



# OFFICIAL MINUTES OF THE ORDINARY COUNCIL MEETING OF SHERBURN IN ELMET PARISH COUNCIL

**Date:** Monday 26 SEPTEMBER 2022  
**Time:** 7pm  
**Place:** Main Hall, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA  
**Attendance:** Cllr G Limbert (Chairman), Cllr P Baumann, Cllr D Brook, Cllr J Brook, Cllr S Bradder, Cllr D Buckle, Cllr R Packham, Cllr M Redhead.  
 21 members of the public present.  
**Staff:** Georgina Ashton, RFO.

*Late arrivals: none.*

*Early departures: none.*

## MINUTES

*The meeting opened at 7.00pm*

FC/23/54	<p><b>Apologies:</b></p> <p>a. To receive and note apologies for absence.</p> <ul style="list-style-type: none"> <li>- Cllr T Fenton</li> <li>- Cllr Tant-Brown</li> <li>- Cllr M Ward</li> </ul> <p>b. To consider reasons for absence received</p> <p><b>Resolution: to approve and accept the reasons for absence received from Cllr T Fenton, Cllr Tant-Brown and Cllr M Ward. Unanimous.</b></p>
FC/23/55	<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.</p> <p>Cllr Packham sits on Planning Committee at SDC and therefore declares an interest in the planning part of the agenda.</p> <p>Cllr Limbert declared an interest in the White Rose Club.</p> <p>b. To consider any dispensation requests received – none received.</p>
FC/23/56	<p><b>Councillor Vacancies: <i>There is currently 1 vacancy</i></b></p> <p>a. To consider applications from eligible candidates for vacant Town Councillor seat.  <b>None received</b></p> <p>b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council  <b>None received</b></p>
FC/23/57	<p><b>To receive reports from the following:</b></p> <p>a. North Yorkshire County Councillor</p> <p>Transport – issues with transport to and from the Ind Estate. County Cllr has had a meeting with many businesses on site. Working with District Cllr Buckle, talking with SDC and NYCC with aim to improve the strategy of transportation to and from SIE Ind Estate (particularly lack of transport links to the Selby area). There are currently 1100 vacancies which could rise to 2000 nearer the Christmas period. Recent strikes have not helped the situation.</p>

	<p>Streetlights – Redrow and Persimmon estate. Adoption document will be signed very soon and will continue to press this issue.</p> <p>b. Selby District Councillor  District Cllr Buckle – all 3 District Cllrs have worked together to secure £750,000 to support projects at the GP Doctors Surgery. They will be using the Old Hospital and possibly some portakabins. The Old Boys School will be the new entrance into the Surgery so only patients will be able to park there and not on Beech Grove. Hopefully will look to recruit 6x new GPs in the coming months. Announcement recently of a £1.4m project to insulate the 22/bungalows on Beech Grove. New insulation will take place on each property over the coming months.</p> <p>District Cllr Brook – heating or eating for elderly residents. Working with a number of local organisations, SVS and Sherburn Community Trust. Through our MCF funding, we are hoping to support these wider community projects to keep people safe and warm during the cost-of-living crisis. Secondly, to highlight the Selby District Local Plan and potential for further development in Sherburn in Elmet has been extended as part of the public consultation to 28<sup>th</sup> October 2022 at 5pm.</p> <p>c. Neighbourhood Policing Team – none present</p>
<b>FC/23/58</b>	<p><b>Minutes:</b></p> <p>a. To approve the minutes of Sherburn in Elmet Town Council Ordinary Meeting held 15 August 2022 as a true and accurate record of that meeting.</p> <p><b>Resolution: to approve the minutes of the Sherburn in Elmet Town Ordinary Council Meeting held of 15 August 2022 as a true and accurate record. Unanimous.</b></p>
<b>FC/23/59</b>	<p><b>Public Participation session (20 minutes)</b>  2022/0918/OUT – rear of 7 Low Street, SIE.  Resident 1 – comment on 2022/0918/OUT and Town Council Revitalisation Project.  <i>Cllr Packham left the meeting.</i>  Car parking spaces have been removed from the shop front on Low Street. Plans have changed, concerns over highways and the width of the road coming out onto Low Street. Loss of 7 car parking spaces to the front of the shop and replacing with 5 car parking spaces to the rear of the shop. This could be revoked at any point on a private road that will not be adopted by NYCC. This application will change the proposed plans for the frontage of the Town Revitalisation plan. For the safety of any resident walking down Low Street, this is not wide enough to allow a refuse lorry to pass safely, although there will be a turning space at the far end of the housing estate . <i>Cllr Buckle – the TC revitalization project and any removal of car parking spaces was to make the ‘current’ situation safer. This budget is £0.5m at present. We need the agreements of all the shops on Low Street to enable any revitalization project to take place. The plan for the village centre is totally separate to the application listed above.</i></p> <p>Resident 2 – resident from Moor Lane who lived there before Wosley Croft was built. At the time of planning consent for Wosley Croft, it was agreed that a dividing piece of land would be left as undeveloped to provide some saturation for surface water. After 54 years, this strip of land has been left as green space. Only recently has this land been cleared of wildlife, trees, shrubs etc by excavation. Every little bit of land does not need to be built on. Can you please find a copy of Wosley Croft planning applications to verify this. This land was originally designated as a soakaway piece of land.</p>

