



# Minutes of the Ordinary Meeting of SHERBURN IN ELMET TOWN COUNCIL

**Date:** Monday 19<sup>th</sup> February 2024

**Time:** 7.15pm

**Venue:** Squire Bradbury Hall, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

**In attendance:** Cllr P Baumann, Cllr Tant-Brown, Cllr S Bradder, Cllr J Brook, Cllr D Buckle, Cllr N Commandeur, Cllr Fenton, Cllr M Jordan and Cllr M Ward.

**Officers:** G Ashton, RFO and G Brennan, Deputy Clerk. In addition, 3 members of the public.

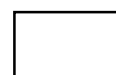
*Late arrivals:*

*early departures:* Cllr Ward, 9pm.

*The meeting opened at 7.15pm*

## MINUTES of the Ordinary Council Meeting

FC/24/243	<p><b>To receive and approve reasons for absence</b></p> <p>a) To receive and note apologies for absence. Cllr Limbert provided his apologies in advance of the meeting. Cllr Ward requested to leave at 9pm.</p> <p>b) To consider to approve reasons for absence.</p> <p><b>Resolution: to accept and approve the reasons for absence from Cllr Limbert and to accept the request for Cllr Ward to leave the meeting at 9pm.</b></p> <p><b>Unanimous.</b></p>
FC/24/244	<p><b>To note Dispensation Requests</b></p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None received.</p>
FC/24/245	<p><b>To receive Declarations of Interests from Members</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. Cllr Buckle declared a non DPI in the minibus application.</p> <p>b. To consider any dispensation requests received – none received.</p>
FC/24/246	<p><b>Public Speaking session (20 minutes)</b></p> <p>Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short (&lt;3 mins). No representations from the members of the public present.</p>
FC/24/247	<p><b>Reports from Other Authorities</b></p> <p>a) County Councillor</p> <p>b) Police, Neighbourhood Policing Team &amp; other authorities</p>
FC/24/248	<p>a) To approve as a <b>correct record the Minutes</b> of the Full Council Meeting held on Monday 5<sup>th</sup> February 2024. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p><b>Resolution: to accept and approve the minutes of the full council meeting held on Monday 5<sup>th</sup> February 2024. Unanimous.</b></p>
FC/24/249	<p><b>Councillor Vacancies: <u>There are currently 2 vacancies.</u></b></p> <p>a. To consider applications from eligible candidates for vacant Town Councillor seat. One application form received from an eligible resident.</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 Cllr John Irvin as a co-opted member of Sherburn in Elmet Town Council. Unanimous.</b> Cllr Irvin was passed the declaration of interest to sign in the presence of the proper officer.</p>				
<p><b>FC/24/250</b> Planning</p>	<p>a) Planning Applications to consider since the last meeting and acknowledged if date passed</p>				
	<p><i>Date</i></p>	<p><i>Planning portal ref</i></p>	<p><i>Address</i></p>	<p><i>Application details</i></p>	<p><i>deadline</i></p>
<p>05<sup>th</sup> February 24</p>	<p>ZG2024/0102 /S73</p>	<p>61 Kirkgate</p>	<p>Section 73 application to vary condition 01 (plans) of approval 2020/0938/REM Reserved matters application including appearance, landscaping, layout and scale of approval 2019/0558/OUT Outline application including access (all other matters reserved) for improvements and erection of 3 detached dwellings</p>	<p>29<sup>th</sup> Feb 24</p>	
<p>1st January 24</p>	<p>ZG2024/0056 /PAS</p>	<p>Sherburn White Rose</p>	<p>Notification for prior approval for the installation of 60 No 350 W Solar Photovoltaics (PV) equipment on the roof of non-domestic buildings</p>	<p>26<sup>th</sup> Feb 24</p>	
<p>17<sup>th</sup> January 24</p>	<p>ZG2024/0043 /DEM</p>	<p>S H Structures Unit 2 Moor Lane Trading Est</p>	<p>Prior notification for demolition of part of single storey office block attached to existing industrial unit at Unit 2 and 4</p>	<p>21<sup>st</sup> Feb 24</p>	
<p>17<sup>th</sup> January 24</p>	<p>ZG2024/0042 /DEM</p>	<p>Leopard Recycling Ltd Unit 26 Moor Lane Trading Est</p>	<p>Prior notification for demolition of a semi-derelect industrial building</p>	<p>21<sup>st</sup> Feb 24</p>	
<p>29<sup>th</sup> January 24</p>	<p>ZG2024/0093 /HPA</p>	<p>Damson Drive</p>	<p>Dormer extension</p>	<p>28<sup>th</sup> Feb 24</p>	
<p>ZG2024/0102/S73 – TC originally objected to the proposals, largely on need to build and highways/access concerns. These concerns are not relevant to this reserved matters application, which seeks to amend the design/configuration of the windows to one of the properties with that of the other two. We note that neighbouring residents raised concerns about the original application regarding reduced privacy, and we would ask that any negative impact that may come from the proposed redesign be considered seriously by the planning committee.</p>					
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<p>ZG2024/0056/PAS - The Council have agreed to support the planning application as landowners of the site but make no representation to the LPA.</p>					
<p><b>Resolution: to approve no objections for the following planning applications. Unanimous.</b></p>					
<p>No objections for ZG2024/0043/DEM, ZG2024/0042/DEM or ZG2024/0093/HPA .</p>					
<p>b) To consider 40 MPH speed limit (A162 &amp; B1222) proposal County Cllr Packham supports this proposal and seeks the support of Town Council members.</p>					
<p><b>Resolution: to submit correspondence in support of the above proposal to NYC. 1 against.</b></p>					



