



## Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

### MINUTES OF COUNCIL MEETING HELD ON TUESDAY 18 JUNE 2024 AT 7 PM IN THE ARK

<b>PRESENT:</b>	<b>CHAIRMAN</b>	<b>R Sweeting</b>
	<b>COUNCILLORS</b>	<b>G Butcher, S Cobb, J Chiswick, G Lodge, D Mackay, C Metcalfe, K Poskitt &amp; P Tunney</b>
	<b>CLERK</b>	<b>Present</b>
	<b>DEPUTY CLERK</b>	<b>Present</b>
	<b>ALSO PRESENT</b>	<b>D Gluck – Tadcaster Rural CIC (Part) &amp; 1 member of the public.</b>

**C1 APOLOGIES – (Item 1)** - To receive, record and approve apologies for absence – D Bowgett, F Greig & C Stephenson.

P Tunney asked if there was an official ruling for the publishing of Revised Agendas and under what circumstances could they be revised, he understood that once an agenda had been published it could not be changed.

The Deputy Clerk reported that the agenda had been sent to Councillors only, before it was revised to include a further item and had been sent well within the timescales required for the publishing of agendas.

The Clerk reported that an agenda could not be changed if it was within the three clear working day timescale required, the incidence of revising an agenda was a very rare occurrence.

P Tunney asked if it was in the Councils Standing Orders, if not he suggested that there should be addition.

C Metcalfe reported that an addendum to the agenda could be sent to Councillors without publishing a revised agenda.

R Sweeting felt that clarification of the Councils Standing Orders was required and discussed at a future Council Meeting.

**ACTION – Clerk to seek investigate clarification of the following: -**

- **The ruling on the publishing of Revised Agendas.**
- **Could a question not itemised on a Council Agenda be raised by a Councillor under the Public Session of a meeting.**
- **Should an addition be made to the Councils Standing Orders.**

**C2 DECLARATIONS OF INTEREST – (Item 2)** - To receive and record declarations of interest at this point or at any other point on the agenda – K Poskitt declared an interest in item 14 Tadcaster Rural CIC Update.

**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.

R Sweeting stated that Standing Orders would only be suspended at this stage of the meeting only.

- A resident read out a request/suggestion for the implementation of a pétanque/boules facility in the town. This could be funded by user donations.
- A resident supported planning application 5/24 at item 6a on the agenda as the land between the Jackdaw and 50 Stutton Road had been left in a poor state of repair for several years.

**C4 REIMPOSE STANDING ORDERS – (Item 4)** -

**RESOLVED – That the above request be raised as an agenda item at the Environment Committee meeting 2 October 2024 for discussion.**

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### **C5 POLICE REPORT – (Item 5) -**

- a. Members noted the Police report.
- b. Members noted the June 2024 - North Yorkshire Police Community Newsletter.

### **C6 PLANNING – (Item 6) -** Members to note and comment as required on the following applications received from Selby District Council: -

#### **a. Planning Applications –**

**5/24 - Land between The Jackdaw and 50 Stutton Road** – Erection of a two-bedroom bungalow with home office.

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

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

#### **b. Granted Applications -**

**4/24 - Riley Smith Hall, Westgate,** Installation of new entrance ramp and steps and modification of external entrance door.

#### **c. North Yorkshire Council**

Proposed Stopping Up of Highway – at land to the rear of 7 Aspen Way on Station Road.

### **C7 CORRESPONDENCE – (Item 7) -** members noted and made comments as required: -

- a. **YLCA – White Rose Bulletin** – 10 & 24 May 2024.
- b. **NALC** – Chief Executive Bulletin – 9,16,23 & 30 May 2024 & 6 June 2024.
- c. **Visit North Yorkshire** – First Newsletter.

### **C8 COUNCIL POLICIES AND COUNCIL TERMS OF REFERENCE – (Item 8) -** 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

Members agreed the above Standing Orders subject to any required changes as discussed at minute C1

### **C9 BUSINESS AND EFFICIENCY GROUP – (Item 9) -** Members noted the Chairman and Vice Chairman of Council and Committees for the Business and Efficiency Group as members of the group.

