



OFFICIAL MINUTES OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 6 June 2022
Time: 8.00pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn In Elmet LS25 6BA
Attendance: Cllr Baumann, Cllr D Brook, Cllr D Buckle, Cllr D Holmes, Cllr Packham, Cllr Ward
Staff: None
In addition: 3 members of the public
Late Arrivals None **Early Departures** None

Minutes

The meeting opened at 8.12pm.

FC/23/14 Item 1	<p>a) To receive and note apologies for absence. Resolution: That apologies from Cllr G Limbert and Cllr K Town be received and noted. <i>Unanimous.</i></p> <p>b) To consider reasons for absence received. Resolution: To accept and approve the reasons for absence from Cllr G Limbert and Cllr Town. <i>Unanimous.</i></p>
FC/23/15 Item 2	<p>Declarations of Interest:</p> <p>a. To receive any declarations of interests from Members. <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> None received</p> <p>b. To consider any dispensation requests received None received</p>
FC/23/16 Item 3	<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).</p> <p>Resident 1: Enquiry as to whether the Council was considering increasing parking at the Eversley Park Centre (where the trees have been removed near Cricketers Way). There are many cars currently parking on the verges and grassed areas. The Chair explained that there may be future provision for some form of grid-based structure for parking on grassed areas, but that nothing has been discussed or decided by the Council at this point. Resident also reported damage on the fresh tarmac around the retractable bollards at Eversley Park. The Council's Asset Maintenance Manager (AMM) is to be alerted of this and will report back to the Council if required. The resident also asked for clarification on access during the entrance works to Eversley Park. It was highlighted that there would be significant benefits to the whole community from the project, and re-assurance was given that any access necessary from Low Garth Road would be for the least amount of time possible whilst the improvements to the safety of the entrance take place. Align will be contacted again to ensure that minimal disruption to existing access is achieved. The Council will try very hard to keep the main access from Low Street open for as long as possible if/when works are carried out at EPC. To reassure the resident of the Council's commitment to not turn the route into a thorough-fare, Cllr Brook stated that he would resign as Vice-Chair if it were to happen.</p>

Resident 2: Suggestion that signage near to Eversley Park's new bollards might be useful to discourage parking along the road/in front of the bollards. It was pointed out that it is vital that the access is not blocked for emergency vehicles.

**FC/23/17
Item 4**

Planning:
To consider the following planning applications:

Planning Reference:	Address:	Proposal:
2020/0354/REMM	Street Record Hodgsons Lane Sherburn In Elmet	Reserved matters including scale, appearance, layout, landscaping and access for the development comprising 150 dwellings, associated car parking and areas of public open space and discharge of conditions 01 (reserved matters) and 13 (archaeological investigation) of approval 2016/1409/OUTM on land at Street Record Hodgsons Lane Sherburn In Elmet
2022/0560/HPA	1 Maltkiln Cottages, Bishopdyke Road, Sherburn In Elmet	Roof alterations, single storey side extension and new fenestrations to existing garage
2022/0547/HPA	11 Pasture View, Sherburn In Elmet, North Yorkshire	Garage conversion to Gym / Study

Cllr Packham left the room for this item due to his involvement with planning submissions as a Selby District Councillor.

Council Comments:

2020/0354/REMM

This is a longstanding case, and one that the Council has previously rejected. The current consultation largely relates to trees/plants on the estate and access routes. The outline planning application for 150 houses and associated vehicular movements has already been approved despite objections from the Parish Council.

Resolution: That Cllr Baumann/an officer of the Council submits comments on behalf of the Council, objecting to the planning application. Objection to re-iterate previous objections/concerns submitted by the Council (including vehicular movement levels, non-committal on affordable housing levels, infrastructure concerns, non-committal to green initiatives to alleviate impact on local resources and transport infrastructure, aesthetics of non-natural screening materials), with the addition of significant concerns relating to the access route proposed and the safety issues that might arise from vehicular movements over/across the widely-used footpath (Hodgsons Lane). *Unanimous.*

