



OFFICIAL MINUTES OF MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: 10 January 2022

Members Present Cllrs Baumann, Holmes, Lake, Limbert, Platts, Prescott, Thwaite and Town

Staff Present the Clerk and Deputy Clerk

Also present 2 members of Selby District Council and 1 member of the public

MINUTES

<p>ITEM 1.</p>	<p>As Cllr Alexander had sent apologies, the Vice Chair Cllr Prescott chaired the meeting.</p> <p>Accept Apologies for Absence</p> <p>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 Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</p> <p>Apologies were received from Cllrs Alexander, Devers, Brook and Shanks.</p> <p>RESOLVED:- that council a) receive and note the members absence. b) approve the reasons for absence.</p> <p style="text-align: right;">Unanimous</p>
<p>ITEM 2.</p>	<p>Dispensations</p> <p>Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.</p> <p>None</p>
<p>ITEM 3.</p>	<p>Declarations of Interest</p> <p>Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p> <p>None</p>
<p>ITEM 4.</p>	<p>Public Speaking session</p> <p>Members of the public and representatives from other organisations are invited to speak during this session which is 20 minutes in total. We ask that each person keeps the presentation short - no more than 3 minutes in total.</p> <p>a) Members of the Public</p> <p>A member of the public spoke about :- documents on the website and the Vehicle Activated Signs</p> <p>b) Members of the Police, County and District Councillors</p> <p>District Councillors spoke including:-</p> <p>District Council funding, applications can now be put in for funding, footpath 13</p>
<p>ITEM 5.</p>	<p>Business Remaining from previous meetings</p> <p>a) To consider members absent from the last meeting joining committees</p> <p>The Chair moved straight to item B as the councillor concerned was absent.</p> <p>b) To approve option 4 of the Eversley Park Entrance project and agree to make payment to Align for costs associated with planning submissions</p> <p>Cllr Platts advised he was seeking agreement for Align to move forward with the planning submission.</p>

