

MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL MEETING HELD ON MONDAY 31 JANUARY 2022 HELD VIRTUALLY

PRESENT: Cllrs M Dyson (Chair), S Shaw-Wright, J Shaw-Wright, K Arthur, M Davis, M Fagan, S Andrew, G Harding, G Lockley, S Dunkley, F Matthews, C Laskey, W Nichols, J Proud and K Franks

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.

131 PUBLIC QUESTIONS

There were no members of the public present.

132 APOLOGIES FOR ABSENCE

I Lawton.

133 DISCLOSURE OF INTEREST

Cllr Matthews and Arthur declared an interest in Item 143.4 Planning Application for the Railway Station.

134 MINUTES OF LAST MEETINGS

134.1 The notes of the Town Hall Management Committee Meeting held on Monday 20 September 2021 were received and the Recommendations to Council were considered.

RESOLVED: That

- i) The notes of the Town Hall Management Committee Meeting held on 20 September 2021 were received; and**
- ii) The following Recommendations be approved -**
 - 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 The notes from the Market Working Group held on 12 November 2021 were received.

RESOLVED: That the notes of the Market Working Group held on 12 November 2021 be noted.

134.3 The minutes of the meeting of the Town Council held on 29 November 2021 were considered.

Cllr Arthur updated on Item 115.13 Highways, that the previous works to the ByPass Bridge had been to install a temporary sensor to replace a corroded sensor. The works to be carried out this week was to replace the temporary sensor with a new permanent sensor.

RESOLVED: That

- i) the minutes of the Town Council Meeting held on 29 November 2021; and**
- ii) Cllr Arthur's update on the ByPass Bridge be noted.**

134.4 The minutes of the Land and Property Committee Meeting held on 6 December 2021 were considered and the recommendations to Council were considered.

RESOLVED: That

- i) The Minutes of the Land and Property Committee Meeting held on 6 December 2021 were approved as a correct record; and**
- ii) The following Recommendations to Council were approved;**
 - 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. LP39.3i. Quotation 3 be approved at a cost of £21,221.00 + VAT**
 - ii. The cost be taken from Cemetery Long-term Development EMR;**
 - c. LP41.1i. 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; and**
 - d. LP42.1i. That the updated quote be approved.**

134.4 The minutes of the meeting of the Town Council Special Budget Meeting held on 20 December 2021 were considered.

It was noted that item 128.3 did not mention the approved reallocation of funds and the Clerk was asked to update the minutes accordingly.

RESOLVED: That the Minutes of the Town Council Special Budget Meeting held on 20 December 2021 be approved as a correct record subject to the abovementioned amendment.

135 CORRESPONDENCE RECEIVED

A letter had been received from the Mayor of Greater Napanee Council, Canada. Cllrs Davis and Dyson joined a Zoom meeting with the Mayor and members of Greater Napanee Council to introduce each other's respective Councils and to consider options to the best way of forming ties with Selby in Canada. The report from the Arts Officer was received and considered.

RESOLVED: That

- i) The letter from the Mayor of Greater Napanee Council, Canada be noted; and**
- ii) The Town Council agree to forge greater links between Selby, North Yorkshire and Selby, Ontario with a view to formally twinning the two Towns. To contribute towards, and then consider the report brought forward by Greater Napanee Council, and to use this as a basis for any agreements on future co-operation.**

136 ACCOUNTS

136.1 A folder containing all payments made since the last Town Council meeting had been 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 were considered.

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

Createdfor — T/Hall Website – Final payment	£2370.00
Odin Security - Bonfire security	£2976.90
Had-It — Photocopier installation	£3393.60
Peter Barton Management — Performance fee	£1920.00
Phil McIntyre — Performance fee	£1588.70
Vale of York Athletic - Grant	£3432.26
Bound & Gagged - Performance fee	£1837.32
Christmas Plus - Christmas lights	£4945.15

QEDG -- Performance fee	£1500.00
Northern Chamber Orchestra - Artistic fees	£13290.48
SSE – Electricity -Town Hall	£1776.76
Corona Energy - Electricity-1811	£1368.97

Cllr Matthews queried frequency of the Direct Debit payments to SSE for Gas supply at the Town Hall. The Clerk agreed to update verbally at the next Finance and Staffing Committee Meeting.

