

# MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY TOWN COUNCIL HELD ON MONDAY 27 JUNE 2022 HELD AT TOWN HALL, YORK STREET, SELBY

**PRESENT:** Cllrs W Nichols (Chair), K Franks, G Jordanowski, T Beharrell, F Matthews, H Davis, M Davis, G Lockley, M Lawton, R Harrison, S Andrew and M Dyson

## 36 PUBLIC QUESTIONS

There were no members of the public present.

## 37 APOLOGIES FOR ABSENCE

Cllrs S Shaw-Wright, I Lawton, J Proud, C Laskey, J Shaw-Wright and K Arthur

## 38 DISCLOSURES OF INTEREST

There were no Disclosures of Interest.

## 39 MINUTES OF LAST MEETING

39.1 The minutes of the Town Council meeting held on 23 May 2022 were considered. The Clerk was asked to amend the minutes to include at item 23.2 “Any new Members wishing to attend the “Off to a Flying Start” course be encouraged to do so.”

**RESOLVED: That the Minutes of the Town Council Meeting held on 23 May 2022 be approved as a correct record subject to the abovementioned correction.**

The updates on the following items were received:

27.13 – Cllr Matthews updated that Harron Homes had replied to his email confirming that they would undertake a survey on the positioning of their banners and flags. It was agreed that they had already been consulted with regarding their position and they should just remove them.

29 – Cllr Andrew updated that she had received an email regarding Tree Preservation Orders (TPO’s) from Selby District Council. SDC are going to start going around and looking at the condition of individual trees, confirm ownership and see if the tree is worthy of a TPO. It was agreed that as there were a lot of trees on the public highway SDC could start with those.

39.2 The minutes of the Annual Meeting of Council held on 23 May 2022 were considered.

Item 8 - The Clerk was asked to add Cllr M Dyson to the Land & Property Committee and also to show a vacancy on the Town Hall Management Committee.

Item 9 - The Clerk was asked to amend the minutes to include that the Clerk would write to both the CEF and STEP and ask for clarification if these groups had been disbanded.

Item 12 Standing Orders item 12.7.17 – The Clerk was asked to amend the Standing Order to read “ To suspend any Standing Order, (See Standing Order 22.1).”

**RESOLVED: That the Minutes of the Annual Meeting of Council held on 23 May 2022 be approved as a correct record subject to the abovementioned corrections.**

39.3 The minutes of the Finance & Staffing Meeting held on 30 May 2022 were considered and the recommendations to Council were considered.

**RESOLVED: That**

- i. The Minutes of the Finance and Staffing Meeting held on the 30 May 2022 were approved as a correct record, and**
- ii. The following Recommendations to Council were approved;**
  - a. FS9.1 i. The Sickness Policy be approved with the amendments as seen in the minutes**
    - ii. The review date be agreed at May 2025**
  - b. FS9.2 i. The Capability Policy be approved with the amendments as seen in the minutes**
    - ii. The review date be agreed at May 2025**

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

**RESOLVED: That**

- i. The Minutes of the Land and Property Meeting held on 20 June 2022 were approved as a correct record and,**
- ii. The following Recommendations to Council were approved;**

- a. LP5.1
  - i. The Mobile Phone Policy be approved with the amendment
  - ii. The review date be set for June 2025
- b. LP7.5
  - i. A Sonic Tomographic inspection be carried out on the 4 veteran beech trees at a cost of £1,185 + VAT in total
  - ii. A budget to be considered at the Budget setting meeting for the annual works identified in the survey
- c. LP8
  - i. The repairs be carried out to the gym equipment at an estimated cost of £2,240 + VAT
- d. LP16
  - i. Purchase a Bobcat ZT3500 Commercial Zero Turn Mower (with 5yr 1000 hrs warranty) at a cost of £3,889 + VAT
  - ii. Using contractors to cut the Scott Road bottom field at a cost of £400 per cut – (estimated 3 to 4 cuts per year)
  - iii. Using existing contractors to cut the whole of Bondgate Woodland at an estimated cost of an extra £60 per cut – (12 cuts per year)
- e. LP18
  - i. To appoint quote 2, LT Ogle, to carry out the planned works at a cost of £2,890
  - ii. To take the expenditure from the Asset Replacement and Renovations EMR
- f. LP19
  - i. To purchase the Digital Mapping from Pear Technology at a cost of £5,485 + VAT
  - ii. To purchase the Cemetery Management system from Rialtas Business Solutions at a cost of £1,520 + VAT
  - iii. The costs for both the above to be taken from the Efficiency Fund EMR

**40** Unfortunately Mr John Kirkham couldn't attend the meeting. It was hoped that he would attend the July Council meeting.

