

MINUTES OF THE PROCEEDINGS OF THE SELBY TOWN COUNCIL MEETING HELD ON-LINE ON MONDAY 29 JUNE 2020

PRESENT: Cllrs M Dyson (Chair), C Laskey, S Shaw-Wright, J Shaw-Wright, G Harding, F Matthews, M Davis, M Fagan, K Franks, W Nichols, J Proud and S Andrew.

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	<p>RESOLVED: That the minutes of the Town Council held on 24 February 2020 were a correct record subject to the following:</p> <p>i) Cllr J Proud be added to the attendance</p>	Clerk
18.2	<p>The minutes of the Land & Property Committee held on the 2 March 2020 were received.</p> <p>RESOLVED: That the minutes of the Land & Property Committee held on 2 March 2020 were a correct record and the following list of recommendations were approved:</p> <p>i) LP59 – Further consideration be given to the proposed usage of the building and the best use of the available space (additional information provided at item 28)</p> <p>ii) LP59 – Staff be involved in the preliminary discussions on ideas and proposals for the building</p> <p>iii) LP60 – Costings be sought for the project and costs involved in the repair works and refurbishment of the Chapels</p> <p>iv) LP52.1 – The Clerk obtains costs for the hard drives to be wiped and a certificate supplied</p> <p>v) LP52.2 – That the No Smoking & E Cigarette Policy be approved and the review be held in 3 years, subject to the removal of the word ‘or’ in the first bullet point of ‘The law states@’ and the wording ‘up to £200’ be removed in the second bullet point</p> <p>vi) LP53 – That costings be sought for the works involved in providing the additional drainage at Stonebridge Allotments</p> <p>vii) LP54 – The Resource Manager obtain costings for additional pieces of grave digging equipment for the head and foot of the grave</p> <p>viii) Two members of the Resource Team be sent on a basic gardening course a Askham Bryan College</p> <p>ix) Two noticeboards with ‘solar powered’ lighting be purchased; one for the Town Hall and one for the 1811 Building at a cost of £2838.50 per item; and the cost be taken from the Asset Replacement Budget (The Clerk used delegated powers to purchase these)</p> <p>x) LP63 – That the Clerk obtain legal advice from the YLCA Solicitor</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Resource Manager</p> <p>Resource Manager</p> <p>Clerk</p> <p>Resource Manager</p> <p>Clerk</p>
18.3	<p>The minutes of the Special Council Grants meeting held on 18 May 2020 were received.</p> <p>RESOLVED: That the minutes of the Special Council Grants meeting held on 18 May 2020 were a correct record.</p>	

