



## Notice/Summons

### Councillors:

G Taylor (Chair), P Harlington, B Hawkins, R Jones, J Newark, J Redfearn, D Walker.

**You are hereby summoned to attend the following meeting:**

### Acaster Malbis Parish Council Meeting

**When: Monday 17 Apr 2023 at 19:30**

**Where: Acaster Malbis Memorial Hall, Acaster Malbis**

Members of the press and public are invited to attend, rules of attendance are available on the website.

*Craig Booth*

Craig Booth, Clerk

posted: **10 Apr 2023**

## Meeting Agenda

### 185 Apologies

185.1 To receive apologies and approve reasons for absence.

### 186 Declarations of Interest

186.1 To receive declarations of interest from councillors on items on the agenda.

186.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).

186.3 To grant any requests for dispensation as appropriate.

### 187 Council Minutes

187.1 To confirm the minutes of the council meeting on **13 Mar 2023** as a correct record.

### 188 Public Participation

188.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak.

## Planning & COYC Report

### 189 Planning Applications

189.1 23/00269/FUL – 12 Lakeside – Single storey rear extension.

189.2 Any applications received after the agenda was posted.

### 190 Planning Decisions

190.1 To receive an update from the Planning Coordinator on planning decisions by COYC.

### 191 City of York Council Ward Member Report

191.1 To consider matters raised with/by the Ward Member Cllr J C Galvin.

## Finance

### **192 Financial matters**

- 192.1 To approve/note payments as detailed in Appendix 1.
- 192.2 To note receipts as detailed in Appendix 2.
- 192.3 To approve a bank reconciliation report up to **31 March** (Appendix 3).
- 192.4 To note the internal controls undertaken prior to the meeting.
- 192.5 To review the end of year budget position (Appendix 4)

## Discussion & Decision Items

### **193 Clerk's Report**

- 193.1 To receive the clerk's report on matters since the last meeting.

### **194 Local Elections 2023**

- 194.1 To receive an update on the local council elections in York.

### **195 Balsam Bash 2023**

- 195.1 To consider planning arrangements for the Balsam Bash in 2023.

### **196 Coronation of King Charles III**

- 196.1 To receive an update on the arrangements for the Coronation 'Tap Room' event.
- 196.2 To approve the risk assessment for the 'Tap Room' event (Appendix 5).
- 196.3 To approve the risk assessment for the beacon lighting (Appendix 6)

### **197 Littering in the Village**

- 197.1 To consider littering in the village and adding signage to help keep the village clean.

### **198 Insurance**

- 198.1 To consider renewing the council's insurance with BHIB.

### **199 Public Participation Policy**

- 199.1 To approve the updated Public Participation Policy (Appendix 7).

## Correspondence, Training & Security

### **200 Correspondence**

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

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

### **201 Training and Employment**

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

### **202 Policing and Security**

- 202.1 To receive local crime reports.

**203 Information or items for inclusion on next meeting agenda**

203.1 To include any item on the agenda for the next meeting.

203.2 To exchange information not on the agenda. No discussion or decision may take place.

**204 Date of the Next Meeting**

204.1 To confirm the date of the next meeting as 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
	<b>Total</b>	<b>£700.25</b>

**Transfer of £700.25 from Money Manager to Current Account.**

## Appendix 2

### Receipts to note

From whom	Description	Total
HSBC	Bank Interest	7.21
	<b>Total</b>	<b>£0.00</b>

## 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
	<b>Total (A)</b>	<b>£11,842.33</b>

  

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
	<b>Total (B)</b>	<b>£11,842.33</b>

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
							<b>8,344.00</b>	<b>11,055.63</b>		<b>11,055.63</b>	<b>-2,711.63</b>	<b>-2,711.63</b>

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
		<b>7,804.00</b>	<b>7,916.96</b>		<b>7,916.96</b>	<b>112.96</b>					<b>112.96</b>	<b>112.96</b>
<b>NET TOTAL</b>		<b>7,804.00</b>	<b>7,916.96</b>		<b>7,916.96</b>	<b>112.96</b>	<b>8,344.00</b>	<b>11,055.63</b>		<b>11,055.63</b>	<b>-2,598.67</b>	<b>-2,598.67</b>



## RISK ASSESSMENT

Activity:	Coronation Tap Room Removal of Himalayan Balsam
Date:	6 May 2023
Author:	Craig Booth
Assessed:	Parish Council

### 1 Introduction

An event to celebrate the coronation of King Charles III is being held in the Acaster Malbis Memorial Hall.

The event will have live music and will serve alcohol and food snacks.

### 2 Location

Acaster Malbis Memorial Hall, Mill Lane, Acaster Malbis. The hall has a premises licence and a TEN has been granted to cover the sale of alcohol.

The trustees of the Memorial Hall have confirmed that the electrical and gas safety certificates for the Memorial Hall are current.

Document available includes the Fire Strategy Plan March 2022

### 3 Safety Information

Rear door and side doors to be unlocked when the hall is in use.

First Aid Kit to be available in the hall.

Fire extinguisher are available in the main hall, the kitchen, and in the corridor by the kitchen.

### 4 Notes to Table

Risk A - Assessed risk value before precautionary measures/safeguards put in place.

Risk M - Mitigated risk value after precautionary measures/safeguards put in place.

Risk Values:

H – High These must be addressed as this level is unacceptable.

M – Medium This level is tolerable but use risk reduction if practical.

L – Low Level of risk is acceptable. Monitor and review.

