

MINUTES OF THE PROCEEDINGS OF THE SELBY TOWN COUNCIL MEETING HELD ON MONDAY 24 SEPTEMBER 2018 AT THE TOWN HALL, YORK STREET, SELBY

PRESENT: Cllrs S Shaw-Wright (Chair), M Davis, F Matthews, M Fagan, M Dyson, A J Thurlow, K Arthur, C Dickinson, J Shaw-Wright., M Rofidi

The Chair and Vice-Chair were unable to attend the meeting and it was agreed that Cllr S Shaw-Wright should take the Chair on this occasion.

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80 PUBLIC QUESTIONS

There were no members of the public present.

81 APOLOGIES FOR ABSENCE

Cllrs E Lambert, S Andrew, I Lawton, W Nichols, G Harding, C Laskey.

82 DISCLOSURE OF INTEREST

Cllr M Davis and F Matthews declared an interest in Item 85.2 Selby Community Trust.

83 NORTH YORKSHIRE POLICE – SERGEANT VICTORIA LOWERY IN ATTENDANCE

Sergeant Lowery attended the meeting to introduce herself to Councillors. She advised she was new in post and updated on the area the Neighbourhood Policing Team covered.

She updated that Chief Inspector McNiff was going to be working in the control room from November and the new person taking over from him was Chief Inspector Martin Wedgewood.

Councillors noted that previous Police Representatives had attended meetings and had provided 1/4ly crime figures for the Town. Sgt Lowery updated that this information was available on line for anyone to access.

The Chair thanked Sergeant Lowery for attending.

RESOLVED: That Chief Inspector Martin Wedgewood be invited to attend a future Town Council Meeting and provide an update on crime figures for Selby Town.

PRIVATE SESSION

The Senior Admin Assistant and the Minute Clerk left the room for the following discussion.

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. (Item 85.1 and 91.2)

TOWN CLERK

The Resignation of the Town Clerk and Clerk to the Trust, Karen Mann, was received.

RESOLVED: That

- (i) The Resignation of the Town Clerk and Clerk to the Trust, Karen Mann be received;
- (ii) Gill Bell be appointed as the Responsible Finance Officer for the Town Council;
- (iii) Gill Bell be appointed as Interim Clerk in a 3 month rolling contract; and
- (iv) The Meeting return to Part I for discussion of the remaining business.

The Interim Town Clerk and the Minute Clerk came back into the room for the rest of the meeting.

84 MINUTES OF LAST MEETING

84.1 The notes of the Fun Day Debrief meeting held on the 23 July 2018 were received.

RESOLVED: That the notes of the Funday Debrief meeting held on 23 July be noted.

84.2 The notes of the Bonfire Pre-meeting held on the 23 July 2018 and 17 September 2018 were received.

RESOLVED: That the notes of the Bonfire Pre Meetings held on 23 July and 17 September 2018 be noted and the following Recommendations approved;

RECOMMENDATIONS TO COUNCIL: That

- i) All Mortar/Shell tubes that are over the age of 5 years be replaced at an estimated cost of £511.00 excl. VAT (inc delivery) which includes fabrication of frames, to be taken from the Asset Replacement and Refurbishment EMR Budget; and
- ii) That 6 'red' safety helmets to include anti-fog visors and integrated head torches in the sum of £2,084.82 excl VAT (inc delivery), be purchased and taken from the Efficiency Budget.

84.3 The minutes of the meeting of Council held on the 30 July 2018 were received.

RESOLVED: That the minutes of the Selby Town Council Meeting held on Monday 30 July 2018 be approved.

84.4 The minutes of the Extraordinary Finance & Staffing Committee held on 23 August 2018 were received.

RESOLVED: That the minutes of the Selby Town Council Extraordinary Finance & Staffing Committee held on 23 August 2018 be approved.

84.5 The notes of the Market Working Group meeting held on the 12 September 2018 were considered.

RECOMMENDATIONS: That

(i) the Food and Drink Festival be held in 2019;

(ii) The date of the festival to be Saturday 27 July 2019 from 9.30am to 5.00pm;

(iii) The regular weekly traders pay by direct debit from 1 April 2019; and

(iv) The Bank Holiday traders book and pay in advance for the markets.

