

Town Clerk  
Mrs G Bell

Tel No 01757 708449  
E-Mail: [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk)



18 February 2025

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 24 February 2025**

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 24 February 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

149	PUBLIC QUESTIONS.....	3
150	APOLOGIES FOR ABSENCE .....	3
151	DISCLOSURES OF INTEREST.....	3
152	MINUTES OF LAST MEETING.....	3
	152.1 Full Council.....	3
	152.2 Updates from last meeting .....	3
	152.3 Finance and Staffing.....	3
153	CORRESPONDENCE RECEIVED.....	4
154	ACCOUNTS .....	4
	154.1 Payments .....	4
	154.2 Balances.....	4
	154.3 Wedding Virement.....	5
155	TRAINING .....	5
156	BIG LOCAL.....	5
157	POLICIES TO BE REVIEWED.....	5
158	ONGOING ITEMS – CLERK UPDATE .....	5
159	COMMUNITY ENGAGEMENT .....	6
160	PLANNING CONSULTATION RESPONSES.....	6
161	2025-2035 Public Conveniences Service Plan.....	7
162	UNIVERSITY OF YORK SUSTAINABILITY CLINICS.....	7
163	PRIVATE SESSION.....	7
164	SALARIES AND OVERTIME .....	7
165	SUPPORT FOR REFUGEES IN OUR COMMUNITY .....	7
166	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	7

## **AGENDA**

### **149 PUBLIC QUESTIONS**

### **150 APOLOGIES FOR ABSENCE**

To **receive** any apologies for absence.

### **151 DISCLOSURES OF INTEREST**

### **152 MINUTES OF LAST MEETING**

#### 152.1 Full Council

To **confirm** as a correct record the minutes of the meeting of Council, held on 27 January 2025. (Pages 8 to 17 attached).

#### 152.2 Updates from last meeting

##### Market Place Bollards

A response has been received regarding the request to install bollards on the market place following the discussion at council regarding Martyn's Law. (Page 18 attached)

##### Selby College Artificial Sports Pitch

To note that the planning application does provide for community use.

#### 152.3 Finance and Staffing

To **consider** and **approve** the recommendations from the Finance and Staffing Committee meeting held on 10 February 2025. (Pages 19 to 23 attached).

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

#### **FS42 INVESTMENT UPDATE**

**Following consideration of the information provided, and the accounts, that the funds are kept where they currently are.**

#### **FS44.2 FINIANCIAL REGULATIONS**

**The Financial Regulations be approved with the following amendments:**

**10.1 – “....maintain a petty cash account...”**

**10.4 – “....maintain a cash float...”**

#### **FS44.3 ACCOUNTS PROCEDURE**

- i. **The Accounts Procedure be approved with the following amendments:**
  - 5.1 “....however some cheque transactions....”
  - 5.2 Add 8.7 – A separate till float of £340 is maintained.
- ii. **The review date be set for 3 years.**

### **FS50.2 STAFFING REPORT**

- i. **The Markets/Event Officer weekly hours be increased to 20,**
- ii. **A new Admin Post with responsibility for Cemetery for 4hrs a week be created,**
- iii. **A new Admin Post with responsibility for Allotments for 18hrs a week be created, and**
- iv. **The above be implemented from 1 March 2025.**

### **153 CORRESPONDENCE RECEIVED.**

No correspondence received.

### **154 ACCOUNTS**

#### **154.1 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 January 2025 are attached for **consideration**. (Pages 24 to 27 attached).

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

Native Architects - £1,951.20 – Stage 3 Cemetery Storage  
Keith France - £2,382.00 – Town Hall Emergency Lighting  
Simply Aquatic - £7,080.00 – Grub out reeds at Community Land Pond  
Zurich Municipal - £13,613.98 – Insurance 2025/26

#### **154.2 Balances**

The balance at the Unity Bank on 31 January 2025 was £732,941.81, the balance at the Lloyds Bank on 31 January 2025 was £12,431.22 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)
- £94,851.34 (Bid Market Valuation as of 31 January 2025, Mid-Market Valuation £96,344.69) with Churches, Charities and Local Authorities (CCLA) Property Fund – (Page 28 attached)

### 154.3 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for February 2025.

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

### 155 TRAINING

To **note** no training has been completed since the last meeting.

### 156 BIG LOCAL

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

### 157 POLICIES TO BE REVIEWED

There are no policies to be reviewed.

### 158 ONGOING ITEMS – CLERK UPDATE

#### 158.1 Events

Bunny Hop – Monday 14 April – Bunny hop race – activities, crafts, food and drink – from 12pm on the Market Place alongside the weekly market.