Cllr Matthews noted the payment to Northern Chamber Orchestra for Artistic Fees in the sum of £ 13,290.48, and asked for a report, including the breakdown of income and expenditure, be brought to the Town Hall Management Committee meeting in March to ensure due diligence.

RESOLVED: That

- i) The list of payments made between 1-30 November 2021 in the sum of £ 58,770.53, the credit card payments made in the sum of £ 695.94 and the petty cash payments in the sum of £301.85 be approved;**
- ii) The list of payments made between 1-31 December 2021 in the sum of £ 69,166.69, the credit card payments made in the sum of £ 451.95 and the petty cash payments in the sum of £200.74 be approved; and**
- iii) The abovementioned accounts paid under delegated authority by the Clerk be approved.**

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 were:

- £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 2022 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 2021 and will be held until a new account with Tridos can be opened.

RESOLVED: that the Balance at Unity Bank and funds on long term deposit be noted.

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 was considered.

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

RESOLVED: that 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 be approved.

136.4 It was noted that there was no virement to transfer funds from the Wedding Budget to the Staffing Budget for December 2021 or January 2022.

Virements – Wedding Budget £1,800		
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

There were no further updates.

138 TRAINING

There were no further updates.

139 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

There were no further updates.

140 BIG LOCAL

Cllr Davis updated that the Big Local were moving towards self sufficiency and looking at bringing the building on Flaxley Road into use.

RESOLVED: that Cllr Davis's update be noted.

141 POLICIES TO BE REVIEWED

The Grants Policy was received for consideration. The Clerk had updated the policy including adding an Evaluation Form and guidance for councillors for evaluating the grant application.

RESOLVED: That Cllr Lockley and the Clerk look at the Evaluation Form and amend as necessary and bring back to the next meeting.

142 ONGOING ITEMS – CLERK UPDATE

- 142.1 Events – The Clerk updated that the initial planning had started on all the Town Council events.
- 142.2 Town Hall – There were no updates.
- 142.3 Town Hall – Arts Centre – The Clerk updated that tickets were selling reasonably well with some caution from the public remaining due to the Covid Pandemic. 5 shows are sold out, however, 4 of these were rescheduled shows. Three shows had been cancelled due to Covid.
- 142.4 Town Hall – Office – There were no updates.
- 142.5 Cemetery – The Clerk updated that permission had 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 had failed again earlier this month and a new part is awaited. The Resource Manager has provided the occupants with some electric heaters to use until the repair is completed. A new part would be fitted this week. The Clerk was asked to provide a report for Land and Property Committee meeting in March.
- 142.7 Market – The Market Manager had started planning for the first of the Summer Bank Holiday markets.
- 142.8 Play Areas – There were no further updates.
- 142.9 Allotments – It was noted that around 50% of the Tenancy Agreements and annual fees have now been received. The deadline date for payment and return of paperwork 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 continued to update the information on the website.
- 142.11 Street Furniture – There were no further updates.
- 142.12 1811 Building – There were no further updates.
- 142.13 Highways – There were no further updates.

RESOLVED: That the Clerks updates on the above be noted.

143 PLANNING CONSULTATION RESPONSES

- 143.1 Planning Consultations dealt with under delegated authority since the last meeting of Council were considered.

RESOLVED: that Planning Consultations dealt with under delegated authority since the last meeting of Council were considered.

143.2 The Planning Application 2021/1365/FULM, for the erection of 14 two bedroom apartments with associated works on land Brownfield Site, Shipyard Road Pump Station, Shipyard Road was considered.

RESOLVED: that the Town Council make the following observations to Planning Application 2021/1365/FULM –

**Overdevelopment of the site
Lack of Green Space provided onsite
Lack of onsite parking provided onsite
Lack of Space for Refuse/recycling bins
Highway issues – into/out of the site**

143.3 The Planning Application 2021/1536/FUL for the Erection of 2 semi-detached cottages following removal of the existing advertising hoardings, at 82 - 84 Gowthorpe, Selby, North Yorkshire was considered.

