



## 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 the Ordinary Council Meeting TADCASTER TOWN COUNCIL

**Date:** Tuesday 17<sup>th</sup> September 2024

**Time:** 7pm

**Venue:** The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ

**In attendance:** Cllr D Bowgett (Mayor), Cllr R Sweeting (Deputy Mayor), Cllr G Butcher, Cllr J Chiswick, Cllr S Cobb, Cllr F Greig, Cllr G Lodge, Cllr D Mackay, Cllr C Metcalfe, Cllr K Poskitt and Cllr P Tunney. In addition, Nick Appleyard, Senior User for Tadcaster FAS, Environment Agency, and 2 residents.

**Officers:** J Crowther, Town Clerk. G Ashton, Locum.

*Late arrivals:* none.

*early departures:* none

*The meeting opened at 7pm*

#### FC/25/71 APOLOGIES

a) To receive and record apologies for absence.

Apologies received in advance from Cllr C Stephenson.

b) To resolve to approve reasons for absence.

**RESOLUTION: to accept and approve the reasons for absence from Cllr C Stephenson. Unanimous.**

#### FC/25/72 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

a) To note any written requests for dispensation the Clerk may have received from members.  
None received.

b) To consider any new dispensation requests – none received.

c) To receive Declarations of Interests from members not already declared under the members Code of Conduct or members Register of Interests, in any business to be transacted.

None received. **Local Government Act (1972) s94 – duty to declare an interest**

#### FC/25/73 PUBLIC SESSION – Suspension of Standing Orders

**Resolution: to suspend Standing Orders 2(f) to allow members of the public to raise items of interest in the public session. Unanimous.**

Resident 1 – wished to raise 3 small items: 1) update on the benches outside the war memorial. The Clerk provided information that this is progressing. 2) would a member be interested in being a correspondent for the Wetherby News (or a resident), an idea to put forward to Council. 3) cars – contentious issue of the main car park. Whatever plans Tadcaster Town Council has for the town, please consider cars in the future. Members supported suggested that having a press correspondent is a good idea and retaining the car park is good for the sustainability of a rural town. The Clerk explained that the agenda is always shared with the local press.

Resident 2 – County Cllr Grogan, Chairman of Licensing Committee for North Yorkshire Council (including taxis and public houses). Consultation with regard to zero omission taxis and disabled access taxis.

**Resolution: to reimpose Standing Orders (2f) and continue with the business agenda. Unanimous.**

#### FC/25/74 REPORTS FROM OTHER AUTHORITIES

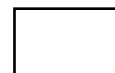
a) **Police and other authorities** – to discuss and consider an update with regard to Anti-social behaviour.

i. To note NYP report – no anti-social behaviour reported on the NYP report. Residents can report on Crimestoppers anonymously. Cases of fraud reported on the NYP report. Should this be queried if this is “scamming” fraud, especially as there are potentially vulnerable residents in Tadcaster who perhaps should be alerted of this information.

Minutes of the Ordinary Council Meeting – 17 September 2024

Tadcaster Town Council

Page 1 of 6



Request from members for the Clerk to speak to the NYP to establish if they can share the type of fraud.

ii. To note the NYP Community Newsletter, August 2024

b) **County Councillor** – update from County Cllr Poskitt

Overview of current caseload - Review of Local Plan taking place. Outcome of the Social Housing Report, found to be non-compliant through a self-referral and the outcome states that they do not meet with reasonable standards. Positive meeting with the local MP and a further meeting of executive members, to consider local issues and the impact on local community.

Bus Station update, liaison with Melissa Pollard (NYC) continues, 15<sup>th</sup> October there will be an on-site in Tadcaster. Pre-meeting with Align Property Partners for the scheme due to be completed by March 2025. EV supply is still been discussed with NYC supplier.

