



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

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PRESENT: Cllrs M Dyson, M Lawton, I Lawton, S Shaw-Wright, M Davis, S Andrew, K Franks, W Nichols and F Matthews

48 PUBLIC QUESTIONS

Bishop John attended the meeting to say goodbye pending his retirement.

49 APOLOGIES FOR ABSENCE

Cllrs G Lockley, K Arthur, J Proud, R Harrison, H Davis, T Beharrell, C Laskey, J Shaw-Wright.

50 DISCLOSURES OF INTEREST

There were no disclosures of interest.

51 VISIT FROM THE POLICE

A member of the police force was unable to attend.

Council requested that the Clerk writes to the police to raise concerns about shoplifting, cycling on the footpath and the noisy cars and motorbikes.

RESOLVED: That the Clerk writes to the police to raise the concerns from council.

52 MINUTES OF LAST MEETING

52.1 Full Council

The minutes of the meeting of Council, held on 24 June 2024 were considered.

RESOLVED: That the minutes of the meeting of Council held on 24 June 2024 be approved as a correct record.

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.

Council requested that the Clerk writes to North Yorkshire Council to ask if the Traffic Regulation Order has been put in place and ask when the sign will be reinstated at the junction of Gowthorpe and New Lane.

RESOLVED: That the Clerk writes to North Yorkshire Council regarding the Traffic Regulation Order.

52.3 Environment Committee

The recommendations from the Environment Committee meeting, held on 1 July 2024 were considered.

Council asked that Cllr T Beharrell be added to the attendees list. And that the wording on recommendation E10 is amended to include the wording 'as amended at the meeting'.

RESOLVED THAT:

- i. **The minutes of the Environment Committee held on 1 July 2024 be approved as a correct record, subject to the abovementioned amendment, and**
- ii. **The following recommendations be approved, subject to the abovementioned amendment.**

1. E10 GRASS CUTTING

That the grass cutting plan as amended at the meeting, 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

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

RESOLVED: That the update be noted.

53 CORRESPONDENCE RECEIVED

A letter was received from Cllr Steve Shaw-Wright on behalf of the Mining Memorial Wall Volunteers, requesting that council expediate the planning application for the Mining Memorial Wall as soon as possible.

The Clerk updated that enquiries had been made as to whether planning permission is required and that a response was expected this week.

RESOLVED: That the Clerk makes a planning application for the Mining Memorial Wall if planning confirm that it is needed.

54 ACCOUNTS

54.1 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 – 30 June 2024 were considered.

The Clerk confirmed that the invoice for streetlighting was correct and that the remainder of £2,532.95 would need to be paid.

The Clerk has appealed the 1811 business rates and will update council on the outcome when a response has been received.

Council agreed to increase the credit card limit to £3,000 so that the fuel for the machinery could be purchased using the card and not cash.

The Clerk advised that the correction for £2,015.00 on petty cash was due to a keying error on the accounting system. A sales invoice was entered against the petty cash cashbook in error and the correction was to move the balance to the Unity Trust Account.

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

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

Camel Event Productions - £6,432.00– Hire of stage for Funday

RESOLVED: That

- i. The list of payments between 1 – 30 June 2024 in the sum of £88,175.23, the credit card payments made between 1 – 30 June 2024 in the sum of £954.01 and the Petty Cash payments made between 1 – 30 June 2024 in the sum of £2,466.96 (£451.96 excluding the correction) be approved.**
- ii. The abovementioned payments over £1,500 be approved,**
- iii. The balance of £2,532.95 be paid to North Yorkshire Council for the remaining balance of the Streetlighting,**
- iv. The Clerk applies to increase the credit card limit to £3,000, and**
- v. That the update regarding the 1811 business rates and petty cash payments be noted.**

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.

Council requested that the maturity dates of the 6 and 12 month accounts are reviewed to ensure that funds are available if needed for the planned refurbishment of the chapels.

