



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

MINUTES OF COUNCIL MEETING HELD ON TUESDAY 21 JUNE 2022 AT 7 PM IN THE BOYS SUNDAY SCHOOL OFF KIRKGATE

PRESENT:

CHAIRMAN	D Bowgett,
COUNCILLORS	J Chiswick, S Cobb, P Grasby, F Greig, D Mackay, C Metcalfe, M Middlemiss, C Stephenson & R Sweeting
CLERK	J Crowther
DEPUTY CLERK	J Mottershead
ALSO PRESENT	T Grogan (Selby District Council) K Poskitt (North Yorkshire Councillor) D Gluck (Tadcaster Rural CIC), 3 members of the public,

- C1 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence. None.
- C2 DECLARATIONS OF INTEREST – (Item 2)** - To receive and record declarations of interest at this point or at any other point on the agenda.
- 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 – Members of the public are asked to submit any questions in advance of the meeting to the Clerk.
- A resident enquired if the Council had received a reply from Selby District Council regarding Flood Funding.
- The Clerk reported that the Council had not received a reply.
K Poskitt reported that the distribution of payments had started.
- ACTION – Clerk to chase a reply.**
- C4 REIMPOSE STANDING ORDERS – (Item 4)** -
- C5 POLICE REPORT – (Item 5)** - Members to note and discuss the Police report.
Members were pleased to see a comprehensive report.
Members were disappointed by the number of crimes in Tadcaster.
D Bowgett reported that the numbers were a typical reflection.
- C6 PLANNING – (Item 6)** -Members to note and comment as required on the following applications received from Selby District Council: -
- a. Planning Applications**
- 6/22 - 2 Queens Gardens** – Detached double garage with utility room and home gym storage at first floor.
RESOLVED – Members had no objections to the application.
ACTION – Clerk to reply to SDC accordingly.
- a. Granted Applications**
- 4/22 - 123 Stutton Road** – Single storey rear and side extension to provide additional living accommodation.
- C7 CORRESPONDENCE – (Item 7)** - for members to note and make comments as required: -
- a. YLCA – White Rose Weekly Bulletin** 10 June 2022.
- b. Yorkshire Green Energy Enablement (Green) Project** – Members to consider the attendance of a representative to a Council meeting.
Members agreed for a representative to attend an appropriate Council meeting.

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ACTION – Clerk to invite the above the next appropriate Council meeting.

- C8 COUNCIL POLICIES AND COUNCIL TERMS OF REFERENCE – (Item 8)** - Members to considered and agreed the following recommendations from the Business and Efficiency Group. The Clerk reported that the Standing Orders had been brought into line with guidance.
- a. Council Terms of Reference
 - b. Standing Orders
 - c. Financial Regulations
 - d. Code of Conduct.
 - e. Complaints Procedure
 - f. Freedom of Information
- C9 BUSINESS AND EFFICIENCY GROUP – (Item 9)** - Members to note the Chairman and Vice Chairman of Council and Committees for the Business and Efficiency Group as members of the group.
- RESOLVED – Councillors D Bowgett, S Cobb, D Mackay, and M Middlemiss to serve on the above Working Group**
- C10 PROPERTY & LAND IN TOWN COUNCIL OWNERSHIP – (Item 10)** - Members noted and agreed property and land in Town Council ownership.
- C11 KEY HOLDERS – (Item 11)** - Members agreed the list of key holders 2022 2023. The Clerk reported that The Environment Agency had requested the use of the Ark for meetings following the regular Tuesday morning sessions once or twice a month.
- RESOLVED – Members agreed for relevant Ark Keys to be handed to the Environment Agency for use of the Ark for meeting purposes.**
- ACTION – Clerk to deal.**
- C12 A64 TADCASTER INTERCHANGES – (Item 12)** -
- a. **Islington Bar Interchange** – Members to discuss a way forward for an Islington / A64 Bar Interchange.
 - b. **A64/A162** – Members to discuss and agree a way forward for Tadcaster A64/A162 Interchange.
- SUSPEND STANDING ORDERS**
- A resident reported that following a Highways England response in 2016, they had agreed to continue to work with the District and County Council. The implementation of any A64 improvements would be a long process. The County Councillor was asked if contact could be made with the relevant authorities to request that the A64/A162 and
- K Poskitt reported that contact had been made with NYCC Corporate Director who stated that the highway schemes were important to the town and were to be reviewed under their current Major Scheme Pipeline and a current understanding of the current situation identified. Although a local landowner could make the same objections.
- C Metcalfe reported that he was unsurprised regarding the above reply. He felt improvement works were worthwhile and needed to be kept on the agenda. He suggested writing to National Highways to seek their opinions on the A162/A64 and A64 Islington schemes. Should NH be responsive then a meeting with NYCC and NH would be beneficial.
- A resident reported that traffic had been diverted through Tadcaster off the A64 11 times in recent months, if the 2 Bars/ slip roads were in place this traffic jams would be avoided.
- D Gluck supported the above views and felt that firm evidence of air quality, vehicle movements, road safety etc would be required to build and support a Business Case.
- Following a unanimous vote members agreed the following: -
- RESOLVED – a letter requesting information regarding any investment plans for A64 highway improvements in Tadcaster be sent to National Highways.**
- ACTION – Clerk to deal.**

