



# MINUTES OF THE PROCEEDINGS OF THE MEETING OF SELBY TOWN COUNCIL HELD MONDAY 27 OCTOBER 2025 AT THE TOWN HALL, YORK STREET, SELBY

## Contents

82	PUBLIC QUESTIONS.....	2
83	APOLOGIES FOR ABSENCE .....	2
84	DISCLOSURES OF INTEREST.....	2
85	CO-OPTION .....	2
86	MINUTES OF LAST MEETING.....	2
86.1	Council .....	2
86.2	Environment Committee .....	2
86.3	Finance and Staffing Committee.....	2
87	CORRESPONDENCE RECEIVED.....	3
88	ACCOUNTS .....	3
88.1	Payments .....	3
88.2	Balances.....	4
88.3	Wedding Virement.....	4
89	TRAINING .....	4
89.1	Staff Training .....	4
89.2	Councillor Training.....	4
90	POLICIES TO BE REVIEWED.....	5
91	TOWN CLERK'S REPORT .....	5
92	PLANNING CONSULTATION RESPONSES.....	5
92.1	Planning Consultations .....	5
92.2	Planning Application .....	5
92.3	Planning Application .....	6
92.4	Planning Application .....	6
93	PRIVATE SESSION.....	6
94	FOODBANK .....	6
95	SALARIES AND OVERTIME .....	6
96	SUPPORT FOR REFUGEES IN OUR COMMUNITY .....	7
97	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	7

**PRESENT: Cllr J Proud, K Franks, F Matthews, S Andrew, M Davis, S Shaw-Wright, C Middlebrook and T Beharrell**

**82 PUBLIC QUESTIONS**

There were no members of the public present.

**83 APOLOGIES FOR ABSENCE**

Cllr R Pope, C Laskey, M Dyson, K Arthur, H Davis, R Harrison and M Lawton.

**84 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**85 CO-OPTION**

The nominations for co-option were considered.

Cllr M Davis nominated Andrea Stephenson for the council member vacancy. This was seconded by Cllr K Franks. A vote was taken and 6 members voted yes and 2 members abstained. The nomination was carried.

**RESOLVED: That Andrea Stephenson is co-opted into the council member vacancy.**

**86 MINUTES OF LAST MEETING**

**86.1 Council**

The minutes of the meeting of Council, held on 29 September 2025 were considered.

**RESOLVED: That the minutes of the meeting of Council held on 29 September 2025 be approved as a correct record.**

**86.2 Environment Committee**

The recommendations from the Environment Committee meeting, held on 6 October 2025 were considered.

**RESOLVED THAT:**

- i. The minutes of the Environment Committee meeting held on 6 October 2025 be approved as a correct record, and**
- ii. The following recommendations be approved.**

**E25 That the Clerk writes to North Yorkshire Council regarding maintenance of the planters in the town centre.**

**86.3 Finance and Staffing Committee**

The recommendations from the Finance and Staffing Committee meeting, held on 20 October 2025 were considered.

FS23.6 Council members agreed that the deposit for the Farmhouse should be placed in the national scheme

FS26.2 The Clerk updated that CIL statements are only issued when money is due. North Yorkshire Council have advised that the Town Council have not been due any CIL in the last 12 months.

**RESOLVED THAT:**

- i. **The minutes of the Finance and Staffing Committee meeting held on 6 October 2025 be approved as a correct record,**
- ii. **The Clerk arranges for the Farmhouse deposit to be placed in the national scheme, and**
- iii. **The following recommendations be approved.**

**FS21.2 That the £100,000 be re-invested in a 90 day account with Hinkley & Rugby Building Society.**

**FS23.2 i. The Capability Policy be approved with no changes, and  
ii. The review date be set for 3 years**

**FS23.3 i. The Sickness Policy be approved with no changes, and  
ii. The review date be set for 3 years.**

**FS23.4 i. The Stress Policy be approved, and  
ii. The review date be set for 3 years.**

**FS23.5 The Corporate Risk Policy be approved.**

**FS23.6 The Financial Strategy be approved.**

**87 CORRESPONDENCE RECEIVED.**

The letter from the Foodbank was considered in Private Session – Item 94.

**88 ACCOUNTS**

**88.1 Payments**

A folder containing all payments made since the last Town Council meeting was presented to Council. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 September 2025 were considered.

