

Town Clerk  
Mrs G Bell

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24 September 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 30 September 2024**

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 30 SEPTEMBER 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**

### **69 PUBLIC QUESTIONS**

### **70 APOLOGIES FOR ABSENCE**

To **receive** any apologies for absence.

### **71 DISCLOSURES OF INTEREST**

### **72 MINUTES OF LAST MEETING**

#### **72.1 Full Council**

To **confirm** as a correct record the minutes of the meeting of Council, held on 29 July 2024. (Pages 8 to 17 attached).

#### **72.2 Updates from last meeting**

NYC Highways – New Lane. There was no Traffic Regulation Order in place therefore the signage was removed. A consultation will be held and the Town Council will be included in this.

#### **72.3 Land and Property Committee**

To **consider** and **approve** the recommendations from the Land and Property meeting, held on 2 September 2024. (Pages 18 to 24 attached).

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

#### **LP28.4 Annual Allotment Fees**

**There is no increase in 2026 to the allotment fees that were approved at the 2024/25 budget meeting.**

#### **LP37 LONGMANN HILL'S FARMHOUSE**

##### **LP37.1 Windows**

- i. Quote 3 be accepted, and**
- ii. The cost of £4,773 + VAT be taken from the Asset Replacement EMR**

## LP 37.2 Heating

- i. **Supply and install additional underfloor heating manifolds, complete with pump and thermostatic valve, and**
- ii. **The estimated cost of £1,370 + VAT be taken from the Asset Replacement EMR.**

### 72.4 Market Working Group

To **receive** the notes from the Market Working Group, held on 6 September 2024. (Pages 25 to 27 attached).

## 73 CORRESPONDENCE RECEIVED

### 73.1 Councillor Vacancy

To **receive** and **note** the resignation of Cllr Jennifer Shaw-Wright. (Page 28 attached).

### 73.2 Beekeepers

To **receive** the email from the Beekeepers. (Page 29 attached).

### 73.4 Cemetery Trees

To **receive** the email from residents concerning the cemetery trees. (Pages 30 to 33 attached).

## 74 ACCOUNTS

### 74.1 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 – 31 July 2024 and 1 - 31 August 2024 are attached for **consideration**. (Pages 34 to 41 attached).

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

Teleshore - £4,116.00 – Grave Shoring Equipment

Native - £2,026.80 – Architectural services completion of stage 4b

SSE - £2,030.12 – Town Hall Electric (Quarterly Bill)

### 74.2 Balances

The balance at the Unity Bank on 31 August 2024 was £705,158.64, the balance at the Lloyds Bank on 31 August 2024 was £13,051.22 and the value of the funds on term deposit are:

- £154,526.18 with Unity Trust Bank Savings Account (Instant Access)
- £100,000.00 with Unity Trust Bank (12 month account)
- £100,000.00 with Unity Trust Bank (6 month account)

- £93,360.60 (Bid Market Valuation as of 31 August 2024, Mid-Market Valuation £94,830.47) with Churches, Charities and Local Authorities (CCLA) Property Fund – (Page 42 attached)

#### 74.3 Notice of Conclusion of Accounts

To **receive** and **consider** the External Auditor’s report. (Page 43 attached).

#### 74.4 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for August 2024 or September 2024.

<b>Virements – Wedding Budget £500</b>		
Details 2024/25	Cost £	Balance against Budget
Balance b/fwd.		£126.62
August 2024	£0.00	
Sept 2024	£0.00	
Balance		£126.62

### 75 TRAINING

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

Role	Training	Date Completed
Clerk	NYC Standards Training	9.9.24
Clerk	YLCA Sickness Management	10.9.24

### 76 BIG LOCAL

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

### 77 POLICIES TO BE REVIEWED

To **review** and **consider** adopting the Draft Community Engagement Strategy (Pages 44 to 47 attached). This policy has been brought back to Council with the requested information included.

### 78 ONGOING ITEMS – CLERK UPDATE

#### 78.1 Events

Bank Holiday Market – Very busy day, positive comments on social media

Oktoberfest – Saturday 19<sup>th</sup> October – Fully booked up.

Bonfire/Fireworks Event – Saturday 2 November – Planning well underway.

Remembrance Service – Selby Abbey – Sunday 10 November – Planning well underway

Remembrance Service – Selby Cemetery – Monday 11 November - Planning well underway

#### 78.2 Town Hall – No updates

#### 78.3 Town Hall – Arts Centre – Good start to the new season.

- 78.4 Town Hall – Office – The carpet / flooring has been replaced. The office has been reorganised following a good clear out.
- 78.5 Cemetery – Fallen branches have been removed following the storm last month. Fortunately the damage happened around 7am before anyone was in the cemetery and we were able to close the cemetery very quickly. No memorials were damaged. However, the apiary suffered catastrophic damage. Most of the hives were saved and removed intact.
- 78.6 Longmann Hills Farmhouse – No updates
- 78.7 Market – No updates
- 78.8 Play Areas – No updates
- 78.9 Allotments – No updates
- 78.10 Website – Continuing to tidy each page and ensure up to date and relevant information is included. New Nature Recovery and Climate Action pages have been added. Regular posts have been scheduled to add to these.
- 78.11 Street Furniture – No updates
- 78.12 1811 Building – The contractors have started the renovations.
- 78.13 Highways – No updates

## **79 COMMUNITY ENGAGEMENT**

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

Oktoberfest – Saturday 19 October

If any members of council can support on the stall at Oktoberfest please let the Clerk know.

## **80 ECONOMIC DEVELOPMENT**

To **note** that the spreadsheet with the findings from the walk around the town can be found here.

## **81 PLANNING CONSULTATION RESPONSES**

To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Pages 48 to 51 attached).

## **82 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 83 to 86).**

**83 CEMETERY TREES**

To **approve** completion of Phase 2 tree works in the cemetery. The estimated cost from Taperells of £3,820 ex VAT has been allocated in the Cemetery Paths and Trees EMR.

**84 SALARIES AND OVERTIME**

To **approve** the August 2024 and September 2024 Schedule of Salary Payments.

**85 SUPPORT FOR REFUGEES IN OUR COMMUNITY**

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

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

<b>Monday 7 October 2024</b>	<b>Environment Committee</b>
<b>Monday 21 October 2024</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 28 October 2024</b>	<b>Council</b>
<b>Monday 25 November 2024</b>	<b>Council</b>
<b>Monday 2 December 2024</b>	<b>Land &amp; Property Committee</b>
<b>Monday 16 December 2024</b>	<b>Council Special Budget Meeting</b>