



MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY TOWN COUNCIL HELD MONDAY 24 JUNE 2024 AT THE TOWN HALL, YORK STREET, SELBY

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PRESENT: Cllrs R Harrison, S Andrew, C Laskey, H Davis, M Davis, T Beharrell, K Arthur, M Lawton, M Dyson and F Matthews

30 PUBLIC QUESTIONS

There were no members of the public in attendance.

31 APOLOGIES FOR ABSENCE

Cllrs K Franks, J Proud, I Lawton, S Shaw-Wright and J Shaw-Wright.

32 DISCLOSURES OF INTEREST

There were no disclosures of interest.

33 MINUTES OF LAST MEETING

33.1 Market Working Group

The notes from the Market Working Group, held on 10 May 2024 were considered.

RESOLVED: That the notes of the Market Working Group held on 10 May 2024 be approved as a correct record.

33.2 Minutes of the Annual Council Meeting

The minutes of the meeting of Annual Council, held on 20 May 2024 were considered.

RESOLVED: That the minutes of the Annual Council meeting held on 20 May 2024 be approved as a correct record.

33.3 Minutes of Full Council

The minutes of the meeting of Council, held on 20 May 2024 were considered.

RESOLVED: That the minutes of the meeting of Council held on 20 May 2024 be approved as a correct record.

33.4 Updates from last meeting

Selby Abbey Primary School Crossing Patrol

North Yorkshire have completed their assessment and decided that the site no longer meets the criteria for them to employ a crossing patrol.

Council has requested that the Clerk writes back to North Yorkshire council to request more information regarding the assessment, how the threshold was decided, is this a national or local criteria and what other factors have been taken into consideration when assessing the location.

RESOLVED: That the Clerk writes to North Yorkshire Council requesting further information on the assessment.

33.5 Minutes of Land and Property Committee

The recommendations from the Land and Property meeting, held on 3 June 2024 were considered.

It was requested that on LP5.2 point 3 that the word 'not' is removed from the sentence.

RESOLVED THAT:

- i. **The minutes of the Land & Property Committee held on 3 June 2024 be approved as a correct record, subject to the abovementioned amendment, and**
- ii. **The following recommendations be approved.**

1. LP5.3 Planning Consultation Policy

That the policy be approved with the suggested amendments and a review date set at 3 years.

2. LP21.1 Benches

- i. **4 benches be purchased from Harry Stebbing Workshop at a cost of £8,654.00 Ex VAT,**
- ii. **The benches be left unfinished, and**
- iii. **The cost be taken from CIL receipts.**

33.6 Updates from Land and Property Committee

EV Charger

The expenditure of £1,668 ex VAT for an EV charger at the Cemetery for the new electric van was considered. It was approved at March Council to spend up to £2,500 ex VAT.

RESOLVED: That the expenditure of £1,668 ex VAT for an EV charger at the Cemetery be approved.

Town Hall Office Flooring

The replacement of the office carpet was considered. Quotations had been requested from three suppliers, however only two could supply carpet tiles. All the suppliers agreed that it would be too large a task to fit carpet due to all the desks and equipment in the office.

To supply and fit: -

Quote 1: -

Main office, reception and equipment room – carpet tiles £1,680 ex VAT

Corridor to toilets and kitchen – carpet safety flooring £450 ex VAT

Total cost £2,130 ex VAT.

Quote 2: -

Main office, reception and equipment room – carpet tiles £1,920 ex VAT

Corridor to toilets and kitchen – carpet safety flooring £527 ex VAT

Total cost £2,447 ex VAT.

RESOLVED: That Quote 1 is accepted at £2,130 ex VAT and the funds to be taken from the Asset Replacement EMR.

1811 Building Renovations

The comparison table detailing the quotations to members of the Land & Property Committee was considered. It was recommend to Council that Quotation 2 be approved.

