



## Official Notice of an Ordinary Meeting of SHERBURN IN ELMET PARISH COUNCIL

**Date:** Monday 25 April 2022  
**Time:** 7.15pm  
**Venue:** Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

Councillors are summoned to attend the meeting of Sherburn in Elmet Parish Council detailed above and to consider and resolve the business transaction on the agenda below.

Mrs G Ashton  
 Locum Clerk  
 20 April 2022

*Meetings are open to the Press and Public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1. Press and public may not speak when the Council is in progress; when councillors are discussing council business; when councillors are in the process of decision making. Any elector is entitled to attend this meeting and any concerns, questions or suggestions will be taken after the Chairman welcomes those present. The time for this will be limited to 20 minutes.*

Contact: Mrs G Ashton, Locum Clerk.

01977 681024 / 07588 437512

Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA [clerk@sherburninemet-pc.gov.uk](mailto:clerk@sherburninemet-pc.gov.uk)

### AGENDA

|                       |  |
|-----------------------|--|
| FC/22/97              | <p><b>a) To receive and note apologies for absence.</b><br/> <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i></p> <p><b>b) To consider to approve reasons for absence.</b></p> |
| FC/22/98              | <p><b>To note Dispensation Requests</b><br/>         Any written requests for dispensation the Clerk may have received from Councillors.</p>   |
| FC/22/99              | <p><b>To receive Declarations of Interests from Members</b><br/>         Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities <i>It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations)</i></p>   |
| FC/22/100             | <p><b>Public Speaking session (20 minutes)</b><br/>         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).</p>  |
| FC/22/101             | <p><b>Reports from Other Authorities</b><br/> <b>a)</b> County Councillor<br/> <b>b)</b> District Councillors<br/>         Police &amp; other authorities</p>  |
| FC/22/103             | <p><b>a)</b> To approve as a <b>correct record the Minutes</b> of the Full Council Meeting held on Thursday 14 April 2022.<br/> <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p>  |
| FC/22/104<br>Planning | <p><b>a) Planning Applications</b> to consider since the last meeting and acknowledged if date passed<br/> <b>b)</b> Planning Decision Notices – approved and declined<br/> <b>c)</b> To consider any Planning Enforcement Issues</p>  |

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the clerk and the chair of the council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.

|                               | Date   | Planning portal ref | Address                             | Application Details  | Deadline |
|-------------------------------|--|---------------------|-------------------------------------|--|----------|
|                               | 25/3/22  | 2022/0371/HPA       | 19 Church Hill, SIE                 | Single storey extension  | 26/4/22  |
|                               | 22/3/22  | 2022/0249/LBC       | Old Hungate Hospital, Finkle Hill   | Listed building consent for installation of temp interna walls | 20/4/22  |
|                               | 17/3/22  | 2022/0329/HPA       | The Nurseries, Bishopdyke Road, SIE | New side extension, loft conversion and no2 new dormers.       | 18/4/22  |
|                               |  | Pre-planning app    | Rest Park Fm, Bishopdyke Road, SIE  | Proposed upgrade to existing radio base station                |          |
|                               | 22/3/22  | 2022/0346/TPO       | Weetworth House, 39 Low Street      | Tree remedial work on trees with TPO                           | 21/4/22  |
|                               | 24/3/22  | 2022/0354/HPA       | 16 Duffield Cres                    | Single storey extension  | 22/4/22  |
|                               | 24/3/22  | 2022/0359/HPA       | 7 Brunswick Cres                    | 2 storey extension   | 22/4/22  |
| <b>FC/22/105</b><br>Policies  | <p>a) To consider the <b>adoption</b> of a Data Protection Policy and Retention of Documents Policy.</p> <p>b) To consider the <b>adoption</b> of a Rules for Public Session policy.</p> <p>c) To consider the date of the Annual Parish Assembly and the Annual Council meeting of 2022 (including Clerking cover for both meetings).</p>   |                     |                                     |  |          |
| <b>FC/22/106</b><br>Personnel | <p>a) To consider the purchase of an additional desktop computer and wireless printer.</p> <p>b) To consider voicemail/VOIP system quotations/installation of.</p> <p>c) To note report from the <b>Asset Maintenance Manager</b> including shed update, UDP progress.</p> <p>d) To consider the induction pack for new staff.</p> <p>e) To consider the Annual Leave and TOIL process for staff.</p> <p>f) To consider the recruitment of a permanent Clerk to the Council – including schedule of recruitment, process of recruitment (members involved, location, cost to advertise), proposed hours of work, contract terms (holiday entitlement, notice period), job description, person specification, pay scale.</p> <p>g) To consider recruitment of RFO – including outcomes from interviews and approval of proposed contracts.</p> <p>h) To consider recruitment of the Deputy Clerk – including outcomes from interviews and approval of proposed contracts.</p> <p>i) To consider ongoing hours and duties of the Locum Clerks.</p> <p>j) To consider the overtime hours of the Asset Maintenance Manager.</p> <p>k) To receive and consider update on staffing situation.</p> <p>l) To consider approval of training courses for staff. (Including the RoSPA Operational Training Renewal (RPIL) course for the AMM).</p> <p>m) To consider approval of training courses for council members.</p> <p>n) To consider the correspondence received from a staff member regarding 2 formal grievances on 10<sup>th</sup> April 2022.</p> |                     |                                     |  |          |
| <b>FC/22/107</b><br>LAP       | <p>a) To receive update with regard to <b>the Jubilee event</b></p> <p>b) To consider the additional documentation submitted for <b>Fairground</b> approval for EPC field (16-23 May 2022) and whether to charge a bond/ charge for use of field.</p> <p>c) To receive an update for the <b>EPC Entrance project</b> – Cllr Baumann</p> <p>d) To consider quotes to <b>for the replacement bollards at Eversley Park.</b></p> <p>e) To note update on VAS signs purchase and installation.</p> <p>f) To consider priority 1 works to the Eversley Park Centre.</p> <p>g) To consider the proposals for The Fairways Wildlife Garden.</p> <p>h) To consider the location of the additional / spare Defibrillator at the Lady Popplewell Centre.</p> <p>i) To consider the contribution request for yearly funding towards the youth hub. <i>(It was agreed by Council members at the time that on completion of the facility that the PC would provide a yearly contribution towards the youth hub of £150-£200 towards utility costs of gas/electric).</i></p>   |                     |                                     |  |          |

