



OFFICIAL MINUTES OF THE ORDINARY COUNCIL MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 18 July 2022
Time: 7pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA
Attendance: Cllr G Limbert (Chairman), Cllr D Brook (Vice Chairman), Cllr P Baumann, Cllr S Bradder, Cllr D Buckle, Cllr R Packham, Cllr M Redhead and Cllr A Tant-Brown.
 1 member of the public present and 1 member of the press.
Staff: Georgina Ashton, Locum Clerk.

Late arrivals: *Early departures:*

MINUTES

The meeting opened at 7.00pm

FC/23/26	<p>Apologies: a. To receive and note apologies for absence. Cllr M Ward has provided his apologies in advance of the meeting. b. To consider reasons for absence received Resolution: to approve and accept the reasons for absence from Cllr M Ward. Unanimous.</p>
FC/23/27	<p>Declarations of Interest: 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. Cllr Packham declared an interest in the SIE CT grant application. b. To consider any dispensation requests received - None provided.</p>
FC/23/28	<p>Councillor Vacancies: a. To receive an update on current casual and ordinary vacancies. Cllr Brook wished it to be clarified that if a resident stepped forward for co-option that the council “may” decide not to co-opt that resident due to lack of inappropriate skills set etc. Cllr Brook is going to provide clarification of this in writing from SDC Democratic. Request for the Locum Clerk to seek clarification on this. b. To consider applications from eligible candidates for vacant Parish Councillor seats. No applications received. c. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Parish Council – none received.</p>
FC/23/29	<p>To receive reports from the following: a. North Yorkshire County Councillor 1st April 2023 sees a change to the new North Yorkshire Council. We are looking at the various aspects of working groups, ie the consideration of planning applications for the new Council. At the moment planning decisions are split between County and District. Cllr Packham’s concerns are that residents will not particularly relish going to Northallerton for consideration of a small planning application. Cllr Packham would therefore wish to see planning determined at a local level. Next full council meeting on Wednesday. b. Selby District Councillor District Cllr Buckle – one issue to raise with regard to SDC funding; previously given for the Sherburn Craft Festival. The first year this cost £50,000. This ran for 3 years before Covid hit. Securing the site for a week may cost £65-70,000. Cllr Buckle went back to SDC, there was a contract drawn up at the time for 5 years.</p>