Quote 1 £40,008.55 ex VAT

Quote 2 £24,682.78 ex VAT

RESOLVED: That Quote 2 is accepted at £24,682.78 ex VAT and the funds to be taken from the 1811 EMR.

34 CORRESPONDENCE RECEIVED

There has been no correspondence received.

35 ACCOUNTS

35.1 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 May 2024 were considered.

The use of petty cash for the fuel was questioned. The Clerk advised that cash was being used due to the credit card limit being reached in some months which was preventing rolling card payments being taken.

Council requested that an item is added to the Finance and Staffing agenda in July to review the credit card limit.

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

SSE - £3236.98 – Town Hall Electricity (above authorised DD List)

Native Architects - £5,503.80 – Interim payment Stage 4 Chapels Project

North Yorkshire Council - £7,532.95 – Energy Costs Street Lighting

The Clerk has contacted North Yorkshire Council regarding the energy cost as it is significantly higher than last year.

Council agreed to pay £5,000 on account while this is being investigated.

The following payment over £1,500 was added and approved

Clive Conway Productions - £2,700.00 – John Sergeant Performance Fee

RESOLVED: That

- i. **The list of payments between 1 - 30 May 2024 in the sum of £132,964.27, the sum of the credit card payments made between 1 – 30 May 2024 in the sum of £2,808.03 and the Petty Cash payments made between 1 – 30 May 2024 in the sum of £680.55 be approved,**
- ii. **The abovementioned payments over £1,500 be approved excluding the one to North Yorkshire Council for £7,532.95,**
- iii. **That an agenda item is added to the Finance and Staffing agenda to review the credit card limit, and**
- iv. **That £5,000 is paid to North Yorkshire Council on account while the energy costs are being investigated.**

35.2 Balances

The balance at the Unity Bank on 31 May 2024 was £837,173.80, the balance at the Lloyds Bank on 31 May 2024 was £11,622.62 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)
- £93,186 (Bid Market Valuation as of 31 May 2024, Mid-Market Valuation £94,905) with Churches, Charities and Local Authorities (CCLA) Property Fund – Prices taken from the CCLA website no longer sending reports.

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

35.3 Wedding Virement

The virement to transfer funds from the Wedding Budget to the Staffing Budget for June 2024 for £90.13 was approved.

Virements – Wedding Budget £500		
Details 2024/25	Cost £	Balance against Budget
Balance b/fwd.		£500.00
June 2024	£90.13	
Balance		£409.87

Council requested that following a wedding, that the couple are contacted to request feedback.

RESOLVED: That

- i. **The virement to transfer funds from the Wedding Budget to the Staffing Budget for June 2024 for £90.13 be approved, and**
- ii. **That following a wedding the couple are contacted requesting feedback.**

36 TRAINING

It was noted that the following training has been completed this month.

Role	Training	Date Completed
Resource Team / Arts Officer	Manual Handling	14.05.24
Clerk	Microsoft 365 Apps Part 2	30.05.24
Clerk	Disciplinary & Grievance	06.06.24
Deputy Clerk	Data Protection Part 1	10.06.24
Clerk	Social Media	13.06.24

RESOLVED: That the update be noted.

37 BIG LOCAL

Cllr M Davis updated that they are still facing delays with the building renovations. And that they are getting a lot of interest from people who would like to volunteer.

RESOLVED: That the update be noted.

38 POLICIES TO BE REVIEWED

It was noted that there are no policies to be reviewed this month.

RESOLVED: That the update be noted.

39 ONGOING ITEMS – CLERK UPDATE

39.1

Events

Twilight Market – Event was well attended.

Fun Day – The Clerk updated that this was very successful and was very well attended. Council thanked the staff for their hard work in organising and running the event.

Food & Drink Festival – Planning under way.

Beer Festival – Planning has started and tickets are on sale. There is no main event sponsor this year, therefore the beer glasses will feature a “50 years” logo to celebrate 50 years since the Town Council came into being.

