

SHERBURN-IN-ELMET PARISH COUNCIL
Eversley Park Centre, Low Street, Sherburn-in-Elmet, LS25 6BA
Tel: 01977 681024 Email: clerk@sherburninemet-pc.gov.uk

To all Councillors:

You are summoned to the Annual General Meeting followed by the Monthly meeting of the Sherburn-in-Elmet Parish Council which will be held in the Harry Mountain Room at the Eversley Park Centre on Monday 15th May, 2017 @ 7pm

Margaret Gibson
Clerk

ANNUAL GENERAL MEETING BUSIENSS

- 1. Apologies for absence**
- 2 ELECTION OF CHAIRMAN
ELECTION OF VICE CHAIRMAN**
- 3. ELECTION OF COMMITTEES**
 - i) Finance Committee -5 councillors**
 - ii) Land and Premises Committee – 5 councillors**
 - iii) Planning Committee – any councillors can attend.**
 - iv) Personnel Committee- 5 councillors**
- 4. ELECTION TO OUTSIDE BODIES**
 - i) Citizen Advice Bureau – 2 councillors**
 - ii) Fairways Recreation Ground – 2 councillors**
 - iii) Eversley Park Centre – 2 councillors**
 - iv) Hungate Trust – Mrs P Odell is still our representative on this.**
 - v) Selby Rail Users -2 councillors**
 - vi) Sherburn Gala Committee – 1 councillor**
 - vii) Sherburn Rugby Club – 1 councillor**
 - viii) Sherburn White Rose Sports Association -1 councillor**
 - ix) Yorkshire Local Councils Association – 2 councillors**
 - x) Wheatsheaf Angling Club – 1 councillor**
 - xi) Village Centre Working Group-**
 - xii) Internal Auditor - Avis Thomas does this at present.**

MONTHLY MEETING BUSINESS

- 1.. Declarations of Interest.**
- 2. Minutes of the last meeting held on Monday 10TH April , 2017 (already circulated) to be approved as a correct record and signed by the Chairman.**
- 3. Public Open Session.**

4. **Police Issues**
 - i) **Police Presentation**
 - ii) **Police Representative**

5. **NORTH YORKSHIRE COUNTY COUNCIL ISSUES.**
To report and take comments on.

6. **CORRESPONDENCE.**
 - i) **To receive letter from SDC regarding Green Waste Month. Would our council be interested in the proposed sale of compost Made from green waste.**
 - ii) **To receive letter from James Richards Circus-regarding renting Fairways area for an all human circus-proposing end of summer after school holidays finish.**
 - iii) **To receive letter from Lions regarding creating a garden bed at bottom of Eversley Garth Crescent-to match one at bottom of Low Garth Link. This is to mark Lions Centennial Year. They will build, replant each spring and autumn and maintain throughout the year. They wish to incorporate two notices one celebrating the centennial year and the other informing of sponsorship of the bed.**
 - iv) **To receive letter from SDC regarding use of Eversley Park for a dog chipping and responsible dog owning roadshow working with the Dogs Trust on the 19th July.**
 - v) **To receive letter from NYCC regarding stopping up of small footpath area Moor Lane (Previously been notified). Court hearing on 5th July for order under “section 116”to stop this.**
 - vi) **To receive letter from NYCC regarding Permit Parking schemes. copies sent to all Councillors.**

7. **PARISH COUNCIL BUSINESS**
 - a) **PLANNING**
 - i) **Report on Meeting at 6.15pm in PC office**
 - ii) **Report from Transport/Traffic sub-committee.**
 - iii) **Construction Sites**

 - b) **COUNCIL**
 - i) **Update on Emergency Plan.**
 - ii) **Update on email addresses for Councillors.**
 - iii) **Programme for Growth**
 - iv) **Pavement parking on Beechwood Glade.**
 - v) **Toilets in the village (Cllr Hobson)**
 - vi) **Youth Update (Cllr. Hobson)**
 - vii) **Update on Wolsey Croft.**
 - viii) **To discuss and reply to complaint from resident regarding Chairman and Clerk.**
 - ix) **To agree and adopt SDC Code of Conduct for Councillors.**
 - x) **To discuss Data Protection Policy (Cllr Devers)**
 - xi) **To discuss complaint regarding sign at Cowbell Corner (Cllr Buckle)**

