



Minutes of the Acaster Malbis Parish Council Annual Meeting on 9 May 2022

Cllrs: G Taylor (Chair), P Harlington, R Jones, J Redfearn, D Walker,

Clerk: C Booth

Others: Ward Councillor J Galvin (part-time) and no members of the public.

1 Election of Chair for the 2022/23 council year

1.1 Cllr Taylor was proposed and seconded to be re-elected as Chair.

Resolved: That Cllr Taylor be re-appointed as Chair.

Cllr Taylor signed the Declaration of Office which was countersigned by the clerk as Proper Officer.

2 Election of Vice Chair for the 2022/23 council year

2.1 Cllr Walker was proposed and seconded to be re-elected as Vice-Chair.

Resolved: That Cllr Walker be re-appointed as Vice-Chair.

Cllr Walker signed the Declaration of Office which was countersigned by the clerk as Proper Officer.

3 Apologies

3.1 Apologies were received from Cllr Hawkins and Cllr Newark and the reasons for absence were approved.

4 Declarations of Interest

- 4.1 No declarations of interest were received from councillors on items on the agenda.
- 4.2 No requests for dispensations for disclosable pecuniary interests.
- 4.3 No requests for dispensation were granted.

5 Council Minutes

5.1 Minutes of the council meeting on **11 April 2022** were circulated to all councillors. It was

Resolved: That these minutes represent a true and correct record and be duly signed by the Chair.

6 Public Participation

6.1 No members of the public were present at the meeting requesting to speak.

7 Planning Applications

- 7.1 22/00886/FUL - 28 Lakeside, Acaster Malbis.
Replacement of 1m high gates with 1.8m high gates.
AMPC has no objection to this application.

8 Planning Decisions

8.1 No new planning decisions have been received since the last meeting,

9 City of York Council Ward Member Report

9.1 Garden Lights at the Ship Inn

Cllr Galvin advised that he had been unable to contact anyone in the Public Protection Unit prior to the meeting and was therefore unable to offer any update.

9.2 Leaning Tree on Lakeside Verge

It was noted by the clerk that one of the fruit trees planted by Brunswick Nursery is growing with a significant lean. Cllr Galvin agreed to speak with Brunswick and investigate the issue.

10 Clerk's Report

10.1 The clerk reported that the following activities had taken place since the last meeting.

- New pads had been ordered and fitted to the defibrillator on Mill Lane.
- The AMPC employee tax account has been re-activated and the final salary due to the estate of M G Davies has been calculated.
- A new lower tier waste carrier registration certificate has been received following the change of address details.
- A new remove cloud file service has been purchased and AMPC's electronic records are now stored locally and remotely for data security.
- A new WordPress plugin has been purchased that allows automated backup of the council website.
- A Temporary Event Notice application has been made to COYC for the 2 June Jubilee event.
- Following a request for a venue, AMMH was put forward to hold the YLCA branch meeting on 9 June. This has been taken up by YLCA.

11 Himalayan Balsam

11.1 It was agreed that a 'Balsam Bash' should be organised in June to help reduce the spreading of Himalayan Balsam in the parish.

Cllr Redfearn agreed to take the lead on this and will start by producing a list of sites and requesting permission from landowners to facilitate this.

The event will take place toward the end June due to volunteers being occupied with the May Festival and Jubilee events.

12 Queen's Platinum Jubilee.

12.1 Refurbishment of the Malbis shield

Cllr Walker advised that the Malbis Shield had been undercoated and should be complete in approximately one week.

12.2 Platinum Jubilee Memorial Tree

The clerk advised that a 3m copper beech tree had been ordered from Johnsons of Wixley and was now available for collection. Cllr Taylor agreed to arrange collection of the tree.

12.3 Memorial Tree Plaque

Cllr Harling produced an example plaque and this was agreed by the council. Cllr Harlington and the clerk to arrange purchase of the plaque.

12.4 Beacon lighting Risk Assessment. After consideration, it was

Resolved: That the council approve and adopt the Beacon lighting risk assessment for the 2 June event.

13 Appointment of Planning Coordinator

13.1 It was agreed that Cllr Walker would be responsible for reporting of planning matters the council.

14 Appointment of Grass Cutting Coordinator

14.1 It was agreed that Cllr Taylor would be responsible for organising grass cutting and verge maintenance.

15 Appointment of Internal Banking Control

15.1 Cllrs Hawkins, Jones and Redfearn were appointed to provide internal bank control and monitoring.

16 Appointment of Local Council Association Representatives

16.1 Cllr Walker and C Booth were appointed as representatives to the Yorkshire Local Councils Association.

17 Appointment of Police Community Liaison

17.1 Cllr Newark was appointed to be responsible for police liaison.

18 Appointment of Emergency Planning Coordinator

18.1 Cllr Newark was appointed as the council's Emergency Planning Coordinator.

19 Appointment of Webmaster

19.1 It was agreed that the role of webmaster will be returned to a function of the clerk.
The council would like to thank Cllr Harlington for the work done in setting up and maintenance of the website.

20 Appointment of Data Protection Officer

20.1 It was agreed that as there is no requirement for a local council to have a Data Protection Officer and therefore AMPC will not appoint a councillor to the role.

21 Appointment of Memorial Hall Trustee

21.1 To note that Cllr Jones was appointed as a Memorial Hall trustee at the AGM of the Memorial Hall Committee on 25 April 2022.