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Members suggested a Working Group be agreed following a reply from the above.

C13 COUNCILLOR VACANCY – (Item 13) - Members discussed 2 nominations received for a Councillor vacancy in Tadcaster West Ward.

- A candidate reported that they lived in a local village and had owned a business in Tadcaster since April 2022.

They had previously been a Social Worker and used to slow bureaucracy at times. She was fascinated by the rich history of Tadcaster.

- A candidate reported that they had been frustrated by the slow pace of Councils over the previous 20 years. He was truthful and if given the chance would help to move the Council forward.

Members agreed to discuss the above Candidates in Private Session.

C14 TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN – (Item 14)

a. Councillor Membership – To elect Councillors to serve on Tadcaster NDP Steering Group.

RESOLVED – Councillors D Bowgett, S Cobb, F Grieg, and D Mackay to serve on the above Group.

b. Update – Members update.

D Gluck reported that all comments and responses to the Consultation had been individually analysed.

The Design Code had been completed by AECOM and was to be circulated to the Steering Group and was to be sent to the Council for approval. The Code would be a corner stone to the NDP.

A free Housing Needs Assessment was to be discussed with AECOM this would include the scoping of housing numbers, types and what the public would like to see in the town.

C Metcalfe felt that a Housing Needs Assessment should be comprehensive and not focus only on Affordable Housing an eclectic mix of a range of housing was required. Local Estate Agents and builders be used for evidence.

D Gluck reported that Selby District Council had commissioned a wider based assessment the NDP HNA would be Tadcaster specific.

Estate agents had been worked with in other areas.

ACTION – D Gluck to scope HNA information for Councillors.

The next meeting of the Steering Group was 11 July 2022 11.00am at The Barn.

c. Members update of Locality Funding for the plan.

D Gluck reported that funding questions had been requested and were to be relayed to Locality, funding was expected following a response. A deficit of £2435 would to be refunded upon receipt of funding.

C15 TADCASTER RURAL CIC – (Item 15) -

a. Members update.

b. Tadcaster Arts Projects.

D Gluck reported that funding for a Tadcaster Community Art Project was available through the new cultural development framework and was to be invested in the Selby District on Arts led cultural and creative activities.

He had spoken to a local artist and SDC regarding the delivery of a project to catch Tadcaster related stories, Tadcaster in Silk and a Butterfly installation was being discussed.

C Metcalfe felt the idea of the project was good, however a report and breakdown of costings for the project would be beneficial.

