



# MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY TOWN COUNCIL HELD MONDAY 25 SEPTEMBER 2023 AT THE TOWN HALL, YORK STREET, SELBY

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**PRESENT: Cllrs M Dyson, G Jordanowski, T Beharrell, I Lawton, M Davis, S Shaw-Wright, C Laskey, M Lawton, J Proud, R Harrison, W Nichols, F Matthews, K Franks and S Andrew.**

**68 PUBLIC QUESTIONS**

There were no members of public present.

**69 APOLOGIES FOR ABSENCE**

Cllrs K Arthur, G Lockley, J Shaw-Wright and H Davis.

**70 DISCLOSURES OF INTEREST**

Cllr F Matthews declared an interest in items relating to Network Rail.

**71 VISIT BY NYC OFFICER – KARL BATTERSBY  
CORPORATE DIRECTOR, BUSINESS ENVIRONMENTAL SERVICES**

Karl Battersby attended the meeting and answered several questions from council. These questions related to roadworks, traffic lights and the and the consultation over the yellow box at the top of Gowthorpe, parking enforcement, Park Street junction, EV charging points, car parks, TCF at the railway station and the unfinished pedestrian crossing near the market square.

Karl advised council that he would be happy to come and walk around the town with some members of council to look at the ‘problem’ areas. And that if The Clerk contacts him prior to council meetings he will be able to provide an update on the Railway Station TCF project.

**RESOVED THAT:**

- i. The Clerk contacts Karl Battersby to arrange a date to come and walk around Selby to look at ‘problem’ areas, and**
- ii. The Clerk contacts Karl Battersby prior to council meetings for an update on the TCF project.**

**72 MINUTES OF LAST MEETING**

72.1 Minutes of Full Council

The minutes of the meeting of Council, held on 31 July 2023 were considered.

The following amendments were approved:

Item 54.1 – Change the payment amount to the Vale of York Athletics to £2,500.

Item 62 – Change that the motion was proposed by Cllr J Proud and seconded by Cllr R Harrison.

**RESOLVED: That the minutes of the Town Council Meeting held on 31 July 2023 be approved as a correct record with the abovementioned amendments.**

#### 72.1.1 Completed Actions

The following correspondence received, from the completed actions were noted:

Correspondence from Dept. of Transport re Ticket Office closures

Letter received from Dept. of Transport was received.

Correspondence from Network Rail re the delay of installation of lift

Email received from Alexis Stevens was received.

A member of council requested that the Clerk writes back to Network Rail and asks that the notice board at the station is updated and kept up to date so that there is clear communication with the public.

Correspondence from NYP re Remembrance

Email received from Inspector Martin Wedgwood was received.

Correspondence from Highways re Remembrance

Email from Area 7 was received.

#### **RESOLVED THAT:**

- i. The completed actions be noted,**
- ii. The Clerk writes to Network Rail regarding the notice board at the Railway Station.**

#### 72.2 Land and Property Meeting

The recommendations from the Land and Property meeting, held on 4 September 2023 were considered.

A member of council requested that for LP27.5, that before the money is spent that it is bought back to council and considered at budget setting.

**RESOLVED THAT:**

- i. The minutes of the Land and Property meeting held on 4 September 2023 be approved as a correct record, and
  - ii. The following recommendations be approved with the abovementioned amendment.
1. LP24.3
    - i. The Tenancy Agreement be approved, and
    - ii. The new document, replacing the Rules and Regulations, An Allotment Plot – Your Responsibilities, be approved.
  2. LP27.1
    - i. James Hardiman Fencing (Riccall) be appointed to provide and erect fencing at a cost of £2,117.50, and
    - ii. Hedging be purchased up to a maximum cost of £2,000 for the Peace Garden.
  3. LP27.5 A maximum of £60,000 be spent from Capital EMR Fund.
  4. LP29.2 Confirmation is sent to the Foodbank of the continuation of the lease.
  5. LP 39
    - i. Scheme 1 from Komplan be approved at a cost of £31,236 + VAT, and
    - ii. The cost be agreed to be taken from either CIL, if funds allow or S106.
  6. LP 40
    - i. The quotation from 24 Networks & Security Ltd be approved, at a cost of £6,750 + VAT,
    - ii. A monthly charge of £60 for 2 data sim cards, and
    - iii. The cost be taken from the Efficiency EMR.

72.3 Market Working Group

The notes from the Market Working Group meeting, held on 11 September 2023 were considered.

**RESOLVED: That the notes from the Market Working Group held on 11 September 2023 be approved as a correct record.**

72.4 Town Hall Management

The recommendation from the Town Hall Management meeting, held on 18 September 2023 were considered.

The Clerk updated council to advise that the last four words at point THM5.2

have been removed.

