



SHERBURN-IN-ELMET
TOWN COUNCIL

Minutes of the Ordinary Meeting of SHERBURN IN ELMET TOWN COUNCIL

Date: Monday 8th April 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 T Fenton, Cllr J Irvin, Cllr G Limbert and Cllr M Ward.

Officers: G Ashton, RFO and G Brennan, Deputy Clerk. In addition, 12 members of the public.

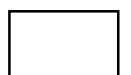
Late arrivals: none

early departures: none

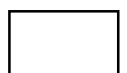
The meeting opened at 7.18pm

MINUTES of the Ordinary Council Meeting

FC/24/277	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. None received.</p> <p>b) To consider to approve reasons for absence. None.</p>
FC/24/278	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None received.</p>
FC/24/279	<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 J Brook, declared a non-pecuniary interest in the Cricket Club application. 4 councillors declared an interest in Greenbelt, Cllrs Irvin, Fenton, Commandeur, Baumann and Cllr Jordan.</p> <p>b. To consider any dispensation requests received – none received.</p>
FC/24/280	<p>Public Speaking session (20 minutes)</p> <p>No matters raised.</p>
FC/24/281	<p>Reports from Other Authorities</p> <p>a) County Councillor</p> <p>Cllr Packham has had a meeting with Yorkshire Water and Highways re flooding on Low Street. YW agreed to carry out a survey from Low Street to The Fairways, this should be carried out fairly soon. Hopefully this will provide some queries and solutions for this long standing problem.</p> <p>Thanks for support with warm spaces/ hot drinks in the Library. Has also increased footfall in respect</p> <p>Area Constituency Planning cancelled for April, next meeting on 1st May. Strategic Planning Committee on 9th April where the SEND School at Osgodby will be discussed.</p> <p>Meeting held on potential Youth facilities at SWR with Cllr Packham, Cllr Tant-Brown, rep from Football Club and Senior Youth Worker from NYY (North Yorkshire Youth). Potential funding received from Cllr Packham. Agreement in principal that SWR will be a suitable venue to hold the Youth Club. Ongoing discussion re funding requirements.</p> <p>Sports facilities, further discussion with the team leader at NYC, they are appointing their Area Officers very soon. Once this officer has been assigned, a meeting will be arranged in the locality.</p> <p>b) Police, Neighbourhood Policing Team & other authorities – none present.</p>



FC/24/282	<p>a) To approve as a correct record the Minutes of the Full Council Meeting held on Monday 11th March 2024. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Resolution: to accept and approve the Minutes of the Full Council meeting held on Monday 11th March 2024 as a true and accurate record. 2 abstentions.</p>
FC/24/283	<p>Councillor Vacancies: <i>There is currently 1 vacancy</i></p> <p>a. To consider applications from eligible candidates for vacant Town Councillor seat. One expression of interest has been made but no application received.</p> <p>b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council. – none.</p>
	<p><i>At the Chairman’s discretion, agenda items were moved up the agenda to enable those members of the public present to discuss and represent on specific agenda items.</i></p> <p>FC/24/287 a. To consider the request from 3 members to suspend Standing Orders 7.0A to agree to revisit a decision made within 6 months Resolution: to resolve to suspend Standing Orders 7.0A to revisit a decision within 6 months. Unanimous. Both the Council and the Gala Association charge / request a donation from the Fairground owner for the annual Gala Day. Suggestion from the floor that the Fairground owner makes one payment to the Council for the “rent” of the field and that the Council commit to an annual grant donation each year. Mr Atha explained that he had been coming to the Gala Day with the funfair for at least 34 years. Suggestion from the floor to keep the status quo, whereby the fee to the Fairground owner remains the same and the donation to the Gala Committee remains the same.</p> <p>a) To reconsider the charges for the hire of Eversley Park hire for the gala and how this works in the future. Resolution: to set the same rental fee of £500 for the next 3 years (2024/5 and 2026) to the Town Council and a grant donation directly to the Gala Committee. Unanimous.</p> <p>The Gala Committee would like to request the use of radios, signage and fire extinguishers. Suggestion from the Chairman to email the office for the request.</p> <p>Cllr J Brook left the meeting.</p> <p>FC/24/288 c (i) Cricket Club grant application of £4,083.05 made to the Council. Proposal and seconded that the Town Council provide a grant donation of £2,000 to the Cricket Club and that the remainder is match funded by the Council. Resolution: to provide a grant donation of £2,000 to the Cricket Club for the Cricket Club to manage the CCTV system in house. 3 against. Cllr J Brook returned to the meeting.</p> <p>FC/24/288 c(iii) To consider an update to the Sherburn in Bloom grant request. Cllr Jordan declared a non-pecuniary interest. Request to increase the grant donation by another £250 per year to £500 for the remaining 9 years of the contract. Resolution: to increase the grant donation to Sherburn in Bloom to £500 and to update the contract to reflect this for the remaining 9 years of the contract. 1 abstention.</p>



FC/24/289 a - To consider an update on the Wolsey Croft resident consultation 50% of residents responded. 81% of respondents concerned about the speed of traffic and 74% of respondents concerned about the road becoming a cut through for a lot of traffic to Low Street from Moor Lane. VAS signage not well supported although signage and publicity the most likely “quick win” and potential for local impact.

