

Minutes of the Acaster Malbis Parish Council Meeting on 10 Jul 2023

Venue: Acaster Malbis Memorial Hall – ordinary meeting on 10 Jul 2023 at 19:30.

Cllrs: G Taylor (Chair), J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch

Clerk: C Booth

Others: No members of the public.

56 Apologies

56.1 Cllrs Jones and Nicholls sent their apologies.

57 Declarations of Interest

57.1 No declarations of interest were received from councillors on items on the agenda.

57.2 No requests for dispensations for disclosable pecuniary interests were granted.

57.3 No requests for dispensation were granted.

58 Council Minutes

58.1 Minutes of the council meeting on **12 June 2023** were circulated to all councillors. It was **Resolved:** That these minutes represent a true and correct record and be duly signed by the chair.

59 Public Participation

59.1 No members of the public who were present requested to speak at the meeting.

60 Appointment of Planning Coordinator

60.1 It was agreed that Cllr Welch would be responsible for reporting of planning matters to the council.

61 Planning Applications

61.1 No new planning applications were been received prior to the meeting.

62 Planning Decisions

62.1 No new planning decisions have been received since the last meeting.

63 City of York Council Ward Member Report

63.1 Cllr Nicholls was unable to attend the meeting, but advised that there was nothing to note affecting Acaster Malbis since the last meeting.

64 Financial matters

64.1 After considering the payments as detailed in Appendix 1, it was **Resolved:** That the payments are approved and outstanding accounts should be settled.

64.2 The receipts as detailed in Appendix 2 were noted.

64.3 After considering the bank reconciliation report up to **30 June** in Appendix 3, it was

Resolved: That the bank reconciliation report up to 30 June 2023 was approved.

64.4 Internal bank controls were undertaken prior to the meeting by Cllr Redfearn for the month of June 2023.

64.5 The budget vs actual for Q1 was reviewed and spending was found to be under control.

64.6 After considering the merits of increasing the daily payment limit for the bank account, it was

Resolved: That the salary of the clerk would be paid monthly thereby removing the need for an increased payment limit.

65 Clerk's Report

65.1 The new bank mandate has been sent to HSBC – the changes have not yet been made to the account.

65.2 The debit card for the account has been received, but is not fully functional due to some administrative issues.

65.3 The Civility and Respect Pledge has been registered and is now available on the council website.

66 Land next to Mill Garth

66.1 After a discussion on the lack on maintenance of the land next to Mill Garth, it was agree that the clerk would write to the IDB and COYC about ongoing maintenance. The topic will be revisited in October 2023.

67 Strategic Plan

67.1 Example mission and vision statements were discussed. Other statements were provided by councillors and noted and will be amalgamated into cohesive statements to be included in the draft version of the Strategic Plan.

68 Balsam Bash 2023

68.1 Cllr Redfearn advised that the Himalayan Balsam was starting to set seed and so the primary 'bash' is now complete. There are some shady areas like Stubb Wood where activity may still be possible.

68.2 It was noted that in 2022 there were 53 hours spent over 4 days by 16 volunteers. In 2023 there were 112 hours spent over 9 days by 20 volunteers. The council would like to thank all those that helped with this year's 'bash'.

68.3 As well as reworking areas from 2022, additional time was spent in the Tansy field and also part of the lngs.

69 Community Speed Watch

69.1 Cllr Newark reported that there are now 10 volunteers for the scheme and training will take place on 26 July 2023.

69.2 Sample documents were presented showing the information to be recorded and guidance on vehicle identification.

69.3 Deployments need to be carried at at least monthly in order to retain the use of the loan equipment provided by North Yorkshire Police.

70 Correspondence

70.1 White Rose Update (16 June 2023) – noted.

70.2 D-Day 80 Event information (6 June 2023) – noted.

70.3 Email of concern about road safety at Moor End – clerk to contact Highways.

70.4 Clerks & Councils Direct (July 2023) – noted.

70.5 Weekly list of planning applications from COYC.White Rose Update (19 May, 2 June) – noted.

71 Training and Employment

- 71.1 The clerk has completed the ILCA qualification provided by the SLCC.
- 71.2 Cllr Welch has completed the 'Off to a Flying Start' webinars from the YLCA and found the sessions useful for new councillors.
- 71.3 Cllr Welch has enrolled on the Understanding the Planning System webinar from the YLCA in September.

