



Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council ('the Council') held on **Monday 8 November 2021** in the Acaster Malbis Memorial Hall. The Chairman opened the meeting at 19:33.

Present: Councillors W G Taylor (Chairman), C Booth (Clerk), B Hawkins, R Jones, D Walker.

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 J Galvin and Cllr P Harlington. The reasons for absence (where required) were 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 11 October 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:

- An envelope containing the Council's password recovery procedure was passed to the Chairman for safe keeping.
- The required notice for a casual vacancy for councillor was posted on 19 October 2021. The 14-day notice period has now expired. A co-option notice will now be posted.
- Broadband is now available in the Memorial Hall although full speed was not yet available.
- The domain registrant details have now been updated for the Council's domain.
- Some background investigation has taken place regarding cloud storage and simple document management systems for retention of the Council's electronic documents.

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

After receiving differing views regarding the condition of the noticeboard, **it was resolved** that this issue would be deferred until June 2022.

4.3. To receive an update on accessibility at the junction of Hauling Lane and Mill Lane.

Cllr Galvin was not present to provide an update.

4.4. To consider creating an 'Edible Garden' on the land in front of Lakeside.

It was established that the land around Dimple Dyke is adopted by the Highways Authority and would require permission to carry out any work. As Dimple Dyke is scheduled to be culverted in 2022 **it was resolved** to defer a decision on the 'Edible Garden' until this work was complete.

4.5. To receive an update on the traffic signs at the junction of Mill Lane and Darling Lane.

Cllr Galvin was not present to provide an update.

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

Some initial prototyping work had been started and demonstrated to the Council. The simple and clean look to the site was looked upon favourably and work will continue.

5. Planning

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

21/02347/FUL 28 Lakeside – Single storey extension to side and rear.

It was resolved that the Council does not object to the development but would make comment on how the proposed gates differ from the 4-bar gates and open nature of the driveways in the development.

5.2. To receive a monthly update from Cllr Walker

No decisions on outstanding application were noted in the meeting.

Post Meeting Note: Application 02204/TPO - Chestnut Tree House Mill Lane – Crown lift and prune has been approved.

6. Ward Member – Councillor J C Galvin

Cllr J Galvin was not present at the meeting.

7. Matters requested by councillors or clerk

7.1. To consider the operation of the Planning Committee.

After discussion with the YLCA upon improving the Planning Committee terms of reference, **it was resolved** that the Terms of Reference of the Planning Committee would be rescinded and that all planning applications would be considered by the Council at either ordinary meetings or extraordinary meetings as required.

It was resolved the Cllr Walker would act as Planning Coordinator to liaise with councillors and planning applicants to arrange any site visits that are requested. A full list of appointments is given in Appendix 4.

7.2. To review the 3-year slipway rent for 2022-2024.

It was resolved that the slipway rent would be increased for the 3-year period 2022-2024 from £2,800 to £3,250 per annum.

8. Financial matters

8.1. To approve payments as detailed in Appendix 1.

Appendix 1

Invoices presented for payment

| | | |
|---------------|--------------------|---------------|
| YLCA | Training - Grants | £22.50 |
| YLCA | Training - Budgets | £22.50 |
| Total | | <u>£45.00</u> |
| Income | | |
| Total | | <u>£45.00</u> |

It was resolved to settle outstanding accounts with immediate effect.

8.2. To note the budget situation in Appendix 2.

The current budget vs actual expenditure was noted.

A draft budget proposal for 2022-23 was discussed.

8.3. To approve a bank reconciliation reports up to **31 October 2021** in Appendix 3.

It was resolved to approve the bank reconciliation report to 31 October 2021.

8.4. 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 a signed Bank Reconciliation form was noted.

9. Correspondence

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

Newsletters e-mailed to Councillors:

- White Rose Update (29 October)

10. Training and Employment

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

Cllr Booth attended a Basic Budget Setting webinar by the YLCA. The webinar provided some provided insights about finance and the budget.

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 September indicates that no crimes were recorded in the area.

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

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

To review the Financial Regulations of the Council.

To Approve the 2022-23 budget

To set the level of the 2022-23 precept

13. To Confirm the date of the Next Meeting

It was resolved to confirm the date of the next meeting as 10 January 2022.

Chairman

Date approved 10 January 2022

Acaster Malbis Parish Council

| | | | |
|-----------------------------|--|------------|------------------|
| A | Bank Reconciliation at 31/10/2021 | | |
| | Cash in Hand 01/04/2021 | | 9,630.80 |
| | ADD | | |
| | Receipts 01/04/2021 - 31/10/2021 | | 4,765.63 |
| | | | 14,396.43 |
| | SUBTRACT | | |
| | Payments 01/04/2021 - 31/10/2021 | | 1,794.40 |
| | | | 12,602.03 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash | 31/10/2021 | 0.00 |
| | HSBC Business Money Manager A | 31/10/2021 | 12,492.00 |
| | HSBC Community Account | 28/10/2021 | 110.03 |
| | | | 12,602.03 |
| | Less unrepresented payments | | |
| | | | 12,602.03 |
| Plus unrepresented receipts | | | |
| | Adjusted Bank Balance | | 12,602.03 |
| A = B Checks out OK | | | |

Appendix 4

List of confirmed appointments for 2021-2022:

| | | |
|------|--|--|
| 1.1. | Chairman * | Cllr W G Taylor |
| 1.2 | Vice-Chairman | Cllr D Walker |
| 1.3 | Planning Coordinator | Cllr D Walker |
| 1.4 | Grass Cutting Co-ordinator | Cllr W G Taylor |
| 1.5 | Online Banking Control & Verification (three members) | Cllr B Hawkins - (online banking control 1) Cllr R Jones - (online banking control 2) |
| 1.6A | Local Councils Associations (two representatives) ** | Cllr C Booth - Clerk Cllr D Walker |
| 1.6B | Police Community Liaison representatives | Cllr C Booth - Clerk Cllr D Walker |
| 1.7 | Representative Trustee: Acaster Malbis Memorial Hall | Cllr R Jones |
| 1.8 | Emergency Planning Co-ordinator | Cllr C Booth - Clerk |
| 1.9 | Webmaster | Cllr P Harlington |
| 1.10 | Data Protection Officer | Cllr P Harlington |

*To be notified to City of York Council, Democratic Services Officer and to Yorkshire Local Councils Associations upon acceptance of office.

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Revised 8 November 2021