

Town Clerk  
Mrs G Bell

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25 January 2022

Dear Councillor

Selby Town Council,  
The Town Hall,  
York Street  
Selby YO8 4AJ  
Tel: 01757 708449  
Email:  
[admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk)

### **Town Council Meeting - Monday 31 January 2022**

You are hereby summoned to attend the meeting of the Town Council which has been arranged to be held **on line** for **MONDAY 31 JANUARY 2022 at 7.00pm**

*In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.*

*Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: - (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.*

Yours sincerely

Clerk to the Council

To: All Town Councillors

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**Council approved, at the meeting held on 26 April 2021, to delegate powers and duties to the Town Clerk (or in the absence of the Town Clerk, the Finance Manager) in conjunction with the Chair and Leader of the Council, to ensure the Town Council can continue to function effectively, other than where legislation requires that decisions must be made by council.**

**And to continue to hold remote meetings as scheduled, with the majority consensus on all matters operating as recommendations to the Town Clerk/ Finance Manager who will then make decisions taking into account these recommendations.**

## AGENDA

### 131 PUBLIC QUESTIONS

### 132 APOLOGIES FOR ABSENCE

### 133 DISCLOSURE OF INTEREST

### 134 MINUTES OF LAST MEETING

134.1 To **consider** and **approve** the recommendations from the Town Hall Management Committee held on 20 September 2021. (Pages 8 to 10 attached).

#### RECOMMENDATION TO COUNCIL THAT:

- a. THMC7 i. A maximum of 4 external hirers be booked in any year  
ii. No return for the same 'act' in 2 years  
iii. Develop a specific hire package to reflect the true costs of these bookings
- b. THMC8 i. To purchase the pin pad, set up fee and associated hardware at a cost of £360.00 + VAT from Savoy Systems

134.2 To **receive** the notes from the Market Working Group held on 12 November 2021. (Page 11 attached.)

134.3 To **confirm** as a correct record the minutes of the meeting of the Council held on 29 November 2021. (Pages 12 to 18 attached).

134.4 To **consider** and **approve** the recommendations from the Land & Property Committee meeting held on 6 December 2021 (Pages 19 to 25 attached).

#### RECOMMENDATION TO COUNCIL THAT:

- a. LP38 i. A5 Signs are purchased at a total cost of £595 + VAT  
ii. The cost be taken from the Efficiency Fund EMR
- b. LP39.3 i. Quotation 3 be approved at a cost of £21,221.00 + VAT  
ii. The cost be taken from Cemetery Long-term Development EMR
- c. LP41.1 i. Following comparative checks the lowest of the two quotes received be approved up to a maximum spend of £23,000  
ii. The costs for the improvements be taken from the 1811 Fund EMR
- d. LP42.1 i. That the updated quote be approved.

134.4 To **confirm** as a correct record the minutes of the meeting of the Council Special Budget Meeting held on 20 December 2021 (Pages 26 to 28 attached).

## 135 CORRESPONDENCE RECEIVED

To **receive** and **consider** the letter received from the Mayor of Greater Nepean Council, Canada. Cllrs Davis and Dyson joined a Zoom meeting with the Mayor and members of Greater Nepean Council to introduce each other's respective Councils and to consider options to the best way of forming ties with Selby in Canada. To **receive** and **consider** the report from the Arts Officer. (Pages 29 to 31 attached).

## 136 ACCOUNTS

136.1 To **note** a folder containing all payments made since the last Town Council meeting is available to view by appointment at the Town Hall. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 November 2021 and 1 – 31 December 2021 are attached for **consideration**. (Pages 32 to 39 attached).

The following payments made by the Clerk using delegated powers since the last meeting of Council for over £1,000 to be noted.

Createdfor - £2370.00 – T/Hall Website – Final payment  
Odin Security - £2976.90 – Bonfire security  
Had-It - £3393.60 – Photocopier installation  
Peter Barton Management - £1920.00 – Performance fee  
Phil McIntyre - £1588.70 – Performance fee  
Vale of York Athletic - £3432.26 - Grant  
Bound & Gagged - £1837.32 – Performance fee  
Christmas Plus - £4945.15 – Christmas lights  
QEDG - £1500 – Performance fee  
Northern Chamber - £13290.48 – Artistic fees  
SSE - £1776.76 – Electricity-Town Hall  
Corona Energy - £1368.97 – Electricity-1811

136.2 The balance at the Unity Trust Bank on 31 December 2021 was £1,003,028.08 and the value of the funds on term deposit are:

- £0.00 with Virgin Bank for a 12-month period (as of 19 December 2021) This fund has now closed and the balance of £132,888.31 was paid into the Town Council's Unity Trust Bank in January and will be held until a new account with Tridos can be opened.
- £111,696.04 (Bid Market Valuation as of 31 December 2021, Mid-Market Valuation £113,456.61) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 40 attached).

- £0.00 with Virgin Bank for a 6-month period (as of 17 Nov 2021) This fund has now closed and the balance of £105,052.18 was paid into the Town Council's Unity Trust Bank in December and will be held until a new account with Tridos can be opened.

136.3 The virement to transfer funds from the Market Budget to the Staffing Budget for December 2021 for £43.44 and January 2022 for £3.36 to be **considered** and **approved**

<b>Virements – Market Waste Budget £1,300</b>		
Details 2021/22	Cost £	Balance against Budget
Balance B/Fwd		£ 869.41
December	£43.44	
January	£ 3.36	
Balance		£ 822.61

136.4 To **note** there is no virement to transfer funds from the Wedding Budget to the Staffing Budget for December 2021 or January 2022.

