



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

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Open Monday to Thursday 9.30am to 12.30pm

Minutes of the Ordinary Council Meeting TADCASTER TOWN COUNCIL

Date: Tuesday 17 June 2025

Time: 7pm

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

In attendance: Cllr R Sweeting (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, 1 member of the public and NDP Consultant (David Gluck) and PC Nick Woods.

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

Late arrivals: none

early departures: none

The meeting opened at 7pm

Minutes of the Meeting

FC/26/23 APOLOGIES

a) To receive and record apologies for absence.

Apologies received in advance of the meeting from Cllr Bowgett. Cllr Stephenson absent.

b) To resolve to approve reasons for absence.

Resolution: to accept and approve the reasons for absence received in advance of the meeting from Cllr Bowgett. Unanimous.

FC/26/24 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

FC/26/25 PUBLIC SESSION – Suspension of Standing Orders

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

Resident 1 – Council made some tentative decisions regarding new seating around the War Memorial area. Request from the resident to revisit this decision previously made. Suggestion as an agenda at the next Environment Committee.

Resident 2 – at the last Environment Committee meeting, benches in need of repair were discussed in the Cemetery. Suggestion from resident that the bench is made out of composite materials or stainless steel. Noted. Request for the Memorial benches outside the War Memorial to be discussed at a forthcoming meeting in advance of Remembrance Day 2025.

Resolved to: reimpose Standing Orders 2(f). Unanimous.

FC/26/26 REPORTS FROM OTHER AUTHORITIES

a) **Police and other authorities** – Crime stats shared. 13 (during May and June), inc. damage to benches, theft in high street, increase in instances of individuals entering emptying properties. Enquiries and evidence are being followed up (on a number of Brewery properties), including:

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10-12 Leeds Road suffered some criminal damage, Fox & Hounds, Tadcaster Primary Academy (children in the grounds and on the roof), burglary in an outbuilding, issues at Costcutter (children from outside the area creating anti-social behaviour). Increase deployment of staff working on shift with officers from Sherburn in Elmet and a new Neighbourhood Sergeant to be based there. In addition, a new Inspector will be based in Selby/Eggborough. Queries raised from the floor regarding the security at Fircroft on Wighill Lane. PC Wood explained that this is an ongoing live investigation and has conducted a site visit today.

Cllr Poskitt requested a public vote of thanks to PC Woods, particularly for his neighbourhood engagement, involving Fire Services, schools and local businesses ensuring a whole community involvement.

- i. To note NYP report - noted
- ii. To note the NPT Community Newsletter May 2025 - noted
- b) **Tadcaster Flood Alleviation Scheme & Environment Agency** – To note update regarding the Tadcaster Flood Alleviation Scheme. Apologies received from Karl Ickeringill, EA Project Manager and will provide a written report at the next meeting of the Council.
- c) **County Councillor** – update from County Cllr Poskitt, and to include the following:-
 - i. To receive an update on parking issues in the Town.
 - ii. To receive an update on the development of the North Yorkshire Local Plan

Verbal update provided of the face-to-face meetings which have taken place and thanks to those members who were present regarding the Tadcaster Flood Alleviation Scheme meeting with Cllr Carl Les (leader of NYC Council) to support the Town with the flood alleviation project planning application to iron out any issues with the application. Discussion also took place regarding the NYC Local Plan. Members felt they were heard by the leader of NYC Council alongside the Environment Agency. Request to keep up the momentum on the NYC Local Plan with some active engagement on a local level to discuss Tadcaster. Imperative that the Council sustain the momentum with regards to support from Cllr Les, Alec Shelbrooke MP and David Skaith, Mayor of North Yorkshire. Alec Shelbrooke is leading the meeting with HQ at Yorkshire Water. David Skaith has written a document with Nick Appleyard to present to Central Government. Chair of Strategic Planning (Andy Paraskos) is keen to hold an additional committee meeting to hear the planning application for the project soonest.

Parking Charges – spoken to Exec member, Keane Duncan (now Malcolm Taylor) detailed response received. Nothing would happen without public consultation. Finally email received from Gladmans and Tom Fielden (today) to request a meeting to provide an update on the Eleven Arches planning site.

FC/26/27 **To APPROVE** as a true and correct record, the MINUTES of the **Annual Council** Meeting held on Tuesday 13 May 2025 and in addition the minutes of the **Environment Committee** held on 3 June 2025.

Resolution: to accept and approve as a true and accurate record the minutes of the Annual Council meeting held on Tuesday 13 May 2025 and the minutes of the Environment Committee held on 03 June 2025.

