



SHERBURN-IN-ELMET  
TOWN COUNCIL

# Minutes of the Ordinary Meeting SHERBURN IN ELMET TOWN COUNCIL

**Date:** Monday 27<sup>th</sup> February 2023

**Place:** Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

**Attendance:** Cllr G Limbert (Chairman), Cllr D Brook, Cllr D Buckle, Cllr P Baumann, Cllr J Brook, Cllr S Bradder, Cllr T Fenton, Cllr M Redhead, Cllr A Tant-Brown and Cllr M Ward.

Members of Press and Public: 10 members of the public, 1 member of the press.

**Staff:** Georgina Ashton, RFO. R Maindonald, Executive Officer.

*Late arrivals: 1 MoP at 7.07pm*

*Early departures: none.*

## MINUTES

*The meeting opened at 7.01pm.*

<b>FC/23/159</b>	<b>To receive and approve reasons for absence</b> a) To receive and note apologies for absence. b) To consider to approve reasons for absence. <b>None received.</b>
<b>FC/23/160</b>	<b>To note Dispensation Requests</b> Any written requests for dispensation the Clerk may have received from Councillors. <b>None received.</b>
<b>FC/23/161</b>	<b>To receive Declarations of Interests from Members</b> 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. Cllr Buckle – interest in Yorkshire Day and SDC Legacy grant funding / TCRP projects Cllr G Limbert – DPI in White Rose Sports Club. b. To consider any dispensation requests received None received.
<b>FC/23/162</b>	<b>Public Speaking session (20 minutes)</b> Resident 1 – thanks for the grant donation, Friends of BLDS. 3 girls came to the meeting to give a vote of thanks from their group for the recent grant donation that SIE TC had provided to the community Group. This was well received by council members and the girls were given a round of applause. Resident 2 – litter bins. There is no litter bin on Low Street from Starkey's/Elmete Kitchen to the bus shelter at the bottom of New Lane (east side of the road). Noted. Resident 3 – Sherburn Gala Assoc have submitted their EMP to the SAG group at SDC.
<b>FC/23/163</b>	<b>Reports from Other Authorities</b> a) County Councillor 4.99% increase on NYCC council tax (2% Adult Care Levy). In the context of CPI 10.1% and RPI 13.4%. The average Band D goes up to £2,122.70 (additional £66.34 from SIE TC). The new NY budget covers Capital spend of £155m, revenue budget of £133m. 2 <sup>nd</sup> largest authority in the British Isles in geographical terms. 4 <sup>th</sup> largest by population (behind Birmingham, Glasgow and Leeds). County Cllrs will retain their £10k Legacy Budget and Cllr Packham explained his expenditure of the £10k for this financial year.



	<p>There will be a new Area Constituency group for Planning Committee for this area (Selby &amp; Ainsty area). The new NY will continue to have a strategic planning committee. The majority of planning decisions will be kept local. Community Networks – council wants to ensure that the community puts information and ideas to the county. They are looking to set up 30 Community Networks across the county, one of which Cllr Packham hopes will be Sherburn and surrounding villages.</p> <p>Green waste – is a non-statutory service. SDC had a huge influx of funds from Drax Power Station so was lucky in that they had additional resources to offer services like this for free. £43.50 per annum is the new standard cost from the NY Unitary Authority for green bin collections (unclear as to the number and frequency of these collections for the published fee).</p> <p>Cllr D Brook – posed a question to Cllr Packham - what are the current on costs of fly tipping in the Sherburn area. Will this be impacted on with the new cost of households having to pay for green waste from April. Cllr Packham said that he had not dealt / very rarely deals with fly-tipping that involves green waste.</p> <p><b>b) District Councillors</b></p> <p>Cllr Buckle – Sherburn Fish Bank is up for the Fish Shop of the Year award in London (1 of 7 shops across England has been shortlisted). 80 entries for the Small Business of the Year Award will be on the 28<sup>th</sup> March at the Civic Centre. Selby Food Festival in the Abbey on 31<sup>st</sup> March, the very last event for SDC. The Road Chef application comes to planning in March. Sherburn II is under construction opposite the old Half Moon Inn at Lennerton. Their consent will form part of a planning obligation to upgrade the roundabout at the junction with the A63 (Battersby roundabout).</p> <p>Cllr D Brook – was contacted by a resident last week with regard to traffic congestion of parking at New Lane/Low Street which is impinged at school pick up and drop off points. Vehicles pulling up kerbside and, in the road, to collect children. Cllr Brook reported that there was an accident there, just this morning. Can we contact the school and work with them to support any signage, work that can be done to look at this.</p> <p><b>c) Police, Neighbourhood Policing Team &amp; other authorities</b> None present</p>
FC/23/164	<p><b>a) To approve as a correct record the Minutes of the Full Council Meeting held on Monday the 16<sup>th</sup> January 2023 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></b></p> <p><b>Resolution: to accept and approve the Minutes of the Full Council Meeting held on Monday 16<sup>th</sup> January 2023 as a true and accurate record. 1 abstention.</b></p>
FC/23/165	<p><b>Councillor Vacancies: <u>There are currently 2 co-option vacancies</u></b></p> <p>a. To consider applications from eligible candidates for vacant Councillor seats. Cllrs received presentations from 3 residents who had put forward an application to be a Town Councillor. A number of councillors asked a question to the candidates and their responses were heard. The voting then took place.</p> <p>b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council</p> <p><b>Resolution: to approve the co-option of Nicholas Commandeur onto Sherburn in Elmet Town Council with immediate effect.</b></p>



