



## Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

# MINUTES OF COUNCIL MEETING HELD ON TUESDAY 20 JUNE 2023 AT 7 PM IN THE ARK

<b>PRESENT:</b>	<b>CHAIRMAN</b>	<b>D Bowgett</b>
	<b>COUNCILLORS</b>	<b>J Chiswick, P Grasby, M Middlemiss &amp; K Poskitt.</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, K Ickeringill Environment Agency, 1 member of the public</b>

- C1 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence, S Cobb, F Greig C Metcalfe, C Stephenson, and R Sweeting.
- C2 DECLARATIONS OF INTEREST – (Item 2)** -To receive and record declarations of interest at this point or at any other point on the agenda None.
- Members agreed to discuss item 6 at this stage of the meeting: -**
- C3 ENVIRONMENT AGENCY – (Item 6)** -
- An Environment Agency representative in attendance to update members regarding Tadcaster Flood Alleviation Scheme.
- K Ickeringill reported that The Fish Pass plans were progressing, 3D plans were to be created. The Environment Agency had met onsite with North Yorkshire Council and Historical England representatives.
- North Yorkshire Council had asked for initial Pre-Application Plans to be drawn up, to avoid the full application being rejected further down the line. This would delay the plans until September 2024. The plans could be speeded up under permitted development. The EA had legal powers to pull forward the plans. There would be updates in due course.
- A meeting with Sam Smiths Brewery had been positive, the brewery was keen to support the plans.
- There had been site meeting at a quarry in the town to discuss the type of stone to be used in the project for NYC planners.
- Coors Heineken and Sam Smiths Brewery were behind the Fish Pass Plans.
- Work was progressing behind the scenes.
- The Pre-Application was planned to be put forward in 4 weeks' time, this would make plans more visible. A further drop-in session was to be arranged.
- Service Investigation works were to be completed in the coming weeks. All relevant parties were to be notified.
- D Bowgett asked if the ex-parliamentary Assistant was to carry on negotiations with Yorkshire Water regarding a replacement valve in the river.
- K Poskitt reported that the above assistant was keen to remain involved in negotiations.
- She thanked K Ickeringill for his input in the meeting with SSOB which had been a great success.

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- C4 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 congratulated the EA for the progress made in the TFAS plans.
- He was keen to see the installation of the valve in the river within the timescales assured by Yorkshire Water. Two types of valve was being contemplated he hoped that the more expensive one would be implemented.
- K Ickeringill reported that Yorkshire Water had agreed for the use of a Flood Pump to mitigate flooding. He would ask YW to meet with the Town Council. He ensured members that the ex-parliamentary Assistant was in contact with YW.
- A resident asked for the matter to be an agenda item at a future meeting.
- The Clerk reported that it would depend on the outcome of the above negotiations.
- A resident reported that YW had still not answered any of the 26 questions raised by the MP.
- K Ickeringill reported that there had been substantial management changes at YW and the ex – Parliamentary Assistant was talking to a new contact.
- K Poskitt reported that YW funding could be an issue going forward.
- Members agreed that the Council and County Councillor should keep in regular contact with the ex – Parliamentary Assistant.
- ACTION – The Clerk and K Poskitt to deal.**
- Members agreed to discuss YW at the next appropriate meeting.
- K Poskitt reported that the Parliamentary Assistant was due to leave his post on 28 July 2023, he had been an asset to the town and its community over the years and was grateful for all his hard work.
- RE IMPOSE STANDING ORDERS – (Item 4) -**
- Members agreed to discuss item 12 at this stage of the meeting.
- C5 TADCASTER NEIGHBOURHOOD PLAN – (Item 12) -**
- a. Councillor Membership** – To elect Councillors to serve on Tadcaster NDP Steering Group. Councillors D Bowgett, S Cobb, F Greig & M Middlemiss agreed to be on the Steering Group. Members agreed that as Councillor numbers were low that members be emailed to ask if they would like to be on the NDP Steering Group.
- ACTION – Clerk to deal and bring back to next appropriate meeting.**
- b.** Members approved the minutes of the meeting held on 17 April 2023 & 22 May 2023.
- c.** Members update of meeting held on 19 June 2023.
- D Gluck reported that the above meeting had been a one item agenda meeting to discuss and make plans for the NDP Regulation Public Consultation starting on 23 June 2023.
- The Consultation had been extended to 7 weeks from 23 June – 11 August 2023.
- A letter, summary and questionnaire were to be delivered to every household in the town, which would include details of the Consultation. Deliveries were to be tracked. Areas on the periphery of the parish would be included i.e., Healaugh and The Woodlands Estate. All documents to be on the Councils Website including links to online questionnaires, hard copies of the plan and collection boxes for questionnaires to be placed at key points around the town. There were three Drop – Ins planned for during the 7 weeks, one at The Ark and two at The Barn, where there would be himself or the NDP Consultant present to answer any questions. Information would be on the Councils Facebook Page.
- A large-scale map had been commissioned which would show how the policies would affect the town.
- The Deputy Clerk and himself were preparing to send the plan and links to Stake Holders
- Following the consultation replies would be analysed and the plan modified accordingly.
- d.** Members update of NDP Groundwork Locality Funding.