c) To consider any updates on ZG2023/0774/FULM – Land south of Bartlett View and Rochester Row.

Cllr Irvin declared an interest as living in site of the application.

**Resolution: for the RFO to create a response to the latest NYC Highways Engineer correspondence subsequent to collated comments and notes sent from the site visit meeting held on 1<sup>st</sup> February 2024. Unanimous.**

d) To consider any updates on the Neighbourhood Development Plan.

NDP grant funds from Locality of £2,400 have been received.

e) Planning Decision Notices – approved and declined. None discussed.

**FC/24/251**  
Finance

**To consider the following:**

a) RFO Finance Report -To approve the Bank Reconciliation to 17<sup>th</sup> February 24

**Bank Reconciliation at 17/02/2024**

Cash in Hand 1/4/2023		£	432,805.36
<b>Add</b>			
Receipts 01/04/22 - 17/02/2024		£	545,608.87
		£	978,414.23
<b>Subtract</b>			
Payments 01/04/22 - 31/01/2024		£	291,757.47
<b>A Cash in Hand 15/01/2024</b>			<b>£ 686,656.76</b>
<i>Cash in hand per Bank Statements</i>			
Petty Cash	17/02/2024	£	-
Co-op 95 Day Notice (savings ac)	17/02/2024	£	-
Instant Access (savings ac)	17/02/2024	£	6,663.65
Community Direct + (current ac)	17/02/2024	£	500,524.86
Cambridge Building Society (savings ac)	17/02/2024	£	86,040.73
Cambridge & Counties BS (savings ac)	17/02/2024	£	85,857.33
Loughborough BS (savings ac)	17/02/2024	£	1.00
			<b>£ 679,087.57</b>
Less Unpresented Payments		£	3,426.81
		£	675,660.76
Plus Unpresented Receipts		£	10,996.00
<b>B Adjusted Bank Balance</b>			<b>£ 686,656.76</b>