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the clerk and the chair of the council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.

|   |  |
|---|--|
| <p><b>FC/22/108</b><br/>Finance</p>     | <p><b>To consider the following:</b></p> <ul style="list-style-type: none"> <li>a) Report from the <b>Chairman of Finance Committee</b></li> <li>b) <b>RFO Finance Report</b> -<i>To approve the Bank Reconciliation to 31 March 2022 and to note budget monitor.</i></li> <li>c) <b>Payments</b> - <i>To consider and approve the invoices for the payment schedule from 16 March 2022 to 20 April 2022.</i></li> <li>d) To consider the <b>grants process/eligibility criteria for 2022/2023 funding opportunities.</b></li> <li>e) To note the update on the bank mandate submission and on-going process.</li> <li>f) To receive and note update on end of year accounts and internal auditor progress.</li> </ul>   |
| <p><b>FC/22/109</b><br/>Environment</p> | <ul style="list-style-type: none"> <li>a) Correspondence from a resident regarding car parking habits on Low Street. (Just before one reaches the access to the Eversley Centre (on the same side) there are a number of cars parked on the road which appear to be a permanent feature and probably belong to Aldi staff. The problem as I see it is that this causes traffic to swing out into the carriageway close to the access to both Aldi and the Eversley Centre. Given traffic speeds along this route I can foresee that this may soon result in an accident. A potential solution may be to introduce a Traffic Regulation Order to limit parking on street in this area in order to improve overall visibility for both 'through traffic' and the sight lines for traffic emerging from the Eversley Centre and the Aldi car park).</li> </ul> <p><b>Motion from members:</b></p> |
| <p><b>FC/22/110</b></p>                 | <p>To receive and note Representative Reports &amp; <b>Information Exchange</b></p>  |
| <p><b>FC/22/111</b></p>                 | <p>To note correspondence received not specifically dealt with on this agenda</p> <ul style="list-style-type: none"> <li>a) White Rose play area quotations, quotations for work at EPC (priority 1)</li> </ul>  |
| <p><b>FC/22/112</b></p>                 | <p>To consider agenda items for the <b>next meeting</b></p>  |
| <p><b>FC/22/113</b></p>                 | <p>Date of next meeting – Monday 16 May 2022.</p>  |

**To Note:** Members of the public and press are invited to attend the meeting as observers. Only Parish Councillors are entitled to vote. A list of Councillors is available on the website or noticeboard. **Agendas** may be viewed on the website or the noticeboard or can be purchased at the Clerk's office.