

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 27 November 2023 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: **20 Nov 2023**

Meeting Agenda

137 Apologies

137.1 To receive apologies and approve reasons for absence.

138 Declarations of Interest

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

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

138.3 To grant any requests for dispensation as appropriate.

139 Council Minutes

139.1 To confirm the minutes of the council meeting on **13 November 2023** as a correct record.

140 Public Participation

140.1 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

141 Planning Applications

141.1 23/02002/FUL – Hall Garth, Mill Lane – Erection of temporary marquee.

141.2 Any applications received after the agenda was posted.

142 Planning Decisions

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

Discussion & Decision Items

143 Strategic Plan

143.1 To consider adopting the draft Strategic Plan (Appendix 1).

144 Business Plan 2024-25

144.1 To consider approving the draft business plan for 2024/25 (Appendix 2).

145 Budget 2024-25

145.1 To consider approving the draft budget for the 2024/25 (Appendix 3).

Next Meeting

146 Information or items for inclusion on next meeting agenda

146.1 To include any item on the agenda for the next meeting.

146.2 To exchange information not on the agenda. No discussion or decision may take place.

Acronyms:

AMPC Acaster Malbis Parish Council

COYC

City of York Council

AMMH Acaster Malbis Memorial Hall

YLCA

Yorkshire Local Council Association



Acaster Malbis
Parish Council

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DRAFT

STRATEGIC PLAN

for

Acaster Malbis Parish Council

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Introduction

This Strategic Plan provides information about the goals and aspiration of Acaster Malbis Parish Council over the short, medium and long term.

The aim of the plan is to give residents of the parish of Acaster Malbis a clear understanding of what their parish council would like to achieve going forward.

Each year a number of goals and aspirations will be taken from this plan and will form the Business Plan for the next council year that starts in May.

The goals are divided into 2 discrete sections; continue goals and development goals.

Continue goals are those activities/goals that the council currently undertakes and wishes to sustain or improve each year.

Development goals are those that are new to the parish and are aspirational in nature. Some of the goals may be aspirational, long term and may not be achievable.

Definitions

The following is the definition of the duration used in the document for short, medium and long term.

Short: within 3 years

Medium: 3-10 years

Long: over 10 years.

Mission Statement

We aim to be a forward-thinking council that adapts to changing circumstances, embraces innovation, and continuously seeks to improve the services and facilities we provide to our residents.

Vision Statement

Our vision is to be a vibrant and inclusive community that is connected, engaged, and resilient. We seek to foster a sense of belonging among all members of our community and to promote a high quality of life for all.

Continue Goals

Continue goals are those goals that we strive to complete each and every year. These goals may be modified each year to reflect any changes in circumstance or additional objectives around the goal in question.

GC01 Strategic Plan

To produce and maintain a Strategic Plan for Acaster Malbis for the short, medium and long term. The plan will include:

- Mission Statement.
- Vision Statement.
- A number of goals that continue every year.
- A number of development goals that we would like to achieve over the short, medium and long term.

GC02 General Power of Competence

To be able to declare the General Power of Competence for the council year commencing May 2024. This will require:

- A clerk qualified to CiLCA level.
- At least 5 elected councillors (66% of councillors) elected in 2023.

GC03 Grass Cutting and Verge Maintenance

To put in place a grass cutting and verge maintenance contract to supplement the activity of the City of York Council's grass cutting program. This will require:

- Establishing the frequency and extent of COYC's verge maintenance.
- Creating a cutting plan and schedule.
- Creating a tender for the contract.
- Letting a contract.

GC04 Footpath Maintenance

It is important for the wellbeing of the residents of Acaster Malbis that the footpaths within the parish are maintained and accessible. Although not directly responsible for their maintenance, the council can help by:

- Monitoring the condition of footpaths and associated furniture (stiles, waymarker etc).
- Producing a yearly report on the condition of the footpaths and send it to COYC.
- Checking accessibility on footpath routes.

GC05 Himalayan Balsam Control

To continue the project to control the Himalayan Balsam in the parish, that will include:

- Re-work areas that were previously visited.
- Visit new areas with an identified problem e.g. South Ings, drainage ditches, Stub Wood.
- To increase community awareness and involvement of the project.

