

Town Clerk
Mrs G Bell

Tel No 01757 708449
E-Mail: g.bell@selbytowncouncil.gov.uk



21 January 2025

Dear Councillor

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

Town Council Meeting - Monday 27 January 2025

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 27 January 2025, 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

Contents

128	PUBLIC QUESTIONS.....	3
129	APOLOGIES FOR ABSENCE	3
130	DISCLOSURES OF INTEREST.....	3
131	MINUTES OF LAST MEETING.....	3
131.1	Full Council.....	3
131.2	Updates from last meeting	3
131.3	Land and Property	3
131.4	Council Special Budget Meeting	4
131.5	Environment Committee	4
132	CORRESPONDENCE RECEIVED.....	4
132.1	Speeding Campaign	4
132.2	Email from Keir Mather	4
132.3	Letter from North Yorkshire Council.....	4
132.4	Email request from local beekeepers.....	4
133	ACCOUNTS	4
133.1	Payments	4
133.2	Balances.....	5
133.3	Wedding Virement	5
134	TRAINING	5
135	BIG LOCAL.....	6
136	POLICIES TO BE REVIEWED.....	6
137	ONGOING ITEMS – CLERK UPDATE	6
138	INTERNAL AUDIT REPORT.....	6
139	COMMUNITY ENGAGEMENT	7
140	PLANNING CONSULTATION RESPONSES.....	7
141	MARTYN’S LAW.....	7
142	PARISH LIAISON	7
143	THE NORTH YORKSHIRE LOCAL PLAN	7
144	PRIVATE SESSION.....	8
145	SALARIES AND OVERTIME	8
146	SUPPORT FOR REFUGEES IN OUR COMMUNITY	8
147	STAFFING UPDATE.....	8
148	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	8
148.1	Schedule of Meetings	8

AGENDA

128 PUBLIC QUESTIONS

129 APOLOGIES FOR ABSENCE

To **receive** any apologies for absence.

130 DISCLOSURES OF INTEREST

131 MINUTES OF LAST MEETING

131.1 Full Council

To **confirm** as a correct record the minutes of the meeting of Council, held on 25 November 2024. (Pages 9 to 16 attached).

131.2 Updates from last meeting

Anti-social behaviour at the Bonfire Event - The Clerk wrote to the Deputy Mayor for Police, Fire and Crime regarding the anti-social behaviour at the Bonfire and the support from the police to deal with an incident that occurred close to the site.

The Deputy Mayor's Executive Assistant responded to update that the Deputy Mayor visited Selby for an event on the 4th November and discussed the issue of ASB with the Mayor of Selby and other Councillor colleagues. The Deputy Mayor is also meeting with the MP Mr Mather in January to discuss this amongst other issues. The deployment of policing resources is a matter for the Chief Constable who has operational independence, however the Deputy Mayor can raise concerns with him and continues to do so.

Economic Development – NYC Enforcement updated that BT have received a quotation to polycarb all of the ground floor windows, however for corporate purposes they do need a cost comparison quote which we have been assured they are working on.

Economic Development – The Clerk asked NYC Planning Enforcement to clarify the procedure for reporting enforcement issues. The Clerk was asked to email Planning Enforcement all the details and address of each property/business and they would be able to log them. The Clerk has emailed the officer the list of enforcement issues.

131.3 Land and Property

To **consider** and **approve** the recommendations from the Land and Property Committee meeting held on 2 December 2024. (Pages 17 to 23 attached).

RECOMMENDATION TO COUNCIL THAT:

- LP49.1 i. Replace the main centre bearing in the accessible roundabout at a cost of £3,093.45 ex VAT (part and fitting), and**
ii. The cost to be taken from the Play Area operational budget.

131.4 Council Special Budget Meeting

To **confirm** as a correct record the minutes of the Council Special Budget Meeting held on 16 December 2024. (Pages 24 to 27 attached).

131.5 Environment Committee

To **confirm** as a correct record the minutes of the Environment Committee meeting, held on 13 January 2025. To **note** that there were no recommendations to council. (Pages 28 to 32 attached).

132 CORRESPONDENCE RECEIVED.

132.1 Speeding Campaign

Average and Fixed Speed Cameras for York and North Yorkshire
To **receive** the information regarding the speeding campaign and **consider** signing up. (Pages 33 to 48 attached).

132.2 Email from Keir Mather

Road Safety

To **receive** the email from Keir Mather and **consider** a response. (Page 49 attached).

132.3 Letter from North Yorkshire Council

Urban Highway Grass Cutting

To **receive** and **consider** the letter from North Yorkshire Council regarding the cutting of the urban grass in the parish. (Page 50 to 51 attached).

132.4 Email request from local beekeepers

Observation Hive

To **receive** the email requesting approval to build an observation hive on Town Council land and **consider** a response. (Page 52 attached)

133 ACCOUNTS

133.1 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 November 2024 and between 1 – 31 December 2024 are attached for **consideration**. (Pages 53 to 60 attached).

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

Ebor Construction - £3,036.60 – Installation of Windows at the Farmhouse
Plumbcore - £1,608.00 – Underfloor heating manifold at the Farmhouse

The following payments made by the Clerk using delegated powers since the last meeting of Council for over £1,500.00 to be noted

Leola Music Ltd - £2,918.40 – Performance Fee
Christmas Plus - £5,476.80 – Festive Display
Empire Group - £4,438.80 – Bonfire Security

133.2 Balances

The balance at the Unity Bank on 31 December 2024 was £734,935.72, the balance at the Lloyds Bank on 31 December 2024 was £12,831.22 and the value of the funds on term deposit are:

- £164,209.32 with Unity Trust Bank Savings Account (Instant Access)
- £100,000.00 with Unity Trust Bank (12 month account)
- £94,777.93 (Bid Market Valuation as of 31 December 2024, Mid-Market Valuation £96,270.11) with Churches, Charities and Local Authorities (CCLA) Property Fund – (Page 61 attached)

133.3 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for December 2024 and January 2025.

