

MINUTES OF THE PROCEEDINGS OF THE SELBY TOWN COUNCIL MEETING HELD ON MONDAY 28 JANUARY 2019 AT THE TOWN HALL YORK STREET SELBY

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

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143 PUBLIC QUESTIONS

There were no questions raised from the members of the public present.

144 APOLOGIES FOR ABSENCE

Cllrs G Lockley, I Lawton, A J Thurlow.

145 DISCLOSURE OF INTEREST

There were no disclosures of interest.

146 MINUTES OF LAST MEETING

- 146.1 The minutes of the meeting of Council held on the 26 November 2018 were considered.

RESOLVED: That the Minutes of the Town Council Meeting held on 26 November 2018 be approved subject to the insertion of the following at Item 128 Correspondence;

Post Office Closure

Council considered the following motion put forward by Cllr Davis– ‘Selby Town Council calls upon the Post Office to reconsider the closure of Selby Post Office in Micklegate and look for alternative solutions for sharing the use of the existing building. The move into the current WH Smith store is impractical for use by the elderly and disabled as well as the general public. We also ask that other local authorities and organisation as well as our local Councillors and Member of Parliament join with us in condemning this planned closure and working to save this vital local service’.

RESOLVED: That the motion put forward by Cllr Davis be agreed and the public consultation on the proposed closure be awaited.

- 146.2 The minutes of the Land & Property Committee Meeting held on the 3 December 2018.

RECOMMENDATION TO COUNCIL THAT:

- i) **That the project moves forward, and a Contractor is appointed;**
- ii) **That the containers be put on the 2019/20 wish list and if agreed £3150.00 from the EMR Capital Fund;**
- iii) **That the Tenancy continues a periodic basis and that the Clerk confirms this to the agent;**
- iv) **The fabrication and re-painting of the Telephone Box be approved at a cost of £975.00 and be carried out as soon as possible and that ideas for use be brought to March 2019 Land and Property;**

- v) That the following be approved:
 - 1) Council considered the update of the Clerk and NYCC;
 - 2) Council considered appointing another supplier to provide electricity to the Town Council street lights from 2019/20 and agreed to remain with existing supplier; and
 - 3) Council considered appointing another contractor to provide repair work to the columns and lighting as and when required 2019/20 and agreed to remain with the existing contractor.

The Clerk had been asked to clarify if the Franking Machine was required to be included in the Town Council Insurance Policy. The Clerk updated that the rental price of the Franking Machine includes fully comprehensive cover.

RESOLVED: That

- (i) The minutes of the Land and Property Committee Meeting held on 3 December 2019 be approved as a correct record, subject to the word 'or' being substituted to read 'for' after the word 'proposal', at item 8.1; and
- (ii) The abovementioned recommendations be approved.

146.3 The Minutes of the Special Council Budget Meeting held on 7 January 2019 were considered.

RESOLVED: That the Minutes of the Special Council Budget Meeting held on 7 January 2019 be approved.

146.4 The Minutes of the Finance & Staffing Committee Meeting held on 21 January 2019 were received and the following recommendations considered.

A Councillor requested that the Item on Page 34 of the Minutes be deferred to Part II of the Meeting for discussion. This was agreed.

RECOMMENDATION TO COUNCIL THAT:

- i) The amendments provided by the committee at F & S 16.7.18 be updated on the Annual Leave Policy, subject to the extra 2 (Christmas) days being clarified;
- ii) The Annual Leave year for all staff be from 1 January – 31 December each year, after staff consultation;
- iii) The Clerk to commence formal consultation process in line with the Staff Consultation Procedure adopted by Council after Full Council;
- iv) The consultation responses to the amendments would be provided to the next Finance & Staffing Committee meeting;
- v) The Retirement Policy be withdrawn, and a standard policy researched;
- vi) To adopt the proposed F & S Policy review schedule subject to any updates;
- vii) To approve the Flaxley Road Play Area Project and for the Clerk to apply for S106 funding;
- viii) That the Town Council do not draw down CIL funding at this point in time;
- ix) To approve the Clerk Job Description & Person Specification, the Job Advert and the Recruitment Timetable with agreed wording: and
- x) Council select an interview panel.

Discussion took place on the two additional days taken at Christmas and it was agreed that these be left in the Annual Leave Policy and the Policy now go out for staff consultation.