<p>18.4</p> <p>18.5</p> <p>18.6</p>	<p>The minutes of Annual Council held on 26 May 2020 were received.</p> <p>RESOLVED: That the minutes of Annual Council held on 26 May 2020 were a correct record.</p> <p>The minutes of the Land & Property Committee held on 1 June 2020 were received.</p> <p>RESOLVED: That the minutes of Land & Property Committee held on 1 June 2020 were a correct record subject to the following amendment:</p> <p style="padding-left: 40px;">i) LP4 The purchase of the additional shoring to be taken from the Cemetery Maintenance Budget.</p> <p>The following recommendations were approved:</p> <p style="padding-left: 40px;">i) LP4 That additional shoring equipment be purchased at a cost of £500 to be taken from the Cemetery Maintenance Budget</p> <p style="padding-left: 40px;">ii) LP7 The Clerk writes to Selby District Council with regards additional finance available</p> <p style="padding-left: 40px;">iii) LP11 That broadband and telephone be installed and funded from the 1811 Expenditure Budget</p> <p style="padding-left: 40px;">iv) To be discussed in Private Session at item 32.2</p> <p>The notes of the Digital Working Group Meeting held on 9 June 2020 were received.</p> <p>Council agreed to purchase 15 x Lenovo V15-IIL Notebooks from Had-IT at a cost of £379 + VAT per unit. Total cost £5,685 + VAT</p> <p>RESOLVED: That Council purchase 15 x Lenovo V15-IIL Notebooks from Had-IT at a cost of £379 + VAT per unit. Total cost £5,685 + VAT</p>	<p>Resource Manager</p> <p>Clerk</p> <p>Clerk</p>
<p>19</p> <p>19.1</p> <p>19.2</p>	<p>Correspondence Received</p> <p>Thank you emails from the following organisations had been received for Grants awarded: John Cattanach(Arrive No42 Discretionary bus service), Selby Abbey, Spirit of Christmas, Selby Beekeepers Association, Citizen's Advice Mid-North Yorkshire, Selby Community Primary School, Age UK Selby, Groundwork North Yorkshire, Selby Civic Society, Selby District Vision Friends of the New Selby War Memorial Hospital, Coultish Community Centre, Talk Tonight – Selby, St James Church – Edge Community Project, Selby & District Rail Users Group and Selby Foodbank.</p> <p>RESOLVED That the above correspondence be noted</p> <p>An email from Spirit of Christmas regarding the use of the Town Council's grant awarded had been received. Councillors considered the email raised more concerns than answered questions and requested further information on how the Staithe building would be used taking into account the safety of children and the status of the building.</p> <p>RESOLVED: That the Clerk make further enquiries of The Spirit of Xmas regarding the proposed use of the Abbots Staithe.</p>	<p>Clerk</p>

<p>19.3</p>	<p>An email had been received from Talk Tonight regarding use of the recently awarded Grant.</p> <p>RESOLVED: That</p> <ul style="list-style-type: none"> (i) The email be noted; and (ii) The Grant, upto £1,000, be paid directly to the venue used by Talk Tonight. 	<p>Clerk</p>
<p>19.4</p>	<p>An email had been received from Sleepsafe requesting the £1,000.00 funding that was awarded in the last financial year but held back due to planning permission not being received for the project.</p> <p>RESOLVED; That £1,000 be paid to Sleepsafe and taken from the current years Grant budget.</p>	<p>Clerk</p>
<p>19.5</p>	<p>An email had been received from Age Concern giving an update on the organisation.</p> <p>RESOLVED: That the email from Age Concern be noted.</p>	
<p>19.6</p>	<p>An email had been received from Cllr S Cahill advising Councillors of his concerns during the Coronavirus Pandemic where deaths were being recorded as such and not taking into account any industrial diseases (COPD, Emphysema, Pneumoconiosis, Asbestosis) suffered by the patient. Where death certificates recorded Coronavirus as a cause of death meant that families were unable to claim for industrial diseases.</p> <p>RESOLVED: That</p> <ul style="list-style-type: none"> (i) The Town Council support Cllr Cahill in the above matter; (ii) The Clerk write to the Prime Minister, the Shadow Secretary of State and Nigel Adams MP, to support Cllr Cahill's email and ensure that industrial illnesses are correctly taken into account when death certificates are issued. 	<p>Clerk</p>
<p>20</p>	<p>ACCOUNTS</p>	
<p>20.1</p>	<p>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 - 29 February 2020, 1 – 31 March 2020 and 1 – 30 April 2020 were considered.</p> <p>RESOLVED: That</p> <ul style="list-style-type: none"> (i) The payments made between 1 -29 February 2020 in the sum of £ 73,908.82, 1 – 31 March 2020 in the sum of £38,697.82 and 1 to 30 April 2020 in the sum of £64,067.99; (ii) The petty cash payments for the period 1 – 29 February 2020 in the sum of £430.98, 1-31 March 2020 in the sum of £269.18 and 1 – 30 April 2020 in the sum of £35.25 be approved; and (iii) The credit card transactions made between 1 – 29 February 2020 In the sum of £190.89, 1 – 31 March 2020 in the sum of £215.73 and 1 – 30 April 2020 in the sum of £293.79 be approved. 	

The following payments made by the Clerk under delegated powers since the last meeting of Council for over £1,000 were considered.