NY Highways have offered the traffic survey strips to collect some viable data over a couple of weeks.

Resolution: for NY Highways to conduct the 7 day traffic survey at a cost of £110 + VAT. Unanimous.

Resolution: for the Working Group to work with Cllr Packham, the Police and Highways to look at possible solutions with regard to signage and road safety improvements on Wolsey Croft. Unanimous.

FC/24/284
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>
22.3.24	ZG20240221HPA	19 Saxon Way	Side Extension single storey	12.04.24
27.3.24	ZG20240238FUL	Glentool Ave	Installation of 3 street lights	17.04.24

Resolution: No comments.

- b) Planning Decision Notices – approved and declined
 61 Kirkgate ZG20240102S73 – reserved matters application for erection of 3 dwellings – GRANTED
 8-8a Low Street ZG20231306FUL – application to create bar/deli restaurant – GRANTED

c) To consider any Planning Enforcement Issues

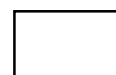
Cllr Tant-Brown asked if the 30mph extension has progressed. Consensus in the room was that there is a significant delay.

d) To consider comments for the Local Plan

<https://www.northyorks.gov.uk/planning-and-conservation/planning-policy/planning-policy-your-local-area/selby-planning-policy/selby-new-local-plan>

Cllr Tant-Brown – most sites refused lie outside the development. SHER-H and SHER-BB, both lie inside the development limits. No mention of locating a site for sports development. This is a good opportunity for the Council to raise the issue that because of the amount of development in Sherburn in recent times, that the opportunity for sports development is likely to be on greenbelt land. Looking at the areas of safeguarded land, Sherburn is one of the few areas with safeguarded land. This is a historical issue. To clarify and raise with NYC that Sherburn has made an application to be a Neighbourhood Area. It is likely by the time the plan is adopted, that Sherburn will be a Neighbourhood area as the application was made in January 2024. Solar power imbalance in the area compared to other Towns which are part of the Local Plan. In addition, the road improvements to the A162 (A63) roundabout have not been improved or progressed. Tentative approval to the motorway service area at Lumby will likely impact on the A63/A162 roundabout.

With regard to Phase 4 and Phase 5 off Bramley Park Avenue, the proposal is to create additional ease of parking to the primary school and provide a pedestrian crossing across Milford Road and to ensure the safety of residents, a traffic speed reduction will need to be extended south of the site.



	<p>e) To consider a meeting between the Town Council and Greenbelt Cllr Irvin and the RFO have conducted some research on this matter. NYC have confirmed that the verges adjacent to Low Street for Phases 1-3, Braeburn Road, Bramley Park Avenue are part of NYC responsibility and recognised as Highways grass. However, it is not maintained under the NYC urban grass cutting contract. Therefore, it is the responsibility of the Town Council to cut the verge adjacent to Low Street.</p> <p>Resolution: to bring the grass cutting of the verge adjacent to Low Street back to the next meeting. Unanimous.</p> <p>Resolution: to resolve to arrange a meeting with Greenbelt to discuss key issues facing the residents of Sherburn and ownership/management of the hedgerow adjacent to Low Street. For Cllr Bradder, Baumann, Fenton and Irvin and an officer to attend this meeting. Unanimous.</p>
<p>FC/24/285 Policies / Governance</p>	<p>To consider the review and adoption of the following policies:</p> <p>a) none</p>
<p>FC/24/286 Personnel</p>	<p>a) To note report and update from Chairman of Personnel Committee Personnel Committee held on Monday 25th March 2024. Recommendations from the meeting included the appointment of Georgina Ashton as Clerk and RFO for a period of 12 months (with a review after 6 months). A comprehensive skills audit to take place with office staff to inform a training and development plan. Final proposal to be shared with full council on 22nd April 2024.</p>
<p>FC/24/287 Asset Mgt & Events</p>	<p>a) To consider the request from 3 members to suspend Standing Orders 7.0A to agree to revisit a decision made within 6 months</p> <p>Resolution: to resolve to suspend Standing Orders 7.0A</p> <p>b) To reconsider the charges for the hire of Eversley Park hire for the gala and how this works in the future</p> <p>c) To note any updates on the SWR lease agreement and consider any next steps – lease signed by both parties and back with the solicitor. Suggestion to review the lease of EPC as the next review. RFO to circulate the current lease for review at the next meeting.</p> <p>Resolution: for the EPC current lease to be circulated to members and reviewed at the next meeting. Unanimous.</p> <p>d) To note the date for PAT testing at SWR, EPC and council office and Rugby Club – booked for 10th May 2024.</p> <p>e) To consider expanding coverage of barriers on the grassed area at Eversley Park Centre opposite the playground and for a yellow hatched area in front of the retractable bollards. Alternative quotations are circa £3,000. Brought to a future meeting.</p> <p>f) To receive an update on TCRP projects and to consider any next steps</p> <p>Resolution: to notify NYC that the EPC legacy grant donation of £134,822.43 received on 14th November 2022 has not been spent in full. To explain that the significant delays have been caused by BT Openreach and the repositioning of a communication pole, as well as NYC with regard to road closures. The Council are keen to progress this work as soon as they are able. Unanimous.</p> <p>Queries raised over the polymeric surface and classification (type3) and options for stripping it back. Replacing the fencing does not require planning permissions.</p> <p>Resolution: for officers to contact the Planning department to seek clarification on any planning consents for the replacement of the existing fencing. Unanimous.</p>



