



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

16 June 2021

Tadcaster Town Councillors are summoned to attend the meeting of the Council on Tuesday 22 June 2021 at 7.00 pm in The Boys Sunday School, off Kirkgate, LS24 9BL Tadcaster.

DUE TO COVID 19 RESTRICTIONS THE MEETING WILL TAKE PLACE IN THE BOYS SUNDAY SCHOOL ROOMS, OFF KIRKGATE AND NOT ONLINE OR AS USUAL IN THE ARK COUNCIL OFFICE

Anyone entering the Boys Sunday School must sanitise hands on arrival using sanitiser in the entrance and wear a face covering throughout the meeting, social distancing measures must be adhered to at all times. Attendees must bring their own pens to sign in and any related paperwork.

Members of the media and the public are welcome to join and listen to the proceedings, other than those items of a confidential nature under the Public Bodies (Admission to Meetings) Section 2 with the Press and Public attendance contained in section 13 of said Regulations.

Press and public may not speak when the Council is in progress; when Councillors are discussing Council business; and, when Councillors are in the progress of decision making.

Note: Members of the public may raise matters relating to the town at Agenda Item 3.

Questions to be submitted to the Clerk in advance of the meeting: - clerk@tadcastertowncouncil.gov.uk

Recording at Council Meetings. Recording is allowed at Council, Committee meetings which are open to the public, subject to: - (1) the recording being conducted with the full knowledge of the Chairman of the meeting and (2) compliance with the Town Councils 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.

DUE TO COVID-19 TOWN COUNCIL ACTIVITIES ARE RESTRICTED.

J L Crowther

Jane L Crowther, Clerk to Tadcaster Town Council

AGENDA

- 1. APOLOGIES** – To receive, record and approve apologies for absence.
- 2. DECLARATIONS OF INTEREST** – To receive and record declarations of interest at this point or at any other point on the agenda.
- 3. PUBLIC SESSION – SUSPEND STANDING ORDERS** – To allow members of the public to speak on any matter as it relates to the town – Members of the public are asked to submit any questions in advance of the meeting to the Clerk.
- 4. REIMPOSE STANDING ORDERS** –
- 5. POLICE REPORT** - Members to note and discuss the Police report.
- 6. PLANNING** – Members to note and comment as required on the following applications received from Selby District Council: -
 - a. Planning Applications**
13/21 – 44 Auster Bank Road – erection of glazed garden room to rear patio.

14/21 – 12 Queens Gardens – Erection of two storey side extension

15/21 – John Smiths Brewery - Installation of an additional IC rector tank located within the existing effluent treatment plant in a newly extended bunded area.

b. Granted Applications

1/21 – 45 The Fairway - Side & Front extension to form study utility and kitchen extension.

8/21 – 17 Calcaria Crescent – Erection of porch and office extension to ground floor and bedroom extension to first floor.