South Yorkshire Mowers Ltd - £1,074 Petrol Lawnmower
 Selby Abbey - £2,500 Grant awarded
 Citizen's Advice Mid-North Yorks - £13,000 Grant awarded
 Selby Civic Society - £1,450 Grant awarded
 Had-IT Ltd £1,912.48 Installation of office IT and upgrade windows server
 Fabrications North East Ltd - £4,060.80 5 Planters for VE & VJ Day
 T Cheesbrough - £1,580 Replacement turf for Cemetery
 Northern Chamber Orchestra - £3,360.00 Concert cancellation fee (Grant received from Orchestras Live to cover this fee)
 British Gas - £1,758.95 Selby Town Hall Careplan
 Signscape & Signconex Ltd - £5,643 2 x Solar Powered Noticeboards(inc. delivery and VAT)
 Careline - £1,296. Cemetery Intruder Alarm Contract
 YLCA - £1590 Membership
 ABC Blast Cleaning Ltd - £2,268 Blast clean/paint Pit Wheel
 CreatedFor - £2,601 Website design (1st payment)
 Groundwork - £4,080 Bondgate Woodland – Tree work
 Zurich Municipal - £9,894.65 Town Council Insurance

RESOLVED: That the abovementioned payments over £1,000.00 be approved.

20.2 The balance at the Unity Bank on 31 May 2020 was £784,034.48 and the value of the funds on term deposit were:

- £125,689.53 with Yorkshire Bank for a 12-month period (as at 19 December 2019)
- £97,006.34 (Bid Market Valuation as at 31 May 2020, Mid-Market Valuation £98,533.08) with Churches, Charities and Local Authorities (CCLA) Property Fund
- £104,162.62 with Yorkshire Bank for a 6-month period (as at 18 May 2020)

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

20.3 The Virement to transfer funds from the Market Budget to the Staffing Budget for March 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		£465.31
March	£16.48	
Balance		£448.83

RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for March in the sum of £16.48 be approved.

20.4 **Virements – Wedding Expenditure Budget £1,000**

Details 2019/20	Cost £	Balance against Budget
Balance b/fwd		£452.66
April - June	Nil	
Balance		£452.66

RESOLVED: That the update be noted.

20.5	<p>Virements – Market Waste Budget £1,300</p> <table border="1" data-bbox="220 129 1299 280"> <thead> <tr> <th>Details 2020/21</th> <th>Cost £</th> <th>Balance against Budget</th> </tr> </thead> <tbody> <tr> <td>Balance b/fwd</td> <td></td> <td>£1,300.00</td> </tr> <tr> <td>April - June</td> <td>Nil</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td>£1,300.00</td> </tr> </tbody> </table> <p>RESOLVED: That the update be noted.</p> <p>Virements – Wedding Expenditure Budget £1,000</p> <table border="1" data-bbox="220 421 1286 571"> <thead> <tr> <th>Details 2020/21</th> <th>Cost £</th> <th>Balance against Budget</th> </tr> </thead> <tbody> <tr> <td>Balance b/fwd</td> <td></td> <td>£1,000.00</td> </tr> <tr> <td>March</td> <td>Nil</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td>£1,000.00</td> </tr> </tbody> </table> <p>RESOLVED: That the update be noted.</p>	Details 2020/21	Cost £	Balance against Budget	Balance b/fwd		£1,300.00	April - June	Nil		Balance		£1,300.00	Details 2020/21	Cost £	Balance against Budget	Balance b/fwd		£1,000.00	March	Nil		Balance		£1,000.00	
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21	<p>FINANCIAL REGULATIONS</p> <p>The Clerk had been asked to update the Financial Regulations to reflect the changes in staffing. It was noted that the Clerk would provide the updates to Finance & Staffing Committee on 13 July 2020.</p> <p>RESOLVED: That the update be noted.</p>																									
22	<p>SELBY TOWN NEIGHBOURHOOD PLAN UPDATE</p> <p>Councillor Davis advised that she had nothing to update but was pursuing the matter.</p> <p>RESOLVED: That the information from Councillor Davis be noted.</p>																									
23	<p>TRAINING</p> <p>Staff Training</p> <p>The Clerk updated that she had commenced the CiLCA course in mid-June.</p> <p>RESOLVED: That the Clerk’s update be noted.</p>																									
24	<p>SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)</p> <p>Councillor Davis updated that no meetings had been held.</p> <p>RESOLVED: That Councillor Davis’s update be noted.</p>																									
25	<p>CEF UPDATE</p> <p>Councillor Shaw-Wright updated that there had been no meetings held. It was noted that £5,000 had been awarded to AVS to assist people throughout the Coronavirus epidemic. He would update on this in due course.</p> <p>RESOLVED: That Councillor Shaw-Wright’s update be noted.</p>																									
26	<p>BIG LOCAL</p> <p>Councillor Davis advised that Big Local had continue to meet remotely and she updated that residents were more involved with the project now.</p>																									

