



# Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council ('the Council') held on **Monday 12 July 2021** in the Acaster Malbis Memorial Hall. The Chairman opened the meeting at 7:30pm.

**Present:** Councillors W G Taylor (Chairman), C Booth (Clerk), B Hawkins, R Jones, J Smith, D Walker & J C Galvin (City of York Council - Ward Member).

**Open Forum:** Two members of the public attended.

Two local members of the public attended the meeting to present to the Council their pre-planning proposals for a plot in the parish. The Council listened to the presentation, gave some general advice and wished them well with their application.

## MINUTES

### 1. Apologies

1.1. To receive apologies and approve reasons for absence.

Cllr P Harlington gave his apology, and the reason was approved.

### 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 14 June 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 information regarding the culverting of the Lakeside dyke.

Cllr Galvin advised that due to signs of Water Vole activity, the culverting of the dyke would be postponed until next year.

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

No progress has been made on this item.

4.3. To receive a report on the transfer of system/records from Mr M G Davies to the Interim Clerk.

- A backup drive for the parish computer has been located and returned to service.
- The defibrillator validation has been moved to TheCircuit system. There are 4 people on the rota to carry out checks and report the outcome.
- The HSBC rejected the Council's application to change primary user due to a missing signature. New forms to be submitted.
- The minutes for the Parish Meeting in March 2021 have been recreated using notes and a video recording of the meeting.
- The mobile phone contract of Mr Davies has been terminated which means the two-factor authorisation for the associated MS 365 account will need to be reset.

## 5. Planning

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

21/01527/FUL – Bramblewick. First floor side extension over existing single storey garage.

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

5.2. To receive a monthly update from Cllr Smith

Cllr Smith reported that there were no updates to any ongoing planning applications.

## 6. Matters requested by councillors or clerk

6.1. To consider participation in the Queens Platinum Jubilee Beacons celebration.

**It was resolved** that the Council will register their intention to participate in the celebration.

## 7. Financial matters

The Clerk reported that for financial matters the Excel spreadsheets would no longer be used, and the Scribe system would be used.

7.1. To approve payments as detailed in Appendix 1

### Appendix 1

#### Invoices presented for payment

ACS	Email and website changes	£30.00
Total		<u>£30.00</u>

#### Income

Total		<u>£0.00</u>
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**It was resolved** to settle the above accounts with immediate effect.

7.2. To note the budget situation in Appendix 2

The current budget vs actual expenditure was noted.

7.3. To approve a bank reconciliation report to **30 June 2021** in Appendix 3.

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

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

To note the receipt of a signed Internal Controls document to 30 June. The internal control process was undertaken by Cllr B Hawkins prior to the meeting.

## 8. Ward Member – Councillor J C Galvin

### 8.1. To consider matters raised with/by the Ward Member.

Cllr Galvin reported that some work on the riverbank was underway at one of the riverside properties. This work had commenced without the necessary permits and permissions and so a stop instruction has been issued by the Environment Agency.

Cllr Taylor reported that the installation of the pavers for the new bench will be delayed as we are in peak season and his staff are fully occupied at present. Cllr Galvin requested that Cllr Taylor liaise directly with Brunswick Nurseries to schedule the work when possible.

Cllr Walker requested that the damaged grit bin at the Ship Inn needs to be removed. Cllr Galvin advised that as the bin is owned by the Council and the responsibility for disposal is theirs. Cllr Galvin would contact City of York to Council clarify if there would be a charge for disposal at Hazel Court.

## 9. Training and Employment

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

There were none.

### 9.2. To approve the Parish Clerk/RFO recruitment documentation.

**It was resolved** to adopt the following policies:

DR006 - General Privacy Notice

DR007 - Privacy Notice People (Employees, Councillors and Volunteers)

DR008 - ICO 2014 Publication Schedule

DR009 - Pension Policy

DR010 - Complaints Procedure

**It was resolved** to approve the following documents:

DR001 - Application Guidance

DR003 - Application Form

DR004 - Person Specification (Clerk)

DR005 - Job Description (Clerk)

### 9.3. To consider the placement of an advertisement for a new Parish Clerk/RFO.

**It was resolved** to place advertisements on the parish noticeboards, the Council website, the Link magazine, the YLCA, Indeed and Facebook community pages.

**It was resolved** that the expiry of the application will be 30 September 2021.

## 10. Correspondence

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

Communication received concerning speeding vehicles on Mill Lane.

The concern was noted by the Council, and there is a shared belief that cars are speeding on both Mill Lane and Intake lane and that sadly much of this is perceived to be by residents in the area. The Clerk is to gather more information in time for the next meeting.

## 11. Policing and Security

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

Policing reports are suspended owing to COVID-19 restrictions.

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

To consider the concern of a resident about speeding vehicles through the village.

To consider the interview process for the position of Clerk.

To receive information about a potential history project for the village.

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

**It was resolved** to confirm the date of the next meeting as 13 September 2021.

**Chairman .....**

**Date approved: 13 September 2021**

## Acaster Malbis Parish Council

	<b>Bank Reconciliation at 30/06/2021</b>		
	Cash in Hand 01/04/2021		9,630.80
	<b>ADD</b>		
	Receipts 01/04/2021 - 30/06/2021		2,488.87
			12,119.67
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 30/06/2021		1,474.20
<b>A</b>	<b>Cash in Hand 30/06/2021</b> (per Cash Book)		<b>10,645.47</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2021	0.00	
	HSBC Business Money Manager A 30/06/2021	10,535.44	
	HSBC Community Account 28/06/2021	110.03	
			<b>10,645.47</b>
	Less unrepresented payments		0.00
			10,645.47
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>10,645.47</b>
	<b>A = B Checks out OK</b>		