



SHERBURN IN ELMET PARISH COUNCIL NOTICE OF AN EXTRA ORDINARY MEETING

Notice is hereby given that an Extra Ordinary Meeting of Sherburn in Elmet Parish Council will be held:

Date: Monday 6 June 2022

Time: 8pm

Venue: Harry Mountain Room, Eversley Park Centre Low Street Sherburn in Elmet LS25 6BA

Protocol on audio/visual recording and photography at meetings: By virtue of Openness of Local Government Regulations 2014 recording of Parish Council meetings is permitted; subject to:

(i) Compliance with the Council's protocol on audio/visual recording and photography at meetings which can be [found here](#)

(ii) Any recording must be non-disruptive.

It is requested that anyone wishing to record any council meeting informs the clerk to the council: clerk@sherburninemet-pc.gov.uk

The business to be transacted at this meeting is listed below

01.06.22

AGENDA

Item 1.	<p>Apologies:</p> <p>a. To receive and note apologies for absence. b. To consider reasons for absence received.</p>							
Item 2.	<p>Declarations of Interest:</p> <p>a. To receive any declarations of interests from Members b. To consider any dispensation requests received</p>							
Item 3.	<p>Public session:</p>							
Item 4.	<p>Planning: To consider the following planning applications:</p> <table border="1" data-bbox="320 1872 1481 2047"> <thead> <tr> <th data-bbox="320 1872 647 1906">Planning Reference:</th> <th data-bbox="647 1872 935 1906">Address:</th> <th data-bbox="935 1872 1481 1906">Proposal:</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 1906 647 2047">2020/0354/REMM</td> <td data-bbox="647 1906 935 2047">Street Record Hodgsons Lane Sherburn In Elmet</td> <td data-bbox="935 1906 1481 2047">Reserved matters including scale, appearance, layout, landscaping and access for the development comprising 150 dwellings, associated car parking</td> </tr> </tbody> </table>		Planning Reference:	Address:	Proposal:	2020/0354/REMM	Street Record Hodgsons Lane Sherburn In Elmet	Reserved matters including scale, appearance, layout, landscaping and access for the development comprising 150 dwellings, associated car parking
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2020/0354/REMM	Street Record Hodgsons Lane Sherburn In Elmet	Reserved matters including scale, appearance, layout, landscaping and access for the development comprising 150 dwellings, associated car parking						

			and areas of public open space and discharge of conditions 01 (reserved matters) and 13 (archaeological investigation) of approval 2016/1409/OUTM on land at Street Record Hodgsons Lane Sherburn In Elmet
	2022/0560/HPA	1 Malkiln Cottages, Bishopdyke Road, Sherburn In Elmet	Roof alterations, single storey side extension and new fenestrations to existing garage
	2022/0547/HPA	11 Pasture View, Sherburn In Elmet, North Yorkshire	Garage conversion to Gym / Study
Item 5.	<p>SEPC Policy Review:</p> <p>To Consider the following documents for review and adoption:</p> <p>a. Grant eligibility process for 2022/23</p> <p>b. Compliance with Data Protection Regime:</p> <p>i) SEPC Data Audit</p> <p>ii) General Privacy Notice</p> <p>iii) Privacy Notice for Employees, Volunteers and Role Holders</p> <p>iii) Document Retention and Disposal Policy (Records Management Policy)</p> <p>iv) Security Incident Policy</p>		
Item 6.	<p>RFO Report/Financial matters:</p> <p>a. To approve the Bank Reconciliation to 03 May 2022 and to note budget monitor.</p> <p>b. To note Ear Marked, Land and Premises and General Reserves</p> <p>c. Payments – To note the invoices for payment schedule from 01 May to 5 June 22</p> <p>d. To note bank balances to 3 May 2022</p> <p>e. To note Locum RFO work on current debtors and historic invoices</p> <p>f. To receive an update on revised bank mandate submission</p> <p>g. To receive an update on request to PFK Littlejohn LLP for extension to deadline date for AGAR 2021/22 submission.</p> <p>h. To receive and note update on end of year accounts and internal auditor progress.</p> <p>i. To consider quotes for payroll provision and HR software</p>		
Item 7.	<p>Next meeting:</p> <p>To confirm date, time and venue for next meeting of SEPC</p>		