### **C10 ENVIRONMENT AGENCY – Motte & Bailey Historical England Excavation Works-** Members noted excavation works on Tadcaster Town Council riverside owned land at the foot of the Motte & Bailey to be carried out during summer 2024.

D Mackay raised concerns regarding the number of excavations required prior to progression of Tadcaster Flood Alleviation Scheme.

The Clerk reported that there were to be minimal tree works which will require planning in the above area to aid the above excavation.

P Tunney reported that the above works were extensive and essential for sheet piling works, works were required to ensure that planning could proceed.

G Lodge reported that the works would be a stepped excavation until bed rock was hit, providing nothing of importance was found then this should be the final excavation.

Members noted the above Excavation Works.

### **C11 TOWN CENTRE DERELICT BUILDINGS TADCASTER – (Item 11) -** Members update received from North Yorkshire Council regarding derelict buildings in Tadcaster.

P Tunney raised safety concerns regarding loose roof tiles to the front of the building which could fall and hit passers-by, he felt that in the interests of public safety this needed to be highlighted to North Yorkshire Council by the Council. At the very least a pavement diversion would be required.

C Metcalfe felt that NYC had not answered concerns regarding the front of the building, he suggested that NYC be approached to ask what action had been taken to satisfy themselves that the roof and the

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front of the building were sound, which would demonstrate that the Town Council had done everything possible to alleviate Council and public concerns.

### **C12 BRIDGE CLOSURE COMMS PLANS – (Item 12)** - Members to note the final draft of Tadcaster Bridge Protocol for enacting and communication closure of Tadcaster Bridge during flood related events.

P Tunney reported that he was concerned for the purpose of clarity that NYC officers had not taken it upon themselves to find it in their power to put AOD measurements in the Protocol. He thought it had been an action on the Clerk to report comments made by himself to NYC, the Clerk and K Poskitt had replied without mentioning the 9.38 AOD.

The ARUP Report under Conclusion and Recommendations stated “As flood levels rise, the point at which the structure could have inadequate capacity for Normal Traffic is when Arch 5 becomes submerged. It is recommended that measures are implemented to close the road, or restrict HGV loading, when the water level reaches the soffit of this arch, at approximately 9.38m AOD.” ARUP were the experts, the protocol stated that it was arch number 3 from the east bank, this needed for clarification a simple statement stating that it was arch 3 from the east bank 9.38 AOD was the level at which water hits the bridge soffit was required. He felt it was important that the measurement is used in the Protocol.

R Sweeting reported that the above information had been shared with NYC and were the lead on the protocol. K Poskitt read out an email received from NYC “From an engineering point of view, in relation to the bridge, closures have or should always have been driven by the level of water against the bridge – whether that is 9.38 or 98.3 is almost immaterial, it is where the water is coming up to on the bridge that matters. References to flood levels and gauge levels have been included in previous communications, as 1) they are easily visible online and can be a proxy for levels at the bridge and 2) colleagues in Emergency Planning and Highways use river levels at the gauge as triggers for other actions.”

All of the points raised discussed were sent to NYC, it was NYC decision on what was included in the Protocol.

P Tunney reported that the AOD information had not been mentioned in the communication, which he believed had been an action for the Clerk, he felt that K Poskitt had taken upon herself to reply to NYC.

R Sweeting corrected the above and reported that the Action had been for The Clerk and K Poskitt.

K Poskitt reported that AOD information had been discussed and shared in April 2024.

P Tunney reported that the 2.8m this figure had been blown it was not relative to the 9.38, 9.38 was the measurement not 2.8m.

C Metcalfe reported that the flood gauge had previously shown wrongful information, he agreed with P Tunney that in the interest of clarity going forward an accurate measurement was required. He suggested that the Council wrote to NYC asking that for the purpose of clarification that the AOD level be included in the Protocol.

**RESOLVED – Following a unanimous vote members agreed that a request for inclusion of the AOD measurement be sent to NYC.**

#### **ACTION –**

- P Tunney to send wording for the above NYC reply.
- Clerk to send reply to NYC accordingly.