- xii) To discuss litter problem on Eversley Park.
- xiii) To discuss Eversley Park all weather surface.
- xiv) Action List

c) FINANCE

- i) To approve/agree minutes of Finance meeting held on Monday 8th May 2017 (attached).
- ii) To complete/agree and sign the governance statement and accounts for the year end for the External Auditors.
- ii) Cheques for payment

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|---|----------|
| UK Safety Management – PAT testing EPC | 84.00 |
| “ “ PAT testing Finkle Hill | 84.00 |
| DCG Tree Surgery – hedge cutting Finkle Hill Rec. | 1,240.00 |
| UK Safety Management-pat testing EP | 84.00 |
| “ “ White rose | 84.00 |
| AV Irrigation – fairway re-commission | 117.36 |
| Mrs A. Thomas – internal audit | 85.90 |
| Mrs M. Gibson – salary | 662.62 |
| HM Customs & Revenue-tax | 11.00 |
| Mh-p – website | 18.00 |
| Shed Grounds Maintenance – grass may | 1,353.52 |
| WGC – VC Project | 4,272.46 |
| MP Plastic Building Products – white rose R & R | 273.42 |
| MP “ “ | 70.92 |
| MP “ “ | 381.02 |
| Samuel Smiths – rent for noticeboard | 1.00 |
| MTA Systems – CCTV at Finkle Hill | 3,439.80 |
| DCG Tree Surgery Ltd – tree at Eversley Park trimming | 120.00 |

d) LAND AND PREMISES.

- i) No LAP meeting held.

e) PERSONNEL/TRAINING

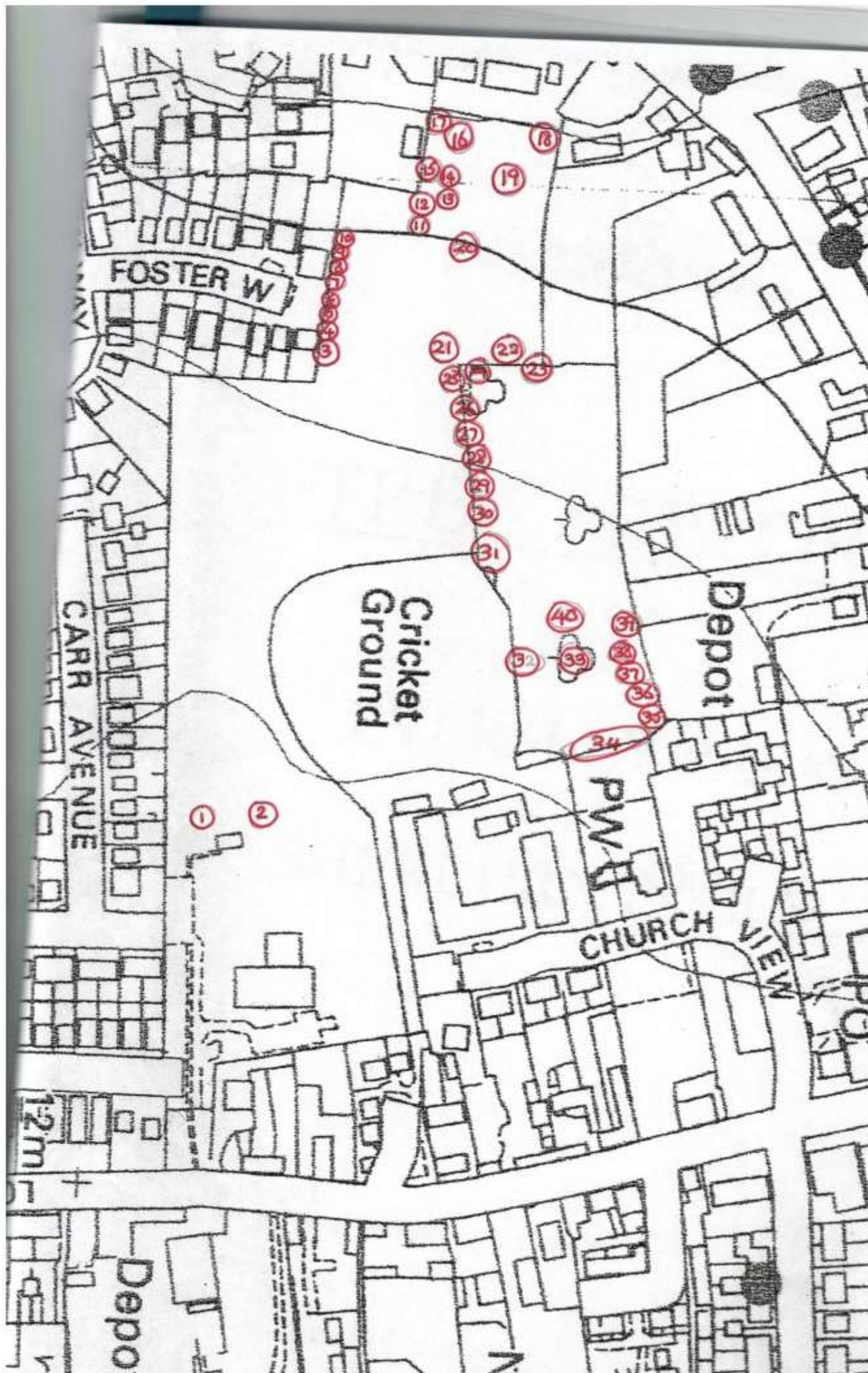
- i) To report on Community Development Manager Post.
Letter from Anne-Marie Oldroyd accepting position.

