



SHERBURN-IN-ELMET
TOWN COUNCIL

Minutes of the Ordinary Meeting of SHERBURN IN ELMET TOWN COUNCIL

Date: Monday 22nd April 2024

Time: 7.15pm

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

In attendance: Cllr Tant-Brown, Cllr S Bradder, Cllr J Brook, Cllr J Irvin, Cllr M Jordan, Cllr G Limbert and Cllr M Ward.

Officers: G Ashton, RFO and G Brennan, Deputy Clerk. In addition, 7 members of the public and 15 brownies.

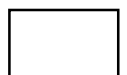
Late arrivals: none

early departures: none

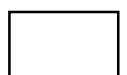
The meeting opened at 7.15pm

MINUTES of the Ordinary Council Meeting

FC/24/307	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. Apologies received in advance of the meeting from Cllr Baumann, Cllr Commandeur, Cllr Buckle and Cllr Fenton.</p> <p>b) To consider to approve reasons for absence.</p> <p>Resolution: to accept and approve the reasons for absence from Cllr Baumann, Cllr Buckle, Cllr Commandeur and Cllr Fenton. Unanimous.</p>
FC/24/308	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None received.</p>
FC/24/309	<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. Cllr Irvin - ZG2023/0774/FULM – Land south of Bartlett View</p> <p>b. To consider any dispensation requests received None received.</p>
FC/24/310	<p>Public Speaking session (20 minutes)</p> <p>Resident 1- Sherburn in Elmet 2nd Brownies Group – 15 Brownies came to the meeting with their Brownie leader: 3 Brownies presented some work that they have completed on what they would like Sherburn to have in the future to feed into their part of consulting on the Neighbourhood Development Plan. The Chairman then presented the Brownie Pack with their Parliament badge as part of their public consultation representation and presentation this evening to the Council.</p>
FC/24/324 (c)	<p><i>Chairman's discretion was used to move this agenda item up the agenda to enable the applicants to answer any questions and queries.</i></p> <p>Grant application received from U3A – £487.50, improvements to the website, IT consultancy and expertise. The IT consultant has been identified as a local supplier. Sufficient funds to cover the cost of the project, the website needs some specialist input.</p> <p>Resolution: to approve the full grant application amount for U3A (£487.50). Unanimous.</p> <p>Grant application received from the Angling Club – £6,836.48 Windmill Aeration System. Questions were asked to the applicants from members. Questions raised were answered by the applicants.</p>



	Resolution: to approve the grant application to the Angling Club up to £6,000 with the option for the applicant to apply for the remainder of the cost if they can demonstrate they are unable to reduce the costs or match fund. Unanimous.				
FC/24/311	Reports from Other Authorities a) County Councillor – not present b) Police, Neighbourhood Policing Team & other authorities – not present				
FC/24/312	a) To approve as a correct record the Minutes of the Full Council Meeting held on Monday 8 th April 2024 and 15 th April 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Resolution: to accept and approve the minutes of the meeting held on the 8th of April 2024 as a true and accurate record. Unanimous. Resolution: to accept and approve the minutes of the meeting held on 15th April 2024 as a true and accurate record. Unanimous.				
FC/24/313	Councillor Vacancies: <u>There is currently 1 vacancy</u> a. To consider applications from eligible candidates for vacant Town Councillor seat. None received b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council Not applicable.				
FC/24/314 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>
	26/3/2024	ZG2024/0299/AGN	Sherburn Common Farm, Hodgsons Ln	Prior notification of an erection of agricultural building to store straw and hay	17/4/2024
	04/04/2024	ZG/2024/0324/CPP	6 Church Meadows	Lawful Development Certificate for proposed replacement of garage door with window	30/05/2024
	17/04/2024	ZG2023/0774/FULM	Land south of Bartlett View and Rochester Row	Re-consultation of app for: amended plans, additional plans, amended info survey and additional info.	08/05/2024
	ZG2024/0299/AGN – no comments ZG2024/0324/CPP – no comments ZG2023/0774/FULM – discussion by members to respond to the revision submission. Collated comments to be returned to NYC with the addition of the residents' comments. Resolution: for the collated comments to be submitted to NYC under delegation to the RFO. Unanimous. b) Planning Decision Notices – approved and declined 7 Damson Drive – rear dormer extension ZG/2024/0093/HPA Granted c) To consider any Planning Enforcement Issues d) To receive an update on planning application 2019/0547/EIA – the proposed MSA at Lumby. Approved Message from NYC on the MSA I writing to provide an update on planning application reference 2019/0547/EIA - the proposed MSA at Lumby in the former Selby District Area. As you'll be aware, the application was taken to Strategic Planning Committee in March 2024, with the resolution being that the committee were minded to grant planning permission				



