

# **MINUTES OF THE PROCEEDINGS OF THE TOWN COUNCIL MEETING HELD ON MONDAY 21 May 2018 AT THE TOWN HALL, YORK STREET SELBY**

**PRESENT:** Cllrs E Lambert (Chair), M Davis F Mathews, G Harding, M Fagan, C Laskey, M Dyson,  
I Lawton, S Andrew, and K Arthur

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## 14 PUBLIC QUESTIONS

There were no members of the public present.

## 15 APOLOGIES FOR ABSENCE

C Dickinson, J Leake, S Shaw-Wright, J Shaw-Wright, G Lockley, W Nichols, A J Thurlow.

## 16 DISCLOSURE OF INTEREST

There were no Disclosures of Interest.

## 17 MINUTES OF LAST MEETING

17.1 The minutes of the Town Council meeting, held on the 30 April 2018 were considered.

**RESOLVED: That the minutes of the Town Council meeting held on 30 April 2018 be approved as a correct record subject to;**

- (i) Minute No 213.1 Resolved (iv) The Clerk provide an update on the street lighting issues at Carentan Close to the June Council meeting; and**
- (ii) Minute No 221.1 Events 2019 Resolved to amended to read ‘ That £9,500 be top sliced from the 2019/20 Grants Budget to provide 10 Grants of up to £950 each, for Groups/ Organisations to hold events to celebrate Selby Abbey’s 950 year Anniversary’.**

17.2 The minutes of the Finance & Staffing Committee meeting held on the 3 May 2018 were considered. The recommendations to Council were considered and approved subject to:

- (i) FS61 remove the word “Retrospective” from the Recommendation to Council for the replacement large gazebo at a cost of £994.35 from the Asset Replacement / Refurbishment EMR Budget;**
- (ii) FS63.2 Recommendation ii) to read “Subject to the Clerk providing further information to Council on lone working devices and costs the committee recommend approval at a cost of £15 each per month, £900 per annum to cover personal Health & Safety for staff”;**
- (iii) FS65.3 Resolution ii) to read “The draft Equality and Diversity policy presented needed rewording and the Clerk call a Working Group Meeting to discuss this matter to include M Davis and C Laskey”;** and
- (iv) FS69 Recommendation to read “That HAD-IT provides IT support at a cost of £75 per hour (callout charge) until any further IT support is agreed”.**

## 18 CORRESPONDENCE RECEIVED

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

18.1 A response from Selby District Council with regard to the Bondgate Tip site had been received.

Council noted that this reply had been received without any mention of it being Confidential and as such the letter would be considered in Part I of the meeting.

Councillors commented on Point 1 that signage should be erected on site to inform the public that there is contamination on the site from Asbestos. This should be erected as a matter of urgency, it is not costly and a reasonable and practical step forward.

Councillors commented on Point 8 and felt that the Town Council were completing due diligence with regard to the Bondgate Tip site instead of SDC. The report was written in 2013 and several senior SDC staff members had been given access to the report. The Town Council asks why has nothing been done to mitigate risk on this site earlier?

Residents have made complaints to SDC about smells from septic tanks and drainage under the ground. The Town Council asked what responses were given to members of the public when complaining about this issue?

There are signs that metal buried at the tip site were coming visible on site. Football games were ceased on this site several years ago due to debris coming through to the top soil and turf. Had SDC looked specifically into metal moving to the top of the land?

The Clerk was asked to write and ask once again for the Redacted Report and a response to the questions above from the town council with a deadline for responding of 19 June 2018.

**RESOLVED: That**

- (i) The item be kept on the Agenda for 'Bondgate Tip Report' until such time as a reply is forthcoming from the SDC;**
- (ii) The Clerk write to the District Council to include the points raised request the Redacted Report by 19 June 2018 for Council to consider at the meeting on the 25 June 2018.**

- 18.2 Council considered the clarification from Selby Globe Community Cinema with regard to their grant application.

**RESOLVED: That the Grant payment of £2,490 for Selby Globe Community Cinema be issued to the organisation following the clarification received.**

## **19 ACCOUNTS**

- 19.1 A folder containing all payments made since the last Town Council meeting was presented to Council and the RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 April 2018 was considered. Payments over £1,000 to be considered are listed below:

Jonathan's Fireworks	£ 1,432.92
Streetscape – Play Area	£16,320.00
British Gas Care Plan (Town Hall)	£ 1,707.70

**RESOLVED: That**

- (i) The abovementioned payments over £1,000 be approved;**
- (ii) The payments made between 1 – 30 April 2018 in the sum of £85,049.34, Petty Cash in the sum of £311.75 and Card Payments in the sum of £279.19 were approved.**

19.2 The Clerk updated that the balance at the Unity Bank on 30 April 2018 was £838,431.36 and the value of the funds on term deposit were:

- £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 March 2018, Mid Market Valuation £103,849.16) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 33 attached)
- £102,044.21 with Yorkshire Bank for a 6 month period (as at 16 May 2018)

**RESOLVED: That the Clerk's update be noted.**

19.3 Council considered a Virement to transfer funds from the Market Budget to the Staffing Budget for May 2018 for £96.20.