#### **41 CORRESPONDENCE RECEIVED**

The Clerk updated that thank you letters for grants received had been received from Selby District Vision, Citizens Advice and the Rail Users Group.

Cllr Davis said that there was a notice on the offices of Selby District Council stating that there was no public access. After speaking with several SDC Councillors it was understood that this decision did not appear to have been approved at a Council meeting. There are no notices publicly, other than on the entrance door, to alert residents that they cannot attend the District council offices in person, therefore anyone intending to visit would not know they wouldn't be allowed to enter the offices until they arrived. The Clerk was asked to write to SDC showing

disappointment that access has been denied to members of the public and ask if a Diversities Impact Assessment has been considered before taking this action.

**RESOLVED: That the Clerk writes to Selby District Council as above.**

## **42 ACCOUNTS**

42.1 A folder containing all payments made since the last Town Council meeting was presented to the meeting and considered. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 31 May 2022 were also considered.

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

£2,500 – Abbey School – Jubilee Grant  
£4,550 – Lea Ogle – Painting

Payments for approval over £1,000 are listed below:

£2,500 – Longman’s Hill CP School – Jubilee Grant  
£2,500 – Barlby Bridge School – Jubilee Grant  
£2,500 – Selby Community Primary School – Jubilee Grant  
£2,500 – Barwic Parade School – Jubilee Grant  
£1,250 – Coles – Funday rides  
£5,733 – Camel Events – Funday Stage provision  
£3,948.96 – Odin Security – Funday Security provision

**RESOLVED: That**

- i. The list of payments made between 1 May – 31 May 2022 in the sum of £75,570.25, the credit card payments made between 1 May – 31 May 2022 in the sum of £828.42 and the petty cash payments made between 1 May – 31 May 2022 in the sum of £223.64 be approved;**
- ii. The abovementioned payments over £1,000 be approved; and**
- iii. The abovementioned payments made by the Clerk for over £1,000 under Delegated Authority be approved.**

42.2 The balance at the Unity Trust Bank on 31 May 2022 was £910,111.79 and the value of the funds on term deposit were:

- £241,019.78 with Unity Trust Bank Savings Account
- £121,383 (Bid Market Valuation as of 31 May 2022, Mid-Market Valuation

£123,446) with Churches, Charities and Local Authorities (CCLA) Property Fund

**RESOLVED: That the balance at the Unity Trust Bank and funds on long term deposit be noted.**

42.3 The virement to transfer funds from the Market Budget to the Staffing Budget for June 2022 for £96.29 was considered.

<b>Virements – Market Waste Budget £1,300</b>		
Details 2022/23	Cost £	Balance against Budget
Balance		£1,204.44
June	96.29	
Balance		£1,108.15

**RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for June 2022 for £96.29 be approved.**

42.4 The virement to transfer funds from the Wedding Budget to the Staffing Budget for June 2022 for £146.37 was considered.

<b>Virements – Wedding Expenditure Budget £1,800</b>		
Details 2022/23	Cost £	Balance against Budget
Balance		£1,800
June	146.37	
Balance		£1,653.63

**RESOLVED: That the virement to transfer funds from the Wedding Budget to the Staffing Budget for June 2022 for £146.37 be approved.**

#### **43 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE**

Cllr M Davis updated that herself and the Clerk would revisit the plan.

**RESOLVED: That the update be noted.**

#### **44 TRAINING**

44.1 The Clerk updated that training is underway for members of the Resource Team as per the training schedule.

**RESOLVED: That the update be noted.**

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

The Clerk updated that due to illness she had not yet written to Selby District Council.

**RESOLVED: that the update be noted.**

#### **46 BIG LOCAL**

Councillor M Davis updated that the Big Local was moving along and their AGM would be held next month.

