



## Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

01937 834113

clerk@tadcastertowncouncil.gov.uk

www.tadcastertowncouncil.gov.uk

Open Monday to Thursday 9.30am to 12.30pm

## MINUTES OF ONLINE REMOTE COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 28 JULY 2020

<b>PRESENT: CHAIRMAN</b>	<b>S Cobb</b>
<b>COUNCILLORS</b>	<b>D Bowgett, J Chiswick, F Greig, G Lodge, D Mackay, &amp; C Stephenson</b>
<b>CLERK</b>	<b>Jane Crowther</b>
<b>DEPUTY CLERK</b>	<b>Jo Mottershead</b>
<b>PRESENT</b>	<b>None</b>

- C1 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence – I Edmondson, C Metcalfe, M Middlemiss & R Sweeting.
- C2 DECLARATIONS OF INTEREST – (Item 2)** – Members received and recorded declarations of interest at this point or at any other point on the agenda – None
- C3 PUBLIC SESSION – SUSPEND STANDING ORDERS – (Item 3)** -To allow members of the public to speak on any matter as it relates to the town - None
- C4 REIMPOSE STANDING ORDERS – (Item 4)** - N/A
- C5 POLICE REPORT – (Item 5)** - Members noted and discussed the Police report. Members were saddened that PC Hartley was leaving the Police Service and suggested that a letter be sent thanking her for all her years of hard work in Tadcaster.  
**RESOLVED –**
- That a letter of thanks be sent to the above.
  - That an article regarding the above be included in the newsletter.
- ACTION – Clerk to deal**  
Members were concerned at the reported recent level of petty theft in the town.  
**RESOLVED – That an article to raise awareness of the above be included in the newsletter.**  
**ACTION – Clerk to deal**
- C6 PLANNING – (Item 6)** - Members noted and commented as required on the following applications received from Selby District Council: -
- **TTC 7/20/21 - 22 Calcaria Road, LS24 9HH** - Demolition of conservatory and the erection of a single storey extension creating a sitting and utility room.  
**RESOLVED – Members had no objection to the above application.**
  - **TTC 8/20/21 – 10 Beech Walk** - Erection of single storey extension to rear and side creating an enlarged kitchen diner.  
**RESOLVED – Members had no objection to the above application.**
- ACTION – Clerk to reply to SDC accordingly.**
- C7 CORRESPONDENCE – (Item 7)** - None
- C8 TO RATIFY DECISIONS MADE BETWEEN MEETINGS – (Item 8)** - Members noted and approved the list of decisions made between the Council meetings.  
The Clerk reported that a spreadsheet including all the decisions made by the Council from the 26 March 2020 – 21 July 2020 had been circulated regularly to members.

## REMOTE COUNCIL MEETING 28 JULY 2020

Council Decisions were made as follows: -

**Councillor name abbreviations:** - **DB** - David Bowgett, **JC** – Jean Chiswick, **SC** - Steve Cobb, **IE** - Ian Edmondson, **FG** – Fiona Greig, **GL** – Greg Lodge, **DM** – Don Mackay, **CM** – Chris Metcalfe, **MM** – Margaret Middlemiss, **MMun** -Mark Mundy, **CS** – Claire Stephenson, **RS** – Richard Sweeting.

### Allotments: -

- **26/03/20** - Covid 19 Government Guideline Notices were placed at relevant places at Stutton Road and Westfield Allotments. (Approved by MM, CS, CM, DM, SC, GL, DB)
- **27/03/20** - Letters regarding Government Guidelines for Allotments were sent to tenants and placed on the website (Approved by MM.)
- **8/06/20** - A request for a skip at Westfield Allotments.

