

Town Clerk
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24 November 2020

Dear Councillor

Town Council Meeting – Monday 30 November 2020

You are hereby summoned to attend the Meeting of Selby Town Council which has been arranged to be held **on line** on **Monday 30 November 2020 at 7.00pm.**

LOG IN – The login details have been emailed to you.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

Yours sincerely

Clerk to the Council

To: All Town Councillors

AGENDA

90 PUBLIC QUESTIONS

91 APOLOGIES FOR ABSENCE

92 DISCLOSURE OF INTEREST

93 MINUTES OF LAST MEETING

93.1 To **confirm** as a correct record the minutes of Council, held on 26 October 2020. (Pages 8 to 16 attached).

93.2 To **note** the action taken by the Clerk in consultation with the Chair (LGA 1972 S101) under delegated powers arranged to purchase 349 Tesco vouchers for disadvantaged families at a cost of £5,235. The monies to be taken from unallocated funds in the grants budget.

94 CORRESPONDENCE RECEIVED

94.1 To **receive and consider** the questions raised in the NALC Briefing PC13-20 and **agree** formal responses to the consultation. (Pages 17 to 18 attached).

94.2 To **receive** the resignation of Councillor Simon Cahill. (Page 19 attached).

94.3 To **note** an email was received from the Headteacher at Longman's Hill CP School thanking the Town Council on behalf of the families who have received the Tesco Vouchers.

94.4 To **receive** a letter from a resident on Westfield Road, Selby. (Page 20 attached)

95 ACCOUNTS

95.1 To **note** a folder containing all payments made since the last Town Council meeting is available to view by appointment at the Town Hall. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 31 October 2020 are attached for **consideration**. (Pages 21 to 23 attached).

The following payments made by the Clerk using delegated powers since the last meeting of Council for over £1,000 to be noted.

£3,600, Groundwork N Yorks. Annual core funding

£1,058.40, Savoy Systems, Barcode scanning device
 £4,500, Groundwork Wakefield, Grant
 £1,000, SYPCO, Grant
 £4,850, Tesco Vouchers
 £1,400, M Dyson – Mayors Allowance

95.2 To **note** the balance at the Unity Bank on 31 October 2020 was £835,172.04 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)
- £95,878.48 (Bid Market Valuation as at 31 October 2020, Mid-Market Valuation £97,388.03) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 24 attached)
- £104,503.93 with Yorkshire Bank for a 6-month period (as at 18 November 2020)

95.3 To **consider and approve** the Virement to transfer funds from the Market Budget to the Staffing Budget for November 2020 for £69.10

Virements - Market Waste Budget £1,300		
Details 2020/21	Cost £	Balance against Budget
Balance		£944.05
November	69.10	
Balance		£874.95

95.4 To **note** there is no virement required for November 2020 to transfer funds from the Wedding Expenditure to the Staffing Budget.

Virements – Wedding Expenditure Budget £1,000		
Details 2020/21	Cost £	Balance against Budget
Balance		£1,000
October	NIL	
Balance		£1,000

95.5 To **receive** the External Auditors report and Certificate. (Page 25 attached).

96 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

To **receive** the update from Councillor Davis.

97 TRAINING

To **note** all the office teams appraisals have been completed and a number of training opportunities have been identified. As some of the training can be completed on-line it is hoped that this can be started shortly.

The Resource teams appraisals are due to be completed by the end of the year.

98 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

To **receive** the update from Councillor Davis.

99 CEF UPDATE

To **receive** the update from Councillor Shaw-Wright.

100 BIG LOCAL

To **receive** the update from Councillor Davis.

101 GROUNDWORK

To **note** the vacancy on the Groundwork Board.

102 POLICIES TO BE REVIEWED

To **note** there are no policies to be reviewed.

103 ONGOING ITEMS – CLERKS UPDATE

To **note** the following items 104.1 to 104.13

104.1 Events Bonfire & Fireworks Display – 31 October 2020

This event was cancelled.

Cemetery Remembrance Service – 11 November 2020

The event was cancelled this year. However, the Mayor, Cllr Dyson attended with the clerk and after observing a 2 minute silence laid a wreath on behalf of the Town Council and the People of Selby. A small

group of members of the public and councillors also were in attendance to lay wreaths and pay their respects.

Abbey Remembrance Service - 8 November 2020

Due to the new lockdown being announced prior to this weekend the event had to be cancelled. The live streaming of the paired down service attended by the Mayor, Cllr Dyson went ahead and has currently been viewed 472 times.

Christmas Lights Switch On/Christmas Market – 28 November 2020

A decision to cancel the event was taken prior to the new lockdown being announced. The Market/Event Manager has arranged a 2 week on-line Christmas shopping event on facebook for any traders from the Christmas Market, Farmers Market and Weekly market to take part in. The Christmas Lights were switched on by the Mayor, Cllr Dyson, on 27 November.

The Christmas Window competition is still being held and entries have already been received. It is hoped that the Christmas windows will be judged on the week leading up to Christmas to give the traders maximum opportunity to dress their windows.

104.2 Town Hall The Town Hall remains closed for face to face contact.

104.3 Town Hall – Arts Centre – No bookings currently being taken for room hire.

104.4 Office – All the office team have been issued a Display Screen Equipment (DSE) self-assessment form to complete in accordance with the Health & Safety (DSE) Regulations. A DSE assessment is required for each team member who habitually uses DSE as a significant part of their normal work. Team members have been asked to complete a self-assessment for each work place, including home.

104.5 Cemetery – No updates

104.6 Longmann Hills Farmhouse – No updates

104.7 Market - The market is currently operating with essential traders only.

104.8 Play Areas – 2 No Inclusive Roundabouts are to be installed, 1 each on Barwic Parade and Flaxley Road play areas early in the new year. The Clerk consulted with Selby Disability Forum on the designs.

104.9 Allotments – Initial allotment inspections have been completed. The Admin Officer will start re-letting ready for the new year.

104.10 Website – The new website should be available to launch in the next couple of weeks.

104.11 Highways – Nothing to report

104.12 Street Furniture/Street Lighting – No updates

104.13 1811 Building – No updates

105 PLANNING CONSULTATION RESPONSES

105.1 The Clerk **will report** on Planning Consultations dealt with under delegated authority since the last meeting of Council (Page 26 attached).

105.2 To **consider** the Planning Consultation 2020/1042/FULM (Pages 27 to 52 attached).

106 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. (Items 107 to 108)

107 LOCAL PLAN

To **note** that the Chairman Cllr M Dyson, Cllr S Shaw-Wright and the Clerk have sent informal comments to the Local Plan. (Pages 53 to 54 attached).

There will be a further opportunity to submit formal comments to the public consultation in the new year.

108 SALARIES AND OVERTIME

To **note** that the November 2020 Schedule of Salary Payments would be made available for Cllr M Davis for checking and authorising.

109 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 7 December 2020
Monday 21 December 2020
Monday 18 January 2021

Land & Property Committee
Council Special Budget Meeting
Finance & Staffing Committee

Monday 25 January 2021
Monday 22 February 2021
Monday 1 March 2021
Monday 8 March 2021
Monday 29 March 2021

Council
Council
Land & Property Committee
Town Hall Management Committee
Council