Payments for approval over £1,500 are listed below:  
Worknest - £4,759.21 - Annual contract and learning portal

**RESOLVED THAT:**

- i. **The list of payments between 1 – 30 September 2025 in the sum of £77,023.54, the credit card payments made between 1 – 30 September 2025 in the sum of £1,707.34 and the petty cash payments made between 1 – 30 September 2025 in the sum of £30.99 be approved, and**
- ii. **The abovementioned payments over £1,500 be approved.**

**88.2 Balances**

The balance at the Unity Bank on 30 September 2025 was £1,070,571.30, the balance at the Lloyds Bank on 30 September 2025 was £11,571.22 and the value of the funds on term deposit are:

- £87,498.09 with Unity Trust Bank Savings Account (Instant Access)
- £85,000 with Unity Trust (12 month term deposit)
- £100,000 with Hinkley & Rugby (90 day notice account)
- £95,800.94 (Bid Market Valuation as of 30 September 2025, Mid-Market Valuation £97,309.25) with Churches, Charities and Local Authorities (CCLA) Property Fund.

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

**88.3 Wedding Virement**

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

<b>Virements – Wedding Budget £500</b>		
<b>Details 2025/26</b>	<b>Cost £</b>	<b>Balance against Budget</b>
Balance b/fwd.		£500.00
October 25	£0.00	
Balance		£500.00

**RESOLVED: That the update be noted.**

**89 TRAINING**

**89.1 Staff Training**

It was noted that all staff attended the face to face Fire Warden training on Tuesday 21 October 2025.

**89.2 Councillor Training**

It was noted that no further training has been requested.

**RESOLVED: That the update be noted.**

## **90 POLICIES TO BE REVIEWED**

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

**RESOLVED: That the update be noted.**

## **91 TOWN CLERK'S REPORT**

The Clerk's report was received.

### Vision for Selby – Town Investment Plan

The Clerk is to contact the project leader to request that the Town Council schemes are included in the funding plan.

### Oktoberfest

The Deputy Clerk thanked Cllr Matthews for helping on the community engagement stall with the public consultation questionnaires.

### South Parade Car Park

Council asked that the Clerk writes to North Yorkshire Council regarding the lights in the car park.

### **RESOLVED THAT:**

- i. The update be noted,
- ii. The Clerk contacts the project leader of the Town Investment Plan regarding the inclusion of the Town Council projects, and
- iii. The Clerk contacts North Yorkshire Council regarding the lights in the South Parade car park.

## **92 PLANNING CONSULTATION RESPONSES**

### **92.1 Planning Consultations**

The report on Planning Consultations dealt with under delegated authority since the last meeting of Council was received.

**RESOLVED: That the update be noted.**

### **92.2 Planning Application**

The following planning application was received and considered:

**ZG2025/0717/FUL Erection of 8 apartments with associated works and infrastructure. Land Off, Shipyard Road, Selby** [ZG2025/0717/FUL | Erection of 8 apartments with associated works and infrastructure | Land Off Shipyard Road Selby](#)

**RESOLVED:** That the Clerk objects to the application due to insufficient planning on the entrance to the site, insufficient parking, and that all new buildings should incorporate Photo-voltaic electricity generation, grey-water capture and management and electric vehicle charging points.

#### 92.3 Planning Application

The following planning application was received and considered:

**ZG2025/1042/FUL Change of Use from Cafe to Hot Food Takeaway. 81 Brook Street, Selby, YO8 4AT** [ZG2025/1042/FUL | Change of Use from Cafe to Hot Food Takeaway | 81 Brook Street Selby YO8 4AT](#)

**RESOLVED:** That the Clerk objects to the application due to lack of parking spaces, midnight closing time, that the development has begun before application submitted and that it will be detrimental to the image of Selby.

#### 92.4 Planning Application

The following planning application was received and considered:

**ZG2025/1043/ADV Advertisement consent for 1No illuminated Fascia sign and 4No vinyl stickers. 81 Brook Street, Selby, YO8 4AT** [ZG2025/1043/ADV | Advertisement consent for 1No illuminated fascia sign and 4No vinyl stickers | 81 Brook Street Selby YO8 4AT](#)

**RESOLVED:** That the Clerk objects to the application due to lack of parking spaces, midnight closing time, that the development has begun before application submitted and that it will be detrimental to the image of Selby.

### 93 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 94 to 96).

### 94 FOODBANK

The request from the Foodbank was considered.

**RESOLVED THAT:**

- i. The request is agreed in principle, and
- ii. The Foodbank requests planning permission.

### 95 SALARIES AND OVERTIME

The October 2025 Schedule of Salary Payments were approved.

**RESOLVED:** That the October 2025 Schedule of Salary Payments in the sum of £23,399.07 be approved.

**96 SUPPORT FOR REFUGEES IN OUR COMMUNITY**

Cllr M Davis provided an update.

**RESOLVED:** That the update be noted.

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

<b>Monday 24 November 2025</b>	<b>Council</b>
<b>Monday 1 December 2025</b>	<b>Land &amp; Property Committee</b>
<b>Monday 15 December 2025</b>	<b>Council Special Budget Meeting</b>
<b>Monday 12 January 2025</b>	<b>Environment Committee</b>
<b>Monday 26 January 2025</b>	<b>Council</b>