	<p>RESOLVED: That Councillor Davis’s update be noted.</p>	
<p>27</p>	<p>POLICIES TO BE REVIEWED</p> <p>Consideration was given to the review of the Recording of Meetings Policy. The Clerk confirmed that the recommended changes were in line with current legislation.</p> <p>RESOLVED: That the changes to the Recording of Meetings Policy be approved and reviewed in 3 years.</p>	
<p>28</p>	<p>ON-GOING ITEMS – CLERK’S UPDATE</p> <p><u>Events</u> -VE Day, Family FunDay, Beer Festival and VJ Day events had been cancelled at the start of the lockdown .</p> <p><u>Town Hall</u> – The Resource Team had taken advantage of the lockdown to deep clean and schedule essential maintenance works.</p> <p><u>Town Hall</u> – Arts Centre – A report from the Arts Officer was received.</p> <p>It was noted that all shows had been cancelled until early September and a decision would be made in August for events after this date.</p> <p>The Arts Officer considered that it would not be possible at the current time to re-open the Arts Centre from both a practical and a financial viability point of view.</p> <p>RESOLVED: That (i)The Arts Officer’s report be received; and (ii) The Clerk write to the Prime Minister to enquire how venues were supposed to open with the current restrictions imposed relating to the Covid19 outbreak.</p> <p><u>Office</u> – The Office IT equipment had been installed. The server had been upgraded to Windows 19 to allow staff to work remotely from home and other Town Council premises as necessary.</p> <p><u>Cemetery</u> – The Resource Manager had worked closely with NYCC and SDC at the start of the pandemic to ensure burial capacity was available should this become necessary. To date this capacity had not been needed.</p> <p><u>Longmann Hills Farmhouse</u> – there were no matters for discussion.</p> <p><u>Market</u> – The weekly market had stayed open for essential food and household items throughout the lockdown period. It had now successfully re-opened with all traders attending from 8 June 2020, with social distancing and Health & Safety measures in place.</p> <p>The monthly farmers market had stayed open with a few essential food traders and re-opened on 20 June 2020.</p> <p>The first 3 bank holiday markets had been cancelled. A decision would be made, no later than 1 August, regarding the August Bank Holiday market going ahead. This decision would be dependent on the updated Government guidelines at the time.</p>	<p>Clerk</p>