ACTION – TEMPT to provide a report and break down of costings for the above project.

c. Tadcaster Market - TEMPT - Members to discuss and agree a report received from Tadcaster CIC, following discussion at the Environment Committee meeting on 7 June 2022 for a proposal for a Market in Tadcaster.

D Gluck reported that he had met with C Metcalfe to discuss the future of a Tadcaster Market.

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The Cobbles Market had proved challenging, and unfeasible for the Little Bird to continue. SDC had been approached regarding the use of Britannia Car Park for a trial market in Autumn 2022 and late spring 2023 to test demand. An SDC Market License would be required.

Members felt that the public would like to see traditional stalls alongside Artisan.

C Metcalfe agreed with the concept of the above positive proposal. D Gluck was asked to provide a paper outlining Tadcaster Town Councils role and illustrate how a market would work for Tadcaster residents.

K Poskitt was mindful of the existing Thursday Market.

Members agreed to discuss item 21 at this stage of the meeting.

C16 SELBY DISTRICT COUNCIL OWNED EMPTY PROPERTIES – TADCASTER – (Item 21) - Members to discuss a reply received from Selby District Council regarding empty properties in the town.

P Emmott felt that the reply had missed issues raised, questioned funding allocated to Tadcaster and the lack of a business plan.

D Mackay reported that funding allocated to Tadcaster didn't add up. The Britannia Car Park and improved and additional toilets were the priority. Opportunities had been lost due to SDC staffing leaving their posts due to the Unitary Council.

P Emmott read out a draft letter of dissatisfaction regarding SDC proposing that it be sent by the Council to the SDC Leader.

Members understood the above frustrations but felt that the letter did not represent the Council and one Councillor could not speak on the Councils behalf.

Members agreed that the above letter could not be endorsed by the Council.

C Metcalfe reported that 43 Kirkgate had remained unused for an unacceptable length of time and should have been let and brought back into use.

T Grogan reported that he had been informed that 43 Kirkgate was to be refurbished and re let. The former Nat West Bank had been a poor Council decision to purchase. It was unsightly and required the removal of asbestos and be brought up to standards prior to letting. Information and an update was due in a matter of weeks.

The Bus Station area was the lead project which would include an improved toilet facility.

A report regarding the above projects was due and would be circulated upon release.

C Metcalfe reported that plans for the refurbishment of the Britannia Car Park and Bus Station had been drawn up years ago.

ACTION – T Grogan to update the Clerk on progress of the above and send a specification of the proposed Britannia Car Park Toilets.

Members agreed to discuss item 22 at this stage of the meeting.

C17 SELBY DISTRICT COUNCIL REGENERATION PROJECTS FOR TADCASTER – (Item 22) - Members to discuss a reply received from Selby District Council regarding funding sources and schemes for Tadcaster.

T Grogan reported that SDC funding had been earmarked for applications less than £100K and which would not require officer work. It was unclear how applications would be dealt with by the new Unitary Council in 9 months' time.

The Clerk read out a letter received from SDC: -

In terms of smaller community funds, the Two Ridings and the member locality funds are the community funds available.

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There is not currently an available fund for significantly larger capital projects. The regeneration funds allocated to Tadcaster town centre are all currently allocated to the projects as agreed by the Executive in Sept 2021.

T Grogan reported that a feasibility Study of Tadcaster Brewing Heritage Centre had been requested from P Emmott which had not been forthcoming.

- C18 ADULT SOCIAL CARE IN TADCASTER – (Item 16)** - Members to consider a proposal for a Winter Programme to support elderly and vulnerable people to deal with the cost of keeping warm and providing support that will prevent loneliness in Tadcaster.

C Metcalfe reported that all elements of Adult Social Care required an evidence-based approach to investigate where work was currently being carried out and where improvements and new ideas could be introduced and how.

RESOLVED –

- **A Working Group be elected to carry out the above investigations.**
- **Councillors F Greig, C Metcalfe and C Stephenson alongside D Gluck and Cllr K Poskitt and a member from the Voluntary Sector, to be agreed, to serve on the above Working Group.**

R Sweeting reported that Dementia cases should be included in the above considerations.