2022/0560/HPA & 2022/0547/HPA

Resolution: No objection. *Unanimous*

<p>FC/23/18 Item 5</p>	<p><i>Councillor Packham re-joined the meeting.</i></p> <p>SEPC Policy Review:</p> <p>To Consider the following documents for review and adoption:</p> <p>a. Grant eligibility process for 2022/23 The Council has set aside significant funds to support a wide range of groups and activities, from events to youth activities to funds targeting vulnerable groups. The current grant policy has a limit of £1000 (unless there are exceptional circumstances). The complexity of the application process was also discussed. It was pointed out that, whilst complex, the detail requested ensures that the Council has all the information required to make an informed and safe decision when funding external organisations. Suggestion that the Council looks at the Selby District Locality Budget template for comparison, and may wish to revisit the form in the future but that this was not an urgent issue. Resolution: That the Council continues with the current policy for grant applications but removes the £1000 maximum grant guideline for this funding round. Grant application should also include a summary of the types of funding pots available to ensure suitability and hopefully encourage a wider range of applicants. <i>Unanimous.</i></p> <p>b. Compliance with Data Protection Regime:</p> <p>i) SEPC Data Audit Resolution: That the Council acknowledges the data audit conclusions and will revisit suggested actions as soon as staffing resources permit. <i>Unanimous.</i></p> <p>ii) General Privacy Notice</p> <p>iii) Privacy Notice for Employees, Volunteers and Role Holders</p> <p>iv) Document Retention and Disposal Policy (Records Management Policy) A question was raised over the duplicate appearance of 'Insurance Policies', with one entry indicating that they should be disposed of after they had expired and another stating after 21 years. Clarification required but otherwise acceptable as a policy.</p> <p>v) Security Incident Policy Resolution: That all of the above policies or notices (5b, ii-v) be adopted by the Council, subject to clarification on the duplicate 'insurance' line in the Document Retention and Disposal Policy from the Clerk. <i>Unanimous.</i></p>
<p>FC/23/19 Item 6</p>	<p>RFO Report/Financial matters:</p> <p>a. To approve the Bank Reconciliation to 03 May 2022 and to note budget monitor. Clarity required on some of the sections of the spreadsheets provided before sign-off from councillors. Resolution: That this be brought back to the next Full Council meeting pending clarification on the report from the Locum RFO. <i>Unanimous.</i></p> <p>b. To note Ear Marked, Land and Premises and General Reserves Resolution: That this be brought back to the next Full Council meeting pending clarification on the report from the Locum RFO. <i>Unanimous.</i></p> <p>c. Payments – To note the invoices for payment schedule from 01 May to 5 June 22 <i>This item was deferred to the end of the meeting.</i> <i>Proposal to move to confidential session for the wage discussion portion of FC/23/19 (Item 6c)</i> <i>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.</i> <i>3 members of the public left.</i> Resolution: That the Council notes invoices presented and approves the proposed wage payments as outlined by Cllr Baumann.</p>

	<p>d. To note bank balances to 3 May 2022 Resolution: That this be brought back to the next Full Council meeting pending clarification on the report from the Locum RFO. <i>Unanimous.</i></p> <p>e. To note Locum RFO work on current debtors and historic invoices Resolution: That the Council notes the report circulated to Councillors by the Locum RFO. <i>Unanimous.</i></p> <p>f. To receive an update on revised bank mandate submission Cllr Baumann has submitted the updated bank mandate following the last Full Council meeting and the Council is now awaiting action from the bank. The bank has advised that it could be several weeks before the account information is updated. In the interim, all payments have to be made by cheque.</p> <p>g. To receive an update on request to PKF Littlejohn LLP for extension to deadline date for AGAR 2021/22 submission. PKF Littlejohn LLP has agreed to extend the Council's AGAR submission deadline to 29th July 2022, but there are statutory deadlines that they cannot waive (30th June). Once the financial tasks are completed, there are also requirements for the Council's finances to be publicly available for scrutiny. Councillor Baumann reiterated the importance that, until urgent recruitment and finance tasks are completed, future agendas and requests to staff must focus on these core tasks to ensure the Council's compliance and restore business stability. He also reiterated that councillors needed to be considerate of the significant staff workload at present. Suggestion from a number of councillors that a year-long timetable of core tasks and considerations (eg. AGAR, insurance policy renewal schedules, etc.) would be helpful going forward.</p> <p>h. To receive and note update on end of year accounts and internal auditor progress. The Locum RFO has suggested that the internal audit is undertaken as soon as possible after the RBS closedown which should take place wk commencing 13 June 2022. Once the bank is reconciled to the year end, then the remaining Q2, Q3 and Q4 VAT return can be submitted. It is likely that an extra-ordinary meeting after the 20th June will be required. Resolution: That the Council notes the report circulated to Councillors by the Locum RFO. <i>Unanimous.</i></p> <p>i. To consider quotes for payroll provision and HR software Quotes not received by the Full Council, but Personnel Committee had seen estimates which were in the region of £10/employee per month. This would take some of the HR workload off staff members and free up time for other tasks, particularly important whilst the Council is short-staffed. Resolution: That the Council enlists the services of an external payroll provision provider (choice at the discretion of the Locum Clerk/RFO in line with the estimate/information above). <i>Unanimous.</i></p>
FC/23/20 Item 7	<p>Next meeting: To confirm date, time and venue for next meeting of SEPC</p> <p>Resolution: Due to staffing and councillor availability, that the committee meetings scheduled for 13th June do not take place and that the next ordinary meeting of the Full Council takes place on Monday 20th June 2022. <i>Unanimous.</i></p>

The meeting closed at 9.23pm

Signed by the Chairman Date