	RESOLVED:- that council approve Option 4 and the associated costs. Unanimous																																																																		
ITEM 6.	<p>To approve as a correct record and sign by the Chair of the Minutes of the council meeting: - LGA 1972 Sch 12 para 41(1) a) 18 October 2021 b) 15 November 2021 c) 22 November 2021 A query was raised over wording used in the minutes of 15 November, but they were not amended.</p> <p>RESOLVED:- that with the following amendments council approve the minutes for 18 October, 15 November and 22 November. Nem con <i>18 October minute 163 an 'o' is removed in Wolsey. 22 November minute 189 £ symbol is used instead of the number 3, 191 b, that the numbering reflects the agenda commencing at 1.</i></p>																																																																		
ITEM 7.	<p>Correspondence a) to respond i) to consider return of bond for the fair following the agronomist's report RESOLVED:- that the bond is returned to the owner of the fair for the hire of the pitch.</p> <p>ii) Email from NYCC re urban grass cutting RESOLVED:- that the council accept this. Unanimous</p> <p>iii) Email from the YLCA re NYCC briefing on the new Unitary Authority. (NYCC will circulate regular updates on the transition to Unitary Authority to keep parishes informed) RESOLVED:- that council receive and note. Unanimous <i>(the clerk was asked to investigate whether the question and answer session followed)</i></p> <p>iv) To consider members appointment to external organisations where there is a vacancy – currently the Eversley Park Committee, the Gala and the YLCA. RESOLVED:- that council appoint Cllr Baumann to the Gala committee and that this returns for a future agenda for members who are absent to consider. Unanimous</p> <p>v) NYCC Tackling Loneliness with transport fuel – deadline 28 January for applications. https://www.gov.uk/government/publications/tackling-loneliness-with-transport-fund RESOLVED:- that a working group is set up with Cllr Baumann leading to investigate whether this is viable. If any decisions need to be made, the council give delegated authority to the Clerk. Unanimous</p> <p>The locum clerk arrived at this point.</p> <p>b) to receive and note i) White Rose Updates – Law and Governance Bulletins RESOLVED:- to receive and note. Unanimous</p>																																																																		
ITEM 8.	<p>REPORTS from the Clerk, Deputy Clerk and RFO a) To approve the Schedule of Accounts Schedule of Accounts December 2021 (1)</p> <table border="1"> <thead> <tr> <th><u>NAME</u></th> <th><u>AMOUNT NET</u></th> <th><u>VAT</u></th> <th><u>TOTAL</u></th> <th><u>DETAILS</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td></td> </tr> <tr> <td>YLCA</td> <td>£22.50</td> <td>-</td> <td>£22.50</td> <td>Cllr Training</td> <td>Duplicate</td> </tr> <tr> <td>FDPR Chris Fergusson</td> <td>£879.20</td> <td></td> <td>£879.20</td> <td>Drawings for tender Rugby Gym</td> <td></td> </tr> <tr> <td>Stamps (c/o Mrs N Smith)</td> <td>£28.32</td> <td></td> <td>£28.32</td> <td>Stamps for postage</td> <td></td> </tr> <tr> <td>YLCA</td> <td>£22.50</td> <td></td> <td>£22.50</td> <td>Cllr Training</td> <td></td> </tr> <tr> <td>Community Trust</td> <td>£37.50</td> <td></td> <td>£37.50</td> <td>Room hire allotments meeting</td> <td></td> </tr> <tr> <td>AMM</td> <td>£22.39</td> <td></td> <td>£22.39</td> <td>Mileage</td> <td></td> </tr> <tr> <td>AMM</td> <td>£14.85</td> <td></td> <td>£14.85</td> <td>Mileage</td> <td></td> </tr> <tr> <td>Kingfisher Direct (AMM)</td> <td>£92.52</td> <td></td> <td>£92.52</td> <td>grit bin replace</td> <td></td> </tr> <tr> <td>Stones 4 Homes Ltd (AMM)</td> <td>£211.20</td> <td></td> <td>£211.20</td> <td>grit bin replace</td> <td></td> </tr> </tbody> </table>	<u>NAME</u>	<u>AMOUNT NET</u>	<u>VAT</u>	<u>TOTAL</u>	<u>DETAILS</u>		-	-	-	-	-		YLCA	£22.50	-	£22.50	Cllr Training	Duplicate	FDPR Chris Fergusson	£879.20		£879.20	Drawings for tender Rugby Gym		Stamps (c/o Mrs N Smith)	£28.32		£28.32	Stamps for postage		YLCA	£22.50		£22.50	Cllr Training		Community Trust	£37.50		£37.50	Room hire allotments meeting		AMM	£22.39		£22.39	Mileage		AMM	£14.85		£14.85	Mileage		Kingfisher Direct (AMM)	£92.52		£92.52	grit bin replace		Stones 4 Homes Ltd (AMM)	£211.20		£211.20	grit bin replace	
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Petrol (AMM)	£30.00		£30.00	for wood chipper	
Petrol (AMM)	£13.28		£13.28	for strimmer	
Andrew's Garden Machinery (AMM)	£65.59		£65.59	trimmer parts	
Key cutting (AMM)	£11.00		£11.00	keys fairways DV	
Hutchinson Three	£25.00	£5.00	£30.00	Mobile phones DD	
Wages December	£5,775.19		£5,775.19	Wages, Tax & NI (no pension access yet)	
N T Killingley Ltd	£1,261.66	£252.33	£1,513.99	Grass cutting	
Bailey - Hague Joinery	£1,840.00	£368.00	£2,208.00	roof works	
Eon Next	£133.66	£6.68	£140.34	Electricity for Fairways November	
D3	£14.94	£2.99	£17.93	Stationery	
YLCA	£22.50		£22.50	Committees training Cllr P	
Rialtas Business Solutions	£200.00	£40.00	£240.00	Remote Training Session (new staff)	
YLCA	£60.00		£60.00	Off to Flying Start training 1 & 2 Cllr B	
Mayfair Careline Security Ltd	£199.88	£39.97	£239.85	Cameras not working - call out	Careline
ARC workwear	£71.20	£14.24	£85.44	Staff PPE	
NT Killingley	£1,261.66	£252.33	£1,513.99	Grass cutting December	
Onecom	£65.90		£65.90	Phone & Broadband	
Welmedical	£2,862.00		£2,862.00	defibs	
Onecom	£65.58		£65.58		
Total	£15,287.52	£981.54	£16,269.06		16,269.06

