

MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL MEETING HELD ON MONDAY 25 FEBRUARY 2019 AT THE TOWN HALL, YORK STREET, SELBY

PRESENT: Cllrs E Lambert (Chair), M Dyson, C Laskey, K Arthur, M Fagan, F Matthews, M Rofidi, S Andrew, S Shaw-Wright, J Shaw-Wright, I Lawton, J Thurlow, J Leake and M Davis

Contents

160	Public Questions
161	Apologies for Absence
162	Disclosure of Interest
163	Minutes of the last meeting
163.1	Minutes of the Town Council Meeting held on the 28 January 2019
164	Correspondence
164.1	42S Bus Service – information received
165	Accounts
165.1	Payments made since the last Town Council meeting and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 January and 31 January 2019
165.2	Unity Bank balance
165.3	Virement to transfer funds from the Market Budget
165.4	Virement to transfer funds from the Wedding Expenditure Budget
166	Neighbourhood Plan Update
167	Sailing Through Time Project Update
168	Training
168.1	Planning Training offered by YLCA for Councillors
169	Policy Review
170	Selby Town Enterprise Partnership (STEP)
171	CEF Update
172	BIG LOCAL
173	Ongoing Items – Clerk’s update
173.1	Events
173.2	Town Hall
173.3	Town Hall – Arts Centre
173.4	Office
173.5	Cemetery
173.6	Longmann Hills Farmhouse
173.7	Market
173.8	Play Areas
173.9	Allotments
173.10	Website
173.11	Highways
173.12	Street Furniture
174	Planning Consultation Responses
175	PRIVATE SESSION
176	Salaries and Overtime

- 177 Closure of Meetings
177.1 To consider the draft schedule of meetings for 2019/20

160 PUBLIC QUESTIONS

There were no members of the public present.

161 APOLOGIES FOR ABSENCE

Cllrs G Harding, C Dickinson.

162 DISCLOSURE OF INTEREST

F Matthews & K Arthur regarding item 163.1 Highways – Network Rail letter.

163 MINUTES OF LAST MEETING

- 163.1 The Minutes of the meeting of Council held on the 28 January 2019 were considered.

RESOLVED: That the Minutes of the Town Council Meeting held on Monday 28 January be approved as a correct record subject to the following amendments –

- (i) Cllr M Fagan be added to the list of attendance;**
- (ii) The duplicated attendance of Cllr F Matthews be removed;**
- (iii) Min 146.5 – After ‘ A letter had been received from the Internal Auditor’ add ‘ The Clerk confirmed that all necessary actions had been put in place’;**
- (iv) Min 148.1 Correspondence Resolved item (iii) be added to read ‘The Clerk provide an updated list of the Direct Debits/Standing Orders for the April Town Council Meeting;**
- (v) Min 153 CEF Update – The wording ‘Children’s Book Club’ be changed to ‘Children’s Book Festival; and**
- (vi) Min 155.4 Office Resolved item (iv) be added to read ‘Subject to the clarification of item (ii), the Computer System be approved.**

Highway issues – Councillors discussed the recent highway issues in Selby Town with regards to roadworks being carried out at several locations. The Town had been brought to a standstill because of these works clashing and they expressed their frustration at the authorities not coordinating planned major works.

It was also noted that Network Rail had sent letters to residents adjacent to the crossing on Brook Street advising that the crossing would be closed due to repairs. The dates on the letters were incorrect and this had caused confusion for residents.

A Councillor noted that works at Crockey Hill had also taken place at this time and that the sight lines for viewing the traffic lights as you travelled from Selby to York on the A19, were not very clear. The red light is seen from a distance prior to being able to see the green light when you get nearer Crockey Hill. Which means that all traffic slows down at this location presuming that the lights are at red.

RESOLVED; That

- (i) The Clerk write to the Highways Department to ask for a list of the planned roadworks for Selby Town to enable prior notice to be given to Councillors for these works;**
- (ii) The Clerk writes to NYCC Highways to request attendance at a future Town Council Meeting by the County Councillor and Officer responsible for these works; and**
- (iii) The Clerk writes to NYCC Highways to ask for the traffic light at Crockey Hill to have the sight lines looked into.**

164 CORRESPONDENCE RECEIVED

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

- 164.1 Consideration was given to the further information provided by Cllr J Cattanach regarding the financial support for the 42S Bus Service.