**RESOLVED – That a skip would not be provided at Westfield Allotments. (Approved by SC, DB, RS)**

- **11/06/20** - A freedom of information request for the Income and Expenditure at Westfield Allotments. (Approved by DB, SC) The required Information was sent out 6 July 2020.
- **20/07/20 – Allotment Competition** – The cancellation of the 2020 Competition due to Covid 19. (Approved by SC, MM)

### Cemetery: -

- **26/03/20** - Covid 19 Government Guideline Notices were placed at entrances the Cemetery, on the Council Website and notice boards. (Approved by the Cemetery Sub Committee). Maximum of 10 people to attend.  
**09/05/20 & 06/07/20** – Members reviewed the above and agreed for the decision to stand.
- **26/03/20** – A decision to close the Cemetery to Memorial Masons unless for emergency work. (Approved by the Cemetery Sub Committee.)  
**19/05/20** – Members agreed to reopen the Cemetery to Memorial Masons for routine work.  
**06/07/20** – Following a review the above decision to remain.
- **26/03/20 – To cease the purchase of pre-paid plots until further notice.** (Approved by the Sub Cemetery Committee)  
**19/05/20** – Members reviewed the above decision and agreed to stand.  
**06/07/20** – Reviewed, members agreed to allow the pre-purchase of plots and to review and re-impose again if necessary.
- **26/03/20 – Graveside Services** – Maximum of 10 people to attend to adhere to Government Guidelines. (Approved by Cemetery Sub Committee)  
**19/05/20** – Reviewed and agreed to stand in line with Government Guidelines.  
**06/07/20** – Reviewed and agreed decision to allow a maximum of 10 people to stand.
- **19/05/20** – Cemetery Sub Committee members reviewed the Cemetery Rules and Regulations.

**RESOLVED – That no changes be made to the Cemetery Rules and Regulations. (Approved by Cemetery Sub Committee)**

### Viaduct: -

- **08/06/20** – To remove existing established trees from around and on top of the Viaduct. Selby District Council Conservation area planning permission required. Application sent 24/06/20. Acknowledgement letter received from SDC 21/07/2020.

## REMOTE COUNCIL MEETING 28 JULY 2020

**RESOLVED – Three quotations sought. Quotation accepted and agreed that the above work be arranged. (Approved by DB, JC, CM, SC, MM, CS)**

### **Planning Applications**

Members noted and commented as required on the following applications received from Selby District Council:-

**31/19 – Salvation Army – Chapel Street – Proposed erection of timber garden building on back land to the rear.**

**RESOLVED – Members had no objection to the above application. (Approved by SC, MM, FG, CM)**

**32/19 – 41 Stutton Road – Demolition of existing porch and conservatory proposed new porch and single storey extension added in place.**

**RESOLVED – Members had no objection to the above application. (Approved by SC, MM, FG, CM)**

**1/20 – 20 Marlborough Avenue – Proposed loft conversion including formation of dormers and various other internal other associated works.**

**RESOLVED – Members had no object to the above application. (Approved by MM & SC)**

**2/20 – 50 St Joseph’s Street – Erection of a dormer window to the rear elevation roof space**

**RESOLVED – Members had no objection to the above application. (Approved by FG, SC, MM)**

**3/20 – 38 Manor Road – Alterations and single extension to form enlarged living room/sunroom and kitchen.**

**RESOLVED – Members had no objection to the above application. (Approved by SC, MM, CM)**

**4/20 – 12 West Mount – Demolition of existing garage/workshop and alterations to existing house and extension to form additional bedroom and garage and formation of new granny annexe.**

**RESOLVED - Members had no objection subject neighbours comments to the overall plans, however concerns were raised regarding the plans for the door and window at the north end of the proposed annexe as they are both at a height equivalent to the roof of the current garage, meaning that they have the potential to overlook the back yards of at least two or three properties on Leeds Road. If plans were for the door to be at ground level this issue would not arise. (Approved by MM, SC, DB,CM)**

**5/20 - &32/18 – Land off Fairfield Road – Section 73 application to vary condition 02 of planning approval 2019/0106/FUL - for proposed erection of new build of a detached bungalow with detached garage and off - street parking granted on 16 April 2019.**

**RESOLVED – Members had no objection to the above application. (Approved by SC)**

**6/20 – 48 Heatherdene - Installation of new electric gate to private access**

**RESOLVED – Members had no objection to the above application. (Approved by SC, CM, CS)**  
**ACTION – The Clerk replied to SDC accordingly.**

**12/20 - Railway Viaduct Mill Lane - Tadcaster Application for consent to remove 8No Ash trees (L1T1, L1T4, L2T1, L2T2, L2T4, L4T1, L6T1 & L6T2), 12No Hawthorne trees (L1T2, L3T1, L5T1-9 & L6T3), 1No Willow tree (L1T3) – Members noted**

