



OFFICIAL MINUTES OF THE ORDINARY COUNCIL MEETING OF SHERBURN IN ELMET TOWN COUNCIL

Date: Monday 15 August 2022
Time: 7pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA
Attendance: Cllr G Limbert (Chairman), Cllr D Brook (Vice Chairman), Cllr P Baumann, Cllr S Bradder, Cllr D Buckle, Cllr R Packham, Cllr M Redhead, Cllr A Tant-Brown, Cllr M Ward.
 9 members of the public present.
Staff: Georgina Ashton, Locum RFO.

Late arrivals: none.

Early departures: 8.01pm – Cllr Tant-Brown left the meeting. 9.23pm – Cllr Limbert left the meeting.

MINUTES

The meeting opened at 7.01pm

FC/23/40	<p>Apologies:</p> <p>a. To receive and note apologies for absence. None received.</p> <p>b. To consider reasons for absence received None received.</p>
FC/23/41	<p>Declarations of Interest:</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.</p> <p>3a Cllr Tant-Brown personal interest in the appointment of a permanent RFO 3a Cllr Brook, Cllr Packham, Cllr Buckle personal interest in the appointment of a permanent RFO FC/23/50(c) personal interest in the organisation of the Yorkshire Day / Picnic in the Park 2023 event as part of the committee - Cllr Brook, Cllr Buckle Cllr Packham.</p> <p>b. To consider any dispensation requests received Chairman requested to council members present to move the agenda items around to enable the co-option of new councillors to take place at the start of the meeting and allow new councillors to take part in the meeting. Resolution: to move the first few agenda items to enable the co-option of new councillors to take place at the front of the meeting as well as to allow residents present to discuss and share views and opinions on the move to Town Council status. Unanimous.</p>
FC/23/42	<p>Councillor Vacancies:</p> <p>a. To receive an update on current casual and ordinary vacancies. There has been no request for an election for the most recent resignation of a council member. This means that the Council currently have 3 vacancies which can be filled via the co-option process.</p>

	<p>b. To consider applications from eligible candidates for vacant Parish Councillor seats. Two co-option applications have been received from John Brook and Tommy Fenton.</p> <p>c. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Parish Council leaving just one vacancy remaining.</p> <p>Resolution: to approve and accept the co-option of John Brook and Tommy Fenton as council members to Sherburn in Elmet Parish Council. Unanimous.</p>
FC/23/43	<p>Public Participation Period</p> <p>Resident 1 – small seating chair just after the turn off into the surgery on Kirkgate. Status of if this is private land. Request from the parishioner that this be replaced by the Parish Council.</p> <p>Resident 2 – resident and trustee of SIE Community Trust. Defibrillator installed at the OGS, but does not currently provide 24 hour access, although the machine is accessible on the outside of the building 24/7. The OGS staff are the “guardian” for this defibrillator. The Wheatsheaf defib is in the incorrect location and the pin needs changing to reflect the location outside the defib. The actual location is on the car park side of the pub building.</p> <p>Resident 3 – There has been a recent spate of anti-social behaviour with youths on the Fairway/Pastures. Are the PC working with the Police to provide solutions locally, ie high visibility policing. Cllr D Brook explained that the Police have a direct contact at the Parish Council. The resident thought personally that she had not seen an increased police presence since the incident.</p> <p>Resident 4 – why is there still a delay on the VAS signs been fitted? <i>Chairman said that this will be chased up as the signs have been ordered and paid for. Clerk will chase this.</i> Also, hedgerow on Low Street is very overgrown from Aldi on the left hand side (Persimmon estate boundary). This is down to the developer (Persimmon) until the road is adopted or work is completed. <i>Vice Chairman explained that there is an ongoing discussion with the developer and the County Council as the “adoption” has not yet taken place. County Cllr Packham will raise the lack of streetlight adoption and the overgrown hedgerow in Persimmon ownership that is growing into the footway.</i></p> <p>Resident 5 – At a previous meeting you discussed about having a specific meeting to discuss highways concerns across the parish. Can this please considered for a future meeting.</p>
FC/23/44	<p>Town Council Status:</p> <p>a. To consider public response to ‘Town Council status statement The Chairman has received several comments from residents in response to the article in The Resident. Many positive comments. Sherburn in Elmet is the 10th largest settlement in North Yorkshire as well as being one of the largest employment hubs.</p> <p>b. In response to the above; to consider the following motion: "That Sherburn in Elmet Parish Council resolves with immediate effect, to change the Council's name to Sherburn in Elmet Town Council and that this title is adopted for all future correspondence, agenda documents and minutes, notices and other communications. The Council further resolves that whilst adopting the name of Town Council, the Council retains the position of Chair to lead Council meetings and does not amend standing orders to include the appointment of a mayor."</p>