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D Gluck reported that Locality Grant applications were currently closed until the Department for Levelling Up Housing and Communities had confirmed continuation of support for a further year. DLUHC had advised that it was highly likely that funding would be made available for continuation of support for further year 2023/24.

Up to £17,000 could be bid for which would see completion of the NDP, should funding not be available then there would be shortfall of approximately £6600.

He felt there were two options, to continue plans with a risk of the shortfall, other funding pots could be available although this was not certain or hold plans going forward following the Consultation 23 June – 11 August.

**RESOLVED – Members agreed to delay a decision regarding funding for completion of the NDP until the Council meeting on 19 September 2023.**

### **C 6 POLICE REPORT – (Item 5)**

a. Members noted and discussed the Police report.

D Bowgett raised concerns regarding the increase in thefts and burglaries in the town.

K Poskitt reported that she had met with Local Police and a Council Housing officers. The increase of Drug Related incidents and ASB was discussed. Improved and mobile CCTV in the town was seen as a deterrent, NYC were being pushed to investigate a way forward.

She had been in contact with the Police Crime & Fire Commissioner who had agreed to meet Councillors and residents.

J Chiswick felt that more Police on the streets had historically been the solution.

K Poskitt reported that Police cutbacks in recent years had resulted in less Police presence on the streets.

P Grasby reported that he had reported an incident to the Police that was not on the Police report.

**ACTION – Clerk to contact Local Police to ascertain why the above incident was not on the Police report.**

b. Members update of Police and North Yorkshire Council Meeting on 6 June 2023.

K Poskitt reported that the above meeting had been productive. A way forward for the increase in ASB had been debated. A public meeting was considered but not agreed by all as this cause of action had not been successful in some cases.

The PCFC had been frustrated at the levels of ASB in such a small town and would attend a meeting to discuss short medium- and long-term plans. She felt public confidence in Local Police was required.

**ENVIRONMENT AGENCY – (Item 6)** This item was discussed at Minute C3.

An Environment Agency representative in attendance to update members regarding Tadcaster Flood Alleviation Scheme.

### **C7 PLANNING – (Item 7) - Members to note and comment as required on the following applications received from Selby District Council: -**

a. **Planning Applications –**

**12/23 - 17 Wharfedale Crescent** – demolition of garden shed and garage, and erection of 1No dwelling.

**RESOLVED - Members felt that the plans were a significant overdevelopment of the site, would be setting a precedent in the area and not in keeping with neighbouring properties.**

**ACTION - Clerk to reply to NYC accordingly.**

b. **Granted Applications -**

**34/22 - Castle Hill House – 30A Westgate - Change of Use** – of two storey outbuilding to holiday accommodation.

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

### **C8 CORRESPONDENCE – (Item 8) - members noted and make comments as required: -**

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- a. **YLCA – White Rose Bulletin** – 19 May, 2 June 2023
- b. **YLCA** – Members top note a remote meeting to be held with Police Assistant Chief Constable Scott Bisset Wednesday 12 July 2023 6.30pm.
- c. **YLCA** – Consultation on developing local partnerships for onshore wind in England. Members to consider a response to YLCA by 26 June 2023. Members agreed to reply on an individual basis.
- d. **NALC** – Chief Executive Bulletin 14 April 2023, 12 & 18 May 2023.
- e. **NALC** – Infrastructure Levy – Members to note NALC response to the Department for Levelling Up Housing & Communities response to the New Infrastructure Levy.

**C9 COUNCIL POLICIES AND COUNCIL TERMS OF REFERENCE – (Item 9)** - Members considered and agreed 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

D Bowgett reported that minor alterations were required for a, b, d & e as above, and an addition to the Code of Conduct to include a clause stating that Councillors cannot claim to be acting on behalf of the Council unless instructed by the Council to do so.

Changes to be approved at the F&GP Committee meeting on 4 July 2023.

**RESOLVED – Members approved a & f above.**

**C10 BUSINESS AND EFFICIENCY GROUP – (Item 10)** - Members noted the Chairman and Vice Chairman of Council and Committees for the Business and Efficiency Group as members of the group.

**C11 SELBY DISTRICT LOCAL PLAN – (Item 11)** - Members update of Selby District Local Plan.

K Poskitt reported that she had been present at an online meeting with the NYC Head of Planning and senior officers. There was nothing new to report. Technical work regarding Car Park Spaces was ongoing.

