

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

PRESENT Cllrs M Rofidi (Chair), L Rofidi, M Davis, F Matthews, S Shaw-Wright, J Shaw-Wright, W Nichols, I Lawton, M Fagan, M Dyson, S Andrew, E Lambert, G Harding, K Franks, C Laskey, J Proud.

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50 PUBLIC QUESTIONS

There were no members of the public present.

51 APOLOGIES FOR ABSENCE

Cllrs S Cahill and K Arthur.

52 DISCLOSURE OF INTEREST

There were no disclosures of interest.

53 MINUTES OF LAST MEETING

53.1 The minutes of the meeting of Council, held on the 24 June 2019 were considered.

Cllr Lambert updated that some of the repairs had been carried out following the last meeting but there were still issues with some of the tarmac and paved areas. She noted that the cycle racks had not been replaced following the works on Micklegate.

RESOLVED: That

The minutes of the meeting of Council held on 24 June 2019 be approved as a correct record, subject to the following amendments;

- (i) TC Min 33.3 – The vote being recorded as not unanimous, Cllr L Rofidi had abstained;**
- (ii) TC Min 33.3 – Resolved to read ‘Native Architects’ and not Naked Architects;**
- (iii) TC Min 43 – Grants – First paragraph to read ‘this still proved to be inconclusive’ and not ‘inclusive’;**
- (iv) TC Min 45.1 - to read ‘Cllr L Rofidi’ and not Cllr L Malik; and**

The Clerk write to Selby District Council to request further works be carried out to ensure that the area be made safe of trip hazards and the bike racks be returned.

53.2 The minutes of the Finance & Staffing Committee meeting, held on 15 July 2019 were considered.

Cllr Fagan enquired when the report of Future IT provision would be brought to Council, as mentioned at Minute FS9.

Cllr M Davis updated that her notes on IT provision would be circulated prior to the next Council Meeting.

Cllr Lambert enquired whether her accident at last year’s Bonfire Event had been recorded in the accident book. The Clerk updated that as far as she was aware this hadn’t been formally reported at the Event.

RECOMMENDATIONS TO COUNCIL That:

- i) The Short-Term Reserve EMR balance be transferred to the Reserve Fund EMR;**
- ii) Unallocated balances be used to clear the overspend in Cultural Arts Project EMR;**
- iii) All additional hours associated with a wedding be vired from the Wedding Expenditure budget to the Staffing Budget;**
- iv) The wedding charges be re-looked at before budget setting 2020/21;**
- v) The Clerk ensures correct evidenced bank reconcilliation monthly reports;**

- vi) The Clerk correctly records contractors awarded tenders on Council minutes;
- vii) The Clerk circulates the latest version of the Risk Management Arrangements in preparation to be reviewed at the next Finance & Staffing Committee;
- viii) The Fidelity Guarantee stays at £1m; and
- ix) That all Employees are paid in accordance with NJC National Agreement on Pay & Conditions of Service.

RESOLVED: That

- (i) The minutes of the Finance and Staffing Committee meeting held on 15 July 2019 be approved as a correct record subject to Cllr L Rofidi being added to the attendance list as a Committee Member and not as an observer;
- (ii) Minute FS15 Resolved (i) to read reconciliation and not recollection;
- (iii) The abovementioned recommendations be approved; and
- (iv) That Cllr Lamberts accident be added to the accident book.

54 CORRESPONDENCE RECEIVED

54.1 An email had been received from Guy Gibson, Co-op Food requesting support for the provision of a TRO at the junction of Flaxley Road and Powell Street.

RESOLVED: That

- (i) The email from Guy Gibson, Coop Food be received and the Town Council support the request for a Traffic Order at this location; and
- (ii) The Clerk write to Guy Gibson, Coop Food and NYCC Highways endorsing the provision of double yellow lines further around the junctions at this location.

54.2 A letter had been received from residents of 21-31 The Haven, requesting the provision of a street light.

RESOLVED: That

- (i) The letter from the residents of 21 - 31 The Haven be received;
- (ii) A site plan be provided for the next meeting and further information be requested from the residents regarding the siting of a new street light.

55 ACCOUNTS

55.1 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 – 30 June 2019 were considered.

The following payments for approval over £1,000 were considered:

£1,517.40	Jonathan's Fireworks
£1,000.00	Nigel Brown – Food Festival
£2,863.00	Andrea Hall – Autumn Brochure Design & print
£3,169.80	First Impressions – Hanging baskets & planters

Payments made since the last meeting of Council, needing retrospective authorisation (authorised by the Chair of Finance & Staffing and Chair of Council) over £1,000 are listed below:

£2442.00 Parsons Containers – Cemetery Container

RESOLVED: That

- (i) The payments made between 1 – 30 June 2019 in the sum of £104,736.78 and petty cash payments in the sum of £396.12 and credit card transactions in the sum of £483.57 be approved;
- (ii) The abovementioned payments over £1,000 be approved for payment; and
- (iii) The payment made since the last meeting, requiring retrospective authorisation (Authorised by the Chairs of Finance and Staffing and Town Council), in the sum of £2442.00 for Parsons Containers, be approved.

55.2 The balance at the Unity Bank on 30 June 2019 was £614,423.45 and the value of the funds on term deposit were:

- £119,788.92 with Yorkshire Bank for a 12-month period (as at 19 December 2018)
- £104,066 (Bid Market Valuation as at 19 June 2019, Mid-Market Valuation £105,706) with Churches, Charities and Local Authorities (CCLA) Property Fund
- £102,862.19 with Yorkshire Bank for a 6-month period (as at 16 May 2019).

