



# Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council ('the Council') held on **Monday 11 October 2021** in the Acaster Malbis Memorial Hall. The Chairman opened the meeting at 7:30pm.

**Present:** Councillors W G Taylor (Chairman), C Booth (Clerk), P Harlington, B Hawkins, D Walker. J Galvin (Ward Councillor)

**Open Forum:** One member of the public attended the meeting who came to support the suggestion of creating an 'Edible Garden' on the land in front of Lakeside (7.4). The same person also reported that the Lakeside road-sign had been damaged and now reads as 'akeside'.

## MINUTES

### 1. Apologies

#### 1.1. To receive apologies and approve reasons for absence.

Cllr Taylor received a letter of resignation from Cllr J Smith announcing their resignation with immediate effect.

Cllr Smith attended her first Parish Council meeting in May 2011 and has been an ever-present in council meetings since then. The Parish Council would like to thank Cllr Smith for her long service to the parish and the community over this period.

### 2. Declarations of Interest

#### 2.1. To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

There were none.

#### 2.2. To receive and consider any applications for dispensation.

There were none.

### 3. Previous Minutes

#### 3.1. To confirm the minutes of the ordinary meeting held on **Monday 13 September 2021** as a true and correct record.

**It was resolved** to confirm that the minutes were a true and correct record.

### 4. To Consider Ongoing Issues

#### 4.1. To receive the Clerk's report on matters since the last meeting.

The clerk reported the following matters:

- The damaged pavement near to Manor Farm has been reported and repaired by the City of York Council ('CofY).
- The Council's domain registration has been renewed.
- The meeting dates for 2022 have been agreed and booked.
- The training records have been reviewed and updated as necessary.

- The new file system for the Council records is complete.
- A Close of Accounts 2020-21 notice has been produced and uploaded on the website.

4.2. To receive an update on refurbishment of the Memorial Hall notice board.

The noticeboard has been inspected by some local volunteers intending to paint it and advised that it would need repair work before painting. A village resident who has repaired the noticeboard before has agreed to take a look with a view to repair or replace the noticeboard.

4.3. To consider accessibility at the junction of Hauling Lane and Mill Lane.

Cllr Galvin advised that the pavement had been inspected, and a modification to allow improved accessibility had been agreed and will be added to the schedule of works by CofY.

4.4. To receive a report on progress of creating a Facebook page for the council.

The Acaster Malbis Parish Council Facebook page has been created and a number of initial posts added. Response so far has been positive.

4.5. To receive a report on progress on updating the Website.

A design document has been circulated to Councillors requesting their input as to what content/functionality they would like to see on the new website.

## 5. Planning

5.1. To consider the following planning applications(s):

02204/TPO - Chestnut Tree House Mill Lane – Crown lift and prune.

**It was resolved** that the Council has no objection to the application.

5.2. To receive a monthly update from Cllr Smith

With the resignation of Cllr Smith, a vacancy had arisen for Chair of the Planning Committee. **It was resolved** that Cllr Walker be appointed to this role. A full list of appointments is given in Appendix 4.

The clerk reported that application 21/01836/FUL – Whinney Hills, the Development Management Officer had requested an extension of time for the application.

## 6. Ward Member – Councillor J C Galvin

Cllr Galvin advised that the condition of Intake Lane continued to be reported to him, but funding remains a barrier to any repairs that could be made by CofY.

Funding for refreshing The Flower Tower with winter plants is in place, and Cllr Galvin will notify the Parish Council in advance of planting to allow the begonias tubers to be recovered by the volunteers that maintain the planter.

The Parish Council thanked Cllr Galvin for providing the new seat near to the Pinfold which has been well received by villagers. Some suggestions have been received that the area could be further improved by relocating the litter bin to the other side of the BT cabinet.

## 7. Matters requested by councillors or clerk

7.1. To consider the traffic signs at the junction of Mill Lane and Darling Lane.

Cllr Galvin advised that new backs would be added to the existing Council owned road sign. Both road signs would remain at the junction.

7.2. To consider accessibility at the junction of Hauling Lane and Mill Lane.

See 4.3.

7.3. To consider the proposal from the Queen's Green Canopy.

The limited amount of Council owned land meant there was limited scope to be able to participate in this tree planting scheme.

7.4. To consider creating an 'Edible Garden' on the land in front of Lakeside.

Cllr Galvin believed that permission from the Highways Authority might be needed at this site. It was agreed that the Clerk would contact the Highways Authority before this could be considered further.