Cllr Cattanach requested Town Council support to a maximum of £300 to cover the two years of the awarded 42S contract.

RESOLVED: That

- (i) The information received from Cllr J Cattanach be received and noted;**
- (ii) The Town Council agree to provide financial support to the 42S Bus Service up to a sum of £150.00, being support for 2019/20 only;**
- (iii) Cllr J Cattanach be advised that he could apply for a Town Council Grant for financial support for the bus route;**
- (iv) The Clerk write to Cllr Cattanach to advise him of the Council's decision and to ask for information relating to the location of bus stops on the particular route; and**
- (v) The Clerk writes to ARRIVA Bus Company to arrange a Meeting to discuss bus services in Selby.**

- 164.2 An update had been received from the Arts Officer on the yearlong celebration planned for 'Selby950' which will see the Town celebrate the 950th Anniversary of the founding of Selby Abbey.

It was noted that a 'soft launch' was to be held on Tuesday 5 March and the Clerk agreed to obtain further information for the Mayor.

RESOLVED: That

- (i) The update of the proposed celebrations for 'Selby 950' be noted; and**
- (ii) The Clerk obtain information for the Mayor on the 'soft launch' on 5 March 2019.**

165 ACCOUNTS

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

The Clerk updated that notice had been given for the Broadband supply with BT to be cancelled. This would end in September 2019.

A Direct Debit Payment made over the approved monthly maximum was considered;

World Pay Office terminal £352.29 (Increased sales of Arts Programme).

A Direct Debit Payment not on the approved list was considered:

World Pay Virtual Terminal Sales £ 38.82 (Usually only twice a year on first few days of ticket sales for new Arts programme).

Payments for approval over £1,000 were considered:

- (i) Selby District Council – Markets Waste - £3,384.40
- (ii) Selby District Council – Cemetery Waste - £1064.16
- (iii) Groundwork Trust – Annual Core Funding November 2018/October 2019 - £3,600.00

Retrospective approval over £1,000 was considered:

None

RESOLVED: That

- (iv) **The payments made between 1 January and 31 January 2019 in the sum of £43,753.72 petty cash payments in the sum of £575.81 and credit card payments in the sum of £ 3.00 be approved;**
- (v) **The direct debit payment to Worldpay be approved;**
- (vi) **The direct debit payment not on the approved list to Worldpay in the sum of £38.82 be approved; and**
- (vii) **The abovementioned payments over £1,000 are approved for payment.**

165.2 The balance at the Unity Bank on 31 January 2019 was £800,733.32 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)
- £104,447.00 (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)

RESOLVED: That

- (i) **The balance at Unity Bank be noted; and**
- (ii) **The value of funds on term deposit be noted.**

165.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for February 2019 for £53.74 was considered.

Virements - Market Waste Budget £1,300		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£292.49
February	53.74	
Balance		£238.75

RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for February 2019 was approved.

165.4 There was no Virement required for February 2018 to transfer funds from the Wedding Expenditure Budget to the Staffing Budget.

Virements – Wedding Expenditure Budget £1,000		
Details 2018/19	Cost £	Balance against Budget
Opening Balance		£-57.71
February		
Balance		£-57.71

RESOLVED: That the Clerk's update be noted.

166 NEIGHBOURHOOD PLAN UPDATE

An update on the progress of the Neighbourhood Plan and the timetable for the project to go to Referendum and be adopted by Selby District Council had been requested. This had not been received to date.

RESOLVED: That the Clerk writes to Diana Brown at Groundwork to express the Town Council's disappointment that an update on the Neighbourhood Plan had not been received in time for the February Meeting.

167 SAILING THROUGH TIME PROJECT UPDATE

The Clerk updated that the contractors are planning to start the 2nd phase mid-March.

RESOLVED: That the Clerk's update be noted.

168 TRAINING

168.1 Consideration was given to the Planning Training offered by YLCA for Councillors at a cost of £115. A Councillor considered that it may be useful for all Councillors and some staff to have this training also.

RESOLVED: That the possibility of Selby Town Council arranging its own training event for the Town Councillors, staff and other interested parties, be investigated with a view to training taking place after the May 2019 election.

