

## Minutes of Acaster Malbis Parish Council Meeting on 12 Feb 2024

**Venue:** Acaster Malbis Memorial Hall – ordinary meeting on 12 Feb 2024 at 19:30.

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

**Clerk:** C Booth

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

### 165 Apologies

165.1 Cllr Jones sent their apologies.

### 166 Declarations of Interest

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

166.2 No written requests for dispensations for disclosable pecuniary interests.

166.3 No requests for dispensation were granted.

### 167 Council Minutes

167.1 Minutes of the council meeting on **8 January 2024** were circulated to all councillors. It was **Resolved:** That these minutes represent a true and correct record and be duly signed by the chair.

### 168 Public Participation

168.1 No members of the public attended the meeting.

### 169 Planning Applications

169.1 No new planning applications were received prior to the meeting.

### 170 Planning Decisions

170.1 23/02175/FUL – 31 Lakeside, Acaster Malbis – Single storey rear extension.  
Approved.

### 171 City of York Council Ward Member Report

171.1 A planning application has been submitted to COYC to build 114 houses opposite York College on Sim Balk Lane. Whilst not of direct consequence to the parish, it may give rise to additional congestion at the top of Sim Balk Lane.

171.2 Cllr Nicholls indicated that there is potential for the Highways Authority to train a group of residents to spot early failure in our local roads. Repairs to roads at the point of early failure cost 20% of the cost to repair of a fully developed pot-hole.

171.3 A suggestion has been put forward that the No 21 bus should be permanently diverted along Cowper Lane. The council pointed out this may not unduly affect residents of Acaster Malbis, but it may adversely affect residents in Bishopthorpe living by Acaster Lane.

171.4 No decision has been taken on possible remedial work to the unsafe bridge on Appleton Road.

## **172 Financial matters**

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

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

172.2 The receipts as detailed in Appendix 2 were noted.

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

**Resolved:** That the bank reconciliation report up to 31 January 2024 was approved.

172.4 Internal bank controls were undertaken prior to the meeting for the month of January 2024 by Cllr Redfearn.

## **173 Clerk's Report**

173.1 YLCA have advised they they will no longer be providing an internal audit service and recommended the [Internal Audit Forum](#) for accredited auditors.

173.2 An asset inspection is required prior to March. Cllrs Redfearn and Walker will accompany the clerk to inspect the assets and provide a report.

173.3 An email was sent to COYC to request removal of the green waste bags by the bus shelter.

173.4 No response was received from COYC regarding 173.3, and so Cllr Nicholls was sent an email request to help resolve the issue.

173.5 The internal audit of the council has been booked for 10 April 2024.

173.6 COYC have advised that they will no longer publish agenda, minutes and councillor details on their website effective from 1 April 2024.

173.7 A portrait of the King, that is available for public buildings, has been ordered.

## **174 John Knowles Charity**

174.1 The council note the resignation of Christine Oldroyd as a trustee of the John Knowles charity and would like to thank Christine for her 17 years of service to this cause.

174.2 After considering the recommendation for a new trustee, the council:

**Resolved:** To appoint Rev. Lucy Brencher as a trustee to the John Knowles charity.

## **175 Subject Access Request Policy**

175.1 The new Subject Access Request Policy was considered and it was:

**Resolved:** That the Subject Access Request Policy DR038-1 was adopted by the council.

## **176 Financial Regulations**

176.1 The revised Financial Regulations document was considered and it was resolved:

**Resolved:** That the Financial Regulations DR012-5 was adopted by the council.

## **177 Risk Assessment**

177.1 The revised Risk Assessment was considered and it was:

**Resolved:** That the Risk Assessment DR025-3 was adopted by the council.

## **178 Strategic Plan**

178.1 Two public comments have been received to date on the Strategic Plan during the public consultation.

## **179 Email and Web Hosting**

179.1 The report from the clerk was considered and the it was agreed that the issue would be considered again in the July meeting.

## **180 Noticeboard**

- 180.1 The report from the clerk was considered. The council requested some additional information be sought and added to the report before a decision could be made.
- 180.2 After considering 180.1 it was agreed to defer creating a Noticeboard Working Group.

## **181 Flooding**

- 181.1 The council discussed the flood signs around the village and agreed that they were not as effective as they could be. It was agreed the clerk would write to the Highways Authority to discuss potential improvements.

## **182 Annual Parish Meeting**

- 182.1 The regular contributors to the parish meeting will be invited. Cllr Nichols agreed to hold a Ward Meeting at the same time for the residents of the parish.

## **183 Correspondence**

- 183.1 Email received regarding increased traffic on Temple Lane.  
Clerk has responded to the request for information. No further action required.
- 183.2 Email received from Acaster Marine regarding the Slipway.  
Clerk to write to Acaster Marine to clarify the council's intention.
- 183.3 Email received from One Planet York re membership – noted.
- 183.4 White Rose Bulletin (Jan 19, Feb 2) - noted.
- 183.5 YLCA Law and Governance (Jan 2024) - noted.
- 183.6 CPRE North & East Yorkshire Update (Feb 2024) - noted.
- 183.7 Weekly list of planning applications from COYC – noted.

## **184 Training and Employment**

- 184.1 The clerk advised that he has attended a webinar in January and registered for the CiLCA qualification. The qualification has to be completed by 31 Jan 2025.

## **185 Policing and Security**

- 185.1 The Community Speedwatch team was deployed once since the last meeting during which 1 vehicle had a measured speed of over 35mph in a 30mph limit.
- 185.2 It was noted from the Police UK website:
- December: No crimes reported.
- In January, a serious assault occurred on Acaster Airfield and the perpetrator was now in custody. In February, a caravan was stolen from Moor End Farm by cutting out a section of hedgerow. The caravan was later recovered by the police.

## **186 Information or items for inclusion on next meeting agenda**

- 186.1 To receive a report on the annual inspect of assets.
- 186.2 To consider the clerk's annual appraisal.
- 186.3 To consider the annual review of internal controls report.
- 186.4 To consider the current asset valuations.
- 186.5 To consider creating a working group to work on GD10 Pinfold of the Strategic Plan.
- 186.6 To consider the D-Day 80 Beacons celebration on 6 June 2024.

**187    Date of the Next Meeting**

187.1    To next meeting of the council will be held on 11 March 2024 in the Memorial Hall.

**Chairman .....**

**Date approved: 11 Mar 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

### Payments to note/approve (N/A)

To whom	s137	N/A	Description	Total
Printerland		N	Toner Cartridge	297.20
Information Commissioners Office		N	ICO Data Protection Fee	40.00
HSBC Bank		N	Bank Charges	8.00
C.H.Booth		A	Clerk's Salary – February	436.20
HMRC – PAYE Deducted		A	HMRC Tax	15.80
			<b>Total</b>	<b>£797.20</b>

**Transfer of £797.19 from Money Manager to Current Account.**

## Appendix 2 Receipts

### Receipts to note

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

## Appendix 3 Bank Reconciliation

### Bank Reconciliation

Bank	On		Total
HSBC Money Manager	31/01/2024		12,515.52
HSBC Community Account	31/01/2024		500.01
Petty Cash	31/01/2024		0.00
<b>Total (A)</b>			<b>£13,015.53</b>
Cash Book	On		Total
Cash in hand	01/04/2023		11,842.33
Receipts to date	31/01/2024		8,571.18
Payments to date	31/01/2024		(7,397.98)
<b>Total (B)</b>			<b>£13,015.53</b>

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

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