RESOLVED: That

- (i) The Minutes of the Finance and Staffing Committee Meeting held on 21 January 2019 be approved, subject to the inclusion of Cllr K Arthur in the attendance list and Minute FS42 Digital Working Group Recommendation 'The Digital Working Group be reconvened', be added to the above list, as a correct record; and**
- (ii) The abovementioned recommendations be approved.**

146.5 CORRESPONDENCE RECEIVED

A letter had been received from Selby Beekeepers Association, advising that they are looking for a suitable secure green site to erect an Apiary and ask for the Town Council to consider this request. The apiary would be available for educational purposes for primary school children to attend sessions when appropriate.

The Association stated that the apiary once built, would be owned by the Town Council and members questioned whether this was agreeable or not. Further information was required on the project regarding ownership, siting, insurance etc.

RESOLVED: That

- (i) The letter from Selby Beekeepers Association be received; and**
- (ii) Cllr M Davis and the Clerk arrange to meet with the Association to obtain further information and report back to a future meeting.**
- (iii) The Clerk confirmed that all points raised by the Auditor had been noted and actions put in place.**
- (iv) The Clerk provide an updated list of Direct Debits/Standing Orders for the April Town Council Meeting.**

An email had been received from Cllr John Cattnach regarding financial support for the 42S Bus Service.

Council considered that there was not enough information provided in the email to make a proper decision. Further information was sought regarding which Parishes were to contribute and whether there were any subsidies for non-contributing passengers.

RESOLVED: That

- (i) The letter be received; and**
- (ii) The Clerk write to John Cattnach to request further information on the support requested; and**
- (iii) The Clerk arranges a meeting with the Bus Company to discuss Sunday bus services for the Town.**

A letter had been received from the Internal Auditor.

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

148 ACCOUNTS

148.1 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 November 2018 and 31 December 2018 were considered.

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

Andrea Hall Design £1,250.40 (Town Hall - Spring brochures)
 Andrea Hall Design £2,147.20 (Town Hall - Spring brochures – printing and distribution)
 Selby Abbey £1,800.00 (Final payment for Poppy Installation at Selby Abbey)
 Christmas Plus £2,119.33 (Dismantle Poppy display at Selby Abbey – Final invoice)
 G & J Keeble £1,032.00 (Interior decorating at the Town Hall Ticket Office/Entrance)

RESOLVED: That

- (i) **The payments made between 1 November 2018 and 31 December 2018 in the sum of £110,864.77, petty cash payments in the sum of £ 851.84 and credit card payments in the sum of £418.90 be approved; and**
- (ii) **The abovementioned payments over £1,000 be approved for payment.**

148.2 It was noted that the balance at the Unity Bank on 31 December 2018 was £798,539.47 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)
- £104,447.48 (Bid Market Valuation as at 31 December 2018, Mid-Market Valuation £106,091.13) 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 long term deposit be noted.**

148.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for December 2018 for £58.40 and January 2019 for £53.56 was considered.

Virements - Market Waste Budget £1,300		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£404.45
Dec	£58.40	£346.05
Jan	£53.56	
Balance		£292.49

RESOLVED: That the Virement from the Market Budget to the Staffing Budget for December 2018 for £58.40 and January 2019 for £53.56 was approved.

148.4 The Clerk updated that no Virement was required for Nov/Dec 2018 to transfer funds from the Wedding Expenditure Budget to the Staffing Budget.

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

RESOLVED: That the Clerk's update be noted.

149 NEIGHBOURHOOD PLAN UPDATE

It was noted that there had been no update provided from Groundwork for some time and it was agreed that the Clerk follow this up and report back to a future meeting.

RESOLVED: That the Clerk contact Groundwork and request an update on progress of the Neighbourhood Plan and the timetable for the project to go to Referendum and be adopted by Selby District Council.

150 SAILING THROUGH TIME PROJECT UPDATE

The Clerk updated that Stage 2 of the project should commence in Feb/March. A firm date has yet to set.

RESOLVED: That the Clerk's update be noted.

151 TRAINING

151.1 There were no requests for training from Councillors.

152 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

An update on the STEP was received from Councillor Davis.

RESOLVED: That the Councillors update be noted.