GC06 Dog Fouling

Dog fouling continues to be an issue in various parts of the village. The following measures will be undertaken to help control the issue:

- Communication campaign to promote awareness.
- Review the locations of the current dog waste bins in the village.
- Replace old signage that is faded or damaged.
- Adopt a zero-tolerance campaign that commits the council to report all occurrences of dog fouling to COYC for enforcement.

GC07 Speeding in the Village

In general the traffic through the village is light, but there are a few vehicles travelling through the village at speeds in excess of the 30mph speed limit.

- Continue with Community Speed Awareness monitoring.
- Purchase own equipment e.g. monitor equipment, signs etc.

GC08 Slipway Rent

To review the rent charge on The Slipway to ensure that the village is getting a market value return on the lease. The current lease operates on a 3-year fixed price arrangement and the next opportunity to review the rent will be December 2024.

GC09 Village in Bloom

The village has a single planter near to the Pinfold on Mill Lane. The aim of this goal is to extend planting in the village that may include:

- Extend village planting
- Additional daffodils in verges
- Planters with edible crops

GC10 Hedge Maintenance

Develop a better strategy for dealing with overgrown hedges in the village.

- Note the hedges that are known for causing obstruction to road or footway users.
- Report the hedge to COYC in a timely manner before they become a significant problem.

GC11 Littering

- Coordinate the activities of active litter pickers in the village.
- Check the current littering signage throughout the village.
- Add additional signage where littering is seen to be a problem.
- Update the website with advice on littering and how to report it to City of York Council.

Development Goals

GD01 Community Pub

The Ship Inn has been registered with the City of York Council as an asset of community value meaning that the parish council has the option to purchase the pub for 6 months assuming that Stonegate wish to sell.

This goal is for the council to have a plan ready should Stonegate wish to sell the The Ship Inn.

GD02 Village Green

The parish council does not own any land that can be used for community activities. The goal is to be able to purchase land should it become available. The land could be used for the following activities that would become goals in their own right should land become available:

- Children's Play Park
- Community Garden
- Cricket/Football Pitch
- Village Green for picnics/festivals/events etc.

GD03 Village Seating

There are at present two places in the parish where seating is provided (the Pinfold on Mill Lane, the verge at Lakeside). The goal is to identify further areas where seating could be placed and then install the additional seating.

GD04 Tree Protection

There are many trees in the village, but not so many have Tree Protection Orders placed upon them. The goal is to identify trees 'of merit' that should have a protect order and pursue this with the City of York Council.

GD05 Village Signs

There are village signs marking the boundary of the village from various roads. These signs should be maintained as follows:

- Check visibility of the sign at a reasonable height
- Replace signs that are missing or are in poor condition.
- Raise the height of the signs where they are obscured by grass and are difficult to mow.

GD06 Designated Footpaths & Walks

There are a number of pleasant walks in and around the parish, but these are not necessarily well known or documented. The goal is to produce a framework around which walks can be documented and mapped and made available to the public.

GD07 Volunteers Scheme

There are lots of volunteers in the community that provide an invaluable service. The scheme is to bring the volunteers together and keep them informed about activities in the village that require assistance. The goal will be to create a list comprising:

- Community helpers
- Skills available
- Shared resources

GD08 Water Level Telemetry

To add local telemetry such that the flood levels can be more accurately monitored and information made available to the residents via the council website. This might include:

- Local river level gauge
- In-footway flood detectors
- Flood warning road signs

With this telemetry it might be possible to remotely control the Moor End sewage pumps to stop/start at the correct times.

GD09 Road/Footway Cleaning

The amount of road/gulley cleaning from the City of York Council is reducing as part of cost saving measures. Our goal is to add additional street cleaning services to maintain the village road and footways to an acceptable standard. This may include:

- Organise private road sweeping
- Organise private gully cleaning
- Develop better contacts in COYC for organising/reporting of issues.

GD10 Pinfold

The pinfold is one of a few assets held by the parish council and is largely unutilised.

The goals for the pinfold are as follows:

- Refurbish interior – remove weeds and replace weed membrane as appropriate.
- Add a plaque setting out the historical context of the Pinfold.
- Plant some scented roses and other scented plants to create a scented garden.