	<p>Resolution: to approve that Sherburn in Elmet Parish Council resolves with immediate effect to change the Council's name to Sherburn in Elmet Town Council and that this title is adopted for all future correspondence, agenda documents and minutes, notices and other communications. The Council further resolves that whilst adopting the name of Town Council, the Council retains the position of Chair to lead Council meetings and does not amend the standing orders to include the appointment of a Mayor". Unanimous.</p>
FC/23/45	<p>To receive reports from the following:</p> <p>a. North Yorkshire County Councillor Cllr Packham – we have now started holding working groups. We have had our first planning meeting ie how locally do we deal with planning applications (those not of strategic interest). Meeting arranged with Mark Cahn, Chief Inspector – zoom meeting arranged to raise some of the public safety issues regularly discussed at parish council meetings.</p> <p>b. Selby District Councillor Cllr Buckle – addressing some of the current issues with SIE Industrial Estate and Sherburn II in terms of local traffic issues and public transport / infrastructure. Cllr D Brook – projects. All 3 District Councillors have secured <£2m funding for the parish. Development of Highfields Green, Tennis Courts & Bowling facility, Fairways, EPC entrance off Low Street, Village centre regenerations, OGS. District Cllrs are working with a smaller number of officers due to the forthcoming closure of SDC. Really important that the parish does not lose this funding to the New North Yorkshire and that these legacy projects are moving forward correctly and timely. Highfields Green project is currently going through a process with Groundworks. This includes CCTV equipment to cover this area. The Fairways project is progressing (at the disused bowling green), Groundworks have developed a plan with a green and sporting facility (French Bowls). Village regeneration project is led by officers and the plans have been done. Legal dept are working with landowners to progress this. (£05.m project). EPC entrance development is progressing with (£150k) huge safety improvements to the entrance separating vehicular and pedestrian access. White Rose – application is almost completed. Revised quotes been sourced for the tennis court to be resurfaced, new fencing, concrete paths for the Crown Green Bowls, and hopefully some new LED lighting (part funded by WR Sports Club). There also needs to be some upgrading of the play area. OGS secured grants for improvement of the community cinema (sound proofing and better projection), this is completed. Also, improvements to the roof and significantly progressing. Should be completed within the next month. Both of these projects at OGS will be within budget and the contingency budget will not be required.</p> <p>c. Neighbourhood Policing Team</p>
FC/23/46	<p>Minutes:</p> <p>a. To approve the minutes of Sherburn in Elmet Parish Council Ordinary Meeting held 18 July 2022 as a true and accurate record of that meeting</p> <p>Resolution: to accept and approve the minutes of the last ordinary Council Meeting held on 18 July 2022 as a true and accurate record. Unanimous.</p>
FC/23/47	<p><i>8.01pm Cllr Tant- Brown provided his apologies and left the meeting. Cllr Packham left the meeting for this agenda item.</i></p>

Planning:

a. To consider the following planning applications:

Planning Reference:	Address:	Proposal/SETC Decision:
2022/0929/HPA	1 Beech Close, Sherburn In Elmet, Leeds	Rear dormer, rear single storey extension, alterations and new fenestrations and rendering to external walls No Objections – request that this be recorded with the LPA.
2022/0840/REM	Land At Former Airfield, Lennerton Lane, Sherburn In Elmet	Reserved matters application stated within condition 01 of 2018/0697/OUTM S.73A 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 Concerns raised with regard to highways safety and associated infrastructure for 64 businesses. No objections to the site specifically but significant concerns raised regarding improved active travel (pedestrian and cycling access). Ground levels are being lowered, but seek reassurances that this wouldn't impact on flooding.
2022/0834/HPA	Moor Lane House, 17 Moor Lane, Sherburn In Elmet	1.5 storey rear extension with internal modifications No objections.

