



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

**Date:** Monday 21<sup>st</sup> November 2022

**Time:** 7pm

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

You are hereby summoned to attend the ordinary meeting of Sherburn in Elmet Town Council detailed above and to consider and resolve the business transaction on the agenda below.

*Councillor Gary Limbert*

Proper Officer  
16 November 2022

## AGENDA

<b>Item 1</b>	<b>To receive and approve reasons for absence</b> a) To receive and note apologies for absence. b) To consider to approve reasons for absence.
<b>Item 2</b>	<b>To note Dispensation Requests</b> Any written requests for dispensation the Clerk may have received from Councillors.
<b>Item 3</b>	<b>To receive Declarations of Interests from Members</b>  a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. b. To consider any dispensation requests received
<b>Item 4</b>	<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 (<3 mins).
<b>Item 5</b>	<b>Reports from Other Authorities</b> a) County Councillor b) District Councillors c) Police, Neighbourhood Policing Team & other authorities
<b>Item 6</b>	a) To approve as a <b>correct record the Minutes</b> of the Full Council Meeting held on Tuesday 8 <sup>th</sup> November 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
<b>Item 7</b>	<b>Councillor Vacancies: <u>There is currently 1 vacancy</u></b>  a. To consider applications from eligible candidates for vacant Town Councillor seat. b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council

<b>Item 8</b> Planning	a) Planning Applications to consider since the last meeting and acknowledged if date passed																																								
	<table border="1"> <thead> <tr> <th><i>Date</i></th> <th><i>Planning portal ref</i></th> <th><i>Address</i></th> <th><i>Application details</i></th> <th><i>deadline</i></th> </tr> </thead> <tbody> <tr> <td>12 Oct 22</td> <td>2022/1187/FUL</td> <td>14 Carousel Walk</td> <td>Erection of new house and garage in grounds</td> <td>23 Nov 22</td> </tr> <tr> <td>6 Oct 22</td> <td>2022/1166/ADV</td> <td>The Motorist, Lennerton Lane</td> <td>consent for 1 double sided free standing sign (non illuminated)</td> <td>23 Nov 22</td> </tr> <tr> <td>28 July 22</td> <td>2022/0918/OUT</td> <td>Rear of 7 Low Street</td> <td>Outline application for development of 5 new detached houses including access, appearance, layout and scale (all other matters reserved) (amended plans)</td> <td>23 Nov 22*</td> </tr> <tr> <td>26 Oct 22</td> <td>2022/1213/LBA</td> <td>Old Hungate Hospital</td> <td>Listed building consent</td> <td>25 Nov 22</td> </tr> <tr> <td>02 Nov 22</td> <td>2022/1256/MAN2</td> <td>6 Heather Drive</td> <td>Non material amend to 2021/0602/HPA</td> <td>n/a</td> </tr> <tr> <td>31 Oct 22</td> <td>2022/1269/DOC</td> <td>Airfield, Lennerton</td> <td>Discharge of conditions</td> <td>30 Nov 22</td> </tr> <tr> <td>31 Oct 22</td> <td>2022/1270/S73</td> <td>Bishopdyke Road</td> <td>Section 73</td> <td>30 Nov 22</td> </tr> </tbody> </table>	<i>Date</i>	<i>Planning portal ref</i>	<i>Address</i>	<i>Application details</i>	<i>deadline</i>	12 Oct 22	2022/1187/FUL	14 Carousel Walk	Erection of new house and garage in grounds	23 Nov 22	6 Oct 22	2022/1166/ADV	The Motorist, Lennerton Lane	consent for 1 double sided free standing sign (non illuminated)	23 Nov 22	28 July 22	2022/0918/OUT	Rear of 7 Low Street	Outline application for development of 5 new detached houses including access, appearance, layout and scale (all other matters reserved) (amended plans)	23 Nov 22*	26 Oct 22	2022/1213/LBA	Old Hungate Hospital	Listed building consent	25 Nov 22	02 Nov 22	2022/1256/MAN2	6 Heather Drive	Non material amend to 2021/0602/HPA	n/a	31 Oct 22	2022/1269/DOC	Airfield, Lennerton	Discharge of conditions	30 Nov 22	31 Oct 22	2022/1270/S73	Bishopdyke Road	Section 73	30 Nov 22
	<i>Date</i>	<i>Planning portal ref</i>	<i>Address</i>	<i>Application details</i>	<i>deadline</i>																																				
	12 Oct 22	2022/1187/FUL	14 Carousel Walk	Erection of new house and garage in grounds	23 Nov 22																																				
	6 Oct 22	2022/1166/ADV	The Motorist, Lennerton Lane	consent for 1 double sided free standing sign (non illuminated)	23 Nov 22																																				
	28 July 22	2022/0918/OUT	Rear of 7 Low Street	Outline application for development of 5 new detached houses including access, appearance, layout and scale (all other matters reserved) (amended plans)	23 Nov 22*																																				
	26 Oct 22	2022/1213/LBA	Old Hungate Hospital	Listed building consent	25 Nov 22																																				
	02 Nov 22	2022/1256/MAN2	6 Heather Drive	Non material amend to 2021/0602/HPA	n/a																																				
	31 Oct 22	2022/1269/DOC	Airfield, Lennerton	Discharge of conditions	30 Nov 22																																				
31 Oct 22	2022/1270/S73	Bishopdyke Road	Section 73	30 Nov 22																																					
b) Planning Decision Notices – approved and declined																																									
c) To consider any Planning Enforcement Issues																																									
*Although the deadline is extended, any comments received will miss the deadline for the committee report and will therefore be covered in an update to the report																																									
<b>Item 9</b> Policies / Governance	To consider the review and adoption of the following policies: a) DSE Self-Assessment Form, DSE Employee Guide, PUWER Assessment Form, PUWER Assessment Form for hand tools, Induction Checklist and First Aid Box Inspection Record b) Rehabilitation of Offenders Act 1974 policy c) To consider the declaration of a Climate Emergency d) To consider funding an energy efficiency check of assets (correspondence SWR).																																								
<b>Item 10</b> Personnel	a) To note report and update from Chairman of Personnel Committee b) To note report from the Asset Maintenance Manager. c) To consider arrangements for a Council shutdown over the Christmas period d) To note the agreement of NALC / NJC pay scales e) To consider the recruitment of the Executive Officer f) To consider the recruitment of Gate Keeper(s) and long term plan.																																								
<b>Item 11</b> Asset Mgt	a) To note report and update from the Chairman of Asset Management and Events Committee																																								

