



## SHERBURN IN ELMET PARISH COUNCIL

**Notice is hereby given that the annual meeting of Sherburn in Elmet Parish Council will be held:**

**Date: Monday 16 May 2022**

**Time: 7.15pm**

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

Protocol on audio/visual recording and photography at meetings: By virtue of Openness of Local Government Regulations 2014 recording of Parish Council meetings is permitted; subject to:

(i) Compliance with the Council's protocol on audio/visual recording and photography at meetings which can be [found here](#)

(ii) Any recording must be non-disruptive.

It is requested that anyone wishing to record any council meeting informs the clerk to the council: [clerk@sherburninemet-pc.gov.uk](mailto:clerk@sherburninemet-pc.gov.uk)

The business to be transacted at this meeting is listed below

**10.05.22**

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### AGENDA

<p><b>Item 1.</b></p>	<p><b>Election of Chairman and Vice Chairman:</b></p> <p>a. To Approve Election of Chairman for ensuing Municipal Year  b. Appointed Chairman to sign Declaration of Acceptance of Office.  c. To Approve Appointment of Vice Chair for ensuing Municipal Year</p>
<p><b>Item 2.</b></p>	<p><b>Apologies:</b></p> <p>a. To receive and note apologies for absence.  b. To consider reasons for absence received  c. To approve the delay in signing of any statutory declaration of acceptance of office forms</p>
<p><b>Item 3.</b></p>	<p><b>Declarations of Interest:</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.  b. To consider any dispensation requests received</p>

<b>Item 4.</b>	<p><b>Sherburn in Elmet Governance and Administration:</b></p> <p>a. To approve Terms of Reference for SEPC Planning Committee  b. To approve Terms of Reference for SEPC Finance Committee  c. To approve Terms of Reference for SEPC Land and Premises Committee  d. To approve Terms of Reference for to SEPC Personnel Committee  e. To approve the following Health and Safety policies:  i) Health and Safety Policy  ii) Lone Worker Policy  iii) Health and Safety, Slips, Trips and Falls Procedure  f. To approve all other associated Health and Safety/Risk Assessment documentation</p>								
<b>Item 5:</b>	<p><b>Sherburn in Elmet Parish Council (SEPC) Committee Appointments for Municipal year 2022/23:</b></p> <p>a. To appoint members to SEPC Planning Committee (5 members)  b. To appoint members to SEPC Finance Committee (5 members)  c. To appoint members to SEPC Land and Premises Committee (5 members)  d. To appoint members to SEPC Personnel Committee (5 members)</p>								
<b>Item 6.</b>	<p><b>Minutes:</b></p> <p>a. To approve minutes of Sherburn in Elmet Parish Council Meeting held 25 April 2022 as a true and accurate record of that meeting</p>								
<b>Item 7.</b>	<p><b>To receive reports from the following:</b></p> <p>a. North Yorkshire County Councillor  b. Selby District Councillor  c. Neighbourhood Policing Team</p>								
<b>Item 8.</b>	<p><b>Public Participation session (20 minutes)</b></p>								
<b>Item 9.</b>	<p><b>Finance:</b></p> <p>a. To note payments made since SEPC meeting 25/04/22  b. To approve payment of invoices received  c. To note budget situation to date  d. To approve bank reconciliation to date.  e. To consider grant to application from Towton Rangers  f. To note PKF Littlejohn LLP response to request for extension to external audit submission deadline date.</p>								
<b>Item 10.</b>	<p><b>Planning:</b></p> <p>a. To consider the following planning application:</p> <table border="1" data-bbox="320 1839 1481 2047"> <thead> <tr> <th data-bbox="320 1839 708 1872"><b>Planning Reference:</b></th> <th data-bbox="708 1839 1098 1872"><b>Address:</b></th> <th data-bbox="1098 1839 1481 1872"><b>Proposal:</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="320 1872 708 2047">2021/1304/REMM</td> <td data-bbox="708 1872 1098 2047">Land At Former Airfield, Lennerton Lane, Sherburn In Elmet</td> <td data-bbox="1098 1872 1481 2047">Reserved matters application including appearance, landscaping, layout and scale of approval 2018/0697/OUTM</td> </tr> </tbody> </table>			<b>Planning Reference:</b>	<b>Address:</b>	<b>Proposal:</b>	2021/1304/REMM	Land At Former Airfield, Lennerton Lane, Sherburn In Elmet	Reserved matters application including appearance, landscaping, layout and scale of approval 2018/0697/OUTM
<b>Planning Reference:</b>	<b>Address:</b>	<b>Proposal:</b>							
2021/1304/REMM	Land At Former Airfield, Lennerton Lane, Sherburn In Elmet	Reserved matters application including appearance, landscaping, layout and scale of approval 2018/0697/OUTM							

			<p>S73A application for outline planning approval with all matters except access reserved for the erection of 117,000 sq m (1,250,000 sq ft) of Class B2 and B8 commercial floorspace (with ancillary Class B1 offices) and site infrastructure works without complying with Conditions 7, 9, 11, 17, 19, 29 and 38 of outline planning approval 2016/0332 granted on 10 June 2016</p>
<p>b. To note all planning decisions received</p>			
<b>Item 11</b>	<p><b>SEPC Business Continuity:</b></p> <p>a. To receive a verbal report on current staffing arrangements  b. To consider options for interim staffing arrangements  c. To approve arrangements for access to banking and necessary changes to banking mandate.</p>		
<b>Item 12.</b>	<p><b>Correspondence:</b></p> <p>a. To note list of correspondence circulated (not specifically dealt with on this agenda)</p>		
<b>Item 13.</b>	<p><b>Next ordinary meeting of Sherburn in Elmet Parish Council:</b></p> <p>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council</p>		