GD11 Local Council Award Scheme

It is important the council is recognised as a well run council and to meet its full potential. In order to help with this, the goal is to achieve an award on the Local Council Award Scheme. The awards possible on the scheme are:

- Foundation Award – demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
- Quality Award – demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- Quality Gold Award – demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

GD12 Emergency Planning

Take more responsibility for publishing/coordinating/communicating Emergency Plans in the parish.

- Establish an Emergency Planning Working Group.
- Publish documentation on the council website.
- Publish contact details on the noticeboards.

GD13 Village Hall Noticeboard

The noticeboard at the village hall has been deteriorating for a number of years. There have been a number of plans to rejuvenate the noticeboard, however, for various reasons this has not happened.

The goal is to look at new designs and options for a new noticeboard and replace the current one. Consideration should be given to having a shared noticeboard with the trustees of the Memorial Hall.



BUSINESS PLAN 2024/25

1 Introduction

This Business Plan provides an opportunity for the Acaster Malbis Parish Council to set out its vision, purpose, values, objectives and key priorities over the council year commencing May 2024.

The aim of the plan is to give residents of the parish of Acaster Malbis a clear understanding of what their parish council does and what it is trying to achieve over the year.

The plan will be monitored during the year and a final review will take place at the end of the year.

The basis for this Business Plan is the draft Strategic Plan (DR035-1).

2 Why Produce a Business Plan?

The Business Plan is a statement of intent and allows the council and the public to monitor its performance over the council year comparing actual vs target.

Business and strategic planning are a key part of attaining recognition in the Local Council Award scheme. The award scheme is a way to show that the council is well run and that residents can have confidence in the council.

3 Structure of the Local Government

There are two tiers of local government within York, each with different roles:- Acaster Malbis Parish Council is the first and most local tier, with an important role to play in promoting the parish of Acaster Malbis, representing both the interests and work of its residents and local organisations.

City of York Council (COYC) is the second tier and is responsible for services such as education, highways, health, social services and environment as well as the strategic planning policies for all development including housing and employment sites via its Local Plan.

Acaster Malbis Parish Council comprises 7 councillors who makes decisions on behalf of the council and a clerk that provides administrative and procedural assistance to the council.

4 Goals

4.1 Business Plan for 2025-26

To produce the Business Plan for 2025-26. The Business Plan will take the goals from the Strategic Plan that the council would like to achieve in the year, and form a series of actions required to achieve those goals.

The Business Plan will need to be completed in time for the preparation of the budget and precept for 2025-26. The precept demand must be submitted in by the end of January 2025.

4.2 Strategic Plan – Continue Goals

The following goals are the continue goals from the Strategic Plan:

- GC01 Strategic Plan (review/maintain)
- GC02 General Power of Competence
- GC03 Grass Cutting and Verge Maintenance
- GC04 Footpath Maintenance
- GC05 Himalayan Balsam Control
- GC06 Dog Fouling
- GC07 Speeding in the Village
- GC08 Slipway Rent
- GC09 Village in Bloom
- GC10 Hedge Maintenance
- GC11 Littering

4.3 Strategic Plan – Development Goals

The following development goals have been selected from the Strategic Plan for action during the timescale of this Business Plan.

- GD07 Volunteers Scheme
- GD09 Road/Footway Cleaning
- GD12 Emergency Planning
- GD13 Village Hall Noticeboard
- GD03 Village Seating
- GD04 Tree Protection
- GD05 Village Signs
- GD06 Designated Footpaths & Walks



BUDGET 2024/25

1 Introduction

The expenditure for this budget is based upon two principal components: business items and project items.

Business items are those items that are required simply to do business ie employment, website, meeting costs etc.

Project items are those items that the council would like to achieve in the financial¹ year and are based upon the business plan for the year 2024/25 (BP2024-1).

A principle of creating the budget is that the precept should cover the business costs and the cost of continue goals from the business plan. The cost of development goals can then be met through other income, such as the Slipway rental, and reserves.

2 Summary Costs

The overall summary of the budget is shown in the expenditure and income sections below.

2.1 Expenditure

The following table list the summary of predicted expenditure for the year 2024/25.

Expenditure	2023 Budget	2023 Actual ²	2024 Budget
Business	£7,394.50	£7930.18	£8,218.89
Projects – Development	£100.00	£0.00	£3,600.00
Projects – Continue	£1,350.00	£571.85	£1,200.00
	£8,844.50	£8,502.03	£13,018.89

2.2 Income

The following table is a summary of the required income for a neutral budget for 2023/24.