<b>Virements – Wedding Budget £1,800</b>		
Details 2021/22	Cost £	Balance against Budget
Balance B/Fwd		£1,492.86
December	Nil	
January		
Balance		£1,492.86

## **137 SELBY NEIGHBOURHOOD PLAN UPDATE**

No further updates

## **138 TRAINING**

No further updates

## **139 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)**

To receive an update from Cllr Davis

## **140 BIG LOCAL**

To receive an update from Cllr Davis

## **141 POLICIES TO BE REVIEWED**

To **receive** and **consider** the Grants Policy. The Clerk has updated the policy including adding an Evaluation Form and guidance for councillors for evaluating the grant application. (Pages 41 to 52 attached).

## **142 ONGOING ITEMS – CLERK UPDATE**

142.1 Events – Initial planning has started on all the Town Council events.

142.2 Town Hall – No updates.

142.3 Town Hall – Arts Centre – Tickets are selling reasonably well with some caution from the public remaining – 5 shows are sold out, however, 4 of these are rescheduled shows. Three shows have been cancelled due to Covid.

142.4 Town Hall – Office – No updates.

142.5 Cemetery – Permission has been granted to Selby Soroptimists International to plant a tree as part of the Queen's Platinum Jubilee Celebrations in the area to be developed for Columbaria in the cemetery.

142.6 Longmann Hills Farmhouse – The ground source heat pump failed again earlier this month and a part is awaited. The Resource Manager has provided the occupants with some electric heaters to use until the repair is completed.

142.7 Market – The Market Manager has started planning for the first of the Summer Bank Holiday markets.

142.8 Play Areas – No further updates.

142.9 Allotments – Around 50% of the agreement and annual fees have been received. The deadline date is 14 February. Following procedure a reminder will be sent out at the end of January and any tenants not renewed by this date will receive a notice to quit.

142.10 Website – The Clerk continues to update the information on the website

142.11 Street Furniture – No further updates.

142.12 1811 Building – No further updates.

142.13 Highways – No further updates

## **143 PLANNING CONSULTATION RESPONSES**

143.1 To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Pages 53 to 55 attached).

- 143.2 To **consider** a response to planning application **2021/1365/FULM**. Erection of 14 two bedroom apartments with associated works on land Brownfield Site, Shipyard Road Pump Station, Shipyard Road. (Pages 56 to 68 attached). The above planning application can be viewed in full: [www.public.selby.gov.uk/online-applications/](http://www.public.selby.gov.uk/online-applications/)
- 143.3 To **consider** a response to planning application **2021/1536/FUL**. Erection of 2 semi-detached cottages following removal of the existing advertising hoardings, 82 - 84 Gowthorpe, Selby, North Yorkshire. (Page 69 to 79 attached). The above planning application can be viewed in full [www.public.selby.gov.uk/online-applications/](http://www.public.selby.gov.uk/online-applications/)
- 143.4 To **note** planning application **2022/0031/EIA** External and associated internal alterations to Selby rail station, demolition in a conservation of the part of the station building, Selby Business Centre, the Railway Sports and Social Club, James Williams House, boundary walls along Ousegate at the entrance to Cowie Drive, and lean-to at the railway goods shed. Reconfiguration of the bus station, highway alignments along Station Road, Ousegate, the Crescent/Park Street Junction. Public realm and landscaping improvements at the Wharf on Ousegate, Station Road and Selby Park. The creation of an underpass tunnel beneath Bawtry Road and creation of a new surface car park at Cowie Drive and new pedestrian and cycle access into the station from Cowie Drive. Inclusion of new bus stands, street furniture and EV bus charging points. Selby Station, Station Road, Selby. The above planning application can be viewed in full [www.public.selby.gov.uk/online-applications/](http://www.public.selby.gov.uk/online-applications/)

The Council have previously supplied comments to this application via the Station Gateway Consultation.

## **144 COUNCIL VACANCIES**

To **consider** any nominations for co-option.

## **145 LGBT+ PRIDE**

To **consider** displaying and purchasing 2 x LGBT+ Pride “flag” on the Town Hall railings during Pride month. LGBT Pride is a month-long global celebration of the LGBTQ+ community. It is also used to raise awareness of LGBTQ+ issues and advocate for equal rights.

The cost of 2 x Composite Aluminium “Flags” is £138 + VAT ( £69 + VAT each).

## **146 PRIVATE SESSION**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the

meeting for the discussion of the following exempt business. (Item 147 to 149).

#### **147 SALARIES AND OVERTIME**

To **note** that the December 2021 and January 2022 Schedule of Salary Payments would be made available for Cllr M Davis for checking and authorising.

#### **148 STAFF EARLY RETIREMENT**

To **note** that the Resource Manager has given notice to take retirement on 31 March 2022.

**149** To **receive** and **consider** the staffing report from the Clerk. (Pages 80 to 81 attached).

#### **150 SCHEDULE OF MEETINGS 2021/22 AND 2022/23**

150.1 To **consider** the Draft Schedule of Meetings 2022/23. To **note** that the Health, Safety and Welfare Working Group Meeting has been moved from 21 February, 2022 to 21 March 2022 and the Grants Meeting has been moved from 4 April 2022 to 11 April 2022. (Page 82 attached).

#### **150.2 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

<b>Monday 6 February 2022</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 28 February 2022</b>	<b>Council</b>
<b>Monday 7 March 2022</b>	<b>Land &amp; Property Committee</b>
<b>Monday 14 March 2022</b>	<b>Town Hall Management Committee</b>
<b>Monday 21 March 2022</b>	<b>Health, Safety and Welfare W. Group</b>
<b>Monday 28 March 2022</b>	<b>Council</b>