



**MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL
HELD ON MONDAY 29 APRIL 2024 AT THE TOWN HALL, YORK
STREET, SELBY**

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PRESENT : Cllrs F Matthews (Chair), R Harrison, C Laskey, M Davis, S Shaw-Wright, K Arthur, T Beharrell, M Dyson and M Lawton

197 PUBLIC QUESTIONS

There were no members of the public present.

198 APOLOGIES FOR ABSENCE

Cllrs G Lockley, J Shaw-Wright, K Franks, J Proud, I Lawton, W Nichols S Andrew and H Davis.

199 DISCLOSURES OF INTEREST

There were no disclosures of interest.

200 MINUTES OF LAST MEETING

200.1 Minutes of Full Council Meeting

The minutes of the meeting of Council, held on 25 March 2024 were considered.

RESOLVED THAT: The minutes of the meeting of Council held on 25 March 2024 be approved as a correct record.

200.2 Updates from last meeting

Benches

It was noted that quotations have been received to replace the wooden benches on the Market Place, in front of the Abbey, and that these will be considered at the Finance & Staffing Committee in May.

RESOLVED: That the update be noted.

Co-option

Cllr M Dyson nominated Charlotte Middlebrook for the council member vacancy. This was seconded by Cllr K Arthur. A vote was taken and 4 members voted yes and 5 members abstained. The nomination was carried.

RESOLVED: That Charlotte Middlebrook is co-opted into the council member vacancy.

200.3 Minutes of Environment Committee

The recommendations from the Environment Committee meeting held on 8 April 2024 were considered.

RESOLVED THAT:

- i. The minutes of the Environment Committee meeting held on 8 April 2024 be approved as a correct record, and**
- ii. The following recommendations be approved.**

Item: E4.1 - That the Nature Recovery Plan is adopted.

E4.2 - That once the above items are complete, the badge is presented to full council for adoption.

E5.1 - That the Climate Action Plan is published as a working document that will be added to as actions are agreed.

200.4 Minutes of Special Grants Meeting

The minutes of the Special Grants Meeting held on 17 April 2024 were Considered.

It was noted that the numbering for this meeting was incorrect and did not follow on from the Special Grants Meeting. To correct this the Grants Meeting Minutes were amended to include a 'G' before the numbering.

It was noted that Dream Heritage had been missed from the draft minutes and had now been added.

RESOLVED: That the minutes of the Special Grants Meeting held on 17 April 2024 be approved as a correct record, with the abovementioned amendments.

201 CORRESPONDENCE RECEIVED

The Clerk updated that several expressions of thanks had been received from the groups who had been awarded grants.

RESOLVED: That the update be noted.

202 ACCOUNTS

202.1 Payments

A folder containing all payments made since the last Town Council meeting will be presented to Council. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 31 March 2024 were considered.

The following payments over £1,500 were approved

YLCA - £1,837.00 – Annual Subscription

CreateTVT - £4,565.00 – Town Hall News (Newsletter)

Native Architects - £3,296.10 – Planning Application for Cemetery Storage

Carlton Main Frickley Colliery Band - £2,159.25 – Performance Fee

AR Entertainments - £2,514.00 – Rides for Funday

RESOLVED: That

- i. **The list of payments between 1 – 31 March 2024 in the sum of £84,785.65, the sum of the credit card payments made between 1 – 31 March in the sum of £683.59 and the Petty Cash payments made between 1 – 31 March 2024 in the sum of £451.41 be approved, and**
- ii. **The abovementioned payments over £1,500 be approved.**

202.2 Balances

The balance at the Unity Bank on 31 March 2024 was £676,493.81, the balance at the Lloyds Bank on 31 March 2024 was £9,724.87 and the value of the funds on term deposit are:

- £54,154.89 with Unity Trust Bank Savings Account (Instant Access)
- £100,000.00 with Unity Trust Bank (6 month account)
- £100,000.00 with Unity Trust Bank (12 month account)
- £93,779.73 (Bid Market Valuation as of 31 March 2024, Mid-Market Valuation £95,256.20) 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.

202.3 Market Virement

It was noted that the waste collection has been removed from the market. The traders are now responsible for taking any waste away with them. Therefore there is no longer a market virement and this item will be removed from future agendas.

RESOLVED: That the update be noted.

202.4 Wedding Virement

It was noted that there is no virement to transfer funds from the Wedding Budget to the Staffing Budget for April 2024.

Virements – Wedding Budget £500		
Details 2024/25	Cost £	Balance against Budget
Balance b/fwd.		£500.00
Apr 2024	£0	
Balance		£500.00

RESOLVED: That the update be noted.

