



MINUTES OF A FULL COUNCIL MEETING OF SHERBURN IN ELMET PARISH COUNCIL

Date: 18 March 2019

Time: 7pm

Location: The Harry Mountain Room Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA

Present: Cllrs Doherty (Chair) Brown, Buckle, Devers, Hunt, Lake, Packham, Platts, Prescott and Thwaite

Staff: The Clerk and RFO

MINUTES

The Chair welcomed everybody to the meeting and explained that the council would remember former councillor Pam O'Dell by holding a minute's silence in recognition of her service to Sherburn in Elmet.

FC/19/20 ITEM 1.	To receive Apologies for inability to attend the meeting Apologies were received from Cllrs Boyd and Wake
FC/19/21 ITEM 2.	To receive Declarations of Disclosable Pecuniary Interest (not previously declared) on any matters of business and to consider any written requests for dispensation. Cllr Doherty in respect of the Community Trust
FC/19/22 ITEM 3.	a) Public Speaking Session None
	b) Verbal Reports from other organisations, Police, County and District Councillors County Councillor Hobson began by giving his apologies for not being able to attend Sherburn in Elmet's Annual Parish Meeting. The County Councillor went on to mention various issues concerning North Yorkshire County Council and Selby District Council including:- <ul style="list-style-type: none"> • Selby have given permission for the foliage to be cut back in the ginnels, but are not happy with the clearing of the footpath. • Pinfold Garth, the Cllr has a meeting with contractors, NYCC and residents over the problem with mud to ensure this doesn't happen again. • The works at Hungate School are due to start after Easter and run to April 2020. • Fly tipping and litter are a real problem – the Cllr has taken items to the tip himself. • Dog mess is also a real problem at the moment - the Cllr has offered to fund dog fouling posters. He let members view the proposed posters to ensure they did not object. • 95 Alive letters have gone out to residents concerning the speed of traffic by the school and Fairways. District Councillors mentioned that the Gascoigne Wood Application goes back to Planning at 2pm on Wednesday 20 th March.
FC/19/23 ITEM 4.	i) the Minutes of the meeting on 12 February 2019. RESOLVED:- That the minutes of the meeting held on 12 February 2019 be approved as a correct record to be signed by the chair Unanimous

	<p>ii) the Minutes of the Meeting on 18 February 2019</p> <p>RESOLVED:- That the minutes of the meeting held on 18 February 2019 be approved as a correct record to be signed by the chair Unanimous</p> <p>iii) Minutes Annual Parish Meeting</p> <p>It was noted that these minutes will be signed as a correct record at the next parish meeting in 2020. There was one recommendation from the meeting and council voted as follows:-</p> <p>RESOLVED:- following the Annual Parish Meeting, the council contacts NYCC to request double yellow lines on Beech Grove and Beech Close to deal with the dangerous bend and daily disputes that occur. Unanimous</p>
<p>FC/19/24 ITEM 5.</p>	<p>Items remaining from previous meetings</p> <p>i) To consider Period Poverty Sanitary Products</p> <p>Cllrs Platts and Devers mentioned that this will in fact be a National Policy in all schools from September 2019. It was noted that food banks also stock sanitary products.</p> <p>RESOLVED:- that the Cllrs look at the National Policy, and find out what the food banks stock and report back to a future council meeting. Unanimous</p>
	<p>ii) To consider Financial Regulations</p> <p>The Chair pointed out that he did not feel that this was the right forum to discuss Financial Regulations in detail and suggested the working group meet to discuss this first.</p> <p>RESOLVED:- A working group meeting is called with Cllrs Lake, Platts and Packham, the Chair and Clerk to go through Financial Regulations and report back to council. Unanimous</p>
	<p>iii) To consider quotations received for the missing pieces of Gym equipment.</p> <p>The Clerk raised a query as to whether more than one quote was needed– Cllr Buckle and the RFO both agreed no, as it is specialist equipment and we already have several pieces of equipment from this one contractor. Cllrs raised queries of whether they could use the 106 funds and the usage numbers for the gym.</p> <p>RESOLVED:-that the usage figures are supplied for the next Finance meeting. Unanimous</p>
	<p>iv) To receive and note the draft Sherburn Brochure</p> <p>Members raised several queries over the draft brochure including :-</p> <ul style="list-style-type: none"> • the large spread of the Old Girls School (500 words) compared to the Eversley Park Centre (60 words); a building we own. • the fact that it appears it was commissioned by the Community Trust, when in fact it was the Parish Council, • whether the organisers have approached all who appear in the brochure to ensure they have given permission for their information to be included and the correct information for the Swordfish.
<p>FC/19/25 ITEM 6.</p>	<p>a) To consider CORRESPONDENCE and formulate a response</p>