	<p>Through no fault of our own, Year 4 and 5 did not run due to Covid. Happy for the festival to dissolve their limited company (circa £15,000 remaining) and donate this back to the Parish Council with the proviso that this is ringfenced for future events. In addition, there is a container that belongs to Portakabin (contract at £25 per month rental) which is based at Mr Brian Sisson's yard. This is presently 50% full. Rental would be £6 per week (£25 per month) if the PC wish to take over the contract on the rental of the Portakabin. The Craft & Food Festival did look into purchasing the container from Portakabin but to due to cashflow this didn't happen. Cllr Buckle asked if this is something that the PC would like to investigate and take on. Suggestion that this "party in the park" could be focussed around Yorkshire Day (ie first Saturday in August). Perhaps the PC could use £5k a year for 3 years of the ringfenced funds, but this would need to be match funded by PC general reserves in order for the event to happen. Queries about alcohol sales – the Premises & Event License was approved very late for the Queen's Jubilee event and therefore sale of alcohol was not allowed on that occasion. There is provision within the new license for this happen if planned in advance. Will need the team from Environmental Health to look at any concerns regarding noise in the neighbourhood. The plan is that this would be a family event, not a late event for adults.</p> <p>Suggestion that we bring this back to the Asset Mgt and Events Committee for consideration before bringing back to full council. Furthermore, to be discussed at the Finance & Governance Committee on Monday 25 July 2022 for resolution.</p> <p>c. Neighbourhood Policing Team – not present.</p>
FC/23/30	<p>Minutes:</p> <p>a. To approve the minutes of Sherburn in Elmet Parish Council Ordinary Meeting held 20 June 2022 as a true and accurate record of that meeting</p> <p>Resolution: to accept and approve the minutes of the last ordinary council meeting held on 20 June 2022 as a true and accurate record. Unanimous.</p> <p>b. To approve the minutes of Sherburn in Elmet Parish Council Extra Ordinary Meeting held 29 June 2022 as a true and accurate record of that meeting</p> <p>Resolution: to accept and approve the minutes of the last extraordinary council meeting held on 29 June 2022 as a true and accurate record. 1 abstention.</p>
FC/23/31	<p>Public Participation session (20 minutes)</p> <p><i>Agreed to move agenda item 9i forward to enable the grant applicant to speak:</i></p> <p>9(i) To consider grant application from Sherburn in Elmet Community Trust</p> <p>Resident 1 – we have made an application for a community grant to the PC. We have 3 strands to our community organisation. We are asking for a grant for £1000 towards a £2000 professional fee for advice and guidance on the operating the organisation more efficiently. Suggestion from Cllr Brook that the PC provide a grant for the full £2000 to enable a business model to be written which encapsulates all 3 work streams working more financially efficiently. Cllr Baumann explains that the grant awarding policy grants needs clarification in terms of the "powers of the Parish Council" and which "power" this can be attributed it to.</p> <p>Resolution: to approve a £2,000 community grant to the Sherburn in Elmet Community Trust for professional services. 1 abstention. Approved subject to the "power" which can be used.</p>
FC/23/32	<p>Sherburn in Elmet Parish Council (SEPC) Committee Appointments (vacant seats):</p> <p>a. To appoint members to SEPC Finance and Governance Committee (1 vacancy) Cllr Baumann, Bradder, Packham and Tant-Brown. Chairman to be appointed at next meeting on Monday 25 July 2022.</p> <p>Resolution: to approve the appointment of Cllr Redhead to the Finance & Governance Committee. Unanimous.</p> <p>b. To appoint members to SEPC Land and Premises (Asset Mgt & Events) Committee (1 vacancy) Cllr Buckle, Brook, Limbert and Ward. Cllr Brook appointed Chairman on 06 June 22. <i>Due to the present number of total council members, and the fact that councillors cannot be on LAP and Finance, there is insufficient councillors available.</i></p>

To note – Personnel Committee comprises of Cllr Baumann (Chairman), Cllr Bradder, Limbert, Tant-Brown and Ward.

c. To approve a committee meeting timetable for July/August 2022

Meeting:	Meeting date/time:	Deadline for agenda items:
Finance and Governance Committee	Monday 25 July 2022 @7.15pm	Tuesday 19 July 2022 @ 5pm
Asset Management and Events Committee (LAP)	Monday 1 August 2022 @7pm	Tuesday 26 July 2022 @ 5pm
HR/Personnel Committee	Monday 8 August 2022 @ 7.15 pm	Tuesday 2 August 2022 at 5pm
SEPC Meeting	Monday 15 August 2022 @ 7pm	Tuesday 9 August 2022 at 5pm

FC/23/33

Planning:

a. To consider the following planning applications:

Planning Reference:	Address:	Proposal:
2021/1120/REM	Land At Former Airfield Lennerton Lane Sherburn In Elmet	Re- consultation: Reserved matters application stated within condition 01 of 2018/0697/OUTM S.73A 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 '16.
2021/0881/ADV	The Motorist Lennerton Lane Sherburn In Elmet	Re- consultation: Advertisement consent for 1 double sided sign with downlighter to one side
2022/0657/FUL	Unit 6A To 6B , Low Street, Sherburn In Elmet	Installation of new galvanized palisade fence with access gate, existing 2 x AC units to be stacked and realigned against wall and new packaged gas cooler and erection of new modular extension along with new ramp.

2021/1120/REM

Reiterate concerns about road safety in the area and that barrier structures are accessible to all.