SCHEDULE OF ACCOUNTS DECEMBER 2021 (2)

<u>NAME</u>	<u>AMOUNT NET</u>	<u>VAT</u>	<u>TOTAL</u>	<u>DETAILS</u>	
-	-	-	-	-	
D3 office group	£7.00	£1.40	£8.40	PPE (boxes face masks)	
Nest Pension Aug - Dec	£1,809.80		£1,809.80	Pension due now access to NEST DD	
Refund for staff Aug - Dec	£534.22		£534.22	overpayment of Nest pension	
Terry Atha	£600.00		£600.00	Return of bond	
Total	£2,951.02	£1.40	£2,952.42		2,952.42

SCHEDULE OF ACCOUNTS JANUARY 2022

<u>NAME</u>	<u>AMOUNT NET</u>	<u>VAT</u>	<u>TOTAL</u>	<u>DETAILS</u>	
Hutchinson Three	£30.00		£30.00	Three mobile contracts	
Fusion	£540.00	£108.00	£648.00	Water Tank Covers Allotments	
Eversley Park Committee	£102.00		£102.00	Meals on Wheels (17 sessions)	
Eversley Park Committee	£107.00		£107.00	PC meetings room hire	
Eversley Park Committee	£40.00		£40.00	Cleaner reimbursement	
Eon Next	£60.31	£3.02	£63.33	Electricity Fairways	
Business Stream	87.29		£87.29	Water for White Rose Sports Club	
Total	£966.60	£111.02	£1,077.62		1,077.62

RESOLVED:- that the council approves the payments for December 1 totalling £16,296.06, December 2 totalling £2,951.02 and January totalling £1,077.62 Unanimous

b) To consider giving permission to members to access the NALC website (YLCA strict guidance)

RESOLVED:- that access to members is authorised on the understanding that the log in is not shared with anyone else. Unanimous

c) To consider whether to book Rialtas for the end of year closedown as in previous years.

RESOLVED:- that the council book this for one year with the intention of sending staff on training next year. Unanimous

d) To receive and note the Finance Reports for October and November (to follow from the RFO)

RESOLVED:- to receive and note. Unanimous

e) To receive reports for i) Nest Update, ii) Allotment troughs, iii) Security Data & advice from ICO, iv) Training session,

RESOLVED:- that the reports (i-iv) are received and noted, and accept that the Clerk acted in the best interest of the Council. Unanimous

vi) RFO position

RESOLVED:- that the report on the RFO's vacant position is fed back to Personnel to feed in the finance budget. Unanimous

f) To consider putting in place a plan for managing a possible lockdown by delegating decisions to the clerks via a scheme of delegation in line with advice following government guidance.

The chair moved on to the next item as this is no longer needed.
District Cllrs and the member of the public left at this point.

ITEM 9.

REPORTS FROM COMMITTEES AND WORKING GROUPS

a) Planning

i) To ratify the comments from members of the planning committee on the following applications

Reference	Address	Application Details	Comments from the PC
2021/1465 /HPA	Church Farm Church Hill	Single storey rear extension	No comment
2021/1463 /HPA	31 Brunswick Crescent	Two storey side extension to provide additional living accommodation plus single detached garage	No comment
2021/1459 /HPA	46 Pinfold Avenue	Conversion of existing car port to form habitable rooms	No comment
2021/1443 /HPA	22 Bartlett Grove	Loft conversion and rear single storey extension to kitchen	No comment
2021/1434 /HPA	14 Tomlinson Way	Erection of two storey side extension	No comment

