

Town Clerk  
Mrs G Bell

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23 July 2024

Dear Councillor

Selby Town Council,  
The Town Hall,  
York Street  
Selby YO8 4AJ  
Tel: 01757 708449  
Email:  
[admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk)

### **Town Council Meeting - Monday 29 July 2024**

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 29 July 2024, at the TOWN HALL, YORK STREET, SELBY.**

*In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.*

*Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: - (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.*

*To ensure that all matters on this agenda are given due consideration we would ask councillors not to use IT equipment during council meetings for non-meeting activities.*

Yours sincerely

*G Bell*

Clerk to the Council

To: All Town Councillors

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## **AGENDA**

### **48 PUBLIC QUESTIONS**

### **49 APOLOGIES FOR ABSENCE**

To **receive** any apologies for absence.

### **50 DISCLOSURES OF INTEREST**

### **51 VISIT FROM THE POLICE**

### **52 MINUTES OF LAST MEETING**

#### **52.1 Full Council**

To **confirm** as a correct record the minutes of the meeting of Council, held on 24 June 2024. (Pages 8 to 16 attached).

#### **52.2 Updates from last meeting**

##### Selby Abbey Primary School Crossing Patrol

North Yorkshire Council have responded to the questions raised at the meeting in June, they have provided a copy of their guidelines and census calculator which the Clerk will forward by email on request. (Pages 17 to 18 attached).

#### **52.3 Environment Committee**

To **consider** and **approve** the recommendations from the Environment Committee meeting, held on 1 July 2024. (Pages 19 to 23 attached).

### **RECOMMENDATION TO COUNCIL THAT:**

#### **1. E10 GRASS CUTTING**

**That the grass cutting plan and wilding plan for Bondgate Woodland, the Cemetery Field, the Cemetery and the Community Land is adopted.**

#### **2. E11 WILDLIFE HABITAT AND PLANTERS**

**That a wildlife habitat and planter should be purchased for the Cemetery at a cost of £249.96 ex VAT.**

#### **52.4 Finance and Staffing Committee**

To **note** that the Finance and Staffing Committee meeting, held on 22 July 2024 was not quorate, therefore no business was transacted.

### 53 CORRESPONDENCE RECEIVED

There has been no correspondence received.

### 54 ACCOUNTS

#### 54.1 Payments

To **note** 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 – 30 June 2024 are attached for **consideration**. (Pages 24 to 28 attached).

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

Flintons Landscapes - £4,200.00 – Installation of concrete pad at Cemetery

First impressions - £6,106.80.00 – Hanging baskets and planters

Native Architects - £5,468.40 – Architectural services stage 4b

Christmas Plus - £11,400.00 – Hire of festive display

#### 54.2 Balances

The balance at the Unity Bank on 30 June 2024 was £769,206.16, the balance at the Lloyds Bank on 30 June 2024 was £11,283.67 and the value of the funds on term deposit are:

- £54,526.18 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)
- £93,186.06 (Bid Market Valuation as of 30 June 2024, Mid-Market Valuation £94,905.36) with Churches, Charities and Local Authorities (CCLA) Property Fund – Prices taken from the CCLA website no longer sending reports.

#### 54.3 Wedding Virement

The virement to transfer funds from the Wedding Budget to the Staffing Budget for July 2024 for £283.25 to be **considered** and **approved**.

<b>Virements – Wedding Budget £500</b>		
Details 2024/25	Cost £	Balance against Budget
Balance b/fwd.		£500.00
July 2024	£283.25	
Balance		£126.62

## 55 TRAINING

To **note** the following training has been completed this month.

Role	Training	Date Completed
Clerk	Reforms to planning policy	16.7.24
Clerk	YLCA Training Day	18.7.24

## 56 BIG LOCAL

To **receive** the update from Cllr M Davis.

## 57 POLICIES TO BE REVIEWED

To **note** there are no policies to be reviewed this month.

## 58 ONGOING ITEMS – CLERK UPDATE

### 58.1 Events

Food & Drink Festival – Unfortunately the weather had an impact on the day. The traders were understanding and most said they had had a good day despite the lower than expected turnout.

Beer Festival – This event is to be held on Saturday 27 July and the Clerk will provide a verbal update.

