



OFFICIAL MINUTES OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 28 February 2022
Time: 7.15pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn In Elmet LS25 6BA
Attendance: Cllr P Baumann, Cllr D Brook, Cllr D Holmes, Cllr G Limbert, Cllr D Shanks & Cllr K Town.
 District Cllr Packham.
Staff: Locum Clerk
In addition: 6 member of the press and public.
Late Arrivals None **Early Departures** None

Minutes

The meeting opened at 7.15pm.

FC/22/39	<p>a) To receive and note apologies for absence. None received</p> <p>b) To consider to approve reasons for absence. All council members present.</p>
FC/22/40	<p>To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors. None received.</p>
FC/22/41	<p>To receive Declarations of Interests from Members Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities <i>None.</i></p>
FC/22/42	<p>Public Speaking session (20 minutes) 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 (<3 mins). Resident 1 – query over the location of the VAS signs. Confirmed by the council that this information will be shared with residents as soon as possible through an addendum to the minutes and published on facebook / website. Resident 2 – queried the suggested work audit of staffing which was minuted at a meeting in the last couple of months. The Chairman confirmed that this review is almost complete, and feedback will be given in the near future at a full council meeting. Resident 3 – made a query over the lack of notice board in the parish. Locum Clerk confirmed that the new notice board will be fitted this week. 2nd query over the lack of streetlighting near the new estate. It appears that the streetlights have not yet been adopted by NYCC and therefore have not been lit. Both District Cllr Packham and District Cllr Brook explained that there is a dispute between the 2 main developers on site to ensure that the lights are ready to be adopted. There are 6 street lights on the main road to South Milford. 3rd query – audible alarms on some pedestrian crossings in the village but not all. District Cllr Brook explained that the puffin control on the main crossroads has a cycle of 5 lights and confirmed that there are some issues with the timings of the lights. This has been raised by several residents, it has been reviewed by District Councillors and officers at NYCC. District Cllr Packham – has taken some videos of vehicle flow on the traffic lights which appears to be causing an issue with sequencing. This will be forwarded to NYCC.</p>
FC/22/43	<p>Reports from Other Authorities</p> <p>a) County Councillor – not present, no apologies provided. b) District Councillors – District Cllr Buckle provided apologies in advance. District Cllr Packham - SDC has set zero tax base increase across the district. Secondly, had a meeting with residents at The Fairways regarding the transformation of the area. In consultation with a company to provide a quotation to develop this area. The Highfield area is also been developed. Applications for the cinema and roof repairs at the OGS have gone to SDC. This should be assessed in the next couple of weeks. District Cllr Grogan – Fly tipping – there has been a recent conviction of fly tipping</p>

