



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

MINUTES OF THE COUNCIL MEETING HELD AT 7.00 PM ON TUESDAY 18 JUNE 2019 IN THE ARK

PRESENT: CHAIRMAN	S Cobb
COUNCILLORS	J Chiswick, G Lodge, D Mackay & R Sweeting. C Metcalfe, M Middlemiss & C Stephenson
CLERK	Jane Crowther
DEPUTY CLERK	Jo Mottershead
PRESENT	M Richardson – UK Youth Parliament, D Gluck – Tadcaster Rural CIC, & 2 Members of the public.

C1 APOLOGIES – Members received and approved apologies for absence from D Bowgett, I Edmondson, F Greig, C Metcalfe, M Middlemiss & C Stephenson,

C2 DECLARATIONS OF INTEREST – To receive and record declarations of interest at this point or at any other point on the agenda.

C3 PUBLIC SESSION – SUSPEND STANDING ORDERS – members of the public raised the following matters:-

- A branch was overhanging a pavement on Windmill Rise.
- There was a tree overhanging the pavement at Woodlands Avenue
- Handrails were suggested for the steps to the Woodlands Play Area

ACTION – Councillor D Mackay to report the above matters to Selby District Council.

C4 REIMPOSE STANDING ORDERS – (Item 4) -

C5 POLICE REPORT – (Item 5) - Members noted the Police report circulated prior to the meeting. The Clerk reported that the Police Inspector had been invited to a future Council meeting.

C6 UK YOUTH PARLIAMENT – (Item 6) - Tadcaster Grammar School Central Yorkshire representative of the UK Youth Parliament explain her role.

There was a rigorous election process for the post.

The Youth Parliament were to push for schools to include basic finance in the curriculum including how mortgages work. Other areas to be raised were equal opportunities and ways that the stigma relating to the Northern Area and disadvantaged areas can be reduced.

A manifesto was to be produced to be put forward for a national debate at the Annual Conference this was to include ways to reduce single use plastic.

A resident asked how this could be achieved.

Molly felt that the use of reusable glass would be an option.

The next Parliament meeting would look at ways to end homelessness.

Members wished Molly well and asked her to keep the Council updated of progress.

C7 TADCASTER RURAL COMMUNITY INTEREST COMPANY – (Item 7) - David Gluck updated members regarding the following:-

As a governor of Tadcaster Grammar School he was continuing to strengthen the link and would aim to continue to do so following the start of the new Headteacher.

a. Neighbourhood Plan – The first meeting of the Working Group had been met with enthusiasm, the second had raised 10 issues which warranted further consultation. These included Heritage conservation, Flood Prevention, Traffic and transport, Economic Development, Crime and Community Safety, Car Parking, Housing, Green infrastructure, Community infrastructure, and Climate Change.

COUNCIL MEETING 18 JUNE 2019

Councillor G Lodge felt that a Cultural element to help the vitality of the town was also required in the plan.

RESOLVED –

- **The Council agreed to take the plan to the next stage**
- **The Working Group to formulate a draft survey to be taken to the Council meeting on 13 August 2019.**

b. Tadcaster Business Forum –

- A report of a meeting held on 22 May 2019 was circulated to members. The meeting had included an update from Tadcaster Flood Action Group, a Crime update from North Yorkshire Police, Making the Town Disability Friendly from Selby District Disability Forum and an update from TEMPT.
- The UCI – The Britannia Car Park was to be used as a hub for the event, Local Catering was to be utilised around the town.
- A market on the cobbles in Kirkgate was being investigated, talks were ongoing with Tadcaster Social Club regarding the weekly market.

C8 PLANNING – (Item 8) - Members noted the following application received from Selby District Council:-

Amended Applications -

3&4/19 - The Brewery High Street – Proposed formation of a new ramp 1 in 20 and replacement of existing windows with 4no windows (match existing 4-pane sash window), repair existing windows to rear (replace if beyond repair) replace existing doors to front and rear and internal alterations.

C9 CORRESPONDENCE – (Item 9) - None

C10 CEMETERY MATTERS – (Item 10)

a. Memorial Repairs – Members considered a recommendation from the Finance & General Purposes Committee on 11 June 2019 for the repairs of Category 2 Memorials identified in the memorial inspection.