Resident 3 – Initially 36 properties were contacted, a lot of which are of pensionable age. You say that these houses are only of bungalow design. Living in a dormer bungalow, I can see all of that land so they will be able to see me. Noise, children.

Resident 4 – as owners of the land for over 130 years. It once extended into Yeomans Garage, we sold the end piece of that land to Yeomans father. This land has never been a soakaway.

Resident 5 – I have been asked 3 times to comment as a neighbour. There are several irregularities on the application. The dimensions are not correct. If there are over 10 people who rejected it. Nothing ever happened. They leave it 12 months and then re-apply; I want someone to independently measure the land. It is about what’s going to be built on the space available.

Resident 6 – At the end of the day, it is a field and drainage has moved on in 50 years. The best-case scenario for the site is to develop it and then in conjunction with the town centre revitalization project make Sherburn a better place to live.

Resident 6 – There is a 1.2m fall from the top of the field to the bottom. A survey took place in July when it was especially dry. My house will and does currently suffer from surface water and rainfall. To say, that they will get rid of this current problem with a preamable road surface and soakaway. We are concerned about the sewage system on the bottom 3 houses.

Resident 7 – who is responsible for the soakaway?

Resident 8 – this will be going to full Planning Committee at SDC.

Resident 9 – What has happened to the CIL payments? District Cllr Brook responded - The Community Infrastructure Levy (CIL) payments has generated £11.5m of income, £8.5m went to provide services led by North Yorkshire. The majority of the balance goes to SDC. Of this, Sherburn Parish Council received £200,000 in total over the recent planned period. We need a proportionate level of funding which we have not received.

**FC/23/60**

**Planning:** a. To consider the following planning applications:

<b>Planning Ref:</b>	<b>Address:</b>	<b>Proposal:</b>
2022/0918/OUT	On land to the rear of 7 Low Street, Sherburn In Elmet, Leeds	Outline application for development of 5 new detached houses including access, layout and scale (all other matters reserved)

**Comments:**

Highways – Chairman has met with NYCC Highways Engineer and has confirmed that the road will remain a private access road (unadopted) to any new development and therefore there is little comment to be made. However, the width for vehicular access is very narrow and potentially creates 2 blind spots at the entrance with Low Street. The Case Officer confirmed verbally that there were still concerns with the plans and would advise the planning Case Officer.

Previous reasons for refusal – Acknowledge that there are some changes in the revised plans but that this doesn’t go far enough to satisfy the concerns raised by local residents and the council. Adverse effect on the character and appearance of the site, cramped appearance. Detrimental impact on residential amenity. Potential for vehicles to vehicles, vehicles to pedestrians/cyclists’ conflicts. Priority to pedestrian and cycle movements should be a priority – has this been met by the revised plans; concerns that it hasn’t. This area is used by pedestrians officially or not. Increased flow of traffic, emergency vehicles access, refuse lorries etc. Reports that this site already impacts on bio-diversity negatively. Local residents have raised concerns that they have had to fit

drainage pumps to their property. If this has already been flagged as impacting on bio-diversity, do the plans address this? Residents have expressed concerns over measurements used and whether existing hedgerow/trees will be affected. Impact of privacy.

