



# Acaster Malbis Parish Council

Minutes of the meeting of Acaster Malbis Parish Council held on **Monday 14 June 2021** in the Acaster Malbis Memorial Hall. The Chairman opened the meeting at 7:31pm.

**Present:** Councillors W G Taylor (Chairman), C Booth (Clerk), P Harlington, B Hawkins, R Jones, J Smith, D Walker & J C Galvin (City of York Council - Ward Member).

**Open Forum:** Two members of the public attended.

Two local members of the public attended the meeting to express their concern regarding the changes to the footpath referred to in item 5.2 and access to their mooring by car. It was stated by Cllr Taylor and Cllr Booth that the changes were an upgrade to the existing footpath, and that any existing access to their mooring by car would remain as per their agreement with the landowner.

## MINUTES

### 1. Apologies

1.1. To receive apologies and approve reasons for absence.

All members were present.

### 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 26 April 2021** as a true and correct record.

**It was resolved** to confirm that the minutes were a true and correct record.

3.2. To confirm the minutes of the extraordinary meeting held on **Thursday 3 June 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 information regarding the culverting of the Lakeside dyke.

The clerk reported that the Ainsty Drainage Board were planning to start work around July, but had noted some signs of Water Vole activity in the dyke that may delay the work.

##### 4.2. To consider the repair to the Memorial Hall notice board.

**It was resolved** to invite quotations to refurbish the notice board by advertising on the notice board.

Councillor J C Galvin joined the meeting.

#### 5. Planning

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

There were no new applications to consider.

##### 5.2. To consider the Public Restricted Byway Acaster Malbis 8 & Public Restricted Byway Naburn 9 Modification Order 2020.

**It was resolved** that the council would not submit comments on the modification order.

##### 5.3. To consider the Parish Council's response to the City of York Local Plan consultation that closes on 7 July 2021.

**It was resolved** that as the consultation was of a detailed technical nature and is unlikely to affect the parish, that no response to the consultation would be made.

##### 5.4. To receive a monthly update from Cllr Smith

Cllr Smith reported that there were no updates to any ongoing planning applications.

#### 6. Matters requested by councillors or clerk

##### 6.1. To receive a report on the transfer of system/records from Mr M G Davies to the Interim Clerk.

Cllr Booth reported that the computer and electronic records have been retrieved. The filing cabinet and paper records have also been retrieved. All financial payments and records were complete up to May 2021. The VAT form 126 has been submitted and the AGAR process was completed and updated on the Parish Council website.

Financial recording was being dual entered using Scribe and a spreadsheet process. A move to a Scribe based process needs to be implemented. Forms have been submitted to HSBC to change the primary user of the online banking system.

It was proposed that asset labelling should be implemented on equipment, and a retention schedule should be created and adopted.

Passwords are being validated and transferred to a cloud-based system for ongoing security and availability.

#### 7. Financial matters

##### 7.1. To approve the following accounts for payment:

No payments for approval in June. It was noted that we received £0.25 bank interest.

- 7.2. To receive a bank reconciliation report to **30 June 2021**.
- 7.3. To receive a budget / actual comparison to **30 June 2021**.

The reports in items 7.2 and 7.3 were circulated prior to the meeting and noted.

## **8. Ward Member – Councillor J C Galvin**

- 8.1. To consider matters raised with/by the Ward Member.

Cllr Galvin reported that the main issue being reported from the parish was potholes in various roads. Potholes will be repaired if the depth of the pothole exceeds 4cm. The condition of Intake Lane is acknowledged to be poor but is unlikely to be resurfaced in the near future due to lack of CofY funds.

There was some discussion on the emptying of gulleys along Intake Lane towards the slipway. Cllr Galvin advised that these are cleared only if standing water is noted at the site of a gully.

Cllr Galvin agreed to contact Brunswick Nursery to find out the current status of the replacement bench near to the Pinfold.

Councillor J C Galvin left the meeting.

*To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 9.2 and 9.3 only)*

## **9. Training and Employment**

It was noted that our clerk Mr M G Davies has passed away. Mr Davies was appointed in April 2015 and left service in May 2021 leaving behind a professionally managed council of which he was very proud.

The funeral cortege passed through the village along Intake Lane, Mill Lane and Appleton Lane with people paying their respects along the route.

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

Cllr Walker attended the YLCA meeting and advised that a new 'Off to a Flying Start' scheme had been introduced for new clerks and councillors.

- 9.2. To consider the recruitment process for a Parish Clerk/RFO.

It was resolved that Cllrs R Jones and J Smith would review the recruitment documentation in time to present that documentation for approval the next meeting.

- 9.3. To consider the requirements for a new Parish Clerk/RFO.

It was resolved to leave the requirements open to encourage applications from both new and experienced clerks.

## **10. Correspondence**

- 10.1. To consider the following new Correspondence received and decide action where necessary:

- a) email received regard the Lakeside Dyke.

A response to be sent by the clerk responding to the concerns.

## **11. Policing and Security**

11.1. To receive North Yorkshire Police local PCSO Crime reports.

Policing reports are suspended owing to COVID-19 restrictions.

Cllr Taylor advised that there had been reports of cycle thefts from a number of caravan parks in Acaster Malbis and Bishopthorpe. Residents are advised to take appropriate measures to secure their possessions.

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

To approve the clerk recruitment documentation.

To agree the placement of the clerk job advertisement.

**13. Next Meeting**

13.1. To confirm the date of the next meeting as **Monday 12 July 2021**

**It was resolved** to confirm the date of the next meeting as 12 July 2021.

**Chairman** .....

**Date approved** .....