

**MINUTES OF THE PROCEEDINGS OF THE SELBY TOWN COUNCIL MEETING HELD ON
MONDAY 24 FEBRUARY 2020 HELD AT THE TOWN HALL, YORK STREET, SELBY**

PRESENT: Cllrs M Rofidi (Chair), L Rofidi, E Lambert, S Andrew, C Laskey, W Nichols, M Davis, F Matthews, S Shaw-Wright, J Shaw-Wright, M Dyson, M Fagan, K Arthur and J Proud

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147 PUBLIC QUESTIONS

There were no members of the public present.

148 APOLOGIES FOR ABSENCE

Cllrs S Cahill, G Harding, K Franks, I Lawton.

149 DISCLOSURE OF INTEREST

There were no disclosures of interest.

150 SHARON FOX – HIGHWAYS

Sharon Fox had sent her apologies as she was unable to attend due to flood monitoring in the area. It was noted that she would attend a future meeting.

151 MINUTES OF LAST MEETING

The Minutes of the Town Council Meeting held on 27 January 2020 were received.

RESOLVED: That the Minutes of the Town Council Meeting held on 27 January 2020 be approved as a correct record and signed by the Mayor.

152 CORRESPONDENCE RECEIVED

152.1 Council considered the letter received from the Internal Auditor.

The Clerk was asked to clarify several points raised in the letter with the Auditor, relating to grant payments, signing minutes and contracts of employment.

RESOLVED: That

- (i) **The Internal Auditor's report be received, and the Clerk advise the Auditor as follows –**
 - a. **The Clerk had been issued with an offer letter and a subsequent reply had been received and as such formed a contract; and**
 - b. **The Town Council considers that they have powers to award Grants to local Primary Schools via Section 137.**
- (ii) **The Clerk to ask the Auditor if requirements have changed recently to make it necessary to sign list of payments sheets.**

153 ACCOUNTS

153.1 A folder containing all 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 – 31 January 2020 were considered.

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

Selby District Council **£1,020.74** - Town Hall Waste Removal 2020/21
Selby District Council **£3,558.40** - Market Waste Removal 2020/21
Selby District Council **£1,121.16** - Cemetery Waste Removal 2020/21
Had-IT **£11,876.25** - Office IT Equipment
Native Chartered Architects **£1,852.70** - Stage 2 Cemetery Chapels
Groundwork **£4,080.00** - Tree Maintenance at Bondgate Woodland
Christmas Plus Ltd **£2,119.33** – To dismantle the Festive Display

RESOLVED: That the

- (i) **The payments made between 1 – 31 January 2020 in the sum of £ 58,262.91, the petty cash payments in the sum of £143.30 and credit card payments in the sum of £560.95 be approved; and**
- (ii) **The abovementioned payments over £1,000 be approved.**

153.2 The balance at the Unity Bank on 31 January 2020 was £704,482.43 and the value of the funds on term deposit are:

- £125,689.53 with Yorkshire Bank for a 12-month period (as at 19 December 2019)
- £102,082 (Bid Market Valuation as at 31 January 2020, Mid-Market Valuation £103,691) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 20 attached)
- £103,517.41 with Yorkshire Bank for a 6-month period (as at 18 November 2019)

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

153.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for February 2020 for £16.48 to be considered and approved.

Virements - Market Waste Budget £1,300		
Details 2019/20	Cost £	Balance against Budget
Balance B/Fwd		£496.16
February	£16.48	
Balance		£479.68

RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for February 2020 for £16.48 be approved.

153.4 The Clerk updated that there was no virement required for February 2020 to transfer funds from the Wedding Expenditure to the Staffing Budget.

Virements – Wedding Expenditure Budget £1,000		
Details 2019/20	Cost £	Balance against Budget
Balance B/fwd		£452.66
February	Nil	
Balance		£452.66

RESOLVED: That the Clerk’s update be noted.

154 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

Councillor Davis gave an update on the Neighbourhood Plan. It was noted that the Plan should be completed by the end of March.

RESOLVED: That the update be noted.

155 TRAINING

155.1 Staff Training

The Clerk updated that she had undertaken ILCA, the online course that precedes CiLCA, and passed and has now registered for CiLCA.