169 POLICY REVIEW

The Clerk updated that the Annual Leave Policy is at Staff Consultation stage.

The Clerk agreed to look at the Town Council Policies and report back to Council on any policies which require attention.

RESOLVED: That the Clerk's update be noted.

170 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

An STEP update was received from Councillor Davis.

Cllr Davis updated that Selby District Council and STEP had carried out a shopper's survey and the results were to be brought to the meeting at the Escapologist on 13 March 2019.

RESOLVED: That the update be noted.

171 CEF UPDATE

The next Meeting of the Central CEF would be held on 13 March 2019 at the Community Centre, Scott Road, Selby.

RESOLVED; That the date of the next meeting be noted.

172 BIG LOCAL

Councillor Davis updated that a meeting was to be held tonight (25 February). She updated that the Big Local were now the owners of the old Co-Op Building on Flaxley Road, the building was to be developed as a 'Hub' for local people to obtain advice from professional services, such as Architects.

Cllr Davis advised that there was a lot of work to be done to the building but this would be carried out in the near future. Interviews have taken place for a new worker.

A Councillor asked how the building would be funded once the project came to an end? Cllr Davis updated that many ideas were being put forward for the sustainability for the project and various possibilities were on the table for discussion. The Big Local project comes to an end in 2026.

RESOLVED: That the Councillor's update be noted.

173 ONGOING ITEMS – CLERKS UPDATE

173.1 Events

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

The Clerk updated that there are currently 33 traders booked for the Food Festival. A second round of invites has now been sent out. Nigel Brown has once again been booked to provide cookery demonstrations throughout the day.

Beer Festival – Saturday 3 August 2019.

The Clerk updated that The Jolly Sailor Brewery, based at the Olympia Hotel on Barlby Road, Selby have been booked to arrange the bar this year. A local caterer, Mr Roast, has been booked to provide the catering. Andy Atkinson is again booking the bands.

RESOLVED: That the Clerk's update be noted.

Bonfire & Fireworks Event

There were no items for discussion.

Remembrance Concert and Remembrance Event

There were no items for discussion.

Christmas Market and Lights Switch On Event

There were no items for discussion.

173.2 Town Hall

There were no items for discussion.

173.3 Town Hall – Arts Centre

The Arts Officer had provided a report on the Town Council's support for the 950 Celebrations. The event would be held at the Abbey.

Following discussion it was agreed that the Arts Officer be authorised to liaise with an Agent to secure a 'big' name for the event, up to the sum of £3,800.00 plus VAT.

RESOLVED: That

- (i) The Arts Officer's report be received; and**
- (ii) The Arts Officer be authorised to continue negotiations with the Agent up to the sum of £3800.00 plus VAT, to secure a 'big name' to perform at the Abbey as part of the 950 Celebrations.**

173.4 Office

There were no matters for discussion.

173.5 Cemetery

There were no matters for discussion.

173.6 Longmann Hills Farmhouse

There were no matters for discussion.

173.7 Market

The dates of the Farmers & Craft Market were as follows:

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

RESOLVED: That the abovementioned dates be noted.

173.8 Play Areas

There were no matters for discussion.

173.9 Allotments

There were no matters for discussion.

173.10 Website

There were no matters for discussion.

173.11 Highways

There were no matters for discussion.

173.12 Street Furniture

It was reported that the Crombie Wilkinson clock had now been repaired and reset.

174 **PLANNING CONSULTATION RESPONSES**

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

RESOLVED: That

- (i) **The Planning consultations dealt with under delegated authority since the last meeting of Council be approved; and**
- (ii) **The Clerk clarifies the addresses relating to two applications.**

175 **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.

177 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

177.1 A Draft Schedule of Meetings for 2019/20 was received.

Monday 11 March 2019	Land & Property Committee
Monday 25 March 2019	Council
Monday 8 April 2019	Special Council Grants Meeting
Wednesday 17 April 2019	Market Working Group Meeting
Monday 29 April 2019	Council
Monday 13 May 2019	Finance & Staffing Committee
Monday 20 May 2019	Annual Council

RESOLVED: That the abovementioned Draft Schedule of Meetings for 2019/20 be approved.