**RESOLVED: that the update be noted.**

#### **47 POLICIES TO BE REVIEWED**

The Clerk updated that the Training Policy would be brought to the next Council meeting for review.

**RESOLVED: that the update be noted.**

#### **48 ONGOING ITEMS – CLERKS UPDATE**

The Clerk provided the following updates:

##### **48.1 Events**

Funday – Sunday 19 June – Fabulous event, very well attended

Food & Drink Festival – Saturday 23 July – Fully booked

Beer Festival – 30 July – Tickets on sale now

Bonfire – Saturday 5 November

Cemetery Remembrance – Friday 11 November

Remembrance Day – Sunday 13 November

Christmas Lights – Saturday 3 December

48.2 Town Hall – The car park steps, rear patio and perimeter walls have been pressure washed.

48.3 Town Hall – Arts Centre – The front window had been replaced.

48.4 Office – No updates

48.5 Cemetery – Several areas were left for “No Mow May” to encourage wildflowers. Many appreciative comments were received.

- 48.6 Longmann Hills Farmhouse – The tenant has given notice to quit. The Clerk has instructed the Facilities Manager to get 3 quotations and a timeframe to replace the ground source heat pump system. Due to this work requiring any occupants not to be in the property while this work is carried out, it was agreed that if the replacement can take place in the next couple of months then it made sense not to rent out the Farmhouse immediately. However, if the works would be scheduled further into the year then any new tenants would be notified of this before they signed a tenancy agreement.
- 48.7 Market – A Night Market has been planned for Wednesday 6 July from 3pm to 7pm. Over 35 traders will be attending promising local produce, live music and global cuisine.
- 48.8 Play Areas – The Clerk updated that the Resource Team had started on a cleaning / repair programme of all the play areas.
- 48.9 Allotments – Most useable plots have now been let. Some have been identified that need some clearance work before they can be let.
- 48.10 Website – A date is to be agreed for the Digital Working Group to meet to discuss the updating of the website and to find a way to move it on from its current state. Cllr Lockley suggested that she meets via Teams with the Clerk as soon as practical to move this forward.
- 48.11 Street Furniture/Street Lighting – No updates
- 48.12 1811 Building - No updates
- 48.13 Highways – Cllr Nichols had met with an SDC Officer at the Legal and General housing development on Portholme Road regarding the loss of the dropped kerb and random fences obscuring footpaths. Cllr Nichols will update at a future meeting with the report of the SDC Officer.

**RESOLVED: That**

- i. The Clerk's update be noted**
- ii. the Facilities Manager seeks 3 quotes for a replacement ground source heat pump and a timeframe for installation for Longmann Hill's Farmhouse, and**
- iii. Cllr Lockley and the Clerk meet to find a way to move the updates to website forward.**

## **49 PLANNING CONSULTATION RESPONSES**

The Clerk reported on Planning Consultations dealt with under delegated authority since the last meeting of Council.

**RESOLVED: That the Planning Consultations dealt with by the Clerk under delegated authority be approved.**

## **50 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. (Items 31 to 34/20).**

## **51 SALARIES AND OVERTIME**

The Clerk updated that the June 2022 Schedule of Salary Payments would be presented to the July meeting to be approved.

**RESOLVED: That the Schedule of Salaries for June 2022 be brought to the July meeting for approval.**

## **52 SUPPORT FOR REFUGEES IN OUR COMMUNITY**

Cllr M Davis updated that after making contact with the Refugee Council found that a daily bus service had been provided for the refugees from the hotel into Leeds funded by the Home Office and that 2 people from the Refugee Council were working with the refugees on a programme of events.

The refugees were grateful of the offer from the Town Council to provide coaches to take them to visit the Mosque in York, and Cllr M Davis is working through the logistics of coordinating the visit.

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

**Monday 18 July 2022**

**Finance & Staffing Committee  
Council**

**Monday 25 July 2022**

**Monday 5 September 2022**

**Land & Property Committee**

**Friday 9 September 2022**

**Market Working Group**

**Monday 12 September 2022**

**Health, Safety & Welfare Working Group**

**Monday 19 September 2022**

**Town Hall Management Commitment**

**Monday 26 September 2022**

**Council**