- C19 ALLOTMENTS – (Item 17)** -

a. Members to discuss Westfield Tenants suggestions for the site.

The Clerk reported Tenants at Westfield had requested permission for a shed 8ft by 4ft for use by Tenants, a skip for Allotment Tenant use only, a manure heap away from housing, an extra access gate and a Tenants Barbeque to be funded by Tenants.

RESOLVED - That the above requests be permitted subject to approval of all elements by the Clerk.

ACTION – Clerk to deal

b. Members to discuss and agree a notice board for Westfield and Stutton Road Allotments.

RESOLVED – Members agreed to the purchase of a notice board at Westfield and Stutton Road sites.

ACTION – Clerk to deal

- C20 REFUGEE SUPPORT – (Item 18)** - Members to discuss and consider Council Refugee support funding for Tadcaster.

C Stephenson reported that Tadcaster had Ukrainian and Afghan Refugees. The Barn was presently transporting child refugees from a site outside Tadcaster to the Barn for weekly activities.

K Poskitt reported that funding for the above was to stop at the end of July 2022.

Funding from the Tadcaster Town Council was requested.

RESOLVED – Tadcaster Rural CIC to compile a report to be brought back to Council for consideration at the Council meeting 19 July 2022.

- C21 REPORTS BY DISTRICT AND COUNTY COUNCILLORS – (Item 19)** - Members update regarding County and District matters.

District - R Sweeting reported that consultations regarding play areas had finished, schemes were being drawn up and were to be completed by the end of the financial year.

County - K Poskitt reported she was on a learning journey, all Councils were required to work together for the good of all. Links to a meeting regarding Unitary Updates had been circulated to Councillors.

- C22 FINANCE – (Item 20)** -

a. **Payment of Accounts** – Three Councillors approved and signed the cheques and stubs. Schedule to be circulated at the meeting.

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9881	Julian Hall	29.14	0	29.14
9882	J Bain Mackay	40.00	0	40.00
9883	Howard Pask	2457.00	0	2457.00
9884	B K Parnaby & Sons	1168.12	233.62	1401.74
9885	D C Cleaning Solutions	56.00	0	56.00
9886	Darren Simpson	110.00	0	110.00
9887	D C G Tree Surgery	1760.00	0	1760.00
9888	Flying Colours Flag Makers Ltd	59.45	11.89	71.34
9889	Rural Services Partnership Ltd	113.00	22.60	135.60
9890	Living Landscapes	1412.50	0	1412.50
9891	Pullan Landscapes	185.00	0	185.00
9892	Yorkshire Cancer Research	25.00	0	25.00
9893	Tadcaster Sunday School	208.00	0	208.00
9894	Urbaser Ltd	306.35	61.27	367.62
9895	Cancelled	0	0	0
9896	Keithley Town Council	110.00	0	110.00
9897	J Crowther (Running Imp)	27.65	32.18	33.18
9898	North Yorkshire County Council	431.95	86.39	518.34
9899	Viking	44.45	8.89	53.34
9900 9904	Administration	6054.76	0	6054.76
9905	Npower	399.70	19.98	419.68

DD1	Business Stream	24/05/22	46.52	0	46.52
DD2	EON	21/06/22	22.32	0	23.44
DD3	EON	21/06/22	4337.47	867.49	5204.96
DD4	Nycom	25/06/22	42.00	8.40	50.40

- b. Internal Control System Report** – Members noted the Internal Control System Report for the financial year 2021/2022
- c. Internal Audit Control System** – Members reviewed and agreed the effectiveness of the system of Internal Control and Internal Audit for 2021/2022 and consider any findings.
- d. Approval of the Annual Accounts for year ended 31 March 2022** – Members considered, approved, and signed the accounts for 2021/2022.
- e. Approval of the Annual Return for the year ended 31 March 2022** – Members had previously read the following clauses: -
 - i. Section 1-Annual governance statement 2021/2022** - Members considered and approved the answers to questions 1 to 9, Section 1-Annual governance statement.
 - ii. Section 1-Annual governance statement 2021/2022** – The chairman signed and dated Section 1-Annual governance statement.
 - iii. Section 2-Accounting statements 2021/2022** - Members considered and approved Section 2-accounting statements.
 - iv. Section 2-Accounting statements 2021/2022** – The chairman signed and dated Section 2-Accounting Statements

