

# **MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL MEETING HELD ON MONDAY 28 MARCH 2022 HELD AT THE TOWN HALL**

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

## **169 PUBLIC QUESTIONS**

There were no members of the public present.

## **170 APOLOGIES FOR ABSENCE**

Cllrs. J Shaw-Wright, M Davis, I Lawton and M Dyson

## **171 DISCLOSURE OF INTEREST**

## **172 GUEST SPEAKER**

Tony Walker, GFireE, MFireInv Station Manager, York, Selby & Tadcaster Fire Service was unable to attend this meeting. A future date is being organised.

## **173 MINUTES OF LAST MEETINGS**

173.1 The minutes of the meeting of the Town Council held on 28 February 2022 were considered.

The Clerk reported that the correct balance of the Unity Trust Bank was £1,111,391.31.

### **RESOLVED: That**

- i) the correct balance was noted
- ii) the minutes of the Town Council Meeting held on 28 February 2022 were approved as a correct record

173.2 The minutes of the Land & Property Meeting held on 7 March 2022 were considered and the recommendations to Council were considered.

Cllr Matthews reported that it had been agreed at the meeting to recommend that the funds for LP58.2 be taken from the Asset Replacement EMR.

**RESOLVED: That**

- i) **The Minutes of the Land and Property Meeting held on 7 March 2022 were approved as a correct record subject to the abovementioned correction; and**
- ii) **The following Recommendations to Council were approved;**
  - 1. LP58.1 i. **The recommended work be carried out at a cost of £1,997 + Vat**  
ii. **The funds be taken from Asset Replacement EMR**
  - 2. LP58.2 i. **Option 1 at a cost of £490 (10 x brass and 2 x aluminium lever / lever on rose handles**  
ii. **The funds be taken from the Asset Replacement EMR**
  - 3. LP62.1 i. **That the Chairs of Council and Land & Property Committees be granted delegated powers to make a decision on the outcome of the report**
  - 4. LP66 i. **The tree be removed**  
ii. **The Clerk write to the resident informing them of the decision**
  - 5. LP67.2 i. **Any tenants known to have moved out of the parish be written to immediately and given a notice to quit on 31 December**  
ii. **If at tenancy renewal there are no names on the waiting list the existing tenant be offered to renew at double fees. This will be on a year on year basis.**

173.3 The Town Hall Management meeting held on the 14 March 2022 was not quorate. The following recommendations were considered.

- 1. **That the hire package for public ticketed concerts at the Town Hall be adopted**
- 2. **That the Arts Officer be authorised to commit to act booking expenditure for the 2023/24 year, based on the assumption of a budget being equal to that of 2022/23.**

**174 CORRESPONDENCE RECEIVED**

174.1 The Interim Audit of Accounts was received and considered.

**RESOLVED: That the Interim Audit of Accounts be approved.**

174.1.1 Consideration was given to the re-appointment of the current Internal Auditor.

**RESOLVED: That Yorkshire Internal Audit Services be appointed on a 3 year agreement at a cost of £350 per visit.**

174.2 Consideration was given to a response received from NYCC Highways.

Cllr Matthews felt insulted by the response. The reply from NYCC Highways / Streetworks stated that they encourage Utility companies to send letters to residents however this had not happened. Cllr Laskey added that as many people continue to work from home, at least part of the time, it was vital residents were aware of scheduled works in advance. It was agreed that inspections should be carried out by the Street Works inspector while the works were being carried out and not “a day or so” after. Cllr Nichols had sent photos of the state the pavements were left in after work had been completed near her home.

**RESOLVED: That the Clerk write back to Streetscape / NYCC Highways with Councils concerns.**

## **175 ACCOUNTS**

175.1A folder containing all payments made since the last Town Council meeting was presented for consideration. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 28 February 2022 were considered.

Cllr Matthews asked that the DD / SO list be brought to the Finance & Staffing meeting as a standing agenda item.

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

Corona Energy – Gas 1811 – £1,426.80  
Amberol – Hanging Baskets - £1,277.64  
Durham Air Con Ltd – Heat pump repair - £1,476

**RESOLVED: That**

- i) The list of payments made between 1-28 February 2022 in the sum of £ 18,461.42, the credit card payments made in the sum of £ 676.82 and the petty cash payments in the sum of £126.21 be approved**
- ii) The abovementioned accounts paid under delegated authority by the Clerk be approved.**

175.2 The balance at the Unity Trust Bank on 28 February 2022 was £1,104,684.65 (general funds £866,744.16 from deposit accounts £237,940.49) and the value of the funds on term deposit were:

- £113,480.68 (Bid Market Valuation as of 28 February 2022, Mid-Market Valuation £115,265.21) with Churches, Charities and Local Authorities (CCLA) Property Fund

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

175.3 The virement to transfer funds from the Market Budget to the Staffing Budget for March 2022 for £7.95 was considered.

<b>Virements – Market Waste Budget £1,300</b>		
Details 2021/22	Cost £	Balance against Budget
Balance B/Fwd		£ 817.34
February	£ 7.95	
Balance		£ 809.39

**RESOLVED: that the virement to transfer funds from the Market Budget to the Staffing Budget for March 2022 for £7.95 be approved.**

175.4 It was noted that there was no virement to transfer funds from the Wedding Budget to the Staffing Budget for March 2022.

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

## **176 SELBY NEIGHBOURHOOD PLAN UPDATE**

There were no further updates.

## **177 TRAINING**

There were no further updates.

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

There were no further updates.