Members queried the Highways department where work has taken place in Toulston, equipment, anti-slip signage etc is still insitu even though the work was completed over two months. It was asked if the County Cllr could raise Westfield and Grange Road with Highways as both roads are in a state of disrepair. County Cllr Poskitt acknowledged that residents had raised similar concerns. A member then referred to an email which the County Cllr had sent to members (17/09/24). The TCRP (Town Centre Regeneration Project) was allocated to Selby, Sherburn and Tadcaster as the service towns from the former Selby District Council. Originally, £1m was earmarked for Tadcaster. The reallocation of these funds then further earmarked £500,00 for Tadcaster. As a result of this, the Bus Station project was created. If the funds were allocated to Tadcaster, were they then used to purchase the Natwest Bank, SDC then agreed that this asset was surplus to requirements. If NYC now look to sell this asset without any regeneration of the building, what happens to the funds from the sale of the Natwest Bank. Key question: How did this figure end up in the corporate plan if this were untrue? Originally there were three projects earmarked for Tadcaster: 43 Kirkgate, the Natwest Bank and the Bus Station.

Request for minutes to be circulated to all members from the former SDC Executive Meetings where the TCRP projects for Tadcaster were discussed. In the eventuality of no new ideas for projects in Tadcaster, the regeneration of the Bus Station was agreed with an allocation of £500,000 by the then current officers and elected members at Selby District Council. Members also noted that they are keen to support no 43 Kirkgate as a community asset. Finally, the County Councillor will request that the potholes are filled in across the town.

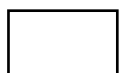
**Resolution: that the Town Council support the County Councillor in the negotiations for the funding that comes from / receipt of the sale of the former Natwest Bank to ensure that this comes back to the town of Tadcaster via the Town Council. Unanimous.**

c) **(FAS) Flood Alleviation Scheme & Environment Agency** representatives – To note update regarding the Flood Alleviation Scheme. A representative from the EA in attendance to update members regarding Flood Alleviation Scheme.

Met with Alec Shelbrooke MP, project sponsor and Nick Appleyard – the MP has spoken to the flood minister and recognises the importance of the FAS. Positive messages from the local MP so far. Thanks to our County Cllr working with us. Planning passed (Certificate of Lawfulness), full planning for the wider scheme is due to be submitted in the next 2-3 weeks. A lot of work has gone into the planning application, drainage, surface water flood risk report, pre-app from feedback is positive. Initial Business case presented – progressing towards the full business case ready for submission in the New Year. Balance is important: costs, funding and that the economics work (cost-benefit ratio is currently 1.2, was 1.4 at initial stage). £26.5m of grant funding aid already received from 7 different sources. Complexity of bidding and the long game to secure funding. Project sponsor remains confident that the funding package is secure and that the scheme is fully funded when the full business case is submitted.

Tree works will commence in late spring, following onto summer 2025 where construction works will commence. Working towards final completion date of March 2027. Lot of debris collecting in the island, team will be on the ground in the autumn to clear some of this. Full programme of works will be shared but hopefully to deliver a completion date of winter 2026.

Members raised if there are any potential risks to derail the project – Nick suggested: objections to planning, although there has been heavy engagement with all stakeholders. Funding remains a risk. Tadcaster is 13%



funded from core project aid. Very positive message from the project sponsor. Any project by a river can incur unknown risks and risks from the weather/climate. Modifications in the design to reduce costs – full bund around the brewery, range of sections that are been looked at, ongoing discussions with contractors on a week-by-week basis. Finally, to assure residents and the local community, there is generally a representative from the EA in the council offices on a Tuesday. Vote of thanks from Cllr Sweeting.

**FC/25/75** **To APPROVE** as a true and correct record, the MINUTES of the Full Council Meeting held on Tuesday 13<sup>th</sup> August 2024. Move and amendment C58(d) – fatal speed collision on Oxton Lane, (remove the word fatal from the minutes).

**RESOLUTION: to accept and approve the minutes of the last meeting of Full Council held on Tuesday 13<sup>th</sup> August 2024 as a true and accurate record with one small amend as detailed above. Unanimous.**

**FC/25/76 PLANNING**

Members to note and resolve to comment on the following applications received (North Yorkshire Council): **Town & Country Planning Act (1990) Sch1, para8 – to be notified of planning applications**

(a) Planning Applications

Valid date	Planning Reference	Description of application	Address	Deadline
27 Aug 24	ZG2024/0907/TPO	Fell 1 No Lime tree (T1) protected by Tree Preservation Order 8/2024	103 Leeds Road	19 Sep 24

ZG2024/0907/TPO – no observations.

