



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY
TOWN COUNCIL HELD MONDAY 30 OCTOBER 2023 AT THE
TOWN HALL, YORK STREET, SELBY**

Contents

88	PUBLIC QUESTIONS.....	2
89	APOLOGIES FOR ABSENCE	2
90	DISCLOSURES OF INTEREST	2
91	MINUTES OF LAST MEETING	2
91.1	Minutes of Full Council	2
91.1.1	Completed Actions	2
91.2	Finance & Staffing Committee Meeting	2
92	CORRESPONDENCE RECEIVED.....	3
93	ACCOUNTS	3
93.1	Payments.....	3
93.2	Balances	4
93.4	Market Virement.....	4
93.5	Wedding Virement	5
93a	TRAINING	5
93b	BIG LOCAL.....	5
94	POLICIES TO BE REVIEWED	5
94.1	Community Engagement Strategy	5
95	ONGOING ITEMS – CLERK UPDATE	6
96	COMMUNITY ENGAGEMENT	7
97	PLANNING CONSULTATION RESPONSES	7
98	PRIVATE SESSION	7
99	SALARIES AND OVERTIME.....	7
99.1	Approval of Salary Payments	7
100	SUPPORT FOR REFUGEES IN OUR COMMUNITY	7
101	PURCHASE OF ISEKI RIDE ON MOWER	7
102	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	8

**PRESENT: Cllrs M Dyson, T Beharrell, I Lawton, S Shaw-Wright, C Laskey,
M Lawton, F Matthews, K Franks, K Arthur, H Davis and S Andrew**

88 PUBLIC QUESTIONS

There were no members of public present.

89 APOLOGIES FOR ABSENCE

89.1 Cllrs W Nichols, G Lockley, J Shaw-Wright, R Harrison, J Proud and M Davis.

89.2 Consideration was given to an application from Cllr J Shaw-Wright for an approved absence from council meetings and business from 30 October 2023.

RESOLVED: That Cllr J Shaw-Wright be approved absence from council meetings and business from 30 October 2023.

90 DISCLOSURES OF INTEREST

Cllrs F Matthews and K Arthur declared an interest in items relating to Network Rail.

91 MINUTES OF LAST MEETING

91.1 Minutes of Full Council

The minutes of the meeting of Council, held on 25 September 2023 were considered.

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

91.1.1 Completed Actions

The following actions were noted:

Transforming Cities Fund

The Clerk read out an update from North Yorkshire Council. It was noted that a consultation on the proposed Traffic Regulation Orders is imminent and that once the utility companies complete disconnections at the Railway Club and Cowie Drive sites these would be demolished in readiness for the main works. It was hoped that the Full Business Case would be submitted to the West Yorkshire Combined Authority in December and an update will be provided to the Town Council for the Councils views prior to the submission.

Lift Installation at the Train Station

It was noted that the Clerk had written to Network Rail but no response had yet to be received.

RESOLVED: That the actions be noted.

91.2 Finance & Staffing Committee Meeting

The recommendations from the Finance and Staffing meeting, held on 16 October 2023 were considered.

A member updated that he and the Clerk had had a Teams meeting with Karl Battersby, Corporate Director – Business Environmental Services, to discuss the possibility of installing a fence on the open side of the Recreation Field on Portholme Road and also some refurbishment to the changing rooms. These works were considered to be favourable and Karl Battersby agreed to make enquiries within North Yorkshire Council.

RESOLVED THAT:

- i. **The minutes of the Finance & Staffing Committee meeting held on 16 October 2023 be approved as a correct record, and**
- ii. **The following recommendations be approved:**
 1. **FS23.3**
 - i. **The Corporate Risk Policy be approved with minor amendments, and**
 - ii. **The review date be set for one year**
 2. **FS23.4**
 - i. **The Financial Strategy be approved with minor amendments, and**
 - ii. **The review date be set for one year.**
 3. **FS24**
 - i. **Quote 2 – Worknest, be approved at an annual cost of £2,865 + VAT (Fixed cost for 60 months),**
 - ii. **The cost be taken from the Efficiency EMR for the first year, and**
 - iii. **To include provision in the budget to cover the costs for the remaining 4 years.**

92 CORRESPONDENCE RECEIVED

There was no correspondence received.

93 ACCOUNTS

93.1 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 – 30 September 2023 were also considered.

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

24 Networks & Security - £4,050 – CCTV at Barwic Parade Play Area 50% Deposit

Filderstadt Twinning Grant - £1,750 – Grant approved at April Grants Meeting

Rialtas - £1,709 – Cemetery Management Software – Training and Support

Celtic Fireworks - 3,315.86 - Fireworks

The following payment was added and approved:

D Swinglehurst (James Hardiman – Riccall) - £2,649.00 – Fencing at Cemetery Farm Field + Hire of Tractor and Flail

RESOLVED THAT:

- i. **The list of payments made between 1 – 30 September 2023 in the sum of £69,522.96, the credit card payments made between 1 – 30 September 2023 in the sum of £1,787.37 and the Petty Cash payments made between the 1 – 30 September 2023 in the sum of £809.51 be approved, and**
- ii. **The abovementioned payments over £1,500 be approved.**

93.2 Balances

The balance at the Unity Bank on 30 September 2023 was £946,290.51, the balance at the Lloyds Bank on 30 September 2023 was £8,823.47 and the value of the funds on term deposit are:

- £246,547.68 with Unity Trust Bank Savings Account
- £96,312 (Bid Market Valuation as of 30 September 2023, Mid-Market Valuation £97,828 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.