	<p>The Food & Drink Festival had been due to be held on 25 July 2020 and had been postponed. A date in Autumn, yet to be set, would be dependent on updated Government guidelines at the time</p> <p><u>Play Areas</u> – These have remained locked throughout the lockdown. Essential maintenance and safety checks have been carried out throughout this period. Discussion took place on whether to open the Play areas in line with Government advice.</p> <p>RESOLVED: That the Play Areas remain closed at the current time.</p> <p><u>Allotments</u> – The allotment sites had remained open throughout the lockdown period. Signage had been displayed at all sites reminding tenants to social distance and adhere to Government guidelines when visiting the allotments. Complaints had been received that some tenants were holding gatherings on their plots and letters reminding tenants of the rules and regulations were sent to all tenants.</p> <p><u>Website</u> – It was noted that new website was now being developed.</p> <p><u>Highways</u> – there were no matters for discussion.</p> <p><u>Street Furniture/Street Lighting</u></p> <p>RESOLVED: That the Clerk’s update on the On-going items be received noted.</p>	
29	<p>1811 BUILDING</p> <p>The Clerk updated on the 1811 Building. Foodbank had been using the downstairs room at the 1811 Building and had approached the Clerk with a proposal to lease the ground floor for 5 years with a break clause at 3 years. A meeting had been held to discuss various matters and clarify how the project would work at the 1811 building.</p> <p>The Clerk advised that further information was being sought from Foodbank along with legal and planning advice for the proposed use.</p> <p>RESOLVED: That the Foodbank’s proposal to use the 1811 be approved in principle and the Clerk, Cllr Shaw-Wright as Council Leader and the Chair be authorised to progress the matter with the Foodbank Trustees, and report back to a future meeting.</p>	Clerk
30	<p>PLANNING CONSULTATION RESPONSES</p> <p>The Clerk reported on Planning Consultations dealt with under delegated authority since the last meeting of Council.</p> <p>A member enquired if an application had been received for a development of White Street. The Clerk advised an application had been received.</p> <p>The Clerk updated on the Planning Application for the Nelson Inn. The site had been re-jigged in line with Planning Officers comments and being in keeping with a Conservation Area.</p> <p>RESOLVED: That</p> <p>(i) The Planning Applications dealt with by the Clerk under delegated authority be approved;</p>	

	<p>(ii) The Clerk and Councillor Shaw-Wright put together a Response to the District Council to object to the proposal on the grounds of overdevelopment of the site and access issues onto a small inner estate road; and</p> <p>(iii) The Clerk and Councillor Shaw-Wright put together a response to the District Council regarding the changes to the Planning Application for the Nelson Inn</p>	<p>Clerk</p> <p>Clerk</p>
	<p>PRIVATE SESSION</p> <p>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.</p>	
32	<p>ALLOTMENTS</p> <p>Consideration was given to the Recommendations from the Minutes of Land & Property Committee, held in Private Session on 2 March 2020 and 1 June 2020.</p> <p>RECOMMENDATION TO COUNCIL THAT:</p> <p>i) LP63 – (2 March 2020) – That the Clerk obtain legal advice from the YLCA Solicitor.</p> <p>ii) LP14 – (1 June 2020) – That the resident be added to the waiting list with a note to put on hold until further guidance is received from YLCA</p> <p>RESOLVED: That the abovementioned recommendation be approved.</p> <p>The Clerk updated that legal advice had suggested they could not see how the request could be denied, taking into account the allotment rules and the fact that no vetting procedure is in place.</p> <p>RESOLVED: That the person concerned be added to the Waiting List for Pymble Allotments and proof of residence be requested</p>	
33	<p>SALARIES AND OVERTIME</p> <p>The Clerk advised that the schedules of salary payments for March 2020, April 2020, May 2020 and June 2020 would be forwarded to Councillor Melanie Davis tomorrow morning for her to check through, as they were not available for tonight's meeting. Cllr Davis was given delegated authority to sign on behalf of the council.</p> <p>RESOLVED: That the Clerk forward the schedules of salary payments for March, April, May and June 2020 to Councillor Melanie Davis for checking and update at the next meeting of approval, and that Cllr Melanie Davis be given delegated authority to sign the schedules of salary payments on behalf of council.</p>	
34	<p>CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS</p> <p>Monday 13 July 2020 Finance & Staffing Committee</p> <p>Monday 27 July 2020 Council</p> <p>Monday 7 September 2020 Land & Property Committee</p> <p>Friday 11 September 2020 Market Working Group</p> <p>Monday 14 September 2020 Town Hall Management Committee</p> <p>Monday 28 September 2020 Council</p>	