7.5. To consider the Grants Policy (DR017).

The policy was discussed, and **it was resolved** that the policy should be adopted.

7.6. To consider matters of insurance for village volunteers.

Cllr Galvin advised that the City of York are currently investigating whether the Flood Warden and Resilience Volunteers could be added to the CofY insurance.

The Clerk advised that those volunteers with an agreed Role Description and Risk Assessment, would also be covered by the Council insurance.

## 8. Financial matters

8.1. To approve payments as detailed in Appendix 1.

### Appendix 1

#### Invoices presented for payment

ACS	Website Fees	£265.20
Total		<u>£265.20</u>
<b>Income</b>		
Total		<u>£265.20</u>

**It was resolved** to settle outstanding accounts with immediate effect.

8.2. To note the budget situation in Appendix 2.

The current budget vs actual expenditure was noted.

8.3. To approve a bank reconciliation reports up to **30 September 2021** in Appendix 3.

**It was resolved** to approve the bank reconciliation report to 30 September 2021.

8.4. To note the internal controls undertaken prior to the meeting.

The internal control process was undertaken by Cllr Hawkins prior to the meeting, and the receipt of a signed Bank Reconciliation form was noted.

## 9. Correspondence

9.1. To consider the following new correspondence and decide action where necessary:

CPRE Newsletter – circulated to Councillors

Newsletter e-mailed to Councillors:

- EA September 2021 Newsletter
- White Rose Update (1 October)

***To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 10.2)***

**10. Training and Employment**

10.1. To receive reports from councillors having attended training or meetings of outside bodies.

Cllr Booth attended a Councils Awarding Grants webinar by the YLCA. The webinar provided useful information that was contributed to producing the Grants Policy.

10.2. To consider the applicants for the Parish Clerk/RFO role.

Numerous expressions of interest have been received, but only one person completed application process. The Council did not feel a decision could be taken with only a single applicant.

Cllr Booth agreed to continue as Interim Clerk until after the production of the AGAR in April 2022 at which time the situation will be reviewed.

**11. Policing and Security**

11.1. To receive North Yorkshire Police local PCSO Crime reports.

No information has been received from North Yorkshire Police.

**12. To note information or items for inclusion on next meeting agenda**

Nothing to note.

**13. To Confirm the date of the Next Meeting**

**It was resolved** to confirm the date of the next meeting as 8 November 2021.

Chairman .....

Date approved: 8 November 2021

## Acaster Malbis Parish Council

	<b>Bank Reconciliation at 30/09/2021</b>		
	Cash in Hand 01/04/2021		9,630.80
	<b>ADD</b>		
	Receipts 01/04/2021 - 30/09/2021		4,765.63
			14,396.43
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 30/09/2021		1,529.20
<b>A</b>	<b>Cash in Hand 30/09/2021</b> (per Cash Book)		<b>12,867.23</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2021	0.00	
	HSBC Business Money Manager A 30/09/2021	12,757.20	
	HSBC Community Account 28/09/2021	110.03	
			<b>12,867.23</b>
	Less unrepresented payments		
			12,867.23
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>12,867.23</b>
	<b>A = B Checks out OK</b>		

## Appendix 4

List of confirmed appointments for 2021-2022:

1.1.	Chairman *	Cllr W G Taylor
1.2	Vice-Chairman	Cllr D Walker
1.3	Planning Committee (three members)	1). Cllr D Walker (Chairman) 2). Cllr B Hawkins 3). Cllr C Booth
1.4	Grass Cutting Co-ordinator	Cllr W G Taylor
1.5	Online Banking Control & Verification (three members)	Cllr B Hawkins - (online banking control 1) Cllr R Jones - (online banking control 2)
1.6A	Local Councils Associations (two representatives) **	Cllr C Booth - Clerk Cllr D Walker
1.6B	Police Community Liaison representatives	Cllr C Booth - Clerk Cllr D Walker
1.7	Representative Trustee: Acaster Malbis Memorial Hall	Cllr R Jones
1.8	Emergency Planning Co-ordinator	Cllr C Booth - Clerk
1.9	Webmaster	Cllr P Harlington
1.10	Data Protection Officer	Cllr P Harlington

\*To be notified to City of York Council, Democratic Services Officer and to Yorkshire Local Councils Associations upon acceptance of office.

\*\*To be notified to Yorkshire Local Councils Associations.