	<p><b>Cllr Commandeur signed the Declaration of Acceptance of Office and was invited to join the meeting.</b></p> <p><b>Resolution: to approve the co-option of Mike Jordan onto Sherburn in Elmet Town Council with immediate effect.</b></p> <p><b>Cllr Jordan signed the Declaration of Acceptance of Office and was invited to join the meeting.</b></p>
<p><b>FC/23/166</b></p>	<p>To receive an update on the Highfield Villas play area project. (Cllr Limbert)</p> <p>Cllr Limbert explained briefly the conflict at Highfields with regards to a current planning consent and the TCRP project delivery for providing a new, upgraded recreational open space. The options presented were as follows:</p> <ol style="list-style-type: none"> <li>1) Do nothing, ROS space passed forward for the new NY Unitary authority to deal with.</li> <li>2) Lease the land to SIE TC excluding the planning consent area</li> <li>3) Lease the land to SIE TC including the planning consent area (ie the current area designated for ROS).</li> </ol> <p>Issues raised with the current planning consent; North Yorkshire authority may decide to extend the current consent. Possible opportunity to lease or to gift the land; although the scope of the regeneration project once the other factors have been agreed is no longer confirmed. At this point there was no confirmation of legacy or grant funding from SDC/North Yorkshire. In addition, there was no clarification available on the lease agreement or gift in terms of fees or length of lease. Any decisions made by SDC Executive on 2<sup>nd</sup> March will need to be ratified at North Yorkshire. The position of council members is to support the original project and go with option 3. Cllr D Brook explained that we need a decision this evening with regard to receiving the land / lease.</p> <p>Proposal from Cllr D Brook:</p> <p><b>Resolution: In principle, the Town Council are agreeable to receive the land in its current scope encompassing the planning consent site; either through a long term, peppercorn lease agreement or gifted by the new Unitary Authority. Financial support to develop and upgrade the recreational open space would be welcomed by the Town Council. The Council's preference would be to receive the entire piece of land allowing the current planning consent to lapse on 31 March 2023. Unanimous.</b></p>
<p><b>FC/23/167</b> Finance &amp; Governan ce</p>	<p><b>To consider the following:</b></p> <ol style="list-style-type: none"> <li>a) To note report and update from the Chairman of Finance &amp; Governance. Spreading of reserves was discussed at the recent Finance Committee and the RFO will be producing a report. Suggested that members read the CIL summary that was circulated.</li> <li>b) To consider the recommendation from Finance Committee to set up a charity bank account on behalf of the sole trustee.</li> </ol> <p><b>Resolution: to approve for the RFO to open a separate bank account for the registered charity, Sherburn Recreation Ground. Unanimous (Cllr Limbert did not take part in the vote due to his DPI)</b></p>



**c) RFO Finance Report -To approve the Bank Reconciliation to 23<sup>rd</sup> February 2023 and to note budget monitor.**

**Bank Reconciliation at 26/2/2023**

Cash in Hand 1/4/2022		£ 325,637.06
<b>Add</b>		
Receipts 01/04/22 - 26/2/2023		£ 393,385.91
		£ 719,022.97
<b>Subtract</b>		
Payments 01/04/22 - 26/02/2023		£ 239,410.37
<b>A Cash in Hand 26/02/2023</b>		<b>£ 479,612.60</b>
<i>Cash in hand per Bank Statements</i>		
Petty Cash	26/02/2023	£ -
95 Day Notice (savings ac)	26/02/2023	£ 163,621.19
Instant Access (savings ac)	26/02/2023	£ 125,975.72
Community Direct + (current ac)	26/02/2023	£ 196,583.30
		<b>£ 486,180.21</b>
Less Unpresented Payments		£ 6,569.61
		£ 479,610.60
Plus Unpresented Receipts		£ 2.00
<b>B Adjusted Bank Balance</b>		<b>£ 479,612.60</b>