### **Granted Notices**

**23/19 - Divisional Police Headquarters, Station Road, Proposed installation of 2.4m Securifor, heavy weldmesh panel fencing. Including pedestrian and vehicle access gates**

**26/19 - 19 Manor Road, Tadcaster - Proposed alterations and extensions to form garden room, enlarged kitchen and porch and at first floor level, extended bedroom including en-suite**

**27/19 - 38 Calcaria Road, Tadcaster - Proposed conversion of existing garage to bedroom with new lean to roof over bedroom and kitchen**

## REMOTE COUNCIL MEETING 28 JULY 2020

**28/19 - East Wing, Highfield, Inholmes Lane** - Application for consent to carry out reduction by 1m to 1no House Chestnut (T1) and to crown reduce canopy by 3m to 1no Beech (T2) covered by TPO 26/1990

**29/19 - 12A St Joseph's Street, Tadcaster** - Proposed removal of existing 'recent' entrance porch and reinstatement of former original entrance door position.

**30/19 - 39 Wharfedale Crescent, Tadcaster** - Proposed second floor over an existing detached garage to produce a hobby/workshop/storage area

**32/19 - 41 Stutton Road, Tadcaster** - Demolition of existing rear conservatory and porch and erection of single storey rear extension and replacement porch

**1/20 - 20 Marlborough Avenue, Tadcaster** - Proposed loft conversion including formation of dormers and various other internal and associated works

**2/20 - 50 St Joseph's Street** - Erection of a dormer window to the rear elevation roof space  
The Clerk reported that as the list had become substantial and all items could not be included in one meeting that the spreadsheet system continued until no longer be required.

**ACTION – Clerk replied to SDC accordingly**

### Emergency Measures During Covid 19 – Council Decision Making

- **31/03/20** – A document detailing decision measures during COVID 19 and Emergency measures during COVID 19 was circulated to members (Approved SC DB)
- **21/07/20** - A document spreadsheet highlighting all the Councils decisions from 26 March 2020 – 21 July 2020 was circulated regularly to members.
- **19/05/20 – Covid Workplace Risk Assessment** - (Approved by SC, DB, MM, GL)
- **17/06/20** – The purchase of hand sanitiser. (Approved by SC)

### Consultations

- **NYCC - Development Contributions for Educations Policy Consultation** – Councillor D Bowgett replied on behalf of the Council 30 April 2020. (Approved by DB)
- **YLCA – New Model Code of Conduct** - The Councils only issue identified was that one size may not fit all when it comes to Parish Councils. The principle of a comprehensive statement is, however, was a good one. (Approved by DB, SC)  
The above reply was sent to LGA and YLCA on 16 July 2020
- **Selby District Council** – Statement of Licensing Policy Consultation – Councillor D Bowgett replied to SDC 10 August 2020. (Approved by DB, SC)
- **22/04/20** – SDC Survey - Playing Pitch Strategy – to SDC survey and return by 8 May 2020  
**ACTION – DB replied to SDC accordingly.**

### Grounds Maintenance –

- **1/04/20 - RESOLVED - Members agreed to continue to cut the grass as long as contractor continues in accordance with the Government's Social Distancing measures. (Approved by MM, CM, SC, FG, DM, DB, CS, GL)**
- **2/04/20** – Trees, hedges & Riverbank maintenance –  
**RESOLVED - to continue with this, as long as contractor continues in accordance with the Government's Social Distancing measures.**
- **14/04/20** – Maintenance of flower beds, summer bedding and hanging baskets –  
**RESOLVED - to continue with this, as long as contractor continues in accordance with the Government's Social Distancing measures. (Majority decision 6 yes 1 no, approved by MM, CS, CM, SC, FG, GL)**

## REMOTE COUNCIL MEETING 28 JULY 2020

### Thank you to Shops in the Town –

- **14/04/20** – Following Councillor comments a letter of thanks for their help and support for the local community during Covid 19 was sent to all relevant shops in the town. (Approved by CM, FG, SC)