Current proposal potentially not viable and could prevent any revitalization projects.

*Request by Cllr D Brook that these application comments and resolution is recorded as a named vote.*

Concerns that there could be a loss of a prime retail spot in the future. The car park is not a viable idea, worst point is the narrow width of the entrance to the development and drainage.

- Original plan for Wolsey Croft development was for the land in question to be maintained as a **dividing strip**. Can SDC confirm this?
- Highway Statement by Paragon Highways:
  - National Planning Policy Framework (2021) requires developments to give priority first to pedestrian and cycle movements both within the scheme and with neighbouring areas. Plus, Local Transport Plan says that development should “improve road and general highway safety” and “make walking more attractive by enhanced safety, security and environmental quality”. It is unclear how increasing the flow of traffic over a well-used pedestrian route achieves this.
- By relocating the **parking** to behind the shop:
  - It requires more vehicles to cross over a pedestrian route, thus increasing the risk of accidents with pedestrians.
  - Parking availability cannot be seen from the road, so vehicles will need to turn in before realising that spaces are unavailable, then come back out — yet again increasing the risk of near misses/injuries/fatalities at the site.
- No clear efforts to achieve **net gain in biodiversity** (NPPF para 175d — “proposals should demonstrate a ‘measurable’ net gain in biodiversity (10% net gain in biodiversity)”). In fact, the Town Council is concerned about reports that site clearance that has taken place pre-planning approval has already impacted wildlife in the area adversely.

**Resolution: to respond with planning comments in objection as listed above and to reiterate that although revised plans address some concerns they do not go sufficiently far enough to satisfy concerns raised by the Council and local residents. Unanimous. (Cllr Buckle, D Brook, P Baumann, G Limbert, J Brook, S Bradder, M Redhead).**

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
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		complying with Conditions 7, 9, 11, 17, 19, 29 and 38 of outline planning approval 2016/0332 granted on 10 June 2016
<p>Comments:</p> <p>The flooding policy was not met in the previous round of consultation, it has been addressed now. Safety and Highways concerns (128 HGV and 633 car parking spaces to be added to this site), does not meet flooding policy, Ecology report has been completed and the 1 in 30 Flooding report. Solar panels proposal for a 1/3 of the roof, addressed concerns for power independence. Difficult is that the issue is with the road rather than the site. If SDC/NYCC put development there, then Area 7 need to support fully future applications and look more holistically at the area to ensure safety for pedestrians, cyclists and road users.</p> <ul style="list-style-type: none"> <li>• Town Council acknowledges that efforts have been made to address some of its past concerns. These include the completion of an ecology survey and improvements listed in the flood impact report to ensure that 1:30 year event conditions are met.</li> <li>• <b>Solar panels</b> — Town Council pleased that drawing P1003 Rev D shows solar panel array, but less than 1/3 of the roof has solar panels. Is there any scope to increase this provision?</li> <li>• The Council has significant concerns over <b>traffic volume/road safety</b> — Drawing 21053 P0602 Rev L shows 66 loading docks, 11 level-access docks, 128 HGV parking spaces and 633 car parking spaces, all of which require access via a single point on Bishopdyke Road. There have been a number of fatalities on the route, and the prospect of adding this level of vehicle movements to the site is very concerning.</li> </ul> <p><b>Resolution: acknowledge changes have been made but still have outstanding concerns with regard to the site application. Unanimous.</b></p>		
2022/1042/FUL	Biffa Waste Services, Bypass Park Estate, Sherburn In Elmet	Erection and use of a steel framed building for the refurbishment of empty waste containers
Comments: No objections		
2022/0913/FUL	Papa Kata Ltd, 16 - 18 Lancaster Close, Sherburn In Elmet	Erection of an extension on existing industrial building (B2/B8 use)
<p>Comments:</p> <p>Frozen drinks company have purchased the site and are making the application, no substantial landscaping changes. Will Solar panels be used and if so, how many. TC neither supports nor objects to the application with the information available to it at this stage. Supports efforts made to provide environmentally-sustainable methods of insulating/power generation, in line with Para 8 of the NPPF, but would appreciate greater clarity on the level of coverage for solar provision at the site.</p> <p><b>Resolution: acknowledge mention of solar panels in the application but require clarification on the number and use of solar panels. Unanimous.</b></p>		
2022/1011/FUL	G R Electrical Services Ltd,	Erection of two storey office extension