(b) To note Granted Applications / Decision Notices since the last meeting.

- i.ZG2024/0673/TPO - 101 Leeds Road Tadcaster LS24 9LA. Fell 1 No Lime tree (T2) protected by TPO No 8/2024 – REFUSED
- ii.ZG2024/0674/TPO - 103 Leeds Road Tadcaster LS24 9LA. Fell 1 No Lime tree (T1) protected by Tree Preservation Order 8/2024 – REFUSED
- iii.ZG2023/0906/LBC - Tadcaster Town Council, The Ark, 33 Kirkgate. Listed building consent for Complete Electrical rewiring of The Ark including full replacement of all Pyro cables etc. and replacement of the existing electric storage heaters with the installation of new Fujitsu split air conditioning units to be positioned in the main office and meeting room with remote external air conditioning units – GRANT PERMISSION
- iv.2023/0360/FUL - Tadcaster Town Council, The Ark, 33 Kirkgate. Complete Electrical rewiring of The Ark including full replacement of all Pyro cables etc. and replacement of the existing electric storage heaters with the installation of new Fujitsu split air conditioning units to be positioned in the main office and meeting room with remote external air conditioning units – GRANT PERMISSION

(c) To consider any Enforcement Issues & Concerns - None received.

(d) To receive an update and resolve on matters pertaining to Tadcaster Neighbourhood Development Plan (report from External Consultant and/or Officer) and to note date for the next meeting – 28 October 2024, 12 noon at Sibling Workspace, Station Road, Tadcaster LS24 9JF (possible change of date to 04 November 2024).

**FC/25/77 ASSET MANAGEMENT AND EVENTS**

a) To receive an update for Remembrance Sunday event – 10<sup>th</sup> November 2024.

Submitted relevant paperwork to the Safety Advisory Group (SAG). The Clerk is making the arrangements as normal for the event. Please notify the Clerk if members are planning to attend the event and bring a guest for the seating plan in Church.

**Local Government Act 1972, S145 – provision of public entertainment**

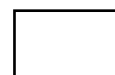
b) To note the closure of The Ark, to conduct Electrical rewiring and installation of new Heating System. (wk commencing 21<sup>st</sup> October 2024 for 2 weeks). The Clerk is planning a combination of working from home or in the office space: information to be circulated.

**LGA (1972) s133 – power to provide and equip community buildings**

c) To consider the replacement of street light LP23, New Street. Attached to the side of a building. Members concerned that there was little community value in retaining this street light. If the lamp is not required, is there a need to replace it in this industrial area. Cllr Poskitt offered to take a photograph in the dark to see if this light is of any value.

**RESOLUTION: for the Clerk to request a quotation for removal of the streetlight and associated apparatus to bring back to the next available meeting based on Cllr Poskitt’s assessment of the non-working light in situ. Unanimous.**

**Highways Act (1980) s301 – power to light roads and public places**



**FC/25/78 POLICY & GOVERNANCE**

a) To consider a Proof of Life for Pensions Policy – circulated. For the Clerk to circulate an updated version to include the witness signature and incorporate scope for other legal documents, such as passports.

b) To appoint member representatives to community groups/functions of the Council (*current appointments*):