### Council meetings

- **15/04/20 – Annual Council Meeting –**  
**RESOLVED – Following an email to all Councillors - That decisions made by the Council at the annual Council in 2019 continue until May 2021. (Approved by SC, DB, GL, JC)**
- **20/04/20 – Approval of Minutes –** Members approved as a correct record the Minutes of the following Council and Committee meetings

<b>Annual Town Meeting</b>	<b>held</b>	<b>9 April 2019</b>
<b>Council and Part II</b>	<b>held</b>	<b>11 February 2020</b>
<b>Environment Committee</b>	<b>held</b>	<b>25 February 2020</b>
<b>Finance &amp; General Purposes Committee + Part II</b>	<b>held</b>	<b>3 March 2020</b>
<b>Council Meeting and Part II</b>	<b>held</b>	<b>17 March 2020</b>

- **03/06/20 - Remote meetings –** Proposal to hold remote meetings costs to be sought. To be reviewed beginning of July. (Approved by SC, DB, GL, CM, MM)
- **01/07/20 –** Decision to hold remote Council meeting at the end of July 2020.

### Neighbourhood Development Plan

- **22/04/20 – Consultant - Invite to Quote –** Members agreed document for invitation to quote. (Approved by SC, DB) invites sent to interested Tenders 28/07/2020.
- **25/06/20 – Tenders and quotations sent to the NDP group for consideration.** (NDP Group DB, DM, FG, GL, MM, SC)  
**7/07/20 -** Councillors SC & FG met to discuss the tenders.  
**ACTION – Clerk to seek two references from two of the applicants.**  
Decision to be discussed at the Council meeting 18 August 2020, retrospectively agreed at the Council meeting on 28 July 2020.

### CIL & S106 monies –

- **19/05/20 -** Members agreed to advertise the CIL & S106 monies the website.

### Accounts –

**03/06/20 – Year End Accounts 31 March 2020 –** Completed accounts agreed and arrangements to be made for them to be signed. Review of Council meetings beginning of July when more information will be available on face-face meetings (Approved by SC, DB, MM, GL)

### Embankment Garden Land –

- **08/06/20 –** Members agreed for the letting of Embankment Land to the rear of 39 Wharfedale Crescent as per Letting Agreement (Approved by SC, CM, DB, MM, CS)
- **13/07/20 –** Members agreed for the letting of Embankment Land to the rear of 33 Wharfedale Crescent, as per Letting Agreement.

### North Yorkshire Police, Fire & Crime, Project Safety Commissioner – Funding -

- **23/06/20 –** Members informed of funding.
- ACTION – Clerk made Sustrans aware of the above funding.**

**REMOTE COUNCIL MEETING 28 JULY 2020**

**Disqualification from being a Councillor for non- attendance at Council meetings for 6 months.**

- **1/05/20** – To grant dispensations (Approved absence) for all TTC Councillors covering the period without meetings due to COVID 19. (Approved by SC, DB, DM)

**Payment of Accounts** - The following Payment of accounts were taken to three Councillors homes for signature.

**Signed on 8 April 2020**

<b>9400</b>	P Collier Electrical	65.00	13.00	78.00	M.Middlemeiss D. Mackay S. Cobb
<b>9401</b>	Pullan Landscapes	180.00	36.00	216.00	“
<b>9402</b>	Vision ICT	55.00	11.00	66.00	“
<b>9403- 9407</b>	Administration - April	5589.50	0	5589.50	“
<b>9408 - 9412</b>	Administration - May	5202.39	0	5202.35	“
<b>9413</b>	Administration	64.80	0	64.80	“
<b>9414</b>	Administration	108.90	0	108.90	“
<b>9415</b>	TC Computer Services	100.00	0	100.00	“
<b>9416</b>	ICC Northern UK	471.96	94.39	566.35	“
<b>9417</b>	B Jones	35.00	0	35.00	“
<b>9418</b>	A1 Press	182.00	0	182.00	“
<b>9419</b>	ICCM	95.00	0	95.00	“

