

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



**SHERBURN IN ELMET
TOWN COUNCIL**

Date: Monday 17 OCTOBER 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 J Brook, Cllr S Bradder, Cllr D Buckle, Cllr T Fenton, Cllr R Packham, Cllr M Redhead and Cllr A Tant-Brown. 5 members of the public present.
Staff: Georgina Ashton, RFO.

Late arrivals: none.

Early departures: none.

MINUTES

The meeting opened at 7.00pm

FC/23/66	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. Apologies received from Cllr D Brook in advance of the meeting.</p> <p>b) To consider to approve reasons for absence.</p> <p>Resolution: to approve and accept the reasons for absence from Cllr D Brook. Unanimous.</p>
FC/23/67	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors.</p> <p>None.</p>
FC/23/68	<p>To receive Declarations of Interests from Members</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 declared an interest in the planning section of the agenda and both Cllr Buckle and Cllr Packham declared an interest in the party in the park. Cllr Baumann declared an interest in 2 invoice payments.</p> <p>b. To consider any dispensation requests received</p> <p>None.</p>
FC/23/69	<p>Public Speaking session (20 minutes)</p> <p>Resident 1 – 7 Low Street back on the agenda. Note from a public perspective that the highways reasons for refusal still stand with the revised application. There are also some high railings between the boundary land of the applicant land and the Spar supermarket. With reference to the Selby Local Plan – one of the streets on the new estate is not called Conference Court, it is called Rochester Row. This potentially may cause some problems about who may or may not have concerns about the new access road. The road would split the current road infrastructure in two, the pedestrian path has always been part of a nature walk and playground access. Request that the Town Council could look at this and suggest an alternative road access as the current suggestion has lots of on road parking. Whereas the suggested alternative has less houses impacted and all 5 of the properties have two parking access off road.</p>

Resident 2 – the applicant for 7 Low Street explained that he has a breadth of people/ potential buyers for Jackson’s Butchers shop and land. He has tried to consider the local parishioners and sell as a going concern and do what is in the best interests of all villagers. The option is there for the town council to purchase it as a “job lot”.

Resident 3 – I notice that you are now a Town Council. A few people said they wanted it to be a town rather than a village. As far as I am aware the bulk of people in Sherburn hasn’t asked. The response from numerous council members included: The Resident is circulated to every household in Sherburn where there was as a public consultation letter. This was supported by website and facebook posts as well as discussion taking place at 2 full council meetings this year. There is also increased opportunity for town councils in terms of funding and grant applications. Secondly, the Selby Times has an emphasis on Howden and Snaith and the whole editorial has moved eastwards in the district. Why doesn’t Sherburn have their own page?

Resident 4 – There was only 4 people at the meeting were the town council decision was made. There was a 2nd meeting following this where many more residents were there. Secondly, why were the VAS signs taken down after 3 days of operating? This will be discussed later in the meeting.

FC/23/70

Reports from Other Authorities

a) County Councillor

“Lets talk Local” survey on the NYCC website to determine your views and opinions about how the new NYCC will operate. Deadline is quite a way into the future. Paper copies available in the library. Things moving forward with the structure and operation of the new NYCC, working group later this week for discussion of committees. Neil Irvine is visiting the town on Friday, the Assistant Director of Communities & Policies at NYCC with regard to a NYCC presence in the town going forward. He is going to visit the OGS, Town Council and the library. (11.45am at the Council office on Friday 21st Oct). The Area Committee for Highways are moving slowly in terms of enforcement but hopefully this will pick up as the new NYCC move forwards. Please keep sending highways reports to Cllr Packham to note and progress as suitable. Lotherton Hall stretch of road – where Leeds City Council meets NYCC land. Leeds City Council have said that they will do the pot holes in this financial year and then look to do the resurfacing in next financial year.

b) District Councillors

Moor Lane path next to Bishop dyke – Highways have started on restoring the path. Beech Grove – 22 bungalows. Scaffolding gone up, £1.4m scheme to update and improve these homes with new insulation and refurb. EPC entrance application has been passed by NYCC, overall scored 4.5/5, one of the best applications they have seen. The other 2 applications will come to the panel in 6-8 weeks (Fairways and Highfields). On behalf of the Town Council, the Chairman wished to say a huge vote of thanks to Cllr P Baumann who completed the application in full. The 3rd application is for SWR and needs progressing. Town Centre upgrade – expected to speak with local landowners in the next couple of weeks. This application will hopefully be submitted to planning in the near future.

c) Police, Neighbourhood Policing Team & other authorities

None present.

