

Notice/Summons

Councillors:

G Taylor (Chair), R Jones, J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch.

You are hereby summoned to attend the following meeting:

Acaster Malbis Parish Council Meeting

When: Monday 12 February 2024 at 19:30

Where: Acaster Malbis Memorial Hall, Acaster Malbis

Members of the press and public are invited to attend, rules of attendance are available on our website.

Craig Booth

Craig Booth, Clerk

posted: **6 Feb 2024**

Meeting Agenda

165 Apologies

165.1 To receive apologies and approve reasons for absence.

166 Declarations of Interest

166.1 To receive declarations of interest from councillors on items on the agenda.

166.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).

166.3 To grant any requests for dispensation as appropriate.

167 Council Minutes

167.1 To confirm the minutes of the council meeting on **8 January 2024** as a correct record.

168 Public Participation

168.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak.

Planning & COYC Report

169 Planning Applications

169.1 Any applications received after the agenda was posted.

170 Planning Decisions

170.1 23/02175/FUL – 31 Lakeside, Acaster Malbis – Single storey rear extension.

Approved.

170.2 To receive an update from the Planning Coordinator on planning decisions by COYC.

171 City of York Council Ward Member Report

171.1 To consider matters raised with/by the Ward Member Cllr M Nicholls.

Finance

172 Financial matters

172.1 To approve/note payments as detailed in Appendix 1 and any payments after posting agenda.

172.2 To note receipts as detailed in Appendix 2.

172.3 To approve the bank reconciliation report up to **31 January 2024** in Appendix 3.

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

Discussion & Decision Items

173 Clerk's Report

173.1 To receive the clerk's report on matters since the last meeting.

174 John Knowles Charity

174.1 To note the resignation of Christine Oldroyd as a trustee.

174.2 To consider the appointment of a new trustee to the charity.

175 Subject Access Request Policy

175.1 To consider adopting a new subject access request policy DR038-1 (Appendix 4).

176 Financial Regulations

176.1 To consider adopting the revised financial regulation DR012-5 (Appendix 5).

177 Risk Assessment

177.1 To consider adopting the revised risk assessment DR025-3 (Appendix 6).

178 Strategic Plan

178.1 To consider adopting the Strategic Plan DR035-1 (Appendix 7).

179 Email and Web Hosting

179.1 To consider the report on the current email and web hosting supplier (Appendix 8).

180 Noticeboard

180.1 To consider the report on the replacement of the noticeboard (Appendix 9).

180.2 To consider creating a noticeboard working group with these terms of reference (Appendix 10).

181 Flooding

181.1 To consider the effectiveness of the flood signs around Acaster Malbis.

182 Annual Parish Meeting

182.1 To discuss items to be included on the Annual Parish Meeting on 18 March 2024.

Correspondence, Training & Security

183 Correspondence

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

- 183.1 Email received regarding increased traffic on Temple Lane.
- 183.2 Email received from Acaster Marine regarding the Slipway.
- 183.3 Email received from One Planet York re membership.
- 183.4 White Rose Bulletin (Jan 19, Feb 2).
- 183.5 YLCA Law and Governance (Jan 2024).
- 183.6 CPRE North & East Yorkshire Update (Feb 2024).
- 183.7 Weekly list of planning applications from COYC.

184 Training and Employment

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

185 Policing and Security

- 185.1 To receive a Community Speed Watch report.
- 185.2 To receive local crime reports.

Next Meeting

186 Information or items for inclusion on next meeting agenda

- 186.1 To include any item on the agenda for the next meeting.
- 186.2 To exchange information not on the agenda. No discussion or decision may take place.

187 Date of the Next Meeting

- 187.1 To confirm the date of the next meeting as 11 March 2024.

Acronyms:

AMPC	Acaster Malbis Parish Council	COYC	City of York Council
AMMH	Acaster Malbis Memorial Hall	YLCA	Yorkshire Local Council Association

Appendix 1 Payments

Payments to note/approve (N/A)

To whom	s137	N/A	Description	Total
Printerland		N	Toner Cartridge	297.20
Information Commissioners Office		N	ICO Data Protection Fee	40
HSBC Bank		N	Bank Charges	8.00
C.H.Booth		A	Clerk's Salary – February	436.20
HMRC – PAYE Deducted		A	HMRC Tax	15.80
			Total	£747.67

Transfer of £747.66 from Money Manager to Current Account.

Appendix 2 Receipts

Receipts to note

From whom	Description	Total
	Total	£0.00

Appendix 3 Bank Reconciliation

Bank Reconciliation

Bank	On	Total
HSBC Money Manager	31/01/2024	12,515.52
HSBC Community Account	31/01/2024	500.01
Petty Cash	31/01/2024	0.00
	Total (A)	£13,015.53

Cash Book	On	Total
Cash in hand	01/04/2023	11,842.33
Receipts to date	31/01/2024	8,571.18
Payments to date	31/01/2024	(7,397.98)
	Total (B)	£13,015.53

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

Appendix 4 Subject Access Request

[Link](#)

Appendix 5 Financial Regulations

[Link](#)

Appendix 6 Risk Assessment

[Link](#)

Appendix 7 Strategic Plan

[Link](#)

Appendix 8 Email/Hosting Report

[Link](#)

Appendix 9 Noticeboard Report

[Link](#)

Appendix 10 TOR Noticeboard Group

[Link](#)