c. To note all planning decisions received

- I. 2022/0504/TPO — The Fairway, Granted
- II. 2022/0529/FUL — EPC Entrance, Granted
- III. 2022/0346/TPO — Low Street, Refused
- IV. 2021/1414/ADV — Elmet Dental Career Sign, Withdrawn
- V. 2021/1120/REM — Airfield, Permitted
- VI. 2021/0254/HPA — Side-rear extension Finkle Hill, Withdrawn
- VII. 2021/0881/ADV — The Motorist Signage/Lighting (Retrospective), Refused
- VIII. 2022/0553/FUL — Cricketer's Way Demolition, Refused

Cllr Packham returned to the meeting.

FC/23/48

Finance:

a. To note RFO Report
To approve the Bank Reconciliation to 07 August 2022 and to note budget monitor.

Bank Reconciliation at 3/8/2022

Cash in Hand 01/04/2022 325,658.28

ADD

Receipts 01/04/2022 - 03/08/2022 103,122.60
428,780.88

SUBTRACT

Payments 01/04/2022 - 03/08/2022 81,247.97

Cash in Hand 03/08/2022 347,532.91

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	03/08/22	0.00
95 Day Notice	03/08/22	163,255.40
Instant Access	03/08/22	125,831.79
Current – Comm Direct +	03/08/22	58,478.22

347,565.41

Less unrepresented payments 32.50

347,532.91

Plus unrepresented receipts

Adjusted Bank Balance 347,532.91

Ear Marked, LAP & General Reserves

As of 03 August 2022

Instant Access £ 125,831.79

95 Day Notice Account £ 163,255.40

Community Direct Plus £ 58,478.22

Totals £ 347,565.41

Less:

GENERAL Reserves £ 183,831.06

Earmarked Reserves £ 121,873.35

LAP R&M Reserves £ 41,861.00

Total funds equals total bank ac's £ 347,565.41

b. To approve payments listed in RFO report

Payments – To note the invoices for payment schedule - 18 July to 16 Aug 22.

	Cost Centre	Payee - description	Expenditure
#132	Training	YLCA - 1068-2122 (Chairmanship training)	£ 30.00
#133	Recruitment	YLCA - 1311-2122 (adverts for RFO and DC)	£ 30.00
#134	Grass Cutting	N.T. Killingley - INV12425	£ 1,513.99
#135	Grass Cutting	N.T.Killingley - INC12518 (extra works)	£ 1,800.00
#136	LAP	Bridge Electrical Supplies - defibs fitting and a/c fan in office	£ 828.00
#137	Salaries	Salaries JULY 2022	£ 2,304.16
#138	LAP	Careline Security Limited - 261885 - alarm service and maintenance	£ 189.48
	Recruitment	RYAL Media Group Ltd - advert for Exec Officer and RFO	£ 234.00
	Grants	SIE CT - grant approval for consultancy support	£ 2,000.00
#139	Utilities	Onecom - broadband and telephone	£ 71.12

#140	Grants	EPC Centre Committee - Meals on Wheels (20 sessions)	£156.00
#141	Room hire	EPC Centre Committee - meeting room hire (May to July)	£220.00
#142	Parish Admin	EPC Centre Committee - recharge for Cleaner (May to July)	£30.00
#143	Parish Admin	Creative Shed Agency Ltd - INV-CS186458562	£360.00
#153	Grants	OGS - grant from Cycling ring fenced funds	£330.00
#154	LAP	Elmhurst Windows Ltd - guttering works - deposit	£1,600.00
#155	Salaries	HMRC PAYE - April to July	£2,234.66
#156	Salaries	HMRC PAYE - April to July - interest accrued	£2.07

Resolution: to note the Finance Report produced by the Locum RFO and to approve the schedule of payments for August 2022. Unanimous.

- i) The closing balance at the financial year end on 31 March 2022 was £36,677.67 on the current account. Balance at Bank – current account as at 08 August 2022 is £58,478.22.
- ii) VAT returns still need to be submitted from Q2 onwards of last financial year and Q1 of this financial year. However, this is not going to be a quick process as each individual invoice needs checking for Q2-Q4 of last financial year and VAT registration numbers of each individual business recorded so that a Special VAT reclaim can be submitted. Suggest leaving this to Autumn of 2022 for new RFO to complete.
- iii) Q1 VAT Return for this financial year provides a VAT Reclaim of £3442.94. This can be submitted before the end of the month.
- iv) Consideration going forwards of setting up DDs and SOs for regular payments eg utility invoices and contracts such as grass cutting.

