



OFFICIAL MINUTES OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 25 April 2022
Time: 7.15pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn In Elmet LS25 6BA
Attendance: Cllr P Baumann, Cllr D Buckle Cllr D Holmes, Cllr G Limbert, Cllr R Packham, Cllr D Shanks, Cllr K Town and Cllr M Ward.
 3 members of the public present.
Staff: Locum Clerk, G Ashton.
Late Arrivals **Early Departures** Cllr Buckle at 7.45pm.

Minutes

The meeting opened at 7.15pm.

| | |
|-------------------------|---|
| <p>FC/22/97</p> | <p>a) To receive and note apologies for absence. <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) To consider to approve reasons for absence. c) Resolution: To accept and approve the reasons for absence from Cllr D Brook and Cllr D Buckle from 7.45pm. Unanimous.</p> |
| <p>FC/22/98</p> | <p>To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors. None.</p> |
| <p>FC/22/99</p> | <p>To receive Declarations of Interests from Members Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.</p> <p>Cllr Packham submitted the request for funding for the Community Library</p> |
| <p>FC/22/100</p> | <p>Public Speaking session (20 minutes) 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). Resident 1 – Thanks from the Locum Clerk for working for the council since September 2021. What was going to be a couple of hours, ended up being 8 months. The Clerk wished to thank all council members and the residents of Sherburn for the time she has worked. In return the Chairman and council members wished to thank the Locum Clerk for her time on the parish council, and the work she has done.</p> |
| <p>FC/22/101</p> | <p>Reports from Other Authorities</p> <p>a) County Councillor b) District Councillors – no comment from Cllr Packham.</p> <p>Cllr Buckle – discounted rail offered to residents as part of the “welcome back” project, £14 return to London, SIE to Hull £1 and £7 from Church Fenton to Blackpool. Defib has been fitted at the Wheatsheaf pub. The grant for the OGS has been approved. All 3 District Councillors have spent their £3k MCF during the last financial year. The new County Councillor will receive £10k to spend in Sherburn and the 3 district councillors will also receive £3k from mid May 2022 as part of the MCF grant fund during the last year of SDC been operational. A new restaurant has recently opened at The Motorist at Sherburn Aero Club (at a cost of £1m), with a Michelin star chef. Thanks to proprietors. Police & other authorities — none</p> |