72 Policing and Security

- 72.1 It was noted from the Police UK website:
 - May 2023: 2 reported crimes: 2 Violence and sexual offences.
- 72.2 Cllr Newark advised that he had made contact with the PCSO for the area and will arrange a walk around the village. The PCSO is also keen to attend a meeting of the council.

73 Information or items for inclusion on next meeting agenda

- 73.1 The following items should be included on the next agenda.
 - Consider a D-Day 80 Celebration.
 - Discuss the Strategic Plan

74 Date of the Next Meeting

- 74.1 The next ordinary meeting of the council will be held on 11 September 2023 in the Memorial Hall.

Chairman

Date approved: 14 Aug 2023

Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association
NALC	National Association of Local Councils	ICO	Information Commissioners Office
NYP	North Yorkshire Police	ILCA	Introduction to Local Council Administration
SLCC	Society of Local Council Clerks	PCSO	Police Community Support Officer
IDB	Internal Drainage Board		

Appendix 1

Payments to note/approve

To whom		Description	Total
Yorkshire Local Council Association	A	YLCA Training	66.80
Society of Local Council Clerks	N	Reference Books	192.90
HSBC Bank	N	Bank Charges	8.00
		Total	£267.70

Transfer of £267.70 from Money Manager to Current Account.

Appendix 2

Receipts to note

From whom	Description	Total
HSBC Bank	Bank Interest	40.41
	Total	£40.41

Appendix 3

Bank Reconciliation

Bank	On		Total
HSBC Money Manager	30/06/2023		11,226.35
HSBC Community Account	30/06/2023		500.00
Petty Cash	30/06/2023		0.00
		Total (A)	£11,726.35

Cash Book	On		Total
Cash in hand	01/04/2023		11,842.33
Receipts to date	30/06/2023		2,946.26
Payments to date	30/06/2023		(3,062.24)
		Total (B)	£11,726.35

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

Appendix 4

Budget

Outgoings	Receipts					Payments					Net	
	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
Clerk's Salary							3,800.00	1,116.00	2,850.00	3,966.00	-166.00	-166.00
Clerk's Allowances							172.00	43.00	129.00	172.00	0.00	0.00
Office Expenses							200.00	69.71	150.03	219.74	-19.74	-19.74
AMMH Hall Hire							300.00	0.00	300.00	300.00	0.00	0.00
BHIB Insurance (fixed 2021-2024)							595.00	584.95	0.00	584.95	10.05	10.05
Professional Fees							160.00	155.00	0.00	155.00	5.00	5.00
Annual Subscriptions							537.50	514.00	0.00	514.00	23.50	23.50
Training							450.00	170.00	337.50	507.50	-57.50	-57.50
Website & Email Hosting							554.40	0.00	554.00	0.00	0.00	0.00
IT Equipment							250.00	0.00	0.00	0.00	250.00	250.00
Verge Maintenance							0.00	0.00	0.00	0.00	0.00	0.00
Grants/Projects - Unplan							0.00	62.00	0.00	62.00	-62.00	-62.00
Grants/Projects - Plan							1,450.00	87.43	0.00	87.43	1,362.57	1,362.57
Defibrillator Maintenance							0.00	0.00	0.00	0.00	0.00	0.00
Software Purchase							200.00	0.00	0.00	0.00	200.00	200.00
Software Subscriptions							172.00	154.80	0.00	154.80	17.20	17.20
Bank Charges							96.00	24.00	72.00	96.00	0.00	0.00
							8,936.90	2,980.89	4,392.93	7,373.82	1,563.08	1,563.08

Incomings	Receipts					Payments					Net	
	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
COYC Precept		4,553.00	2,276.50	2,276.50	4,553.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Interest		12.00	40.41	9.00	49.41	37.41	0.00	0.00	0.00	0.00	0.00	37.41
Slipway Rent		3,250.00	0.00	3,250.00	3,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT Refund		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ward Grants		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7,815.00	2,316.91	5,535.50	7,852.41	37.41	0.00	0.00	0.00	0.00	0.00	37.41
NET TOTAL		7,815.00	2,316.91	5,535.50	7,852.41	37.41	8,936.90	2,980.89	3,688.50	6,669.39	2,267.51	2,304.92

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