**d) To consider the payment schedule to 27<sup>th</sup> February 2023.**

Invoices received to be approved on a Schedule of Payments / new payee set up on banking system	Total Expenditure
YLCA - INV819-2223 DPA PB	£25.00
Expenses recharge to RFOSLCC Bookshop - ORD508837-1	£120.82
SLCC Membership - Exec Officer -	£237.00
SLCC Membership - RFO MEM242899-3	£177.00
SLCC Membership - PAO MEM243491-1	£189.00
Portakabin - 909433411	£24.00
Onecom Ltd - INV747561 broadband	£74.12
Careline Security Llimited - 174346 - alarm service and maintenance	£456.00
HAGS - repairs on swing, cableway seat and chain assembly repairs	£254.38
Sherburn Bears Rugby Club - energy contribution for Youth Hub	£300.00
NYCC - Inv 240005025 PROW team for diversion initial site visit	£510.00
HAGS SMP Ltd - Inv 082387	£80.61
Signs of Cheshire Ltd- Inv 10493 - Allotments/Fishing Pond/admin(office)	£840.00
HAGS SMP Ltd - Inv 087586	£300.00
H3G - invoice to 18 February 2023	£30.00
Salaries for 4 staff of SIE TC - <i>calculated against employment contracts</i>	

**e) To consider a grant request from Sherburn in Elmet Community Trust. Application was incomplete, deferred to next Finance Committee meeting.**

**FC/23/168**  
Personnel

- a) To note report and update from Chairman of Personnel Committee Negotiations already taking place with unions for pay scales for 2023/2024. Will keep committee updated on this. Increased Projects Officer's hours by 7.5 hrs per week on a temporary basis to 31 March 2023. Contracted hours are currently 47 hours but officers are working 60-70 hours per week.
- b) To note decision made by Personnel Committee, to agree and approve to pay TOIL accrued by administration staff. (informed by Exec Officer report)



	<p>Recommendation from Personnel is that office staff are paid their accrued TOIL to date. This means that the council will start the next financial year (01 April 2023) with zero TOIL for all staff members and have for the first time in several years, a full complement of staff.</p> <p><b>Resolution: that accrued overtime to date is paid to the three office staff. 2 abstentions.</b></p> <p><b>Resolution: Increase the overtime budget to rebalance the contracted hours budget so that the Personnel Committee can balance the March payroll. 2 abstentions.</b></p> <p>c) To discuss and consider the progress on Councillors (and staff) identification badges. Photographs required to create the badges for staff. <b>Resolution: for all staff and members to have their photograph taken asap.</b></p>
<p><b>FC/23/169</b> <b>AME</b></p>	<p>a) To note report and update from the Chairman of Asset Management and Events Committee Chair wanted to thank the AMM for the quality of his monthly reports that have improved significantly and provide a clear overview of his work schedule. Also looking at a management app for the AMM. Some concerns raised over the Terms of Reference for the committee in terms of duplication across the committee and decisions then revisited at full council meetings.</p> <p>b) To consider tenders received for grass cutting and decide therein. Members went through the process of scoring each tender submission against the scoring matrices published in the tender documents. There was a clear contractor who was chosen and resolved to instruct for a 3 year contract. Just two queries to confirm with the contractor i) year 3 cost (ie in line with inflation) and ii) new insurance documents to be produced as the ones submitted expire before 1<sup>st</sup> April 2023. <b>Resolution: to approve the grass cutting contractor from 01 April 2023 for 3 years from Tender submission C. Unanimous.</b></p> <p>c) To consider suspending standing orders with reference to Asset Maintenance and Events Committee on 22<sup>nd</sup> October 2022 regarding changing the membership of a group who have been tasked to review leases.</p> <p>Cllr D Brook explained that the council have started to look at the legal aspects and that 2 members of the AME committee would look into this. On 4<sup>th</sup> October 2022, it was cited that it was previously agreed that Cllr D Brook and Cllr Redhead had been approved to lead on the leases. The RFO strongly advised that members are there to make decisions and officers are there to execute those decisions and therefore suggested that an officer is involved with the discussions with any legal advice to the council. In addition that a representative from AME and Finance/Governance were involved due to the strong cross over of leases across multiple committee areas. Cllr Brook put forward a motion. <b>Resolution: for Cllr D Brook and Cllr Ward to take all the leases to the local solicitor and consider a written review of the existing leases with a recommendation to provide standardised leases (up to £1,000). 9 for, 3 against. (Lease review to include EPC, Rugby Club, Fishing Pond, White Rose Club) Allotment lease agreement to be looked at in the future if required.</b></p>



d) To receive and consider communication from White Rose Sports & Social Club who wish to replace the spectator barriers surrounding the top football pitch at Finkle Hill recreation area.