	Merlin House, Aviation Road																																												
<p>Comments: TC neither supports nor objects to the application with the information available to it at this stage, but notes that there is no mention of energy-efficiency or energy-independence measures within the application, in line with Para 8 of the NPPF. The Town Council asks for this information to be submitted before being able to present its final views on the development.</p> <p><b>Resolution: request clarification about insulation and power generation. Unanimous.</b></p>																																													
2022/0983/HPA	3 Deighton Avenue, Sherburn In Elmet, Leeds	Erection of single storey rear extension																																											
<p>Comments:</p> <p><b>Resolution: comments to be returned as no objection. Unanimous.</b></p> <p>c. To note all planning decisions received – previously circulated to council members.</p> <p>d. To consider SETC response to Local Plan consultation Insert link and deadline for public consultation of 28<sup>th</sup> October 2022. <a href="https://www.selby.gov.uk/publication-local-plan">https://www.selby.gov.uk/publication-local-plan</a></p> <p><b>Resolution: to agree immediate response to SDC that the literature is difficult to understand and does not appeal to local residents, too complex and residents are unsure how and who to respond to.</b></p> <p>Refer formal response to the Local Plan for the October Meeting.</p>																																													
<b>FC/23/61</b>	<p><b>Finance:</b></p> <p>a. To receive and note RFO Report</p> <p><b><u>As of 24 September 2022</u></b></p> <table> <tr> <td>Instant Access</td> <td>£ 125,831.79</td> </tr> <tr> <td>95 Day Notice Account</td> <td>£ 163,255.40</td> </tr> <tr> <td>Community Direct+ (current account)</td> <td>£ 41,595.18</td> </tr> <tr> <td><b>Totals</b></td> <td><b>£ 330,682.37</b></td> </tr> <tr> <td><b>Less:</b></td> <td></td> </tr> <tr> <td>GENERAL Reserves</td> <td>£ 166,948.02</td> </tr> <tr> <td>Earmarked Reserves</td> <td>£ 121,873.35</td> </tr> <tr> <td>LAP R&amp;M Reserves</td> <td>£ 41,861.00</td> </tr> <tr> <td><b>Total funds equals total bank ac's</b></td> <td><b>£ 330,682.37</b></td> </tr> </table> <p>b. To approve payments listed in RFO report</p> <table border="1"> <thead> <tr> <th>Voucher code</th> <th>Cost Centre</th> <th>Invoices received to be approved on a Schedule of Payments / new payee set up on banking system</th> <th>Income</th> <th>Total Expenditure</th> </tr> </thead> <tbody> <tr> <td>#160</td> <td>Training</td> <td>YLCA - 396-2223 GL Planning seminar</td> <td></td> <td>£ 25.00</td> </tr> <tr> <td>#161</td> <td>Salaries</td> <td>Locum Clerk - August</td> <td></td> <td>£ 2,137.50</td> </tr> <tr> <td>#162</td> <td>Grass Cutting</td> <td>N.T. Killingley - INV12659</td> <td></td> <td>£1,513.99</td> </tr> <tr> <td>#163</td> <td>Grants</td> <td>Sherburn Bowls Club</td> <td></td> <td>£1,000.00</td> </tr> </tbody> </table>		Instant Access	£ 125,831.79	95 Day Notice Account	£ 163,255.40	Community Direct+ (current account)	£ 41,595.18	<b>Totals</b>	<b>£ 330,682.37</b>	<b>Less:</b>		GENERAL Reserves	£ 166,948.02	Earmarked Reserves	£ 121,873.35	LAP R&M Reserves	£ 41,861.00	<b>Total funds equals total bank ac's</b>	<b>£ 330,682.37</b>	Voucher code	Cost Centre	Invoices received to be approved on a Schedule of Payments / new payee set up on banking system	Income	Total Expenditure	#160	Training	YLCA - 396-2223 GL Planning seminar		£ 25.00	#161	Salaries	Locum Clerk - August		£ 2,137.50	#162	Grass Cutting	N.T. Killingley - INV12659		£1,513.99	#163	Grants	Sherburn Bowls Club		£1,000.00
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#164	Recruitment	RYAL Media Group Ltd - advert for Exec Officer		£234.00
#165	LAP R&M	Environment Agency - INV087981YT		£890.00
#169	Utilities	One Com Ltd - SIN2208OCL71012		£71.12
#170	Grass Cutting	N.T. Killingley Ltd - IN12659		£1,513.99
#173	Utilities	One Com Ltd - INV675292		£71.12
#177	Cllr Training	YLCA: Grievance and Discipline (PB?) 646-2223		£33.40
#175	Cllr Training	YLCA: Allotments (GL) 653-2223		£25.00
#176	Cllr Training	YLCA: Employment Law (PB) 597-2223		£33.40
#175	Cllr Training	YLCA: Allotments (GL) 606-2223		£25.00
#175	Cllr Training	YLCA: Allotments (GL) 630-2223		£25.00
#174	Staff Training	YLCA Conference - GA 639-2223		£120.00
	Grass Cutting	DCG Tree Surgery - Hedge cutting at White Rose Club Entrance		£275.00
#178	Teasel CIC	Portakabin Ltd - December to 31 August 2022 hire for container		£240.00
#179	Teasel CIC	Portakabin Ltd - September 2022 hire INV:909417673		£24.00
INC2 6	Precept	SDC 2nd precept installment	£ 94,500.00	
#180	Salaries	NEST Pensions - October 2022		£171.00
#183 /2/1	Salaries	All Salaries SEPT 22		£2,908.86
#184	Salaries	HMRC - September 22		£785.34
#185	LAP	Elmhurst Windows Ltd - balance INVfor balance on account		£ 8,050.00
	Admin	Vision ICT - INV15418 website changes for Operation London Bridge (£42.00)		£0.00
INC2 7	Teasel CIC	Teasel CIC - transfer of funds	£ 14,000.00	
Total income / expenditure			£ 108,500.00	£ 20,172.72