2021/0881/ADV retrospective planning application. No comment.

2022/0657/FUL – air conditioning units at the back of Tesco. Slightly bigger extension to the back of the building. Suggestion that a no objections response be submitted.

Suggestion from Cllr Brook that the PC opened dialogue with local businesses on Sherburn Ind Estate to recognise there are some community needs with the development of Sherburn 2 etc.

b. To note all planning decisions received

FC/23/34

Finance:

a) Bank reconciliation to date

As of 17 July 2022

Instant Access	£ 125,831.79
95 Day Notice Account	£ 163,255.40
Community Direct Plus	£ 62,749.82
Totals	£ 351,837.01

Less:

GENERAL Reserves	£ 187,772.66
Earmarked Reserves	£ 122,203.35
LAP R&M Reserves	£ 41,861.00
Total funds equals total bank ac's	£ 351,837.01

Ear Marked, LAP & General Reserves

Earmarked Reserves are now more accurate to reflect the grant donations, VAS purchase and expenditure on Allotments, that have taken place since the start of the financial year.

a) Payments – To note the invoices for payment schedule from 20 June to 17 July.

Payments made

Date	#VC	Cost centre	Description	Income	Expenditure
20/06/2022	#88	Parish Admin	YLCA INV182-2223 Advert for Exec Officer		£ 15.00
20/06/2022	#89	Jubilee	Creative Shed Agency Ltd - INV-CS182904 jubilee safety signage		£ 18.00
20/06/2022	#90	LAP	UK Safety Management Ltd - PAT testing		£ 82.80
20/06/2022	#90	LAP	UK Safety Management Ltd - PAT testing		£ 127.44
20/06/2022	#91	Jubilee	Chronicle Publications Ltd - INV19445 advert for full license		£ 151.20
20/06/2022	#90	LAP	UK Safety Management Ltd - PAT testing		£ 174.48
20/06/2022	#92	LAP	SDC - 1x Barnsley Bin, Milford Road,		£ 266.17
20/06/2022	#93	Streetlighting	NYCC - streetlighting maintenance 230004037		£ 47.64
23/06/2022	#95	LAP	SCE Plumbing & Heating Services - INV22-1875 gas safety insp		£ 55.00
23/06/2022	#IN18	Audit	Yorkshire Internal Audit Services -refund from mispayment by SIE PC	£ 30.00	
28/06/2022	#96	Jubilee	White Force Security Ltd - INV0433 4x door supervisors		£ 1,420.80
28/06/2022	#97	LAP	Block and Secure - INV1023 Bollard installation		£ 3,340.00
29/06/2022	#98	Salaries	May Salaries (x3)		£ 5,139.38
30/06/2022	#99	Salaries	JUNE salaries (x2)		£ 2,661.67
				£ 101,688.37	£ 57,623.33
			Closing balance at BANK at 30 June 2022		£ 80,742.71

Date	VC#	Cost Centre	Payments placed on banking system / not yet reconciled	Income	Total Expenditure
07/06/2022	#119	Jubilee	Julian Hall 1st Aid - additional hr cover		£ 32.50
07/06/2022	#118	Salaries	Final salary		£ 798.28
05/07/2022	#120	Marketing Admin	Creative Shed Agency - The Resident May 2022		£ 552.00
05/07/2022	#101	Broadband	Onecom - INV 640069		£ 71.12
05/07/2022	#102	Grants	SIE Community Trust - annual contribution to Community Minibus		£ 3,570.00
05/07/2022	#103	Electricity	E.On Next - energy account for the Sports Ground, Fairway		£ 409.37
05/07/2022	#104	Cllr Train	YLCA - 172-2223 - Finance webinar PB		£ 25.00
05/07/2022	#105	Subs	Vision ICT - domain renewal		£ 78.00
05/07/2022	#106	Audit	Yorkshire Internal Audit Services - annual internal audit		£ 400.00
05/07/2022	#107	Grass Cutting	NT Killingley INV (April) IN11987 (May) IN12139 and (June) IN12296		£ 4,541.97
05/07/2022	#108	LAP	Tree Surgeon - Site survey and tree assessment, safety report		£ 720.00
07/07/2022	#110	Solar Farm	Towton Rangers - grant		£ 855.00
07/07/2022	#111	Subs	Starboard Systems Limited - Scribe set up and annual subs		£ 1,503.60
07/07/2022	#112	LAP	Block & Secure Bollard installation		£ 100.00
07/07/2022	#109	Parishad	Expenses - for stamps to Cllr Baumann		£ 21.05
13/07/2022	#116	Loan	PWLB - PW487274		£ 766.02
Interim balances				£ -	£ 16,693.91

