



MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY TOWN COUNCIL HELD MONDAY 30 SEPTEMBER 2024 AT THE TOWN HALL, YORK STREET, SELBY

Contents

69	PUBLIC QUESTIONS.....	2
70	APOLOGIES FOR ABSENCE	2
71	DISCLOSURES OF INTEREST.....	2
72	MINUTES OF LAST MEETING.....	2
72.1	Full Council.....	2
72.2	Updates from last meeting	2
72.3	Land and Property Committee	2
72.4	Market Working Group.....	3
73	CORRESPONDENCE RECEIVED	3
73.1	Councillor Vacancy	3
73.2	Beekeepers	4
73.4	Cemetery Trees	4
73.4	Additional Correspondence Received.....	4
74	ACCOUNTS	4
74.1	Payments	4
74.2	Balances.....	5
74.3	Notice of Conclusion of Accounts	6
74.4	Wedding Virement	6
	RESOLVED: That the update be noted.....	6
75	TRAINING	6
76	BIG LOCAL.....	6
77	POLICIES TO BE REVIEWED.....	6
78	ONGOING ITEMS – CLERK UPDATE	7
79	COMMUNITY ENGAGEMENT	7
80	ECONOMIC DEVELOPMENT	8
81	PLANNING CONSULTATION RESPONSES.....	8
82	PRIVATE SESSION.....	8
83	CEMETERY TREES.....	8
84	SALARIES AND OVERTIME	8
85	SUPPORT FOR REFUGEES IN OUR COMMUNITY	9
86	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	9

PRESENT: Cllrs M Lawton, C Middlebrook, I Lawton, T Beharrell, S Shaw-Wright, R Harrison, W Nichols, F Matthews, J Proud, K Franks, S Andrew, C Laskey and M Davis

69 PUBLIC QUESTIONS

There were no members of the public in attendance.
A representative from the Selby Times was in attendance.

70 APOLOGIES FOR ABSENCE

Cllrs K Arthur, M Dyson and H Davis.

71 DISCLOSURES OF INTEREST

There were no disclosures of interest.

72 MINUTES OF LAST MEETING

72.1 Full Council

The minutes of the meeting of Council, held on 29 July 2024 were considered.

RESOLVED: That the minutes of the meeting of Council held on 29 July 2024 be approved as a correct record.

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.

RESOLVED: That the update be noted.

72.3 Land and Property Committee

The recommendations from the Land and Property meeting, held on 2 September 2024 were considered.

The Clerk updated that item LP 31.3 had been missed from the minutes, and had now been added.

Cllr K Franks invited all councillors to attend the Selby Coalfield Memorial Service on Sunday 27 October 2024 at Selby Abbey. And to the unveiling of the Memorial Wall at Bondgate Woodland on Friday 4 October 2024.

RESOLVED THAT:

- i. The minutes of the Land and Property Committee held on 2 September 2024 be approved as a correct record, subject to the abovementioned amendment, and
- ii. The following recommendations be approved.

1. LP28.4 Annual Allotment Fees

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

2. LP37 LONGMANN HILL'S FARMHOUSE

LP37.1 Windows

- i. Quote 3, Dempsey Dyer (to manufacture) and Ebor Construction (to fit) be accepted, and
- ii. The cost of £4,773 + VAT be taken from the Asset Replacement EMR

3. LP 37.2 Heating

- i. PlumbCore to 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

The notes from the Market Working Group, held on 6 September 2024 were received.

REOSLVED: That the notes from the Market Working Group, held on 5 September 2024 be approved as a correct record.

73 CORRESPONDENCE RECEIVED

73.1 Councillor Vacancy

The resignation of Cllr Jennifer Shaw-Wright was received. Council asked that the Clerk writes a letter of thanks to Cllr J Shaw-Wright.

RESOLVED THAT:

- i. The resignation of Cllr J Shaw-Wright was received, and
- ii. That the Clerk writes a letter of thanks to Cllr J Shaw-Wright.

73.2 Beekeepers

The email from the Beekeepers was received. Council asked that the Clerk writes to the Beekeepers to thank them and to let them know that Selby Town Council would like to maintain a relationship with them for future events. Council also thanked the Clerk for their involvement in the apiary.

RESOLVED THAT:

- i. The email from the Beekeepers was received, and**
- ii. That the Clerk writes a letter of thanks to the Beekeepers.**

73.4 Cemetery Trees

The email from a resident concerning the cemetery trees was received. A member of council advised that all of the trees in the cemetery have had surveys completed on them to meet all Health and Safety requirements. The Clerk advised that this tree was due to be checked again in Spring 2025, but following this concern raised from a resident, that a tree surgeon has been out to check the tree. Work will be done this Autumn to crown lift the tree and then the tree will be checked again as per schedule in Spring 2025. Council requested that the Clerk writes to the resident advising them of the agreed action.

