

MINUTES OF THE PROCEEDINGS OF THE SELBY TOWN COUNCIL MEETING HELD ON MONDAY 25 JANUARY 2021 HELD ONLINE

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

118 PUBLIC QUESTIONS

There were no members of the public present.

119 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs G Harding, S Andrew and I Lawton. Council expressed condolences to be passed on to Cllr Lawton.

120 DISCLOSURE OF INTEREST

Councillors F Matthews and M Davis declared a non-pecuniary interest in item 124.1, regarding payments made to them in respect of the purchase of Tesco Vouchers for disadvantaged Selby families.

121 TO CO-OPT A NEW TOWN COUNCILLOR

121.1 The Clerk updated that Selby District Council had notified her that the Notice of Vacancy for a Parish Councillor had been displayed for 14 working days and advised that as an election had not been called the Town Council was required to co-opt a suitable person to become a Parish Councillor as soon as practicably possible.

121.2 It was agreed to delay the co-option until the February Council meeting.

121.3 A letter received from a member of the public interested in being co-opted was noted.

122 MINUTES OF LAST MEETING

122.1 The Minutes of the Town Council Meeting held on 30 November 2020 were considered.

RESOLVED: That the Minutes of the Town Council Meeting held on 30 November 2020 be approved as a correct record

122.2 The Minutes of the Council Special Budget Meeting, held on 21 December 2020 were considered.

RESOLVED: That the Minutes of the Council Special Budget Meeting held on 21 December 2020 be approved as a correct record

123 CORRESPONDENCE RECEIVED

123.1 The Clerk updated that an email had been received thanking the Town Council on behalf of the families who had received the Tesco Vouchers in the October half term holidays.

123.2 Council considered an email received from YLCA regarding The Climate & Ecological Emergency Bill. It was agreed to wait for further information from the CEE Bill Alliance before submitting a response.

124 ACCOUNTS

124.1 A folder containing all payments made since the last Town Council meeting was available to view at the Town Hall.

The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 November 2020 and 1 – 31 December 2020 were considered. Payments over £1,000 made by the Clerk using delegated powers since the last meeting of Council are listed as follows;

Christmas Plus - £4,945.15

Cllr Matthews requested that an updated DD/SO list be brought to the next Finance & Staffing Committee meeting.

RESOLVED: That

- (i) The abovementioned payments made by the Clerk under delegated powers over £1,000.00 be approved;**
- (ii) The payments made between 1 – 30 November 2020 in the sum of £47,148.03, petty cash payments in the sum of £202.50 and Lloyds Card payments in the sum of £644.33 and 1 – 31 December 2020 in the sum of £44,544.47, petty cash £31.28, and Lloyds Card payments in the sum of £446.43 be approved;**
- iii) The updated DD/SO list be brought to the next Finance & Staffing Committee meeting**

124.2 The balance at the Unity Bank on 31 December 2020 was £799,447.99 and the value of the funds on term deposit were:

- £132,227.17 with Yorkshire Bank for a 12-month period (as at 19 December 2020)
- £97,329.57 (Bid Market Valuation as at 31 December 2020, Mid-Market Valuation £105,554.70) with Churches, Charities and Local Authorities (CCLA) Property Fund
- £104,503.93 with Yorkshire Bank for a 6-month period (as at 18 November 2020)

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

124.3 Consideration was given to the Virement to transfer funds from the Market Budget to the Staffing Budget for December 2020 for £19.40 and January 2021 for £89.40.

| Virements - Market Waste Budget £1,300 | | |
|---|--------|--------------------|
| Details 2020/21 | Cost £ | Bal against Budget |
| Balance | | £874.95 |
| December | 19.40 | |
| January | 89.40 | |
| Balance | | £766.15 |

RESOLVED: That the virement to transfer funds from the Market Budget to the Staffing Budget for December 2020 in the sum of £19.40 and January 2021 in the sum of £89.40 be approved.

124.4 It was noted that there was no virement required for December 2020 or January 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 |
| December | NIL | |
| January | | |
| Balance | | £1,000 |

RESOLVED: That the update be noted.

125 SELBY TOWN NEIGHBOURHOOD PLAN UPDATE

Councillor Davis advised that she and the Clerk were in the process of drafting a letter to Groundwork to make arrangements to ensure the plan was completed

RESOLVED: That Councillor Davis's update be noted.

126 TRAINING

The Clerk advised that due to staff absences/isolating the Resource Teams appraisals have yet to be completed. It is expected that these will be completed in the near future.

RESOLVED: That the Clerk's update be noted.

127 SELBY TOWN ENTERPRISE PARTNERSHIP (STEP)

Cllr Davis updated that there had been no further meetings of STEP.

RESOLVED: that Councillor Davis's update be noted.

128 CEF UPDATE

Councillor Shaw-Wright updated that he was not sure of the status of the CEF at the current time. The Clerk was asked to write to Selby District Council to ask when the next meeting would be.

RESOLVED: That the Clerk writes to SDC for an update on the CEF and report back to a future meeting.

129 BIG LOCAL

Councillor Davis gave an update on the BIG LOCAL. Most of the activity is happening on line at the moment.

RESOLVED: that Councillor Davis's update be noted.

130 GROUNDWORK

The Clerk updated that there was a vacancy on the Groundwork Board.

RESOLVED: That the update be noted.

131 POLICIES TO BE REVIEWED

There were no policies to be reviewed at this time.

132 ONGOING ITEMS – CLERKS UPDATE

132.1 Events

The Clerk updated that preliminary preparation work was being carried out for 2021/22 events.