	<p>£2850 and £1200 costs at Leeds Magistrate Courts. Travellers have descended on the De Lacy Club car park in Brotherton, the Police have given them 24 hours to be removed.</p> <p>c) Police & other authorities – none present.</p>	
FC/22/44	<p>To consider as a correct record the Minutes of the Full Council Meeting held on Thursday 10th February 2022. Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</p> <p>Resolved: that the minutes of the Meeting held on Thursday 10th February 2022 are a true and accurate record. Unanimous.</p>	
FC/22/45	<p>To consider the election of a Vice-Chairman of the Council</p> <p>The Council received a 6th resignation from a council member who was also the Vice Chairman.</p> <p>Resolution: Cllr P Baumann elected as the Vice Chairman of the Council. Unanimous.</p>	
FC/22/46 <i>Planning</i>	<p>a. Applications to be considered since the last meeting and acknowledged if date passed</p> <p>b. Planning Decision Notices – approved and declined</p> <p>c. To consider any Planning Enforcement Issues</p>	
Planning portal ref	Address	Description
2022/0046/DOC	Hodgsons Lane	DOC h/ways to 270 housing dev
20220080/PPP	10 Bramley Walk Av	LDC single storey extension
2022/0064/HPA	32 Bramley Walk	Loft conversion
2022/0101/HPA	8 Moorland Way	Single storey side extension, garage and loft conversion
2021/1531/EIA	Gascoigne Wood	Outline app for demolition of existing colliery buildings
2022/0087/HPA	20 Pasture Court	Single storey extension to rear
2022/0083/TPO	43 Eversley Court	Crown lift to 4m to Oak tree covered by a TPO
2022/0133/HPA	75 Wosley Croft	2 storey side extension
2022/0228/FULM	Bishopdyke Rd	Outdoor storage to 8m high
	<p>2022/0228/FULM</p> <p>Concerns raised regarding increase in the volume of traffic and the impact on infrastructure with the additional traffic. Welcome the potential increase in new jobs. Lots of talk about promoting green transport, footpaths, cycle paths and e-charging points etc. However, residents' comment that they have not been consulted regarding this application which is what the applicants have stated in their application.</p> <p>Resolution: to object on the grounds of Highways safety. Comments to be submitted to the planning portal by the Clerk. Unanimous.</p>	
FC/22/47 <i>Policy</i>	<p>a. To consider the review and adoption of the Vexatious Complaints Policy</p> <p>Cllr Brook requested that the minute reference from 18 January 2021 (FC/21/11d) be rescinded where the Vexatious Policy was agreed and adopted. Any residents that have been called vexatious during this time period would be rescinded so that there are currently no vexatious complainants.</p> <p>Cllr Shanks suggested that the procedure to agree that an individual communicator is vexatious must be the first course of action. This would be a meeting with the Chairman, Chair of Personnel and officer of the council to determine that an individual is indeed vexatious and an audit trail provided to substantiate this proposal. Following on from this, this decision would then go to the Personnel Committee before been ratified by full council.</p> <p>Resolution: The minute reference from 18 January 2021 be rescinded where the Vexatious Policy was agreed and adopted. The policy will be revised and presented at a future meeting in light of the notes above. 2 against.</p> <p>b. To consider any FOI/SARs requests and updated register</p> <p>Cllr Brook raised concerns regarding a previous FOI request that had been requested 12-18 months ago. The Chairman requested that this is represented to the Council.</p> <p>Resolution: any FOI requests in future will be anonymised and circulated to full council. Unanimous.</p> <p>c. To consider review of the Co-option Policy and associated documents</p>	

	<p>The first notice of vacancy expires on Tuesday 1st March 2022. Up until this point the council will not know if an election will be called.</p> <p>Resolution: to agree and adopt and the Co-option Policy and associated documents. Unanimous.</p> <p>d. To receive a report from the working group and consider setting up a “Strategy” committee - to look at the impact of the new North Yorkshire Unitary Authority and any impact/involvement of the PC.</p> <p>Resolution: to agree to create a Strategy Committee with a Terms of Reference. Unanimous.</p> <p>e. To receive and consider the Clerk’s report on conversion to a Town Council</p> <p>Resolution: to provide a public consultation to residents to ascertain their views and opinions to Town Council status prior to May 2022. This work would go to the Strategy Committee in May. Unanimous.</p> <p>f. To receive information regarding Wild Flowers and potential policy</p> <p>Resolution: to agree and adopt the Wild Flowers Policy with a budget of £200 for the pilot scheme during 2022 for the AMM to manage. 2 abstentions.</p> <p>g. To receive and note information regarding the Draft Structural Changes Order for the new North Yorkshire Unitary Authority</p> <p>Clerk to circulate updates from North Yorkshire.</p> <p>h. To consider policy review programme going forwards</p> <p>Resolution: Clerk to circulate policies to enable council members to prioritise one or two policies for review at the next meeting.</p> <p>i. To consider production of a 3 year plan (Cllr Limbert to present)</p> <p>Resolution: Finance Committee to review the current 3 year plan and present ideas at the May Meeting. Unanimous.</p> <p>j. To consider a 10 year service plaque for Councillors (Cllr Brook to present) and for staff</p> <p>Suggestion of a scroll board to be placed in recognition of council members who had served 10 years from 2021. Costings have been previously circulated to the Clerk, circa £400.</p> <p>Resolution: to agree in principle a scroll board notice board for long serving councillors. Unanimous.</p>
<p>FC/22/48 <i>Personnel</i></p>	<p>a. To consider report from the Chairman of Personnel Committee</p> <p>b. To receive update on Staffing work audit and work sheets</p> <p>c. To consider ongoing staffing</p> <p><i>agreed to defer to the end of the meeting and move to confidential session.</i></p>
<p>FC/22/49 <i>Land & Premises</i></p>	<p>a) To consider report from the Chairman of Land & Premises Committee</p> <p>No meetings taken place due to lack of staffing.</p> <p>a) To receive and consider the Drainage report and assoc docs for the EPC Field and for Low Street</p> <p>Resolution: to agree to pay the work to carry out a drainage report on both Low Street and the EPC field. Unanimous.</p> <p>b) To consider the Scrapper’s Cup event on 20 August 2022</p> <p>To note the date. The form is on its way to the Deputy Clerk.</p> <p>c) To consider Gala request for use of toilet facilities on EPC field</p> <p>The Rugby Club are happy to support the gala request for use of the disabled toilet facilities.</p> <p>d) To consider the Jubilee event proposal and funding of this event from Earmarked Reserves</p> <p>Resolution: to form a Parish Council led group with community stakeholders. Unanimous.</p> <p>Resolution: to give consent and agree for a Jubilee event to take place on Saturday 4th June 2022 on the EPC field. Unanimous.</p> <p>Resolution: to agree to provide funding to a maximum of £10,000 to support the Jubilee event and “Picnic in the park” on Saturday 4th June 2022. Invoices to be</p>

