



# DRAFT MINUTES OF THE ANNUAL COUNCIL MEETING OF SHERBURN IN ELMET PARISH COUNCIL

**Date:** Monday 16 May 2022  
**Time:** 7.15pm  
**Place:** Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA  
**Attendance:** Cllr P Baumann, Cllr D Brook, Cllr D Buckle, Cllr G Limbert, Cllr R Packham, Cllr K Town.  
 6 members of the public present and 1 member of the press.  
**Staff:** Georgina Ashton, Locum Clerk.

Late arrivals: Early departures: Cllr Ward (7.37pm), Cllr Town (8.32pm)

## MINUTES

*The meeting opened at 7.22pm*

<b>FC/23/01</b>	<p><b>Election of Chairman and Vice Chairman:</b></p> <p>a. To Approve Election of Chairman for ensuing Municipal Year  <b>Resolution: to approve the election of Cllr G Limbert as Chairman to the Council for the next municipal year 2022/2023.</b></p> <p>b. Appointed Chairman to sign Declaration of Acceptance of Office  c. To Approve Appointment of Vice Chair for ensuing Municipal Year  <b>Resolution: to approve the appointment of the election Cllr D Brook as Vice Chairman to the Council for the next municipal year 2022/2023.</b></p>
<b>FC/23/02</b>	<p><b>Apologies</b></p> <p>a. To receive and note apologies for absence.  <b>Cllr D Holmes gave their apologies in advance of the meeting, Cllr M Ward leaving at 7.35pm and Cllr Town leaving at 8.30pm.</b></p> <p>b. To consider reasons for absence received  <b>Resolution: To accept and approve the reasons for absence from Cllr D Holmes, Cllr K Town and Cllr M Ward. Unanimous.</b></p> <p>c. To approve the delay in signing of any statutory declaration of acceptance of office forms.  <b>Resolution: to approve the delayed signing of the Acceptance of Office from Cllr Holmes to be signed before the date of the next meeting. Unanimous.</b></p> <p>Chairman informed the room that there are currently 4 vacancies on the Parish Council.</p>
<b>FC/23/03</b>	<p><b>Declarations of Interest:</b></p> <p>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>None</b></p> <p>b. To consider any dispensation requests received  <b>None.</b></p>
<b>FC/23/04</b>	<p><b>Sherburn in Elmet Governance and Administration:</b></p> <p>a. To approve Terms of Reference for SEPC Planning Committee (sent to all cllrs)  b. To approve Terms of Reference for SEPC Finance and Governance Committee (sent to all cllrs)  c. To approve Terms of Reference for SEPC Land and Premises Committee (sent to all cllrs)</p>

