



## Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

# MINUTES OF ANNUAL COUNCIL MEETING HELD ON TUESDAY 16 MAY 2023 AT 7 PM IN THE ARK

<b>PRESENT:</b>	<b>CHAIRMAN</b>	<b>D Bowgett</b>
	<b>COUNCILLORS</b>	<b>S Cobb, J Chiswick, P Emmott, P Grasby, M Middlemiss K Poskitt, C Stephenson.</b>
	<b>CLERK</b>	<b>J Crowther</b>
	<b>DEPUTY CLERK</b>	<b>J Mottershead</b>
	<b>ALSO PRESENT</b>	<b>D Gluck Tadcaster Rural CIC</b>
		<b>3 members of the public</b>

**AC1 ELECTION OF MAYOR 2023-2024 – (Item 1)** - Councillor D Bowgett requested nominations for the position of Chairman for 2022 – 2023.

Following a unanimous vote members agreed the following: -

**RESOLVED – Councillor D Bowgett be elected to serve as Mayor/Chairman for the 2023/2024 Council year.**

**AC2 DECLARATION OF ACCEPTANCE OF OFFICE – (Item 2)** - Councillor D Bowgett signed the Declaration of Acceptance of Office and retained the Mayoral Chain.

**AC3 ELECTION OF DEPUTY MAYOR 2023-2024 –** – Councillor D Bowgett requested nominations for the position of Deputy Mayor 2023 2024 –

Following a unanimous vote members agreed the following: -

**RESOLVED – Councillor S Cobb be elected to serve as Deputy Mayor/ Vice Chairman 2023 2024.**

**AC4 DECLARATION OF ACCEPTANCE OF OFFICE – (Item 3)** – Councillor S Cobb signed the Declaration of Acceptance of Office and retained the Deputy Mayors Chain.

**AC5 APOLOGIES – (Item 5)** - To receive, record and approve apologies for absence – F Greig, D Mackay, C Metcalfe, & R Sweeting.

**AC6 DECLARATIONS OF INTEREST – (Item 6)** - To receive and record declarations of interest at this point or at any other point on the agenda - None.

**AC7 OUTGOING MAYOR'S VALEDICTORY ADDRESS – (Item 7)** – D Bowgett reported that during the last year the town had marked the Queen Elizabeth II Platinum Jubilee and King Charles III Coronation, he had been impressed by the coming together of communities in the town.

He thanked the Clerks for their hard work throughout the year and Councillors for their support.

**AC8 MAYOR'S ADDRESS – (Item 8)** – D Bowgett reported that he looked forward to representing the Council at Civic occasions throughout 2023/2024.

**AC9 DEPUTY MAYOR'S ADDRESS – (Item 9)** - S Cobb reported that he had enjoyed the last Mayoral year in his role as Deputy Mayor. He thanked Councillors and the Clerks and looked forward to working alongside them in the coming year.

**AC10 COMMITTEE MEMBERSHIP – (Item 10)** - To agree the allocation of Councillors to the two Standing Committees.

Members agreed to contact the Clerk regarding membership of Committees.

**AC11 CHAIRMANSHIPS & VICE-CHAIRMANSHIPS OF COMMITTEES – (Item 11)** - To elect Chairmen and Vice-Chairmen for the two Standing Committees.

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### a. Environment Committee –

Members elected a Chairman for the Environment Committee 2023/2024.

**RESOLVED – Following a unanimous vote members elected Councillor S Cobb for Chairman of the Environment Committee 2023 /2024.**

Members elected a Vice Charman for the Environment Committee 2023/2024.

**RESOLVED – Following a unanimous vote members elected Councillor M Middlemiss for Vice Chairman of the Environment Committee 2023/2024.**

### b. Finance & General Purposes Committee

Members elected a Chairman for the Finance & General Purposes Committee 2023/2024.

**RESOLVED – Following a unanimous vote members elected Councillor C Stephenson for Chairman of the Finance & General Purposes Committee 2023/2024.**

Members elected a Vice Charman of the Finance & General Purposes Committee 2023/2024.