<b>Virements - Market Waste Budget £1,300</b>		
Details 2018/19	Cost £	Balance against Budget
Balance B/Fwd		£1,199.03
May	96.20	
Balance		£1102.83

**RESOLVED: The Virement to transfer funds from the Market Budget to the staffing budget for May 2018 in the sum of £96.20 be approved.**

19.4 The Virement to transfer funds from the Wedding Expenditure Budget to the Staffing Budget for May 2018 for £69.62 be considered and approved.

<b>Virements – Wedding Expenditure Budget £1,000</b>		
Details 2018/19	Cost £	Balance against Budget
Opening Balance		£876.84
May 2018	69.62	
Balance		807.22

**RESOLVED: That the Virement to transfer funds from the Wedding Expenditure Budget to the Staffing Budget for May 2018 for £69.62 be approved.**

19.5 The Clerk provided an updated Direct Debit and Standing Order List for 2018/19. The Clerk updated that having reviewed 12 months gas and electricity charges the average per month has been amended as well as other figures being changed from 2018.

**RESOLVED: That the Direct Debit and Standing Order List for 2018/19 be approved and reviewed in one year.**

## **20 ALLOCATED BALANCE REPORT**

The Year End 2017/18 Allocated Balance Report which was provided to Finance & Staffing Committee on the 3 May 2018 was provided for consideration. The £1,770 for the Cemetery Noticeboard - Capital EMR expenditure shown on the report, had been funded by HLF and would be shown as Capital EMR income in Q1 on the 2018/19 Allocated Balance Report.

**RESOLVED: That the Year End 2017/18 Allocated Balance Report as provided at Finance and Staffing on 3 May 2018, be approved.**

## **21 BUDGET POSITION 2017/18**

Council considered the Income and Expenditure Summary report and Budget Narrative report provided to Finance and Staffing Committee on the 3 May 2018. It was suggested that the budget narrative headings be brought forward onto the 2018/19 Budget Narrative report for Finance & Staffing meetings. The Chair of Finance & Staffing updated that new methodology for reporting income received in one year for the next year would commence from 2018/19.

The Clerk updated that they would attend training on the Community Infrastructure Levy (CIL) and how to apply and use the funds. The Clerk would report back to the July 2018 Finance and Staffing meeting. S106 and CIL will be placed on the September Council agenda for consideration.

**RESOLVED: That**

- (i) The Income and Expenditure Summary report and Budget Narrative report as reported to Finance and Staffing Committee on the 3 May 2018, be approved;**
- (ii) An item be placed on September Council agenda headed S106 and CIL.**

## **22 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE**

22.1 A Virement for £254.50 had been completed to pay for the Clerk's time on the NP Project that was funded by Locality. The £254.50 had been added to the Staffing Budget.

22.2 Richard Welch, SDC Planning Policy Officer, had provided an update with regard to the Neighbourhood Plan Process. He advised that a referendum would be held following the Examiners Report being published on the SDC Website. The Clerk was asked to clarify if the update that a simple majority of 51% of the representative community would have to be in favour for the Neighbourhood Plan to be adopted is accurate and this seems a high percentage figure.

**RESOLVED: That**

- (i) The Virement for £254.50 for the Clerk's time on the NP Project, from the NP Project to the Staffing Budget be approved;**
- (ii) The update from Richard Welch, SDC Planning Officer, regarding the NP process be noted; and**
- (iii) The Clerk clarify whether the 51% of the representative community would have to be in favour of the Town Council's Neighbourhood Plan and report back to the next Council meeting.**

## **23 TRAINING**

There were no requests for training from Councillors.

## **24 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)**

It was noted that a breakfast STEP meeting would be held at the end of the month where a selection of 'pop-ups', signage and noticeboards along and costings would be available for businesses to look at. An update would be provided following this meeting.

**RESOLVED: That the update be noted.**

**25 CEF UPDATE**

The District Council's Solicitor had provided an update on the make-up of the Central CEF.

**RESOLVED: That the update be noted.**

**26 BIG LOCAL**

It was noted that the new Plan had been prepared and would be launched at the Big Local AGM to be held in June. Community First, the Credit Union for Selby, was now in place and was funded by Big Local. A 15 hour post was to be filled this month for 1 year which may be extended. The new employee would be introduced to local businesses and Town Council staff in the near future.

