



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 17 MARCH 2020 IN THE ARK

PRESENT: CHAIRMAN	S Cobb
COUNCILLORS	D Bowgett, C Metcalfe, F Greig & C Stephenson
CLERK	Jane Crowther
DEPUTY CLERK	Jo Mottershead
PRESENT	2 Members of the public.

C152 APOLOGIES – (Item 1) - To receive, record and approve apologies for absence – J Chiswick, I Edmondson, G Lodge, D Mackay, M Middlemiss, M Mundy & R Sweeting.

C153 DECLARATIONS OF INTEREST – (Item 2) - To receive and record declarations of interest at this point or at any other point on the agenda – None

C154 PUBLIC SESSION – SUSPEND STANDING ORDERS – (Item 3) -To allow members of the public to speak on any matter as it relates to the town - None

C155 REIMPOSE STANDING ORDERS – (Item 4) - None

C156 POLICE REPORT – (Item 5) - Members noted and discussed the Police report.

C157 PLANNING – (Item 6) - Members to note and comment as required on the following applications received from Selby District Council:-

C157.1 Planning Applications –

29/19 - 12a St Joseph's Street – Proposed removal of existing recent entrance porch and reinstatement of former original entrance porch and reinstatement of former original door position.

RESOLVED – Members had no objection to the above application.

30/19 - 39 Wharfedale Crescent – Proposed second floor over an existing detached garage to produce a hobby/workshop/storage area.

RESOLVED – Members had no objection to the above application.

ACTION – Clerk to reply to SDC accordingly.

C157.2 Granted applications –

24/19 - 9 Wharfedale Crescent – Proposed single storey extension to the rear and a small extension to the front.

25/19 - Street Record – Garnet Lane – Telecommunications application for proposed MBNL 25.00m high FLI slimline lattice tower mounted on 6.00m x 6.00m x 1.4m deep RC base 3no EE & 3no H3G antennas & 1no 600 0 dishes mounted on headframe and associated works.

C157.3 - Refused Applications –

20/19 - 15 Auster Bank Road – Proposed erection of two and single storey rear extension.

C157.4 - Amended Application -

18/17 – 46 Stutton Road – Non material amendment of 2017/0445/HPA Erection of two storey side extension new entrance porch and new vehicular access.

C157.5 - Receipt of Electronic Planning Applications – Members considered a recommendation from the F&GP Committee meeting on 3 March 2020 for members to consider the option for the receipt of planning applications by email and viewed online for Council and Committee meeting purposes.

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Members were informed that an online step by step guide to online planning was available and any larger applications could be sent by post. The online service would save on paper and shredding.

RESOLVED – Members agreed the following:-

- **To utilize the Selby District Council online planning**
- **To start the above at the first meeting of the Mayoral year.**

ACTION – Clerk to deal

C158 CORRESPONDENCE – (Item 7) –

C158 1 – Members noted and commented as required -

- a. **YLCA –** White Rose Update – 10, 28 February and 6 March 2020.
- b. **Resident Letter –** Regarding sewage flooding in The Fairway Tadcaster.

RESOLVED – That a letter supporting the above case be sent to Yorkshire Water.

ACTION – Clerk to deal

C158.2 - Correspondence tabled at the meeting

- a. **Tadcaster Treat Association –** Letter of thanks for Council S137 Grant donation.

C159 COVID-19 – (Item 8) -

a. Effects on Council operations.

The Clerk reported that advice had been received from the YLCA regarding the cancellation of meetings and keeping the Council functioning during the COVID 19 crisis.

The advice was: - “that the Clerk be given delegated powers to take decisions in an emergency situation. In our view the current Corona Virus situation can well be described as such. That the council empowers the clerk/RFO to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Councils must acknowledge that it is the officer that is the decision maker.

RESOLVED – Members agreed the following: -

- **That the Clerk be given delegated powers to make decisions on behalf of the Council**
 - **If required, the Clerk to consult with the Chair or Deputy Chair on decisions**
 - **In the absence of the Chair or Vice Chair not being available the Clerk to consult with another Councillor**
 - **To close the Ark office to the public with immediate effect.**
 - **Notices of the above closure to be put on notice boards Facebook and the website.**
- b. The Councils Year End -** Members discussed information received from the Councils Year End Support Contractor regarding the Financial Year End.

The Clerk reported that priorities were to carry out the HMRC, North Yorkshire Pension and Year End Process. At present the Accounting year end Close Down appointment was still in place.

Members approved the above action by the Clerk and for the Clerk to respond in due course regarding any further COVID 19 crisis decisions.

The deadline for the Annual Accounts had been moved to the 30 September 2020.

Councillor D Bowgett asked when the Internal Control System report would be required by.

The Clerk reported that a decision regarding a date for the above would be made in due course.

c. Staffing- The Clerk reported that the Councils Administration Assistant had children and in the event of a School closure due to the Covid 19 Crisis child care would be required.

RESOLVED –

- **That in the event of a School closure the Administration Assistant be paid in full for a 3 month period. The Council to review after 3 months.**

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The Clerk reported that the Clerk and Deputy Clerk were covered for 6 months for Sick Leave and the Administration Assistant for 2 months.

Members agreed that should a situation arise where the above Sick Pay did not cover staff then the Clerk would have Delegated Powers to make a decision or bring the issue back to Council.

Councillor F Greig reported that meetings could be held virtually/online.

The Clerk read out information received from the YLCA regarding the above.

d. Future Meetings – The Clerk reported that the guidelines received from the YLCA had stated that a Council could cancel the Annual Town Meeting and was awaiting a decision regarding the Annual Council meeting.