153 CEF UPDATE

An update on the Central CEF was received from Cllr J Shaw-Wright, she advised that CEF funding had been awarded to a Children's Book Festival, a Group for youngsters with learning difficulties and The Energy Doctor.

RESOLVED: That the Councillors update be noted.

154 BIG LOCAL

An update on the Big Local project was received from Cllr Davis. She advised that the Credit Union was now based in Town and it was hoped to get 1,000 people interested in the scheme then a permanent base could be found in the Town. Currently the Credit union was based at the Library on a Wednesday and Community House on a Monday each week.

RESOLVED: That the Councillors update be noted.

155 ONGOING ITEMS – CLERKS UPDATE

155.1 Events

There were no matters for discussion.

155.2 Town Hall

There were no matters for discussion.

155.3 Town Hall – Arts Centre

There were no matters for discussion.

155.4 Office

The Clerk updated that one of the office emails had been 'hijacked' and thousands of spam emails had been sent from it. This had overwhelmed the Town Council emails and no emails could be sent from staff or be received for several days.

To enable the office to function normally the Clerk had obtained Office 365 on a month's free trial. This allowed staff to keep the '@selbytowncouncil.co.uk' domain name.

Discussion took place on the usage of emails and the internet and whether any staff training would be helpful.

Council considered the report provided by the Clerk for ongoing email provision for the Town Council.

RESOLVED: That

- (i) The Clerk's update and report be received;**
- (ii) That the Clerk clarify whether the payment of £9.40 per month per computer included access to 'One Drive'; and**
- (iii) The Clerk source suitable training for staff and Councillors on safe use of emails/internet.**
- (iv) Subject to the clarification of item (ii), the Computer System be approved.**

155.5 Cemetery

There were no matters for discussion.

155.6 Longmann Hills Farmhouse

There were no matters for discussion.

155.7 Market

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

19 January 2019	20 April 2019	20 July 2019
16 February 2019	18 May 2019	17 August 2019
16 March 2019	15 June 2019	21 Sept 2019

The Clerk updated that promotion has started for this year's Food & Drink Festival on Saturday 27 July and traders had started making bookings for stall space at the event.

RESOLVED: That the Clerk's update be noted.

155.8 Play Areas

There were no matters for discussion.

155.9 Allotments

There were no matters for discussion.

155.10 Website

There were no matters for discussion.

155.11 Highways

Cllr K Arthur updated that he had expressed the Town Council's concern to NYCC regarding the proposed Toll Bridge resurfacing works being carried out at the same time as pothole repairs in Flaxley Road.

It was considered that the Toll Bridge resurfacing should be carried out using something more robust than wood as it would last longer and require less maintenance. It was suggested that either Glass Reinforced Polymer (GRP) or Fibre Reinforced Polymer (FRP) should be used instead.

It was agreed that the disruption to the traffic flow in Town during these combined works was unacceptable and would have an adverse effect for the emergency services response times. It was agreed that combining these would cause Millgate area to become gridlocked and would cause safety issues in an emergency.

It was noted that the boards to the Toll Bridge were being repaired for a period of three weeks from this weekend. The Flaxley Road works were to be carried out in one day, 5/6th February. Councillors questioned why the Flaxley Road works could not be carried out at a different time

RESOLVED: That the Clerk write to NYCC as follows;

- (i) **To express the Town Council's concern at the two abovementioned works being carried out together, concerns being raised for the emergency services response times in the Flaxley Road area, and suggesting that the Flaxley Road works should be done at another time; and**
- (ii) **To enquire why wood was to be used on the resurfacing works to the Toll Bridge when better products were available e.g. Glass Reinforced Polymer (GRP) or Fibre Reinforced Polymer (FRP).**

155.12 Street Furniture

There were no matters for discussion.

156 PLANNING CONSULTATION RESPONSES

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

RESOLVED: That the Clerk re-issue a corrected list of Planning Consultations as dealt with under delegated authority since the last meeting of Council.

157 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.

159 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 25 February 2019	Council
Monday 4 March 2019	Town Hall Management Committee
Monday 11 March 2019	Land & Property
Monday 25 March 2019	Council
Monday 8 April 2019	Special Council Grants Meeting
Wednesday 17 April 2019	Market Working Group
Monday 29 April 2019	Council
Monday 13 May 2019	Finance & Staffing
Monday 20 May 2019	Annual Council