



# Official Notice of an Ordinary Meeting of SHERBURN IN ELMET PARISH COUNCIL

**Date:** Monday 21 March 2022

**Time:** 7.15pm

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

Councillors are summoned to attend the meeting of Sherburn in Elmet Parish Council detailed above and to consider and resolve the business transaction on the agenda below.

Mrs G Ashton

Locum Clerk

16 March 2022

*Meetings are open to the Press and Public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1. Press and public may not speak when the Council is in progress; when councillors are discussing council business; when councillors are in the process of decision making. Any elector is entitled to attend this meeting and any concerns, questions or suggestions will be taken after the Chairman welcomes those present. The time for this will be limited to 20 minutes.*

Contact: Mrs G Ashton, Locum Clerk.

01977 681024 / 07588 437512

Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA [clerk@sherburninemet-pc.gov.uk](mailto:clerk@sherburninemet-pc.gov.uk)

## AGENDA

<b>Item 1</b>	<p><b>a) To receive and note apologies for absence.</b> <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i></p> <p><b>b) To consider to approve reasons for absence.</b></p>
<b>Item 2</b>	<p><b>To note Dispensation Requests</b> Any written requests for dispensation the Clerk may have received from Councillors.</p>
<b>Item 3</b>	<p><b>To receive Declarations of Interests from Members</b> Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities <i>It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations)</i></p>
<b>Item 4</b>	<p><b>Public Speaking session (20 minutes)</b> Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short (&lt;3 mins).</p>
<b>Item 5</b>	<p><b>Reports from Other Authorities</b></p> <ul style="list-style-type: none"><li>a) County Councillor</li><li>b) District Councillors</li></ul> <p>Police &amp; other authorities</p>
<b>Item 6</b>	<p><b>a) To approve as a correct record the Minutes</b> of the Full Council Meetings held on Monday 24 January, Monday 28 February and Tuesday 15 March 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p><b>b) to note correct numbering of the minutes from January 2022.</b></p>
<b>Item 7 Planning</b>	<p><b>a) Planning Applications</b> to consider since the last meeting and acknowledged if date passed</p> <p><b>b) Planning Decision Notices</b> – approved and declined</p> <p><b>c) To consider any Planning Enforcement Issues</b></p>

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the clerk and the chair of the council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.

	Date	Planning portal ref	Address	Application Details	Deadline
	11/3/2022	2020/0632/FULM	Hodgsons Lane	Residential development including access parking and open space	25/3/2022
	15/3/2022	2022/0225/FULM	Enterprise House Enterprise Way	Erection of new unit to provide manufacturing and storage	5/4/2022
<b>Item 8</b> Policies	<ul style="list-style-type: none"> <li>a) To consider the <b>co-option</b> of vacant seats</li> <li>b) To consider the <b>adoption</b> of an Equal Opportunities Policy</li> <li>c) To <b>review</b> policies Data Protection, Retention of Documents</li> </ul>				
<b>Item 9</b> Personnel	<ul style="list-style-type: none"> <li>a) To consider report from the <b>Chairman of Personnel Committee</b></li> <li>b) To consider the <b>management of the Allotment Gardens</b></li> <li>c) To note report from the <b>Asset Maintenance Manager</b></li> </ul>				
<b>Item 10</b> LAP	<ul style="list-style-type: none"> <li>a) To consider report from the <b>Chairman of Land &amp; Premises Committee</b></li> <li>b) To receive update with regard to <b>the Jubilee event</b></li> <li>c) To consider the application for a <b>Premises &amp; Events License</b> for the Eversley Park field</li> <li>d) To consider the application submitted for <b>Fairground</b> approval for EPC field (16-23 May 2022)</li> <li>e) To consider <b>repair / replace</b> of play equipment at the <b>White Rose Play area</b></li> <li>f) To receive an update for the <b>EPC Entrance project</b> – Cllr Baumann</li> <li>g) To consider quotes to <b>replace the fire door</b> at the back of EPC.</li> <li>h) To note an <b>increase in room hire</b> at EPC of 10% from 1 September 2022.</li> </ul>				
<b>Item 11</b> Finance	<p><b>To consider the following:</b></p> <ul style="list-style-type: none"> <li>a) Report from the <b>Chairman of Finance Committee</b></li> <li>b) <b>RFO Finance Report</b> - <i>To approve the Bank Reconciliation to 10 March 2022 and to note budget monitor.</i></li> <li>c) <b>Payments</b> - <i>To consider and approve the invoices for the payment schedule from 14 February 2022 to 16 March 2022.</i></li> </ul>				
<b>Item 12</b> Environment	<p><b>To consider the following:</b></p> <ul style="list-style-type: none"> <li>a) Correspondence from a resident regarding <b>speeding concerns on Low Street</b></li> <li>b) Correspondence from a resident regarding <b>litter picking on Church Hill Rise</b> and the quarry turning circle</li> <li>c) Correspondence from the Library regarding <b>available seeds</b> to be planted at the <b>Pocket Park</b></li> <li>d) Correspondence regarding the maintenance of <b>Sherburn in Bloom flower displays</b></li> </ul> <p><b>Motion from members:</b></p> <ul style="list-style-type: none"> <li>e) To consider a Councillor assuming the role of <b>Proper Officer</b> in the event that a member of staff cannot attend a meeting.</li> <li>f) To consider involvement / activities to support a <b>Make Music Day</b> 21 June 2022</li> <li>g) To consider the collation of a <b>preferred contractors list</b></li> </ul>				
<b>Item 13</b>	To receive and note Representative Reports & <b>Information Exchange</b>				
<b>Item 14</b>	To note correspondence received not specifically dealt with on this agenda				
<b>Item 15</b>	a) To consider <b>flags</b> in support of Ukraine <b>at the cross</b>				
<b>Item 16</b>	To consider agenda items for the <b>next meeting</b>				
<b>Item 16</b>	Date of next meeting – Monday 25 April 2022.				

**To Note:** Members of the public and press are invited to attend the meeting as observers. Only Parish Councillors are entitled to vote. A list of Councillors is available on the website or noticeboard. **Agendas** may be viewed on the website or the noticeboard or can be purchased at the Clerk's office.

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the clerk and the chair of the council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.