

MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL MEETING HELD ON MONDAY 29 APRIL 2019 AT THE TOWN HALL, YORK STREET, SELBY

PRESENT: Cllrs E Lambert (Chair), S Shaw-Wright, S Andrew, W Nichols, M Dyson, K Arthur, M Fagan, F Matthews, A J Thurlow, M Rofidi, G Harding, C Laskey.

Bishop John was in attendance to pass on Easter Greetings to Councillors.

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202 PUBLIC QUESTIONS

There were no members of the public present.

203 APOLOGIES FOR ABSENCE

Cllrs G Lockley, J Leake, C Dickinson and J Shaw-Wright.

204 DISCLOSURE OF INTEREST

There were no disclosures of interest.

HIGHWAYS

It was agreed that item 215.1 Highways be brought forward for discussion.

Sharon Fox, Senior Customer Communications Officer Craven and Selby, was in attendance for discussion of highway issues.

Councillors discussed various highway issues -

- Pedestrian crossing button at Brook Street junction /Gowthorpe

It was noted that the button at this crossing was stuck in and unusable.

- There were no beepers at Gowthorpe signals and this should be rectified.

It was noted that this crossing may have a 'visually impaired roller' instead of a buzzer and Sharon agreed to update Councillors on this.

- Eden Mobility – Members noted that at the newly refurbished shop on Gowthorpe, mobility scooters were being sited on the pavement at the front of the shop, causing pedestrians difficulties when passing. Sharon advised that NYHighways were already aware of this issue and were dealing with the matter.
- The 'build out area' on Wistow Road was discussed and it was noted that a referendum on whether this should be removed had been held at this location. Sharon advised that no costings had been sought for the work involved.

Sharon agreed to update on this matter.

- Zebra Crossing outside Boots – Members questioned when the new zebra crossing would be installed on Gowthorpe, near Boots. Sharon updated that this was dependant on funding coming forward from a developer. Members agreed that this was the first they had heard about the installation being dependant on developer funding and were unhappy at this not being progressed. Sharon would update on this in due course.
- The recent request for a pedestrian crossing on Union Lane/Brook Street was discussed – It was noted that a CCTV survey on Union Lane was to be completed this week and the report of findings would be available soon. A member of the Town Council was invited to attend the site meeting.

Removal of the roundabout at the Brook Street / Union Lane junction and introducing traffic signals - NY Highways prioritised sites where there is a collision history and the need to improve safety and reduce personal injury. There was no history of accidents at this location to date.

Sharon agreed to update on the Brook Street/Union Lane crossing in due course.

- Councillors requested CCTV to be installed at Gowthorpe /Leeds Road/ Brook Street signals. Sharon would update on this.
- Creation of a right lane on Ousegate junction at the Toll Bridge was discussed along with extending the timings. Sharon would update on this.
- Sharon agreed to request a full parking review from the Network Strategy Team at County Hall, in addition request the Highways Engineer at the Selby Area Office to assess Flaxley Road (in the vicinity of the garage), Volta Street, Petre Avenue, Parkin Avenue in the next annual Traffic regulation Order, later in the summer.
- The road closures involved with the Tour de Yorkshire on Selby roads were discussed.

Members were unhappy that several areas of Town were closed off during the day to allow free access by support vehicle, making it very difficult for residents to get to work during these times. Sharon updated that rolling road closures were only in place until the support vehicles get to their final destination which is Back Micklegate and it is anticipated will be 30mins max.

- Gowthorpe – Members questioned the parking restrictions in the bays on Gowthorpe and Sharon advised that no waiting or unloading was allowed here, so no vehicles should be parked there including Blue Badge holders. The build outs were to slow traffic movement down.
- A Member reported that the white lines at the Roundabout at Barlby were very faint and were there any plans to repaint these. Sharon agreed to report back on this.
- Parish Portal – Sharon advised that the Parish Portal was a way for Clerk's to keep up to date with highway matters and to print out reports on work carried out to the highway in their parish. It was also a useful tool for members to utilise. Sharon agreed to report back on this matter and update whether the Town Council was registered for this service.

The Chair thanked Sharon for attending the meeting and would look forward to receiving her updates in due course.

205 MINUTES OF LAST MEETING

205.1 The notes of the Selby In Bloom meeting held on the 12 March 2019 were received.

RESOLVED: That

- (i) **The notes on the Selby in Bloom meeting held on 12 March 2019 be noted; and**
- (ii) **The following Recommendations be approved;**

RECOMMENDATIONS TO COUNCIL THAT:

- i) **That bee friendly seeds be purchased for scattering on the old graves at the Cemetery; and**
- ii) **That the seat that is sited at the hoarding at the junction with Leeds Road and Gowthorpe is refurbished and the company responsible for the site be requested to tidy up the area.**

205.2 The notes of the Fun Day Committee Meeting held on the 18 March 2019 were received.

RESOLVED: That

- (i) The notes of the Funday Committee Meeting held on 18 March 2019 be noted subject to the inclusion of E Lambert and M Davis in the list of apologies; and
- (ii) The following Recommendations be approved;