	<p>Suggestion that wording be amended from Finance Committee to LAP in the wording of the document. The suggestion is that the new title of the committee be "Asset Management and Events Committee". Agreed.</p> <p>d. To approve Terms of Reference for to SEPC Personnel Committee (sent to all cllrs)</p> <p>Suggestion from Cllr Baumann that the overtime, TOIL and annual leave be approved by the Personnel Committee rather than having to go back to full council meeting.</p> <p>Cllr Packham said that it be noted that the scheme of delegation in these Terms of Reference is much larger and with more scope than in previous times. For example, the Clerk and RFO (or equivalent role) will be appointed by the Personnel Committee but all other staffing appointments are via delegation to that committee. In addition, that it be noted that the committees themselves can appoint the Chairman of that committee within rather than a resolution by full council.</p> <p><b>Resolution: that all the Terms of Reference for Planning, Finance &amp; Governance, Asset Management and Events and the Personnel Committee be adopted with the amendments suggested above. Unanimous.</b></p> <p>e. To approve the following Health and Safety related policies:</p> <p>i) Health and Safety Policy (sent to all cllrs) <b>Resolution: to approve and adopt the Health &amp; Safety Policy. Unanimous.</b></p> <p>ii) Lone Worker Policy (sent to all cllrs) <b>Resolution: to approve and adopt the Lone Worker Policy. Unanimous.</b></p> <p>iii) Health and Safety, Slips, Trips and Falls Procedure (sent to all cllrs)</p> <p>Cllr Baumann suggested that there is amendment for any reports to go to LAP committee rather than Personnel Committee. Agreed.</p> <p><b>Resolution: to approve and adopt the suite of Health &amp; Safety related policies listed above. Unanimous.</b></p> <p><i>Cllr Ward left the meeting (7.37pm)</i></p> <p>f. To approve all other associated Health and Safety/Risk Assessment documentation (sent to all cllrs)</p> <p>Undertaking RAs should be the responsibility of the Clerk with referral to LAP committee. The RA is currently signed off by Chairman of Personnel (suggestion that this has to be agreed by a committee not individual council member, eg LAP committee).</p> <p><b>Resolution: to approve and adopt the associated H&amp;S/RA documentation with amendments above. Unanimous.</b></p>
FC/23/05	<p><b>Sherburn in Elmet Parish Council (SEPC) Committee Appointments for Municipal year 2022/23:</b></p> <p>a. To appoint members to SEPC Planning Committee (&gt;3-5 members) <b>Resolution: that all planning correspondence will come to full council meetings until such a time that the council has filled all 12 seats.</b></p> <p>b. To appoint members to SEPC Finance Committee (5 members) Cllr K Town, Cllr R Packham, Cllr P Baumann, <b>Resolution: to approve Cllr Town, Cllr Packham and Cllr Baumann to the Finance Committee. Unanimous.</b></p> <p>c. To appoint members to SEPC Land and Premises Committee (5 members) Suggestion that wording be amended from Finance Committee to LAP in the wording of the document. The suggestion is that the new title of the committee be "Asset Management and Events Committee". Agreed. <b>Resolution: to approve Cllr Limbert, Cllr B Packham, Cllr Buckle, Cllr Brook and Cllr Holmes to the Asset Management and Events Committee. Unanimous.</b></p> <p>d. To appoint members to SEPC Personnel Committee (5 members) <b>Resolution: to approve Cllr Baumann, Cllr Town, Cllr Limbert and Cllr Ward to the Personnel Committee. Unanimous.</b></p>

FC/23/06	<p><b>Minutes:</b></p> <p>a. To approve minutes of Sherburn in Elmet Parish Council Meeting held 25 April 2022 as a true and accurate record of that meeting.</p> <p><b>Resolution: to accept and approve the minutes of the last meeting held on 25 April 2022 as a true and accurate record. 1 abstention.</b></p>
FC/23/07	<p><b>To receive reports from the following:</b></p> <p>a. <b>North Yorkshire County Councillor</b> – Welcome to County Cllr Packham and congratulations on his election to County Councillor for the next 5 years (term of office from 2022 to 2027). It is a big task going forwards working together to do the very best for Sherburn in Elmet. We really need to start addressing highways issues efficiently and what we can do together. For example, speeding issues and implementing the VAS signs asap. Also, revisiting the idea of gated entrances to the village. The entrance to the village from the northern ring road to Finkle Hill, this is d restricted. Also push for restrictions on Milford Road outside Athelstan Primary as well as looking at a 20mph limits outside the primary school. I would also like to think that we can work better and more engaged with the police. Suggest a collaborative meeting with Highways, the Police, the Parish Council and myself as the new County Councillor. Chairman suggested that the PC work with the County Cllr and NYCC in terms of change in status and becoming a Town Councillor. The new North Yorkshire will be looking to put Area offices in current district council areas as well as supporting town councils, especially in rural market towns.</p> <p>b. <b>Selby District Councillor</b> – Welcome to Cllr David Brooks, Cllr David Buckle and Cllr Packham as District Councillors for the final municipal year. Cllr Buckle – SIE is having fibre broadband fitted and is happy to provide a presentation (30 mins) at the next PC meeting. This will be of great benefit to the many people now working from home and it should be extended to the industrial estate. Suggestion that we open up the floor at a full council meeting and that the next FC meeting starts 30 minutes earlier to accommodate a public presentation event. The Legacy fund – one application has been successful. Officers are stretched and therefore applications need to be submitted asap. Cllr Baumann asked if the additional spend will be met from District Cllr grants – Cllr Buckle confirmed that this is not possible</p> <p>c. <b>Neighbourhood Policing Team</b> – no presence.</p>
FC/23/08	<p><b>Public Participation session (20 minutes)</b></p> <p>Resident 1 – if the Parish Council want to convert to Town Council status that this should happen as soon as possible and before 1<sup>st</sup> April 2023. The County Council is already setting out proposals for how it is going to work with town and parish councils. Therefore it is imperative that the council need to be thinking seriously about how quickly you can progress it. <i>Suggestion from the Chairman that this be added as an agenda item to the next full council meeting for town council status discussion.</i> The Parish Council had already agreed to discuss this asap after the election.</p> <p>Resident 2 – Is there any progress on lighting columns at the Pocket Park? There are some lighting bollards that need to be erected and needs to be attached to the streetlighting electricity. This has already been paid for with Groundworks (Darren). This needs to be progressed as it is a part of the project that is incomplete that has already been paid for.</p> <p>Resident 3 – Are there any plans for the signage at the White Rose car park? Are there any data figures of who is using the car park and when. It was in the original justification for the replacement resurfacing of the car park. The Chairman confirmed that there has been usage from the primary school. Suggestion of leafleting nearby cars to signpost where the car park is, ie a safe zone with CCTV.</p> <p>Resident 4 – who is responsible for the maintenance of the White Rose Car Park? It is in the lease that the White Rose Club are currently responsible for the maintenance of the car park. The Chairman responded that all the leases need revising but there is an assumption the PC are responsible for the maintenance currently.</p>