RESOLVED: that the Town Council make the following observations to Planning Application 2021/1536/FUL

**Overdevelopment of the site
Query statement where it says no trees onsite as if is understood there are trees onsite
Lack of onsite parking
Lack of Space for Refuse/recycling bins**

143.4 Planning Application **2022/0031/EIA** for 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 Town Council have previously supplied comments to this application via the Station Gateway Consultation.

Cllr Nichols updated that a commitment had been made to retain the Listed parts of the Station front and the Canopy. She had attended a site visit at the Station relating to the steps from the Bridge and the new proposed access tunnel and was not convinced the tunnel was the best solution.

RESOLVED: That the update be noted.

144 COUNCIL VACANCIES

Councillor Harding advised at the Meeting that he was resigning as Town Councillor.

Cllr Matthews gave a vote of thanks to Cllr Harding for his service as a Town Councillor and wished him well for the future.

Cllr Davis considered his resignation to be a huge loss to Selby Town Council and wished him well in his new job.

Cllr Harding thanked the Council for their support.

RESOLVED: That as an Election was to be held in May, no co-options be made at this time.

145 LGBT+ PRIDE

Consideration was given to displaying and purchasing 2 x LGBT+ Pride “flags” on the Town Hall railings during Pride month. LGBT Pride is a month-long global celebration of the LGBTQ+ community. It was noted that the flags were also used to raise awareness of LGBTQ+ issues and advocate for equal rights.

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

RESOLVED: That 2 x ‘Pride’ composite aluminium flags be purchased at a cost of £138.00 plus VAT and be sited on the Town Hall railing for the month of June.

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.

147 SALARIES AND OVERTIME

It was noted that the December 2021 and January 2022 Schedule of Salary Payments would be made available for Cllr M Davis for checking and authorising.

RESOLVED: That Cllr Davis be authorised to check and authorise the Salaries for December 2021 and January 2022.

148 STAFF EARLY RETIREMENT

The Clerk updated that the Resource Manager had given notice to take early retirement on 31 March 2022.

RESOLVED: That the Resource Manager's notice to take early retirement on 31 March 2022 be received.

149 STAFFING REPORT

The Staffing Report prepared by the Clerk was received for consideration.

Cllr Nichols noted that there had been many changes to roles over the years and commitment should be given to looking at the job descriptions and roles.

Cllr Nichols updated that the 2021 NJC pay award for staff had not yet been approved. A ballot by the unions had not reached the threshold to strike. She advised that the Town Council could make a local agreement so people can catch up with 10 months back pay. The cost of living rising and energy costs going up meant people were unable to keep up. She asked for the Town Council to consider entering a Local Agreement with NJC for this pay award to be paid to the Staff. Cllr Nichols agreed to forward wording to the Clerk to enable the correct process to be carried out, should Council agree to implementing this.

Cllr Shaw-Wright noted other authorities were doing the same as Cllr Nichols proposed.

RESOLVED: That

- i) The changes as detailed in the Staffing Report prepared by the Clerk be approved;**

Summary of Changes

Existing	Proposed
Resource Manager 37h at Spine Point 25 (20-25)	Facilities Manager 37h at Spine Point 23 (23-25)
Finance Manager	Finance Manager / Deputy Town Clerk
Markets / Event Manager 15h at Spine Point 23 (19-23)	Markets / Event Manager 18.5h at Spine Point 23 (19-23)
Resource Assistant 29h at Spine Point 4 (3-4)	Resource Assistant (Markets) 37h at Spine Point 5 (fixed at 5)
Markets Assistant 8h at Spine Point 7 (5-7)	

- ii) **The Town Council look at an evaluation of job descriptions and pay for the entire staff; and**
- iii) **The Town Council agree in principle, to enter a Local Agreement with NJC, to enable staff to be awarded the pay award of 1.75%, including back pay to 1 April 2021 and a formal full Resolution be made at a face to face Council meeting in February 2022.**

150 SCHEDULE OF MEETINGS 2021/22 AND 2022/23

150.1 The Draft Schedule of Meetings 2022/23 was received. It was noted 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.

RESOLVED: That the Draft Schedule of Meetings 2022/23 be adopted.

150.2 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

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