	<p>subject to the conditions and s106 obligations set out in the Officer's report. This was subject to positive resolution of the ongoing discussions with the Environment Agency regarding groundwater protection, and referral to the Secretary of State (SoS) under the Town and Country Planning (Consultation) (England) Direction 2009. The Environment Agency discussions were positively resolved shortly after the committee meeting and the application referred to the SoS. We have now received confirmation that the application is not to be called in by the SoS, and accordingly we can move towards issuing the decision. We are currently working with Legal to get the s106 agreement signed, after which the decision can be issued.</p> <p>e) To consider 'Call for Sites' phase of work from the Local Plan Consultation Cllr Tant-Brown explained that the Council have no available land within their asset portfolio to submit in this next phase of "call for sites".</p> <p>f) To receive an update on the NDP launch event and to consider next steps</p> <p>Community Launch Event held on 13th April 2024, turnout was low in comparison to the previous event although some constructive comments and feedback provided from those who were there. Suggestion of next steps:</p> <p>(1) have a designated part of the SIETC stall on Gala Day to engage with residents using a lot of the displays we had on Saturday</p> <p>(2) Prepare a presentation for the We Are Sherburn monthly event to capture local businesses</p> <p>(3) prepare a questionnaire/survey for local residents/businesses - similar to the Best Kept Garden leaflet - double sided A5, colourful, glossy etc with a QR code to an online survey, links to website, facebook etc</p> <p>(4) another leaflet for the "Design a NDP logo" competition - distributed to both local primaries and SHS. A way of engaging with the under 18s.</p> <p>(5) perhaps a re-run of Saturday but at a different time in the week? maybe 5-8pm one evening to encourage different members of the local community?</p> <p>Resolution: to approve the suggestions above as part of the ongoing development of the NDP strategy plan. Unanimous.</p>
<p>FC/24/315 Policies / Governance</p>	<p>To consider the review and adoption of the following policies: None brought forward for consideration this meeting.</p>
<p>FC/24/316 Personnel</p>	<p>To note report and update from Chairman of Personnel Committee</p> <p>(a) To receive an update on staff skills audit and subsequent report Cllr Limbert provided a verbal update to explain that the Interim Clerk had presented a Skills Audit template and completed with all staff. She also provided a summary report of the findings and will generate a Training and Development Plan for all staff from this. A review will take place of the T&D plans in June. Amendment notice for Contract of Employment for the Deputy Clerk and Interim Clerk/RFO have been issued.</p>
<p>FC/24/317 Asset Mgt & Events</p>	<p>a) To consider tender applications for Fairways Park project Discussion by members. Tender report discussed and supplementary information provided. Resolution: to approve Tenderer B as the preferred contractor to deliver the Fairways Park Project. 5 for, one against.</p> <p>b) To consider tender applications for SWR Polymeric surface Discussion by members. Tender report and explanation of the variations in the tender submissions explained. Resolution: to approve Tenderer B as the preferred contractor to deliver the Polymeric Surface project. Unanimous.</p>



Resolution: to arrange a Value Engineering meeting with the appointed contractor to discuss the exact requirements of the project brief to come nearer or within budget. (For Cllrs Limbert and Tant-Brown, plus officers to attend) Unanimous.

c) To consider the Eversley Park lease revision
To move to the end of the meeting.

d) To receive a verbal update on the Party in the Park
Cllr Buckle provided the following written update
Party in the park everything is now booked including the food stalls having a full page in the next resident magazine and the gala program banners and posters will go up in June and a invite will be sent to all houses in Sherburn every one living in Sherburn will know about the Town council event help will be needed from Council members if possible on the day. We are hoping to make over £2000 for Elmet Lions charity on the day as well as giving residents a good day out young and old this year we have something for everyone.

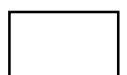
e) To receive a verbal update on the Best Kept Garden Competition
Posters are now in the shops a full page in the resident magazine and leaflets going in to Schools next week. Leaflets will be available at the town council stall at the gala also party in the park leaflets also available on the day. Winners will get prizes at the party in the park on the stage good PA for the council please note all prizes are sponsored by local businesses.

f) To consider an Eversley Park events contingency plan
2 days out of the next 13 days on the weather forecast are currently stating no rain. The impact of this and the saturation of the land could potentially have a negative impact on the whole of the park if the Gala goes ahead with the current plans. Discussion over the potential to review and reduce the scale in order to allow the event to happen.