| <p>FC/22/103</p> | <p>a) To approve as a correct record the Minutes of the Full Council Meeting held on Thursday 14 April 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Amendments to remove public session and external reports as these agenda items did not take place. Clerk has omitted these 2 agenda items and will recirculate the minutes and amend the website version. Resolution: to approve and accept the minutes of the full council meeting on 14 April 2022 as a true and accurate record.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>FC/22/104 Planning</p> | <p>a) Planning Applications to consider since the last meeting and acknowledged if date passed b) Planning Decision Notices – approved and declined c) To consider any Planning Enforcement Issues</p> <table border="1" data-bbox="336 517 1546 1037"> <thead> <tr> <th>Date</th> <th>Planning portal ref</th> <th>Address</th> <th>Application Details</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>25/3/22</td> <td>2022/0371/HPA</td> <td>19 Church Hill, SIE</td> <td>Single storey extension</td> <td>26/4/22</td> </tr> <tr> <td>22/3/22</td> <td>2022/0249/LBC</td> <td>Old Hungate Hospital, Finkle Hill</td> <td>Listed building consent for installation of temp interna walls</td> <td>20/4/22</td> </tr> <tr> <td>17/3/22</td> <td>2022/0329/HPA</td> <td>The Nurseries, Bishopdyke Road, SIE</td> <td>New side extension, loft conversion and no2 new dormers.</td> <td>18/4/22</td> </tr> <tr> <td></td> <td>Pre-planning app</td> <td>Rest Park Fm, Bishopdyke Road, SIE</td> <td>Proposed upgrade to existing radio base station</td> <td></td> </tr> <tr> <td>22/3/22</td> <td>2022/0346/TPO</td> <td>Weetworth House, 39 Low Street</td> <td>Tree remedial work on trees with TPO</td> <td>21/4/22</td> </tr> <tr> <td>24/3/22</td> <td>2022/0354/HPA</td> <td>16 Duffield Cres</td> <td>Single storey extension</td> <td>22/4/22</td> </tr> <tr> <td>24/3/22</td> <td>2022/0359/HPA</td> <td>7 Brunswick Cres</td> <td>2 storey extension</td> <td>22/4/22</td> </tr> </tbody> </table> | Date | Planning portal ref | Address | Application Details | Deadline | 25/3/22 | 2022/0371/HPA | 19 Church Hill, SIE | Single storey extension | 26/4/22 | 22/3/22 | 2022/0249/LBC | Old Hungate Hospital, Finkle Hill | Listed building consent for installation of temp interna walls | 20/4/22 | 17/3/22 | 2022/0329/HPA | The Nurseries, Bishopdyke Road, SIE | New side extension, loft conversion and no2 new dormers. | 18/4/22 | | Pre-planning app | Rest Park Fm, Bishopdyke Road, SIE | Proposed upgrade to existing radio base station | | 22/3/22 | 2022/0346/TPO | Weetworth House, 39 Low Street | Tree remedial work on trees with TPO | 21/4/22 | 24/3/22 | 2022/0354/HPA | 16 Duffield Cres | Single storey extension | 22/4/22 | 24/3/22 | 2022/0359/HPA | 7 Brunswick Cres | 2 storey extension | 22/4/22 |
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| <p>FC/22/105 Policies</p> | <p>a) To consider the adoption of a Data Protection Policy and Retention of Documents Policy. The new Locum Clerk (NM) has updated these policies but only circulated today by Cllr Baumann. Defer to next meeting.</p> <p>b) To consider the adoption of a Rules for Public Session policy. – as above, defer to next meeting. To bring back for the May meeting. Resolution: agreed to bring this to a future meeting</p> <p>c) To consider the date of the Annual Parish Assembly and the Annual Council meeting of 2022 (including Clerking cover for both meetings).</p> <p>In the new municipal year, committee meetings need to be re-established asap. In future that new policies go to the Finance Committee for scrutiny in the first instance before being presented to full council. At the Annual Council meeting, would suggest that the following go on the agenda, usual Annual Council agenda, with declarations of acceptance of offer, register of interest, appointment to committees, appointment of Chairman and Vice Chairman of the Council, appointment the Chairmen of the committees, (check 11 August 2021). In addition to appointment for external representatives, eg YLCA, White Rose, Rugby Club, Angling Club, Gala, (refer to list on website). Cllr Holmes would like to be considered for the LAP committee and White Rose Club representative. List to be circulated to full council members – list of committees and outside appointments. Council members can indicate a preference. Council asked Georgina Ashton to clerk the meeting on this occasion.</p> <p>Resolution: to hold the Annual Parish Assembly at 6.30pm on Monday 16 May 2022 and the Annual Council Meeting on the same evening at 7.15pm. Unanimous. Resolution: list of committees and outside appointments to be circulated to council members and Georgina Ashton invited to clerk the meeting on the night of Monday 16 May 2022.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>FC/22/106 Personnel</p> | <p>To move sections Resolution: to move into confidential session for agenda items c),e),f),g),h),i),j),k) and n). 1 abstention.</p> <p>a) To consider the purchase of an additional desktop computer and wireless printer. – the wireless printer has not been purchased. Printer quotations received were expensive and with new staff in May 2022, it was suggested to revisit this once new staff are in place. Defer to a meeting later in the year.</p> <p>b) To consider voicemail/VOIP system quotations/installation of. Proposal from Cllr Limbert to purchase a new phone system with answerphone and headset. Resolution: to approve spend up to £150 for the above phone system with 2 handsets, answerphone facility and headset. Unanimous.</p> <p><i>Cllr Buckle left the meeting 19:49.</i></p> <p>c) To note report from the Asset Maintenance Manager including shed update, UDP progress.</p> <p>d) To consider the induction pack for new staff. – Historically there has been no induction pack for staff. Central place for policies, key contacts, contingency plan information. Council members are encouraged to pass additional useful information to Cllr Baumann for the pack.</p> <p>e) To consider the Annual Leave and TOIL process for staff.</p> <p>f) To consider the recruitment of a permanent Clerk to the Council – including schedule of recruitment, process of recruitment (members involved, location, cost to advertise), proposed hours of work, contract terms (holiday entitlement, notice period), job description, person specification, pay scale.</p> <p>g) To consider recruitment of RFO – including outcomes from interviews and approval of proposed contracts.</p> <p>h) To consider recruitment of the Deputy Clerk – including outcomes from interviews and approval of proposed contracts.</p> <p>i) To consider ongoing hours and duties of the Locum Clerks.</p> <p>j) To consider the overtime hours of the Asset Maintenance Manager.</p> <p>k) To receive and consider update on staffing situation.</p> <p>l) To consider approval of training courses for staff. (Including the RoSPA Operational Training Renewal (RPII) course for the AMM). Resolution: to approve the RoSPA Operational training renewal for the AMM (2 day course). Unanimous. Resolution: to approve the Introduction to Clerking course (YLCA) and the RBS Software training for new staff as/when appointed. Unanimous.</p> <p>m) To consider approval of training courses for council members. Resolution: to approve for Cllr Baumann to attend the “managing a council’s finance to accord with proper practices” training course. Unanimous.</p> <p>n) To consider the correspondence received from a staff member regarding 2 formal grievances on 10th April 2022.</p> |
| <p>FC/22/107 LAP</p> | <p>a) To receive update with regard to the Jubilee event License now submitted to SDC. Hopefully the advert will run in the Selby Times this week for the notice of the license to local residents. Some payments have been made on the online banking system. Council staff just waiting on a couple of invoices to be able to complete the payments.</p> <p>b) To consider the additional documentation submitted for Fairground approval for EPC field (16-23 May 2022) and whether to charge a bond/ charge for use of field. In the past the council charge a £500 to hire and £600 bond. Resolution: to agree and approve the dates and hire of the field for the Fairground on EPC field from 16-23 May. To charge a bond of £600 and hire charge of £500. Unanimous.</p> <p>c) To receive an update for the EPC Entrance project – Cllr Baumann Cllr Baumann has received the planning documents for the entrance and has circulated to council members. These are now ready for submission to the planning department.</p> |