RESOLVED: That the notes of the Market Working Group meeting held on the 12 September 2018 be approved and the abovementioned Recommendations be approved.

84.6 The Financial Regulations, as reviewed by the Chair of Finance & Staffing Committee were considered.

RESOLVED: That the Financial Regulations, as reviewed by the Chair of Finance and Staffing Committee be approved and adopted.

84.7 An update on the Environmental Locality Budget as requested at the last meeting was received.

It was noted that funds could not be carried over from one year to the next and that two members from the same Ward could jointly fund a project.

A member advised that bollards were to be fitted to Finkle Street to prevent unauthorised parking along this street.

RESOLVED: That the Environmental Locality Budget update be noted.

85 CORRESPONDENCE

The following letters/emails submitted to the Council since the last meeting were considered.

85.1 The Resignation of the Town Clerk and Clerk to the Trust, Karen Mann, was received. This item had previously been dealt with in Part II of the meeting above.

85.2 A letter from the Community Trust with regard to the noticeboard at the Woodland was received. It was noted that the same type of notice board was sited at the Cemetery.

RESOLVED: That

- (i) The letter from the Community Trust be noted;**
- (ii) The Town Council pay for the repair to the noticeboard at the Community Woodland in the sum of £264.00 + VAT and taken from the Asset Replacement/Refurbishment EMR Budget; and**
- (iii) The Clerk obtains a cost for provision of the same mild steel plate to cover the back of the noticeboard at the Cemetery.**

85.3 It was noted that the Community Woodland is now nominated for the Bags for Life Scheme. Tesco's have provided a free banner which will be displayed at the Woodland and also some of the time at the Community Centre and the Town Hall.

RESOLVED: That the update be noted.

85.4 An email from Cllr J McCartney with regard to supporting introducing a 'Public Space Protection Order' across Selby District was received. He noted that an 'Order' would enable travellers to be moved on more easily than had recently been experienced at Whitley Bridge Cricket Club and Brayton Village Green.

Councillors agreed that the Town Council support the 'Public Space Protection Order' and the provision of permanent travellers sites and pressure be put on the District Council to progress this matter.

RESOLVED: That

- (i) The email from Cllr McCartney be received and noted; and**
- (ii) A letter be sent to support the provision of a 'Public Space Protection Order'; and**
- (iii) The Clerk writes to the District Council to support the provision of permanent traveller sites in the District.**

85.5 A letter from the Internal Auditor was received.

RESOLVED: That the letter from the Internal Auditor be received.

86 ACCOUNTS

86.1 A folder containing all payments made since the last Town Council meeting was received and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 July – 31 August 2018 were considered.

RESOLVED: That the payments made between 1 July – 31 July 2018 in the sum of £124,413.75, petty cash in the sum of £500.89 and Lloyds card of £431.69 be approved.

86.2 The Clerk was asked to clarify when approval had been given to purchase the Long Reach Hedge Cutters at a cost of £1,540.91. Approval had been given by Council on the 26 February 2018.

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

Half Moon, Ellerton (Beer Festival) (Approved by the Chair of Council and Chair of Finance & Staffing on 16.8.18 by email)	£2,924.40
PKF Littlejohn (External Auditor fee)	£1,920.00

RESOLVED: That

- (i) **The update be noted; and**
- (ii) **The abovementioned retrospective payments over £1,000.00 be approved.**

86.3 The balance at the Unity Bank on 31 August 2018 was £660,428.35 and the value of the funds on term deposit were as follows:

- £113,713.75 with Yorkshire Bank for a 12 month period (as at 19 December 2017)
- £102,239.89 (Bid Market Valuation as at 31 August 2018, Mid Market Valuation £103,849.16) with Churches, Charities and Local Authorities (CCLA) Property Fund
- £102,044.21 with Yorkshire Bank for a 6 month period (as at 16 May 2018)

RESOLVED: That the balance at Unity Bank and the value of funds on long term deposit be noted.

86.4 The Virement to transfer funds from the Market Budget to the Staffing Budget for August and September 2018 for £239.43 to be considered and approved.