RESOLVED – Following a unanimous vote members agreed the following:-

- **A maximum spend of £1800 for repairs to the above category 2 memorials.**
- **A contingency of £100 per memorial be allocated in the event of unforeseeable damage to a memorial during fixing.**

ACTION – Clerk to deal

a. Repairs to sunken Graves – Members considered a recommendation from the Finance & General on 11 June 2019 for repairs to sunken graves in the Cemetery.

The Clerk reported that there were approximately 20 sunken graves in need of repairs on safety grounds. A contractor had suggested breaking up the old surfaces on graves spaces and finishing off with gravel.

Following a majority vote members agreed the following:-

RESOLVED –

- **To repair sunken graves as above.**
- **To advertise the above works to grave spaces.**
- **To apply for a faculty if required.**
- **To write to the last know owner of the rights of the grave**

ACTION – Clerk to deal

b. Cemetery Sub Committee – Footpaths – Members considered a recommendation from the Cemetery Sub Committee and the Finance & General Purposes Committee on 11 June 2019 for repairs to footpaths in the Cemetery.

COUNCIL MEETING 18 JUNE 2019

The Clerk reported that following several site visits members had agreed that the priority footpath was the first right through the gate, the cost of re tarmacing was £3776.

Following a unanimous vote members agreed the following:-

RESOLVED – to resurface the above footpath.

ACTION – Clerk to deal

c. Cemetery Budget – Members considered a recommendation from the Finance & General Committee on 11 June 2019 for the transfer of monies from the Councils General Reserves to the Cemetery Budget.

Councillor G Lodge reported that owing to the above items of expenditure, the Cemetery budget was no longer sustainable as a working reserve and suggested a transfer of £10,000 from the Council Reserves.

Following a unanimous vote members agreed the following:-

RESOLVED - That £10,000 be transferred from the Council Reserves to the Cemetery Reserves.

ACTION – Clerk to deal

C11 TADCASTER TWINNING ASSOCIATION – Notre Dame Fire Donation – (Item 11) - Members consider a Match Fund donation by Tadcaster Twinning Association in conjunction with St Chely d `Apcher to the Notre Dame Fire.

Members could not identify a basis for the use of public funds for this purpose, and felt that a precedent for future funding could be set if a donation was made.

RESOLVED – That as a donation would set a precedent for any future donations and that no further action be taken.

ACTION – Clerk to deal

C12 COUNCILLOR VACANCY – (Item 12) - Members discussed a way forward for the Councillor Vacancy. The Clerk reported that the deadline for applicants the above vacancy was the 5 August 2019, there would be an update at the Council meeting on 13 August 2019.

C13 STAFF VACANCY – (Item 13) - Members update of the Administrative Assistant job vacancy. The Clerk reported that the Staffing Committee had appointed an Administration Assistant who was due to start on 24 June 2019.

C14 VEHICULAR ACTIVATED SIGNS – (Item 14) - Members discuss any requirement for signs in the town.

The Clerk reported that signs would require the Council to purchase, install, maintain and provide insurance.

Members felt that the costs were substantial.

Statistics of accidents within the town for the previous 6 years were circulated to members prior to the meeting.

RESOLVED – That no action be taken at this time.

C15 GENERAL DATA PROTECTION REGULATIONS – (Item 15) - Members consider a recommendation from the Finance & General Purposes Committee for the upgrading of office furniture to include lockable filing cabinets to adhere to GDPR regulations.

The Clerk reported the following:-

- The recommendation from the YLCA was for members to read the GDPR Toolkit.
- To keep the Council in line with the regulations the office is required to lock away any personal information. There is not the required amount of storage at present. The existing furniture is outdated and was donated to the Council a number of years ago.

The cost of the new required storage and office furniture was £3400.

Following the previous decision to replace part of the Chamber table a quote had been sought from the same supplier.

RESOLVED –

COUNCIL MEETING 18 JUNE 2019

- **Members agreed to the purchase of new office furniture.**
- **Members agreed for the purchase of a Chamber table.**

ACTION – Clerk to deal

Members were informed that the Cemetery records were not at present kept in a fireproof cabinet.

ACTION – Clerk to investigate and report back to the next F&GP meeting on 23 July 2019.

C16 BUSINESS AND EFFICIENCY GROUP – (Item 16) - Members noted the Chairman and Vice Chairman of Council and Committees as members of the group.

C17 KEY HOLDERS – (Item 17) - Members discussed and agree the list of key holders 2019 2020.

RESOLVED – Members agreed the Key Holder list.