**Resolution: to accept and approve the bank reconciliation to 17<sup>th</sup> February 2024. Unanimous.**

b) To consider the payment schedule to 19<sup>th</sup> February 2024

Vcode	Cost centre	Trans ref	Description	Amount
#497	Security	30397640	Denby Security Services - STC006 December	£693.85
#502	AMM Van	delegatedGB	Amazon - tracker for van	£84.98
#503	AMM Van	delegatedGB	Amazon - accidental damage for the tracker on the van	£14.69
#506	subscriptions	DD	Microsoft	£37.08
#505	Staffing	30430935	HRMC - 585PK001145812406 (discrepancy on ac)	£4.40
#504	SWR	30467811	Elmhurst Windows Ltd - deposit due for new door at SWR Clubhouse	£1,500.00
#509	Fairways	delegatedDV	bolts screwdriver attach - Fairways	£11.71
#INC 66	NDP	onlinepayme nt	Groundworks - NDP Grant	£2,400.00
#510	Allotments	delegatedDV	Stones 4 homes	£366.24
#508	Staffing		NEST Pensions - January salaries	£590.46



#511	Utilities	29933169	Onecom Ltd -	£86.96
#INC 68	MUGA hire	onlinepayment	Sherburn White Rose FC	£255.00
#512	Utilities	DD	Lebara Mobile UK - sim card for iPad	£1.99
		DD	E.On	£170.10
Voucher code	Cost Centre	Cheque number / transaction ref	Invoices received to be approved on a Schedule of Payments / new payee set up on banking system	Total Expenditure
bt/f	Bank transfer		Community Direct Plus to Loughborough Building Society - 1 of 3	£30,000.00
#498	Utilities	DD	E-on -0042 to 31 January 2024	£170.10
#499	Grants	30429111	EPC - Meals on Wheels	£92.40
#500	Roomhire	30429199	EPC - TC meetings	£77.00
#501	Parish Admin	30429247	EPC - Cleaners wages	£28.60
#507	StaffingPPE	30499200	ARC Workwear - hi vis trousers	£25.99
#513	Hedgecutting	30721728	DCG Tree Surgery Ltd - INV 3798	£5,140.00
#514	CCTV	30721749	Careline Security Ltd - Inv269077	£377.51
#515	EPC	30721779	Careline Security Ltd - INV180005	£456.00
#516	EPC	30721795	Careline Security Ltd - INV180006	£354.00
#517	Training	30721815	YLCA - INV 1496	£33.40
#518	Marketing	30721851	Sherburn Gala Association - advert	£100.00
#519	Parish Admin	30721875	Skye Direct - SHE087	£206.40
#520	Teasel CIC	30721893	Portakabin - 909469440	£24.00
	Utilities	DD497342	Scottish Water Business Stream - SWR field	£8.00
	Utilities	DD497345	Scottish Water Business Stream - EPC sports ground	£10.00
	Utilities	DD497341	Scottish Water Business Stream - Fairways	£15.00
	Utilities	DD497344	Scottish Water Business Stream - Cattle Trough, Allotments	£35.00
	Utilities	DD497343	Scottish Water Business Stream - SWR Clubhouse	£38.00
	Utilities	DD497340	Scottish Water Business Stream - EPC building	£120.00
	subscriptions	DD	Sage Payroll	£12.00
	Teasel CIC		Portakabin - INV	£24.00
	Utilities		Onecom Limited	£86.96

To note NDP grant of £2,400 has been received from Locality.

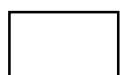
**Resolution: to approve the payments schedule up to 17<sup>th</sup> February 2024. Unanimous.**

- c) To note any outstanding income due to the Council before the financial year end

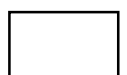
Predicted income includes: Solar Farm Grant fund circa £3k, Locality Budget grant from County Cllr Packham, MUGA pitch hire, Q4 VAT return (will be early April), annual lease charges from EPC, SWR Club Ltd and the Rugby Club.

- d) To consider any grant requests and to receive and note any grant evaluation forms

- (i) Sherburn Community Bus Association application for £5,466 a year for 3 years, totalling £16,398. The total cost of the project is in the region of £30,000. This is to cover the cost of the staff member, marketing and running of the community bus. Request for an annual update from the association if successful.