RESOLVED: That the Clerk’s update be noted.

132.2 Town Hall The Clerk updated that the Town Hall remained closed for face to face contact.

RESOLVED: That the Clerk’s update be noted.

132.3 Town Hall – Arts Centre – The Clerk updated that no bookings were currently being taken for room hire. Cllr Matthews added that the Arts Officer was working with other Arts Centres in the North to run further ‘Your Place Comedy’ shows on line.

RESOLVED: That the Clerk’s update be noted.

132.4 Office – The Clerk updated that due to current Covid-19 restrictions there is only 1 member of the team working from each of the offices at any one time.

RESOLVED: That the Clerk’s update be noted.

132.5 Cemetery – The Clerk updated that due to the retirement of one of the Resource Assistants a vacancy had been advertised. There had been a good response to the advertised post.

RESOLVED: That the Clerk’s update be noted.

132.6 Longmann Hills Farmhouse – There were no updates at the current time.

132.7 Market - The Clerk updated that the market is currently operating with essential traders only.

RESOLVED: That the Clerk’s update be noted.

138.2 Play Areas – The Clerk updated that the new inclusive play equipment was currently being installed at Barwic Parade and Flaxley Road Play areas.

However due to the recent bad weather the installation had been delayed. It was agreed that on completion a press release would be issued as this was the first time that before purchasing inclusive play equipment the Town Council had consulted with a disability group, Selby Disability Forum, on the designs.

RESOLVED: That the Clerk's update be noted.

132.9 Allotments – The Clerk updated that this years rents were being paid by tenants either directly into the bank or by making card payments over the telephone. Some of the available plots had now been let to new tenants.

RESOLVED: That the Clerk's update be noted.

132.10 Website – The Clerk updated that the new website was now live. The Clerk and Finance Manager had received training and are currently updating the information.

RESOLVED: That the Clerk's update be noted.

132.11 Highways – The Clerk reported that she had contacted NYCC Highways after signs had been displayed on Portholme Road announcing road closures for up to 4 weeks for utilities etc for the new housing development. It was confirmed that the developers had taken it upon themselves to provide prior notification and not followed the correct procedure. After clarifying this the signs were removed.

The Clerk updated that she had been alerted to large amounts of mud on the road and pavements from the Portholme Road development and contacted NYCC Highways regarding the matter. NYCC Highways advised that a Highways Officer had visited the site and found the road and path to be acceptable. He confirmed that a sweeper was on site, mainly for the access road, and had done a couple of passes on Porthole Road. The Highways Officer advised the developers that they needed to ensure the highways were kept safe and warning signs were required. NYCC Highways added that a further complication is that Portholme Road is on a P1 gritting route therefore any un-necessary sweeping would remove any treatments and residual salt.

Council agreed that there was no excuse for construction sites to leave mud on the road as there are wheel washing facilities etc. readily available.

The Clerk was asked to clarify with Selby District Council whether relevant conditions were included in the approved planning permission.

RESOLVED: That:

- i) The Clerk's updated be noted;**
- ii) The Clerk writes to Selby District Council to confirm the conditions of the planning permission.**

132.12 Street Furniture/Street Lighting – No updates at this time.

132.13 1811 Building – The Clerk updated that the lease between Selby District Foodbank and the Town Council is ready for signing.

RESOLVED: That the Clerk's update be noted.

133 HEALTH, SAFETY AND WELFARE GROUP

The Council considered appointing new members to the Health, Safety and Working Group. Councillor Jack Proud was appointed.

RESOLVED THAT: Councillor Jack Proud be appointed a member of the Health, Safety and Welfare Group.

134 PLANNING CONSULTATION RESPONSES

134.1 The Clerk reported on Planning Consultations dealt with under delegated authority since the last meeting of Council.

RESOLVED: That the Planning Consultations dealt with under delegated authority be approved.

134.2 Consideration was given to the Planning Consultation 2021/0034/LBC for listed building consent of a change of use of a public house into 6 No flats with 2 No new flats being built on the rear garden area.

Council agreed to object to the proposed planning application in the strongest terms.

RESOLVED: That the Town Council object to the Planning Consultation 2021/0034/LBC for listed building consent of a change of use of a public house into 6 No flats with 2 No new flats being built on the rear garden area as follows ;

- i) The Town Council objects on the grounds of overdevelopment of the area**
- ii) No provision for parking – currently a problem on an already congested road**
- iii) Lack of windows in the proposed flats**
- iv) No provision of outdoor space**

135 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 136 to 137)

136 SALARIES AND OVERTIME

The Clerk confirmed that the December 2020 and January 2021 Schedule of Salary Payments would be made available for Councillor M Davis for checking and authorising. Councillor M Davis having previously been given delegated authority to sign on behalf of the Council.

RESOLVED: That the Clerks update be noted.

137 SCHEDULE OF MEETINGS 2021/22

Council considered the draft Schedule of Meetings for 2021/22 presented by the Clerk.

RESOLVED: That the Schedule of Meetings for 2021/22 be approved.

138 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

| | |
|--------------------------------|---|
| Monday 15 February 2021 | Health, Safety & Welfare Group |
| Monday 22 February 2021 | Council |
| Monday 1 March 2021 | Land & Property Committee |
| Monday 8 March 2021 | Town Hall Management Committee |
| Monday 29 March 2021 | Council |
| Monday 12 April 2021 | Special Council Grants Meeting |
| Friday 16 April 2021 | Market Working Group |