Permissions to re site the bins, telegraph pole and post box to be investigated. Need to find a permanent new location for these items.

- d) To consider quotes to for the replacement bollards at Eversley Park.**
One quotation has been received. Cost of £720 per bollard and a further £90 per bollard to remove existing. Recommendation is to go for the medium lift assisted telescopic security bollard/powder coated in any colour with reflective band. It is clearly the responsibility of the parish council to make the field and Eversley Park Centre safe. Dropped kerb is already there. Proposal to go with similar design as presented this evening and communicate with local residents, 2 additional similar quotes. Suggestion that three comparable quotes be sourced for the bollards. If not easily accessible, then the quotation presented this evening will be explored further with a view to representing to full council at the next meeting.
Resolution: to approve three comparable quotations be sourced for bollards. If not easily accessible, then the quotation presented this evening will be explored for purchase at a cost of £3,240 (8 keys included). Keys kept in PC office, one for AMM, one for EPC Manager, spares retained in office. Unanimous.
- e)** To note update on VAS signs purchase and installation.
Payment will be made tomorrow for the VAS signs. Installation should take place in the next 6-8 weeks.
- f)** To consider priority 1 works to the Eversley Park Centre.
Locum Clerk circulated a spreadsheet, priority 1 works at a cost of circa £6,000. Cllr Holmes will source quotations for the work including guttering work.
- g)** To consider the proposals for The Fairways Wildlife Garden.
Wildlife garden proposal on the old bowling green, improvements to cctv and lighting. Area behind old bowling green is still been used with anti-social behaviour. The sporting element in this has been questioned. Suggestion that a boules ring is put in the space to create an element of sporting theme. It is important to protect houses as a sporting facility could generate noise/damage etc. The PC have leased this on a 100 year lease from SDC. Are the council happy to go ahead with this proposal? Loss of the bowling Green will have to get permission through Sports England and England Bowls in terms of a loss of a sporting facility. Generally speaking, they would object. Consultation needs to take place through discussion with Sport England. Gravelled path walk suggested. Will be a gated facility. Confirmation if planning permission is required, report from Align on the state of the building, lighting stanchion position. Cllr Packham to return with comments to SDC. A final / further, revised proposal to be brought back to council members.
- h)** To consider the location of the additional / spare Defibrillator at the Lady Popplewell Centre.
Resolution: for the location to be approved for the additional defibrillator at the Lady Popplewell Centre. Unanimous.
- i)** To consider the contribution request for yearly funding towards the youth hub. *(It was agreed by Council members at the time that on completion of the facility that the PC would provide a yearly contribution towards the youth hub of £150-£200 towards utility costs of gas/electric).*
Resolution: to agree to honour a £200 payment to the Rugby Club to provide a contribution towards energy costs for the Youth Hub programme. Unanimous.
Resolution: Council to request an update of the Youth Hub programme from the organisers to get some idea of usage, footfall, frequency and hours of opening etc. Unanimous.

FC/22/108

Finance

To consider the following:

- a)** Report from the **Chairman of Finance Committee**
- b) RFO Finance Report** -To approve the Bank Reconciliation to 31 March 2022 and to note budget monitor.
- c) Payments** - To consider and approve the invoices for the payment schedule from 16 March 2022 to 20 April 2022.

d) To consider the **grants process/eligibility criteria for 2022/2023 funding opportunities.**

e) To note the update on the bank mandate submission and on-going process.

f) To receive and note update on end of year accounts and internal auditor progress.

Monthly Finance Report 4/22 – April 2022 – FC/22/108

a) Report from the Chairman of Finance Committee

b) To approve the Bank Reconciliation to 31 March 2022 and to note budget monitor.

