



OFFICIAL MINUTES OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: Tuesday 15 March 2022
Time: 7.15pm
Place: Cream Room, Eversley Park Centre, Low Street, Sherburn In Elmet LS25 6BA
Attendance: Cllr P Baumann, Cllr D Holmes, Cllr G Limbert, Cllr D Shanks & Cllr K Town.
Staff: Locum Clerk
In addition: 1 member of the press and public.
Late Arrivals None **Early Departures** None

Minutes

The meeting opened at 7.15pm.

FC/22/57	<p>To consider apologies for absence. 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. Apologies were received in advance of the meeting from Cllr Brook. Resolution: To accept and approve the reasons for absence from Cllr D Brook.</p>
FC/22/58	<p>To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors. None</p>
FC/22/59	<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 None.</p>
FC/22/60	<p>Public Speaking session (20 minutes in total) Resident 1 – (i) asked a question with regard to the Strata estate donating some funds towards any investigations into Low Street drainage. If the PC are paying a professional fee for services to assess the drainage issues on Low Street then surely the recent large housing developers should donate funds towards this if they have contributed to drainage issues in the parish. The PC have committed to this funding and these inspections should provide some investigations and recommendations as to the key issues and any responsibilities. (ii) question raised with regard to planting of wild flowers in the parish. The Council are working with the AMM to look at a pilot scheme and sowing of seeds in appropriate areas. (iii) resident lives close to Athelstan School, believes that a child has been knocked down between Rose Lane and New Lane. Cllr Shanks explained that there are some bottlenecks. The school have said that they reiterate the message regarding road safety, parking, use of vehicles. <i>Chairman requested that item 11 be brought to the next agenda item, Rules of Public Session Policy.</i></p>
FC/22/61	<p>To consider the Rules of Public Session Policy (previously circulated) Resolution: comments to be returned by Friday 18 March, policy to be presented at next full council meeting for adoption. Unanimous.</p> <p>Proposal to move to confidential session for FC/21/155 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.</p>
FC/22/62	<p>To consider i) the recommendations and workplace measures from the Chair of Personnel's report (dated 28 February 2022) ii) the Clerks confidential report on staffing Resolution: to agree that the Deputy Clerk investigates an improved communication system with call diverting, voicemail, VOIP (voice over internet protocol) and has the delegated powers to purchase this system. Unanimous.</p>

	<p>Resolution: Cllr Limbert and Cllr Baumann will draft an internal communication briefing for council members and staff to adopt. Unanimous.</p> <p>Resolution: Review of email accounts for all officers of the council. Unanimous.</p> <p>Resolution: Cllr Baumann to share the Good Employers Guide and other associated documentation. Unanimous.</p> <p>Resolution: to receive and note the Clerk's confidential report on staffing. Unanimous.</p>
FC/22/63	<p>To consider delegating powers to (named members) of the Personnel Committee to execute the selection and recruitment of the RFO and Deputy Clerk role</p> <p>Resolution: Cllrs Limbert, Baumann and Shanks to have delegated powers to deal with the recruitment and selection procedure for any immediate recruitment (Cllr Town and Cllr Brook if needed). Unanimous.</p>
FC/22/64	<p>To consider the recruitment of i) an RFO (Associate Clerk / Project Officer / Resources Officer) ii) a Deputy Clerk role iii) a Locum Clerk</p> <p>Resolution: to retain the Deputy Clerk (15hrs) and Locum Clerk(10hrs) on LC32 for the month of April to Thursday 5th May 2022, one weeks' notice requested from the council during this time (1st April to 5th May 2022). Unanimous.</p> <p>Resolution: to recruit a RFO up to 20 hrs per week (LC27-32) Unanimous.</p> <p>Resolution: to recruit a Deputy Clerk, 15 hrs per week (LC18-23) Unanimous.</p> <p>Resolution: to recruit a Locum Clerk, 20 hours pw from 5th May 2022 if required. Salary to be agreed at the time of recruitment. Unanimous.</p>
FC/22/65	<p>To consider the remaining week's leave for the Deputy Clerk and Locum Clerk and consider whether to offer pay for this week in lieu of time off, to enable them to work until the end of March.</p> <p>Resolution: to approve to pay both the Deputy Clerk (18.5hrs), Locum Clerk (10 hrs) for the week's annual leave up to 31 March 2022. Unanimous.</p>
FC/22/66	<p>To consider i) the confidential Clerk's Report for the hours of the Asset Maintenance Manager ii) additional hours worked and hours moving forward</p> <p>Resolution: to receive and note the Clerk's report for the hours of the AMM. To agree a rolling agenda item agreed for the AMM to provide a brief report as to work schedule / work required. Cllr Limbert and Baumann to work with the AMM on prioritising and scheduling work. Unanimous.</p>
FC/22/67	<p>To consider a named member of the Personnel Committee to undertake the role / duties of line manager of the Clerk.</p> <p>Resolution: Cllr Baumann to take on the role of line manager to the Clerk of the Council. Unanimous.</p>
FC/22/68	<p>To consider agenda items for the next meeting</p> <p>Allotment staffing. Co-option.</p>
FC/22/69	<p>Date of next meeting – Monday 21st March 2022, 7.15pm at Eversley Park Centre and the next full council meeting on Monday 25th April 2022.</p>

The meeting closed at 8.56pm

Signed by the Chair Date

Minutes taken by the Locum Clerk