- 7. CORRESPONDENCE** – for members to note and make comments as required: -
 - a. Yorkshire Local Councils Associations** – Chairman’s contact details and consent for YLCA communications.
 - b. NALC** – The Queens Green Canopy – Members to consider and agree the Queens Platinum Jubilee Tree 2021 tree planting initiative and discuss potential areas for planting.
 - c. NYCC Passenger Transport** – Review and renewal of NYCC subsidised local bus services in Selby Consultation – Members to discuss and agree a reply to the Consultation end date 10 August 2021.
 - d. YLCA** – White Rose update May 2021.
- 8. COUNCIL POLICIES AND COUNCIL TERMS OF REFERENCE** – Members to consider and agree the following recommendations from the Business and Efficiency Group.
 - a.** Council Terms of Reference
 - b.** Standing Orders
 - c.** Financial Regulations
 - d.** Code of Conduct.
 - e.** Complaints Procedure
 - f.** Freedom of Information
- 9. BUSINESS AND EFFICIENCY GROUP** – Members to note the Chairman and Vice Chairman of the Business and Efficiency Group as members of the group.
- 10. TADCASTER RURAL CIC** –
 - a.** Members to note an update report received for TRCIC June 2021.
 - b.** D Gluck to note a report received for The Barn Easter Holiday Club 2021.
 - c. TEMPT** – Members update of Events management.
- 11. BENCHES** –
 - a.** Members to discuss and agree the use of S106 monies for new benches in the town, following recommendations from the Environment Committee on 25 May 2021 and the Finance & General Purposes Committee meeting on 8 June 2021.
 - b.** Members recommendation from Environment Committee on 25 May 2021 and the Finance & General Purposes Committee meeting on 8 June 2021 for maintenance to benches in the town.
- 12. LITTER BINS** – Recommendation from the Environment Committee meeting on 25 May 2021 for the funding of replacement and additional litter bins in the town.
- 13. THE WELCOME BACK FUND** – Members update of Wish List for the town.
- 14. KEY HOLDERS** – Members to discuss and agree the list of key holders 2021 2022.
- 15. VIADUCT EMBANKMENT LAND** – Members to discuss and approve letters to be sent to residents of Wharfedale Crescent regarding tree work to Tadcaster Town Council owned Viaduct Embankment land.
- 16. DORCHESTER ROAD / STUTTON ROAD FOOTPATH** –
 - a.** Members update of upgrade.
 - b.** Members to discuss and approve a letter regarding the proposed upgrade of the footpath to be sent to residents in the Dorchester Road and Stutton Road areas.
- 17. COVID 19** –
 - a.** Clerks update of the Councils functions during Covid 19 to date.
 - b. YLCA – Law and Governance Bulletin** –

- Delegating decision making to an Officer and `Advisory` remote meetings or consultation with a Councillor.
 - Suspension of Standing Orders.
- 18. TO RATIFY DECISIONS MADE BETWEEN MEETINGS** – Members to ratify the list of decisions made between the Council meetings.
- 19. REPORTS BY DISTRICT AND COUNTY COUNCILLORS** – Members update regarding County and District matters.
- 20. FINANCE** –
- a. Internal Audit Control System** – Members to consider and approve the findings of the review of the system of Internal Control and Internal Audit for 2020/2021 by the Finance and General Purpose Committee on 8 June 2021.
 - b. Approval of the Annual Accounts for year ended 31 March 2021** - To consider, approve and sign the accounts for 2020/2021.
 - c. Approval of the Annual Return for the year ended 31 March 2021** -
 - i. **Section 1-Annual governance statement 2020/2021** - Members to consider and approve the answers to questions 1 to 9, Section 1-Annual governance statement.
 - ii. **Section 1-Annual governance statement 2020/2021** – The chairman to sign and date Section 1-Annual governance statement.
 - iii. **Section 2-Accounting statements 2020/2021** - Members to consider and approve Section 2-accounting statements.
 - iv. **Section 2-Accounting statements 2020/2021** – The chairman to sign and date Section 2-Accounting Statements
 - d. Independent Internal Auditor** – Members to appoint an independent internal auditor for 2021/2022.
 - e. Risk Assessment Schedule for the Council for 2021/2022** – Members to review and agree the Risk Assessment Schedule for the Council for 2021/2022.
- 21. WEBSITE NEWSLETTER AND MEDIA ITEMS** – To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media.
- 22. APPROVAL OF MINUTES** – To approve as a correct record the Minutes of the following Council and Committee meetings: -
- | | | |
|--|-------------|----------------------|
| a. Council | held | 27 April 2021 |
| b. Annual Council meeting | held | 4 May 2021 |
| c. Environment Committee Meeting | held | 25 May 2021 |
| d. Finance & General Purposes Committee meeting | held | 8 June 2021 |

To consider exclusion of the press and public by virtue of the Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed at the following agenda items only.

- 23. QUOTATION – TREE WORK TADCASTER TOWN OWNED LAND** – Members to consider and agree quotations received for tree work to Tadcaster Town Council owned trees following a Tree Risk Assessment.
- 24. ROSEMARY ROW** - Members update of incident on Tadcaster Town Council owned land at Rosemary Row.
- 25. VIADUCT EMBANKMENT LAND** - Members to discuss and approve a letter to be sent to a resident of Wharfedale Crescent regarding fencing adjacent to TTC owned Viaduct embankment land.