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| Instant Access | £125,784.50 |
| 95 Day Notice Account | £163,044.40 |
| Community Direct Plus | £36,677.67 |
| Totals | £325,506.57 |
| Less: | |
| General Earmarked Reserves | £154,180.72 |
| LAP R&M Reserves | £171,325.85 |
| Total funds equals total bank ac's | £325,506.57 |

c) Ear Marked, LAP & General Reserves

| Account | Opening Bal Apr 2021 | Net transfers | Closing Bal Mar 2022 | Suggested - 2022/2023 opening bal | Sub totals Balance |
|--|---|---------------------------|-----------------------------------|---|---------------------|
| Planned Projects | | | | | |
| Allotment Funds | £ - | £ 4,121.99 | £ 4,121.99 | £ 4,121.99 | |
| Allotment Shed | | | | £ 11,000.00 | |
| Election Costs | | | | £ 8,628.00 | |
| NY Grant for ginnel clearing | £ 1,850.00 | | £ 1,850.00 | £ 1,850.00 | |
| Rugby Club Gym | £ 5,000.00 | | £ 5,000.00 | £ 20,000.00 | |
| UCI - Cycling Club | £ 1,000.00 | | £ 1,000.00 | £ 3,000.00 | £1,500 |
| VAS Signs - Ringfenced grant £3k | £ 3,000.00 | | £ 3,000.00 | £ 8,580.10 | £816.10 |
| Streetlighting | £ 2,527.35 | | £ 2,527.35 | £ 2,527.35 | £ 50,443.44 |
| Wider Community Schemes | | | | | |
| Annual Parish events - Gala, Festival | £ - | | £ - | £ 10,000.00 | |
| PC Community Grant Scheme | £ 20,000.00 | | | £ 20,000.00 | |
| One off Parish Events - eg Queens Jubilee | £ 7,000.00 | | £ 7,000.00 | £ 10,000.00 | £0 |
| Solar Farm Fund for the Youth | £ 16,097.41 | £ 2,833.00 | £ 18,930.41 | £ 19,430.41 | |
| Senior Citizens & Vulnerable Adults (supporting wider Inclusivity Initiatives) | | | | £ 30,000.00 | £ 79,430.41 |
| Totals | £ 56,474.76 | £ 6,954.99 | £ 43,429.75 | £ 149,137.85 | £ 129,873.85 |
| Land & Premises - location | one off amount - topped up each yr | Cumululative total | Cumulative total at yr end | Total amount reserved for 2022/23 budget | Sub totals |

| Land & Premises Projects | | | | | |
|---|-----------|-----------|------------|-------------------|-------------------|
| Eversley Park Centre - building | £5,850.00 | | | £5,850.00 | |
| White Rose | £5,000.00 | | | £5,000.00 | |
| White Rose Play Area | £5,000.00 | | | £5,000.00 | |
| Fairways Changing Rooms | £1,000.00 | | | £1,000.00 | £16,850.00 |
| Land & Premises - Repairs & Maintenance | | | | | |
| Eversley Park - area | £5,000.00 | | | £5,000.00 | |
| EPC Play Area (x 2) | £5,000.00 | | | £5,000.00 | |
| EPC Play Area resurfacing | £1,500.00 | | | £1,500.00 | |
| Fairways 3G Pitch | £5,600.00 | £5,600.00 | £11,200.00 | £5,600.00 | |
| Fairways Play Area | £2,500.00 | | | £2,500.00 | |
| Arboroculturist work | £500.00 | | | £500.00 | |
| Allotments | £500.00 | | | £500.00 | |
| Fishing Pond | £500.00 | | | £500.00 | |
| Pocket Park (Library) | £500.00 | | | £500.00 | |
| Rugby Club | £3,000.00 | £500.00 | £3,500.00 | £3,000.00 | £24,600.00 |
| | | | | £41,450.00 | £41,450.00 |

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|---------------------------------|---------------------|---------------------|
| Total Earmarked Reserves | £ 43,429.75 | £ 128,873.85 |
| LAP R&M Reserves | £ 89,000.00 | £ 41,450.00 |
| TOTAL EARMARKED RESERVES | £ 132,429.75 | £ 171,323.85 |

Total earmarked reserves have reduced by almost £20,000 due to the purchase of the VAS sign at £7,764 inc VAT, £10,000 spend on Jubilee fund and £1,500 for UCI Community Clock donation. The general reserves have decreased by £21,000 to £154,180.72.

d) Payments – To note the invoices for the payment schedule from 1 March 2022 to 31 March 2022

The closing balance at the financial year end on 31 March 2022 was £36,677.67 on the current account. There were 63 transactions on the current account for the month of March from 01 March to 31 March 2022 inclusive.