**Resolution: to approve the consent from the Council for the WR Sports Club to replace the spectator barriers for the top football pitch. Unanimous.**

e) To consider Fair booking at Eversley Park 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> May. Site inspections on the day they arrive and leave. All insurance documents and RAs in place.

**Resolution: to approve £500 rent charge for the hire of the field and £600 deposit which will be returned upon inspection of the site post-event. Unanimous.**

f) To consider the charges for the Gala Committee for use of EPC field. Site inspections on the day they arrive and leave. All insurance documents and RAs in place.

**Resolution: to approve for the hire fee to be waived for the Gala Committee. Unanimous.**

g) To consider quotation received for the installation of water at the Allotments and alternative options.

Quotes received for £500-£600 for an additional galvanised water tank, hose in and connection to the existing tank.

**Resolution: to approve the purchase of equipment and resources to install an additional water tank at the Allotment Gardens. Unanimous.**

h) To consider the draft tenancy agreement for allotment plot holders. Some amendments to the original model templates discussed and explained by Cllr Baumann, with reference to fires in winter months, beehives, firearms etc.

**Resolution: to accept the minor changes to the draft tenancy agreement as explained and highlighted by Cllr Baumann subject to legal clarification. Unanimous.**

i) To receive update and consider progression of Yorkshire Day 2023. Discussed at AME meeting. All costs under £5k to be approved. Largest cost was the stage, 3 quotes received. Local company is the preferred company and the best value for money. Cllr D Brook asked a question as to do to the working group have any minutes of meetings. Cllr Buckle explained that they did not as all information and research is brought to the AME Committee.

j) To note costings for Yorkshire day event agreed at AME Committee (13/2/23). Received and noted.

k) To consider quote received for musical entertainment and stage for Yorkshire Day 2023.

**Resolution: to approve the project spend on the stage for £5,500. Deposit agreed to be paid once the SAG group have provided approval for the event to go ahead. 1 abstention.**

l) To receive an update on the project and consider the Eversley Park entrance tender documents.



Cllr Baumann explained that Align have completed the tender documents. AME requested a stipulation of financial penalties, the actual costs for a contractor is in the region of £50,000. This is potentially less of an issue now as the BT invoice has still not arrived. A 12-week gap is required on receipt of this invoice so that no events take place during the works. BT works may take place during this period if it does not impinge on any planned events. Highways have no issue with Low Garth Road being used as the entrance point to the park as long as the Council write to local neighbours/residents to explain. Footpath relocation is being moved forward by officers. Bins can be moved (2 for free, 1 at a cost £350+ VAT each time; this could come out of the contingency). Cllr Baumann suggested to SDC that the main works do now not take place until August (after the Scrappers Cup). Section C3 of the tender documentation (Data Protection, Confidentiality, GDPR, FOIs etc) needs to be checked by officers. Post box may be moved, easier if on TC owned land. Ideally put the post box on the footpath from a pedestrian safety perspective.

**Resolution: to approve the tender documents which have been created by Align without the financial penalty. To confirm the start date be moved from May to August. Unanimous.**

**Resolution: to approve the cost to SDC of moving the 3<sup>rd</sup> bin (£350+VAT) from contingency fund and to request that the siting of the Royal Mail post box is on the footpath and in a pedestrian safe zone.**

**Resolution: to suspend Standing Order 3.6 to extend the meeting beyond 2.5 hours to 10.00pm. Unanimous.**

- m) To consider a report from Selby District Council on the Mural project at the Rugby Club. (Cllr Baumann)

**Resolution: to approve that if this does become a TC led project, that this is led by the Projects Officer.**

- n) To receive a report from Cllr Redhead following the recent Eversley Park Committee Meeting.

Request to remove the dividing fence from the back of the kitchen to the back of the centre. Fencing installed in 2 stages, the escape route from the kitchen is now impassable. If the dividing fence is removed, then customers and staff can safely exit the building. Additional request for grasscrete on the grassed area adjacent to the EPC play area. However, this would require a dropped kerb.