Resolution: for Cllr Limbert to approach the Gala Committee to understand their contingency plan considering the severe weather conditions we are experiencing. For the RFO to contact the Fairground owner with regard to the same concerns. Unanimous.

g) To consider a schedule for the Gala (setting up and manning the stall)
Setting up – 6 people (tables and chairs and marquee) 8.30am
AM 10-1.30pm
PM 1.30pm-4pm
Tidying away – 4-5pm – 6 people to help take down.

Resolution: for members to email the Deputy Clerk with their preferred slot to support the event. Unanimous.



To consider the following:

a) To approve the Bank Reconciliation to 18th April 2024

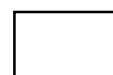
Bank Reconciliation at 18/04/2024

Cash in Hand 1/4/2024		£ 638,275.57
Add		
Receipts 01/04/2024 - 31/03/2025		£ 594.57
		£ 638,870.14
Subtract		
Payments 01/04/24 - 31/03/2025		£ 12,760.19
A Cash in Hand 31/03/2024		£ 626,109.95
<i>Cash in hand per Bank Statements</i>		
Petty Cash	18/04/2024	£ -
Co-op 95 Day Notice (savings ac)	18/04/2024	£ 230.77
Instant Access (savings ac)	18/04/2024	£ 6,889.95
Community Direct + (current ac)	18/04/2024	£ 447,469.37
Cambridge Building Society (savings ac)	18/04/2024	£ 86,040.73
Cambridge & Counties BS (savings ac)	18/04/2024	£ 86,480.87
Loughborough BS (savings ac)	18/04/2024	£ 1.00
		£ 627,112.69
Less Unpresented Payments		£ 11,998.74
		£ 615,113.95
Plus Unpresented Receipts		£ 10,996.00
B Adjusted Bank Balance		£ 626,109.95

Resolution: to approve the Bank Reconciliation to 18th April 2024. Unanimous.

b) To consider the payment schedule to 19th April 2024.

Voucher code	Cost Centre	Cheque number / transaction ref	Description	Income/Expenditure
#1	Leases	StandingOrder	Sam Smith Brewery - rent for notice board	£ 1.00
#INC1	Allotments	onlinepayment	Allotment plots 9a and 10	£ 8.50
#INC93	GrassCutting	onlinepayment	Sherburn White Rose Football Club	£ 600.25
#2	NOINVOICE	delegatedDV	Fairfax Plant Hire	£ 24.00
#3	NOINVOICE	delegatedDV	Southlands South Milford - fuel	£ 47.67
#INC2	MUGAhire	onlinepayment	Daniel Worthington - Sherburn MAML Football	£ 15.00
#4	subscriptions	DD	Microsoft subscription	£ 37.08
#INC3	Allotments	onlinepayment	Plot holders 28 and 38a	£ 7.00
#INC3	Allotments	onlinepayment	Allotment plot 32	£ 55.00
#INC3	Allotments	onlinepayment	Allotment plot 16A	£ 3.50
#5	Staffing	32254837	Cycle2work scheme - Halfords	£ 315.00
#INC6	MUGAhire	onlinepayment	Sherburn Friendlies Football	£ 15.00
#INC7	MUGAhire	onlinepayment	Sherburn Friendlies Football	£ 15.00
#INC8	Allotments	onlinepayment	Allotment plots 15c	£ 3.50
#18	CCTV	delegatedDV	Argos Selby - USB sticks for CCTB	£ 14.00
#19	Wildflower	delegatedDV	Fairfax Plant Hire Ltd - rotovator hire	£ 60.00
#24	subscriptions	DD	Lebara Mobile UK - ipad SD card	£ 4.90