8. OTHER REPORTS - For information only unless detailed.

- a) Selby Rail Users-Sunday trains to York 12.36pm 3.08pm. 5.37pm
York to Sherburn 1.54pm/4/06pm and 6.10pm. cost £4.60 return.
- b) Gala Committee
- c) Community Association
- d) Eversley Park Centre
- e) Yorkshire Local Councils Association
- f) C.E.F.'S
- g) Rugby Club
- h) Angling Club
- i) White Rose Sports Club
- j) Fairways Area

- k) **Aero Club Liaison Committee**
- l) **Village Centre Project**
- m) **Craft and Food Festival August 2017**
- n) **Community Library Steering Group**

**9. CLERKS REPORT/
COUNCILLORS REQUESTS FOR MATTERS FOR NEXT AGENDA.
Items for information only.**





**North Yorkshire
County Council**

HIGHWAYS ACT 1980 - SECTION 116

RECORDED DELIVERY

Mrs M Gibson
Clerk to Sherburn-in-Elmet Parish Council
Eversley Park Centre
Low Street
Sherburn-in-Elmet
LEEDS
LS25 6BA

Barry Khan, Solicitor

Assistant Chief Executive (Legal and Democratic Services)
County Hall, Northallerton, North Yorkshire, DL7 9JH

Contact: Richard Pennell

Tel: 01609 532869

E-mail: richard.pennell@northyorks.gov.uk

Web: www.northyorks.gov.uk

Our ref: 111011/RGP

3 May 2017

Your ref:

Dear Mrs Gibson

North Yorkshire County Council
Highways Act 1980 – Section 116

Proposed Stopping up of Areas of Highway to the South of Moor Lane, Sherburn-in-Elmet

The County Council proposes to make an application to the York Magistrates' Court at 10.00 on 3 May 2017 for an Order under Section 116 of the Highways Act 1980 to stop up three areas of highway to the south of Moor Lane, Sherburn-in-Elmet in the District of Selby, on the ground that they are no longer required for highway purposes. **(N.B. This is a further Court Hearing in respect of a previous application made on 10.00 on 12 May 2016).**

If the application is successful, the land in question will cease to be part of the highway.

I hereby enclose a formal Notice of the proposal, together with two plans showing the proposed areas of highway to be stopped up (shown coloured red).

Please would you let me know whether you wish to make any objections or representations in respect of the proposed stopping up of these areas of highway.

Yours sincerely

R. G. Pennell

for Assistant Chief Executive (Legal and Democratic Services)

Enc

Margaret Gibson

From: Aimi Brookes <abrookes@selby.gov.uk>
Sent: Friday, April 28, 2017 12:14 PM
To: Mrs Margaret Gibson
Subject: RE: Don't Be A Waster - Green Waste Month

Hi Margaret,

Just to update you on this we've got permission to have a stall at Sherburn Gala which actually makes will already be lots of people about.

Next up though is dog waste month in July! We're going to be working with the Dogs Trust to hold 4 around the district promoting responsible dog ownership and picking up after your dog. We'd love to the roadshows in Sherburn so I wondered if the Parish Council would agree to us holding one at the E Centre? We have availability of Wednesday 19th July and I can hold the slot until after your next meet discussed. If the weather is good we could be in the car park but they'll need to be able to go inside if

The roadshow itself will offer a free microchipping service and they'll also have a veterinary nurse on do free health checks and nail clipping. They talk in general about responsible dog ownership and have information for owners but will also focus on picking up after your dog. I'll also be trying to arrange a the local primary school that week as well which will also promote responsible dog ownership. They we can put up in advance and we'll do lots of promotion to get as many people along as possible.