**RESOLVED THAT:**

- i. **The notes from the Town Hall Management meeting held on 18 September 2023 be approved as a correct record with the abovementioned amendment.**
- ii. **The following recommendations be approved.**

1. THM5.1
  - i. **To purchase 1 x 43” Digital Display Screen for the Studio at a cost of approx. £1,000 including a VESA mount,**
  - ii. **To purchase Snap Frames at a cost of £10 each, and**
  - iii. **Funds to be taken from the EMR Efficiency Fund**

**73 CORRESPONDENCE RECEIVED**

There was no correspondence received.

**74 ACCOUNTS**

**74.1 Payments**

A folder containing all payments made since the last Town Council meeting was presented to Council. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 31 July 2023 and 1 - 31 August 2023 were also considered.

The Clerk advised council that two of the electricity payments to SSE that are recorded as 1811, are actually for the Cemetery Chapels. That the two payments to BT are for June and July. That the fuel for the Van has been recorded incorrectly, the BACS payments to NYC are for fuel for the van and the card payments are fuel for the groundwork equipment. The Clerk also confirmed that two Brush Cutters were purchased due to both of them failing.

Payments for approval over £1,500 are listed below:

Lindleys - £9,170 - Allotment clearance

Fabgates - £2,750 – Railings at Cemetery Lodge

The following payment was added and approved:

Christmas Plus - £11,400 – Hire of Festive Display 2023

**RESOLVED THAT:**

- i. **The list of payments made between 1 – 31 July 2023 in the sum of £63,475.83, the credit card payments made between 1 – 31 July 2023 in the sum of £1,301.04 and the Petty Cash payments made between the 1 – 31 July 2023 in the sum of £49.78 be approved,**

- ii. **The list of payments made between 1 – 31 August 2023 in the sum of £78,763.38, the credit card payments made between 1 – 31 August 2023 in the sum of £1,224.42 and the Petty Cash payments made between the 1 – 31 August 2023 in the sum of £29.29 be approved, and**
- iii. **The abovementioned payments over £1,500 be approved.**

#### 74.2 Balances

The balance at the Unity Bank on 31 August 2023 was £669,580.72, the balance at the Lloyds Bank on 31 August 2023 was £8,192.47 and the value of the funds on term deposit are:

- £244,884.48 with Unity Trust Bank Savings Account
- £96,470 (Bid Market Valuation as of 31 August 2023, Mid-Market Valuation £97,990 with Churches, Charities and Local Authorities (CCLA) Property Fund.

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

#### 74.3 Notice of Conclusion of Accounts

The External Auditor’s report was received. The report contained no concerns.

**RESOLVED: That the report from the External Auditors be noted.**

#### 74.4 Market Virement

The virement to transfer funds from the Market Budget to the Staffing Budget for August 2023 for £97.33 and September 2023 for £87.29 was considered.

<b>Virements – Market Waste Budget £1,300</b>		
Details 2023/24	Cost £	Balance against Budget
		£1,300.00
Balance B/F		£ 943.10
August 2023	£97.33	
Sept 2023	£87.29	
Balance		£ 758.48

**RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for August 2023 for £97.33 and September 2023 for £87.29 be approved.**

#### 74.5 Wedding Virement

There was no virement to transfer funds from the Wedding Budget to the Staffing Budget for August 2023 or September 2023.

<b>Virements – Wedding Budget £1,800</b>		
Details 2023/24	Cost £	Balance against Budget
		£1,800.00
Balance B/F		£1,588.41
August 2023	£0.00	
Sept 2023	£0.00	
Balance		£1,588.41

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

## **75 TRAINING**

It was noted that the following training had been completed: -

Role	Training	Date Completed
Clerk	Carbon Literacy Qualification	July 2023
Clerk	Introduction to Planning	Sept 2023
Deputy Clerk	Carbon Literacy Qualification	August 2023
Deputy Clerk	Cemetery Administration	Sept 2023
Admin Officer (p/t)	Cemetery Administration	Sept 2023

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

## **76 BIG LOCAL**

Cllr M Davis updated that a planning co-ordinator had been appointed.

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

## **77 POLICIES TO BE REVIEWED**

### **77.1 Community Engagement Strategy**

The Draft Community Engagement Strategy Policy was received.

A member of council requested that this is reviewed again and more added in regarding the events that the Town Council hold.

**RESOLVED: That the policy has the abovementioned additions and is then brought back to council to review.**

## **78 ONGOING ITEMS – CLERK UPDATE**

### **78.1 Events**

Food & Drink Festival – Saturday 23 September 2023 – The Clerk updated that the event went well and was very well attended.

Bonfire/Fireworks Event – Saturday 4 November 2023 – The Event  
Management Plan has been submitted to North Yorkshire Safety Advisory Group (SAG), the fireworks have been ordered and the Road Closure is in place.