FC/23/71	<p>a) To approve as a correct record the Minutes of the Full Council Meeting held on Monday 26 September 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Resolution: to approve the minutes of the Sherburn in Elmet Town Ordinary Council Meeting held of 26 September 2022 as a true and accurate record. Unanimous.</p>																																			
FC/23/72	<p>Councillor Vacancies: <i>There is currently 1 vacancy</i></p> <p>a. To consider applications from eligible candidates for vacant Town Councillor seat. None received.</p> <p>b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council No applicants came forward in the meeting.</p>																																			
FC/23/73 Planning	<p>Cllr Packham left the room.</p> <p>a) Planning Applications to consider since the last meeting and acknowledged if date passed</p> <table border="1" data-bbox="284 815 1461 1435"> <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>26/9/22</td> <td>2022/1103/HAZ</td> <td>Gower Chemicals PLC</td> <td>Storage and use of substances</td> <td>21/10/22</td> </tr> <tr> <td>22/9/22</td> <td>2022/1076/HPA</td> <td>4 Cricketers Way</td> <td>Demolition of part dwelling and garage, erection of new double storey extension and new larger garage</td> <td>28/10/22</td> </tr> <tr> <td>26/9/22</td> <td>2022/1064/FUL</td> <td>Mill & Premises Bishopdyke Rd</td> <td>Installation of water filled damper to the top of the existing boiler chimney</td> <td>25/10/22</td> </tr> <tr> <td>22/9/22</td> <td>2022/1001/OUT</td> <td>ASW Fabrications, Lennerton Ln</td> <td>Warehouse extension and new warehouse unit with assoc car parking</td> <td>18/10/22</td> </tr> <tr> <td>28/9/22</td> <td>2022/0986/FUL</td> <td>Elmet Dental Care, 2 Low St</td> <td>Replacement of shopfront retrospective</td> <td>26/10/22</td> </tr> <tr> <td>4/10/22</td> <td>2022/0918/OUT</td> <td>7 Low Street</td> <td>Amended plans – outline app for 5 houses</td> <td>25/10/22</td> </tr> </tbody> </table> <p>2022/1103/HAZ – no objections 2022/1076/HPA - no objections 2022/1064/FUL - no objections 2022/1001/OUT – vague application, no information about change in working hours, active travel movements, no environmental initiatives. The information hasn't been provided yet. The Council neither object nor support the planning application based on the fact that we have existing highway concerns of the road and there is no information regarding environmental initiatives. 2022/0986/FUL – We understand that originally the plan was to make a stone frontage shop front. SDC have said that this was originally a spa shop (Battersbys). This ceased trading 40 years ago. During the refurb stage, the window has not been replaced like for like and therefore requires planning permission. If this was not given planning consent, the Dentist would need to close again. For these reasons, the Council support this retrospective application.</p> <p>2022/0918/OUT – no new additional comments. The amended plans do not provide</p>	Date	Planning portal ref	Address	Application Details	Deadline	26/9/22	2022/1103/HAZ	Gower Chemicals PLC	Storage and use of substances	21/10/22	22/9/22	2022/1076/HPA	4 Cricketers Way	Demolition of part dwelling and garage, erection of new double storey extension and new larger garage	28/10/22	26/9/22	2022/1064/FUL	Mill & Premises Bishopdyke Rd	Installation of water filled damper to the top of the existing boiler chimney	25/10/22	22/9/22	2022/1001/OUT	ASW Fabrications, Lennerton Ln	Warehouse extension and new warehouse unit with assoc car parking	18/10/22	28/9/22	2022/0986/FUL	Elmet Dental Care, 2 Low St	Replacement of shopfront retrospective	26/10/22	4/10/22	2022/0918/OUT	7 Low Street	Amended plans – outline app for 5 houses	25/10/22
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	<p>solutions to the queries previously submitted by the Council.</p> <p>Email comms received from Planning Officer, Emma Howson regarding the possible CIL allocation of £5,475 if towards new public open space projects or to accept £4,955 to enhance existing provision. The Council are prepared to respond to the communication but suggest that providing a comprehensive costing of the spend is an unrealistic expectation for a planning application that may or may not be approved and therefore a CIL payment may or may not be received.</p> <p>Resolution: to notify SDC LPA that the Council's choice would be to accept the £4,955 to enhance existing provision if a CIL payment is provided to the Town Council through an approved planning consent scheme relating to 2022/0918/OUT. Unanimous.</p> <ul style="list-style-type: none"> b) Planning Decision Notices – approved and declined c) To consider any Planning Enforcement Issues d) To consider SETC response to Local Plan consultation <p><i>Duty to Co-operate with the consultation</i> - The fact that the public consultation process only received 11 respondents demonstrates that this is not an active or engaging process for residents across the district. The Local Plan in its entirety is therefore not accessible or an easy read to the average resident.</p> <p><i>Sound plans</i> - The revised consultation does not specifically address issues with the lack of infrastructure and incorrect labelling / change of use to public open spaces which would then be a loss to the community.</p> <p>Resolution: to submit the above comments as part of the Selby Local Public Consultation process. Unanimous.</p>
<p>FC/23/74 Policies & Governance</p>	<ul style="list-style-type: none"> a) To consider the adoption of associated Health & Safety documentation to include: <ul style="list-style-type: none"> i) Section 1 H&S Policy Statement ii) Section 2 Responsibilities iii) Section 3 General Arrangements iv) SIE TC Risk Assessment process & General Risk Assessments <p>Resolution: to accept and approve to adopt the above policy documentation. In the event of no Clerk, the Proper Officer (Chairman) of the Council would take the responsible, lead role. Unanimous.</p>
<p>FC/23/75 Personnel</p>	<ul style="list-style-type: none"> a) To note report and update from Chairman of Personnel Committee Recruitment for the Executive Officer continues and we have received 2 expressions of interest. b) To consider the appointment of an additional council member to the vacant seat on Personnel Committee Cllr Redhead to come off Finance & Governance and move to Personnel. Cllr T Fenton to move to Finance & Governance Committee. Resolution: for Cllr Redhead to move to Personnel Committee and Cllr T Fenton to move onto Finance & Governance Committee. Unanimous. c) To note report from the Asset Maintenance Manager. Noted. d) To consider the recommendation from the AME Committee for temporary gate opening procedure