203 TRAINING

It was noted that the following training had been completed:

Role	Training	Date Completed
Clerk	Office 365	4.4.24
Deputy Clerk	Induction for New Clerks	4.4.24
Clerk	Project Management	17.4.24

RESOLVED: That the update be noted.

204 BIG LOCAL

Cllr M Davis updated that there were no new updates.

RESOLVED: That the update be noted.

205 ONGOING ITEMS – CLERK UPDATE

205.1 Events

Twilight Market – Event fully booked.

Fun Day – Planning completed.

Food & Drink Festival – Planning under way.

Beer Festival – Planning has started and tickets are on sale.

205.2 Town Hall – No updates.

205.3 Town Hall – Arts Centre – Great publicity from the Look North Mayoral debate.

205.4 Town Hall – Office – Item 209.

205.5 Cemetery – Selby & District Beekeepers have donated a tree to the Cemetery to celebrate 150 years of the British Beekeepers Association. The tree planting ceremony took place on Wednesday 24 April and the Mayor was in attendance.

205.6 Longmann Hills Farmhouse – No updates.

205.7 Market – Unfortunately due to the poor weather not all the traders turned up.

205.8 Play Areas – No updates.

205.9 Allotments – Continuous rain has meant that the allotments are suffering from flooding. Unfortunately due to the saturated ground and high water table there is nothing the Council can do to alleviate the problems.

205.10 Website – A trial calendar has been set up on the website and the staff are working to populate it to enable a final test before it goes live. Along with Council meetings/events, residents will also be able to submit events to be approved before being added to the calendar.

205.11 Street Furniture – Nothing to add.

205.12 1811 Building – No updates.

205.13 Highways – No updates.

RESOLVED: That the updates be noted.

206 COMMUNITY ENGAGEMENT

It was noted that the Community Engagement gazebo was present at the Monday Market on 22 April 2024 for Earth Day. The footfall was quiet due to the weather, but some members of the public did stop to speak with us about various items.

It was noted that the Community Engagement gazebo will be present at the following events:

Twilight Market – Friday 7 June
Family Fun Day – Sunday 23 June
Oktoberfest – Saturday 19 October

RESOLVED: That the updates be noted.

207 SELBY ABBEY PRIMARY SCHOOL CROSSING PATROL

The report from the Deputy Clerk regarding the school crossing patrol at Selby Abbey Primary School was received.

Council requested that the Clerk writes to North Yorkshire to ask that the parking patrol is reinstated outside the school. They also requested that the absence of zigzag lines outside the school gates to be addressed. Currently cars are parking outside the school gates and children are having to cross the road between parked cars.

RESOLVED: That the Clerk writes to North Yorkshire Council to request that the school crossing patrol is reinstated and that zigzag lines are painted outside the school gates.

208 PLANNING CONSULTATION RESPONSES

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

RESOLVED: That the update be noted.

209 OFFICE PUBLIC OPENING HOURS

The Clerk's report regarding office public opening hours was received.

Council agreed to trial the closure of the office to members of the public on Fridays. Staff will still be in the office, available to answer the phone and respond to emails. The trial will be carried out over three months and the Clerk will report back to council in July and a decision made as to whether to continue with this.

RESOLVED THAT:

- i. The office will be closed to members of the public on Fridays, and
- ii. That following a trial period of three months the Clerk will report back to Council at the July meeting where a decision will be made as to whether this will be put in place permanently.

210 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 211 to 213).

211 SALARIES AND OVERTIME

The April 2024 Schedule of Salary Payments were presented for approval.

RESOLVED: That the schedule of salary payments for April 2024 in the sum of £21,580.49 be approved.

212 SUPPORT FOR REFUGEES IN OUR COMMUNITY

There was no new update.

213 STAFF UPDATE

It was noted that the Resource Assistant commenced employment with the Council on Monday 22 April 2024.

It was noted that one of the caretakers will officially retire on 21 May 2024. The Clerk has started the process to recruit a replacement.

Council requested that the Clerk writes to the caretaker to thank them for their years of loyal service.

RESOLVED THAT:

- i. The updates be noted, and
- ii. The Clerk writes to the caretaker thanking them for their service.

214 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Friday 10 May 2024	Market Working Group
Monday 13 May 2024	Finance & Staffing Committee
Wednesday 15 May 2024	Ann. Town Meeting/Grants Presentation
Monday 20 May 2024	Ann. Council & Council
Monday 3 June 2024	Land & Property Committee
Monday 24 June 2024	Council