39.2 Town Hall – No updates.

39.3 Town Hall – Arts Centre – Shows are selling well with two sell outs – Lucy Porter and Judie Tzuke, and Guy Chambers and Mark Simmons are almost sold out.

39.4 Town Hall – Office – The office will be closed on the 27 June for clearance and cleaning.

39.5 Cemetery – No updates

39.6 Longmann Hills Farmhouse – No updates

39.7 Market – The Spring Bank Holiday market was well attended and the Farmers and Craft Market continues to be well supported.

39.8 Play Areas – Further vandalism at Barwic Parade, this time the offenders were caught on camera ripping up some of the soft pour surface. This was logged with the police immediately.

Council requested that the Clerk follows up with the police regarding the vandalism. That letters are sent to the local schools asking for their support with speaking to the children regarding vandalism of the play areas. And that a press release is sent to the paper.

39.9 Allotments – All inspections have been completed and letters have been sent to some tenants where required.

39.10 Website – All year end information has been added to the website to meet audit requirements.

39.11 Street Furniture – No updates

39.12 1811 Building – No updates

39.13 Highways – No updates

RESOLVED: That

- i. The updates be noted,**
- ii. That the Clerk follows up with the police regarding the vandalism at the play area,**
- iii. That the Clerk writes to the local schools requesting that they speak with their pupils regarding vandalism of the play areas, and**
- iv. That a press release is sent to the Selby Times regarding the vandalism of the play area.**

40 COMMUNITY ENGAGEMENT

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

Oktoberfest – Saturday 19 October

The Clerk and Deputy Clerk were in attendance at the Twilight Market and were supported by several councillors.

RESOLVED: That the update be noted.

41 ECONOMIC DEVELOPMENT

It was noted that an excel spreadsheet has been set up in Teams for all councillors to add identified issues to and what they have done to resolve.

The Clerk updated that following the walk around the town with some councillors that the photos have also been added to the Teams site.

The spreadsheet was reviewed and council requested that the findings from the walk around are added to the spreadsheet and then a report sent to North Yorkshire Council highlighting the issues identified.

RESOLVED: That

- i. The update be noted,**
- ii. That the findings of the walk around are added to the economic development spreadsheet, and**
- iii. That a report is sent to North Yorkshire Council highlighting the issues identified.**

42 PLANNING CONSULTATION RESPONSES

42.1 Planning Consultation Responses

The report on Planning Consultations dealt with under delegated authority since the last meeting of Council was received.

RESOLVED: That the update be noted.

42.2 Planning Application

The Planning application:

ZG2024/0552/PIP Permission in principle for 4 no. dwellings with associated landscaping and access road - Land Off, Shipyard Road, Selby - [Documents for reference ZG2024/0552/PIP: Public Access \(selby.gov.uk\)](#) was received and a response was considered.

Council requested that concerns should be raised over access to the site as it is on a bend, where there can often be queueing traffic waiting to turn over the canal bridge. That the parking for the properties should be side by side. And that yellow lines are painted on the road to prevent parking on the street.

RESOLVED: That the Clerk submits a response raising concerns over access and parking.

43 GRANT APPLICATION

The grant application from Selby Womblers was received. It was noted that the group have been delayed submitting their application due to personal circumstances.

Council have requested that the Clerk contacts the group to ask for additional information on their application.

RESOLVED: That the application is deferred pending the Clerk requesting further information.

44 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 45 to 46).

45 SALARIES AND OVERTIME

The June 2024 Schedule of Salary Payments was presented for approval.

RESOLVED: That the June 2024 Schedule of Salary Payments be approved.

46 SUPPORT FOR REFUGEES IN OUR COMMUNITY

There was no update.

47 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

**Monday 1 July 2024
Monday 22 July 2024
Monday 29 July 2024
Monday 2 Sept 2024
Thursday 5 Sept 2024**

**Environment Committee
Finance & Staffing Committee
Council
Land & Property Committee
Market Working Group**