Bank Holiday Market – Hoping for a dry day and a good turnout.

Oktoberfest – Fully booked up and planning almost complete.

### 58.2 Town Hall – No updates

### 58.3 Town Hall – Arts Centre – Brochures have been sent out for the next season.

### 58.4 Town Hall – Office – The carpet / flooring is due to be replaced on Friday 2 August.

### 58.5 Cemetery – No updates

### 58.6 Longmann Hills Farmhouse – No updates

### 58.7 Market – No updates

### 58.8 Play Areas – No updates

### 58.9 Allotments – No updates

### 58.10 Website – Continuing to tidy each page and ensure up to date and relevant information is included. New pages will be added in August for the Nature Recovery and Climate Action.

### 58.11 Street Furniture – No updates

### 58.12 1811 Building – Contractors have been appointed to carry out the repairs etc and are due to start over the summer.

### 58.13 Highways – No updates

## 59 COMMUNITY ENGAGEMENT

To **note** that the Community Engagement gazebo will be present at the following events:

Oktoberfest – Saturday 19 October

The gazebo was at the Funday but it was unstaffed. Cllr M Davis spent some time talking with members of the public at points throughout the day.

## 60 ECONOMIC DEVELOPMENT

To **note** that the spreadsheet with the findings from the walk around the town can be found here. [Economic Development.xlsx](#)

## 61 PLANNING CONSULTATION RESPONSES

### 61.1 Planning Consultation Responses

To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Pages 29 to 31 attached).

### 61.2 Planning Application

To **receive** and **consider** a response on the following Planning application: **ZG2024/0618/FUL Conversion of offices (use Class E) to four flats (use Class C3) and associated works including internal reconfiguration to first and second floor - First Floor And Second Floor, 12 - 13 Market Place, Selby** [ZG2024/0618/FUL | Conversion of offices \(use Class E\) to four flats \(use Class C3\) and associated works including internal reconfiguration to first and second floor | First Floor And Second Floor 12 - 13 Market Place Selby YO8 4PB](#) (Page 32 attached).

### 61.3 Planning Application

To **receive** and **consider** a response on the following planning application: **ZG2024/0619/LBC Listed building consent for the change of use from offices (use Class E) to four flats (use Class C3) and associated works including internal reconfiguration to first and second floor - First Floor And Second Floor, 12 - 13 Market Place, Selby** [ZG2024/0619/LBC | Listed building consent for the change of use from offices \(use Class E\) to four flats \(use Class C3\) and associated works including internal reconfiguration to first and second floor | First Floor And Second Floor 12 - 13 Market Place Selby YO8 4PB](#) (Page 33 attached).

## 62 GRANT APPLICATION

To **receive** and **consider** the deferred grant application from Selby Womblers. To **note** that the group have resubmitted the application including supporting documents following the questions that were raised at the council meeting in June. (Pages 34 to 45 attached).

## **63 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 64 to 67).

## **64 CHAPELS**

### **64.1 Tenders**

To **receive** and **consider** the tenders for the building works. (Page 46 to 48 attached).

### **64.2 Architects quotation for Stage 5 – Contract Administration**

To **receive** and **consider** the cost for Stage 5 (Contract Administration) of the building works. (Pages 49 to 60 attached).

### **64.3 Chapels cost to date**

To **receive** and **consider** the updated costs report. (Page 61 attached).

## **65 SALARIES AND OVERTIME**

To **approve** the June 2024 Schedule of Salary Payments.

## **66 STAFFING**

### **66.1 Staff Request**

To **receive** and **consider** a letter from the Clerk (Page 62 attached).

### **66.2 Apprentice Update**

To **note** that interviews will be held shortly.

### **66.3 Facilities Assistant**

To **note** the recently appointed Facilities Assistant has tendered their resignation due to personal reasons. A second interview with one of the original candidates was held and they have accepted the position. They will commence employment on 12 August 2024.

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

To **consider** ways of welcoming and supporting refugees in our community.

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

**Monday 2 Sept 2024**

**Thursday 5 Sept 2024**

**Monday 9 Sept 2024**

**Monday 16 Sept 2024**

**Monday 30 September 2024**

**Land & Property Committee**

**Market Working Group**

**Health, Safety & Welfare Group**

**Town Hall Management Committee**

**Council**