



OFFICIAL MINUTES OF A MEETING OF THE A.M.E COMMITTEE OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 6 June 2022
Time: 7.15pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn In Elmet LS25 6BA
Attendance: Cllr D Brook, Cllr D Buckle, Cllr D Holmes
Staff: None
In addition: 2 members of the public, 4 members from 7:50pm. Cllr Baumann and Cllr Ward.
Late Arrivals: None **Early Departures:** None

Minutes

The meeting opened at 7.37pm.

AME/22/15 Item 1	<p>a) To receive and note apologies for absence. Resolution: That apologies from Cllr G Limbert be received and noted. <i>Unanimous.</i></p> <p>b) To consider reasons for absence received. No apologies received from Cllr B Packham. Cllr Packham believed the minutes were incorrect from the Full Council meeting on 16th May 2022 and that he was not appointed to the committee. Resolution: To accept and approve the reasons for absence from Cllr G Limbert. <i>Unanimous.</i></p>
AME/22/16 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> Cllr Brook declared an interest in the Gala and Jubilee events (organising committee member). Cllr Buckle declared an interest in the Jubilee event (organising committee member).</p> <p>b. To consider any dispensation requests received None received</p>
AME/22/17 Item 3	<p>Appointment of Chairman and Vice Chairman</p> <p>a. To appoint a Chairman to SEPC Asset Management and Events Committee Resolution: That Cllr Brook be appointed as Chairman of SEPC Asset Management and Events Committee for this Municipal Year.</p> <p>b. To appoint a Vice Chairman to SEPC Asset Management and Events Resolution: That Cllr Buckle be appointed as Vice Chairman of SEPC Asset Management and Events Committee for this Municipal Year.</p>
AME/22/18 Item 4	<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: Enquired as to whether it was appropriate to elect a chair and vice chair of the committee before the remaining councillor vacancies are filled. The Chair explained that,</p>

	<p>due to the committee having a full complement of councillors as per its terms of reference, this was the correct procedure.</p>
<p>AME/22/19 Item 5</p>	<p>Minutes</p> <p>a. To approve minutes of Land and Premises Committee Meeting held 13 January 2022, as a true and accurate record of that meeting. Resolution: That this item be brought back to the next meeting of the Asset Management and Events Committee. <i>Unanimous</i></p>
<p>AME/22/20 Item 6</p>	<p>Asset Management</p> <p>a. To receive a report from the SEPC Asset Maintenance Manager. The Asset Maintenance Manager (AMM) has been providing timesheets on a weekly basis to the Chair of the AME Committee, including work completed and works identified for the following week. The aim of the timesheets is to provide the Council with some oversight of workload and prioritise key tasks during peak periods. There was a suggestion from Council to invite the AMM to meetings. Praise was given by the Chair for the AMM's recent help on risk assessments and events. Timesheets to be shared with the Personnel Committee as part of a joined-up approach to staff and facilities management.</p> <p>b. To consider works schedule for the SEPC Asset Maintenance Manager Cllr Brook is working closely with the AMM to produce this schedule. Resolution: Cllr Brook to present options for a schedule of work to the AME Committee at a future meeting. <i>Unanimous.</i></p> <p>c. To consider action related to ginnel between Wolsey Croft and Moor Lane. The Council has received reports that these areas are overgrown and/or untidy in places. Resolution: That this item be referred to Highways. If it falls within the grass-cutting contract or Parish Council responsibility, it will be brought to a future meeting of the Full Council. <i>Unanimous.</i></p> <p>d. To consider action related to grass cutting on Hodgson's Lane, adjacent to Bishop Dyke. There are reportedly issues with dog fouling on the site as the vegetation has not been cut back. Unclear whether this area is usually managed by the Parish Council. Resolution: That the AMM investigates the current state of the area and presents his findings to a Full Council meeting for consideration, and that Cllr Brook/an officer of the Council reaches out to the grass-cutting contractors to get an up-to-date map/schedule of grass-cutting sites. <i>Unanimous.</i></p> <p>e. To consider action related to replacement of White Rose Play Equipment. This is a long-running issue, and is one that needs to be resolved as soon as possible. The Parish Council has a responsibility to replace. Resolution: That representatives from the White Rose Sports Club look to source three quotes and provide these to the committee for consideration. <i>Unanimous.</i></p> <p>f. To receive an update on allotment management and consider related to the following:</p> <p>i) plot management Two health and safety hazards identified by Cllr Brook and the AMM at the allotment in their inspection. AME Committee to consider improving the waiting list procedure and publicity of plot availability at a meeting in the future.</p> <p>ii) provision of a steel container for the allotment users Recommendation: That the committee recommends to the Finance Committee/Full Council that quotes for a green container for equipment/tools on the allotment site be sourced. <i>Unanimous.</i> Recommendation: That the committee recommends for said container to be well-signposted to ensure that the Council is not liable for any loss, damage or injury that may occur to/as a result of any items stored in the container. <i>Unanimous.</i></p>