submitted to the Parish Council Office. Unanimous.

e) To receive an update for the EPC Entrance project – Cllr Baumann

Cllr Baumann has submitted the paperwork to the planning department and is in the process of working with District Cllr Packham to consider the grant application. The placement of the bins is still a concern. The current location is not really suitable for the level of work going forward. The vast majority of people wanted to see the bins in close proximity of the village. Other suggestions were land that is not in the ownership of the Parish Council. The PC will need to come to a decision on the location of the bins.

f) To consider EPC Cricketers Way entrance, grassed area

Resolution: to remove the tree planting and to re-site these trees elsewhere in the park. Unanimous.

Resolution: to contact the resident directly with regard to tree planting within the EPC field. Unanimous.

g) To note update on Allotment Gardens and site clearance

Report received and noted. Groundstaff are going to take down the current shed and then establish the current building base before purchasing a bio toilet and storage unit to replace the current shed.

h) To consider the progression of The Fairways Bowling Green project as part of the Legacy funding from SDC

Cllr Brook covered this earlier in the agenda.

FC/22/50

Environment

a) To consider match funding for the purchase of 2 VAS signs for the parish
Resolution: to agree to purchase 2 VAS signs with Company 2 (once query had been resolved regarding model) – maximum cost of £6,950. Unanimous.

Resolution: to suspend Standing Order no3 to continue the meeting past 2 hours. Unanimous.

b) To ensure that all committees are quorate to 5 May 2022

Acknowledgement that the LAP committee isn't quorate. Priority on committees, if any do take place between now and May meeting is that this would be on Personnel and Finance Committees. Any other committees would bring information to full council meetings.

FC/22/51

Finance

To consider the following:

a) Report from the Chairman of Finance Committee – report to follow from the Chair of Finance Committee.

b) RFO Finance Report - To approve the Bank Reconciliation to 14 February 2022 and to note budget monitor

Bank Account		31 January 2022
Instant Access		£125,784.50
95 Day Notice		£163,044.40
Community Direct+ (current a/c)		£83,811.40
Totals		£372,640.30
Ringfenced funds		
General Reserves		£182,052.45
LAP & Earmarked Reserves		£190,587.85
Total funds equals total bank ac's		£372,640.30

c) Payments - To consider and approve the invoices for the payment schedule from 01 January 2022 to 14 February 2022.