RESOLVED THAT:

- i. The email regarding the cemetery tree was received, and**
- ii. That the Clerk writes to the resident advising them of the agreed action regarding the tree.**

73.4 Additional Correspondence Received

The Soroptimists have asked if they can put orange ribbons on the Town Hall railings for suicide week. These would be displayed between 25 November 2024 and 10 December 2024.

Council agreed that this could be done on the section of railings along York Street.

RESOLVED: That the Soroptimists can display ribbons on the Town Hall railings between 25 November 2024 and 10 December 2024.

74 ACCOUNTS

74.1 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 July 2024 and 1 - 31 August 2024 were considered.

The Clerk confirmed that the error made on the Petty Cash Cashbook in June was resolved.

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)

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

Gem Precast Limited - £10,320.00 – Installation of Concrete Beams and Groundwork

RESOLVED: That

- i. **The list of payments between 1 – 31 July 2024 in the sum of £97,154.70, the credit card payments made between 1 – 31 July 2024 in the sum of £762.66 and the Petty Cash payments made between 1 – 31 July 2024 in the sum of £287.60 be approved.**
- ii. **The list of payments between 1 – 31 August 2024 in the sum of £51,349.85, the credit card payments made between 1 – 31 August 2024 in the sum of £1,174.72 and the Petty Cash payments made between 1 – 31 August 2024 in the sum of £93.02 be approved, and**
- iii. **The abovementioned payments over £1,500 be approved.**

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:

- £54,526.18 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

The Clerk advised that the balance of the Unity Trust Savings account on the agenda was incorrect. The correct balance is £54,526.18.

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

74.3 Notice of Conclusion of Accounts

The External Auditor's report was received. It was noted that there were no issues raised.

RESOLVED: That the report from the External Auditors be noted.

74.4 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for August 2023 or September 2024.

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

RESOLVED: That the update be noted.

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

RESOLVED: That the update be noted.

76 BIG LOCAL

Cllr M Davis updated that the official opening of the site should be in Mid-November 2024.

RESOLVED: That the update be noted.

77 POLICIES TO BE REVIEWED

The Draft Community Engagement Strategy policy was reviewed. Council requested that the sentence referencing Evaluation Forms is amended to remove 'at' and add 'for'. Council agreed to a three year review date for the policy.

RESOLVED: That the policy be adopted subject to the abovementioned amendment and a three year review date.

78 ONGOING ITEMS – CLERK UPDATE

78.1 Events

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

Oktoberfest – Saturday 19th 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 – The Clerk updated that the soffits can now be painted. A scaffold tower is needed to complete works on Cemetery Lodge and so the scaffold tower will be used to also complete the painting at the Farmhouse whilst on hire.

78.7 Market – No updates

78.8 Play Areas – The Clerk updated that there has been a lot of vandalism at the Flaxley Road play area. The flooring keeps being torn up and recently an attempt to remove a fence panel has been made. There is also an issue with large amounts of litter being thrown on the floor.

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

RESOLVED: That the updates be noted.

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.

RESOLVED: That the update be noted.

80 ECONOMIC DEVELOPMENT

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

Some members of council are unable to access the link, it was requested that it is sent out as an attachment for future meetings.

Council requested that this is moved to the Land and Property Committee to review and then returned to full council for actions to be agreed.

RESOLVED: That the Economic Development spreadsheet is moved to the Land and Property Committee and then returned to full council for actions to be agreed.

81 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.

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

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

RESOLVED: That the completion of Phase 2 tree works be approved at a cost of £3,820 ex VAT, and to be taken from the Cemetery Paths and Trees EMR.

84 SALARIES AND OVERTIME

The September 2024 Schedule of Salary Payments was approved.

There was a keying error on the August 2024 Schedule of Salary Payments so this could not be approved. Council asked that this is reviewed and brought back to October council meeting.

RESOLVED: That

- i. **The September 2024 Schedule of Salary Payments be approved, and**
- ii. **That the August 2024 Schedule of Salary Payments be reviewed and brought back to October council meeting.**

85 SUPPORT FOR REFUGEES IN OUR COMMUNITY

Cllr M Davis provided an update.

RESOLVED: That the update be noted.

86 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 7 October 2024	Environment Committee
Monday 21 October 2024	Finance & Staffing Committee
Monday 28 October 2024	Council
Monday 25 November 2024	Council
Monday 2 December 2024	Land & Property Committee
Monday 16 December 2024	Council Special Budget Meeting