	<p><b>Resolution: to approve the grant expenditure totalling £16,398 over 3 years from July 2024 to July 2026. Unanimous.</b></p> <p>(ii) Friends of Bethany Lawrence Dance School – application for funds for 11 children to go on an international dance residential for £4,500. (previous successful application in Jan 2023 for £3,768). Members request to see the grant evaluation of the previous successful grant application and breakdown of spend last time, final accounts from last years’ residential. Only 75% of the 11 children attending are from Sherburn. Does the group need to reach out to other local parish councils for a grant application. Defer to the next meeting, to provide answers to the queries above.</p> <p><b>Resolution: to approve the deferring of this grant application to the next meeting. Unanimous.</b></p> <p>e) To consider monthly governance checks Need 2 councillors – this should be done monthly, we have only had 2 internal governance checks this financial year.</p> <p><b>Resolution: for the RFO to prepare a randomised schedule for the internal governance checks over the municipal year. Cllr Irvin and Cllr Jordan to complete the February internal governance checks. Unanimous.</b></p> <p>f) To consider additional membership fees for Selby and District Rail Users Group Since NYC have been formed, the previous contribution from SDC is now not available. Request to SIE TC of £120, other local parish councils have had an invoice for £30. Suggestion from Cllr Fenton, the SADRUG representative and that the group reach out to local businesses. Also justification / explanation of their general reserves levels.</p> <p><b>Resolution: to agree to offer SADRUG a subscription of £60 for this year rather than their request of £120. Unanimous.</b></p>
FC/24/252	<p>a) To consider any additional policies or Governance matters – none.</p>
FC/24/253 Personnel	<p><i>To move to confidential session at the end of the meeting</i></p> <p><b>Resolution: to exclude 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. Unanimous.</b></p> <p>To consider the recommendations from Personnel Committee (see report from Chair of Personnel):</p> <ol style="list-style-type: none"> <li>a. To proceed with an internal recruitment for a Town Clerk on the salary scale of the current Deputy Clerk</li> <li>b. To issue all office staff with permanent contracts (to approve the change in job title for Administration Officer to Deputy Clerk)</li> <li>c. To note the increase in hours of the RFO by 2 hours per week (and to consider movement of funds, from 2024-2025 overtime budget to core staffing hours)</li> </ol>
FC/24/254 Asset Mgt & Events	<p>a) To consider the tender documents and process for EPC carpark extension To be uploaded to Contracts Finder asap with a deadline of 4 weeks. Perhaps change of March FC meeting to review tender submissions. Reduce the redline boundary so as not to affect the entrance from Cricketers Way.</p> <p><b>Resolution: to approve the tender documents as drafted. Unanimous.</b></p> <p>b) To consider the tender documents and process for SWR sports surface Chairman and Vice Chairman with officers have had a meeting with Sherburn Netball Club to check that the project brief polymeric surface is suitable for netball competitions. Request from the Netball Club to purchase fixed netball metal posts that can be fixed into a hole in the ground (with suitable cover). In addition, that the</p>