| Date | Cost centre | Chq/BT | Description | Income | Expenditure |
|------------|---------------|--------|---|--------|-------------|
| 01/03/2022 | Grant | 403312 | Sherburn in Elmet Community Association - SIE in Bloom 2022 | | £250.00 |
| 01/03/2022 | LAP | 403317 | Careline Security Limited | | £344.52 |
| 01/03/2022 | LAP EPC | 403321 | Mayfair Fire and Security - maintenance charge for intruder alarm | | £816.00 |
| 01/03/2022 | LAP EPC | 403323 | FDP - preparation of tender drawings | | £305.00 |
| 01/03/2022 | Salaries | 403330 | Clerk salary - February | | £1,673.79 |
| 02/03/2022 | Parish Admin | 403318 | Bentham Ltd toners for printer | | £46.72 |
| 03/03/2022 | Expenses | 403313 | AMM Expenses | | £108.63 |
| 03/03/2022 | Salaries | 403325 | AMM salary - February | | £1,636.09 |
| 04/03/2022 | Staff mileage | 403314 | AMM Mileage Dec 2021 / Jan 22 | | £50.17 |
| 04/03/2022 | Salaries | 403329 | Deputy Clerk salary - February | | £838.35 |
| 08/03/2022 | Utilities | | Business Stream | | £71.37 |
| 08/03/2022 | Utilities | | Business Stream | | £56.00 |
| 08/03/2022 | Utilities | 403310 | Business Stream | | £266.57 |
| 08/03/2022 | Civic | 403316 | SDC: Commercial Waste and Recycling | | £1,454.22 |
| 08/03/2022 | Civic | 403319 | Elections fee - SDC | | £15,278.66 |

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|------------|---------------|--------|--|-----------|-----------|
| 08/03/2022 | Salaries | 403326 | Locum Clerk - February and 43 hrs o/time Dec-Feb | | £1,017.34 |
| 08/03/2022 | Fairways MUGA | | Carl Walters - Half term camp | £225.00 | |
| 11/03/2022 | ParishAdmin | 403320 | OGS - room hire 13 Jan/10 Feb 2022 | | £60.00 |
| 15/03/2022 | ParishAdmin | 403311 | D3 Office Group | | £133.17 |
| 17/03/2022 | Salaries | DD | NEST pensions | | £363.19 |
| 21/03/2022 | Telephone | DD | H3G | | £30.00 |
| 21/03/2022 | Salaries | | Nest Pensions | £659.16 | |
| 23/03/2022 | Grant | | ASH Solar Limited - 230322 | £3,046.49 | |
| 24/03/2022 | Utilities | | E.On 30 Sept | | £37.99 |
| 24/03/2022 | Utilities | | E.On 28 Feb | | £57.79 |
| 24/03/2022 | Utilities | | E.On 31 Jan | | £65.36 |
| 24/03/2022 | Utilities | | OneCom Ltd 17 Jan 574547 | | £65.58 |
| 24/03/2022 | Utilities | | OneCom Ltd 14 Feb | | £66.59 |
| 24/03/2022 | LAP | | EPC 17 March 2022 | | £376.00 |
| 24/03/2022 | Salaries | | HMRC | | £1,074.45 |
| 24/03/2022 | Salaries | | HMRC | | £1,362.97 |
| 24/03/2022 | Utilities | | Business Stream | | £13.05 |
| 24/03/2022 | Training | | Rialtas Remote Training - refund | £240.00 | |
| 28/03/2022 | Vergecutting | | NT Killingley - February | | £1,513.99 |
| 28/03/2022 | Vergecutting | | NT Killingley - January | | £1,513.99 |
| 29/03/2022 | | | Credit | £831.66 | |
| 29/03/2022 | | | Credit | £1,247.49 | |
| 30/03/2022 | Salaries | BT | RFO Back pay April-Aug 2021 | | £331.82 |
| 30/03/2022 | Salaries | BT | Litter picker MARCH salary | | £445.50 |
| 30/03/2022 | Website | BT | Vision ICT Web hosting and email | | £705.60 |
| 30/03/2022 | Salaries | BT | DClerk MARCH salary & increase | | £1,201.18 |
| 30/03/2022 | Salaries | BT | AMM MARCH salary & increase | | £1,659.45 |
| 30/03/2022 | Salaries | BT | Clerk MARCH salary & increase | | £2,035.70 |
| 30/03/2022 | MUGA | | Sherburn Netball Club - MUGA Hire | £330.00 | |
| 31/03/2022 | Expenses | BT | AMM - PPE Gloves | | £4.00 |
| 31/03/2022 | Expenses | BT | AMM - tiles chrm Fairway | | £7.26 |
| 31/03/2022 | Expenses | BT | AMM - allotments strimmer | | £7.60 |
| 31/03/2022 | Expenses | BT | AMM - hedgecut allotment | | £14.81 |
| 31/03/2022 | Expenses | BT | AMM - stamps | | £20.40 |
| 31/03/2022 | Expenses | BT | AMM - fuel chipper and mower | | £29.19 |
| 31/03/2022 | Training | BT | Yorkshire Internal 1068 - INCORRECT payee (should be YLCA) | | £30.00 |
| 31/03/2022 | Training | BT | YLCA 1005,1048 | | £37.50 |
| 31/03/2022 | Utilities | BT | Business Stream allotments | | £93.81 |
| 31/03/2022 | Training | BT | YLCA 1127,1092,1077 | | £127.50 |
| 31/03/2022 | Allotments | BT | AMM - Skip for allotments recharge | | £240.00 |
| 31/03/2022 | Marketing | BT | Creative Shed Agency - The Resident Feb 2022 | | £360.00 |
| 31/03/2022 | CCTV | BT | Bridge Electrical - CCTV cpbd | | £414.00 |
| 31/03/2022 | LAP | BT | Gas Solutions - WR Boiler service | | £600.00 |
| 31/03/2022 | Salaries | BT | Locum Clerk - MARCH, holiday and backpayrise | | £820.70 |
| 31/03/2022 | Grant | BT | Sherburn Community Clock fc/22/52e | | £1,500.00 |
| 31/03/2022 | Salaries | BT | HMRC Tax and NI | | £1,517.58 |
| 31/03/2022 | LAP | BT | Replay Maintenance service agreement | | £1,704.30 |
| 31/03/2022 | Grant | BT | Sherburn Gala Assoc Grant fc/22/52 | | £2,000.00 |