FC/26/28 PLANNING

Members to note and resolve to comment on the following applications received (North Yorkshire Council):

(a) Planning Applications

<i>Valid date</i>	<i>Planning Reference</i>	<i>Proposal</i>	<i>Address</i>	<i>Deadline</i>
20/05/25	ZG2025/0448/FUL	Demolition of existing garage, erection 2 No 1 bedroom flats over 2 storeys with parking	85 York Road, Tadcaster, LS24 8AR	23/06/25
22/05/25	ZG2025/0360/FUL	Alterations to the Bell Tower	Land And Buildings At 448388 443364, St Josephs Street,	26/06/25
22/05/25	ZG2025/0397/COU	Change of use from Pharmacy Retail (Class A1) to Dog Grooming and Spa Business (Sui Generis)	Kirkgate Pharmacy, 7 - 9 Kirkgate, Tadcaster	24/06/25

ZG2025/0448/FUL – no objections

ZG2025/0360/FUL – no objections

ZG2025/0397/COU – no objections, support and welcome the application

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

<i>App. date</i>	<i>Planning Reference</i>	<i>Proposal</i>	<i>Address</i>	<i>Decision</i>
07/04/25	ZG2025/0340/HPA	Single storey side extension, associated alterations and new vehicular access	41 Grange Avenue, Tadcaster, LS24 8AN	Grant
09/04/25	ZG2025/0323/HPA	New opening to front boundary wall and new drive to the front garden	6 Station Road, Tadcaster, LS24 9JG	Grant

(c) To consider any Enforcement Issues & Concerns – none received

(d) To receive an update for the Tadcaster Neighbourhood Development Plan (report from External Consultant and/or Officer).

David Gluck – design version of the 3 documents circulated to members and ready for submission to NYC. Accompanying those 3 documents (consultation statement, basic conditions statement and submission document), plus a letter to NYC for an examiners' briefing. Policies submitted are future proofed so that these local policies will support the NYC Local Plan. The next stage is for NYC to work with the TC to appoint an examiner and a Regulation 16 consultation. Following examination, the plan will come back to referendum. Comprehensive spending review of Central Govt last week agreed to no further funding allocated to NDP planning. This may impact financially on the Council if there are technical queries raised by the examiner in terms of any resources required to answer these queries.

Moved up the agenda at the discretion of the Chairman

FC/26/29 (d) To receive an update on the Tadcaster Enhancement Project from David Gluck, TRCIC including a proposal for the Tadcaster Town Trail boards.

Tweaks taking place on content of trail boards, commissioned by local company. Leaflets have also been designed and ready to print. Cllr Cobb has worked closely with the TRCIC on this project. Next task to commission for installation of the new signs and boards. Propose that the Council write to Heidi Green, NYC to ask how all the funds were deployed for the entire project (£40k).

Resolution: for the Clerk to write to Heidi Green, NYC to request a breakdown of how all financial funding was deployed for the entire Enhancement Project.

Moved up the agenda at the discretion of the Chairman

FC/26/34 (d) To receive an update on the Mayor of York and North Yorkshires Vibrant and Sustainable High Streets Fund from David Gluck, TRCIC

Grant received towards a High Street Delivery Manager to work with businesses across the town to promote the totally locally project, scoping studies on a permanent base for the Totally Locally project. Job advertisement and application pack now live and interviews will take place towards the end of the month.

FC/26/29 ASSET MANAGEMENT AND EVENTS

- a) To consider the data from the Vehicle Activated Signs (VAS) from April 25 to May 25. Defer to next appropriate meeting.
- b) To receive and update from the Community Speedwatch Group. Cllr Butcher confirmed that at least 1 speedwatch per week is taking place, Wetherby Road is still causing an issue as well as Stutton Road. Thanks passed from the Chairman to the group.
- c) To receive an update on a way forward improving the image of the Town. No further information at the moment. Lines and signs to be updated. Community Payback in town early July. Will feedback after the Community Payback walkaround.
- d) To receive an update on the Tadcaster Enhancement Project from David Gluck, TRCIC including a proposal for the Tadcaster Town Trail boards. – *moved up the agenda at the discretion of the Chair*

FC/26/30 POLICY & GOVERNANCE - To review the following policies:

- a) Council Terms of Reference - noted
- b) Complaints Procedure - noted
- c) Freedom of Information Procedure - noted

Resolution: to approve and adopt the above policies.