	<p>iii) upkeep of allotment sites by PC AMM, current position, short and long term plan. Resolution: That allotment holders should be responsible for the general upkeep and maintenance of their individual plots. <i>Unanimous.</i></p> <p>g. To consider action related to Eversley Park Centre Priority One quotes. Cllr Holmes has been tasked with sourcing these quotes but has not been able to do so yet. The Chair expressed concern over a lack of wired smoke detectors in certain areas of the Eversley Park Centre. Resolution: That quotes be sourced for wired smoke detectors. <i>Unanimous.</i></p> <p>h. Update on matters related to Pocket Park 6 paving slabs have been identified as broken and have not yet been fixed. There is also a query over undelivered aspects of the park, such as lighting. Former councillors had apparently been tasked with this, but it is unclear whether this was chased. The Council has already paid for the works at the park, so Cllr Brook has been working with Groundworks to find an acceptable way forward. Resolution: For Cllr Brook to follow this up and report back to the AME Committee on the matter. <i>Unanimous.</i></p> <p>i. ZZOOM request to place Fibre broadband box on PC land. ZZOOM has met with Cllr Brook to discuss the possibility of adding fibre broadband cabinet(s) on the stretch of land owned by the Parish Council along Low Street, just past Low Garth Road towards South Milford. The company has offered to contribute to a substantial wildflower scheme across the village if the project goes ahead (details TBC). Recommendation: That the AME Committee supports the proposals in principle, subject to sight of proposed planning documents and a full scheme of works submitted to Full Council. <i>Unanimous.</i></p> <p>j. To consider formal agreements leases/licences for all organisations using SEPC land and premises. Resolution: Cllr Brook to follow up with the Council’s solicitor to get a status update and move this forward. Cllr Brook to report back. <i>Unanimous.</i></p> <p>k. To consider requirement from SDC Environmental Health for noise nuisance policy and implementation measures. This is a requirement of the recently-approved events licence granted to the Parish Council by Selby District Council, and relates to events held on Eversley Park (allowing up to 8 events per year). Resolution: That Cllr Brook prepares/assembles any necessary paperwork to comply with the request from SDC, and to report back to the Committee as necessary. <i>Unanimous.</i></p>
<p>AME/22/21 Item 7</p>	<p>Events</p> <p>a. To receive a report of recent events held on Eversley Park. Estimated peak attendance of 4,500 at the recent Sherburn Gala. Approx. £9,040 raised from tickets. Chair believes these takings will be used to fund local activities/groups. Feedback from Gala Committee was that it was the biggest and best Gala they have held. Event Safety Assessor(s) attended and gave very positive feedback on the running of the event as a whole.</p> <p>b. To consider issues related to Eversley Park for event space There was a potential incident with a cricket ball at the Jubilee event (a match was taking place on the cricket field at the same time as the event). The Committee expressed thanks that, after the incident had happened, the cricket match was suspended/ended. Resolution: That the Council works closely with the park’s sporting groups to avoid fixture</p>

	<p>clashes and reduce risk to public safety for future events. <i>Unanimous.</i></p> <p>c. To receive feedback from Jubilee Event It is estimated that there were approximately 2,500 residents at the event's peak, with in the region of 2,000 attending continuously. Feedback on social media has been overwhelmingly positive. Suggestion that a Picnic in the Park could become an annual event. The committee thanked all involved with the organisation of the event (paperwork, licensing, event management and organisation), and for the funding provided by the PC so that the event could take place.</p> <p>d. To consider purchase of licensed radios and equipment for future events Cllr Brook estimated that 12 radios should cost in the region of £2,500. Recommendation: That the AME Committee recommends that the Finance Committee/Full Council is presented with 3 quotes for 12 radios for use during Council events. <i>Unanimous.</i></p>
<p>AME/22/22 Item 8</p>	<p>Risk Management</p> <p>a. To receive an update on Health and Safety inspections. Cllr Brook and the AMM have been carrying out inspections of Council-owned/operated premises together. Sherburn White Rose and Angling Club are still outstanding. Resolution: That Cllr Brook continues to support the AMM in conducting these inspections and that Cllr Brook chases any outstanding interested parties who have not yet responded or arranged inspection times. <i>Unanimous.</i></p> <p>b. To consider Health and Safety Polices and risk assessments, Equality policies for all organisations using SEPC land and premises. Resolution: That Cllr Brook chases any remaining leaseholders (Eversley Park Centre, Angling Club and Sherburn White Rose) for outstanding policies and reports back to the AME Committee. <i>Unanimous.</i></p>
<p>AME/22/23 Item 9</p>	<p>Next meeting: To confirm date, time and venue for next meeting of SEPC Asset Management and Events Committee</p> <p>Resolution: That the date of the next meeting be confirmed at a later date due to staffing limitations. <i>Unanimous.</i></p>

The meeting closed at 8.10pm

Signed by the Chairman Date