Current bank account balance: £41,595.18.

c. To consider SETC membership of National Allotment Society (NAS)  
The RFO received a years free membership to the National Allotment Society at the YLCA Conference last week for the Town Council (face value of £60.00)

d. To consider grant funding application from Sherburn Visiting Scheme – representative explained that they have almost 500 people on their books. There has been significant growth, for example we have 10 people who were taking to hospital visits on Wednesday. Application for £12,000. The application states that 64% are SIE parishioners. Total running costs are £32,000.

**Resolution: to approve and support the grant application for £12,000 to Sherburn Visiting Scheme. (LGA s145, power to provide entertainment, s19 LG power to provide recreational facilities, s137 payment) Applicant to provide future M&E of project Unanimous.**

e. To consider SETC support for vulnerable people during the winter and current economic crisis. (this is a request from Cllr John Brook – nothing more specific, just to explore how SETC might assist – most likely only s137 available)

	<p>Suggestion that the TC support local facilities with energy bills. Cllr Packham suggested that the community groups get together to agree the provision. Proposal that the community groups come back to the next TC meeting with their proposals of what they would like to offer and any financial provisions.</p> <p><b>Resolution: to agree that the Council support the schemes in principal but await to hear from local community groups with feedback at the next meeting. Unanimous.</b></p> <p>f. To consider purchase of SETC First aid kit for allotment site (from Cllr Baumann)  Proposal to agree budget of £150 for first aid kit (weatherproof and secure). In addition, £500 has been previously agreed for a notice board at the Allotment Gardens. If there is an option to combine notice board and facility for first aid kit box to be securely attached/part of new notice board, then budget will be set at £700</p> <p><b>Resolution: to approve the purchase of a Waterproof First Aid Kit at the Allotment Gardens (up to £150). If combined purchase of first aid kit and Notice Board, budget will be £700. Cllr Limbert to acquire designs and quotes for both and share with Cllrs for approval. Unanimous.</b></p> <p>g. To consider changes to the bank mandate (adding all members of the Finance and Governance Committee). (from Cllr Baumann)</p> <p><b>Resolution: to approve that Cllrs Tant-Brown, Cllr Bradder, Cllr Packham, Cllr Redhead. Unanimous.</b></p> <p>h. To consider changes to current banking arrangements to achieve maximum FSCS protection. (from Cllr Baumann)</p> <p>RFO attended the YLCA Annual conference last week</p> <p><b>Resolution: Cllr Baumann and the RFO to meet with a representative from an Investment Fund Manager organization to provide further information to their service and funds available. Unanimous.</b></p>
FC/23/62	<p><b>SEPC Administration and Governance:</b></p> <p>a. To receive an update on current staffing situation (Chairman of Personnel Committee)  Thanks to the Locum Clerk who finishes her contract on 6<sup>th</sup> October. The Council are still looking for an Executive Officer/Clerk. Personnel Committee will be meeting on Wednesday to consider additional admin support role and facilities operator role to open and close the gates which are TC owned.