**RESOLVED: That the Big Local update be noted.**

**27 POLICIES TO BE CONSIDERED**

The Health & Safety Procedure was considered for Adoption.

**RESOLVED: That the Health & Safety Procedure be adopted and approved.**

**28 ONGOING ITEMS – CLERKS UPDATE**

**28.1 Events**

Fun Day – The Clerk asked for Councillors to consider volunteering to hand out leaflets for the event on Sunday 17 June 2018, on the two Saturdays before Fun day. It was noted that this year a Vintage Bus from Thornes has been booked to transport people from one venue to another.

Food and Drinks Festival – Saturday 29 July 2017 from 9.30am – 5pm with sponsors including Omega Security and Streetscape. The Clerk is liaising with the STEP to provide funding towards the cost of running the event.

Beer Festival – Saturday 4 August 2018 – Tickets on sale from 1 May 2018. Council noted that sponsors are now coming forward for the event.

Remembrance – “There but not there”, Tommy Statues. Council considered purchasing “Tommys” to be placed at various sites. It was noted that the ‘chair’ type figures would not fit the chairs at the Town Hall after checking the dimensions of the silhouette. The Aluminium Tommy could be fixed to the wall in the War Grave section, if possible, as freestanding it may incur vandalism.

**RESOLVED: That**

- (i) The Clerk's update on the events be noted; and**
- (ii) One Aluminium ‘Tommy’ figure was approved to be purchased at a cost of £750.00 to be fixed, if possible, to the wall at the War Graves section in Selby Cemetery to be taken from Capital EMR Budget.**

## 28.2 Town Hall

Council considered items deferred from the cancelled Land and Property Committee Meeting on 14 May 2018;

- (i) Painting the Main Hall and balcony and ceiling during July/August 2018 as follows;
  - To paint the ceiling with 2 coats of white matt emulsion including access equipment at a cost of £980.00
  - To paint the balcony walls and woodwork, including the wood boarding at a cost of £1678.00
- (ii) Sanding and varnishing the Main Hall floor once the painting has been completed at a cost of £3,630.00.

The Clerk asked for permission to purchase and erect A3 poster frames into the town hall building. This was agreed however should there be a wedding in the building the posters should be removed and other images be placed in the frames. The frames should have no visible fixings.

### **RESOLVED: That**

- (i) The painting works to the Main Hall and balcony and ceiling at a cost of £980.00 be approved from the Asset Replacement / Refurb EMR;**
- (ii) The painting works to the balcony walls and woodwork, including the wood boarding at a cost of £1,678.00 Asset Replacement / Refurb EMR; and**
- (iii) The sanding and varnishing of the Main Hall floor once the painting is completed at a cost of £3,630.00 Asset Replacement / Refurb EMR; and**
- (iv) The Clerk purchase suitable A3 poster frames to be placed in the ticket office at the Town Hall and on the walls in the main hall, with no visible fixings shown, from the Town Hall Expenditure Budget 2018/19.**

## 28.3 Town Hall – Arts Centre

The Arts Officer asked Council to consider approving their continued negotiations for an Act to attend the Town Hall next season. The fee was an amount above the approved Financial Regulations.

The Clerk updated that the Arts Officer would add the Town Hall Privacy Notice to the Town Hall website. There was no mention in this Privacy Notice to a Data Protection Officer.

### **RESOLVED: That**

- (i) The Arts Officer's continued negotiations for an Act to attend the Town Hall next season be approved, up to a cost of £3,500.00; and**
- (ii) The addition of the Town Hall Privacy Notice on the Town Hall website be approved, in principle.**

28.4 Office – Telephone System to be considered by the Digital Working Group and brought back to the 25 June 2018 Council meeting.

**RESOLVED: That Clerk's update be noted.**

28.5 Cemetery

A request had been received for a memorial bench to be sited in Selby Cemetery. It was agreed to defer this item to Private Part II session of the meeting for consideration.

28.6 Longmann Hills Farmhouse

No matters for discussion.

28.7 Market

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

16 June 2018	15 September 2018	15 December 2018
21 July 2018	20 October 2018	19 January 2019
18 August 2018	17 November 2018	16 February 2019

**RESOLVED: That the abovementioned dates be noted.**

28.8 Play Areas

The Clerk updated that all play areas now have Inclusive Play Equipment installed. A picnic bench has been added to Barwic Parade's adult section of the play area over the encroaching tree roots.

A Councillor questioned that there was supposedly a no dog rule on all Selby District Council Play Areas, however he had noted dogs regularly being exercised on the play areas. The Clerk was asked to write to the District Council to enquire on enforcement of this and if any dog walkers had been fined. It was noted that there were insufficient signs in these areas advising that dogs were not allowed in play areas.