	<p>i) Email for Circus director re Circus in Sherburn in Elmet</p> <p>Resolved: that the council give permission for the circus to be on the EPC field in June for the dates specified, on the proviso that:-</p> <p>i) the organisation pays the offered rate per day ii) that a bond is charged in respect of putting the field back to the condition it is now. iii) the dates do not clash with the Rugby Club events / matches. iv) the organisation obtains a music license from the Teasel Trust</p> <p style="text-align: right;">Unanimous</p>																																																																																					
	<p>ii) Request from CClr Hobson to use the parish account for his Environmental Fund to progress work on the ginnels</p> <p>Resolved: That councillors agree to the funds being paid in to the council accounts and that council then pay the contractor for the work on the ginnels. Unanimous</p>																																																																																					
	<p>iii) Email from the Head of Sustainability re Yellow lines on Hurricane Way</p> <p>Resolved: that the Clerk writes to the origination and NYCC supporting the request for double yellow lines and ask NYCC to notify Sainsburys that they will be doing this. Unanimous</p>																																																																																					
<p>FC/19/26 ITEM 7.</p>	<p>i) Schedule of Accounts March 2019</p> <table border="1" data-bbox="280 904 1481 1944"> <thead> <tr> <th>CHEQUE DETAILS</th> <th>PRICE</th> <th>VAT</th> <th>TOTAL</th> <th>NOTES</th> </tr> </thead> <tbody> <tr> <td>D3 Office Group</td> <td>68.37</td> <td>13.68</td> <td>82.05</td> <td>Stationery</td> </tr> <tr> <td>YLCA</td> <td>115.00</td> <td></td> <td>115.00</td> <td>Training Course</td> </tr> <tr> <td>Sherburn Community Trust</td> <td>3,240.00</td> <td></td> <td>3,240.00</td> <td>Youth provision activities</td> </tr> <tr> <td>Sherburn Community Trust</td> <td>1,500.00</td> <td></td> <td>1,500.00</td> <td>Welcome to Sherburn Brochure</td> </tr> <tr> <td>Sherburn Community Trust</td> <td>2,000.00</td> <td></td> <td>2,000.00</td> <td>Cost for CDM for production of the Informer</td> </tr> <tr> <td>Cooper & Hall</td> <td>1,000.00</td> <td>200.00</td> <td>1,200.00</td> <td>Quantity Surveyor costs for Rugby Club</td> </tr> <tr> <td>Gardens by David</td> <td>3,685.00</td> <td></td> <td>3,685.00</td> <td>Litter Picking across sites, Annual Weeding</td> </tr> <tr> <td>Creative Shed</td> <td>150.00</td> <td>30.00</td> <td>180.00</td> <td>Dog fowling signs</td> </tr> <tr> <td>Gas Solutions</td> <td>440.00</td> <td>88.00</td> <td>528.00</td> <td>White Rose boiler service</td> </tr> <tr> <td>Shed Ground Maintenance</td> <td>1,029.92</td> <td>205.98</td> <td>1,235.90</td> <td>Grass cutting March</td> </tr> <tr> <td>Office phone & filter from Argos (cheque paid to D.V)</td> <td>32.97</td> <td></td> <td>32.97</td> <td>Telephone & micro filter for the office</td> </tr> <tr> <td>Hags - imp</td> <td>3,573.20</td> <td>714.64</td> <td>4,287.84</td> <td>Play Equipment repair</td> </tr> <tr> <td>Information Commissioner</td> <td>40.00</td> <td></td> <td>40.00</td> <td>Annual Data protection fee</td> </tr> <tr> <td>Eversley Park Centre</td> <td>95.25</td> <td></td> <td>95.25</td> <td>PC meetings & Meals on Wheels</td> </tr> <tr> <td>North Yorkshire County Council</td> <td>760.00</td> <td>152.00</td> <td>912.00</td> <td>Fee for calculation of the actuary for pension</td> </tr> <tr> <td></td> <td>17,729.71</td> <td>1,404.30</td> <td>19,134.01</td> <td></td> </tr> </tbody> </table> <p>Resolved: i) that the payments be approved Unanimous ii) The Clerk and RFO were asked to send the payments schedule out the with agenda papers, and that any additional invoices be added on to the sheet and handed out at the meeting. Unanimous</p>	CHEQUE DETAILS	PRICE	VAT	TOTAL	NOTES	D3 Office Group	68.37	13.68	82.05	Stationery	YLCA	115.00		115.00	Training Course	Sherburn Community Trust	3,240.00		3,240.00	Youth provision activities	Sherburn Community Trust	1,500.00		1,500.00	Welcome to Sherburn Brochure	Sherburn Community Trust	2,000.00		2,000.00	Cost for CDM for production of the Informer	Cooper & Hall	1,000.00	200.00	1,200.00	Quantity Surveyor costs for Rugby Club	Gardens by David	3,685.00		3,685.00	Litter Picking across sites, Annual Weeding	Creative Shed	150.00	30.00	180.00	Dog fowling signs	Gas Solutions	440.00	88.00	528.00	White Rose boiler service	Shed Ground Maintenance	1,029.92	205.98	1,235.90	Grass cutting March	Office phone & filter from Argos (cheque paid to D.V)	32.97		32.97	Telephone & micro filter for the office	Hags - imp	3,573.20	714.64	4,287.84	Play Equipment repair	Information Commissioner	40.00		40.00	Annual Data protection fee	Eversley Park Centre	95.25		95.25	PC meetings & Meals on Wheels	North Yorkshire County Council	760.00	152.00	912.00	Fee for calculation of the actuary for pension		17,729.71	1,404.30	19,134.01	
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	<p>ii) to consider and approve if correct the Insurance Schedule from April 2019</p> <p>Resolved: That council approve the insurance schedule Unanimous</p>
	<p>iii) to consider the CCTV Policy</p> <p>The Clerk explained that following the recent White Rose Update about CCTV, she had conducted an amount of research. She offered a comprehensive policy which refers to the relevant legislation.</p> <p>Resolved: That council approve adoption of the CCTV policy. Unanimous</p>
FC/19/27 ITEM 8.	<p>a) Finance</p> <p>i) To receive and note the minutes of the meeting held 4 March 2018</p> <p>Resolved: To receive and note the minutes Unanimous</p> <p>ii) To consider the recommendation of the committee</p> <ul style="list-style-type: none"> • to adopt the grant policy form following the removal of sentence 1 on the reverse headed 'additional information' <p>Resolved: to approve the adoption of the grant policy form removing sentence 1 on the reverse of the form headed additional information. Unanimous</p>
	<p>b) Planning</p> <p>i) To receive and note the minutes of the meeting held 18 February 2019</p> <p>Resolved: To receive and note the minutes Unanimous</p> <p>To receive and note the minutes of the meeting held 27 February 2019</p> <p>Resolved: To receive and note the minutes Unanimous</p>
	<p>c) LAP</p> <p>i) To receive and note the minutes of the meeting held 4 March 2018</p> <p>Resolved: To receive and note the minutes Unanimous</p> <p>ii) To consider the recommendations of the committee.</p> <ul style="list-style-type: none"> • To instruct a civil engineer to look over Eversley Park and recommend a drainage survey to be carried out. • To respond to the netball club that the council <ul style="list-style-type: none"> i) Have already conducted a clean-up of the courts. ii) Have no plans to extend the current court facility at White Rose. iii) Have noted your request and registered your interest about the Fairways. <p>Resolved: to approve the above recommendations Unanimous</p>
	<p>d) Personnel</p> <p>The Chair of Personnel update members that the Clerk's review had been signed off and the Personnel Committee had unanimously recommended that the Clerk be appointed permanently.</p> <p>Resolved: That the Clerk be appointed permanently Unanimous</p>

