



Acaster Malbis Parish Council

Minutes of the virtual meeting of Acaster Malbis Parish Council held on
Monday 8 March 2021 at 7:30 pm.

Under the temporary procedures permitted by “The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020” the meeting was held online.

Open Forum – No members of the public attended.

Present: Cllr G Taylor. (Chairman)

Councillors: C Booth, P Harlington, R Jones, J Smith, D Walker.

Councillor: J C Galvin (City of York Council - Ward Member) was absent

Clerk: M G Davies.

There being no members of the public present the chairman opened the meeting at 7:30 pm.

MINUTES

1. **To receive apologies and approve reasons for absence.**
All members were present.
2. **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. **To confirm the minutes of the meeting held on 8 February 2021 as a true and correct record.**
Approval of the Minutes was proposed by Cllr Harlington, seconded by Cllr Smith and agreed by all members present.
4. **To receive information on the following ongoing issues and decide further action where necessary.**

4.1 To confirm the re-appointment of the Parish Council's internal auditor for the 2020-2021 Financial Year and to confirm a review of the effectiveness of the Council's internal control and budget procedures is in progress.

The Clerk confirmed that the internal auditor has agreed to act for a further year and that the internal review of procedures was ongoing.

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

5.1 21/00369/FUL - Loft conversion to create habitable room at first floor with 2no. rooflights and new window opening to side at 18 Lakeside, Acaster Malbis, York YO23 2TY
Cllr Smith reported on the above application which is very similar to an earlier application at 17 Lakeside which received approval in October 2020. Following discussions it was resolved:

B. We have no objections.

The Clerk is to submit the appropriate planning response to the City of York Council.

6. To receive the following planning decision(s) / information:

General update – Cllr Smith.

There were no matters currently outstanding.

7. Matters requested by councillors or clerk:

7.1 To Receive Reports from Councillors who have attended training events and meetings of outside bodies.

7.1.1 – Training webinar – Website Accessibility to comply with WACG 2.1AA Standard 02.03.2021. – Report from Clerk

The Clerk reported that the above webinar had been valuable and because of new information received during the session recommended that Agenda item 7.2 be deferred until the April 2021 meeting to allow further minor amendments to the text.

7.2 To Approve and Adopt an updated version of the Parish Council's Web Content Accessibility Document declaring compliance with WACG 2.1AA within reasonable cost constraints.

Deferred to 12 April 2021 meeting as per item 7.1.

7.3 To note that a review of the Parish Council's Assets Register has been completed before 2020-2021 Financial year-end.

The Clerk confirmed that the annual review of the Assets Register has been completed.

7.4 To note that a review of the Parish Council's Insurance Valuations has been completed before Financial year-end 31.03.2021.

The Clerk confirmed that the annual review of the asset valuations for insurance purposes has been completed. (Insurance renewal due in May 2021).

7.5 To Note that a review of the Parish Council's Policies and Procedures is in progress including Financial Regulations and Standing Orders. A revised Code of Conduct is expected to be introduced early in the 2021-2022 Financial Year.

This matter is in progress.

7.6 To propose that the date of the Annual Meeting of the Parish Council on 10.05.2021 be moved to an earlier date to allow it to be held before the expiry of the current temporary procedures permitted by “The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020” which will expire on 07.05.2021. (This item is awaiting legal advice from Yorkshire Local Council’s Associations). The Clerk reported that, unless renewed by Parliament, the COVID-19 rules that permit virtual meetings will expire at midnight on 6 May 2021 forcing the Parish Council to revert to face to face meetings (currently not permitted) or to suspend all meetings until COVID-19 restrictions end. The Clerk has been advised that the meeting planned for 10 May 2021 may need to be brought forward to a date before 7 May 2021.

8. **Financial matters:**

8.1. To approve the following accounts for payment:

05.03.2021 - To note the receipt of an amount of HSBC credit interest due	£ 0.28
09.03.2021 - Transfer from deposit to current account to cover payments below	£1307.63
10.03.2021 - ACS (2000) Annual Website Hosting Inv 3532	£ 144.00
10.03.2021 - Microsoft 365 Annual Subscription for Clerk’s PC (repay Clerk)	£ 135.36
10.03.2021 - Ebuyer Lenovo Essential FHD Webcam (repay Clerk)	£ 48.48
25.03.2021 - Clerk’s Gross Salary Jan - Mar 2021	£ 922.40
25.03.2021 - Clerk’s Office Allowance Jan - Mar 2021	£ 25.00
25.03.2021 - Clerk’s Telephone Allowance Jan - Mar 2021	£ 18.00
25.03.2021 - Clerk’s Stationery Exps Mar 2021 (Storage archive bags and pens)	<u>£ 14.39</u>
	£1307.63

Approval of the financial matters including receipt of the amount of £0.28 credit interest on 05.03.21 was proposed by Cllr Hawkins, seconded by Cllr Harlington and agreed by all.

8.2. To receive a bank reconciliation report to **31 March 2021**.

8.3 To receive a budget / actual comparison to **31 March 2021**.

Receipt and acceptance of the above reports by email was noted by all.

9. **To consider the following new Correspondence received and decide action where necessary:**

There was none.

10. **North Yorkshire Police local PCSO Crime reports.**

NYP Crime Reports are still suspended.

11. **To consider matters raised with/by the Ward Member – Councillor J.C.Galvin. General update.**

Ward Cllr Galvin confirmed that the dog waste bin near the Lakeside culvert will be replaced with a larger one when resources permit. Potholes are an ongoing issue. Cllr Galvin advised that City of York Council are working with tight financial and resource

constraints and the condition of roads across the City of York are a cause for concern. Cllr Galvin gave a brief outline of the proposal for changes to the local authority structure within York and North Yorkshire. The view of the existing council is that York should be left unchanged. The Clerk asked if there was any date available for the arrival of the new bin lorries ordered in 2020 but no update was available.

12. **To notify the clerk of matters for inclusion on the agenda of the next meeting.** Subject to them being ready the Clerk asked that the routine review and adoption of the Council's Financial Regulations, Standing Orders and the revised Web Accessibility Statement be added to the next Agenda.
13. To confirm that the Annual Meeting of the Parish of Acaster Malbis will be held on Monday 15.03.2021 - This meeting will be held virtually using Zoom. All are welcome to attend. **Meeting ID 973 8916 2120 Passcode 80904**

To confirm the date of the next meeting of the Parish Council as **Monday 12 April 2021**, This meeting will also be held virtually.

Both dates above were confirmed.

There being no further business the Chairman closed the meeting at 8:09 pm thanking all for their time.

..... **Chairman**

Date approved 12 April 2021.