Reference	Address	Application Details		Comments from the PC
2021/1402 /S73	Kingspan Insulation Ltd, Enterprise Way	<p>Section 73 application to vary conditions 02 (approved plans), 14 (vehicle access, parking, manoeuvring and turning areas) and 22 (refuse derived fuel fired combined heat and power plant) of approval</p> <p>2020/0355/S7 Section 73 application to vary/remove condition 02 (approved plans) of planning permission reference</p> <p>2018/0898/EIA Section 73 application to vary condition 02 of approval</p> <p>2016/1456/EIA Proposed Installation of a Refused Derived Fuel (RDF) fired Combined Heat and Power (CHP) plant with 8000m2 Factory Extension and Associated Infrastructure granted on 3 April 2019 granted on 12 February 2021</p>		<p>Sherburn in Elmet Parish Council object to this application and ask that the case officer considers all points raised below and provide sufficient answers for review.</p> <p>Quality & Source of Feedstock: We request that further information is provided regarding the type of feedstock to be used and whether the proposed materials will include recyclable and/or non-recyclable items. Burning of recyclable materials should be avoided. Additionally, we would like to seek clarification on the source(s) of the feedstock — is the waste from other local Kingspan facilities or from national/international facilities, or from third parties?</p> <p>Environmental Impact — Emissions & Transportation: We have concerns that a 20% increase of feedstock (equating to an additional 40,000 tonnes of waste) could result in higher emissions and reduced air quality, impacting Sherburn’s residents as well as neighbouring communities and those further afield. We request that an up-to-date, broad report is drawn up to gain clarity on the methods to be used and the environmental impacts associated with these techniques. We would also hope that any reporting will also account for the operational logistics associated with the proposal (such as transporting waste to/from Sherburn in Elmet, from source to final destination). We seek reassurance in the form of a detailed, updated report, in combination with answers to the questions above, to ensure that residents will not be adversely affected by the proposals.</p>
2020/0354 /REMM	Hodgsons Lane	Amended plans to previously objected application		<p>Accessible Living: Further to our original comments, the current proposals make no mention of bungalows. These are particularly important for accessible living and are in short supply in the area.</p> <p>Affordable Living: We are concerned that the current plans are noncommittal on the level of affordable housing to be offered by this development.</p> <p>Transportation & Infrastructure: We have significant concerns regarding overcapacity of the existing roundabout and general transport infrastructure around the village. The site is situated on a key transportation route, and the roundabout is reported to already be at 85% capacity (taking into consideration traffic from the neighbouring 270-home development). Our concern is that a further 117+ vehicles during peak times, as per the Technical Transport Report (Section 5.1.4) would cause further congestion.</p>

			<p>Ecological & Environmental Impacts: There is no evidence that important environmental impact studies have been carried out, despite several other individuals and organisations highlighting this as a key area of concern. We echo the comments of Ellen Milner of the Yorkshire Wildlife Trust, and request that consideration of the impacts upon protected species are investigated thoroughly, and that relevant surveys (including water vole, otter and bat surveys) are carried out as advised. We also support Martin Hammond's concerns in the ecology report(s) that the plans have yet to demonstrate how the development will provide a net-positive gain to biodiversity in the area. Furthermore, there does not appear to be any mention of green homebuilding initiatives to be adopted across the development. Please can you confirm what, if any, efforts will be made to encourage the adoption of solar panels, car-charging points on houses (announced by the Government as a requirement for new-build homes from next year) and climate-friendly heating solutions?</p> <p>Flooding: Flooding on this site is a major concern and has led to an adjacent development being raised by 1.4 metres in order to alleviate flooding issues on the site. Flooding remains a major problem for the new adjacent housing developments as well as other areas in the community.</p> <p>Impact on the community: We are yet to be convinced of the overall benefit to the community, from the wider impacts on flooding to the aesthetics of sound isolation screening around the development, potential noise during construction (caused by techniques such as piling, which should be avoided), and dust from the development impacting negatively on surrounding residences. Additionally, we are concerned that our existing infrastructure will not be able to cope with the additional pressures from this development-the GP surgery, amenities, parking shops &, congestion, education etc</p>
<p>RESOLVED:- that the council ratify the planning comments above. Unanimous</p> <p>It was suggested that the council work to publicising the planning applications to engage with members of the public.</p> <p>ii) To consider the Local Plan - Parish Services Audit</p> <p>RESOLVED:- to receive and note.</p>			
<p>b) Finance -</p> <p>i) To receive and note the minutes of the meeting 16 December 2021</p> <p>RESOLVED:- to receive and note. Unanimous</p> <p>ii) Queries / Recommendations from the Finance Committee as follows:-</p> <p>The Chair moved to take item 9 first</p> <p>RESOLVED:- to seek advice in writing. Unanimous</p> <p>As the clerk had to leave at 9.30pm the chair moved to take items 9c, 10 & 1 first.</p>			