Resident 5 – Trees ripped out. What was the rationale for ripping out the trees next to Cricketers Way at the bottom of the car park? Can you confirm the new trees at the top of Eversley Park will be left. The Chairman confirmed that the trees removed from next to Cricketers Way have been replanted up at the White Rose Club. There were some complaints from the Cricket Club and local residents. The pathway is owned by the Cricket Club. There is no vehicular access to this part of the field. Cricketers Way is a pedestrian access. The Scout Hut access belongs to the Church of England. The resident responded saying we had a map, we all agreed to it. Why have the trees been ripped out?

Resident 6 – If any trees get ripped out at the top of Eversley Park, I will be very upset as I had permission to plant those trees. A councillor has been bringing the council into disrepute and a formal complaint has been made to the PC and SDC.

**FC/23/09**

**Finance:**

a. To note payments made since SEPC meeting 25/04/22 (schedule to follow)

b. To approve payment of invoices received (schedule to follow)

The Remote Locum Clerk has done 46.5 hours 20 April up to 08 May 2022.

To approve the urgent repairs to the EPC alarm system at a cost of £492 inc VAT.

**Resolution: to approve the invoices above in additional to those on the schedule above.**

**Unanimous.**

c. To note budget situation to date

d. To approve bank reconciliation to date.

**To approve payment of invoices received**

26/01/2022	LAP	SCE Plumbing & Heating Services	£	55.00
26/04/2022	LAP	Keybury Fire & Security - 9l Extinguisher	£	70.80
04/05/2022	Training	Rialtis Business Solutions Ltd - Yr end Closedown	£	480.00
04/05/2022	EPC	Mayfair Fire & Security - urgent repairs EPC alarm system	£	492.00
30/05/2022	Audit	Internal Audit fee		
30/05/2022	Salaries	AMM - MAY		
30/05/2022	Salaries	Litter Picker - MAY		
30/05/2022	Salaries	Locum Remote Clerk - MAY NM		
30/05/2022	Salaries	Locum Clerk - MAY GA		
30/05/2022	Salaries	Final salary payment for Clerk		
30/05/2022	Salaries	Final salary payment for Deputy Clerk		
30/05/2022	Salaries	HMRC - MAY 2022		
30/05/2022	Salaries	NEST Pensions payments - MAY 2022		

As of 03 May 2022: Instant Access	£125,784.50	£ 125,784.50
95 Day Notice Account	£163,044.40	£ 163,044.40
Community Direct Plus	£103,852.97	£ 103,852.97
<b>Totals</b>	<b>£392,681.87</b>	<b>£ 392,681.87</b>
<b>Less:</b>		
General Earmarked Reserves	£221,356.02	£ 221,356.02
LAP R&M Reserves	£171,325.85	£ 171,325.85
<b>Total funds equals total bank ac's</b>	<b>£392,681.87</b>	<b>£ 392,681.87</b>

**Resolution: To note the Locum Clerk's report and details above. Unanimous.**

- d. To consider grant to application from Towton Rangers (circulated to all cllrs)  
Within the rules of the grant policies, the Towton Rangers are planning a Girlguiding festival and made a request for a tent and contribution to travel to the total of £855.00.

**Resolution: to approve the grant application for the full amount of £855.00 from the Solar Farm ringfenced fund. Unanimous.**

*Cllr Town left the meeting (8.32pm)*

- f. To note PKF Littlejohn LLP response to request for extension to external audit submission deadline date. There is a lot of financial work to do over the next couple of months and therefore an extension has been requested but no confirmation received as yet.

