



OFFICIAL MINUTES OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: 31 January 2022
Time: 7.30pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street Sherburn In Elmet LS25 6BA
Attendance: Cllrs J Alexander, Cllr P Baumann, Cllr G Limbert, Cllr J Prescott, Cllr D Shanks and Cllr K Town.
 District Cllr Packham, District Cllr Grogan.
Staff: Locum Clerk
In addition: 2 members of the press and public. 6 members of the public joined the meeting remotely.
Late Arrivals None **Early Departures** None

Minutes

The meeting opened at 7.30pm.

<p>FC/21/115</p>	<p>Accept Apologies for Absence 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>Resolution: to receive and note apologies from Cllr D Brook, Cllr Holmes, Cllr Lake, Cllr Platts and Cllr Thwaite.</p> <p>Resolution: to accept and approve the reasons for absence from Cllr Brook, Cllr Holmes, Cllr Lake, Cllr Platts and Cllr Thwaite. In addition, council did not approve the reasons for absence from Cllr Devers due to none being received. Unanimous.</p>
<p>FC/21/116</p>	<p>Dispensations Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors. <i>None received.</i></p>
<p>FC/21/117</p>	<p>Declarations of Interest 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). <i>None received.</i></p>
<p>FC/21/118</p>	<p>Public Speaking session (including members from District and County Councils) 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. District Cllr Grogan – wished to make council members aware that Highways have now provided their support for the proposed Road side Services at Lumby (junction of A1/M1 link and the A63). This could potentially provide a petrol station, Road Chef and lorry park.</p>
<p>FC/21/119</p>	<p>Business Remaining from previous meetings a) To consider the budget for the year 2022-23 and the precept request thereon. The Locum Clerk presented the budgeting proposals with several documents provided to both the residents present and council members including; Headline summary proposals, public budget, finalised Ear Marked reserves and Land & Premises reserves. Resolution: Council agreed to accept the budget proposals presented for the next financial year 2022/2023. Unanimous.</p> <p>Resolution: Council agreed to accept a Precept Requirement return of £189,000 to Selby District Council for next financial year 2022/2023 with an average Band D for residents of £63.63. Unanimous.</p>

	<p>b) To consider the Align quotations for drainage survey i) at Rugby Club Eversley Park ii) Low Street <i>It was agreed to defer this item to the next agenda due to insufficient information.</i></p>
<p>FC/21/120</p>	<p>i) To receive and note the minutes of the meeting of LAP dated 13 January 2022 <i>(on website)</i> ii) To consider the recommendations below:- a) Report from Align Asset Valuation RECOMMEND: that Cllr Holmes works with the Deputy Clerk to obtain quotations for the priority 1 works at the Eversley Park Centre. FURTHER RECOMMEND:- that the Council make a commitment out of this year's budget (emergency fund) and put repairs and maintenance into the budget for next year 22-23 and review it at the end of the year. b) Sinking Fund for Land and Premises – and Ear Marked Reserves RECOMMEND:- that council match fund the grant from SDC with £10,000 for the Rugby Gym FURTHER RECOMMEND: That this £20,000 is ear marked. Unanimous FURTHER RECOMMEND: That for the allotments i) £10,000 is put into Ear Marked Reserves towards the allotment shed. ii) £1,500 is set aside as an annual top up Unanimous FURTHER RECOMMEND: That the £500 received for the hire of the field for the Fair, is put into Ear Marked reserves for Youth Unanimous c) Review of lease agreements RECOMMEND: to council that a full lease review be undertaken starting straight away. Unanimous RESOLUTION: Council resolved to agree and accept the recommendations from the LAP Committee held on 13 January 2022.1 abstention.</p>
<p>FC/21/121</p>	<p>i) receive and note the minutes of the meeting of Personnel dated 17 January 2022 <i>(available on the website)</i> ii) To consider the recommendations below:- a) Training budget for staff RECOMMEND:- that the training budget for staff for 2022-23 be £2,000 Unanimous b) Incremental / inflation increases on staffing during the next financial year (to note 2020/21 pay increase has still not been agreed) RECOMMEND:- that the budget line for wages for staff be i) adjusted by 2% this financial year to account for the lack of agreement on the wage increase. ii) further adjusted by 2% as an allowance for a wage increase 2022/23. Unanimous c) Impact of any recruitment costs to form budgeting for 2022/2023 RECOMMEND:- that Full Council begins the recruitment process as soon as possible for a Responsible Financial Officer for a fixed term contract for a year initially with a view to being made permanent for 20 hrs per week commencing on scale point 27 through to 31. Unanimous FURTHER RECOMMEND:- That the Personnel committee conduct a review of the council with the Chair of Personnel, the Chair of the Council and the Clerk with recommendations for future staffing. ii) this should be started within 3 months. Unanimous <i>It was noted that this should include all members of staff</i> d) To confirm present staffing of the Council office. The members of the committee discussed resources and staffing of the office. RECOMMEND:- that i) the staff produce a rota for the office with hours and cover. ii) council investigate an equipment package with a desktop computer, a wireless printer with an efficient scanner. Unanimous RESOLUTION: Council resolved to agree and accept the recommendations from the Personnel Committee meeting held on 17 January 2022; with the exception of the “further recommend” above in terms of understanding the structure of the review as to the most suitable staff member/councillor in attendance driven by staff choice for the professional discussion and the resulting actions to be carried out asap. Unanimous.</p>

<p>FC/21/122</p>	<p>Information Exchange RESOLVED: that in view of the confidential nature of the business to be transacted (staffing) under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Unanimous. <i>Members of the press and public were politely requested to leave the meeting and the remote link was ended. 8.27pm</i></p>
	<p>Resolution: To hire a locum Clerk to cover the staff absence (20 hrs per wk). Resolution: Locum staff member to have access to work mobile and laptop to enable continuity of work during the staff absence. Resolution: If requested, a contract be drawn up for current locum Clerk and any additional temporary staff cover.</p>

The meeting closed at 9.25pm

Signed by the Chair Date