**RESOLVED: That**

- (i) The Clerk's update be noted; and**
- (ii) The Clerk write to Selby District Council regarding Leeds Road Play Area requesting information enforcement of 'non dog walking areas' at Leeds Road Park and concerns at the lack of signage for the play area.**

28.9 Allotments

The Allotment item to be discussed in Private Part II session.

28.10 Website

No matters for discussion.

28.11 Highways

The Clerk updated that the NYCC Highways Officer would be attending the June Council meeting and asked for Councillors to provide any questions for his attention by 15 June 2018.

The Clerk was asked to write to the District Council to find out if they inform businesses that there is an annual parking permit available. A lot of people that work in town park along the side streets in town and this problem is increasing.

The Clerk brought forward a letter received from NYCC with regard to proposals to make an order under the Road Traffic Regulations Act 1884 for: Waiting prohibited at all times with exemptions. Councillors considered the information and letter provided and support the restrictions to ensure the road are kept free and for safety reasons however the councillors felt that the town should be looked at as a whole rather than one street at a time. Other questions raised by Councillors would be added to the list of questions for the Highways Officer at the next Council meeting.

**RESOLVED: That**

- (i) Councillors provide the Clerk with their questions for NYCC Highways Officer by 15 June 2018; and**
- (ii) Questions on the NYCC proposals for waiting restrictions be added to the list of questions for the Highways Officer to be taken to Council on the 25 June 2018.**

28.12 Street Furniture

There were no matters for discussion.

**29 PLANNING CONSULTATION RESPONSES**

The Clerk reported on Planning Consultations dealt with under delegated authority since the last meeting of Council. The Clerk had requested clarification on the Toll bridge site planning application and a response was awaited.

**RESOLVED: That the Planning Consultations dealt with under delegated authority since the last meeting of Council be approved.**

**30 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.**

Allotment Issue deferred from Public Session Part I

The Clerk updated on the ongoing issues in relation to Pymble Allotments. A CCTV Camera was due to be erected in the next week. Paint was being thrown at the gate and poly tunnels had been slashed once again. The incidents are being reported to the Police by the allotment tenants.

**RESOLVED: That the Clerk's update be noted.**

Memorial bench request at Selby Cemetery deferred Public Session Part I

A request had been received for a memorial bench sited in the Cemetery. A plan of where the bench may be sited was attached for consideration. The Resource Manager would liaise with the family regarding type of bench, quality, and maintenance and that should the bench fall into disrepair the Town Council would have the right to remove it.

**RESOLVED: That the request for a memorial bench be approved, subject to the Resource Manager liaising with the family regarding specification and maintenance of the bench in perpetuity, should it fall into disrepair the Town Council have the right to remove it.**

#### Cemetery Lodge – Boiler

The Clerk updated Council that a new Gas Boiler was required at the Cemetery Lodge. Quotes had been received for a replacement boiler from two suppliers. A discussion took place with regard to the Care Plan in place. Tom Martin Plumbers can provide a landlord certificate and the current care plan costs approx. £25 per month. It was agreed that the Clerk would look into having the care plan cancelled and to bring the information back to Finance & Staffing committee.

**RESOLVED: That**

- (i) A new gas boiler be installed by Tom Martin Plumbers at the Cemetery Lodge at a cost of £1,830.00 and taken from the Asset Replacement EMR; and**
- (ii) The Clerk cancel the current Care Plan with British Gas and feedback to the next Finance & Staffing Committee and costs incurred.**

### **31 SALARIES AND OVERTIME**

A schedule of salary payments for May 2018 was received. The Clerk confirmed all members of staff had received the pay increase. All staff were now above the Living Wage Foundation hourly rate.

**RESOLVED: That the salary payment of £27,523.29 for May 2018 be approved.**

### **32 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Council agreed to move Finance & Staffing Committee meeting in 2019 from 15 April to the 13 May 2019 to ensure Year End is completed before the meeting.

It was agreed that the cancelled Land & Property Committee meeting not be rescheduled and that any urgent issues be provided to Council. The date of the next meeting of Land & Property is the 3 September 2018.

The Digital Working Group meeting would be held on the 11 June 2018 at 10am in the Town Hall to consider the Telephone System and IT Provision.

The meeting closed at 9.20pm.

Monday 25 June 2018	Council
Monday 16 July 2018	Finance & Staffing Committee
Monday 30 July 2018	Council
Monday 3 September 2018	Land & Property Committee
Monday 10 September 2018	Town Hall Management Committee
Monday 24 September 2018	Council
Monday 15 October 2018	Finance & Staffing Committee
Monday 29 October 2018	Council
Monday 26 November 2018	Council