	<p>football net recesses are quoted in the project brief. Netball Club are concerned that there are too many lines, suggestion of an extended project brief training court where perhaps the Pickle Ball court could be on the training court. Add basketball hoop to the tender. Cllr Baumann to prepare an extended plan.</p> <p><b>Resolution: to approve the submission of 2 versions of the project brief for the tender documentation with the amends above: 1) as is replacement 2) extended polymeric surface to include 2 netball courts. Unanimous.</b></p> <p>c) To consider the gala application and charges for the hire of Eversley Park. One member raised that the state of the EPC field at the moment is fairly damaged. Proposal that the Council do not charge a hire fee but do charge the damage waiver of £500 with a Councillor and an officer present to check the state of the field after the event.</p> <p><b>Resolution: to approve the hire of the field as free of charge to the Gala Association but a damage waiver bond of £600 be charged and returned after inspection of the field post-event. Unanimous.</b></p> <p>Requested 15/16/17/18 of May 2024 for the Fairground Fair. Concerns raised over the amount of waste that is generated before the Gala day takes place. Plan of waste management for the week. Charge to increase to £1,200 for a 3 day hire. Going forward the cost of hire of the field will be £500 per day but the Fairground will be offered a discount of £300 for a 3 day hire.</p> <p><b>Resolution: to approve the hire of the EPC field to the Fairground at a cost of £1,200 and £600 damage waiver bond on the condition of production of a waste management plan and risk assessment. Unanimous.</b></p> <p>d) To note YLCA Talking Tables event and to consider attendees Noted.</p> <p>e) To consider report for proposed additional events from Cllr Buckle Suggestions from Cllr Buckle for a Beer Festival event at EPC. Potentially paid security staff on Friday evening and Saturday.</p> <p><b>Resolution: to approve that Cllr Buckle do some further research and introductions working with officers for an event in October 2025. Unanimous.</b></p> <p>Members suggestion to approach local garden centres for sponsorship ie Fields Garden Centre and Milford Plants. This will include vouchers and trophies for 1<sup>st</sup> place. Cllr Buckle to contact Sherburn in Bloom for support and working together on the competition idea.</p> <p><b>Resolution: working with Sherburn in Bloom, to approve a competition for 'Best Kept Garden in Sherburn' with a series of sections/sub-sections, prizes (including a budget of £850) to be presented at Party in the Park 2024 (July 13<sup>th</sup>) and judging taking place at the end of the June 2024.</b></p> <p>To note that British Gypsum have agreed a donation of £1,000 sponsorship towards the Party in the Park event 2024.</p>
<p><b>FC/24/255</b> Environment / Projects</p>	<p>a) To receive an update from the Sports working group and consider appointing a member from the working group to be a point of contact for the We Are Sherburn working group.</p> <p>Agree to appoint one individual to be appointed to the We are Sherburn Sports working group. Cllr Baumann offered.</p> <p><b>Resolution: to approve that Cllr Baumann be the representative on the We Are Sherburn Sports Working Group. Unanimous.</b></p>



<b>FC/24/256</b>	To receive and note Representative Reports & <b>Information Exchange</b> Cllr Tant-Brown – met with Sherburn FC (unincorporated assoc). Profitable organisation doing some good work for the local community. Happy for the project work to go ahead at SWR site.
<b>FC/24/253</b> Personnel	<p>To consider the recommendations from Personnel Committee (see report from Chair of Personnel):</p> <p>a. To issue all office staff with permanent contracts (to approve the change in job title for Administration Officer to Deputy Clerk)</p> <p><b>Resolution: to approve that all office staff be appointed on permanent contracts. Unanimous.</b></p> <p>b. To note the increase in hours of the RFO by 2 hours per week (and to consider movement of funds, from 2024-2025 overtime budget to core staffing hours)</p> <p><b>Resolution: to approve to movement of funds from 2024-2025 overtime budget to core staffing hours. Unanimous.</b></p> <p><b>Resolution: to exclude 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. Unanimous.</b></p> <p>Both officers were requested by the Chairman to leave the meeting.</p> <p>The Chairman offered the room to propose the motion recommended by the Personnel Committee as presented on the agenda:</p> <p>a. To proceed with an internal recruitment for a Town Clerk on the salary scale of the current Deputy Clerk.</p> <p>Motion was not proposed or seconded.</p> <p>Internal recruitment advert open from Tuesday 20<sup>th</sup> February and deadline is Monday 26<sup>th</sup> February at midday, with the Personnel Committee who will look at any expressions of interest at a meeting on the same day at 6pm. Depending on the number of applications, will form an interview panel. Recommendation to go to full council on 4<sup>th</sup> March 2024.</p> <p><b>Resolution: to approve the internal recruitment for a Town Clerk on scale SCP 37-41. Unanimous.</b></p>
<b>FC/24/257</b>	<b>Correspondence:</b> a. To note list of correspondence circulated (not specifically dealt with on this agenda)
<b>FC/24/258</b>	To consider agenda items for the <b>next meeting</b>
<b>FC/24/259</b>	Date of next meeting – Monday 4 <sup>th</sup> March 2024

*The meeting closed at 21:22pm*

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

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