RECOMMENDATION TO COUNCIL THAT:

- i) That British Waterways Museum (Goole) be invited to be involved on the day at a cost of £160.00;
- ii) New banners be ordered to publicise Fun day earlier in June, at the approximate cost of £100, and taken from the Fun day budget;
- iii) The Clerk follow up the leaflet drop of the newer areas of Selby;
- iv) That the play sand be purchased at a cost of £2625.00 plus VAT and a liner at £130.00, sheeting at £150.00 along with £300 for a JCB and taken from the Fun day budget;
- v) That a vintage bus be booked for the event at a cost of £800.00 and taken from the Fun day budget;
- vi) That the booking of 6 Pop Bands, in the sum of £2285 be approved and taken from the Fun day budget;
- vii) That a small bar and refreshment unit be provided at this year's Funday on a trial basis, at no cost to the Council; and
- viii) That the Town Council be asked to continue supporting the Fun Run up to a figure of £200.00.

205.3 The minutes of the meeting of Selby Town Council held on the 25 March 2019 were received for consideration.

RESOLVED: That Minutes of the Meeting of Selby Town Council held on 25 March 2019 be received as a correct record, subject to;

- (i) Min 181.3 LP 30 – Town Hall Windows – First paragraph to read 'Chair of Land and Property Committee';
- (i) Min 191.10 – Website – the following wording be added 'It was noted that some of the Website content was in need of updating and this would be looked at by the Digital Working Group at a future meeting; and
- (i) Min 195 1811 Building – RESOLVED – the wording to read 'purchase of the 1811 Building at a cost of £165,000'.

205.4 The minutes of the Selby Town Council Grants Meeting held on 8 April 2019 were received for consideration.

The Clerk had been asked for clarification on the following grant applications:

- i) The Coultish Centre and Flaxley Road TARA – Both organisations had applied for £1000 towards the provision of a defibrillator. The Clerk updated that this was for the same defibrillator. CEF have granted Flaxley Road TARA £1000 towards the cost of the item;
- ii) Selby Abbey (950) Grant – Due to the timescale of the project and the 950 Celebrations and the school's schedules, the project had already begun. The Abbey had wanted the banners in place for the Tour De Yorkshire. Further work with local schools is on-going;

- iii) Fibromyalgia & Chronic Illness Support Group – The Clerk updated that the group have secured use of a room in Studio 18, Station Road at a cost of £1040.00 for their meetings;
- iv) Sleepsafe Selby – The group were currently in talks about a plot of land behind Selby Bowling Alley but has not yet secured the lease. Public liability insurance is in place to cover fundraising activities and will be upgraded as work progresses;
- v) Community Furniture Store – The Clerk updated that their focus on recruitment was within the Town. Past referrals have come from Open Arms and recently they have engaged with Selby Disability Forum to raise awareness of the work they do. Practically, transport considerations mean that referrals are most likely to come from local people, more so if a carer is involved.

RESOLVED: That

- (i) **The Clerk’s update be noted; and**
- (ii) **The following Grants be awarded following further information being received;**
 - **Flaxley Road TARA – be granted £1000 towards the provision of a defibrillator;**
 - **Selby Abbey (950) Grant - £950.00**
 - **Fibromyalgia & Chronic Illness Support Group – £1040.00;**
 - **Sleepsafe Selby – £1,000. This amount to be held back until a later stage in the project is reached;**
 - **Community Furniture Store – £1,124.70 The Grant being awarded as the Community Furniture Store was a benefit to the Town;**

206 CORRESPONDENCE RECEIVED

No correspondence had been received since the last meeting.

207 ACCOUNTS

207.1 A folder containing all payments made since the last Town Council meeting was presented to Council and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 to 31 March 2019 were considered.

Payments for approval over £1,000 are listed below:

Duffields – Selby Cemetery Entrance works £30,681.60

YLCA – Yearly membership £ 1528.00

British Gas – Town Hall Service Plan £ 1,707.68

RESOLVED: That

- (i) **The payments made since the last Town Council meeting in the sum of £ 247,765.10 and the RBS report detailing the list of payments, petty cash payments in the sum of £ 544.53 and credit card transactions in the sum of £483.46 be approved; and**
- (ii) **The abovementioned payments over £1,000 be approved.**

207.2 The balance at the Unity Bank on 31 March 2019 was £586,388.47 and the value of the funds on term deposit are:

- £119,788.92 with Yorkshire Bank for a 12 month period (as at 19 December 2018)
- £104,447.00 (Bid Market Valuation as at 31 December 2018, Mid Market Valuation £106,091.00) with Churches, Charities and Local Authorities (CCLA) Property Fund
- £102,455.74 with Yorkshire Bank for a 6 month period (as at 16 November 2018).

The 6 month Yorkshire Bank Term deposit is due for renewal on 16 May 2019. The following options are available:

- Reinvest in the same Business Term Deposit for 6 months - interest 1.25% Gross (Previously 0.8%).
- Transfer to a longer-term Deposit Account e.g. 18 months – interest 1.46% Gross.