FC/26/31 FINANCE

- a) To approve the schedule of payments to 16 June 2025 - (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		NET	VAT	TOTAL
B K Parnaby		281.75	56.35	338.10
Broxap		559.00	111.80	670.80
Calcaria Domestic Cleaning		52.50	0.00	52.50
Cookie Graphic Design		500.00	0.00	500.00
DCG Tree Surgery		3476.00	0.00	3476.00
Internal Audit Services Yorkshire		325.00	0.00	325.00
Integrity Pest Control		30.00	0.00	30.00
Living Landscapes		3506.75	0.00	3506.75
M Dando		534.30	0.00	534.30
M Pask		1160.00	0.00	1160.00
Parnaby Construction and Maintenance		230.00	46.00	276.00
Pullan		185.00	37.00	222.00
Mayors Allowance		255.00	0.00	255.00
Yorkshire Day		110.00	0.00	110.00
Direct Debits	Date			
Eon Next	17/06/25	51.52	2.58	54.10
Nycom	25/06/25	207.20	41.44	248.64
Payments to Note				
Administration		4545.60	0.00	4545.60

Resolution: to approve the schedule of payments to 16 June 2025

- b) To receive and note the Internal Audit of Accounts report for the financial year 2024/2025 – noted.

- c) To receive and note the Internal Control System report for the financial year 2024/2025 and to resolve any findings
Resolution: No recommendations or findings to note
 - d) To consider and approve the annual accounts for 2024/2025 – chair to sign and date
Resolution: to approve the Annual Accounts for 2024/2025 and for the Chairman to sign and date.
 - e) To consider and approve the Annual Governance and Accountability Return 2024/2025
 - i. Section 1 - Annual Governance Statement – to consider and approve the answers to questions 1-9 – the Chair to sign and date
Resolution: to approve Section 1 of the Annual Governance Statement 2024/2025 for return to the External Auditors, PKF Littlejohn, signed by the Chairman and the Clerk/RFO.
 - ii. Section 2 – to consider and approve the accounting statements – the Chair to sign and date
Resolution: to approve Section 2 of the Annual Governance Statement 2024/2025 for return to the External Auditors, PKF Littlejohn, signed by the Chairman and the Clerk/RFO.

Vote of thanks to the Clerk and RFO for her hardwork and dedication for submission of the Annual accounts and preparation of the documentation for submission to the External Auditors, PKF Littlejohn.

 - iii. To approve the publication of documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015. To confirm the dates for the Exercise of Public Rights
Resolution: to confirm and approve the dates of the Exercise of Public Rights.
- f) To review and approve the Financial Risk Assessment Schedule for 2024/2025
Resolution: to approve and adopt the Financial Risk Assessment Schedule for 2025/2026
- g) To consider and approve the financial year end report to 31 March 2025
Resolution: to approve the financial year end report to 31 March 2025
- h) To consider and approve the Council Reserves
Resolution: to approve the Council Reserves for the financial year ending 31 March 2025
- i) To review and approve the Internal Control and Internal Audit Terms of Reference for 2024/2025
Resolution: to approve the Internal Control and Internal Audit Terms of Reference for 2025/2026
- j) To appoint an independent internal auditor for 2025/2026
Resolution: to appoint Internal Audit Services Yorkshire for this financial year 2025/2026
- k) To appoint a Councillor to carry out the Internal Control Audit 2025/2026
Resolution: to appoint Cllr Bowgett as the Councillor to carry out the Internal Control Audit for 2025/2026
- l) To consider any grant applications and evaluation forms presented to the Town Council.
 None received.

FC/26/32 STAFFING

- a) To consider the exclusion of the press and public by virtue of the Public (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted.
Resolution: to approve the exclusion of the press and public by virtue of the Public (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted.

- b) To consider a recommendation from the Staffing Sub Committee for the appointment of a Deputy Clerk - 3 candidates were interviewed by Cllr Sweeting, Cllr Greig and the Clerk. The proposal is to appoint a Deputy Clerk to Tadcaster Town Council.

Resolution: to accept the recommendation from the Staffing Sub-Committee to appoint a Deputy Clerk to the Town Council.

FC/26/33 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 - None
- b) To receive an update on the Spring/Summer edition of the Newsletter - None

FC/26/34 CORRESPONDENCE RECEIVED – for members to note as required.

- a) YLCA – White Rose Bulletin (9,16, 23, 30 May, 6 June), Law and Governance Bulletin May 2025 - noted
- b) To note an update on the Selby Local Plan – North Yorkshire Council has recently resolved that work on the Selby Local Plan is ceased. – noted.
- c) To consider invitation from North Yorkshire Council for comments on the North Yorkshire Local Plan: our first conversation document, May 2025 and the Sustainability Appraisal Scoping Report – ending Tuesday 15 July 2025 midnight – noted.
- d) To receive an update on the Mayor of York and North Yorkshires Vibrant and Sustainable High Streets Fund from David Gluck, TRCIC – noted *higher up the agenda*.
- e) To note the York & NY Combined Authority–Deputy Mayor Newsletter: May 2025 – noted.
- f) To note the North Yorkshire Parish Liaison: Parish Update May 2025 – noted.

FC/26/35 To consider agenda items for next meeting

Memorial benches at the War Memorial (Environment Committee)

FC/26/36 To note date, time and location of next meeting. – 8 July 2025, 7pm, The Ark.