The Head of Planning and Senior officer had agreed to attend the Tadcaster Neighbourhood Development Plan meeting on 4 September 2023.

P Grasby asked if K Poskitt had heard any information regarding the shelving of the project for 6 years.

K Poskitt reported that she would question NYC Head of Planning regarding the above.

**SUSPEND STANDING ORDERS –**

A resident reported that a Senior Planning Officer had stated that there was a lot of work to be completed on the plan prior to it being taken to NYC Executive. Previous SDC Officers were working on the plans.

K Poskitt reported that the lack of information was frustrating.

**C12 TADCASTER NEIGHBOURHOOD PLAN – (Item 12)** – This item was discussed at Minute C5.

- a. **Councillor Membership** – To elect Councillors to serve on Tadcaster NDP Steering Group.
- b. Members to approve the minutes of the meeting held on 17 April 2023 & 22 May 2023.
- c. Members update of meeting held on 19 June 2023.
- d. Members update of NDP Groundwork Locality Funding.

**C13 SPEED LIMITS AND DATA EVIDENCE – (Item 13)** Members update of North Yorkshire Council speed limits and Data Evidence in Tadcaster.

P Grasby reported that the Council had previously agreed to contact NYC for evidence of incidents in the town.

He reported that he had been online to establish North Yorkshire Police data regarding speed violations in Tadcaster there had been 284 cases on York Road, 9 cases Wighill Lane and 10 cases

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on Leeds Road, between 4 March 2023 – 11 May 2023, as further evidence, he felt there had been many violations and speeding was a problem in Tadcaster.

He had raised the matter at a Community Drop in with K Poskitt and PC N Woods on 24 May 2023.

The Clerk reported that the NYC Tadcaster Road Accident Analysis Report 2018 – 2023 received from NYC Highways Engineering Department had been circulated to members and had shown that out of the 18 incidents reported none appeared directly to be related to speeding.

The Deputy Clerk stated that some of these incidents were out of the Parish.

K Poskitt felt there was a speeding problem and there were two hotspots in the town the Police were aware of these, and police radar vans were regularly deployed in these areas. Incidents of speeding did not necessarily imply the occurrence of an accident.

K Poskitt reiterated that the Council required data evidence to be able to justify the spend of public money.

She felt that Criteria for the use of public money information would be required to move forward with the Council's decision to spend public money on VAS. Evidence Information regarding the effectiveness of VAS in small towns would be useful.

**ACTION – P Grasby to forward the above online Tadcaster Police Speeding Data Evidence to the Clerk.**

**RESOLUTION - Clerk to seek criteria information for the use of public money for VAS purposes from YLCA and NYC and include the above Police speeding evidence and NYC Incident reports.**

P Grasby reported that a police trained Community Speed Watch Group had been discussed at the above Community Drop – in and he felt Councillors should not be included in the group.

K Poskitt reported that the group of 4 would monitor car speeds and issue warning letters as necessary. The scheme had been successful in rural areas. She felt that 1 Councillor on the group would show that the Council was taking speeding matters seriously. Several members of the community had shown an interest.

Members agreed to include the item on the next appropriate meeting agenda.

- C14 TADCASTER BUS STATION UPDATE – (Item 14)** - Members update of North Yorkshire Council/Align Tadcaster Bus Station plans – Bus Shelter Refurbishment and Changing Places Extension.

K Poskitt read out an update received from NYC.

- C15 NORTH YORKSHIRE COUNCIL – (Item 15)** - Councillor K Poskitt to update members regarding North Yorkshire Council.

K Poskitt reported that a decision had been made to charge annually for Green Bins in the district. The charge was discretionary. The decision had not been popular.

- C16 ARMED FORCES CHAMPION – (Item 16)** - Councillor K Poskitt updated members regarding a Armed Forces Champion for Tadcaster.

S Cobb & a former members of the armed forces attended a function at Leeds United football ground.

A further update will be available at the Council meeting 19 September 2023.

- C17 STAFFING SUB COMMITTEE – (Item 17)** - Members approved the minutes of the 11 May 2023.

- C18 COUNCILLOR VACANCY – (Item 18)** - Members update of Tadcaster West Councillor Vacancy. The Clerk reported that there had been 2 expressions of interest regarding the vacancy. The closing date for applications was 11 September 2023.

- C19 FINANCE – (Item 19)** -

**a. Payment of Accounts** – Two Councillors approved and signed the Payment Schedule sheet to be paid by electronic payment. Schedule to be circulated at the meeting.