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.

<p>&amp; Events</p>	<ul style="list-style-type: none"> <li>b) To consider the revised Grass Cutting contract from 01 April 2023.</li> <li>c) To note and consider the organisation and rota for Eversley Park &amp; Fairways Gates &amp; barriers</li> <li>d) To consider the EPC Tree report and necessary actions</li> <li>e) To consider the purchase of a Council noticeboard at Eversley Park</li> <li>f) To note and consider the EPC storage area clean up</li> <li>g) To note the request from EPC committee re: state of the carpark and to consider related actions with regard to the EPC car park resurfacing improvements in-line with entrance project works</li> <li>h) To receive an update on the Storage container at the Rugby Club and consider the temporary siting of the container</li> <li>i) To consider the ROSPA reports and actions required.</li> <li>j) To note and consider the White Rose Project update and approval for submission to SDC</li> <li>k) To consider to allocate ringfenced £5k funding towards floodlighting at SWR</li> <li>l) To consider the energy costs contribution to the Youth Club (annual £300 contribution)</li> <li>m) To ratify the council's decision regarding VAS signs, siting and additional costs</li> <li>n) To receive an update from the Wildflower working group and consider related actions</li> <li>o) To consider a 'Human Circus' on the Eversley Park 2023 <a href="https://circusmontini.com/">https://circusmontini.com/</a></li> <li>p) To consider the resident correspondence received requesting the trees be cut back and topped near the zip wire as out of control and encouraging anti social behaviour as so overgrown.</li> </ul>
<p><b>Item 12</b> Finance</p>	<p><b>To consider the following:</b></p> <ul style="list-style-type: none"> <li>a) To note report and update from the Chairman of Finance &amp; Governance.</li> <li>b) RFO Finance Report - <i>To approve the Bank Reconciliation to 14<sup>th</sup> November 2022 and to note budget monitor.</i></li> <li>c) To receive and consider interim budget report and consider any necessary actions.</li> <li>d) To share and consider project proposals from members to inform the budget preparation for 2023/2024</li> </ul>
<p><b>Item 13</b> Environment / Projects</p>	<p>Additional business:</p> <ul style="list-style-type: none"> <li>a) To note and consider the Business Plan / financial costings from the SIE TC Yorkshire Day Working Group</li> <li>b) To consider future arrangements for the provision of the Youth Club</li> <li>c) To note written business case report on the management of the allotments and consider related actions</li> <li>d) Pocket Park update</li> <li>e) To receive a report on a potential 'wayfinding' project and consider related actions</li> <li>f) To receive a report on potential funding available for local arts initiatives and consider Town Council match-funding</li> </ul> <p>Motion by members:</p> <ul style="list-style-type: none"> <li>i) Cllr Bradder – to receive and note comments from the recent Armistice Service</li> </ul>

<b>Item 14</b>	To receive and note Representative Reports & <b>Information Exchange</b>
<b>Item 15</b>	<b>Correspondence:</b> a. To note list of correspondence circulated (not specifically dealt with on this agenda)
<b>Item 16</b>	To consider agenda items for the <b>next meeting</b>
<b>Item 17</b>	Date of next meeting – Monday 19 <sup>th</sup> December 2022 at 7pm.