| | | | | | |
|---------------|--|--|---|--------------------|--------------------|
| Totals | | | | £504,401.26 | £476,779.94 |
| | | | Closing balance at BANK at 31 March 2022 | | £36,677.67 |

Payments at the Bank – up to 25 April 2022

| Date | Cost Centre | Cheque number | Description | Income | Total Expenditure | Balance | Balance |
|---------------|------------------|---------------|---|------------------|-------------------|-------------------|-------------------|
| | | | <i>Balance brought forward at 01 April 2022</i> | | | | £36,677.67 |
| | | | Balance at bank 1 April 2022 | | | £36,677.67 | |
| 01/04/2022 | Admin | | Sam Smith Old Brewery BW089 | | £1.00 | | |
| 04/04/2022 | Salaries | | DD: NEST | | £490.35 | | |
| 05/04/2022 | Jubilee | BT | A Moran Jubilee Stage | | £1,400.00 | | |
| 08/04/2022 | Subscriptions | 403332 | Information Commissioner's Office ICO Annual Subscription | | £40.00 | | |
| 08/04/2022 | Training | | Playsafety Limited ROSPA Play Safety | £438.00 | | | |
| 19/04/2022 | Utilities | | H3G | | £30.00 | | |
| 19/04/2022 | | | North Yorkshire County Council | £1,200.00 | | | |
| 20/04/2022 | Fraudulent trans | Card | 0643 Deliveroo | | £13.52 | | |
| 20/04/2022 | Jubilee | BT | SDC License Team | | £100.00 | | |
| 20/04/2022 | Insurance | BT | Zurich Insurance - annual insurance renewal | | £7,341.46 | | |
| 20/04/2022 | Utilities | | Onecom Ltd 2086741 | | £65.58 | | |
| 21/04/2022 | Fraudulent trans | Card | 0643 Bolt.EU /0/220 | | £2.70 | | |
| 21/04/2022 | Fraudulent trans | Card | 0643 Bolt.EU /0/220 | | £6.50 | | |
| 21/04/2022 | Fraudulent trans | Card | 0643 Bolt.EU /0/220 | | £6.60 | | |
| 21/04/2022 | Fraudulent trans | Card | 0643 Bolt.EU /0/220 | | £6.60 | | |
| 21/04/2022 | Fraudulent trans | Card | 0643 Bolt.EU /0/220 | | £10.20 | | |
| 21/04/2022 | Fraudulent trans | Card | 0643 Bolt.EU /0/220 | | £12.10 | | |
| 21/04/2022 | Fraudulent trans | Card | 0643 GETIR UK | | £14.87 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 CCC GBP 11.52 | | £0.31 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 CCC GBP 11.52 | | £0.31 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 RakutenTV ES | | £4.99 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 RakutenTV ES | | £4.99 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 RakutenTV ES | | £7.99 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 RakutenTV ES | | £9.99 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 Inflight Inte | | £11.52 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 RakutenTV ES | | £15.99 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 RakutenTV ES | | £13.99 | | |
| 22/04/2022 | Fraudulent trans | Card | 0643 Inflight Inte | | £11.52 | £154.69 | 18 transactions |
| 22/04/2022 | LAP Rent | BT | DD: Sherburn in Elmet White Rose | £1,000.00 | | | |
| 25/04/2022 | Jubilee | BT | Recharge to Dbuckle - first aider deposit | | £48.75 | | |
| 25/04/2022 | Jubilee | BT | J Hall | | £150.00 | | |
| 25/04/2022 | Jubilee | BT | Creative Shed Agency | | £1,162.50 | | |
| 25/04/2022 | Jubilee | BT | Innovation | | £375.00 | | |
| 25/04/2022 | Jubilee | BT | K Johnson | | £50.00 | | |
| 25/04/2022 | FairwaysMUGA | BT | Sherburn White Rose | £800.00 | | | |
| Totals | | | | £3,438.00 | £11,409.33 | | |
| | | | Closing balance at BANK at 25 April 2022 | | | £28,706.34 | |