Projected Balance as at 14 July 2022

Date	Voucher code	Cost Centre	Invoices received to be approved on a Schedule of Payments / new payee set up on banking system	Income	Total Expenditure
		Cost Centre	Payee - description	Income	Expenditure
14/07/2022	#113	Parishad	Vision ICT - Email hosted		£ 21.60
14/07/2022	#115	Admin	YLCA - INV304-2223 - Advert RFO		£ 15.00
14/07/2022	#114	Admin	YLCA - INV303-2223 - Advert Exec Officer		£ 15.00
14/07/2022	#121	Utilities	Business Stream - Water INV 1229886		£ 29.04
14/07/2022	#122	Utilities	Business Stream - Water INV 1230574		£ 625.77
17/07/2022	#123	Utilities	Business Stream - Water INV1248583		£ 47.44
17/07/2022	#124	Utilities	Business Stream - Water INV1253049		£ 110.61
17/07/2022	#125	PAdmin	AMM expenses - skip hire		£ 54.00
17/07/2022	#126	PAdmin	AMM expenses - staff mileage		£ 42.75
17/07/2022	#127	PAdmin	AMM expenses - petrol		£ 74.08

- b) Balance at Bank – current account as at 17 July 2022 is £62,749.82.
- c) The Locum RFO has set up new accounting software for the PC (Scribe). This includes creating the database of cost centres and costs, inputting starting points for bank balances and VAT reclaim/expenditure and creating the Earmarked Reserves and LAP reserves. The budget headings and costings still need to be inputted so that council members can easily see the difference between actual and budgeted spend month by month by budget headings.
- d) VAT returns still need to be submitted from Q2 onwards of last financial year and Q1 of this financial year. However, this is not going to be a quick process as each individual invoice needs checking for Q2-Q4 of last financial year and VAT registration numbers of each individual business recorded so that a Special VAT reclaim can be submitted. Suggest leaving this to Autumn of 2022 for new RFO to complete. Q1 VAT Return for

this financial year provides a VAT Reclaim of £3442.94. This can be submitted before the end of the month.

- e) The Council still need to consider the grants process/eligibility criteria for 2022/2023 funding opportunities. Changes to the current process need to take place and the policy needs to be amended to reflect that grants can be given over £1,000. The scope of the policy and the application form needs to be widened to encompass the pots of funding that the Council have allocated to specific projects / wider community groups within the parish.
- f) Co-operative Banking online is now set up for Cllr Baumann, Cllr Limbert and Cllr Packham. The Locum RFO is now set up as an administrator on the account so can upload online payments for a councillor to authorise.
- g) To note submission of AGAR for 2021/22 to PKF Littlejohn LLP
The Annual Governance and Accountability Return for 2021/2022 was submitted within the deadline of 1st July 2022. The Exercise of Public Rights is currently visible in the noticeboard and on the website for any residents / members of the local community to request a meeting to view the accounts
To note SEPC internal audit report and consider actions arising from it.
The Internal Audit took place on Tuesday 28th June 2022 and a subsequent IA End of Financial Year report was provided. Two outstanding points for action: 1) for Chair's of committees and Chairman to initialise every page of minutes as well as signing the last page 2) to be noted that a Special VAT return has not yet been submitted from 1st July 2021 to 31st March 2022 and that the PC have 3 years to submit this.

