



Notice/Summons

Councillors:

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

You are hereby summoned to attend the following meeting:

Acaster Malbis Parish Council Meeting

When: Monday 13 November 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 our website.

Craig Booth

Craig Booth, Clerk

posted: **7 Nov 2023**

Meeting Agenda

114 Apologies

114.1 To receive apologies and approve reasons for absence.

115 Declarations of Interest

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

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

115.3 To grant any requests for dispensation as appropriate.

116 Council Minutes

116.1 To confirm the minutes of the council meeting on **9 October 2023** as a correct record.

117 Public Participation

117.1 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

118 Planning Applications

118.1 23/01934/TPO – School Cottage, Mill Lane – Crown reduction to horse chestnut.

118.2 Any applications received after the agenda was posted.

119 Planning Decisions

119.1 23/01412/LBC – Hall Garth, Mill Lane – Two storey and single storey side extension.
Withdrawn.

119.2 23/01312/FUL – Hall Garth, Mill Lane – Two storey and single storey side extension.
Withdrawn.

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

120 City of York Council Ward Member Report

120.1 To consider matters raised with/by the Ward Member Cllr M Nicholls.

Finance

121 Financial matters

121.1 To approve/note payments as detailed in Appendix 1 and any payments after posting agenda.

121.2 To note receipts as detailed in Appendix 2.

121.3 To approve a bank reconciliation report up to **31 October 2023** in Appendix 3.

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

121.5 To authorise the purchase a set of colour printer cartridges.

121.6 To approve the new NJC pay scale commencing Nov 2023 and backdated to Apr 2023.

Discussion & Decision Items

122 Clerk's Report

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

123 Internal Auditor

123.1 To consider the appointment of internal auditors for the 2023/24 financial year.

124 Strategic Plan

124.1 To receive an update from the Strategic Plan Working Group.

125 Business Plan 2024-25

125.1 To consider the draft business plan for the 2024/25 council year (Appendix 4).

126 Noticeboard

126.1 To receive a report on replacing the noticeboard outside the Memorial Hall.

127 Village Signs

127.1 To receive a report on the condition of the village signs on the approach the village.

128 Budget 2024-25

128.1 To consider the draft budget for the 2024/25 financial year (Appendix 5).

129 Bishopthorpe Bridge

129.1 To receive updates on the 18 tonnes weight limit placed upon Bishopthorpe Bridge.

130 20 mph Speed Limit

130.1 To consider a response to YLCA survey on 20mph speed limits (Appendix 6).

131 Scheme of Delegation

131.1 To consider the draft Scheme of Delegation (Appendix 7)

Correspondence, Training & Security

132 Correspondence

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

- 132.1 White Rose Update (6, 20 Oct, 3 Nov).
- 132.2 YLCA Law and Governance (Oct 2023).
- 132.3 YLCA Information and Training Bulletin (Sep 2023).
- 132.4 Clerks and Council Direct (Nov 2023)
- 132.5 Local CPRE Newsletter (Annual 2023).
- 132.6 CPRE North & Yorks Newsletter (Annual 2023).
- 132.7 Weekly list of planning applications from COYC.

133 Training and Employment

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

134 Policing and Security

- 134.1 To receive a Community Speed Watch report.
- 134.2 To receive local crime reports.

135 Information or items for inclusion on next meeting agenda

- 135.1 To include any item on the agenda for the next meeting.
- 135.2 To exchange information not on the agenda. No discussion or decision may take place.

136 Date of the Next Meeting

- 136.1 To confirm the date of the next meeting as 8 Jan 2024.

Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association
CPRE	Campaign to Protect Rural England	NJC	National Joint Council

Appendix 1 – Payments

Payments to note/approve (N/A)

To whom	s137	N/A	Description	Total
C Booth		N	Clerk's Salary – November	372.00
HSBC Bank		N	Bank Charges	8.00
			Total	£380.00

Transfer of £380.00 from Money Manager to Current Account.

Appendix 2 – Receipts

Receipts to note

From whom	Description	Total
	Total	£0.00

Appendix 3 – Bank Reconciliation

Bank Reconciliation

Bank	On		Total
HSBC Money Manager	31/10/2023		11,341.62
HSBC Community Account	31/10/2023		500.00
Petty Cash	31/10/2023		0.00
		Total (A)	£11,841.62

Cash Book	On		Total
Cash in hand	01/04/2023		11,842.33
Receipts to date	31/10/2023		5,268.38
Payments to date	31/10/2023		(5,269.09)
		Total (B)	£11,841.62

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



BUSINESS PLAN 2024/25

1 Introduction

This Business Plan provides an opportunity for the Acaster Malbis Parish Council to set out its vision, purpose, values, objectives and key priorities over the council year commencing May 2024.

The aim of the plan is to give residents of the parish of Acaster Malbis a clear understanding of what their parish council does and what it is trying to achieve over the year.

The plan will be monitored during the year and a final review will take place at the end of the year.

The basis for this Business Plan is the draft Strategic Plan (DR035-1).