Submitted by Georgina Ashton, Locum Finance Clerk.

- c. To note that all further financial reporting will be considered by SEPC Finance and Governance Committee
- d. To approval removal of former councillors from the SEPC bank mandate
Resolution: to approve the removal of all former councillors from the bank mandate for all 3 Council bank accounts. Unanimous.
- e. To consider applying for a debit card/credit for Exec Officer/RFO use
The new Financial Regulations recently adopted have a spending limit of £500 for the Exec Officer and RFO on a debit/credit card. Council members and staff should not be using personal credit/debit cards and then requesting an expenses reimbursement from the Council.
Resolution: to approve and accept that the paperwork is completed for the bank to issue a debit/credit card for use by the RFO and Exec Officer only up to £500. Unanimous.
- f. To approve reimbursement for first class 'signed for' postage
Resolution: to approve and accept that Cllr Baumann will request a reimbursement for a first class "signed for" letter postage at the next meeting. Unanimous.

FC/23/49	<p>SEPC Administration and Governance:</p> <p>a. To receive an update on current staffing situation (Chairman of Personnel Committee) <i>Cllr Baumann to move to exclusion of press and public later in the agenda.</i></p> <p>b. To consider adoption of LGA Code of Conduct Resolution: to approve the adoption of the new LGA Code of Conduct. Two abstentions.</p> <p>c. To consider signing up to the civility and respect pledge Resolution: to approve and accept that the Council ‘sign up’ to the Civility and Respect Pledge. Unanimous.</p>
FC/23/50	<p>SEPC Asset Management:</p> <p>a. To consider action re: EPC entrance grant application Cllr Baumann – will be sending this off imminently. However, to note that a grant of this size does not provide a facility for VAT reclaim. Therefore, we as a council will need to have contingency to cover the purchases and then reclaim the VAT back at a later date. Just to note that this will make the project appear over budget but can be reclaimed back at a later date.</p> <p>b. To receive an update on Rugby Club extension and consider flood risk review. There is some misconfigured guttering as well as all footpaths surrounding it all slope towards the building. Short term solution is to fix the guttering. The PC has set aside £20k for an extension to the building to accommodate a gym, with the Rugby Club to find any shortfall via external grant funding. Initial drawings have been made up but the planning application has not been submitted. However, the Chairman believes that the planning application has been submitted. Flooding issue is not going away, an interim solution needs to be secured. Previously the gym was on the first floor. Rebuilding of the facility, gym was going to go back onto the first floor. Looking unlikely that the Rugby club will be able to raise funds themselves. Cllr D Brook to have a meeting with the Rugby Club committee, new storage facility/container for fitness equipment. Do we want to building on the park by putting additional shipping containers on site. The upstairs is now being used for youth facilities and meetings. Request for Cllr D Brook to bring back to the next meeting after discussions with the Rugby Club.</p> <p>c. To consider recommendations from the Asset Management and Events Committee regarding Yorkshire Day 2023/Picnic in the Park Event Cllr Buckle – with the success of the Jubilee event (circa 4000 attendees), we would like to do an Annual Event (29th July 2023). Asking for the Council to approve a monetary budget from PC general reserves (£15,000) for the AME Committee to use for this free event. In addition, that the Council take on the assets from the Craft & Food Festival Event (£15k) including container and associated resources (eg fire extinguishers, signage), (£25 a month rent) which is can be located at Sissons, Bypass way free of charge. There is also a local promoter based in Thorpe Willoughby who does some work for the BBC.</p>

Resolution: to approve and accept to ringfence and provide £15,000 for the 2023 event from current general PC reserves with the appropriate measures in place in contracts to protect the council upon cancellation of the event. For the 30 Sept 2022 Interim budget to be considered with a revision to provide funds from this financial year as well as 2023/24 financial year. The total budget will be £20,000 (£5k from the Teasel Trust & £15k from PC reserves) The Council gives the AME Committee delegated authority to manage the budget for this event without needing to provide recommendations to the Full Council for incurred spending, with the exception of individual costs above £5,000; which would need to be approved by Full Council in line with the Council's Financial Regulations and cannot be disaggregated. Unanimous.