- I. YLCA representatives – *Cllr Mackay, Cllr Bowgett*
- II. Swimming Pool Users Committee – *Cllr Cobb, Cllr Chiswick*
- III. Dawson & Oglethorpe Trust – *Cllr Greig*
- IV. Tadcaster Twinning Association Committee – *Cllr Cobb, Cllr Bowgett*
- V. Medical Centre PPG – *Cllr Cobb, Cllr Chiswick*
- VI. Flood Alleviation Scheme & EA – *Cllr Poskitt*
- VII. Tadcaster Bridge (liaison and comms) – *Cllr Poskitt, Cllr Bowgett*
- VIII. Police Liaison – *Cllr Poskitt*
- IX. Tadcaster Community Speed Watch – *Cllr Butcher*
- X. Vehicle Activated Sign (VAS) – *Cllr Stephenson, Cllr Bowgett*
- XI. Tadcaster Library – *Cllr Greig*
- XII. Allotments – *Cllr Cobb*
- XIII. The Barn – Youth – *Cllr Poskitt*
- XIV. Christmas Market – *Cllr Sweeting*
- XV. Remembrance Service – *Cllr Sweeting*
- XVI. Christmas Illuminations – *Cllr Grieg*
- XVII. Tadcaster in Bloom – *Cllr Chiswick*
- XVIII. Facebook – *Cllr Bowgett, Cllr Stephenson*
- XIX. Newsletter – *Cllr Bowgett, Cllr Poskitt, Cllr Cobb*
- XX. Local Prevent Group for Central Area – *Cllr Bowgett*

**RESOLUTION: to resolve the above appointments to members for representation with community groups/external bodies for the remainder of the municipal year to May 2025.**

c) 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 item only: Agreed that there was no reason to exclude the press and public.

**RESOLUTION: to resolve to not exclude the press and public by virtue of the Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to discussed. 1 objection**

d) To consider a FOI request to the Clerk email account on 27 August 2024.

FOI request received with regard to the Viaduct methane levels and the vent pole/venting on the Viaduct Walk. Concerns raised regarding possible pollution. The Council hold some of the information on these methane levels but they were last received from the EA in the summer of 2022. Response provides the information which the town council hold and suggested onwards referral to the Environment Agency.

**RESOLUTION: for the Town Clerk to reply with the previously circulated response to members within the statutory period. Unanimous.**

**FC/25/79 FINANCE**

a) To approve the schedule of payments to 31<sup>st</sup> August 2024 - (Two Councillors to approve and sign the Payment Schedule sheet to be paid by electronic payment. Schedule to be circulated at the meeting.)

**Electronic Payments**

	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
Amazon	214.94	0	214.94
B K Parnaby & Sons	2906.95	581.39	3488.34
Calcaria Domestic Cleaning	78.75	0	78.75
Allotment Deposit Refund	50.00	0	50.00
DCG Tree Surgery	152.50	0	152.50



Julian Hall First Aid Services	183.75	0	183.75
Living Landscapes	1936.43	0	1936.43
PKF LittleJohn LLP	630.00	126.00	756.00
Pullan	185.00	37.00	222.00
Tad Signs (Tadcaster) Ltd	25.00	0	25.00
TC Event Technology	338.40	0	338.40
Vision ICT Ltd	220.00	44.00	264.00
York RI Golden Rail Band	650.00	0	650.00

#### Direct Debits

		Date	NET	VAT	TOTAL
1	NYCOM	25/09/24	207.20	41.44	248.64
2	E-on Next	17/09/24	51.52	2.58	54.10

#### Payments to Note

		NET	VAT	TOTAL
	Administration	4265.46	0.00	4265.46

**RESOLUTION: to approve the payments schedule as signed by Cllr Bowgett and Cllr Poskitt. Unanimous.**

**Smallholdings and Allotments Act (1908) ss23, 26 and 42 – power to provide allotments**

**LGA1972, s 214(6) – power to contribute to expenses to maintain cemeteries**

**LGA 1972, s 144 – power to attract visitors (Christmas illuminations)**

b) To consider the appointment of an Internal Auditor for both interim and final audit 2024/25.