2 Why Produce a Business Plan?

The Business Plan is a statement of intent and allows the council and the public to monitor its performance over the council year comparing actual vs target.

Business and strategic planning are a key part of attaining recognition in the Local Council Award scheme. The award scheme is a way to show that the council is well run and that residents can have confidence in the council.

3 Structure of the Local Government

There are two tiers of local government within York, each with different roles:- Acaster Malbis Parish Council is the first and most local tier, with an important role to play in promoting the parish of Acaster Malbis, representing both the interests and work of its residents and local organisations.

City of York Council (COYC) is the second tier and is responsible for services such as education, highways, health, social services and environment as well as the strategic planning policies for all development including housing and employment sites via its Local Plan.

Acaster Malbis Parish Council comprises 7 councillors who makes decisions on behalf of the council and a clerk that provides administrative and procedural assistance to the council.

4 Goals

4.1 Business Plan for 2025-26

To produce the Business Plan for 2025-26. The Business Plan will take the goals from the Strategic Plan that the council would like to achieve in the year, and form a series of actions required to achieve those goals.

The Business Plan will need to be completed in time for the preparation of the budget and precept for 2025-26. The precept demand must be submitted in by the end of January 2025.

4.2 Strategic Plan – Continue Goals

The following goals are the continue goals from the Strategic Plan:

- GC01 Strategic Plan (review/maintain)
- GC02 General Power of Competence
- GC03 Grass Cutting and Verge Maintenance
- GC04 Footpath Maintenance
- GC05 Himalayan Balsam Control
- GC06 Dog Fouling
- GC07 Speeding in the Village
- GC08 Slipway Rent
- GC09 Village in Bloom
- GC10 Hedge Maintenance

4.3 Strategic Plan – Development Goals

The following development goals have been selected from the Strategic Plan for action during the timescale of this Business Plan.

- GD07 Volunteers Scheme
- GD09 Road/Footway Cleaning
- GD12 Emergency Planning
- GD13 Village Hall Noticeboard
- GD03 Village Seating
- GD04 Tree Protection
- GD05 Village Signs
- GD06 Designated Footpaths & Walks



BUDGET 2024/25

1 Introduction

The expenditure for this budget is based upon two principal components: business items and project items.

Business items are those items that are required simply to do business ie employment, website, meeting costs etc.

Project items are those items that the council would like to achieve in the financial¹ year and are based upon the business plan for the year 2024/25 (BP2024-1).

2 Summary Costs

The overall summary of the budget is shown in the expenditure and income sections below.

2.1 Expenditure

The following table list the summary of predicted expenditure for the year 2024/25.

Expenditure	2023 Budget	2023 Actual ²	2024 Budget
Business	£7,394.50	£7930.18	£8,218.89
Projects – Development	£100.00	£0.00	£3,600.00
Projects – Continue	£1,350.00	£571.85	£1,700.00
	£8,844.50	£8,502.03	£13,518.89

2.2 Income

The following table is a summary of the required income for a neutral budget for 2023/24.

Income	2023 Budget	2023 Actual	2024 Budget
Slipway Rental	£3,250.00	£3,250.00	£3,250.00
Precept	£4,553.00	£4,553.00	£10,268.89
	£7,803.00	£7,803.00	£13,518.89

¹ The council financial year runs from April 2024 to March 2025.

² 'Actual' figures may contain a forecast element as the financial year is not complete at time of publishing.

3 Business Items

In preparing the budget, a general 5% uplift has been applied to a number of items from the 2023/24 actual cost.

The majority increase in business cost for the actual of 2023/24 is due to the change in staff costs.

	2023 Budget	2023 Actual	2024 Budget	Notes
Employment				
Salary	£3,800.00	£4,784.00	£5,062.00	³
Premises	£100.00	£100.00	£100.00	
Telephone	£72.00	£72.00	£72.00	
Software				
Scribe	£172.00	£154.80	£162.54	
Zoom				
Subscription				
Data Protection	£41.00	£41.00	£41.00	
SLCC Membership	£100.00	£112.00	£117.60	
YLCA	£346.50	£352.00	£369.60	
CPRE	£50.00	£50.00	£50.00	
Expenses				
Office	£200.00	£290.13	£300.00	
Training				
Clerk	£250.00	£295.00	£200.00	
Councillors	£200.00	£141.80	£200.00	
Business				
Hall Rent	£300.00	£300.00	£300.00	
Insurance	£595.00	£584.95	£614.20	
Audit Fee	£160.00	£155.00	£115.00	⁴
Bank Charges	£96.00	£98.50	£96.00	
IT				
Website hosting & email	£462.00	£399.00	£418.95	
IT Equipment Replacement	£250.00			
Software Purchase	£200.00			
Total	£7,394.50	£7,930.19	£8,218.89	

³ Includes a 4% uplift for the NJC 2024/25 estimated salary increase + potential 1point scale increase.

⁴ Reduced audit costs due to Internal Auditor familiar with Scribe cashbook

4 Project Items

The following table list the project items included in the budget. There is a significant change in the project budget due to the number of projects that the council would like to complete in the next financial year.