VE Day Service – Thursday 8<sup>th</sup> May - 80<sup>th</sup> anniversary service to be held in Selby Abbey

Picnic in the Park – Friday 30 May – Local crafts, homemade treats and entertainment – 12 until 3pm in Selby Park

Twilight Market – Friday 13 June – Live music, food and drink vendors (local and international) with over 35 stalls.

Fun Day – Sunday 22 June – this year's theme is the 1980's.

Food, Drink and Craft Festival – Saturday 19 July – Lots of stalls, including regular farmers market attendees, entertainment, bars and street food.

Beer Festival – Saturday 2 August – 20 plus beers, pizza and live bands

Forest School – Monday 4 August – run by Forest Quest – 2 sessions at Bondgate Woodland

Oktoberfest – Saturday 18 October – Pumpkin carving, crafts, lots of stalls, street food, bars and live entertainment.

Bonfire & Fireworks Event – Saturday 1 November

Remembrance Service – Sunday 9 November

Cemetery Remembrance Service – Tuesday 11 November

Christmas Market & Lights Switch On Event – Saturday 29 November

#### 158.2 Town Hall – No updates

- 158.3 Town Hall – Arts Centre – No updates
- 158.4 Town Hall – Office – Due to staff absences I have agreed some support seconded from NYC for 2 days a week for approx. 6 weeks.
- 158.5 Cemetery – No updates
- 158.6 Longmann Hills Farmhouse – No updates
- 158.7 Market – No updates
- 158.8 Play Areas – No updates
- 158.9 Allotments – A number of plots have been given up and the officer is in the process of re letting.
- 158.10 Website – The Clerk continues to update and ensure that the information is current and accessible.
- 158.11 Street Furniture – No updates
- 158.12 1811 Building – No updates
- 158.13 Highways – No updates

## 159 COMMUNITY ENGAGEMENT

To **note** that there will be the community engagement stand at the Annual Towns Meeting, Twilight Market, Food and Drink Festival and Oktoberfest.

## 160 PLANNING CONSULTATION RESPONSES

### 160.1 Planning Consultation Responses

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

### 160.2 Planning Application

To **receive** and **consider** a response on the following planning application:  
**ZG2023/0747/FUL Erection of 8no. residential dwellings following the demolition of the former Pocklington Carpets building. Pocklington Carpets 80 Gowthorpe Selby**

[ZG2023/0747/FUL | Erection of 8no. residential dwellings following the demolition of the former Pocklington Carpets building | Pocklington Carpets 80 Gowthorpe Selby YO8 4HA](#)

(Page 30 attached).

### 160.3 Planning Application

To **receive** and **consider** a response on the following planning application:  
**ZG2024/1301/FUL Demolition of units 6, 7 and 8 of Selby Business Centre to facilitate the future construction of a new plaza as part of the Selby Station Gateway Scheme in the conservation area. Selby Business Centre, Station Road, Selby**

[ZG2024/1301/FUL | Demolition of units 6, 7 and 8 of Selby Business Centre to facilitate the future construction of a new plaza as part of the Selby Station Gateway Scheme in the conservation area | Selby Business Centre Station Road Selby YO8 4AA](#)

(Pages 31 to 32 attached).

160.4 Planning Application

To **receive** and **consider** a response on the following re-consultation on planning application:

**ZG2023/1266/FULM Change of use of land for siting of 36 holiday lodges and provision of new internal roadway. Nature Reserve Bawtry Road Selby**

[ZG2023/1266/FULM | Change of use of land for siting of 36 holiday lodges and provision of new internal roadway | Nature Reserve Bawtry Road Selby](#)  
(Page 33 attached).

**161 2025-2035 Public Conveniences Service Plan**

To **receive** the letter regarding the Public Conveniences Service Plan and **consider** a response. (Pages 34 to 40 attached).

**162 UNIVERSITY OF YORK SUSTAINABILITY CLINICS**

To **receive** and **consider** Cllr Matthew's report and to **consider** becoming a project partner. (Pages 41 to 42 attached).

**163 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 164 to 165).

**164 SALARIES AND OVERTIME**

To **approve** the February 2025 Schedule of Salary Payments.

**165 SUPPORT FOR REFUGEES IN OUR COMMUNITY**

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

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

**Monday 3 March 2025**

**Monday 10 March 2025**

**Monday 17 March 2025**

**Wednesday 19 March 2025**

**Monday 24 March 2025**

**Monday 31 March 2025**

**Land and Property Committee Town Hall  
Management Committee - Postponed  
Health, Safety & Welfare Group - Cancelled  
Markets Working Group Environment  
Committee  
Council**