### **C13 TADCASTER NEIGHBOURHOOD DEVELOPMENT PLAN – (Item 13)**

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

Members elected Councillors to serve on the Tadcaster NDP as follows: -

**RESOLVED – D Bowgett, S Cobb, F Greig & K Poskitt**

**b.** Members update of Steering Group meeting 13 May 2024.

P Tunney questioned the Chairman regarding suspending Standing Orders as he had stated at the start of the meeting Standing Orders would not be Suspended for members of the public.

C Metcalfe reported that D Gluck was in attendance to update members regarding Tadcaster NDP.

R Sweeting invited D Gluck to update members.

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D Gluck reported that following the TNDP Steering Group meeting on 13 May 2024 members had resolved all comments received from the Regulation 14 consultation and was now at a position to put a Draft Submission Version to Council, which would then be sent to NYC followed by further consultation on then and a Referendum. The Draft Submission would be sent to Council in due course it will be a considerable item for the Council to consider and agree content, it would be finalised by approximately the end of summer 2024.

In the near future D Gluck and the Deputy Clerk were to work on the final application for Locality Funding, which would see the Plan to completion at no cost to the Council.

The next Steering Group meeting was planned for 10 July 2024.

**C14 TADCASTER RURAL CIC – (Item 14)** - Members update. Members noted a report circulated to members prior to the meeting.

**C15 TADCASTER BUS STATION UPDATE – (Item 15)** - Members update of Tadcaster Bus Station plans – Bus Shelter Refurbishment and Changing Places Extension.

K Poskitt reported that an update had been circulated to members prior to the meeting.

S Cobb asked for an update on Vehicle Electric Charging points.

K Poskitt reported that electric cables had been relocated in Britannia Car Park in readiness for the Bus Station refurbishment. She was in regular contact with NYC and would keep members updated.

**C16 VEHICULAR ACTIVATED SIGN – (Item 16)** - Members to note and discuss data records from VAS at York Road and Wetherby Road January – April 2024.

P Tunney felt the Wighill VAS was in the wrong place, he would revisit the matter upon receiving the data.

He reported that looking at the Wetherby Road and York Road data there was a regular pattern at certain times of the day of speeds being breached, this did not relate to volume of traffic. Police had previously speed monitored these two areas, something was not balancing between Police information and the Councils data.

Evidence received from the Police brought to an earlier meeting had conflicting data in comparison to Council VAS data.

G Butcher reported that during a conversation with PC Woods, it had been clarified that Speed Cameras could not be deployed on Wetherby Road, this was dangerous area due to parked cars especially at school drop off and pick up times which required action.

K Poskitt felt that as P Tunney had mentioned 3 roads had been classed as Killed or Seriously Injured (KSI) roads and suggested that for complete clarification that the Council sought a Freedom of Information Request for KSI information for Tadcaster.

C Metcalfe asked how reliable the data from VAS was.

The Clerk reported that the sign on York Road had been faulty when it was first installed which was rectified, Wighill Lane had been reported as faulty and explained how the signs worked.

P Tunney felt the Wighill Lane remained faulty.

C Metcalfe reported that the VAS on Leeds Road was dim barely visible.

**RESOLVED –**

- **That a Freedom of Information be sent for Tadcaster KSI information.**
- **That the VAS contractor be asked to check the Wighill Lane and Leeds Road VAS.**

**ACTION – Clerk to deal and raise as agenda item at the next appropriate meeting.**

**C17 GRANT AID – (Item 17)** - Members discussed and considered a Small Grant Aid Application received from Tadcaster Albion Football Club.

K Poskitt reported that she supported the application and had along with local businesses had made a donation from her Locality Budget for the cause.

**RESOLVED – Following a unanimous vote members agreed the above Small Grant Application of £250.**

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**C18 VIADUCT INSPECTION REPORT – (Item 18)** - Members to note the report and discuss and consider the report’s Conclusions and Recommendations.

C Metcalfe felt that the report had clarity and little deterioration had occurred, it stated that little action was required. As there was a principle inspection due in 2025 suggested that the Council notes the Inspection Report and any action be agreed following the Principle Inspection.