<b>Activity:</b>	<b>Music Event in a Village Hall</b>			
<b>Hazards Identified</b>	<b>Affects</b>	<b>Risk A</b>	<b>Precautions</b>	<b>Risk M</b>
Pedestrian/Vehicle conflict	All	L	This is a small event in a village hall with a rear car park, and some on road parking. It is assumed that most of those attending will be on foot from the village or local caravan parks.	L
Slips, Trips and Falls	All	M	The hall has a varnished floor that may become slippery due to alcohol spillage. Absorbent matting is to be provided behind the bar. Mops and clothes to be available for public spillage.  Cables to be tidied by the music amplifiers to avoid trips hazards. Routes to be monitored for bags, luggage etc.  Musical performer to be positioned to minimise routes from back of building o the front.	L
Hearing damage from loud music	All	M	Sound limit to be tested during the sound check. Level to be set at background level when social interaction is possible. Monitored during performance.	L
Disturbance from noise	Neighbours	L	Village location with few neighbours. Music finished at 9pm. Event closes at 11pm.	L
Medical Emergency	All	M	First aiders available at the event. Wifi is available in the hall if signal availability is poor.	L
Electrical safety	All	L	A current electrical safety certificate for the building is current. Musical amplification to be checked during the sound check.	L
Gas safety	All	L	A current gas electrical safety certificate for the building is current. The only gas appliance is the boiler.	L
Lasers and special effects	All	M	Not to be used in the event.	L
Food poisoning	All	L	All food to be prepared off site. No heating of food at the event.	L
Public disorder	All	L	Village location. Alcohol to be served in plastic glasses. Alcohol not to be served to people obviously under the influence.	L



## RISK ASSESSMENT

Activity:	Lighting of the Beacon for the Coronation Tap Room
Date:	6 May 2023
Author:	Craig Booth
Assessed:	Parish Council

### 1 Introduction

An event to celebrate the coronation of King Charles III is being held in the Acaster Malbis Memorial Hall. As part of this event Acaster Malbis Parish Council are planning to light the beacon in the village at 21:30 on 6 May 2023.

### 2 Location

The activity will be in the field adjacent to Hauling Lane in Acaster Malbis. The What 3 Words location for the beacon is:

///buffoon.gent.wolves

### 3 Safety Information

The beacon is positioned in a field with no access for members of the public. The beacon is sufficient distance away from property that may cause direct fire if toppled.

The wind strength and direction will be noted before lighting to determine if it is safe to light the beacon.

### 4 Notes to Table

Risk A - Assessed risk value before precautionary measures/safeguards put in place.

Risk M - Mitigated risk value after precautionary measures/safeguards put in place.

Risk Values:

H – High These must be addressed and this level is unacceptable.

M – Medium This level is tolerable but use risk reduction if practical.

L – Low Level of risk is acceptable. Monitor and review.



Hazards Identified	Affects	Risk A	Precautions	Risk M
<b>Activity: Pre-check work prior to lighting</b>				
Loosening of surrounding soil – toppling hazard	Staff	L	Ground to be checked prior to the event and prior to lighting lighting.	L
Falling embers from poor condition of brazier	Staff	M	Condition of the steel basket to be checked for gaps and holes where wood may fall through.	L
<b>Activity: Beacon Lighting</b>				
Working at height	Staff	M	Tele-handler with personal cage to be used to light the beacon. Staff to be trained in handling equipment and use of hand signals before lighter and operator.	L
Burning embers effecting local vegetation, trees and fields.	All	M	Wind strength and direction to be ascertained before lighting. Local resident to be informed of time of beacon lighting. Buckets of water to be available at lighting. After hot weather before the lighting, the ground should be dampened beneath the beacon.	L
<b>Activity: Beacon Observing</b>				
Burning embers effecting local residential property.	All	M	Wire netting in the brazier to help contain embers. Beacon staff vigilance of beacon.	L
Burning embers effecting parked cars.	Public	M	Warning signs to be be provided at areas where cars may be parked.	L
Injury/burns to members of the public	All	L	Water available in the nearby village hall (inside/outside taps). Mobile phones to be available and charge to contact emergency services. First aid kit available in the memorial hall.	L



## PUBLIC PARTICIPATION POLICY

### Attendance Protocol

1. Meetings are open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reasons, whereupon they may be instructed to temporarily withdraw from the meeting.
2. Any member of the public wishing to speak must notify the Parish Clerk no later than 24 hours prior to the start of the meeting. The order of speaking shall be in the order in which the requests to speak are received.
3. The period of time designated for public participation shall not exceed 15 minutes. The agenda will indicate when the public participation will take place.
4. Public participation is only permitted regarding items already on the agenda and the matter may be addressed immediately or carried forward without discussion.
5. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.  
Supplementary comment or question is solely at the discretion of the Chairman.
6. No more than three speakers will be allowed to speak on any one subject and groups of speakers for or against an issue will be encouraged to appoint a spokesperson.
7. Questions/comments should relate to matters over which the Council has powers or duties, or which affect the parish, and should be relevant to the responsibilities of the Committee at which asked. No debate is permitted.
8. Any person speaking at the meeting shall address comments to the Chairman.
9. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting room.
10. Names of members of the public in attendance will not be minuted unless asked to do so by those attendees.
11. A meeting may be temporarily adjourned if clarification from a member of the public on an agenda item is sought.

### Reporting Protocol

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including any public participation session.
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.
3. In accordance with Government guidelines, council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be

filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.

4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chairman.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:
  - Moving outside designated public areas
  - Excessive noise during debate
  - Intrusive lighting and use of flash photography
  - Asking people to repeat for the purpose of recording
  - Failure to observe this protocol
12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being photographed, filmed or recorded.
13. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.
14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.