**RESOLVED – Following a unanimous vote members elected Councillor D Bowgett for Vice Chairman of the Finance & General Purposes Committee 2023/2024.**

## AC12 ELECTION OF MEMBERS TO SERVE ON OTHER BODIES (2023/2024) (Item 12) -

To elect Councillors to serve on the following bodies: -

CLLR	YLCA	Swim ming Pool	Dawson Oglethorpe	Twinning	SD AVS	Com Library	Patient Participation Group	Env Agency Client Group
D Bowgett				/				
S Cobb		/		/				/
J Chiswick							/	
P Grasby					/			
F Greig						/		
D Mackay	/							
C Metcalfe								
M Middlemiss								
K Poskitt			/					
C Stephenson								
R Sweeting								

**AC13 PUBLIC SESSION – SUSPEND STANDING ORDERS – (Item 13)** - 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 reported that the Council had previously requested a meeting with the Head of Planning at North Yorkshire Council to discuss Selby Local Plan, it had been agreed that Councillor members of Tadcaster Neighbourhood Development Steering Group were to be present at the meeting. He asked the Council to widen the invite to include himself.

K Poskitt reported that she would put the request to NYC Head of Planning.

The Chairman of the NDP steering group felt that the above resident should not have special rights to attend.

K Poskitt reported that as soon as there was a Selby Local Plan report, she would report back to Council for members to agree a way forward.

S Cobb reminded members that the Head of Planning had not kept their word regarding distribution of the latest LP Consultation to all Tadcaster residents.

- A resident asked the Council for an update of CCTV in the town.

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P Emmott reported that CCTV had been requested to be included in Bus Station Plans. He implied that the North Yorkshire Councillor had stated that CCTV would not be good value for money.

K Poskitt reported that she had never stated that CCTV would not be good value for money and had supported the initiative.

D Bowgett reported that there was no official NYC update regarding CCTV yet.

K Poskitt reported that CCTV was on the Local Police Agenda, and evidence for the requirement of CCTV would be required.

- A resident reported that there were large scale plans for development at land to the rear of The Coach Road off Wighill Lane. Concerns were raised regarding the unsuitability of The Coach Road for heavy vehicles.

There had been flooding and sewer problems in the area, further use of the water/sewage systems would exacerbate these ongoing problems.

He had contacted Councillor Lee but had not received a reply.

K Poskitt reported that the application was in Healaugh Parish hence the Town Council had not received the application. The access from Wighill Lane was in the Tadcaster Town Council boundary. The Coach Road had been kept as a Bridleway and could not maintain heavy traffic use. The Town Council could make comments regarding unsuitability of the site, the closing date was 25 May 2023.

The Clerk reported that Planning Applications could be viewed and Councillors make comments retrospectively and approved at the next Council/Committee meeting.

A resident suggested that the planning application could identify ownership of the road and therefore ongoing responsibility for maintenance.

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

**AC14 TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN – (Item, 21)** - Members discussed Tadcaster Neighbourhood Development Plan Pre-Submission Version 2021 – 2040.

D Gluck reported that the Statutory Regulation 14 Consultation was near completion. Following Council approval, the Consultation Document would be made available on the website including an online questionnaire, a letter, summary, and questionnaire were to be delivered to every household in the town, hard copies to be made available for viewing at key facilities in the town, drop-in sessions at the beginning and end of the Consultation period were to be arranged.

The Consultation would be over a six-week period.

P Emmott reported the London Road plans should not have been included in the original local plan as the land was not available.

D Gluck reported that any individual could raise concerns regarding the plan during the Consultation stage.

P Emmott reported that he had requested to be included in the NDP Steering Group on 3 occasions.

D Gluck reported that he had not received any requests regarding the above.

P Emmott remained adamant that the requests had been made.

K Poskitt felt there had been a breach of the Code of Conduct regarding P Emmott's above address during a Council meeting.

The Chairman asked P Emmott to apologise.

Following consideration P Emmott apologised for his above breach of the Code of Conduct.

### **SUSPEND STANDING ORDERS –**

A resident felt that the Local Plan should have already been submitted and the approval of the NDP prior to this was not in Tadcaster's best interest.

He reported that the Central Area Car Park plans remained in the Local Plan which would run alongside the Neighbourhood Development Plan. If the required amount of parking facility was not found in the town the plan would fail.

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D Bowgett reported that the Neighbourhood Development Plan would be consistent with any changes made to the Selby Local Plan.

D Gluck reported that the majority of the local public supported the Local Plan and other aspects in planning policy.

### **REIMPOSE STANDING ORDERS –**

D Gluck reported that following receipt of an email from P Emmott he assured members that The Brewing Heritage Centre was mentioned in the NDP, he was supportive of the initiative and was looking forward to seeing progress by the way of confirmed Policy.

P Grasby asked what stage the Selby Local Plan was at?

K Poskitt reported that it had not been planned for the Neighbourhood Plan to proceed the Selby Local Plan, it was an unusual situation. She would be better informed following North Yorkshire Council meetings to discuss the Local Plan and would report back to Council.

