



Minutes of the meeting of Acaster Malbis Parish Council ('the Council') held on **Monday 10 January 2022** in the Acaster Malbis Memorial Hall. The Chairman opened the meeting at 19:30.

Present: Councillors W G Taylor (Chairman), C Booth (Clerk), B Hawkins, R Jones, D Walker, J Galvin (Ward Councillor)

Open Forum: No members of the public attended the meeting.

MINUTES

1. Apologies

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

Apologies were received from Cllr P Harlington. The reason for absence 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 8 November 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:

- A new simplified and more contemporary document format is now being used for council documents.
- Broadband is now available in the Memorial Hall; a projector for the hall is under consideration by the AMMH committee.
- A notice for a casual vacancy for a councillor has been posted. No applications have been received to date.
- The process of document shredding has started in line with the Record Management policy - this work is ongoing.

- The ICO renewal notice has been received for payment in February.
- HSBC have started charging for banking services at £8 per month. Banks that offer free banking are generally closed to new applications unless an existing customer.
- A double-taxation claim document has been received from City of York. A response has not been submitted as this is not applicable to the Council.

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

The website uses WordPress software for content management, and a new version of WordPress is due out in late January. The new software changes the way which content is created/added and so work has been halted until the new version is available for assessment.

5. Planning

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

21/02585/FUL Chestnut Farm Old Toilet Block Conversion.

It was resolved that the Council does not object to the development.

5.2. To receive a monthly update from Cllr Walker.

Cllr Walker advised that application 21_02347_FUL 28 Lakeside Extension, has been approved.

6. Ward Member – Councillor J C Galvin

6.1. To consider matters raised with/by the Ward Member.

All current issues are presently in the system for action by City Of York, and will be actioned in due course.

7. Matters requested by councillors or clerk

7.1. To discuss the arrangements for lighting the beacon on the Queen's Platinum Jubilee.

Cllr Taylor agreed to make the arrangements for checking and the safe lighting of the beacon. Due to the close proximity of the re-arranged VE day celebration, a large formal event is not planned but a smaller event is to be considered.

7.2. To review the council's Financial Regulations.

It was resolved that with a change from £200 to £250 for the clerk purchase approval limit, the Financial Regulations were approved and adopted by the Council.

7.3. To consider the budget for the financial year 2022-23 in Appendix 6.

It was resolved to approve the budget in Appendix 6 for 2022-23.

7.4. To consider the parish precept for the financial year 2022-23.

It was resolved to set the precept at £4,553.00 including a £143.00 Council Tax Support Grant.

7.5. To consider the purchase of IT equipment for the clerk's office.

It was resolved to approve the purchase of a label printer for the principal purpose of asset labelling.

7.6. Condolences

The Council was saddened to learn of the passing of Mr Gordon Hall in December 2021. Mr Hall was a former councillor and chairman and served on the Council for more than 30 years from 1967 to 1999. The Council extends its condolences to the family.

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

8.1. Correspondence received

Follow-up email received regarding speeding in the village. A response has been sent advising the available options and referencing the discussion of the Council at the September 2021 council meeting.

Request for information received from York Inspirational Kids regarding S137 funding. A response has been sent referencing the Council's Grant Policy that is available on the website.

8.2. Newsletters and Magazines circulated:

- White Rose Bulletin (weekly)
- Law and Governance (tri-weekly)
- EA Newsletter (Dec 2021)
- Clerks and Councils Direct (Jan 2022)
- The Queen's Platinum Jubilee Beacons – Jan 2022 Update

9. Financial matters

9.1. To approve payments as detailed in Appendix 1.

Appendix 1

Invoices presented for payment

Clerk	Premises allowance	£50.00
Clerk	Telephone allowance	£36.00
ACS	Domain renewal	£30.00
Total		<u>£116.00</u>

It was resolved to settle outstanding accounts with immediate effect.

9.2. To note receipts as detailed in Appendix 2.

Appendix 2

Income

Acaster Marine	Slipway rent	£3,250.00
HSBC	Bank interest	£0.30
Total		£3,250.30

The above receipts were noted.

9.3. To note the budget situation in Appendix 3.

The current budget vs actual expenditure was noted.