Income	2023 Budget	2023 Actual	2024 Budget
Slipway Rental	£3,250.00	£3,250.00	£3,250.00
Precept	£4,553.00	£4,553.00	£6,168.89
From reserves	-	-	£3,600.00
	£7,803.00	£7,803.00	£13,018.89

1 The council financial year runs from April 2024 to March 2025.

2 'Actual' figures may contain a forecast element as the financial year is not complete at time of publishing.

3 Business Items

In preparing the budget, a general 5% uplift has been applied to a number of items from the 2023/24 actual cost.

The majority increase in business cost for the actual of 2023/24 is due to the change in staff costs.

	2023 Budget	2023 Actual	2024 Budget	Notes
Employment				
Salary	£3,800.00	£4,784.00	£5,062.00	³
Premises	£100.00	£100.00	£100.00	
Telephone	£72.00	£72.00	£72.00	
Software				
Scribe	£172.00	£154.80	£162.54	
Zoom				
Subscription				
Data Protection	£41.00	£41.00	£41.00	
SLCC Membership	£100.00	£112.00	£117.60	
YLCA	£346.50	£352.00	£369.60	
CPRE	£50.00	£50.00	£50.00	
Expenses				
Office	£200.00	£290.13	£300.00	
Training				
Clerk	£250.00	£295.00	£200.00	
Councillors	£200.00	£141.80	£200.00	
Business				
Hall Rent	£300.00	£300.00	£300.00	
Insurance	£595.00	£584.95	£614.20	
Audit Fee	£160.00	£155.00	£115.00	⁴
Bank Charges	£96.00	£98.50	£96.00	
IT				
Website hosting & email	£462.00	£399.00	£418.95	
IT Equipment Replacement	£250.00			
Software Purchase	£200.00			
Total	£7,394.50	£7,930.19	£8,218.89	

³ Includes a 4% uplift for the NJC 2024/25 estimated salary increase + potential 1point scale increase.

⁴ Reduced audit costs due to Internal Auditor familiar with Scribe cashbook

4 Project Items

The following table list the project items included in the budget. There is a significant change in the project budget due to the number of projects that the council would like to complete in the next financial year.

4.1 Continue Goals

Continue goals are those goals that the council wishes to continue and maybe improve each year.

Continue Goals	2023 Budget	2023 Actual	2024 Budget	Notes
Scout Litter Pick	£200.00			
GC01 Strategic Plan				
GC02 General Power of Comp.		£450.00		
GC03 Grass/Verge Maintenance	£1,000.00		£1,000.00	
GC04 Footpath Maintenance				
GC05 Himalayan Balsam Control	£50.00	£21.85	£50.00	
GC06 Dog Fouling			£50.00	
GC07 Speeding in the Village				
GC08 Slipway Rent				
GC09 Village in Bloom	£100.00	£100.00	£100.00	
GC10 Hedge Maintenance				
Total	£1,350.00	£571.85	£1,200.00	

4.2 Development Goals

Development goals are those goals that the council would like to achieve and are typically one-off projects.

Development Goals	2023 Budget	2023 Actual	2024 Budget	Notes
GD07 Volunteers Scheme				
GD09 Road/Footway Cleaning			£500.00	
GD12 Emergency Planning				
GD13 Village Hall Noticeboard	£100.00		£1,500.00	
GD03 Village Seating			£500.00	
GD04 Tree Protection				
GD05 Village Signs			£1,000.00	
GD06 Designated Footpaths & Walks			£100.00	
Total	£100.00		£3,600.00	

5 Income

Acaster Malbis Parish Council has only two sources of income: rental income from The Slipway, and the precept charge to residents in the parish.

5.1 Slipway Income

December 2023 is the start of the final year of the 3-year fixed rental agreement of The Slipway. The rental income is:

£3,250.00 per annum

5.2 The Precept

The precept is a charge on a per household basis and is collected by the City of York Council as part of the Community Charge. The following table lists the past 5 years of precept values.

Year	Precept
2019-20	£3,499
2020-21	£4,421
2021-22	£4,553
2022-23	£4,553
2023-24	£4,553