RESOLVED – Members agreed the above Annual Return and Accounts for 2022/2023

P Emmott enquired regarding the interest on the Capitol, and could funds be moved for a better rate.

The Clerk reported that the imminent introduction of Council online banking would allow the Council the facility to transfer monies as and when required.

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A card payment facility and Council Credit Card would be required.

The Clerk had previously discussed raised Bank Interest to the Councils attention, the first step going forward was for online banking.

RESOLVED – That a paper regarding Council Bank Accounts be drawn up and brought back to the next appropriate Council meeting.

ACTION – Clerk to deal

C Metcalfe felt that the Councils Reserves should be kept at an appropriate level, and any excess should be investigated.

R Sweeting felt that the Councils increase of Council Tax was not good as other Councils had not increased rates.

S Cobb reported that the above would be discussed by the BEG and brought back to Council.

- f. **Independent Internal Auditor** – Members appointed an independent internal auditor for 2022/2023.

RESOLVED – That Yorkshire Internal Audit be appointed for 2022/2023

- g. **Risk Assessment Schedule for the Council for 2022/2023** – Members reviewed and agreed the Risk Assessment Schedule for the Council for 2022/2023.
- h. **Financial Year End Report** – Members considered and approved the financial year end report to 31/03/22.
- i. **Council Reserves** – Members considered and agreed the Council Reserves.
- j. **Internal Audit of Accounts Report** – Members noted the Internal Audit of Accounts Report for the financial year 2021/2022 received from Yorkshire Internal Audit Services.
- k. **Internal Control and Internal Audit Terms of Reference** – Members reviewed and agreed the Terms of Reference for 2022/2023.
- l. **Internal Control System Auditor** – Members discussed the Councils Internal Control for 2022/2023.

Members thanked the Clerk for completion of the Year End Reports.

- C23 SELBY DISTRICT COUNCIL OWNED EMPTY PROPERTIES – TADCASTER – (Item 21)** - Members to discuss a reply received from Selby District Council regarding empty properties in the town – This item was discussed at Minute C16
- C24 SELBY DISTRICT COUNCIL REGENERATION PROJECTS FOR TADCASTER – (Item 22)** -Members to discuss a reply received from Selby District Council regarding funding sources and schemes for Tadcaster This item was discussed at Minute 17.
- C25 WEBSITE NEWSLETTER AND MEDIA ITEMS – (Item 23)** - To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media – New Councillors
- C26 APPROVAL OF MINUTES – (Item 24)** - To approve as a correct record the Minutes of the following Council and Committee meetings: -
- | | | |
|------------------------|------|---------------|
| a. Annual Town Meeting | held | 5 April 2022 |
| b. Council | held | 26 April 2022 |

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.

- C27 COUNCILLOR VACANCY – (Item 25)** - Members to discuss nominations received for a Councillor vacancy in Tadcaster West Ward.
- Members discussed and considered the first candidate.
- Following discussion members agreed the following: -
- RESOLVED – As the candidate did not comply with Residency or Business owner requirements that the nomination be discarded.**

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- Members discussed and considered the second candidate.

Following discussion members agreed the following: -

RESOLVED – Members discarded the nomination due to an inaccuracy of candidate’s application papers.

ACTION – Clerk to reply to the above candidates accordingly.

C28 RECOGNITION PLAQUE – (Item 26) - Members to discuss and agree a recognition plaque for a past resident of Tadcaster’s contribution to good causes the town.

Members agreed to discuss this item at the next appropriate meeting.