4.1 Continue Goals

Continue goals are those goals that the council wishes to continue and maybe improve each year.

Continue Goals	2023 Budget	2023 Actual	2024 Budget	Notes
Scout Litter Pick	£200.00			
GC01 Strategic Plan				
GC02 General Power of Comp.		£450.00		
GC03 Grass/Verge Maintenance	£1,000.00		£1,000.00	
GC04 Footpath Maintenance				
GC05 Himalayan Balsam Control	£50.00	£21.85	£50.00	
GC06 Dog Fouling			£50.00	
GC07 Speeding in the Village			£500.00	⁵
GC08 Slipway Rent				
GC09 Village in Bloom	£100.00	£100.00	£100.00	
GC10 Hedge Maintenance				
Total	£1,350.00	£571.85	£1,700.00	

4.2 Development Goals

Development goals are those goals that the council would like to achieve and are typically one-off projects.

Development Goals	2023 Budget	2023 Actual	2024 Budget	Notes
GD07 Volunteers Scheme				
GD09 Road/Footway Cleaning			£500.00	
GD12 Emergency Planning				
GD13 Village Hall Noticeboard	£100.00		£1,500.00	
GD03 Village Seating			£500.00	
GD04 Tree Protection				
GD05 Village Signs			£1,000.00	
GD06 Designated Footpaths & Walks			£100.00	
Total	£100.00		£3,600.00	

⁵ Cost of Community Speed Watch equipment.

5 Income

Acaster Malbis Parish Council has only two sources of income: rental income from The Slipway, and the precept charge to residents in the parish.

5.1 Slipway Income

December 2023 is the start of the final year of the 3-year fixed rental agreement of The Slipway. The rental income is:

£3,250.00 per annum

5.2 The Precept

The precept is a charge on a per household basis and is collected by the City of York Council as part of the Community Charge. The following table lists the past 5 years of precept values.

Year	Precept
2019-20	£3,499
2020-21	£4,421
2021-22	£4,553
2022-23	£4,553
2023-24	£4,553

YLCA 20mph Speed Limit Survey

At the YLCA York Branch Meeting held on 12 October 2023 the matter of the introduction of 20mph zones and/or 20 mph sections of highway was discussed. The views of the various parishes are being sought using the following survey due back by 15 Jan 2024.

Background

A response to a resident's complaint about speeding was raised in the minutes of 13 Sep 2021 item 6.4, the response was as follows:

Various options were considered by the Council including the Community Speed Watch scheme, the provision of a Radar Speed Sign, and requesting a 20mph zone through the village. With only one report to the Council, it was decided that the incident should be reported to the Highways Authority and residents should be encouraged to report speeding occurrences to the Highways Authority or North Yorkshire Police.

A message was posted on Acaster Malbis Community Facebook post on 9 Nov 2021 regarding a retired officer wanting 20mph limits for all towns and villages. Only 1 response comment was received.

I think there is a good argument for it, but maybe has to consider the individual layout of a village rather than a blanket adoption?

A message was posted on Acaster Malbis Parish Council Facebook post on 14 Jun 2023 regarding the introduction of Speed Awareness Scheme. Responses were:

- *Can't it be made 20 mph?*
- *I'd def support it, I'm scared for my children walking to see their friends as there is no footpath and people take the bends far too fast – they won't see a child over the hedge.*
- *I am not at all in favour of 20MPH fixed limits. When the 30 limit was introduced on Cowper lane some years ago, that dramatically reduced idiots unable to take the bend by Chestnut Farm Caravan site and hitting the wall to almost zero. However, those bends near us at Moor End need well UNDER 20MPH Drivers who actually obey 20mph limits feel lulled into a false security. Doing 30, they use more judgement, and slow more appropriately as needed.*

Survey

1. Is the council interested in/or considering the introduction of a 20 mph zone in its Parish?

Yes/No

2. Is the council interested in/or considering the introduction of a 20 mph section(s) of highway in its Parish?

Yes/No

3. What progress have the council made in respect of introducing a 20 mph zone in the Parish?

4. What progress has the council made in respect of introducing a 20 mph section(s) of highway in the Parish?

5. Is the council in agreement to being included in a joint to approach to City of York Council on the matter?

Yes/No/Other (please specify)



SCHEME OF DELEGATION

Introduction

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee, sub-committee or an officer of the council (the clerk being the council's proper officer).

This scheme does not delegate any matter that:

1. is reserved by law,
2. may not be delegated to a committee and/or officer.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by the council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

All delegated actions or decisions will be reported to and recorded in the minutes of the full council.

Planning

The council delegates decisions on planning applications to the clerk in consultation with a minimum of two councillors.

Generally, consultation will take place in a meeting of the council, but may be by correspondence, including email, or in person if there is no meeting scheduled before the end of the consultation date.

In respect of controversial or major development proposals, the clerk in consultation with the chairman or two councillors, may decide that an extraordinary meeting of the council be called to consider the matter.

Finance

The clerk has delegated authority to authorise expenditure as per section 4.1 of the Financial Regulations of the council.