**Signed on 7 May 2020**

<b>9420</b>	Browns Tree Services	550.00	110.00	660.00	SC, DM, MM
<b>9421</b>	Julian Hall	16.50	0	16.50	“
<b>9422</b>	David Webster	35.00	0	35.00	“
<b>9423</b>	P Auders	35.00	0	35.00	“
<b>9424</b>	Vision ICT	459.00	91.80	550.80	“
<b>9425</b>	DCK Accounting Solutions	395.00	79.00	474.00	“
<b>9426</b>	Living Landscapes	1602.61	0	1602.61	“
<b>9427</b>	Living Landscapes	360.00	0	360.00	“
<b>9428</b>	P Clarke	35.00	0	35.00	“
<b>9429</b>	Pullan Landscapes	180.00	36.00	216.00	“
<b>9430 - 9434</b>	Administration	4962.97	0	4962.97	“

**Direct Debits**

		<b>Date</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
<b>1</b>	Nycom	25 04 2020	574.00	114.80	688.80
<b>2</b>	Business Steam	27 04 2020	25.42	0	25.42
<b>3</b>	Nycom	25 05 2020	140.00	28.00	168.00
<b>4</b>	RICOH		251.11	50.22	301.33
<b>5</b>	N Power	11 05 2020	22,34	1.12	23.46
<b>6</b>	SDC	16 04 2020	1121.16	0	1121.16

**REMOTE COUNCIL MEETING 28 JULY 2020**

<b>7</b>	SDC	16 04 2020	270.96	0	270.96
<b>8</b>	BT	02 04 2020	346.47	69.29	415.76

**Signed on 11 June 2020**

<b>9435</b>	North Yorkshire County Council	1767.56	353.51	2121.07	SC, MM, DM
<b>9436</b>	Cancelled				
<b>9437</b>	North Yorkshire County Council	490.41	98.08	588.49	“
<b>9438</b>	Yorkshire Internal Audit Services	310.00	0	310.00	“
<b>9439</b>	Living Landscapes	1345.18	0	1345.18	“
<b>9440</b>	Pullan Landscapes	216.00	0	216.00	“
<b>9441</b>	B K Parnaby & Sons	222.00	0	222.00	“
<b>9942</b>	B K Parnaby & Sons	2460.00	0	2460.00	“
<b>9443</b>	Petty Cash	78.26	0	78.26	“
<b>9444</b>	Cancelled	0	0	0	“
<b>9445 - 9452</b>	VE Day Stall & Pitch Refunds	365.00	0	365.00	“
<b>9453</b>	DCG Tree Surgery	1855.00	0	1855.00	“
<b>9454 – 9458</b>	Administration	5322.08	0	5322.08	“

**Direct Debits**

		<b>Date</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
<b>1</b>	DD1 Nycom	25/05/2020	42.00	8.40	50.40
<b>2</b>	DD2 Business Stream	8/06/2020	113.54	0	113.54
<b>3</b>	Nycom	26/06/2020	42.00	8.40	50.40
<b>4</b>	Npower	22/06/2020	1753.65	350.73	2104.38

**Signed 9 July**

<b>9459</b>	Ask Pask	869.00	80.00	949.00	SC, MM, DM
<b>9460</b>	J R Want	144.00	0	144.00	“
<b>9461</b>	Darren Simpson Cleaning	110.00	0	110.00	“
<b>9462</b>	Npower	221.92	11.10	233.02	“
<b>9463</b>	Npower	120.00	6.00	126.00	“
<b>9464</b>	Pullan Landscapes	4405.78	881.16	5286.94	“
<b>9465</b>	B K Parnaby & Sons	177.79	35.58	213.34	“
<b>9466</b>	Living Landscapes	1620.61	0	1620.61	“
<b>9467</b>	Petty Cash	171.90	0	171.90	“
<b>9468 - 9472</b>	Administration	5322.08	0	5322.08	“

**Direct Debits**

		<b>Date</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
<b>1</b>	BT	3/07/2020	360.82	62.33	423.50

### REMOTE COUNCIL MEETING 28 JULY 2020

2	Npower	22/06/2020	1753.65	350.73	2104.38
3	ICO	11/08/2020	35.00	0	35.00
4	Business Stream	15/07/2020	26.25	0	26.25

#### Expenses

**19/03/20** - £182 Tadcaster Community Action Group leaflet.

**23/03/20** -£7.80 – per month – Smart Call Telephone Transfer – Home Working.

**24/03/20** - £5 per month – BT Static IP Address.

**03/06/20** - £185 – Covid 19 Protection Screen.

**17/06/20** - £144 – 24 Hand Sanitizers for The Ark and TRCIC.

**RESOLVED – That the above Council Decision spreadsheet of decisions made between meetings continue as necessary and be reviewed at the next appropriate meeting.**