</p> <p>b. To consider adoption of SETC Scheme of Delegation to SETC Officers  Emergency spend up to £5,000 and spend otherwise up to £1,000 including training, subscription spend and general issues. AMM has the delegated power to manage and let the allotments in accordance with the Council's agreed policy. Suggested additions to the draft scheme circulated include: Power to authorise use of Council facilities and equipment in accordance with any charging schemes which may exist at the time. Power to authorise any remedial works or maintenance works on Council property. The Clerk/RFO has the power to release press statements on behalf of the council. List of delegated decisions have been presented to full council.</p> <p><b>Resolution: to approve and adopt the SIE TC Scheme of Delegation to Officers of the Council with amendments listed above. Unanimous.</b></p> <p>c. To consider amendments to SETC Finance and Governance Committee Terms of Reference. Add that FOI issues go to the Committee rather than FC.</p> <p><b>Resolution: to approve and adopt the SIE TC Terms of Reference for the Finance and Governance Committee. Unanimous.</b></p>

	<p>d. To review SETC Public Speaking Policy. Matters on the agenda are the only issues to be discussed in the public speaking session. <b>Resolution: to approve and adopt the SIE TC public speaking policy as circulated. Cllr D Brook abstained.</b></p> <p>e. To confirm SETC Committee timetable for October/November 2022 – Personnel Comm – 28/09/22 and Asset Man and events on 3/10/22. Going forward there will be a regular slot for committee meetings each month as and when required: Week 1 – Asset Management Week 2 – Personnel Week 3 – Full council Week 4 – Finance and Governance.</p> <p>f. To consider adoption of an SETC Safeguarding Policy Suggestion from Cllr D Brook that we look at prevent training and put something in the future into the Safeguarding Policy at the point of next revision of the policy. <b>Resolution: to approve and adopt the SIE TC Safeguarding Policy. Unanimous.</b></p> <p>g. To consider member access requirements to SETC office. (from Cllr Baumann). <b>Resolution: to contact the RFO if a council member wishes to access the Town Council office. Unanimous.</b></p> <p>h. To consider appointment of member to vacant position on Asset Management and Events Committee – as there is one vacancy and 2 new Cllrs <b>Resolution: to approve Cllr John Brook onto the Asset Management and Events Committee. Unanimous.</b></p>
FC/23/63	<p><b>Additional Business:</b></p> <p>a. To consider SETC involvement in Move Mates Project – to note information received and place on next agenda of the full council.</p> <p>b. To consider SETC action re: disruption caused by Transpennine Upgrade. <b>Resolution: to agree to support and push Transpennine to put an additional service on. County Councillor Packham to make contact with Northern Rail with regard to service provision. Unanimous.</b></p> <p>c. To receive and update on Sherburn Bears project and consider action regarding any alternative proposal(s). – from Cllr D Brook Proposal to replace container with a new container and provide additional safety equipment. Still permit community use for 2 nights per week. Would rescind on their desire that the TC do not fulfil previous decision to provide a gym. Replace dilapidated container with same size (20ft) but new, painted green to be in keeping with the park. <b>Resolution: to replace the current Container like for like and to be ordered by the TC, Cllr Limbert to acquire quotes. To provide safety equipment (total maximum cost of £10,000), Rugby Club to provide information and costs of the required safety equipment. Rugby Club to rescind their agreement for the TC to provide a gym up to a cost of £20k. Unanimous.</b></p> <p>d. To consider SETC Logo - from Cllr D Brook <b>Resolution: to approve the logo circulated and agree fonts at a later date. Cllr Baumann and Cllr Limbert voted against.</b></p>

e. To consider use of SETC Councillor/Staff ID badges and meeting name plates - from Cllr D Brook. Cllr Buckle to arrange photographs.

