

Town Clerk
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23 March 2021

Dear Councillor

Town Council Meeting – Monday 29 March 2021

You are hereby summoned to attend the Meeting of Selby Town Council which has been arranged to be held **on line** on **Monday 29 March 2021 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

A G E N D A

159 PUBLIC QUESTIONS

160 APOLOGIES FOR ABSENCE

161 DISCLOSURE OF INTEREST

162 MINUTES OF LAST MEETING

162.1 To **confirm** as a correct record the minutes of Council, held on 22 February 2021. (Pages 8 to 18 attached).

162.2 To **consider** and **approve** the recommendations from the Land & Property Committee, held on 1 March 2021. (Pages 19 to 24 attached).

RECOMMENDATIONS TO COUNCIL THAT:

LP53 Cemetery Chapels

- i) Native Architects be approved to submit the planning application for the chapels**

LP54.2 1811 Heating System

- i) The heating engineer carries out the recommended alterations and improvements to the existing heating system as per the report at a cost of £1,445.84 + VAT**
- ii) To fit a Magnox to the system if this can be completed for no more than £250 + VAT**
- iii) The cost for both of the above to be taken from the 1811 Refurbishment EMR**

LP56 Bondgate Community Woodland

- i) That Native Architects be approved to submit the planning application for the installation of the Mining Wheel**

LP61 Memorial Issues

- i) The Resource Manager asks the Stone Masons if the lidded flower memorial vases supplied can have fixed lids**
- ii) The Clerk checks with bereavement groups if links to their services can be added to the Town Council website**
- iii) The Cemetery Rules and Regulations are enforced.**

163 CORRESPONDENCE RECEIVED

163.1 To **receive** and **consider** a letter from Selby Community Trust (Page 25 attached).

163.2 To **receive** a report from Selby Age UK (Page 26 attached).

164 ACCOUNTS

164.1 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 – 28 February 2021 are attached for **consideration**. (Pages 27 to 30 attached).

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

Christmas plus - £2,119.33
Sutcliffe Play - £14,351.68
Sutcliffe Play - £13,756.24
Notice Board Company - £1,904.10

164.2 To **note** the balance at the Unity Bank on 28 February 2021 was £726,706.76 and the value of the funds on term deposit are:

- £132,227.17 with Yorkshire Bank for a 12-month period (as at 19 December 2020)
- £98,739.40 (Bid Market Valuation as at 28 February 2021, Mid-Market Valuation £100,293.65) with Churches, Charities and Local Authorities (CCLA) Property Fund (Page 31 attached)
- £104,503.93 with Yorkshire Bank for a 6-month period (as at 18 November 2020)

164.3 To **consider and approve** the virement to transfer funds from the Market Budget to the Staffing Budget for March 2021.

Virements – Market Waste Budget £1,300		
Details 2020/21	Cost £	Balance against Budget
Balance		£766.15
March	NIL	
Balance		£766.15

164.4 To **note** there is no virement required for March 2021 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
March	NIL	
Balance		£1,000

165 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

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

166 TRAINING

To **note** that training identified during staff appraisals as well as regular scheduled training was being carried out.

167 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

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

168 CEF UPDATE

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

169 BIG LOCAL

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

170 POLICIES TO BE REVIEWED

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

171 TOWN HALL MANAGEMENT COMMITTEE

171.1 To **consider** appointing a member to the Town Hall Management Committee. A vacancy has arisen due to the resignation of S Cahill.

171.2 To **note** the Town Hall Management Committee Meeting held on 8 March 2021 was not quorate. A discussion took place on the timescale for a safe re-opening

of the Town Hall. The Arts Officer updated that all shows had been rescheduled and the first show would be on 10 September 2021. The Arts Officer might run a trial event in advance of the first show of the autumn season in order to test any new procedures which may need to be implemented and to act as a refresher for staff and volunteers. It was also noted that some sort of admissions policy may be implemented eg. proof of vaccination/negative Covid-19 test result. Cllr Matthews would like it noted that there had been an exceptional amount of co-operation, support and solidarity among agents, artists and other venues throughout the past 12 months.