Virements - Market Waste Budget £1,300		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£843.14
August	158.74	
September	80.69	
Balance		£603.71

RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for August and September 2018 in the sum of £239.43 be approved.

86.5 The Virement to transfer funds from the Wedding Expenditure Budget to the Staffing Budget for August and September for £293.15 to be considered and approved.

Virements – Wedding Expenditure Budget £1,000		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£395.89
August	293.15	
September	-	
Balance		£102.74

Wedding Income £ 2974 and Wedding Expenditure £1015 (Sundries & Staffing) to date.

RESOLVED: That the virement to transfer funds from the Wedding Expenditure Budget to the Staffing Budget for August and September 2018 in the sum of £293.15 be approved.

**87 ITEMS DEFERRED FROM POSTPONED LAND & PROPERTY COMMITTEE MEETING
(3 SEPTEMBER 2018)**

- 87.1 Consideration was given to installing a CCTV Camera at the Cemetery following problems being experienced at the Cemetery where several children's graves had been desecrated.

The cost for the provision of a camera, of a similar specification to the one recently installed at Pymble allotments, would be £394.00.

RECOMMENDATION TO COUNCIL: To go ahead and run as a trial and move the camera around the Cemetery.

RESOLVED: That the abovementioned Recommendation be approved and the cost of the provision of the camera in the sum of £394.00 be taken from the Asset Replacement/Refurbishment EMR Budget.

- 87.2 Consideration was given to increasing the rent of the Longman Hills Farm. The Tenancy Agreement was due to be renewed at the end of September 2018. The Letting Agent has recommended a small rent increase from £875 to £900 per calendar month in line with current market value.

RECOMMENDATION TO COUNCIL: To increase the rent of the property to £900.

RESOLVED: That the abovementioned Recommendation be approved.

- 87.3 It was noted that there had been several acts of vandalism recently at the Wistow Road Play. The soft pour surfacing had been pulled from the floor around the edges on several pieces of equipment and the balance beam had been broken in half from being jumped on by youths.

The Resource Manager updated that the safety surfacing affected by the weather was around the Springer unit and Multi-play Unit. The outer edging had shrunk considerably.

Consideration was given to the report, costs for repair and Recommendation provided by the Resource Manager.

RECOMMENDATION TO COUNCIL - That

- i) The committee consider the report of the Resource Manager;**
- ii) The committee consider overlaying the safety tiles with soft pour at Wistow Road Play Area at a cost of £7,990.00;**
- iii) The committee consider repairing the soft pour on both units at Flaxley Road Play Area at a cost of £3,600.00; and**
- iv) The committee recommend the repairs being completed at a total cost of £11,590.00 and recommend the budget that this cost should be taken from.**

RESOLVED: That

- (i) The Resource Manager's report be noted;**
- (ii) The Resource Manager investigate the provision of alternative surfacing for the play areas and report back to the next Land and Property Committee Meeting.**
- (iii) The Clerk investigate use of CIL or 106 funding were possible.**
- (iv) The Clerk investigate whether the Council can claim through the insurance.**

87.4 The Chair of Land & Property and the Resource Manager met with a local resident to discuss the metal ball wall and anti-social behaviour attached with the piece of equipment. The Resource Manager provided a report showing various options with costs to be considered.

Consideration was given to the report, costs for repair and Recommendation provided by the Resource Manager.

RECOMMENDATION TO COUNCIL – That

- (i) Should the committee agree with one of the options 3 quotations would be requested:**
- (ii) In the absence of the Town Clerk delegated power to open the quotations with 1 councillor, in line with Financial Regulations 11.1.2 adopted by the Council on the 25.6.18, to be given to the Resource Manager: and**
- (iii) The committee consider a recommendation and an option to Council for the works to be completed and taken from the Asset Refurb/Replacement EMR.**

RESOLVED: That

- (i) The Resource Manager's report be noted; and**
- (ii) To choose option 3: to completely remove (intact) the ball wall from the play area and re-site at another address. Install 5m high pyramidal rope climbing structure and overlay existing base with soft pour surfacing. Dig over worn out/compacted grassed area with mini digger, add top soil and re-turf or re-seed. Total cost £14,520.00 + VAT.**
- iii) The Clerk investigate use of CIL or 106 funding were possible.**

88 NEIGHBOURHOOD PLAN UPDATE

An update on the Draft Neighbourhood Plan had been received and would be submitted to the District Council.