RESOLVED: That the Clerk's update be noted.

55.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for July 2019 for £80.28 were considered.

Virements - Market Waste Budget £1,300		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		£1067.85
July	80.28	
Balance		£987.57

RESOLVED: That the virement to transfer funds from the Market budget to the Staffing budget be approved.

55.4 The virement to transfer funds from the Wedding Expenditure to the Staffing Budget for July 2019 for £324.24 was considered.

Virements – Wedding Expenditure Budget £1,000		
Details 2019/20	Cost £	Balance against Budget
Opening Balance		£1000.00
July 2019	324.24	
Balance		£675.76

RESOLVED: That the virement to transfer funds from the Wedding Expenditure Budget to the Staffing budget be approved.

56 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

No update was received.

57 TRAINING

No training requests from councillors had been received.

58 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

No update was received.

59 CEF UPDATE

It was noted that a meeting of the CEF Board was to be held later this week.

A Councillor updated that there were problems being experienced in Selby Park with incidents of drug use being reported to the Police on a regular basis. It was agreed that the Police should be invited to attend the September Council Meeting.

Council noted that the 'moveable seating/ planter' currently sited in Micklegate had been vandalised. It was agreed that they should be moved from this location as it was not the first time it had happened.

RESOLVED: That

- (i) The Police be invited to attend the September Council Meeting to update Councillors on crime issues in Selby; and**
- (ii) The Clerk write to Selby District Council and suggest that the planter/seated area be relocated to a more suitable place.**

60 BIG LOCAL

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

RESOLVED; That Cllr Davis's update be noted.

61 POLICIES TO BE REVIEWED

There were no policies due to be reviewed this month.

62 ONGOING ITEMS – CLERKS UPDATE

62.1 Events

Food and Drinks Festival – Saturday 27 July 2019 – The Clerk advised that despite the weather conditions, the event had been well attended and good feedback had been received.

Beer Festival – Saturday 3 August 2019 – The Clerk updated that Beef Festival Tickets are selling steadily.

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 be noted.

62.2 Town Hall

There were no matters for discussion.

62.3 Town Hall – Arts Centre

The following proposal was passed at the budget setting meeting and the Resource Manager was seeking Council approval to go ahead with the works:

To approve the purchase and fitting of fluorescent safety stair nosings for the Arts Centre stairwells x 2. Illuminated stair nosing's provide better grip and are more visible in low light conditions, at a cost of £1,583.60 to be taken from the EMR Asset Replacement & Refurbishment.

RESOLVED: That the purchase and fitting of fluorescent safety 'stair nosings' for the Arts Centre stairwells x 2 be approved at a cost of £1,583.60 and be taken from the EMR Asset Replacement & Refurbishment.

62.4 Office

There were no items for discussion.

62.5 Cemetery

There were no items for discussion.

62.6 Longmann Hills Farmhouse

There were no items for discussion.

62.7 Market

The Clerk updated on the dates of the Farmers & Craft Markets as follows:

17 August 2019	19 October 2019	21 December 2019
21 September 2019	16 November 2019	

RESOLVED: That the Clerk's update be noted.

62.8 Play Areas

There were no matters for discussion.

62.9 Allotments

The Clerk updated that work on the improved drainage at Stonebridge allotments was 95% completed and no major problems had been reported. It was envisaged that the work would be completed by the end of the month. There had been a slight issue with an undetected water pipe which had been resolved at the time. It was anticipated that this project would remain within budget. Having consulted with the contractor and allotment representative the Resource

Manager was confident that these works should alleviate the flooding problems to a certain extent at the allotment site.

RESOLVED: That the Clerk's update be noted.

62.10 Website

The Clerk advised that an email had been received from Wrapped, the Town Council's website hosting agency. The email explains that the website which is built on Concrete 5.6 will no longer be formally supported and although the website will be ok it will be left vulnerable to bots and hacks. Unfortunately, to update the website to a more recent version that is supported, a lot of work will need to be done and there are no guarantees that the site will work properly.

RESOLVED: That

(i) The Clerk's update be noted; and

(ii) The Clerk arrange a meeting of the Digital Working Group in the near future to look at the issues with the Town Council Website.

62.11 Highways

The Clerk requested that an item be discussed in Part II relating to Highways. This was agreed.

62.12 Street Furniture

There were no matters for discussion.

62.13 1811 Building

The Clerk updated that an informal presentation was held at the 1811 Building. Architects from Native Architects showed projects they have previously completed, and Members had a short tour of the building.

RESOLVED: That the Clerk's update be noted.

63 PLANNING CONSULTATION RESPONSES

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

RESOLVED: That the Planning Consultation responses dealt with under delegated authority since the last meeting of the Town Council be approved.

64 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.

Highway issue deferred from Part I

The Clerk updated on the issue with Eden Mobility parking mobility scooters at the front of their premises on Gowthorpe.

RESOLVED: That the Clerk's update be noted.

65 SALARIES AND OVERTIME

A schedule of salary payments for July 2019 was received and considered.

RESOLVED: That the schedule of salary payments for July 2019 be approved.

66 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 2 September 2019	Land & Property Committee
Monday 9 September 2019	Town Hall Management Committee
Wednesday 11 September 2019	Market Working Group
Monday 30 September 2019	Council
Monday 21 October 2019	Finance & Staffing Committee
Monday 28 October 2019	Council
Monday 25 November 2019	Council
Monday 2 December 2019	Land & Property Committee