Cemetery Remembrance - Friday 10 November 2023 – Order of Service  
completed and invitations will be sent out before the end of the month.

Remembrance Sunday - Sunday 12 November 2023 – The Road Closure is in  
place, the Order of Service has been completed and invitations will be sent out before the end of the month. The Clerk will send a press release to be included in the Selby Times to promote the event to the public.

Christmas Market/Lights Switch On - Saturday 2 December 2023 – Planning  
underway

78.2 Town Hall – Nothing to report

78.3 Town Hall – Arts Centre – The first show, which was sold out, was held on Saturday 16 September

78.4 Town Hall – Office – The Clerk updated that there is a broken velux window in the office. The company who installed the windows has been to look at all of the windows in the office. They have provided a quote to fix, service and supply a rod for opening. The quote is for £800 and the clerk has authorised the works to proceed.

78.5 Cemetery – Following further vandalism and reports of members of the public using the apiary as a “hang out area”, the beekeepers have installed a locked gate. A security camera pointing at the apiary has been sited along with signage and a further camera has been sited on the chapel to cover the path.

78.6 Longmann Hills Farmhouse – No updates

78.7 Market – The last Bank Holiday market of the year was held at the end of August and was very well attended by traders and members of the public. The next event is Oktoberfest which will be held on Saturday 21 October. We will also be having a Community Engagement gazebo at this event.

78.8 Play Areas – No issues to report

78.9 Allotments – No issues to report

78.10 Website – The website developer is providing an additional page for all policies and procedures.

78.11 Street Furniture – Nothing to report.

78.12 1811 Building – Nothing to report

78.13 Highways – Nothing to report.

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

## **79 COMMUNITY ENGAGEMENT**

To **note** that the Community Engagement gazebo is to be held at the following event:

Oktoberfest – 21 October – on the Market Place from 10am

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



## **80 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 under delegated authority be approved.**

## **81 CLIMATE STRATEGY REPORT**

The report regarding achieving net zero was received.

Council requested that the motion be changed to we will 'work towards achieving net zero by 2030'.

The Clerk and Deputy Clerk will work on a plan for how to begin working on this and bring it back to council in November.

### **RESOLVED THAT:**

- i. A motion is passed to state that Selby Town Council will work towards achieving net zero by 2030 and that this is published on the website, and**
- ii. That the Clerk and Deputy Clerk work on a plan and bring it back to council in November.**

## **82 LOCAL COUNCIL AWARD SCHEME**

### **82.1 Foundation Award.**

It was noted that Council has achieved the Foundation Award.

### **82.2 Requirements to achieve Quality Award.**

To achieve the Quality Award a Council must demonstrate that it meets all requirements of the Foundation Award and has all additional documentation and information in place for good governance, effective community engagement and council improvement.

If this is achieved within 12 months of being awarded the Foundation Level the fee is reduced by 20% as the checking process requires less work. This fee is currently £100 full price.

### **82.3 Application for Quality Award.**

Council considered passing a resolution to allow the Clerk to apply for the Quality Award.

Council agreed that if it was not possible to apply for this within the next 12 months that it would still be acceptable to apply paying the full price.

### **RESOLVED THAT:**

- i. The update be noted and,
- ii. That the Clerk can apply for the Quality Award when all documentation is ready to submit.

### **83 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 84 to 85).

### **84 SALARIES AND OVERTIME**

#### **84.1 Approval of Salary Payments**

The August and September 2023 Schedule of Salary Payments were not presented so they were unable to be approved.

The Salary payments will be presented at the next Council meeting in October.

**RESOLVED: That the August and September 2023 Schedule of Salary Payments be presented at the Council Meeting in October.**

### **85 STAFF PAY AGREEMENT**

It was considered to enter a local agreement with Unison to implement the proposed pay offer. Council agreed that this could be paid in October payroll.

**RESOLVED: That the agreement was considered and that the pay offer could be paid to staff in October payroll.**

#### **85.1 Caretaker/Cleaner**

The Clerk requested that this point be added due to a staff shortage.

Council agreed that agency staff and overtime can be used in the short term to cover the required caretaking and cleaning.

**RESOLVED THAT:**

- i. The update be noted, and
- ii. That overtime and agency can be used in the short term

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

It was noted that the Deputy Clerk is to attend one of the three Refugee Information Sessions being held at the Riccall Regen Centre.

A member of council advised that one of these session had already taken place and there are a further two that are available.

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

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

<b>Monday 16 October 2023</b>	<b>Finance &amp; Staffing</b>
<b>Monday 30 October 2023</b>	<b>Council</b>
<b>Monday 27 November 2023</b>	<b>Council</b>
<b>Monday 4 December 2023</b>	<b>Land &amp; Property</b>
<b>Monday 18 December 2023</b>	<b>Council Special Budget Meeting</b>