9.4. To approve a bank reconciliation reports up to **31 December 2021** in Appendix 4 & 5.

It was resolved to approve the bank reconciliation reports to 30 November 2021 and 31 December 2021.

9.5. 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 signed Bank Reconciliation reports for November and December was noted.

10. Training and Employment

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

There were none.

11. Policing and Security

11.1. To receive local crime reports.

No local reports were received. It was noted from the [UK Crime Stats](#) website, the latest data for November indicates 3 Violent crimes and 1 Burglary were recorded in the area. No further information about the recorded crimes was available.

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

12.1. To discuss the arrangements for lighting the beacon on the Queen's Platinum Jubilee.

12.2. To receive an update on the May festival event (re-arranged VE Day celebration).

13. To Confirm the date of the Next Meeting

It was resolved to confirm the date of the next meeting as 14 February 2022.

Chairman Date approved

DRAFT

Acaster Malbis Parish Council

A	Bank Reconciliation at 30/11/2021		
	Cash in Hand 01/04/2021		9,630.80
	ADD		
	Receipts 01/04/2021 - 30/11/2021		4,765.63
			14,396.43
	SUBTRACT		
	Payments 01/04/2021 - 30/11/2021		1,839.40
			12,557.03
B	Cash in hand per Bank Statements		
	Petty Cash	30/11/2021	0.00
	HSBC Business Money Manager A	30/11/2021	12,057.03
	HSBC Community Account	28/11/2021	500.00
			12,557.03
	Less unrepresented payments		
			12,557.03
	Plus unrepresented receipts		
			12,557.03
	Adjusted Bank Balance		12,557.03
	A = B Checks out OK		

Acaster Malbis Parish Council

	Bank Reconciliation at 31/12/2021		
	Cash in Hand 01/04/2021		9,630.80
	ADD Receipts 01/04/2021 - 31/12/2021		8,015.93
			17,646.73
	SUBTRACT Payments 01/04/2021 - 31/12/2021		1,839.40
A	Cash in Hand 31/12/2021 (per Cash Book)		15,807.33
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2021	0.00	
	HSBC Business Money Manager A 31/12/2021	15,307.33	
	HSBC Community Account 28/12/2021	500.00	
			15,807.33
	Less unrepresented payments		
			15,807.33
	Plus unrepresented receipts		
B	Adjusted Bank Balance		15,807.33
	A = B Checks out OK		

Acaster Malbis Parish Council Budget 2022-2023

	2021 Budget	2021 Actual	2022 Budget	Comment
Employment				
Salary	£ 3,763.20	£ -	£ 3,800.00	100% Clerks cost contingency
Premises	£ 100.00	£ 75.00	£ 100.00	
Telephone	£ 72.00	£ 54.00	£ 72.00	
Advertising		£ 15.00		New Clerk
Software				
Scribe	£ 139.00	£ 155.80	£ 172.00	Uplift by 5%
Zoom	£ 130.00	£ -	£ -	
Online Storage/DM			£ 400.00	Yearly cost - OneDrive/FolderIT
Subscription				
Data Protection	£ 40.00	£ 40.00	£ 41.00	
SLCC Membership	£ 100.00		£ 100.00	
YLCA	£ 325.00	£ 315.00	£ 330.00	5% Uplift
CPRE	£ 36.00	£ 36.00	£ 36.00	£3, £5. £10 per month donation
Expenses				
Office	£ 400.00		£ 400.00	
Projects				
Scout Litter Pick	£ 200.00		£ 200.00	
Pesticde Safety Equipment			£ 500.00	
Training				
Clerk	£ 250.00	£ 115.00	£ 250.00	
Councillors	£ 250.00	£ 10.00	£ 250.00	1 new maybe 2 councillors
Business				
Rental	£ 275.00		£ 290.00	5% uplift
Insurance	£ 625.00	£ 592.76	£ 593.00	Fixed 2021-2024
Audit Fee	£ 75.00	£ 75.00	£ 80.00	
IT				
Website	£ 264.00	£ 265.20	£ 280.00	5% Uplift
Website Maintenance (cons)	£ 90.00	£30		
IT Equipment Replacement	£ 200.00		£ 250.00	New USB Drive
Website Development	£ 500.00	£30	£ 200.00	Possible packages for web development
	£ 7,834.20		£ 8,344.00	