Community Speed Watch team were not deployed during December.

162.2 It was noted from the Police UK website:

- October: No crimes reported.
- November: 1 – Violence and sexual offences; 1 – Drugs.

163 Information or items for inclusion on next meeting agenda

163.1 To consider the purchase of a new council noticeboard.

164 Date of the Next Meeting

164.1 To next meeting of the council will be held on 12 February 2024 in the Memorial Hall.

Chairman

Date approved: 12 Feb 2024

Acronyms:

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

Appendix 1

Payments to note/approve (N/A)

To whom	s137	N/A	Description	Total
HSBC Bank		N	Bank Charges	8.00
Yorkshire Local Councils Association		N	Cilca tutoring	275.00
C.H.Booth		N	Clerk's Salary – December	436.21
HMRC – PAYE Deducted		A	HMRC Tax	15.80
Society of Local Council Clerks		A	Cilca registration	450.00
C.H.Booth		A	Clerk's Salary – January	436.20
C.H.Booth		A	Clerk's Office Allowance	25.00
C.H.Booth		A	Clerk's Telephone Allowance	18.00
HSBC Bank		N	Bank Charges	8.00
			Total	£1,672.21

Transfer of £1,672.22 from Money Manager to Current Account.

Appendix 2

Receipts to note

From whom	Description	Total
HSBC Bank	Bank Interest	52.80
Acaster Marine	Slipway Rent	3,250.00
	Total	£3,302.80

Appendix 3

Bank Reconciliation

Bank	On		Total
HSBC Money Manager	31/12/2023		13,468.53
HSBC Community Account	31/12/2023		500.00
Petty Cash	31/12/2023		0.00
Total (A)			£13,968.53
Cash Book	On		Total
Cash in hand	01/04/2023		11,842.33
Receipts to date	31/12/2023		8,571.18
Payments to date	31/12/2023		(6,444.98)
Total (B)			£13,968.53

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	3,412.21	950.01	4,362.22	-562.22	-562.22
Clerk's Allowances						172.00	86.00	43.00	129.00	43.00	43.00
Office Expenses						200.00	42.46	50.01	92.47	107.53	107.53
AMMH Hall Hire						300.00		300.00	300.00		0.00
BHIB Insurance (fixed 2021-2024)						595.00	584.95		584.95	10.05	10.05
Professional Fees						160.00	155.00		155.00	5.00	5.00
Annual Subscriptions						537.50	514.00	41.00	555.00	-17.50	-17.50
Training						450.00	536.80	112.50	649.30	-199.30	-199.30
Website & Email Hosting						554.40	279.00	174.00	453.00	101.40	101.40
IT Equipment						250.00			0.00	250.00	250.00
Grants/Projects – Unplan						0.00	301.98		301.98	-301.98	-301.98
Grants/Projects – Plan						1,450.00	88.05		88.05	1,361.95	1,361.95
Defibrillator Maintenance						0.00	63.90		63.90	-63.90	-63.90
Software Purchase						200.00			0.00	200.00	200.00
Software Subscriptions						172.00	154.80		154.80	17.20	17.20
Bank Charges						96.00	74.50	24.00	98.50	-2.50	-2.50
						8,936.90	6,293.65	1,694.52	7,988.17	948.73	948.73

Incomings

Receipts

Payments

Net

Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
COYC Precept	4,398.00	4,398.00		4,398.00	0.00						0.00
Bank Interest	12.00	138.83	3.00	141.83	129.83						129.83
Slipway Rent	3,250.00	3,250.00		3,250.00	0.00						0.00
VAT Refund											0.00
Grants	155.00	155.00		155.00	0.00						0.00
Miscellaneous											0.00
	7,815.00	7,941.83	3.00	7,944.83	129.83	0.00	0.00	0.00	0.00	0.00	129.83
NET TOTAL	7,815.00	7,941.83	3.00	7,944.83	129.83	8,936.90	6,293.65	1,694.52	7,988.17	948.73	1,078.56

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