**RESOLUTION: to appoint the Internal Auditor as recommended by the outgoing Internal Auditor due to retirement. Unanimous.**

c) To note the completion of the limited assurance review of the Annual Governance and Accountability Return for the year ended 31 March 2024 and consider any matters arising from the review. Noted, no outstanding matters recorded.

d) To appoint two members to review the insurance schedule and to prepare a quotations table for a 3- and 5-year contract

**RESOLUTION: for Cllr Lodge and Cllr Bowgett to be appointed as the two members to review the insurance schedule and to prepare a quotations table for a 3- and 5-year contract to bring back to full council for discussion as a future agenda item. Unanimous.**

e) To consider valuations of Council Assets – last valued in 2020. Next valuation due in 2025. The civic regalia was difficult to value due to the logistics of getting the regalia to a valuer. Proposal for buildings to be valued (War Memorial, The Ark and both Chapels).

**RESOLUTION: for the Clerk to research quotations for buildings valuations cost and to present once received to a future meeting. Unanimous.**

f) To consider any grant applications and evaluation forms presented to the Town Council. None received since the last full council meeting.

#### FC/25/80 STAFFING

**RESOLUTION: to resolve to exclude the press and public by virtue of the Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to discussed.**

a) To note an update and resolutions from the Chairman of the Staffing Sub Committee. Cllr Greig provided a verbal update. Leaving statement received from the outgoing Deputy Clerk. Suggestions for the way forward need to be considered. Appointment of a Locum on 12 hours per month to support with agendas and minutes for a temporary six-month period. Workload for the one remaining staff member is extensive and not manageable.

b) To resolve way forward and develop a strategy/ business continuity plan for staff vacancies. Refer to staffing sub-committee for future action pending the outcome of any potential staffing review.

c) To note Deputy Clerk Leaving Statement & Exit Interview



Noted – all members acknowledge that they have reflected on the leaving statement circulated from the Deputy Clerk.

d) To consider any further actions required as a result of the Sub-Committee meeting. – no further action at the present time. Noted the appointment of the Locum for 12 hours per week for a temporary 6-month period.

e) To consider the purchase of Arnold-Baker on Local Council Administration (£119)

**RESOLUTION: to approve the purchase of the Arnold-Baker on Local Council Administration. Unanimous. Local Government Act (1972) s175 – power to provide training resources**

f) To consider the instruction of an SLCC Staffing Review for the Town Council to inform future staffing structure, hours and pay scales.

**RESOLUTION: for the Locum to research a quotation for the cost of a full SLCC Staffing Review for the Town Council and to bring costings back to next full council meeting. Motion carried.**

**Local Government Act (1972) s111 – power to enter into contracts**

#### **FC/25/81 PROJECTS & MEDIA**

a) WEBSITE NEWSLETTER AND MEDIA ITEMS – To suggest appropriate matters from this meeting to place on the website, Newsletter, Facebook and before the media.

Suggestion from members that the comprehensive statement from the Environment Agency shared at the meeting be shared with the residents of Tadcaster; feedback from the local MP, Alec Shelbrooke.

b) To consider the Winter edition of the Newsletter – relating specifically to the EA updates would be useful for residents. Alec Shelbrooke MP's office, FAS positive update, Bridge, Yorkshire Water updates. Potential for disruption. Fish Pass update. NYC Flood Authority update. Warm Spaces.

**RESOLUTION: for Cllr Bowgett to lead on collating information for the Winter newsletter with information detailed above.**

**Local Government Act (1972) s142 – power to publicise council functions/information**

#### **FC/25/82 CORRESPONDENCE RECEIVED – for members to note as required.**

a) YLCA – White Rose Bulletin (9,16, 23Aug)

b) NYC – Local Plan update

c) NYC – Electoral Review, Parish and Community Groups Briefing

d) Yorkshire Green Drop-in session 1 Oct 2024, Tadcaster Methodist Church, High St LS24 9AT, 3-7pm

#### **FC/25/83 To consider agenda items for next meeting**

(i) Projects and ideas for proposal for Tadcaster should funding become available,

(ii) SLCC Staffing Review

(iii) Insurance quotations for 3- and 5-year contract

(iv) Quotations for property valuations

(v) Cost of removal of streetlight apparatus on New Street (LP23)

**FC/25/84 To note date, time and location of next meeting – Tuesday 15<sup>th</sup> November 2024, 7pm at The Ark, Tadcaster.**

*The meeting closed at 8.59pm*