Members agreed the above suggestion.

**C19 RIVERBANK LAND – (Item 19)** - Members to discuss Tadcaster Town Council owned Riverbank land as a recommendation from the Environment Committee meeting 4 June 2024.

R Sweeting asked members if following a recommendation from the Environment Committee meeting on 4 June 2024 they would like to register the land.

C Metcalfe questioned ownership of riverbank land from the Bridge to the Weir and suggested that in the interest of the public and the Council that clarification of ownership be sought prior to registering the land.

The Clerk reported that she had investigated the matter as far as she could and that it now required someone qualified to investigate further.

P Tunney reported that it had been understood that the riverbank had been owned by the Council, there was nothing stopping the Council applying to register the land.

C Metcalfe felt that in the public interest clarification was required in order that the land could be registered following advice. He suggested contacting NYC Legal Department.

The Clerk reported that she had tried NYC with no success.

**RESOLVED – Following a unanimous vote members agreed for the Clerk to seek quotes for legal advice regarding registering ownership of Riverbank land between the bridge and the weir.**

**ACTION – Clerk to deal.**

**C20 NORTH YORKSHIRE COUNCIL – (Item 20)** - Councillor K Poskitt to update members regarding North Yorkshire Council.

K Poskitt reported that Northern Power Grid had been present at a recent NYC Area Constituency meeting, she had relayed frustrations raised by the public and the Council of recent outages these had been reiterated by other Councils.

C Metcalfe asked if she had sought information regarding funding mentioned in the Corporate Plan for Tadcaster Sherburn and Selby.

K Poskitt reported that following investigations she had been unsuccessful in finding an answer and is still pursuing.

C Metcalfe suggested that the Council writes to NYC Chief Executive stating that K Poskitt had tried to seek funding information as above without success and any information regarding the fund would be appreciated.

**RESOLVED – Following a unanimous vote members agreed to write to NYC Chief Executive regarding the above.**

**ACTION – Clerk to deal.**

**C21 FINANCE – (Item 21)** -

- 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
ALCC	50.00	0	50.00
B K Parnaby & Sons	312.00	62.40	374.40
Calcaria Domestic Cleaning	52.50	0	52.50
D Bowgett	350.00	0	350.00
DCG Tree Surgery	1355.00	0	1355.00
DCK Account Solutions	606.22	121.24	727.46
Howard Pask	1192.50	100.00	1292.50

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Living Landscapes	1466.78	0	1466.78
North Yorkshire Council	4177.89	835.58	5013.47
North Yorkshire Council	762.07	152.41	914.48
Pullan	185.00	37.00	222.00
Tadcaster Treat Association	1200.00	0	1200.00
The Advertising Bike Company	594.00	118.80	712.80
TWM	310.28	62.06	372.34
Yorkshire Local Councils Association	35.10	0	35.10
Yorkshire Local Councils Association	70.20	0	70.20
<b>Total</b>	<b>12719.54</b>	<b>1489.49</b>	<b>14209.03</b>

### Direct Debits

	Date	NET	VAT	TOTAL
1 Eon next	21/06/24	35.87	18.24	54.11
2 Nycom	25/06/24	203.90	40.78	244.68
<b>Total</b>		<b>239.77</b>	<b>59.02</b>	<b>298.79</b>