**RESOLVED – Following a majority vote members approved the Tadcaster Neighbourhood Development Plan Regulation 14 Consultation Document.**

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

### **AC15 TADCASTER RURAL CIC – (Item 22) - Members update of TEMPT.**

**Tadcaster Market** - D Gluck reported that the second Market in the Britannia Car Park was to take place on 10 June 2023. Markets would be held every other month, the final one of the year was to be the Saturday prior to the Christmas Market on 3 December 2023.

**Events** – Following the success of the Coronation Scarecrow Festival future events and Festivals were to be arranged in due course.

### **AC16 PLANNING – (Item 15) - Members noted and commented as required on the following applications received from Selby District Council: -**

#### **a. Planning Applications**

**3/23 – John Smiths Brewery – High Street** – Erection of CO2 recovery building and installation of 2 No CO2 storage tanks adjacent to the building.

**RESOLVED – Members had no objection to the application.**

**4/23 - 21 West Mount** – Installation of 2 No hip to gables with raised ridge and rear flat roof dormer.

**RESOLVED – Members had no objection to the application.**

**5/23 - 30A Westgate – Castle Hill House** - replacement of UPVC windows with conservation timber sash windows and erection of glass canopy.

**RESOLVED – Members had no objection to the application.**

**34/22 – 30A Westgate - Castle Hill House** – Re consultation - amended description - Change of Use of two storey outbuilding to holiday accommodation and change of use of land to the rear of it to garden land associated with the holiday use.

**RESOLVED – Members had no objection to the application.**

**6/23 - 23 The Fairway** – Replace existing conservatory with slightly larger single storey extension.

**RESOLVED – Members had no objection to the application.**

**7/23 – The Brewery – High Street** - Listed building consent and application to construct a temperature-controlled room within the existing building, replace existing metal profiled roof along with the existing roof lights to match the existing, create a new roller shutter door and external personnel door in the south facade, and lower the floor area within the temperature-controlled room to the external yard level.

**RESOLVED – Members had no objection to the application.**

**8/23 – John Smith Brewery, High Street** – Erection of a building for the storage of hops, pallet racking and for the preparation of hops.

**RESOLVED – Members had no objection to the application.**

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**9/23 - Grange Park Estate – Leeds Road** – Creation of a wetland habitat to encourage and promote wildlife, enhancement of the existing grazing land to promote a biodiverse environment.

**RESOLVED** – Members had no objections and fully supported the application.

**ACTION** – Clerk to reply to North Yorkshire Council accordingly.

### **b. Granted Applications**

**27/22 – 13 Golf Links Crescent** – Section 73 application to remove condition 1 (commencement) and to vary condition 02 (Approved plans) and 03 (materials) of approval 2022/1277/HPA granted on 22 December 2022 Demolition of existing conservatory and erection of single storey rear extension.

**39/22 - 21 Marlborough Drive** – Erection of car port with bedroom above.

### **SUSPEND STANDING ORDERS –**

A resident reported that he had found the North Yorkshire Council Planning Website complicated.

K Poskitt reported that she would report the concern to NYC.

### **REIMPOSE STANDING ORDERS -**

**AC17 CORRESPONDENCE – (Item 16)** - members noted and make commented as required: -

**a. YLCA – White Rose Bulletin** – 24 April 2024 & 5 May 2023.

**b. YLCA – Chief Executive Bulletin** – 28 April 2023.

**c. YLCA – Law & Governance** – May 2023

**d. NALC – Infrastructure Levy** – Consultation ending 9 June 2023 – Members to discuss and consider a reply to the Questionnaire.

Members agreed to reply individually to the above Consultation.

**e. North Yorkshire Community Messaging – Community Contact Point** - Wednesday 24 May 2023 – 2pm – 4pm Costa Tadcaster – Local Neighbourhood Policing Team & NY Councillor.

K Poskitt reported that herself and PC Woods were operating the above engagement monthly.

The public were being encouraged to book an appointment.

D Bowgett was to attend.

A meeting had been arranged with North Yorkshire Police on 6 June 2023 to discuss town related issues and support. Information from the meeting would be collated and presented to relevant agencies.

**f. North Yorkshire Citizens Advice & Law Centre** – Grant Aid - Letter of thanks for the Councils donation.

**g. Rural Services Network** – The Rural Bulletin 3 May 2023 & Funding Digest May 2023.

**h. North Yorkshire Council** - Invite to Destination Management Plan Consultation – online and in person from 17 May 2023 – 25 May 2023.

**i. North Yorkshire Council – North Yorkshire Destination Management Plan – Product Audit – Your chance to shape North Yorkshire's Plan** – Members to discuss and consider a reply to the Questionnaire/Survey.