171.3 To **consider** the following update from the Arts Officer. The Arts Officer updated that following an audit of drinks stock for the Town Hall bar it has been established that all remaining items have either recently passed their expiry dates or are due to do so before the Town Hall will be able to re-open. The value of the stock is approximately £525.00 at cost. There are 3 options available:

- To dispose of the stock
- To sell at cost price
- To be offered to Town Hall Volunteers

171.3 To **consider and approve** that the Arts Officer be given permission to book acts for 2022/23 based on the 2021/22 budget.

174 ONGOING ITEMS – CLERKS UPDATE

To **note** the following items 174.1 to 174.13

174.1 Events – Fun Day A tentative date of 22 August has been set for Fun Day and preliminary planning has begun. This will be a scaled down event held on Scott Road Community Land and Selby Park only.

Food & Drink Festival The date has been moved to the 31st July, as the Abbey have arranged their Summer Fair for that day.

Beer Festival This event has been cancelled this year due to concerns that it is an indoor event and no staff availability.

All remaining events, Bonfire, Remembrance and Christmas Lights, are expected to go ahead as normal and preliminary planning has started.

174.2 Town Hall – No bookings being taken as yet.

173.3 Town Hall – Arts Centre – Preparation has started on making the Town Hall safe for re-opening to the public.

173.4 Office – One member of staff working in the office at any one time. If there is a need for two members of staff to share the office space, measures are in place for staff health and safety.

173.5 Cemetery – A new member of the team has been recruited and started on 15 March. Plans are in place to lay wildflower turf on the area in front of the bee hives.

173.6 Longmann Hills Farmhouse – No updates

173.7 Market - The weekly market and monthly farmers market are operating with food traders, take away food and essential household stalls only.

173.8 Play Areas – No updates

173.9 Allotments – Some paperwork is still outstanding and is being chased.

173.10 Website – No further updates.

173.11 Highways – No updates

173.12 Street Furniture/Street Lighting – No updates

173.13 1811 Building – No updates.

174 PLANNING CONSULTATION RESPONSES

174.1 The Clerk **will report** on Planning Consultations dealt with under delegated authority since the last meeting of Council (Page 32 attached).

174.2 Potential Public Open Space Contributions

To **consider** the following: Selby District Council Planning Department have notified the Town Council that there are potential funds of £25,766 for enhanced open space provision or £28,470 for new open space provision. A zip line had been previously identified as an exciting new piece of play equipment for the bottom field on the Community Land and the Clerk has received quotations for a substantial zip line and further equipment for the enclosed play area on the Community Land to a maximum of £22,000 + VAT. The Local Planning Authority have asked the Town Council to provide them with a scheme that could benefit from the payment as set out above as well as an estimated cost of the works.

175 LOCAL PLAN

Cllrs Dyson and Davis met with Jenny Hubbard-Planning Consultant, to pull together a response to the Local Plan. (Pages 33 to 47 attached).

176 SELBY STATION GATEWAY TRANSFORMING CITIES FUND PROJECT

To **consider** and **agree** comments to the above project. The public consultation ends on 24th March 2021, however an extension has been agreed to enable the Town Council to submit comments following this meeting. Selby District Council, North Yorkshire County Council and the West Yorkshire Combined Authority are working together to deliver £17.5m worth of improvements which will benefit residents, business and visitors alike. The project is available to view www.yourvoice.westyorks-ca.gov.uk/selby

177 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 178-179).

178 CEMETERY

To **receive** an update from the Clerk (Page 48 attached).

179 STREET LIGHTING

To **consider** the report from the Clerk (Page 49 attached).

181 SALARIES AND OVERTIME

To **note** that the March 2021 Schedule of Salary Payments would be made available for Cllr M Davis for checking and authorising.

182 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 12 April 2021	Special Council Grants Meeting
Friday 16 April 2021	Market Working Group
Monday 26 April 2021	Council
Monday 17 May 2021	Finance & Staffing
Monday 24 May 2021	Annual Council & Town