	<p><i>Proposal from AME Committee:</i> Following discussions Cllr D Brook proposed that the AME committee make a recommendation to full council to consider employment of one person to cover this role (Wed/Sat/Sun) At Nat Living Wage, and ensure gates opened/closed. Seconded by Cllr Buckle. Proposal to employ as above for a three-month temporary basis whilst affording others opportunity to provide an alternative solution.</p> <p>Possible solutions to the playgrounds to create a “keypad” solution to these areas in the longer term. In addition, there could be a time sensitive barrier for both car parks. The Council agreed that we need to look after our assets. At The Fairways, this has been locked by the last club of the day in the past.</p> <p>Resolution: to approve that for 3 months the gates / barriers be opened and closed as per the proposal above from the AME Committee to ensure that there is a full rota covered for 7 days per week. 1 against.</p> <p>Resolution: to approve the appointment of an additional staff member (gate keeper) for 3 months fixed-term contract, to cover the opening and closing of gates/barriers (12 hours a week at National Living Wage) with 1 day a week of cover provided by existing staff (up to January 2023). Unanimous.</p> <p>Resolution: to offer the above role as an internal vacancy to paid staff members in the first instance through an expression of interest. If no take up, there will be a recruitment process for the role. 4 against.</p> <p>Resolution: In the short term until the appointment of an additional staff member, the gates and barriers will remain open from Friday evening to Monday evening. EPC play park will be left open on Tuesday evening to Thursday evening. Cllr J Brook to lock from Monday evening to Sunday evening (week commencing 24th October 2022). Unanimous.</p>
<p>FC/23/76 Asset Mgt & Events</p>	<p>a) To note report and update from the Chairman of Asset Management and Events Committee Urgent Decision Report – VAS signs update</p> <p>Resolution: to agree that the VAS signs will remain as solar powered energy supply and that 4 posts will be purchased at a cost of £1500. Unanimous.</p> <p>Resolution: to resolve that the Council continue with the fitting of 4 posts at Low Street, Moor Lane, Finkle Hill and Church Hill (Cllr Packham, Cllr Fenton, Cllr Redhead and Cllr Limbert and the Projects Officer). Unanimous.</p> <p>b) To consider the quotations for the urgent repair and maintenance of works to both the EPC play areas and the White Rose play area. Resolution: to approve the urgent works based on the one quotation received. Unanimous.</p> <p>c) To consider the application for an Asset of Community Value on the Allotment Gardens. Resolution: to approve the Council to make an application of an Asset of Community Value on the Allotment Gardens. Unanimous.</p> <p>d) To consider the extension of the grass cutting contract for an additional 12 months. This will include a revised contract to separate South Milford PC and</p>