RESOLVED: That

- The balance at the Unity Trust Bank, Lloyds Bank and funds on long term deposit be noted, and**
- That the Clerk checks the maturity dates of the 6 and 12 month accounts.**

54.3 Wedding Virement

The virement to transfer funds from the Wedding Budget to the Staffing Budget for July 2024 for £283.25 was approved.

| Virements – Wedding Budget £500 | | |
|--|---------|------------------------|
| Details 2024/25 | Cost £ | Balance against Budget |
| Balance b/fwd. | | £409.87 |
| July 2024 | £283.25 | |
| Balance | | £126.62 |

RESOLVED: That the virement to transfer funds from the Wedding Budget to the Staffing Budget for July 2024 for £283.25 be approved.

55 TRAINING

It was noted that 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 |

RESOLVED: That the update be noted.

56 BIG LOCAL

Cllr M Davis provided an update.

RESOLVED: That the update be noted.

57 POLICIES TO BE REVIEWED

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

RESOLVED: That the update be noted.

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 – The Clerk provided a verbal update. The event was very successful and the attendees had a good time.

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

RESOLVED: That the updates be noted.

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.

RESOLVED: That the update be noted.

60 ECONOMIC DEVELOPMENT

It was noted that the spreadsheet with the findings from the walk around the town can be found here. [Economic Development.xlsx](#)

The Clerk has drafted a letter to BT regarding the building on Portholme Road.

RESOLVED: That the update be noted.

61 PLANNING CONSULTATION RESPONSES

61.1 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.

61.2 Planning Application

The 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](#) was received and a response was considered.

Council requested that concerns should be raised about where the bins will be stored and that a section 106 agreement should be in place to state that residents must not own a car due to the absence of parking at the properties.

RESOLVED: That the Clerk submits a response raising concerns over bin storage and that a section 106 agreement should be in place.

61.3 Planning Application

The 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](#) was received and a response considered.

Council objected to the application on the following grounds: No alterations to the external appearance of a listed building should be made unless it is in keeping with the surrounding area, and that any internal structures should be reversible.

RESOLVED: That the Clerk submits an objection on the grounds listed above.

62 GRANT APPLICATION

The deferred grant application from Selby Womblers was considered. It was noted that the group have resubmitted the application including supporting documents following the questions that were raised at the council meeting in June.

Council agreed to approve a grant of £500 and asked the Clerk to notify the Selby Womblers that this would be the last year that a grant would be awarded.

RESOLVED: That

- i. Selby Womblers are approved for a grant of £500, and**
- ii. The Clerk writes to the group to advise that this will be the final year that a grant payment will be awarded to the group.**

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

The tenders for the building works were received and considered.

The Clerk advised that two consultation events will be held in the chapels on the 6th and 12th August.

Council requested that the Clerk and Chair meet with the companies who have submitted tenders to discuss any savings that can be made.

RESOLVED: That

- i. The update be noted, and**

- ii. **The Clerk will arrange a meeting with the companies who submitted the tenders to discuss if any savings can be made.**

64.2 Architects quotation for Stage 5 – Contract Administration

The cost for Stage 5 (Contract Administration) of the building works was received and considered. It was agreed that these would be re-visited when the works are due to commence.

RESOLVED: That this will be re-visited when the works are due to commence.

64.3 Chapels cost to date

The updated costs report was received and considered. It was agreed that these would be re-visited when the works are due to commence.

RESOLVED: That this will be re-visited when the works are due to commence.

65 SALARIES AND OVERTIME

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

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

66 STAFFING

66.1 Staff Request

The letter from the Clerk was received.
The request was granted on a six month trial period.

RESOLVED: That the Clerks request was granted on a six month trial period.

66.2 Apprentice Update

The Clerk provided an update. It was agreed to defer this until next year pending a review.

RESOLVED: That the position is deferred to next year pending a review.

66.3 Facilities Assistant

The Clerk provided an update on the Facilities Assistant position.

RESOLVED: That the update be noted.

67 SUPPORT FOR REFUGEES IN OUR COMMUNITY

Cllr M Davis provided an update.

RESOLVED: That the update be noted.

68 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

| | |
|---------------------------------|---|
| Monday 2 Sept 2024 | Land & Property Committee |
| Thursday 5 Sept 2024 | Market Working Group |
| Monday 9 Sept 2024 | Health, Safety & Welfare Group |
| Monday 16 Sept 2024 | Town Hall Management Committee |
| Monday 30 September 2024 | Council |