Balance at Bank – current account as at 25 April £28,706.34.

On Monday 25th April 2022 at 1.50pm, the Locum Clerk (GA) and the Deputy Clerk realised that there had been fraudulent activity on the current account. This was immediately reported to the Chairman, Cllr Limbert, Vice-Chairman, Cllr Baumann and the Co-op Bank. The bank have put a stop on the bank card and have reported this to their fraud dept. The Parish Council will be notified as to next steps asap. The Locum Clerk wished for this to be reported in the minutes.

D) to consider the grants process/eligibility criteria for 2022/2023 funding opportunities.

Changes to the current process need to take place and the policy needs to be amended to reflect that grants can be given over £1,000. The scope of the policy and the application form needs to be widened to encompass the pots of funding that the Council have allocated to specific projects / wider community groups within the parish.

E) To receive and note update on bank mandate submission and on-going process.

Cllr Baumann has sight of the latest bank mandate and will need to be updated by council members at the meeting on 25 April 2022 so that it can be returned to the Co-op Bank asap. At time of writing, the Deputy Clerk has online access and authorisation to make payments up to her end date of 4th May 2022. Cllr Packham has authorisation as a signatory on the account. Confirmation from YLCA has been received in writing that Cllr Packham can sign a cheque and one other signatory (regardless of whether they are a current Cllr) as long as payments are sanctioned and agreed by full council in advance of payment.

e) To receive and note update on end of year accounts and internal auditor progress.

Locum Clerk, G Ashton received the details of the Internal Auditor on 25 April 2022 and therefore at time of writing, this appointment has not been booked. Suggest this is undertaken with the new RFO once in post. RBS closedown is booked for 4th May 2022, however, this may need to be altered as the bank reconciliation to 31 March 2022 remains incomplete. Once the bank is reconciled to the year end, then Q4 VAT return can be submitted.

Resolution: to approve and accept the Finance Report as circulated and presented by the Locum Clerk. Unanimous.

Resolution: to approve the payment of £2,520 to Sherburn in Elmet Community Library for an annual contribution from 1st April 2022. Donation to come from the PC Community Grant Scheme (earmarked reserves). Unanimous. 1 abstention.

| | |
|---|---|
| <p>FC/22/109 Environment</p> | <p>a) Correspondence from a resident regarding car parking habits on Low Street. (Just before one reaches the access to the Eversley Centre (on the same side) there are a number of cars parked on the road which appear to be a permanent feature and probably belong to Aldi staff. The problem as I see it is that this causes traffic to swing out into the carriageway close to the access to both Aldi and the Eversley Centre. Given traffic speeds along this route I can foresee that this may soon result in an accident. A potential solution may be to introduce a Traffic Regulation Order to limit parking on street in this area in order to improve overall visibility for both 'through traffic' and the sight lines for traffic emerging from the Eversley Centre and the Aldi car park).</p> <p>The changes to the EPC entrance will impact on this as well as the new VAS sign erected.</p> <p>Resolution: for the Locum Clerk to reply to the resident that this will be revisited once the new County Councillor is in post (from 6th May 2022) alongside other highways issues. Unanimous.</p> <p>Motion from members: none.</p> |
| <p>FC/22/110</p> | <p>To receive and note Representative Reports & Information Exchange Cllr Shanks – both outgoing DC and Clerk are still admin on the facebook group. Cllr Holmes – alongside Cllr Town, they are walking the 3 Peaks at the weekend in aid of Macmillan Cancer research. Followed by a fundraising event at the Oddfellows on the evening of Saturday 30th April.</p> |
| <p>FC/22/111</p> | <p>To note correspondence received not specifically dealt with on this agenda</p> <p>a) White Rose play area quotations, quotations for work at EPC (priority 1) Ongoing issues, rospa report received, play equipment missing and damaged. Can the council request that the White Rose Club seek their own quotations for the work to take place.</p> <p>Resolution: propose that the White Rose Club seek 3 quotations for the work. 1 abstention.</p> <p>b) Comms from a local Cllr with regard to information on the use of a PC facebook account. Cllr Shanks happy to liaise with local parish councillor.</p> <p>c) Comms from a resident – with regard to two trees between Elmete Avenue and Eversley Court need pruning. Resident seeking intervention from the council to liaise with the neighbouring resident. Not a council matter.</p> <p>d) Comms from a resident – query over grass cutting on the verges on Hodgsons Lane adjacent to the dyke. Responsibility of Space Homes to maintain and carry out work on the dyke side to cut the verges. Agenda item for next meeting – to confirm NYCC grass cutting areas. Cllr Packham to circulate the maps.</p> |
| <p>FC/22/112</p> | <p>To consider agenda items for the next meeting Usual Annual Council agenda including appointment to committees, appointment of Chairman etc. Public Sessions policy.</p> |
| <p>FC/22/113</p> | <p>Date of next meeting – Monday 16 May 2022. Meeting closed at 9.11pm.</p> |
| | <p>Proposal to move to confidential session for FC/22/106 – agenda items c), e), f), g), h), i), j), k) and n)</p> <p>Resolved: that in view of the confidential nature of the business to be transacted 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.</p> |