	<p>1) Parish survey / consultation to celebrate and inform residents of what we have done and what the £1.65m plans are from SDC to improve the area.</p> <p>2) District surveys – consolidate this information into a useful document to inform decision making on future projects</p> <p>3) Scrutiny and key recommendations from the Asset Survey – how will this inform the LAP reserves doc.</p> <p>4) SDC spend – before the Jan meeting, is the Fairways land going to be transferred into PC ownership. Need to agree project spend and grant application for the Fairways project – ownership from council members.</p> <p>5) Regular reminder to FC regarding project spend progress and any time sensitive projects / grants received.</p> <p>6) Proposal from the Clerk for a monthly finance report.</p> <p>7) Proposal for a future project funding pot 17.</p> <p>8) Suggestion that a LAP committee and Personnel committee meetings needs to take place asap and prior to the precept and budget setting FC meeting.</p> <p>9) Clarification on the Reserves Policy – in particular the contradiction of the amount of NRE which should be retained as general reserves. This includes the internal auditors/YLCA Chief officer response vs the JPAG recommendations.</p> <p>10) Leases – clarification of lease agreements, review of existing leases. Is this still ongoing?</p> <p>11) Do we have a financial risk strategy in place?</p> <p>12) To consider the 3 Year Plan with notes / strategy document to underpin the financial information. This plan runs to end of this financial year and so needs reviewing for the next 3 years.</p> <p>13) that clarification should be sought on the suggested general reserve level to be set against the NRE ie 9-12 months or nearer 3 months.</p> <p>14) that full council provide clarity on the two sets of reserves so that it is clear. Once this has taken place, that the Sinking fund is revisited to ensure that an accurate budget line is provided for each asset area.</p>
	<p>c) Land and Premises -</p> <p>i) To receive and note the Report from the Deputy Clerk following the allotments meeting.</p> <p>RESOLVED:- i) to receive and note. ii) that the Clerk instructs the Asset Maintenance Manager to padlock the shed.</p>
<p>ITEM 10.</p>	<p>Training</p> <p>To consider training sessions with the YLCA - all training courses are listed on the YLCA website and are circulated to members.</p> <p>RESOLVED:- that i) the following training is approved:- Cllr Baumann Climate Emergency, Complaints, Freedom of Information and Planning, Cllr Limber Role of the Clerk and Chairman, The Clerk Complaints and Freedom of Information. ii) that delegated authority is given to the clerk to make a decision on training courses if needed for the council.</p> <p style="text-align: right;">Unanimous</p> <p>Members raised the item of the YLCA training and those who had attended, once again reinforced how important the training was, and encouraged all members to attend the next session.</p>
<p>ITEM 11.</p>	<p>MOTIONS FROM MEMBERS</p> <p>Motion from Cllr Devers to consider setting up a subcommittee / working group to look at village gateways As Cllr Devers was not present the chair moved on to the next item.</p>
	<p>The chair moved back to ITEM 9. Finance Committee</p> <p>Queries / Recommendations from the Finance Committee</p> <p>Discussion ensued on the finance items that had come from the committee, but no proposals or voting</p>

	took place.
ITEM 12.	<p>INFORMATION EXCHANGE</p> <p>Cllr Thwaites confirmed the lighting at the Rugby Club is now working.</p> <p>Cllr Platts mentioned that the cost for a Drainage Engineer report / survey for both the Eversley Park and Low Street will cost £500. This item to be included at the next full council meeting.</p> <p>Cllr Limbert asked for an item for the next agenda for the 3 year plan / strategy</p>

Meeting closed at 9.55pm

Signed by the Chair..... Date.....

DRAFT

DRAFT