	<p>to include new areas for cutting. Defer to next meeting.</p> <p>e) To consider the quotations received for a replacement storage container and equipment for the Rugby Club (<i>using £10k of funds previously agreed at FC</i>). 5 quotations received. Proposal for £3,675.00 includes delivery, ex VAT, includes removal, lock box and lock. Resolution: to approve the purchase of the storage container as above and the safety equipment for the Rugby Club (previous spend agreed up to £10,000). Unanimous.</p> <p>Resolution: to suspend standing orders to extend the meeting beyond 2.5 hours. Unanimous.</p> <p>f) To consider delegated financial authority to the Asset Maintenance Manager and the process for this potential authority to be used. Resolution: to amend the Financial Regulations to provide the AMM with a £500 limit on a bank card. Unanimous.</p> <p>g) To consider the planting of trees from the Woodland Trust and any additional equipment for planting. Suggestion that more stakes need to be purchased. 10 or 12 trees need to be replaced. Resolution: to replace 10-12 dead trees and put better stakes in (Rowan, Hazel, Oak). Unanimous.</p> <p>h) To receive an update on the damaged manhole cover at The Fairways. RFO to purchase manhole cover asap.</p>
<p>FC/23/77 Finance</p>	<p>To consider the following:</p> <p>a) To note report and update from the Chairman of Finance & Governance. Thanks to the RFO who has completed all the associated work to complete the VAT returns from 01 July 2021 to 30 September 2022.</p> <p>The RFO has identified 5 companies that could move to direct debit payments in order to reduce the monthly administrative tasks. These are essentially all utilities and contractors. The Conclusion of Audit for the financial year 2021/2022 has been received on 30 September and displayed in the office window. This will also be displayed on the website and in the town council noticeboard. The appointment for the Interim Internal Audit has been made for early November.</p> <p>Resolution: to agree to appoint Yorkshire Internal Auditors to conduct the Interim Internal Audit at a cost of £320.00. Unanimous.</p> <p>b) RFO Finance Report -<i>To approve the Bank Reconciliation to 30 September 2022 and to note budget monitor.</i></p>

Bank Reconciliation at 14 Oct22		
Cash in Hand 01/04/2022		325,658.28
ADD		
Receipts 01/04/2022 - 14/10/2022		211,936.60
		537,594.88
SUBTRACT		
Payments 01/04/2022 - 14/10/2022		123,545.87
Cash in Hand 14/10/2022		414,049.01
(per Cash Book)		
Cash in hand per Bank Statements		
95 Day Notice	14/10/2022	163,255.40
Instant Access	14/10/2022	125,831.79
Current - Community Direct	14/10/2022	115,922.46
+		
		405,009.65
Less unrepresented payments		4,960.64
		400,049.01
Plus unrepresented receipts		14,000.00
Adjusted Bank Balance		414,049.01

c) Payments - *To consider and approve the invoices for the payment schedule from to 17 October 2022.*