#INC9	MUGAhire	onlinepayment	Sherburn Friendlies Football	£ 15.00
#27	Utilities	DD	H3G mobile phone 18 Feb 2024	£ 30.00
#28	Wildflower	delegatedDV	Hurrells Seeds - wildflower planting	£ 308.16
#31	Wildflower	delegatedDV	Buy Rope Ltd - for marking off new projects	£ 233.20
Voucher code	Cost Centre	Cheque number / transaction ref	Payments placed on banking system - PENDING CARD PAYMENTS	Total Expenditure
#25	subscriptions	DD	Information Commissioner's Office - annual subs ZB79446(includes £5 discount)	£ 35.00
#26	Utilities	DD	E.on Next - electricity at MUGA	£ 200.45
#6	Parishadmin	32248539	Garforth Cobbler - Owen Jeffers bench plaque engraving	£ 30.00
#7	FairwaysMUG A	32250326	Replay Maintenance - 00003472 - Fairways Sports Complex maintenance agreement	£ 2,874.00
#8	subscriptions	32250443	YLCA - INV2060 - Membership subscription	£ 1,156.00
#9	Security	32250537	Denby Security - STC009	£ 797.13
#10	GrassCutting	32250699	Shed Grounds Maintenance Ltd INV-28589	£ 1,472.80
#11	Parish Admin	32250996	Eversley Park Centre - tc meeting room hire	£ 33.00
#12	Grants	32251159	Eversley Park Centre - Meals on Wheels	£ 79.20
#13	Parish Admin	32251234	Eversley Park Centre - Cleaners wages	£ 28.60
#14	SWR	32251452	Elmhurst Windows Ltd - balance on invoice for new door at SWR	£ 3,600.00
#15	Marketing	32251720	Creative Shed Agency - INV- CS183659	£ 408.00
#16	YorkshireDay	32251868	Creative Shed Agency - INV- CS183666	£ 144.00
#17	subscriptions	32252251	Vision ICT - 17988 website hosting, support and emails 2024-25	£ 727.20
#21	Allotments	322797704	Refund: overpayment of plothead fee - plot 32	£ 50.00
#20	Grants	32408104	Sherburn in Bloom - supplementary grant donation to total of £500	£ 250.00
#22	Teasel CIC	32407955	Portakabin Ltd - 909474929	£ 24.00
#23	Fairways	32407566	Garforth Cobbler - Inv57 2 keys cut for changing rooms	£ 9.00
#29	subscriptions	32510721	SADRUG annual suscription	£ 60.00
#30	CCTV	32511127	Careline Security Ltd - CCTV repairs and callout	£ 143.70
#32	Grants		Sherburn Cricket Club - grant donation	£ 2,000.00

To note completion of Q4 2023-2024 VAT reclaim of £7,370.24.

To note suggestion of a credit card application.

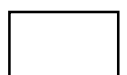
Resolution: to approve the payment schedule to 19th April 2024. Unanimous.
Both agenda items discussed higher up the agenda items.

- c) To consider any grant requests and/or grant evaluations
 Angling Club – £6,836.48 Windmill Aeration System
 U3A – £487.40, improvements to the website, IT consultancy and expertise.

FC/24/319
 Environment /
 Projects

- a) To receive an update on TCRP Projects and consider any next steps
 Cllr Jordan has spoke with the local MP to seek support to chase Zoom with regard to moving the telegraph pole at the EPC entrance. No update.
 b) 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 approve to suspend Standing Orders 7.0a to agree to revisit the decision made within 6 months. 1 abstention.



	<p>c) To consider the grass and hedge cutting on Low Street Resolution: to approve that the land which is part of the Urban Grass Cutting for NYC is cut by the Council and included within the current grass cutting contract at a cost of £360.15 + VAT for 14 cuts. 1 abstention.</p> <p>Resolution: for officers to approach the developers to establish when they are planning to cut the hedgerow from the Fairways to the end of Bramley Park Ave. Unanimous.</p> <p>d) To consider First Aid training course for councillors at EPC 14th June 2024 The EPC Centre Manager has sourced a provider for £480 inc VAT with 12 places on Friday 14th June 2024 (9.30am to 4.30pm). The Council has 7 places to fill, which would be all 5 staff (pending confirmation) and 2 member places.</p> <p>Resolution: for all staff who are interested to take a place, plus Cllr Tant-Brown. One available place left. Cllr Tant-Brown to email all members to establish interest. Unanimous.</p> <p>Resolution: to exclude the press and public by virtue of Public (Admission to Meetings) Act 1960 for item 24/61a 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.</p> <p>FC/24/317c) To consider the Eversley Park lease revision Agreed in principle that EPC will be the next asset lease to review.</p> <p>Resolution: for Cllr Buckle, Cllr Baumann and the RFO to meet with the EPC Committee to review the current lease agreement and collate suggestions for the new lease. For the summary report to be presented to full council. Unanimous.</p>
FC/24/320	To receive and note Representative Reports & Information Exchange
FC/24/321	<p>Correspondence:</p> <p>a. To note list of correspondence circulated (not specifically dealt with on this agenda)</p> <p>A resident has approached the Council offering some volunteer support. Members agreed in principle that they would be happy for her to come in to provide some archiving support to office staff.</p>
FC/24/322	To consider agenda items for the next meeting
FC/24/323	Date of next meeting – Monday 13 th May 2024 (meeting of parishioners) for the Annual Town Assembly and Monday 20 th May 2024 (election of positions for municipal year) for the Annual Town Council Meeting.

The meeting closed at 9.03pm

Chairman's signature: _____

Date: _____