Resolution: to suspend standing orders to extend the meeting to 9.45pm.

Unanimous.

c) To note report from the Asset Maintenance Manager including shed update, UDP progress.

Watering the tubs around the village, request for a map of the tubs location and which are planted up, future agenda item. Schedule of works to be provided. Report received and noted.

E) To consider the Annual Leave and TOIL process for staff.

Resolution: to agree to review annual leave and TOIL process so that there is a centralised spreadsheet with agreement in writing which can be accessed by the Personnel Committee. This will be linked into the approval of annual leave and TOIL as set out in the new contracts of employment. Full council to consider that the Personnel Committee have delegated authority to approve annual leave and TOIL in the future. Unanimous.

Resolution: To delegate authority to a Personnel Committee meeting on Tuesday 3rd May 2022 to approve the new contracts of employment. Unanimous.

F) To consider the recruitment of a permanent Clerk to the Council – including schedule of recruitment, process of recruitment (members involved, location, cost to advertise), proposed hours of work, contract terms (holiday entitlement, notice period), job description, person specification, pay scale.

Resolution: new Locum Clerk to prepare documentation for the recruitment of the Clerk to the Council. Bring proposal to full council on 16 May, up to 20 hours contracted hours at SCP LC2 27-32. Advert to go out asap after 16 May 2022.

Unanimous.

g) To consider recruitment of RFO – including outcomes from interviews and approval of proposed contracts.

Resolution: to accept and approve the decision from the Interview Panel to appoint the candidate interviewed, on SCP27-32 at 15 hours per week (to include a 3 month interim review of a 6 month probation period) with an immediate start. Offer letter to be issued asap. Unanimous.

Council meeting extended as passed 9.45pm

h) To consider recruitment of the Deputy Clerk – including outcomes from interviews and approval of proposed contracts.

Resolution: to accept and approve the decision from the Interview Panel to appoint the candidate interviewed, on SCP18-23 at 15 hours per week (to include a 3 month interim review of a 6 month probation period) with an immediate start. Offer letter to be issued asap. Unanimous.

i) To consider ongoing hours and duties of the Locum Clerks.

Resolution: to resolve to continue up to 20 hours per week with the new Locum Clerk to the next full council meeting on 16 May 2022. Unanimous.

j) To consider the overtime hours of the Asset Maintenance Manager.

Resolution: for Personnel Committee to be furnished with further information in order to make an informed decision and provide a recommendation to full council for the next meeting. Defer to next meeting for decision. unanimous.

k) To receive and consider update on staffing situation.

Resolution: based on additional information received to rescind minute reference FC/22/92 b) and to pay the outgoing Clerk a basic salary for the month as at 30 April 2022. Final salary payment to approved by full council. Unanimous.

Resolution: the appointment of the Proper Officer is handed to the Chairman in the interim period before a permanent officer is appointed. Unanimous.

Resolution: Clerk and Deputy Clerk is removed from social media admin with immediate effect. Unanimous.

n) To consider the correspondence received from a staff member regarding 2 formal grievances on 10th April 2022.

Resolution: council resolved to appoint a panel to hear details within 25 days of receipt, (on or before 13 May 2022). With a representative from YLCA to observe at a cost of £35 plus mileage. Unanimous.

The meeting closed at 10.30pm

Signed by the Chairman Date