RESOLVED: That the Draft Neighbourhood Plan was received and submitted to Selby District Council by the end of October 2018.

89 SAILING THROUGH TIME PROJECT UPDATE

The Viking Longboat Sculpture was nearing completion in the front garden of the Town Hall. Further discussion would take place at the October/November Council Meeting.

RESOLVED: That the update be noted.

90 TRAINING

It was noted that there was no firework training available for Cllr Rofidi as he had not yet had any experience of setting off fireworks or been to an event.

RECEIVED: That the update be noted.

91 POLICY REVIEW

91.1 The Clerk had been asked to clarify section 4.1 of the Record Management Policy previously considered and reviewed and who were the authorised personnel approved by Council.

Consideration was given to the Town Clerk and Senior Admin Officer being authorised personnel.

RESOLVED:- That

- (i) The Clerk's update be noted; and**
- (ii) The authorised personnel as referred to in Section 4.1 of the Record Management Policy be confirmed as Town Clerk and Senior Admin Officer.**

91.2 INTERNAL AUDITOR'S REPORT

Consideration was given to the requirement raised from the Internal Auditors Report to appoint a Responsible Finance Officer.

RECOMMENDATION TO COUNCIL: That Gill Bell be appointed as the Responsible Finance Officer.

RESOLVED: That the abovementioned Recommendation be approved.

92 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

An update will be brought to the November Meeting.

93 CEF UPDATE

An update will be brought to the November Meeting.

94 BIG LOCAL

An update will be brought to the November Meeting.

95 ONGOING ITEMS – CLERKS UPDATE

95.1 Events

Beer Festival – The beer festival was a great success, despite only having 1 main sponsor this year leaving £500 reduction in sponsor income. The income and expenditure actual report for the event was circulated.

RESOLVED: That the income and expenditure report for the Beer Festival be noted.

The following dates were noted –

Bonfire & Fireworks Event – 3 November 2018

Remembrance Events:

Ceremony for schools at Selby Cemetery – Friday 9th November, 10.50am

Concert at the Abbey – Saturday 10th November, 7.30pm

Remembrance Service at the Abbey – Sunday 11th November, 10.00am

Christmas Market and Lights Switch On Event – 1 December 2018, 10am to 5pm

95.2 Town Hall – there were no matters for discussion

95.3 Town Hall – Arts Centre

Town Hall Management Committee scheduled for 10 September 2018 had been cancelled to reduce workload. Items would be dealt with by correspondence and reported back to a future Council meeting.

95.4 Office

The new telephone system has now been installed in the office.

95.5 Cemetery – there were no matters for discussion.

95.6 Longmann Hills Farmhouse – there were no matters for discussion.

95.7 Market

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

20 October 2018	18 January 2019	20 April 2019
17 November 2018	16 February 2019	18 May 2019
15 December 2018	16 March 2019	15 June 2019

95.8 Play Areas

There were no matters for discussion.

96.9 Allotments

An update on the Selby In Bloom Annual Best Kept Garden/Commercial Premises/ Allotments Competitions and Childrens Painting Competitions was received and noted.

95.10 Website

There were no matters for discussion.

95.11 Highways

A resident had asked for the Town Council's support for their request to have double yellow lines at Chamberlain Court. NYCC Highways were contacted and they informed the resident that there is a process to follow and that an email or letter needs to come from Selby Town Council to say that you are in agreement with the proposed yellow lines. They also advised that having an 'H Bar' on the road instead of double yellow lines might be easier but that the 'H bar' is not a regulation and can't be enforced.

RESOLVED; That the Town Council support the residents of Chamberlain Court in their request for yellow lines.

96 PLANNING CONSULTATION RESPONSES

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

RESOLVED: That the Planning Applications dealt with by the Clerk under delegated authority since the last meeting of Council be approved.

97 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.

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100 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 15 October 2018	Finance & Staffing Committee
Monday 29 October 2018	Council
Monday 26 November 2018	Council
Monday 3 December 2018	Land & Property Committee
Monday 7 January 2019	Council Special Budget Meeting