**C9 COVID – 19 – (Item 9)** - Clerks update of the Councils functions during Covid 19 to date.

- The Council phone system had been diverted from the office as required to allow home working.
- The office had been closed to the public in the interest of safety and to remain closed until further notice.
- The office could be contacted by phone, email and by appointment if required.
- Three Sanitizer Stations had been positioned in the Ark.
- A perspex screen had been placed on the office desk in the interest of safety for office staff.
- The Administration Assistant had found difficulties with childcare, suitable arrangements had been put in place and had been agreed going forward.
- Office work going forward would mainly be in the Ark with the option to work from home where appropriate or necessary.
- Cheques had been signed and Payment of Accounts approved every month by 3 members. The Deputy Clerk had made socially distanced arrangements. These arrangements were to continue until no longer required.
- The Administration Assistant had computerised Cemetery Forms in an effort to use less paper going forward. Cemetery Maps were being generated on the computer.
- Box files of old information had been scanned where possible and papers shredded in an effort to abide by GDPR and to use less paper going forward.
- The Cemetery had been very busy during lockdown and following the easing of lockdown measures.
- Remote meeting had been held by Selby District Council to discuss how “The Opening of High Street” funding could be utilised in the town. The Clerk was disappointed that there had been only one business represented at the meeting.  
Funding could only be used for Covid 19 purposes and could not be used for capital projects.

Councillor Cobb reported that a further meeting was to be held in September 2020.

Councillor Greig suggested that cafes be helped to gain permission to provide a pavement service.

Councillor Cobb reported that discussions were ongoing to suspend parking bays in the town to allow a pavement service. The Tadcaster CSO was investigating and applying to SDC for funding to provide the service.

Covid 19 Social Distancing Stencils were to be sprayed on appropriate pavements around the town.

**RESOLVED – The office to remain closed to the public until further notice**



## REMOTE COUNCIL MEETING 28 JULY 2020

- C10 COUNCILLOR NON-ATTENDANCE AT COUNCIL MEETINGS SIX MONTH REGULATION – (Item 10)** - Members noted and approved absence due to the pandemic for all Councillors where necessary.  
**RESOLVED – Members approved absence and agreed to review again in 6 months.**  
**ACTION – Clerk to deal**
- C11 STANDING ORDERS – Remote Meeting – (Item 11)** - Members considered the Remote meetings – Standing Order.  
**RESOLVED – Members approved and agreed to adopt the Remote Meeting Standing Order.**
- C12 TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN – (Item 12)** - Members update of plans to engage a Neighbourhood Development Plan Consultant.  
Councillor Lodge reported that the Working Group had agreed to seek references from 2 of 4 Tenders.  
Councillor Greig felt it was vital that the appointed Consultant was familiar with the community of Tadcaster.  
**RESOLVED – Following a unanimous vote NDP 2 be accepted.**  
**ACTION – Clerk to deal**  
Councillor Mackay reported that there were plans by District and County Councils for a restructure of the areas Council system.
- C13 TADCASTER CHRISTMAS MARKET 2020 – (Item 13)** - Members discussed plans for 2020.  
The Clerk reported that a Council decision whether to hold a 2020 Christmas Festival was required. Ordinarily plans to include a Road Closure would be advanced by this stage of the year. Volunteers would be heavily depended on to facilitate at the event.  
**RESOLVED –**
- **That the Christmas Festival not be not held in 2020.**
  - **That options for a smaller event be considered later in the year depending on Covid 19 Restrictions.**
- Members discussed Christmas Illuminations for 2020, it was felt there was no reason why the Illuminations could not go ahead.  
**RESOLVED - Christmas Illuminations 2020 to go ahead in the usual format.**
- C14 TADCASTER REMEMBRANCE SUNDAY 2020 – (Item 14)** - Members discussed plans for 2020.  
Councillor Lodge reported that the national Remembrance 2020 occasion was not being held in its usual form due to Covid 19 restrictions.  
**RESOLVED –**
- **Not to apply for a Road Closure.**
  - **That a scaled down appropriate occasion be arranged nearer the date.**
- ACTION – Clerk to deal**
- C15 COUNCIL AND COMMITTEE MEETING DATES – (Item 15)** - Members discussed meeting dates for 2020 to 2021.  
**RESOLVED – Members agreed the above diary dates.**  
**ACTION – Clerk to deal**
- C16 REPORTS BY DISTRICT AND COUNTY COUNCILLORS – (Item 16)** - Members update regarding County and District matters.  
Councillor Mackay reported the following: -
- Selby District Council were responsible for the Governments High Street Funding initiative.
  - NYCC & SDC had held remote meetings during Covid 19.
  - A government drive to set up more Unitary Authorities countrywide was being considered for the area during the next 18 months.
  - Elections originally scheduled for 2020 had been moved to 2021.
  - SDC Planning meetings had been held remotely.