To consider the following:

a) RFO Finance Report - *To approve the Bank Reconciliation to 8th April 2024*

Bank Reconciliation at 31/03/2024

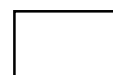
Cash in Hand 1/4/2023		£ 432,805.36
Add		
Receipts 01/04/22 - 31/03/2024		£ 549,885.99
		£ 982,691.35
Subtract		
Payments 01/04/22 - 31/03/2024		£ 345,160.46
A Cash in Hand 31/03/2024		£ 637,530.89
<i>Cash in hand per Bank Statements</i>		
Petty Cash	31/03/2024	£ -
Co-op 95 Day Notice (savings ac)	31/03/2024	£ -
Instant Access (savings ac)	31/03/2024	£ 6,663.65
Community Direct + (current ac)	31/03/2024	£ 469,815.97
Cambridge Building Society (savings ac)	31/03/2024	£ 86,040.73
Cambridge & Counties BS (savings ac)	31/03/2024	£ 86,480.87
Loughborough BS (savings ac)	31/03/2024	£ 1.00
		£ 649,002.22
Less Unpresented Payments		£ 23,071.08
		£ 625,931.14
Plus Unpresented Receipts		£ 11,599.75
B Adjusted Bank Balance		£ 637,530.89

Resolution: to approve the bank reconciliation as at 31 March 2024. Unanimous.

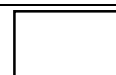
b) To consider the payment schedule to 8th April 2024

Resolution: to approve the payment schedule to 8th April 2024. Unanimous.

vcode	Cost Centre	Payment ref	Description	Amount
#567	Wildflower	delegatedDV	Hurrells Spec - wildflower seeds	£ 263.16
#INC81	Allotments	onlinepayment	Plot holder income	£ 34.00
#568	VanAMM	delegatedDV	Toolstation - XJR592766943 Masterlock steel padlock	£ 14.78
#569	Parish Admin	delegatedGB	Amazon	£ 43.84
#INC82	Allotments	onlinepayment	Plot holder	£ 3.50
#INC78	MUGA hire	onlinepayment	South Milford FC	£ 60.00
#INC80	Defibrillators	onlinepayment	Donation for Defibrillator	£ 1,168.95
#INC79	MUGA hire	onlinepayment	Sherburn Football Club	£ 15.00
#570	VanAMM	delegatedDV	LKQ Euro Car parts	£ 14.58
#571	Commercial waste	delegatedGB	Environment Agency - Waste Transfer Licence	£ 270.00
#572	Marketing	delegatedGB	Neighbourhood Watch Network - stickers	£ 90.55
#INC83	Allotments	onlinepayment	Plot holder	£ 7.00
#INC77	CCTV	onlinepayment	Keybury Security Systems Ltd - refund	£ 132.00
#578	Legacyprojects	31507797	Chronicle Publications - 227890	£ 393.12
#INC84	MUGA hire	onlinepayment	Monk Fryston Football Club	£ 345.00
#582	Utilities	DD	Lebara Mobile UK - sim card for iPad	£ 1.99
#583	PPE	31563249	ARC Workwear & PPE Ltd - INV16115	£ 29.59
#INC84	Allotments	onlinepayment	Allotments	£ 19.00