RESOLVED - That the Annual Town Council meeting 7 April 2020 and the Council meeting 28 April 2020 be cancelled.

ACTION – Clerk to advertise the above cancelled meeting.

e. Future Events – Members discussed the future of the Litter Pick on 28 March 2020 and the VE 75 Day on 10 May 2020.

RESOLVED –

- **That the Litter Pick be postponed until September 2020**
- **That the VE 75 Celebrations be delayed by one year and be held in May 2021**

ACTION Clerk to deal

f. Computer - Remote Access Working – The Clerk reported that the office computers could be accessed from home should the requirement arise. An off site licence and Firewall for extra security would be required for each computer.

RESOLVED – That the above license and firewall be purchased with a view to home working.

ACTION – Clerk to deal

Labour would be necessary to install the above computer requirements.

The Clerk reported that her son was a professional IT specialist and would be able to carry out the above works.

Members reported that the Council had received previous first-class experience and advice from the above specialist.

Following a unanimous vote members agreed the following: -

RESOLVED –

- **That the above IT specialist be appointed to install computer requirements.**

ACTION – Clerk to deal

Councillor Cobb asked who would support the town through the COVID 19 Crisis.

The Tadcaster Volunteer Car Service and Salvation Army had shown an interest in offering support.

ACTION – a COVID 19 information page be included on the website.

The Clerk reported that Tadcaster Flood Action Group as a co-opted group of the Councils Emergency Planning Sub Committee would be the Councils focus for support.

Councillor Stephenson reported that TFAG were in the process of collating a valid volunteers list. There had been cases of frauds and scams in some areas.

C160 SELBY DISTRICT LOCAL PLAN - CONSULTATION – (Item 9) - Members discussed a draft reply to the Consultation.

RESOLVED – That the above draft reply be sent to Selby District Council.

ACTION – Clerk to deal

C161 CAR PARKING – (Item 10) - Members update of parking in the town.

The Clerk reported that Heineken had replied to say that a reply had been sent to the MP.

ACTION – Clerk to chase the above reply.

C162 RIVERSIDE PROJECT – (Item 11) - Members update.

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The Clerk reported that several attempts had been made to Selby District Council regarding the reimbursement of the Councils contribution to the project.

ACTION – Clerk to chase.

C163 CLIMATE CHANGE – (Item 12) - Members update of request for information from Selby District Council regarding Policies and Strategies on Climate Change.

The Clerk reported that there had been no reply from Selby District Council.

C164 GDPR –

a. Member’s update of YLCA Training held on 4 February 2020.

Councillor Bowgett reported that the above training had been informative.

b. Members approved changes to the wording of the Councils agendas.

C 165 TERMS OF REFERENCE – (Item 13) -

a. Members discussed a recommendation from the Environment Committee meeting on 3 March 2020 for delegated powers to allow each standing Committee to make limited expenditure of up to £1000 from Council Reserves.

RESOLVED – Members agreed the above recommendation.

b. Members considered changes to the Council and Committees Terms of Reference.

RESOLVED – Members approved the above Terms of Reference

C166 CIL RECEIPTS – (Item 15) - Members discussed and noted the changes to Parish Council CIL Receipts.

Members were informed that a resolution had been made at the F&GP meeting on 3 March 2020 that CIL and 106 Monies, and Grant Aid be advertised in Tadcaster Today and on the Councils Website.

C167 BUSINESS AND EFFICIENCY GROUP – (Item 16) - Recommendation from the F&GP meeting on 3 March 2020 for the approval of a letter to be sent to the MP regarding the Council Tax System and the precept.

RESOLVED – That the above letter be sent at an appropriate time later in the year.

C168 REPORTS BY DISTRICT AND COUNTY COUNCILLORS – (Item 17) - Members update regarding County and District matters - None

C169 CEF PARTNERSHIP BOARD/FORUM UPDATE – (Item 18) - None

C170 FINANCE – Payment of Accounts – (Item 19) Three Councillors to approve and sign the cheques and stubs. Schedule to be circulated at the meeting.

			NET	VAT	TOTAL
1	9386	Yorkshire Local Councils Associations	115.00	0	115.00
2	9387	Barnes Associates	700.00	140.00	840.00
3	9388	Viking	69,50	13.90	83.40
4	9389	D C Cleaning Solutions	96.00	0	96.00
5	9390	YLCA	906.00	0	906.00
	9391	Cancelled	0	0	0
6	9392 – 9396	Administration	5335.30	0	5335.30
7	9397 – 9399	Administration	3055.21	0	3055.21

Direct Debits

	Date	NET	VAT	TOTAL
Npower	23 03 2020	2964.35	592.87	3557.22
Selby District Council	01 04 20	396.13		396.13
	01 05 2020 – 01 01 2021	392.00		392.00

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Selby District	01 04 2020	391.20		391.20
Council	01 05 2020	389.00		389.00

C171 TADCASTER TOWN COUNCIL NEWSLETTER – (Item 20) - To put forward suggestions for the next edition of the Newsletter from this meeting deadline for articles 26 March 2020 - None.

C172 WEBSITE AND MEDIA ITEMS – (Item 21) - To suggest appropriate matters from this meeting to place on the website, Facebook:- COVID 19 Information.

C173 APPROVAL OF MINUTES – (Item 22) -To approve as a correct record the Minutes of the following Council and Committee meetings

RESOLVED – That the following minutes be approved at the next appropriate meeting.

Council Meeting	held	11 February 2020
Environment Committee Meeting	held	25 February 2020
Finance & General Purposes Committee Meeting	held	3 March 2020

C177 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