Other High Street Banks i.e. Lloyds and Nationwide are only offering 0.75% Gross.

RESOLVED: That

- The balance at Unity Bank be noted; and**
- The Clerk investigate reinvesting the 6 month deposit into an 18 months Policy providing this was an easy option and the Clerk report back to the next meeting.**

207.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for April 2019 for £113.23 to be considered and approved.

Virements - Market Waste Budget £1,300		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		
April	113.23	
Balance		£1186.77

RESOLVED: That the virement to transfer £113.23 from the Market Budget to the Staffing Budget for April 2019 was approved.

207.4 It was noted that there was no Virement required for April 2019 to transfer funds from the Wedding Expenditure Budget to the Staffing Budget.

Virements – Wedding Expenditure Budget £1,000		
Details 2019/20	Cost £	Balance against Budget
Opening Balance		
April		
Balance		

207.5 CIL

The Clerk updated that the latest statement shows a balance of £9,225.03 to be claimed by 30 April or held until October 2019.

RESOLVED: That the Clerks update be noted, and Selby District Council be requested to hold onto these funds on behalf of the Town Council.

207.6 The Clerk provided an updated Direct Debit/Standing Order list for consideration.

RESOLVED: That the updated list of Direct Debit/ Standing Orders be approved.

208 NEIGHBOURHOOD PLAN UPDATE

There was no update.

209 SAILING THROUGH TIME PROJECT UPDATE

The Clerk updated that the contractors are expected to be on site from w/c 29 April 2019.

RESOLVED: That the update be noted.

210 TRAINING

210.1 There were no requests for training from Councillors.

211 POLICY REVIEW

The Clerk provided an updated Policy Review Table for consideration.

RESOLVED: That

- (i) The updated Policy Review Table be noted;**
- (ii) The Allotment Rules and Regulations and Scheme of Delegation and Terms of Reference be added to the list of policies;**
- (iii) An Environmental Policy be drawn up for the Town Council;**
- (iv) The Clerk to check that the content of the Information Security Policy includes the GDPR update previously agreed;**
- (v) The Retirement Policy be withdrawn;**
- (vi) The Annual Leave Policy be brought to the June Council Meeting;**
- (vii) The Information Security Policy and Internet- Mail Usage Policy be combined;**
- (viii) The review dates be amended for;**
 - Financial Strategy Policy – Autumn 2021**
 - Health & Safety Policy – Autumn 2020**
 - Lone Working Policy – Autumn 2020**
 - Press and Social Media Policy & Press and Social Media Procedure and Guidance Policy - Autumn 2021; and**
- (ix) The updated list be added to the Agenda of the July Finance and Staffing Committee meeting for discussion.**

212 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

There was no update from STEP.

213 CEF UPDATE

An update on the Central CEF was received from Cllr Shaw-Wright.

RESOLVED: That the update be noted.

214 BIG LOCAL

An update was received from Cllr Davis on the Big Local project.

RESOLVED: That the update be noted.

215 ONGOING ITEMS – CLERKS UPDATE

215.1 Events

Fun Day – Sunday 16 June 2019

The Clerk updated that arrangements for Funday are going well.

Food and Drinks Festival – Saturday 27 July 2019 from 9.30am – 5pm.

It was noted that entertainment had been booked for the event including buskers and street entertainers. Crombie Wilkinson have once again sponsored the shopping bags.

Beer Festival – Saturday 3 August 2019. Omega Security Services are the main sponsor again.

Bonfire & Fireworks Event - Saturday 2 November 2019

Remembrance Event – Sunday 10 November 2019

Christmas Market and Lights Switch On Event – Saturday 30 November 2019

RESOLVED: That the Clerk’s update on events be noted.

215.2 Town Hall – There were no matters for discussion.

215.3 Town Hall – Arts Centre – There were no matters for discussion.

215.4 Office – There were no matters for discussion.

215.5 Cemetery - There were no matters for discussion.

215.6 Longmann Hills Farmhouse - There were no matters for discussion

215.7 Market

The following dates of the Farmers & Craft Market were noted:

18 May 2019	17 August 2019	16 November 2019
15 June 2019	21 September 2019	21 December 2019
20 July 2019	19 October 2019	

215.8 Play Areas - There were no matters for discussion

215.9 Allotments - There were no matters for discussion

215.10 Website - There were no matters for discussion

215.11 Highways - There were no further matters for discussion

215.12 Street Furniture - There were no matters for discussion

216 PLANNING CONSULTATION RESPONSES

The Clerk reported on Planning Consultations dealt with under delegated authority since the last meeting of Council.

RESOLVED: That the planning consultations dealt with under delegated authority be approved.

217 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.

218 SALARIES AND OVERTIME

219 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 20 May 2019	Annual Council & Town Council
Monday 3 June 2019	Land & Property Committee
Monday 24 June 2019	Council
Monday 15 July 2019	Finance & Staffing Committee
Monday 29 July 2019	Council