**Resolution: to agree and approve ID badges for councillors and staff (on lanyards) and desk cards. Unanimous.**

f. To receive an update on SETCs network of defibrillators and consider necessary actions. - from Cllr D Brook and P Baumann.

The AMM will now take over the lead contact for the 3 defibs owned by the TC with the Clerk account receiving information and being the initial point of contact. Share the updated outcomes of the investigations with residents so that they are aware. Future defib purchases should remain the same going forwards.

The Council directly manages 3 defibs (OGS, Wheatsheaf, Fairways) but also purchased unit at Jacksons. Community First Responder has met with the AMM to give him guidance on checks etc. For our units, guardians are: clerk account, AMM and a Community First Responder, plus the one at OGS has OGS staff as guardians (who receive notifications for checks and activity alerts). AMM to include checks as part of routine maintenance tasks, at a minimum once a month but ideally fortnightly (and when the network notifies of activity). Each unit should have spare pads, active pads, the defib unit and a starter kit — these have been checked by the AMM/CFR and the AMM is satisfied with the current provision at each location. Firmware needs to be updated on the unit at Jackson's (this cannot be done remotely), so that upgrade has been booked in by the CFR and another defib has been installed in its place to ensure continuity of existing coverage. Once the Jackson's unit is returned, the additional unit can be installed at either Lady Popplewell Centre or the Church (who have now finalised installation details, meaning an electrician can be booked for the install when ready).

**Resolution: that future purchases of defib units are kept to the same make and model as the existing units, to make it easier to manage resupply and maintenance tasks across the network. Unanimous.**

**Resolution: That the additional unit (previously agreed) is purchased as soon as possible by the RFO. Unanimous.**

**Resolution: Cllr Baumann to liaise with representatives from the Old Girls' School on press releases (also liaising with Council office staff) to co-ordinate an awareness campaign about the units available and procedures to follow in the event of an emergency. Unanimous.**

**Resolution: to ensure that there are 2 spare defib pads in the parish office (this will need to be purchased asap). AMM to manage supply, and liaise with the Exec Officer/RFO when replacement pads are required. Unanimous.**

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

g. To receive updates on the Town Centre Revitalisation Projects and consider necessary actions: from Cllr Baumann)

	<p>i. EPC Entrance – quotations for EPC car park and in progress. Likely that this project will need to go to tender (ie &gt;£25k).</p> <p><b>Resolution: AMM to get additional quotations for the car park in front of the EPC building. Unanimous.</b></p> <p>ii. Fairways – Groundworks have come back with the application, although still incomplete. Finances; in principle, assuming legal to do so, we have the reserves and cash flow capacity. Do we need a container? Fencing and mower currently stored there. Response to Groundwork is that we don't need a storage facility. That the Council agrees in principle to taking on the financial management of the Fairways and White Rose projects (in addition to the Eversley Park project), subject to clarification(s) from Selby District Council officers, and Locum Clerk's queries with finance advisers at YCLA, that there are no legal issues with doing so.</p> <p><b>Resolution: the Council confirmed that it doesn't need a storage facility at the Fairways. Unanimous.</b></p> <p>iii. White Rose – decision to be made at the next FC meeting.  <b>Resolution: assuming it is legal to do so the Council agree in principle to support the financial management of the above 3 projects. Unanimous.</b></p> <p>iv Highfield Green – SDC land will be managed by SDC and not TC. Should the CCTV require annual electric, will the TC agree to support this service for this area and cover the cost of electric.  <b>Resolution: County Cllr Packham to raise the question with NYCC and if they are prepared to cover the cost of electric and CCTV service.</b></p>
<b>FC/23/64</b>	<p><b>Correspondence:</b></p> <p>a. To note list of correspondence circulated (not specifically dealt with on this agenda) None that has not been previously circulated.</p> <p>b. To note that the request for information under FOIA dated 25 August 2022 has received a full response.</p>
<b>FC/23/65</b>	<p><b>Next ordinary meeting of Sherburn in Elmet Town Council:</b></p> <p>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Town Council Monday 17<sup>th</sup> October 2022, 7pm at Eversley Park Centre (Harry Mountain Room).</p>

The meeting closed at 9.56pm.