- h) To consider purchase of defibrillator

Cllr Brook suggested that All Saints Church have a defibrillator at the Church Hall as the new location for the 4th machine. Perhaps Hodgsons Gate.

The Fairways one has not been fitted yet. The one registered at the OGS is only available to 6pm at night. Concerns raised by councillors that the administration for the National Circuit Network is sorted to enable these defibrillators to be made live and actioned in use.

Funded locations: Sherburn Gymnastics Club, Wheatsheaf Pub, Fairways, Lady Popplewell Centre, EPC, White Rose, Jacksons.

Resolution: one previously approved defibrillator is purchased for the All Saints Church Hall and a 2nd one is purchased for a new location to provide broader coverage across the parish. Unanimous.

- i) To consider quotes for Eversley Park guttering and fascias

Basic quotation provided from three companies against the previous professional (Align) report. 3 quotations received based on what each company thought the work that should be required: (i) £21,471- £26,000. (ii) £8,400. (iii) £12,500+VAT. Proposal to go with quotation 2 of £8,400 which is what the EPC Committee support.

Resolution: to approve quotation 2 of £8,400 for the work to go ahead by instruction of the EPC Committee. Unanimous.

- j) To receive an update on Old Girls School Clock project

The Trust have agreed along with the UCI Cycling Club to purchase a village clock for the tower of the Old Girls School. An additional £330 is requested for fitting and maintenance.

The remaining £1,170 is available for the PC to use at their discretion on a suitable community project.

Resolution: to approve an additional allocation of £330 to ensure the clock is fitted and maintained. Unanimous.

- k) To consider grant application from Sherburn in Elmet Community Trust

discussed under agenda item FC/23/31

FC/23/35

SEPC Administration and Governance:

- a. To receive an update on current staffing situation (Chairman of Personnel Committee) Deadline is 5th August 2022 for the 2 current vacancies, Executive Officer and Responsible Finance Officer. Both will be discussed on 8th August at next Personnel Committee. All staff now on live cloud-based spreadsheet to record hours worked, TOIL and annual leave.

Joined up approach is the next task for Asset Mgt & Events committee to work with the AMM. Cllr Baumann suggested that the AMM report comes back to full council as a regular agenda item. Applications received for both posts so far.

- b. To approve SEPC Business Continuity Plan
The current version is not fully populated and needs review to finish. Councillors acknowledge that this is an ongoing document for review.

Resolution: to accept and approve the adoption of the Business Continuity Plan as an ongoing and live document. Unanimous.

- c. To approve timetable for review of SEPC Policies and Procedures.
Request from Cllr Tant-Brown that the LGA Code of Conduct is approved at the next full council meeting.

Resolution: to accept and approve the adoption of current SIE PC Policies and Procedures in line with the proposal order of review as suggested by Cllr Limbert. Unanimous.

- d. To receive information/update Town Council status
Cllr Limbert provided a summary document for inserting into the next copy of The Resident to provide local residents with information with regard to the conversion from parish to a town council. Cllr Limbert would like to notify residents that this is going to be considered at the next meeting on 15th August.

*We appreciate that many of us, and you want to live in a semi-rural location and be part of a village community. **This will not change.** Yet, with this transition in status for the Parish Council; we hope that we can create more opportunities for our community and be a bigger voice in the New North Yorkshire Council.*

There are 731 parishes within North Yorkshire, to which Sherburn in Elmet is the 10th largest has a population of close to 8,000 and is currently a forward-thinking council.

At a recent Parish Council meeting it was agreed that before deciding on Town Council status for Sherburn in Elmet, it was important that the views of local people were part of the process.

To this end, the Parish Council are inviting you to the next meeting to air your views on Monday 15th August 2022 at 7pm.