**Resolution: to approve the removal of the dividing fence at the back of the centre to allow safe and for the AMM to carry out this work. Unanimous.**

**Resolution: for AME committee to consider the request from the EPC committee for areas adjacent to the car park to be surfaced with grasscrete to support more effectively the additional parking requirements of EPC users. Unanimous.**



**FC/23/170  
Planning**

a) Planning Applications to consider since the last meeting and acknowledged if date passed

<i>Date</i>	<i>Planning portal ref</i>	<i>Address</i>	<i>Application details</i>	<i>Deadline</i>
30 <sup>th</sup> January 2023	2022/1481/H PA	69 Bramley Park Avenue, Sherburn in Elmet.	Hip to gable x2 loft conversion with flat roof dormer to the rear including roof lights to the front elevation and internal alterations.	1 <sup>st</sup> March 2023
25 <sup>TH</sup> January 2023	2022/1395/F UL	6 Sir Johns Lane, Sherburn in Elmet	Demolition of the existing bungalow and double garage and erection of 3 new four bedroomed houses with garages	15 <sup>th</sup> February 2023- extension granted

2022//1395/FUL – Concerns raised over housing density, not in keeping with the surrounding areas and a potentially dangerous access to the site. Query the environmental claims that there are no trees at the application site. Objections made by existing residents, new properties will overlook existing properties and alter the appearance on entrance to the village. The motion was put forward to submit objections but not supported.

**Resolution: the council has no objections to the above application. 6 for.**

b) Planning Decision Notices – approved and declined-

- i) 2022/0913-FUL- Papa Kata Ltd, 18 Lancaster Close- APPROVED
- ii) 2022/1335/HPA- The Nurseries, Bishopdyke Road- APPROVED
- iii) 2022/1365/HPA- 42 North Drive- APPROVED
- iv) 2022/1421/HPA- 10 Showfield Close- APPROVED
- v) 2022/1436/ADV- 12C Finkle Hill- APPROVED
- vi) 2022/1244/FUL- 12C Finkle Hill- APPROVED
- vii) 2022/1332/HPA-12 Carr Avenue- APPROVED

c) To note the contents of a letter from Martin Granger, Head of Planning at SDC, concerning “The Motorist”, Lennerton Lane.

Noted that the applicant is appealing against the council’s decision.

d) To receive and consider an email from a Planning Officer concerning 2022/1137/FUL- Fairway Recreational Ground.

Cllr Limbert to discuss with the planning officer.

e) To consider any Planning enforcement issues.

**FC/23/171  
Environment /  
Projects**

- a) To discuss the North Yorkshire Council Let’s Talk Climate Change Strategy Consultation. (Cllr Baumann) to defer to next meeting
- b) To receive an update following the residents’ questions about the Aero Club. (Cllr Tant-Brown) No response received from the Aero Club. Now putting in an FOI request for the information.
- c) To consider air quality assessments in targeted locations across Sherburn in Elmet. (Cllr Baumann) In 2017, 6 stations run by SDC. Request to have them reinstated. Cllr Commandeur, Cllr Tant-Brown and Cllr Baumann to get involved and do some further research. Bring back to a future meeting.



	<p>d) To receive an update on the wildflower planting scheme and consider next steps. (Cllr Baumann) Youth groups, community groups and local schools to be involved in designing signage</p> <p>e) Additional business: Motion by members:</p>
<b>FC/23/172</b>	To receive and note Representative Reports & <b>Information Exchange</b>
<b>FC/23/173</b>	To review and consider the Draft Parish Charter Consultation and to submit a response to the questionnaire. Defer to next meeting.
<b>FC/23/174</b>	<p><b>Correspondence:</b> To note list of correspondence circulated (not specifically dealt with on this agenda)</p> <p>a. <i>To note details from SDC concerning Garden Waste Charges consultation.</i></p> <p>b. <i>To note that standard road closure fees are being waived for street parties being held to celebrate the Kings Coronation.</i></p> <p>c. <i>To note the contents of an email from a resident concerned about the roadworks on Low Street.</i></p> <p>d. <i>To discuss a request from the Hungate Trust to nominate a Councillor as Trustee to take over from a former councillor. Cllr Tant- Brown declared an interest in this at the close of the meeting.</i></p> <p>e. <i>To discuss an email from a resident concerning additional bins for dog waste.</i></p>
<b>FC/23/175</b>	To consider agenda items for the <b>next meeting</b>
<b>FC/23/176</b>	Date of next meeting – Monday 20 <sup>th</sup> March 2023

Meeting closed at 10pm

Chairman's signature: \_\_\_\_\_

Date: \_\_\_\_\_