C18 COUNCIL POLICIES AND COUNCIL TERMS OF REFERENCE – (Item 18) - Members considered the following recommendations from the Business and Efficiency meeting on 11 June 2019.

- d. Council Terms of Reference
- e. Standing Orders
- f. Financial Regulations
- g. Code of Conduct
- h. Complaints Procedure
- i. Freedom of Information

RESOLVED – Members agreed to the above Policies, Terms of Reference and Documents

C19 REPORTS BY DISTRICT AND COUNTY COUNCILLORS – (Item 19) - Members update regarding County and District matters.

District – Councillor Sweeting reported that the one of the main issues was the lack of street cleaning and weed killing.

The Clerk reported that there was a new operative and had noticed a much improved service.

Councillor S Cobb reported that a Coastliner bus driver had complained regarding the cleanliness of the glass/Perspex in the Bus Station.

The Clerk reported that SDC had been contacted many times over a year period regarding cleanliness, replacement of the Perspex was being investigated.

ACTION – Councillor R Sweeting to contact SDC.

County – Councillor D Mackay reported that gully cleaning in the County was poor due to the lack of contractors.

C20 CEF PARTNERSHIP BOARD/FORUM UPDATE – (Item 20) - Councillor R Sweeting reported:-

- Two new members were required to be elected.
- Funding had been allocated to the local associations.
- The next CEF meeting was to include a Selby District Disability agenda item. There were future plans for the Police Commissioner to attend a CEF.

C21 FINANCE – (Item 21) -

- a. **Payment of Accounts** – Three Councillors approved and signed the cheques and stubs. Schedule to be circulated at the meeting.

			NET	VAT	TOTAL
1	9214	TEMPT	250.00	0	250.00
2	9215	D C G Tree Surgery	1435.00	0	1435.00

- b. **CIL & S106 Statements** – Members considered and discussed a recommendation from the Environment Committee on 21 May 2019.

RESOLVED - Following the above recommendation members agreed for £3225 of S106 monies to be used for the purchase by Tadcaster Rural Community Interest Company for a Traversing Wall at Manor Farm Centre.

ACTION – Clerk to deal

COUNCIL MEETING 18 JUNE 2019

- c. **Internal Audit Control System** – Members considered the findings of the review of the system of Internal Control and Internal Audit for 2018/2019 by the Finance and General Purpose Committee on 11 June 2019.

RESOLVED – Members agreed that there were no findings in the above audits.

Members thanked the Clerk for her hard work during the 2018/19 financial year.

- d. **Approval of the Annual Accounts for year ended 31 March 2019** - Members approved and signed the accounts for 2018/2019.

- e. **Approval of the Annual Return for the year ended 31 March 2019** –

The Clerk read out the following statements to members:-

- i. **Section 1-Annual governance statement 2018/2019** - Members considered and approved the answers to questions 1 to 9, Section 1-Annual governance statement.
- ii. **Section 1-Annual governance statement 2018/2019** – The chairman signed and dated Section 1-Annual governance statement.
- iii. **Section 2-Accounting statements 2018/2019** - Members considered and approved Section 2-accounting statements.
- iv. **Section 2-Accounting statements 2018/2019** – The chairman signed and dated Section 2-Accounting Statements

RESOLVED – Members agreed the above Annual Return for 2018/2019

- f. **Independent Internal Auditor** – Members appointed an independent internal auditor for 2019/2020.

RESOLVED – That Yorkshire Internal Audit be appointed for 2019/2020

- g. **Risk Assessment Schedule for the Council for 2019/2020** – Members considered the Risk Assessment Schedule for the Council for 2019/2020.

RESOLVED – Members agreed the above Risk Assessment.

- C22 TADCASTER TOWN COUNCIL NEWSLETTER – (Item 22)** - To put forward suggestions for the next edition of the Newsletter from this meeting:- Selby District Council Civic Service.

- C23 WEBSITE AND MEDIA ITEMS – (Item 23)** - To suggest appropriate matters from this meeting to place on the website, Facebook and before the media – None

- C24 APPROVAL OF MINUTES** – Members approved as a correct record the Minutes of the following Council and Committee meetings:-

a. Council Meeting	held	16 April 2019
b. Annual Council Meeting	held	7 May 2019

- C26 RESOLVED –**

- That the items discussed in Part II be now ratified and approved
- That members of the press and public be re-admitted to the meeting