Resolution: to publicise within the community that the next full council meeting will have an agenda item to consider the move to town council status at the 15th August meeting. Unanimous.

- e. To consider provision of ID badges/cards for all SEPC Councillors (Councillor Brook)
Cllr Brook suggested that Creative Shed have done some previous work on a new logo, to carry this forward.

Resolution: for Cllr Brook to liaise with an agency for designing a new logo. Unanimous.

Resolution: to approve the purchase of ID badges for all council members. Unanimous.

Resolution: to suspend Standing Orders to complete business transactions for the remainder of the agenda past 2 hours. Unanimous.

FC/23/36	<p>Sherburn in Elmet Parish Council (SEPC) Appointments to Outside Bodies:</p> <ul style="list-style-type: none"> a. Eversley Park Centre (2 members) Cllr Baumann, Cllr Redhead b. Hungate Foundation (1 member - 3rd of 5-year appointment) Cllr Limbert c. Selby Rail Users (2 members) Cllr Buckle and Cllr Packham d. Sherburn Gala Committee (1 member) Cllr Baumann e. Sherburn Rugby Club (1 member) Cllr D Brook f. Sherburn White Rose Sports Association (1 member) Cllr Tant-Brown g. Yorkshire Local Council's Association (2 members) Cllr Limbert and Cllr Baumann h. Wheatsheaf Angling Club (1 member) Cllr D Brook i. Aero Liaison Club (1 member) Cllr Bradder <p>Resolution: to approve council members on the above external bodies. Unanimous.</p>
FC/23/37	<p>SEPC Asset Management:</p> <ul style="list-style-type: none"> a. To receive an update on SEPC allotments Cllr Limbert and Cllr Baumann met with some allotment holders. Other allotment holders were present and interested to have their opinions raised. There are clear pockets of opinion and there is a need to bring them all together. Cllr Limbert has put a constitution together, bank account, chairman, unincorporated organisation. The PC could then lease the site to the organisation. Agreed that all allotment members will be invited to provide a model constitution and allow allotment holders to share their views and opinions. In the meantime, the PC will continue to manage the site. The preferred outcome of council members is that the allotment holders manage the site themselves in the long term. b. To consider next steps for allotment site and approve necessary action Resolution: to provide the contact list to Cllr Baumann, Cllr Redhead and Cllr Limbert who will arrange a meeting with all allotment holders to discuss next steps and their views/opinions. Unanimous. c. To consider request to hold Sherburn Funfair on Eversley Park (1st – 4th Sept 2022) Resolution: to approve the request to hold the funfair at EPC field from 1st-4th September 2022. Subject to the client removing the 3rd rule of the Showman's Guild to enable other providers to use the site at some stage during the year. Unanimous. d. To consider action re: EPC entrance grant application Cllr Baumann has dedicated a huge amount of work to completing the submission for the EPC grant application. This is now almost complete. The main questions remaining surround the inclusion of VAT in Align's figures, and some queries about the on-site PRoW and any possible access issues during the works. Align has been pushed to engage with the relevant third parties as soon as possible to get the ball rolling. SDC officers have indicated that a grant of this size could take up to 12 weeks to get approval. EPC management has also raised concerns about the state of the other carpark at Eversley Park (and the general parking provision for the site), but this is not within the scope of the entrance project so will need to be addressed separately. Resolution: to agree for Cllr Baumann to submit the grant application once it is ready. Unanimous.
FC/23/38	<p>Correspondence:</p> <ul style="list-style-type: none"> a. To note list of correspondence circulated (not specifically dealt with on this agenda). b. To note that the request for information under FOIA dated 27 June 2022 has received a full response.
FC/23/39	<p>Next ordinary meeting of Sherburn in Elmet Parish Council:</p> <ul style="list-style-type: none"> a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council - Monday 15th August 2022, 7pm.

The meeting closed at 9.28pm