Voucher code	Cost Centre	Invoices received to be approved on a Schedule of Payments / new payee set up on banking system	Income	Total Expenditure
#187	Parish Admin	Vision ICT - email migration to new town council accounts		£ 390.00
#188	Parish Admin	Recharge to Cllr PB - postal expenses		£ 2.35
#189	Utilities	H3G - invoice to 18 Sept 22		£30.00
#190	Room hire	EPC Committee - Inv:28/9/22 - room hire		£145.00
#191	EPC	EPC Committee - Inv:27/8/22 - cleaners wages		£20.00
#192	Grants	EPC Committee - Inv27/9/22 - meals on wheels		£139.80
#193	Teasel CIC	Portakabin October invoice - POSCFF18-01		£24.00
#195	General LAP	AMM - expenses claim (June to August) - fuel, padlocks, keys,		£232.55
#196	Staff Mileage	AMM - June mileage claim		£50.74
#197	Staff Mileage	AMM - July mileage claim		£27.00
#199	Staff Mileage	AMM - August mileage claim		£42.64
#198	Parish Admin	Expenses Claim RFO - BT phone and answer message		£64.97
	Senior Citizens&VA	Grant expenditure - SVS		£12,000.00
#200	Recruitment	YLCA - invoice 663-2223 advert for Exec Officer		£15.00
#201	Parish Admin	Recharge to PB - Royal Mail Group Ltd		£7.15
INC27	Teasel CIC	Teasel CIC - transfer of funds	£14,000.00	
#202	Salaries	Clerking services - September 2022 final payment		£1,937.50
#203	Training	SLCC - ILCA qualification fee		£144.00
#204	Defibrillators	Wel Medical Defibrillator		£1,540.44
	Training	ACAS - Managing Performance and staff appraisals		£115.00
	Salaries	Salaries for 4 staff of SIE TC - <i>calculated against employment contracts</i>		

	<p>d) To note the Special VAT 126 forms return. The VAT 126 form from 01 July 2021 to 31 March 2022 has been returned to HMRC and provides a VAT reclaim of £27,790.04 for this period (Q2, Q3 and Q4). The 2nd VAT 126 Form has been submitted for the period of 01 April 2022 to 30 September 2022 (Q1 and Q2) and provides a VAT reclaim of £8,254.94. These HMRC VAT reclaims should be in the account within 1 month.</p>
FC/23/78 Environment	<p>Additional business:</p> <p>a) To consider a Wildflower Policy/Statement, including sites to trial and appropriate signage</p> <p>Resolution: to approve and adopt the Wildflower Policy/Statement. Unanimous.</p> <p>Resolution: to create a working group comprising of Cllr Redhead, Cllr Baumann and Cllr Bradder to consider suitable mapping and locations, logistics and timeframes. Unanimous.</p> <p>b) To receive an update on the Warm spaces opportunities across Sherburn and consider any actions required</p> <p>Lots of groups involved, Library Mgt team, OGS, Community Trust, EPC and the SVS scheme. Plan is to do a test to open up the library on a Wednesday. County Cllr to put some funding towards this.</p> <p>c) To consider the purchase of Parish Online mapping system for the Council.</p> <p>Resolution: to approve the purchase of the Parish Online mapping system for an annual subscription fee up to £250. Unanimous.</p>
FC/23/79	To receive and note Representative Reports & Information Exchange
FC/23/80	<p>Correspondence:</p> <p>a. To note list of correspondence circulated (not specifically dealt with on this agenda)</p>
FC/23/81	To consider agenda items for the next meeting
FC/23/82	Date of next meeting – Monday 21 st November 2022 at 7pm.

The meeting closed at 9.57pm.

Chairman: _____

Date: _____