**FC/23/10**

**Planning:**

- a. To consider the following planning application:

Planning Ref:	Address:	Proposal:
2021/1304 /REMM	Land At Former Airfield, Lennerton Lane, Sherburn In Elmet	Reserved matters application including appearance, landscaping, layout and scale of approval 2018/0697/OUTM S73A application for outline planning approval with all matters except access reserved for the erection of 117,000 sq m (1,250,000 sq ft) of Class B2 and B8 commercial floorspace (with ancillary Class B1 offices) and site infrastructure works without complying with Conditions 7, 9, 11, 17, 19, 29 and 38 of outline planning approval 2016/0332 granted on 10 June 2016

Cllr Baumann – if we are moving planning into full council than council members need to commit to reading the planning applications so that a useful discussion and relative comments can be submitted.

Cllr Baumann suggests that the council echo the thoughts of the Aero Club who have written. There is currently a public right of way that goes through the site and this would need to be rerouted should the consent be granted. Concerns over road safety, as the road is extremely dangerous and if 600 cars and 100+ HGVs are added to the road, there appears to be no provision for this. In addition, no provision for green energy, doesn't adhere to previous consents, no ecological surveys produced as part of the revised application. The ecological body responded to the application saying there has been no survey taken in over 13 years at this site.

**Resolution: to accept the comments above as those to be submitted. Unanimous.**

- b. To note all planning decisions received – none minuted.

**FC/23/11**

**SEPC Business Continuity:**

- a. To receive a verbal report on current staffing arrangements.  
Cllr Baumann – Nicola Moorcroft remotely working for the council for the last 2 weeks and currently on 20 hours a week. She is the only member of staff at the present time. Recruitment for a Deputy Clerk and Responsible Finance Officer was unsuccessful. There are a number of urgent matters that need to be completed including the VAT Returns, AGAR and wages for this month (eg NEST contributions and HMRC PAYE).

	<p><b>To move to the end of the agenda:</b></p> <p>b. To consider options for interim staffing arrangements (report to follow)</p> <p>c. To approve arrangements for access to banking and necessary changes to banking mandate.</p>
FC/23/12	<p><b>Correspondence:</b></p> <p>a. To note list of correspondence circulated (not specifically dealt with on this agenda)</p> <p>(i) Resident complaints regarding the bollards project at Low Garth Road entrance to Eversley Park field.</p>
FC/23/13	<p><b>Next ordinary meeting of Sherburn in Elmet Parish Council:</b></p> <p>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council. – Monday 20<sup>th</sup> June 2022.  <i>The meeting was closed at 8.47pm. Press and public were requested to leave to move into confidential session.</i></p> <p>Proposal to move to confidential session for FC/23/11</p> <p><b>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.</b></p> <p>2 members of the public left.</p> <p>To consider options for interim staffing arrangements (report to follow)</p> <p><b>Resolution: Personnel Committee to look at a Proper Officer / Executive role; leading and managing a new team on 15-20 hours. The committee will agree pay scale, hours and paperwork. Locum Clerk to prepare documentation for Job Description, Person Specification and Job advert for the Personnel Committee meeting on Monday. Unanimous.</b></p> <p><b>Resolution: to approve and appoint the Locum RFO for 6 hours per week to cover the clerk the full council meetings, finance tasks, processing wage and pension payments for the next 3 months. Unanimous.</b></p> <p><b>Resolution: to suspend Standing Order no3 to continue the meeting past 2 hours. Unanimous.</b></p> <p><b>Resolution: to approve and accept the council to transfer from Rialtis software from to Scribe software. Locum RFO to investigate this and provide presentation at the next full council meeting. Unanimous.</b></p> <p><b>Resolution: to ask the Locum Clerk to move from 20 to 30 hours. Accept 25 hours if 30 is not practical. Include costs for Locum Clerk advert if the current Locum cannot go beyond 20 hours (source additional 10 hours through said advert).</b></p> <p>To approve arrangements for access to banking and necessary changes to banking mandate.</p> <p><b>Resolution: to approve all present; Cllr Baumann, Cllr Brook, Cllr Buckle and Cllr Limbert onto the bank mandate. Unanimous.</b></p>

*The meeting closed at 9.25pm.*