Date	Description	Expenditure
31/01/2022	SIE Comm Assoc - SIE in Bloom 2022	£250.00
31/01/2022	Salaries	£5,254.52
09/02/2022	AMM Wood chipper petrol	£27.58
09/02/2022	AMM Wood chipper petrol	£6.75
09/02/2022	AMM Wood chipper petrol	£28.98
09/02/2022	AMM Hedge trimmer petrol	£7.30
09/02/2022	AMM Hedge trimmer petrol	£12.71
09/02/2022	AMM Chainsaw petrol	£7.50
09/02/2022	Safety Signs 4 Less fire assembly point	£41.28
09/02/2022	AMM Mileage Jan 2022	£24.86
09/02/2022	AMM Mileage Dec 2021	£25.31
09/02/2022	D3 Office Group	£23.12
09/02/2022	D3 Office Group	£53.93
09/02/2022	D3 Office Group	£22.45
11/01/2022	Business Stream	£13.05
17/02/2022	3G	£30.00
02/02/2022	SDC: Commercial Waste and Recycling	£1,454.22
01/09/2021	Careline Security Limited	£344.52
28/01/2022	Bentham Ltd toners for printer	£46.72
19/01/2022	Elections fee - SDC	£6,650.07
19/01/2022	Elections fee - SDC	£8,628.59
20/01/2022	OGS - room hire 13 Jan 22	£30.00
20/01/2022	OGS - room hire 10 Feb 2022	£30.00
02/02/2022	Onecom -	£65.58
28/01/2022	Mayfair Fire and Security - maintenance charge for intruder alarm	£816.00
03/02/2022	Willow tree at fishing pond	£650.00
		£25,932.65

To note Special VAT Returns for this financial year. Q1 VAT Return was submitted early July with a 21 July 2021 bank transfer to SIEPC funds. The special VAT return for Q2 needs to be submitted. This includes the MUGA Pitch VAT reclaim, total figure is £20,461.05.

The Bank mandate needs to be updated due to the resignation of council members during January 2022. Currently there are no councillors as authorised signatories on the account. Both the Clerk and Deputy Clerk are authorised “users” of the account. This needs to be sorted out urgently.

Resolution: to agree and accept the Finance Report from the RFO/Clerk. Unanimous.

d) To consider payment of the sponsorship of Sherburn in Bloom for 2022.

Resolution: to retrospectively agree the Sherburn in Bloom sponsorship of £250.

e) To consider release of funds to OGS from historic ring-fenced funds held on behalf of UIC Cycling Club

Resolution: to provide release of funds to the Old Girls School for £1,500 towards the purchase of a village clock on the tower in recognition of previous sponsorship and support by the Cycling Club. Unanimous.

f) To consider release of funds to SVS as detailed in the ear marked reserves

Agreed at meeting on 4/3/2019 to ring fence £30k for 3 years for SVS.

Resolution: to write to SVS to invite them to submit a grant application through the Senior Citizens and Vulnerable Adults budget. Unanimous.

To consider promotion of grant funding opportunities as confirmed in budget meeting held on 24 January 2022 To agree to promote the grant schemes within the local community on facebook, website and through The Resident. For the Finance

	Committee to consider the grant application streams for future applications. Transport for Loneliness grant has not been pursued by the PC.
FC/22/52	To consider grant application from the following organisations: (i) GALA Association Resolution: to agree and approve a grant application of £2,000. Unanimous.
FC/22/53	To receive and note Representative Reports & Information Exchange none
FC/22/54	To note correspondence received not specifically dealt with on this agenda None
FC/22/55	To consider agenda items for the next meeting None discussed.
FC/22/56	To confirm Date of next meeting – Monday 21 st March 2022, 7pm

The meeting closed at 9.36pm

Proposal to move to confidential session for **FC/22/48**

Resolved: that in view of the confidential nature of the business to be transacted under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Unanimous.

Resolution: delegated authority to the Chairman and Vice Chairman to act upon the advice provided by the Chief Officer at YLCA. Unanimous.

The meeting closed at 10.17pm

Signed by the Chair Date

Minutes were taken by the Locum Clerk