Members agreed to reply on an individual basis.

**j. JBA Consulting – Environment Agency** – Application for Scheduled Monument Consent for ground investigation work within or close to Scheduled Monument Tadcaster Castle was approved.

**AC18 CODE OF CONDUCT – (Item 17)** - Members discussed the Code of Conduct for Members of Tadcaster Town Council.

D Bowgett felt that all new Councillors should be required to read the Code of Conduct prior to accepting a position on the Council.

**AC19 SELBY LOCAL PLAN – (Item 18)** - Members update.

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K Poskitt reported that she would report back to Council following NYC meetings to discuss the Selby Local Plan.

P Emmott asked if the North Yorkshire Council response to the Local Plan would be dealt with by previous Selby District Council Officers.

K Poskitt was not sure of the full team, this was to be confirmed in due course.

Members agreed to have Selby Local Plan as a permanent agenda item at all Council meetings.

### **AC20 NORTH YORKSHIRE COUNCIL – (Item 19) -**

a. Councillor Poskitt to update members regarding North Yorkshire Council.

K Poskitt reported that she was being kept updated on all Tadcaster related issues.

b. Members noted an update of Council Tax – Adult Social Care.

### **AC21 BUS STATION – (Item 20) -** Members update of North Yorkshire plans for the Bus Station.

P Emmott was appalled at the lack of progress regarding Bus Station Plans and related artwork.

K Poskitt reported she would study the latest plans of the Bus Station and report back to Council as necessary.

The that offensive graffiti had been reported to NYC, she would make sure that Graffiti proof coatings were used in Bus Station Plans.

P Emmott felt that if CCTV in the area had been efficient it would have identified the graffiti culprits.

### **AC22 TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN – (Item 21) –**

Members to discuss and approve Tadcaster Neighbourhood Plan Pre-Submission Version 2021 – 2040. This item was discussed at Minute AC14.

### **AC23 TADCASTER RURAL CIC – (Item 22)** Members update of TEMPT - Tadcaster Market. This item was discussed at Minute AC15.

### **AC24 RURAL MARKET TOWN GROUP – (Item 23) -**Members to discuss and consider Rural Market Town membership.

The Clerk reported that the Annual Subscription was due and asked members if they would like to renew for 2023/2024.

P Emmott reported as the Council Representative for 2022/2023, that he could not recommend that the Council continued membership.

**RESOLVED – Members agreed not pay the above subscription.**

### **AC25 THE CORONATION OF HIS MAJESTY THE KING CHARLES III – (Item 24) -** Members update of Winners of Tadcaster Scarecrow Festival 1 – 8 May 2023.

K Poskitt reported that the event had been a great success and received positively by residents. The money raised through Map Sales was to be donated and matched by her NYC Community Fund for Tadcaster Treat.

She thanked the Council for their monetary support.

There would be Improved publicity for future events.

### **AC26 FINANCE – Payment of Accounts – (Item 25) -** Two Councillors approved and signed the Payment Schedule sheet to be paid by electronic payment. Schedule circulated at the meeting.

#### **Electronic Payments**

	NET	VAT	TOTAL
Administration	6132.83	0	6132.83
ALCC	50.00	0	50.00
Calcaria Cleaning	140.00	28.00	168.00
Calcaria Cleaning	35.00	7.00	42.00
D Bowgett Zoom (25 Feb – 24 March)	11.99	2.40	14.39
D Bowgett Zoom (25 March – 24 April)	12.99	2.60	15.59
D Bowgett Zoom (10 May – 24 May)	6.50	1.30	7.80
DCG Tree Surgery	1810.00	0	1810.00

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DCK Accounting Solutions	607.30	121.46	728.76
Living Landscapes	1782.66	0	1782.66
Pullan Landscapes	185.00	0	185.00
Rialtas	190.00	38.00	228.00
Rural Services Partnership Ltd	115.00	23.00	138.00
Vision ICT	459.00	91.80	550.80
	<b>11538.27</b>	<b>315.56</b>	<b>11853.83</b>

### Direct Debits

		Date	NET	VAT	TOTAL
1	NYCOM	25/05/23	46.40	9.28	55.68
2	NYCOM	15/6/23	3324.94	664.99	3989.93
			<b>3371.34</b>	<b>674.27</b>	<b>4045.61</b>

**AC27 APPROVAL OF MINUTES – (Item 26)** – Members approved as a correct record the Minutes of the following Council and Committee meetings: -

**Council Meeting**

**held**

**18 April 2023**

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.