	The Chair of Personnel informed members that the Personnel Committee were investigating employing a parish lengthsman and were looking at the merits of self-employed and employed. The chair added that it is a lengthy process, but the committee would look at this again and give feed back to the next parish meeting.
	<p>e) Report from the Community Development Manager</p> <p>i) Report dated February 2019</p> <p>Resolved: To receive and note the report Unanimous</p>
FC/19/28 ITEM 9	<p>Motions from Members</p> <p>None</p>
FC/19/29 ITEM 10	<p>Information Exchange</p> <p>CLlr Doherty mentioned that he had organised a date to meet the Police Commissioner and is seeking questions from members.</p> <p>CLlr Doherty informed the meeting that the Community Association are having their quarterly litter pick on Saturday 30 March, meeting at the Spar.</p> <p>CLlr Packham raised awareness that the grass cutting review meeting will be arranged soon, and one item to be discussed is the possibility of spraying the grass around the posts and trees rather than strimming.</p> <p>CLlr Platts asked for an update on the website. The Clerk responded that progress was slow, and that currently she was waiting for pictures to be sent in by members of the camera club that CLlr Buckle had requested.</p> <p>CLlr Packham stressed that councillors are ultimately responsible for getting their election papers in to Selby on time.</p>

The meeting ended at 8.25pm

Signed by the Chair

Date

These minutes were taken and prepared by the Clerk