#INC86	MUGA hire	onlinepayment	Sherburn Bears	£ 30.00
#592	NDP	delegatedGB	Amazon - stationery for the NDP event	£ 41.72
#589	Parish Admin	delegatedGA	HM Land Registry - road frontage Low Street	£ 15.00
#586	Playgrounds	delegatedDV	Howdens - 0012122	£ 26.02
#591	NDP	delegatedGA	Instaprint - A0 2x prints of Sherburn parish	£ 32.24
#587	Wildflower	delegatedDV	FPH Fairfax - Inv429694	£ 45.00
#590	NDP	delegatedGA	UK Map Centre LLP - #1537-5458	£ 49.01
#INC87	Allotments	onlinepayment	Allotments	£ 13.50
#585	Wildflower	delegatedDV	Southlands Garage - petrol for rotoator	£ 7.44
#INC88	Legal	onlinepayment	Elmhirst Parker CPA - land registry refund	£ 40.00
#INC89	Allotments	onlinepayment	Allotments	£ 7.00
#597	Staffing	DD	NEST Pensions - March	£ 562.58
#526	subs	DD	Sage Payroll - 04348531	£ 12.00
#INC91	Allotments	onlinepayment	Allotment plots	£ 7.00
#605	Utilities	DD497342	Business Stream - SWR field	£ 8.00
#606	Utilities	DD497345	Business Stream – EPC grounds	£ 10.00
#607	Utilities	DD497341	Business Stream - Fairways	£ 15.00
#608	Utilities	DD497344	Business Stream - Cattle Trough, Allotments	£ 35.00
#609	Utilities	DD497343	Business Stream - SWR Clubhouse	£ 38.00
#610	Utilities	DD497340	Business Stream - EPC building	£ 120.00
#598-602	Staffing	multiple	Salaries - March	£ 7,557.44
Voucher code	Cost Centre	Cheque number / transaction ref	Payments placed on banking system - PENDING CARD PAYMENTS	Total Expenditure
#574	NDP	31506043	M R Dando consultancy fees	£ 1,187.50
#575	NDP	31506170	D J Gluck - consultancy fees	£ 1,212.50
#576	Grants	31597273	Friends of BLDS - grant award	£ 4,500.00
#577	Teasel CIC	31507572	Portakabin - INV909472173	£ 24.00
#579	Defibrillators	31557229	Wel Medical - #I275215	£ 1,402.74
#580	Wildflower	31556124	Recharge to DV - Fairfax Plant Hire - 429589	£ 24.00
#581	BestKeptGarden	3155279	Creative Shed Agency - INV-CS183618	£ 136.00
#588	Utilities	DD	Onecom - INV 7022496	£ 80.36
#593	Fairways	31629868	K Horn recharge - keys for changing room	£ 13.50
#594	Assets	31630121	Glasdon UK Ltd - INV SI882496	£ 503.26
#595	Assets	32337362	Glasdon UK Ltd - INV SI882505	£ 1,037.90
#596	Staffing	31635344	HMRC PAYE 585PK001145812412 – Mar24	£ 2,067.82
#604	Insurance	31783444	Zurich Municipal annual insurance premium	£ 7,709.72
			c) To consider any grant applications and/or grant evaluations (i) Cricket Club grant application – discussed earlier in the agenda. (ii) U3A grant application – for £487.50. Defer to next meeting. Resolution: to invite a representative to the next meeting for consideration. Unanimous.	
			d) To consider an update to the Sherburn in Bloom grant request – discussed earlier in the agenda.	
FC/24/289 Environment / Projects			a) To consider an update on the Wolsey Croft resident consultation – discussed earlier in the agenda. b) To consider a report on the VAS data Resolution: To defer to next meeting. Unanimous. c) To consider an application from the Town Council for the Bees' Needs champion awards scheme	



	<p>Resolution: to approve the application to DEFRA and submission for the Bees' Needs champion awards scheme. Unanimous.</p> <p>Resolution: to finalise the wildflower project within the next 2 weeks. Unanimous.</p> <p>d) To note that the TC are tied into a 3-year contract with the grass cutting contractor</p>
FC/24/290	<p>To receive and note Representative Reports & Information Exchange</p> <p>Consider the Gala stall – manned from 10am to 4pm, has to be set up before 10am and cleared away after 4pm.</p>
FC/24/291	<p>Correspondence:</p> <p>a. To note list of correspondence circulated (not specifically dealt with on this agenda)</p>
FC/24/292	To consider agenda items for the next meeting
FC/24/293	Date of next meeting – Monday 15 th April 2024 (additional meeting to discuss the tender submissions for the Fairways project) for Monday 22 nd April 2024.

The meeting closed at 9.43pm

Chairman's signature: _____

Date: _____