## **179 BIG LOCAL**

There were no further updates.

## **180 POLICIES TO BE REVIEWED**

There were no policies to be reviewed.

## **181 ONGOING ITEMS – CLERK UPDATE**

## 181.1 Events –

Fun Day – 19 June 2022 – Planning started for a full event – a Fun Day committee meeting was held on 21 March 2022

Food & Drink Festival – 23 July 2022 – Planning underway

Beer Festival – 30 July 2022 – No further updates

Bonfire and Fireworks Display – 5 November 2022 – Initial planning underway

Cemetery Remembrance – 11 November 2022 – The Clerk informed Council of the sad passing of Mr Brian Jackson. Mr Jackson had helped at both the Remembrance Services over the past few years, in particular reading the Act of Remembrance.

Remembrance Sunday – 13 November 2022 – No updates

Christmas Lights Switch-On – 3 December 2022 – Planning underway

181.2 Town Hall – The Clerk was asked to purchase 24 chairs for the studio.

181.3 Town Hall – Arts Centre – No further updates

181.4 Town Hall – Office – No further updates

181.5 Cemetery – The Un-Paid Workforce are continuing to make good progress in tidying up the beds and clearing under the hedges. The caretaker has now resumed helping clear and prepare the beds for spring.

Cllr S Shaw-Wright suggested the Council may want to consider entering the Cemetery of the Year competition. The Clerk said she would look in to the requirements.

181.6 Longmann Hills Farmhouse – The problem with the hot water has been identified. A plumber has been sent from the Letting Agency and an update is awaited.

181.7 Market – The Maternity cover Market / Events Manager finished employment on the 19 March 2022. The Market / Events Manager returns from Maternity Leave on 16 May 2022. The traders have been updated regarding the arrangements during the interim period.

181.8 Play Areas – The Clerk reported that Awards For All are offering grants for play equipment.

181.9 Allotments – Inspections have all been completed and some work has been identified and passed to the Resource Team.

181.10 Website – No further updates

181.11 Street Furniture – No further updates.

181.12 1811 Building – The change of use planning application had been submitted.

181.13 Highways – Cllr Arthur reported that the Toll Bridge would be closed for repairs on 22 April 2022, between the hours of 8am and 6pm.

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

## **182 PLANNING CONSULTATION RESPONSES**

182.1 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 approved.**

182.2 Consideration was given to the Planning Application 2022/0167/FUL, for the conversion of existing Grade II listed public house into boutique serviced accommodation (C1) **Station Inn, Ousegate, Selby.**

**RESOLVED: that the Town Council object due to overdevelopment of the area, no off street parking and no access at the rear of the property.**

182.3 Consideration was given to the Planning Application 2022/0153/FULM, for the HGV park and welfare building and warehouse to serve existing Sedamyl UK Ltd plant and employment unit with associated landscaping, infrastructure works and vehicular, pedestrian circulation on **Land adjacent to A63 and, East Common Lane, Barlow.**

**RESOLVED: that the Town Council support and welcome in general the application, however, the Town Council would welcome a wildlife plan putting in place to manage and facilitate the deer population in the area.**

## **183 COUNCIL VACANCIES**

Following advice from Democratic Services at Selby District Council a Notice of Vacancy had been displayed on the Town Council's website. This notice ended on the 25 March and the Clerk had not been noted of an election being called. However as the Notice for Parish Council Elections to be held on 5 May 2022 has been published co-option will now be negated.

**RESOLVED: That the update from the Clerk be note.**

## **184 TWINNING**

Council considered the twinning proposal report and the proposed twinning agreement between Selby, UK and Selby, Ontario Canada.

At its meeting of 31<sup>st</sup> January, following work undertaken by Pittancer of Selby Tim FitzHigham and Canadian comedian John Hastings to investigate the shared history of Selby, North Yorkshire and the small town of Selby, Ontario, Council resolved:

*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.*

Greater Napanee Council, the equivalent level local authority serving Selby, Ontario, compiled a report which was presented to their full council meeting on 22<sup>nd</sup> February. The report was accepted, with a recommendation that *“in recognition of the shared community history between the two Selbys and the connection achieved during the pandemic, Council support creating a formal link through a twinning agreement”*. The report stressed that there were not intended to be any formal financial commitments, and use of staff resources would be minimal with further activities to be driven, as much as possible, by organisations within the two communities.

Council approved the draft twinning agreement provided by Greater Napanee Council and agreed for a virtual meeting for the mayors of each authority to formally sign the document.

It was felt that this was a positive for the Town and the Clerk was asked to write to the existing Twinning Groups informing them of this new twinning arrangement.

#### **RESOLVED:**

- i. To formally link the towns of Selby, North Yorkshire and Selby, Ontario through a twinning agreement between Selby Town Council and Greater Napanee Council.**
- ii. To approve the draft twinning agreement proposed by Greater Napanee Council.**
- iii. To schedule an online meeting between the two authorities for the twinning agreement to be signed.**

#### **185 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.**

#### **186 SALARIES AND OVERTIME**

The March 2022 Schedule of Salary Payments was circulated for approval.

**RESOLVED: That the March 2022 Schedule of Salary Payments be approved.**

**187 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

**Monday 11 April 2022**

**Monday 25 April 2022**

**Monday 16 May 2022**

**Monday 23 May 2022**

**Monday 6 June 2022**

**Monday 27 June 2022**

**Special Council Grants Meeting  
Council**

**Finance & Staffing Committee**

**Annual Council, Town and Council**

**Land & Property Committee**

**Council**