### Payments to Note:

	NET	VAT	TOTAL
Administration	<b>6294.13</b>	<b>0</b>	<b>6294.13</b>

- b. **Internal Control System Report** – Members noted and approved the Internal Control System Report for the financial year 2023/2024
- c. **Internal Control System** – Members reviewed and agreed the effectiveness of the system of Internal Control and Internal Audit for 2023/2024 and considered any findings. No findings.
- d. **Approval of the Annual Accounts for year ended 31 March 2024** – Members considered, approved and signed the accounts for 2023/2024.
- e. **Approval of the Annual Return for the year ended 31 March 2024 – The Clerk read out the following:**
  - i. **Section 1-Annual governance statement 2023/2024** - Members considered and approved the answers to questions 1 to 9, Section 1-Annual governance statement.
  - ii. **Section 1-Annual governance statement 2023/2024** – The chairman signed and dated Section 1-Annual governance statement.
  - iii. **Section 2-Accounting statements 2023/2024** - Members to considered and approved Section 2-accounting statements.
  - iv. **Section 2-Accounting statements 2023/2024** – The chairman signed and dated Section 2-Accounting Statements  
**RESOLVED – Following a unanimous vote members approved the above Statements and agreed for R Sweeting to sign.**
- f. **Independent Internal Auditor** – Members to appoint an independent internal auditor for 2024/2025.  
**RESOLVED – Following a unanimous vote members approved the appointment of Local Councils Auditors for 2024/2025.**
- g. **Risk Assessment Schedule for the Council for 2024/2025** – Members reviewed and agreed the Risk Assessment Schedule for the Council for 2024/2025.
- h. **Financial Year End Report** – Members considered and approved the financial year end report to 31 March 2024.  
Members thanked the Clerk for the successful completion of the above report.
- i. **Council Reserves** – Members to consider and agree the Council Reserves.  
C Metcalfe asked for clarification that the Council were agreeing the present Council Reserves. The Clerk reported that the Council were agreeing the present Council Reserves which were not locked and could be utilised in future.

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- j. **Internal Audit of Accounts Report** – Members noted and approved the Internal Audit of Accounts Report for the financial year 2023/2024 received from Local Councils Auditors.
- k. **Internal Control and Internal Audit Terms of Reference** – Members reviewed and agreed the Terms of Reference for 2024/2025.
- l. **Internal Control System Auditor** – Members to appoint a Councillor to carry out the Internal Control Audit for 2024/2025.

**RESOLVED – Following a majority vote D Bowgett to carry out the Internal Control System Audit 2024/2025.**

**C22 PROPERTY & LAND IN TOWN COUNCIL OWNERSHIP – (Item 22)** - Members noted and agreed property and land in Town Council ownership.

**C23 KEY HOLDERS – (Item 23)** - Members noted and agreed the list of key holders 2024 2025.

**C24 WEBSITE NEWSLETTER AND MEDIA ITEMS – (Item 24)** - To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media – None.

**C25 APPROVAL OF MINUTES – (Item 25)** - Members approved as a correct record in compliance with agreed Protocol the following Council and Committee meetings: -

- a. **Annual Council Meeting** held **14 May 2024**  
Members agreed the above minutes subject to a word change at Minute AC18.
- b. **Environment Committee Meeting** held **4 June 2024**

**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.**

**C26 STAFFING SUB COMMITTEE – (Item 26)** - Members to consider a recommendation from the Staffing Sub Committee meeting on 12 June 2024.

K Poskitt reported that the Staffing Sub Committee had made a recommendation to action the use of the Persistent or Vexatious Policy.

A draft letter to a resident who the Staffing Sub Committee felt had breached the use of the Persistent or Vexatious Policy was read to members.

Members felt there was sufficient evidence included in the above correspondence, it was felt that Staff should be protected as duty of care.

C Metcalfe asked what action had been taken to safeguard the Council.

K Poskitt reported that professional advice had been taken to date.

Members suggested that the above letter be sent to NYC Legal prior to sending.

**RESOLVED –**

- **Following a unanimous vote members agreed for the above draft letter to be sent to NYC Legal for scrutiny prior to any action.**
- **Members to be notified of any action taken regarding the above letter.**

**ACTION – K Poskitt to deal.**

K Poskitt reported that an NYC Democratic Officer had agreed to attend Council meetings if required.

Members discussed and agreed a Press Statement to be issued if required by the Council.

**RESOLVED - Members agreed the above.**

**C27 CEMETERY TREES – (Item 27)** - Members update of Cemetery Trees.

The Clerk reported that P Tunney had had direct contact with the claimant he had been advised that the Council response is through the Councils Insurance Company.

P Tunney confirmed the above.

The Clerk reported that the Council was awaiting clarification from the Claimant prior to a decision regarding the trees.