## REMOTE COUNCIL MEETING 28 JULY 2020

### **C17 FINANCE – (Item 17) -**

- a. Financial Year End Report** – Members considered and approved the financial year end report to 31.03.20.
- b. Council Reserves** – Members considered and agreed the Council Reserves.
- c. Internal Audit of Accounts Report** – Members noted the Internal Audit of Accounts Report for the financial year 2019/2020 received from Yorkshire Internal Audit Services.
- d. Internal Control Review Report** – Members noted the report to 31.03.20.
- e. Internal Control System** – Members reviewed and agreed the effectiveness of the system of internal control, internal audit procedures and Terms of Reference for 2019/2020. There were no findings or actions required.

**RESOLVED – Members agreed that there were no findings in the above audits.**

**f. Internal Control and Internal Audit Terms of Reference** – Members reviewed and agreed the Terms of Reference for 2020/2021.

**g. Internal Control System Auditor** – Members appointed a Councillor to carry out the Internal Control for 2020/2021.

**RESOLVED – Members appointed Councillor D Bowgett to carry out the Internal Control Audit for 2020/2021.**

**h. Approval of the Annual Accounts for year ended 31 March 2020** – Members approved and signed the accounts for 2019/2020.

**i. Approval of the Annual Return for the year ended 31 March 2020 -**

- i. Section 1-Annual governance statement 2019/2020** - Chairman Councillor S Cobb read out the following statements to members. Members considered and approved the answers to questions 1 to 9, Section 1-Annual governance statement.
- ii. Section 1-Annual governance statement 2019/2020** – The chairman signed and dated Section 1-Annual governance statement.
- iii. Section 2-Accounting statements 2019/2020** - Members considered and approved Section 2-accounting statements.
- iv. Section 2-Accounting statements 2019/2020** – The chairman signed and dated Section 2-Accounting Statements

**RESOLVED – Members agreed the above Annual Return for 2019/2020**

**j. Independent Internal Auditor** – Members appointed an independent internal auditor for 2020/2021.

**RESOLVED – That Yorkshire Internal Audit be appointed for 2020/2021**

**k. Financial Risk Assessment Schedule for the Council for 2020/2021** – Members reviewed and agreed the Financial Risk Assessment Schedule for the Council for 2020/2021.

**RESOLVED – Members agreed the above Financial Risk Assessment.**

### **C18 TADCASTER TOWN COUNCIL NEWSLETTER – (Item 18) -**

- a.** Members update on Tadcaster Today
- b.** Members put forward suggestions for the next edition of the Newsletter from this meeting deadline for articles the next edition: - Information regarding changes to Remembrance Sunday and The Christmas Market 2020. Covid 19 in Tadcaster.

**ACTION – Councillor F Greig and C Stephenson to liaise regarding Covid 19 Community help article.**

### **C19 WEBSITE AND MEDIA ITEMS – (Item 19) –** Members suggested appropriate matters from this meeting to place on the website, Facebook and before the media: - Information regarding changes to the Christmas Market and Remembrance Sunday.

### **C20 TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN – (Item 20) -** Members to consider Tenders received for a Consultant for a Tadcaster Neighbourhood Plan – This item was discussed and resolved at minute C12.