RESOLVED: That the Clerk's update be noted.

155.2 Councillor Training

There were no requests for training from Councillors.

The Clerk updated that the following webinars were available, should Councillors be interested, at a cost of £15 per person:

3 March 2020 – 1pm to 2pm – Appointing, Structuring & Using Committees for Council Work

18 March 2020 – 6pm to 7pm - Councillors discussion forum – Joint discussion on how to manage common problems that arise in local councils

23 March 2020 – Employment, an Overview

RESOLVED: That the Clerk's update be noted.

156 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

Councillor Davis gave an update on the STEP.

RESOLVED: That the update on the STEP be noted.

157 CEF UPDATE

Councillor Shaw-Wright gave an update on the CEF.

RESOLVED: That the update on the CEF be received.

158 BIG LOCAL

Councillor Davis gave an update on the Big Local.

RESOLVED: That the update on the Big Local be received.

159 POLICIES TO BE REVIEWED

No policies were to be reviewed this month.

160 ONGOING ITEMS – CLERKS UPDATE

160.1 Events – The Clerk updated that she had met with Canon John Weetman with regards to arrangements for the VE Day and VJ Day Commemorations. A further meeting would be held in April to progress arrangements.

RESOLVED: That the Clerk's update be noted.

- 160.2 Town Hall - There were no matters for discussion.
- 160.3 Town Hall – Arts Centre - There were no matters for discussion.
- 160.4 Office – The Clerk updated that the new office IT equipment was due to be installed this week. This was noted.
- 160.5 Cemetery - There were no matters for discussion.
- 160.6 Longmann Hills Farmhouse - There were no matters for discussion.
- 160.7 Market - There were no matters for discussion.
- 160.8 Play Areas - There were no matters for discussion.
- 160.9 Allotments – The Clerk updated that standing water had been reported on all allotment sites. Councillors noted that this would have a knock-on effect for the planting season.

Due to the recent storm conditions, an incident had occurred at Pymble Allotments where trees/branches were blown down in the strong winds, damaging part of Selby Community Primary School fencing. The Resource Manager would provide an update at the next Land & Property Committee Meeting.

RESOLVED: That the Clerk’s update be noted.

- 160.10 Website – The Clerk updated that she had met with the website developer to discuss the provision of a new Website for the Town Council. A proposal was now awaited from the developer and when received would be discussed at a future Digital Working Group Meeting.

RESOLVED: That the Clerk’s update be noted.

- 160.11 Highways – There were no matters for discussion.
- 160.12 Street Furniture/Street Lighting – There were no matters for discussion.

161 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 by the Clerk under delegated authority since the last Council Meeting be approved.

162 PLANNING APPLICATIONS

The following planning applications were considered. The Clerk updated that she had been granted an extension to the deadline for both applications to the 26 February 2020:

- 162.1 Listed building consent for conversion of former public house to a 9 bed roomed house in multiple occupation – proposed use class ‘sui generis’ – Station Inn, Ousegate, Selby. Ref No. 2019/1229/LBC.

Observations –

The Town Council is concerned at the overdevelopment of the former public house and the lack of parking.

- 162.2 Proposed erection of a new build block of self-contained apartments with associated undercroft car parking on vacant ground – The Nelson Inn, Ousegate, Selby Ref No 2019/0982/FUL. Plans were tabled and considered.

Observations –

- The proposal would be an overdevelopment of the site
- There is a lack of amenity space
- Overcrowding of the apartment block
- Lack of car parking provision in an area of existing parking shortages

163 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.

164 SALARIES AND OVERTIME

A schedule of salary payments for February 2020 in the sum of £26,761.07. was received.

RESOLVED: That the schedule of salary payments for February 2020 in the sum of £26,761.07 be approved.

165 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 2 March 2020	Land & Property Committee
Monday 9 March 2020	Town Hall Management Committee
Monday 30 March 2020	Council
Monday 6 April 2020	Special Council Grants Meeting
Friday 17 April 2020	Market Working Group
Monday 27 April 2020	Council
Monday 11 May 2020	Finance & Staffing Committee
Monday 18 May 2020	Annual Council & Town