22 Review of Standing Orders

22.1 The Standing Orders were last reviewed 7 Mar 2021 and no amendments were required.

23 Review of Financial Regulations

23.1 The Financial Regulations were last reviewed 10 Jan 2022 a minor amendment on purchase authorisation for the clerk was approved.

24 Review of Code of Conduct

24.1 The Code of Conduct was last reviewed 9 Jul 2018. A new model form is available which will be considered later in this council year.

25 Policies not Requiring Review

25.1 The following policies and procedures were created/updated in 2021 and do not require review: General Privacy Notice, Privacy Notice People, ICO 2104 Publication Schedule, Pension Policy, Complaints Procedure, Disciplinary Policy, Grievance Procedure, Grants Policy, Social Media Policy.

26 Policies to be reviewed

26.1 The following policies and procedures will require review in the current council year: Equality Policy, Diversity Policy, Display Screen Equipment Policy.

27 Review of Financial Risk Assessment

27.1 Following a discussion and a unanimous vote, it was

Resolved: That the council approve and adopt the Financial Risk Assessment.

28 Review of Insurance Cover and Asset Register

28.1 It was agreed that the current insurance cover is adequate for the assets and activities of the council.

29 Review of the Council's and Clerk's membership of other bodies

29.1 It was agreed that AMPC should continue as a member of YLCA (including NALC affiliation) and ICO. It was agreed that clerk should become a member of SLCC.

30 Review of Expenditure under s137 of the Local Government Act 1972

30.1 No expenditure was made under s137 of the LGA 1972 during the financial year 2021/22.

31 Correspondence

31.1 White Rose Update (8, 14, 29 Apr).

31.2 Weekly list of planning applications from COYC.

31.3 Clerk and Council Direct May 2022.

32 Annual Governance and Accountability Return

32.1 Certificate of Exception from external audit for 2021/22. It was

Resolved: That the council meets the exemption criteria as set out in section 9 of the Local Audit Regulations (2015).

32.2 To note the internal audit report for 2021/22

The internal audit was carried out on 21 April 2022. No adverse findings were reported.

32.3 Section 1 - Annual Governance Statement for 2021/22. After review, it was

Resolved: That the council approved the Annual Governance Statement.

The Annual Governance Statement was duly signed by the chair and clerk.

32.4 Section 2 - Accounting Statements for 2021/22. After consideration, it was

Resolved: That the council approved the Annual Governance Statement.

The Accounting Statement was duly signed by the chair.

32.5 To approve publication of the documents required by the AGAR process for 2021/22.

Resolved: That the council approved the publication of the annual governance documents.

32.6 It was agreed that the period for exercise of public rights will be from 13 June 2022 until 22 July 2022.

33 Financial matters

33.1 Payments as detailed in Appendix 1. It was

Resolved: to settle outstanding accounts with immediate effect.

33.2 The receipts as detailed in Appendix 2 were noted.

33.3 After consideration of the bank reconciliation report in Appendix 3, it was

Resolved: That council approved the bank reconciliation up to **30 April 2022**.

33.4 Internal bank control checks were carried out prior to the meeting by Cllr Hawkins for the months of March and April 2022.

33.5 After consideration of the current bank mandate, it was
Resolved: That a new bank mandate be submitted that includes the chair, the clerk and those carrying out bank control checks.

34 Training and Employment

34.1 Cllrs Redfearn and Newark indicate that they would be research the YLCA's 'Off to a Flying Start' training course.

35 Policing and Security

35.1 The reported crime figures have not been updated from those reported at the last meeting.

36 Information or items for inclusion on next meeting agenda

36.1 The following items should be included on the next agenda.

- To receive an update on the 'Balsam Bash'.
- To consider the bus service times through Acaster Malbis
- To consider replacing the clerk's desktop computer with a laptop computer.

36.2 To exchange information not on the agenda. There was no additional information to exchange.

37 Date of the Next Meeting

37.1 The next ordinary meeting of the council will be held on 13 June 2022 in the Memorial Hall.

Chairman

Date approved: 13 Jun 2022

Acronyms:

AMPC	Acaster Malbis Parish Council
COYC	City of York Council
AMCE	Acaster Malbis Community Events
AMMH	Acaster Malbis Memorial Hall
AGAR	Annual Governance and Accountability Return
YLAC	Yorkshire Local Council Association
NALC	National Association of Local Councils
SLCC	Society of Local Council Clerks

Appendix 1

Payments to note/approve

To whom	Description	Total
WEL Medical Ltd	Defibrillator Maintenance	50.34
D.P.Walkden - Internal Auditor	Internal Audit Fee	75.00
pCloud AG	Cloud Storage	209.30
M.G.Davies	Clerk's Salary	418.95
HSBC Bank	Bank Charges	8.00
VPSROBTS Inc	WordPress Plugin	92.05
Premio (Poptin Ltd)	WordPress Plugin	191.62
BHIB Insurance Brokers	Insurance Premium	593.39
	Total	£1,638.65

Appendix 2

Receipts to note

From whom	Description	Total
HMRC	VAT 126 Return	145.60
	Total	£145.60

Appendix 3

Bank Reconciliation

Bank	On		Total
HSBC Money Manager	30/04/2022		14,202.50
HSBC Community Account	28/04/2022		500.00
Petty Cash	30/04/2022		0.00
		Total (A)	£14,702.50

Cash Book	On		Total
Cash in hand	01/04/2022		15,464.75
Receipts to date	30/04/2022		145.60
Payments to date	30/04/2022		-907.85
		Total (B)	£14,702.50

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