Virements – Wedding Budget £500		
Details 2024/25	Cost £	Balance against Budget
Balance b/fwd.		£126.62
Dec 24	£0.00	
Jan 25	£0.00	
Balance		£126.62

134 TRAINING

To **note** the following training has been completed since the last meeting.

Role	Training	Date Completed
Facilities Manager	ICCM Cemetery Management Compliance	4.12.24
Facilities	ROSPA Playground	3.12.24

Supervisor	Inspection	
Dep. Clerk	Website Compliance	11.12.24
Facilities Manager	ICCM Sexton Training	21.1.25

135 **BIG LOCAL**

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

136 **POLICIES TO BE REVIEWED**

There are no policies to be reviewed.

137 **ONGOING ITEMS – CLERK UPDATE**

137.1 Events

Christmas Market and Light Switch On – Very busy event.

Holocaust Memorial Day – Monday 27 January – Five schools have confirmed attendance. Readings will be performed by the Mayor and three school children.

137.2 Town Hall – Following a recent Fire Risk Assessment a full report has been provided and the Facilities Manager is compiling a schedule of works and working through the actions..

137.3 Town Hall – Arts Centre – Tickets for the new programme are available and selling well.

137.4 Town Hall – Office – No updates.

137.5 Cemetery – No updates.

137.6 Longmann Hills Farmhouse – No updates.

137.7 Market – The Market Manager has met with a representative from the Young Enterprise Organisation who is working with students from Selby College to have stalls on the weekly market during March. This follows a successful partnership last year. The students will be provided with a free gazebo.

137.8 Play Areas – No updates.

137.9 Allotments – Most annual rents have been received.

137.10 Website – The Clerk is seeking quotes for a full accessibility audit to be carried out. The website must meet the requirements of the Web Content Accessibility Guidance (WCAG) 2.2. An updated Accessibility Statement is being currently being completed and will be added to the website as soon as possible.

137.11 Street Furniture – No updates.

137.12 1811 Building – As per the Town Hall.

137.13 Highways – Prohibition of Waiting and Loading and Provision of Parking (New Lane, Selby) (Amendment No.55) Order 2025 came into operation on 17 January 2025.

138 **INTERNAL AUDIT REPORT**

To **receive** the report from the internal auditor. (Pages 62 to 63 attached)

139 COMMUNITY ENGAGEMENT

To **note** that the dates for the Community Engagement gazebo will be communicated later in 2025.

140 PLANNING CONSULTATION RESPONSES

To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Pages 64 to 66 attached).

141 MARTYN'S LAW

To **receive** the information provided by NALC. (Pages 67 to 68 attached).

142 PARISH LIAISON

To **note** the first Parish Liaison meeting is to be held on Thursday 30 January at 7pm in the Town Hall. All councillors are invited, along with the Clerk. The meeting will be chaired by Marie-Ann Jackson, North Yorkshire Council's Head of Localities, and will include an overview of the support available from the NYC Localities and Parish Liaison Team. Officers from other NYC Services will be in attendance to answer any questions you may wish to ask.

143 THE NORTH YORKSHIRE LOCAL PLAN

Public Release of 'Call for Sites' Submissions

To **note** the following information provided by a Planning Officer at North Yorkshire Council:

"As you may be aware we are preparing a new local plan for North Yorkshire. We started with the 'call for sites' in April 2024 when we invited landowners, site promoters and developers to submit sites for consideration as allocations in the local plan. These submissions are for a range of uses. The majority are for residential use with additional submissions for employment, retail, and so on.

We will be releasing information on the sites to the public next week. We're notifying you and other town and parish councils in advance as you may receive contact from local residents after the information is released.

We are not consulting on the release of the sites at this stage, although we are making the information available to ensure greater levels of transparency and to allow the community and other interested parties the opportunity to have sight of the submitted sites as early as possible.

We will not be accepting comments at this stage, and this will be made clear in our wider communications. A comprehensive consultation will take place later that will seek the views of the community on all sites – at which stage further work will have been completed to give a greater direction as to whether such sites are likely to be recommended for allocation or dismissed.

You can view the sites that have been submitted on our Maptionnaire portal at:
<https://app.maptionnaire.com/q/6h6aur4sn3c8>

This will allow you to move around the whole of North Yorkshire and see what sites have been submitted for consideration. By clicking on each site, you will see a brief description including the location, site size and the proposed uses that have been put forward by the site promoter.

If you have any queries on this, please do not hesitate to get in touch with a member of the Planning Policy & Place Team by contacting us on”
callforsites@northyorks.gov.uk

144 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 145 to 146).

145 SALARIES AND OVERTIME

To **approve** the December 2024 and January 2025 Schedule of Salary Payments.

146 SUPPORT FOR REFUGEES IN OUR COMMUNITY

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

147 STAFFING UPDATE

To **note** that the Part Time Administration Officer has given notice to take early retirement. Their official final day will be 31 March 2025.

148 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

148.1 Schedule of Meetings

To **consider** and **approve** the Draft Schedule of Meetings 2025/26 (Page 69 attached).

Monday 10 February 2025
Monday 24 February 2025
Monday 3 March 2025

Finance & Staffing Committee
Council
Land and Property Committee