To note that the numbering on the agenda had jumped from 93.2 to 93.4

93.4 Market Virement

The virement to transfer funds from the Market Budget to the Staffing Budget for October 2023 for £88.31 was considered.

Virements – Market Waste Budget £1,300		
Details 2023/24	Cost £	Balance against Budget
		£1,300.00
Balance B/F		£ 758.48
Oct 2023	£88.31	
Balance		£ 675.17

RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for October 2023 for £88.31 be approved.

93.5 Wedding Virement

The virement to transfer funds from the Wedding Budget to the Staffing Budget for October 2023 for £11.50 was considered.

Virements – Wedding Budget £1,800		
Details 2023/24	Cost £	Balance against Budget
		£1,800.00
Balance B/F		£1,588.41
Oct 2023	£11.50	
Balance		£1,576.91

RESOLVED: That the virement to transfer funds from the Wedding Budget to the Staffing Budget for October for £11.50 be approved.

To note the following items were incorrectly numbered on the agenda.

93a TRAINING

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

Role	Training	Date Completed
Deputy Clerk	Rialtas Cemetery Systems	Oct 2023
Facilities Manager	Rialtas Cemetery Systems	Oct 2023
Admin Officer	Rialtas Cemetery Systems	Oct 2023
Deputy Clerk	Report Writing	Oct 2023
Facilities Manager	Report Writing	Oct 2023

RESOLVED: That the update be noted.

93b BIG LOCAL

There were no updates.

RESOLVED: That the update be noted.

94 POLICIES TO BE REVIEWED

94.1 Community Engagement Strategy

It was note that the Clerk had added an amendment to the Policy following feedback from the last Council meeting.

RESOLVED: That the update be noted.

95 ONGOING ITEMS – CLERK UPDATE

95.1 Events

Bonfire/Fireworks Event – Saturday 4 November 2023 – All arrangements are in place. The Clerk updated that the field conditions were being monitored.

Cemetery Remembrance - Friday 10 November 2023 – Everything is ready for the event.

Remembrance Sunday - Sunday 12 November 2023 – It was noted that unfortunately we haven't been able to secure a band for this year's parade. The Clerk updated that because there was no band this year, one of the parade leaders had withdrawn from the event.

Christmas Market/Lights Switch On - Saturday 2 December 2023 – Event fully booked

95.2 Town Hall – No updates

95.3 Town Hall – Arts Centre – No updates

95.4 Town Hall – Office – The Velux windows have been repaired and an annual service has been scheduled starting next year.

95.5 Cemetery – No updates

95.6 Longmann Hills Farmhouse – No updates

95.7 Market – The Oktoberfest was another successful event. Very well attended and lots of positive comments from the public and traders.

95.8 Play Areas – The addition of the CCTV cameras at Barwic Parade has been scheduled for November/December.

95.9 Allotments – No updates

95.10 Website – No updates

95.11 Street Furniture – No updates

95.12 1811 Building – Heating and hot water has been fixed. Planning permission has been approved for the renovations. Two quotations have previously been supplied and the contractors have been asked to re-visit their costs before the contract will be awarded.

95.13 Highways – A resident raised concerns regarding the amount of cars parking along Leeds Road, in particular at dropping off and picking up time, but also school staff parking there all day. Some of the cars are parked on the double yellow lines. The congestion caused is regularly adding 20 mins to their journey. The Clerk has contacted North Yorkshire Council and requested that the Parking Enforcement Officer add this area to their patrols at peak times. It has been confirmed that the patrols will have a look and enforce where necessary. They suggested that this problem can't be solved by enforcement alone though and will need some input from the local area office and some buy in from the school as well.

A member expressed concerns of cars parking on pavements and another member asked the Clerk to report waste bins being left on pavements 24/7.

RESOLVED: That the updates be noted.

96 COMMUNITY ENGAGEMENT

It was noted that the Business Plan consultation had started.
The Clerk thanked the Councillors who manned the Community Engagement gazebo at the Oktoberfest event.

RESOLVED: That the update be noted.

97 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.

98 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 99 to 101).

99 SALARIES AND OVERTIME

99.1 Approval of Salary Payments

The August, September and October 2023 Schedule of Salary Payments were presented for approval.

RESOLVED: That the August, September and October 2023 Schedule of Salary Payments be approved.

100 SUPPORT FOR REFUGEES IN OUR COMMUNITY

RESOLVED: That the update be noted.

101 PURCHASE OF ISEKI RIDE ON MOWER

The report from the Facilities Manager was considered.

RESOLVED THAT:

- i. The purchase of an Iseki Ride on Mower is approved at a cost of £7,895 from South Yorkshire Mowers,**
- ii. The Billy Goat Leaf Collector is traded in against the Ride on Mower for £1,200,**
- iii. The Iseki Small Tractor is traded in against the Ride on Mower for £4,195, and**
- iv. The total cost of £2,500 + VAT be taken from Efficiency EMR**

102 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 27 November 2023	Council
Monday 4 December 2023	Land & Property Committee
Monday 18 December 2023	Council Special Budget Meeting
Monday 29 January 2024	Council
Monday 12 February 2024	Finance & Staffing Committee
Monday 26 February 2024	Council