	NET	VAT	TOTAL
Administration	6115.32	0	6115.32

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BK Parnaby	850.00	170.00	1020.00
BK Parnaby	130.00	26.00	156.00
BK Parnaby	1046.56	209.31	1255.87
BK Parnaby	2515.84	503.16	3019.00
Brays Pipelines	8900.00	1780.00	10680.00
Calcaria Cleaning	140.00	28.00	168.00
Cookie Design	125.00	0	125.00
D Bowgett (Chairmans Allowance)	400.00	0	400.00
D Bowgett (Zoom)	12.99	2.60	15.59
David Gluck (Survey Monkey)	82.50	16.50	99.00
Darren Simpson Cleaning	110.00	0	110.00
DCG Tree Surgery	1355.00	0	1355.00
Fulprint	224.00	0	224.00
Howard Pask	1910.50	0	1910.50
Jo Mottershead (Petty Cash)	118.19	0	118.19
Jo Mottershead (Prize Money)	180.00	0	180.00
North Yorkshire Council	4177.89	835.58	5013.47
Pullen Landscape	185.00	0	185.00
TC Event Technology	330.40	0	330.40
The Advertising Bike Company	577.50	115.50	693.00
Yorkshire Internal Audit Services	320.00	0	320.00
<b>TOTAL</b>	<b>29806.69</b>	<b>3686.65</b>	<b>33493.34</b>

### Direct Debits

	Date	NET	VAT	TOTAL
Business Steam	30/05/23	122.12	0	122.12
RICOH	17/05/23	157.14	31.43	188.57
NYCOM	25/06/23	40.90	8.18	49.08
E ON	21/06/23	49.16	2.46	51.62
		<b>369.32</b>	<b>42.07</b>	<b>411.39</b>

**b. Internal Control System Report** – Members noted the Internal Control System Report for the financial year 2022/2023

**c. Internal Audit Control System** – Members reviewed and agreed the effectiveness of the system of Internal Control and Internal Audit for 2022/2023 and considered any findings, there were none.

**d. Approval of the Annual Accounts for year ended 31 March 2023** – Members considered, approve and sign the accounts for 2022/2023.

**e. Approval of the Annual Return for the year ended 31 March 2023** – The Clerk read out the following: -

- i. **Section 1-Annual governance statement 2022/2023** - Members to consider and approve the answers to questions 1 to 9, Section 1-Annual governance statement.
- ii. **Section 1-Annual governance statement 2022/2023** – The chairman to sign and date Section 1-Annual governance statement.
- iii. **Section 2-Accounting statements 2022/2023** - Members to consider and approve Section 2-accounting statements.
- iv. **Section 2-Accounting statements 2022/2023** – The chairman to sign and date Section 2-Accounting Statements

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

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**f. Independent Internal Auditor** – Members to appoint an independent internal auditor for 2023/2024.

The Clerk reported that the previous Auditors had retired.

**RESOLVED – Following a majority vote members agreed for Ken Stephenson be appointed for 2023/2024.**

**g. Risk Assessment Schedule for the Council for 2023/2024** – Members reviewed and agreed the Risk Assessment Schedule for the Council for 2023/2024.

**h. Financial Year End Report** – Members considered and approved the financial year end report to 31/03/23.

**i. Council Reserves** – Members considered and agreed the Council Reserves.

D Bowgett reported that Council reserves had been used frequently during previous years and this was not advisable going forward.

The Clerk made members aware that the Council's income had not covered expenditure. Over the previous 2 years funding had been provided for projects including Tadcaster Community Support, Refugees, the Art Project and hanging baskets.

It would be unadvisable for the Council to continue spending Council Reserves at the current rate.

The Cemetery Reserve income covered itself.

**j. Internal Audit of Accounts Report** – Members noted the Internal Audit of Accounts Report for the financial year 2022/2023 received from Yorkshire Internal Audit Services.

**k. Internal Control and Internal Audit Terms of Reference** – Members reviewed and agreed the Terms of Reference for 2023/2024.

**l. Internal Control System Auditor** – Members appointed a Councillor to carry out the Internal Control for 2023/2024.

**RESOLVED – Following a majority vote D Bowgett to carry out the Internal Control 2023/2024.**

**C20 PROPERTY & LAND IN TOWN COUNCIL OWNERSHIP – (Item 20)** – Members noted and agreed property and land in Town Council ownership.

**C21 KEY HOLDERS – (Item 21)** - Members noted and agreed the list of key holders 2023 2024.

**C22 WEBSITE NEWSLETTER AND MEDIA ITEMS – (Item 22)** - To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media – NYC Green Bin Annual Charges.

**C23 APPROVAL OF MINUTES – (Item 23)** – Members approved as a correct record the Minutes of the following Council and Committee meetings: -

<b>Annual Council Meeting</b>	<b>held 16 May 2023</b>
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<b>Environment Committee Meeting</b>	<b>held 6 June 2023</b>
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**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.**

**C24 CEMETERY TREES – (Item 24)** - Members update of Cemetery Trees.

The Clerk reported that 2 claims had been lodged with the insurance company. The Council had sent all relevant information.

The item would be kept on the Council agenda.

Members noted an email response to the Insurance Company.