Resolution: for the Town Council to take over the lease agreement from the Teasel Trust of £25 per month for the shipping container and its contents. In addition for the AEM Committee to consider the research and costs associated with the purchase of the container from Portakabin. The Council will commit to taking over the remaining balance (circa £15k) from the closure of The Teasel Trust into Town Council ringfenced funds for the future contribution of £5,000 over a 3 year period to financially support the annual Yorkshire Day free event in the community. Unanimous.

Exclusion of the press and public:

To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest.

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.

d. To consider contingency arrangements for gate opening/closing

Resolution: to create a rota for approval by the the AEM Committee.

Discussion to take place with the AMM, so that a 3 way rota can be established with the AMM covering 3-4 days, Litter Picker covering 3 mornings and 3rd staff member/council members covering 3 evening closures of gates. Unanimous.

e. To receive an update from Councillor Brook on the meeting of the Angling Club on 3rd August 2022; to consider related matters and any further action required.

Cllr Limbert left the meeting 9.23pm

Resolution: to suspend the Standing Orders to enable the meeting to go beyond 2.5 hours. Unanimous.

Resolution: to approve that Cllr D Brook and Cllr Redhead attend a meeting with Elmhirst & Parker Solicitors to agree next steps to ensure that the Town Council are legally protected going forwards. To include up to £500 legal fees. Unanimous.

Resolution: Any additional funding requests for the Fishing Pond to be brought back to Full Council meetings for consideration. Unanimous.

FC/23/51	<p>Correspondence:</p> <p>a. To note list of correspondence circulated (not specifically dealt with on this agenda) Locum RFO – provided council members with a copy of the Legal Powers and Duties by which Parish and Town Councils can use. In addition, all council members provided with a confidential contact list for staff and council members use only. Circulation will follow once complete.</p> <p>b. To note that the request for information under FOIA dated 21 July 2022 has received a full response.</p>
FC/23/52	<p>Appointment of Executive Officer and RFO to SEPC</p> <p>a. To approve appointment of Mrs Georgina Ashton as permanent RFO to Sherburn in Elmet Parish Council.</p> <p>Resolution: to approve the appointment of Mrs Georgina Ashton as Responsible Finance Officer to Sherburn in Elmet Town Council under Local Government Act (1972), s151 financial administration; based on the prior circulation and approval of the Contract of Employment. Unanimous.</p> <p>Resolution: to approve the attendance of the RFO at the annual YLCA Conference in September 2022. Unanimous.</p> <p>b. To approve SEPC Personnel Committee recommendation to source Headhunter/Recruitment Agency to assist with recruitment to executive Officer post and consider alternative options.</p> <p>Cost of Recruitment Agency would be prohibitive for the council. Therefore, alternative “new sources” of recruitment need to be sourced. Suggestion of 3 ways forward 1) RFO to contact current CILCA cohort directly to offer the post and recruitment pack; 2) that the RFO and a Councillor attend the YLCA day conference in September 2022 to promote the role; 3) that officers at SDC are directly contacted to advertise the role, as staff may well be looking for new opportunities with the closure of SDC in March 2023.</p> <p>Resolution: for all of the above suggestions to be actioned by the RFO/council members. Unanimous.</p> <p>c. To delegation to SEPC Personnel Committee, spending beyond the budget limit for further costs associated with the recruitment of an Executive Officer.</p> <p>Resolution: to increase the budget limit of Recruitment by a further £300. Unanimous.</p> <p>Cllr D Brook shared with council members a variety of proposals for a new Town Council logo. These were met favourably by council members. Cllr D Brook to circulate on email the various versions of the logo for members to respond and comment upon. Feedback will be provided back to the designer for discussion at the next meeting of the council.</p>
FC/23/53	<p>Next ordinary meeting of Sherburn in Elmet Town Council: Agenda items: flooding contingency plan, Town Council Strategy Working Group, Town Council logo.</p> <p>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Town Council – Monday 19th September 2022, 7pm at Eversley Park Centre.</p>

The meeting closed at 10pm.