Let me know if you need any more information.

Kind regards
Aimi

Aimi Brookes
Contracts Team Leader

ext: 42269

**Don't be a
Waster**
Reduce / Reuse / Respect

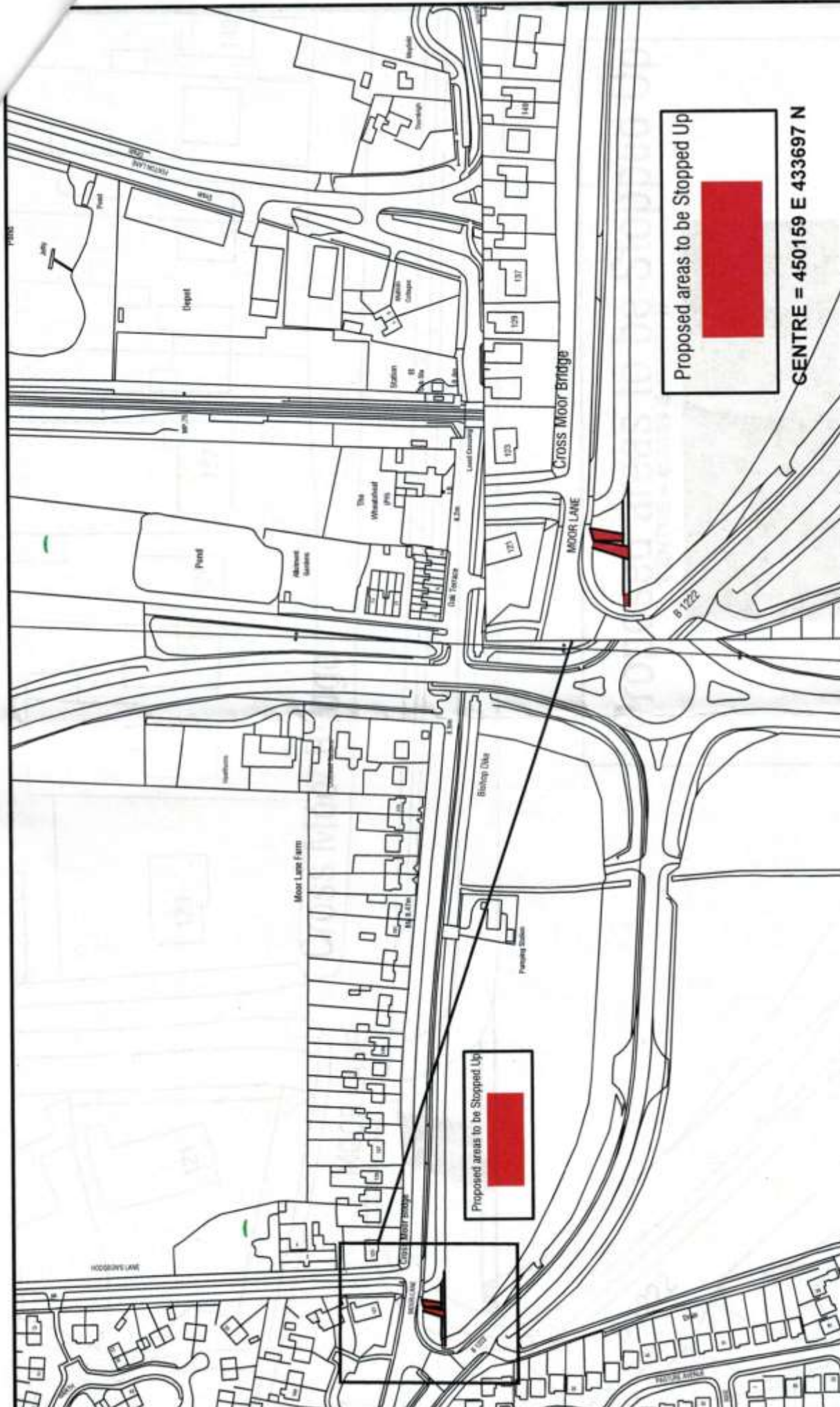
From: Aimi Brookes
Sent: 12 April 2017 16:15
To: Mrs Margaret Gibson
Subject: RE: Don't Be A Waster - Green Waste Month

Hi Margaret,

It is really; I was hoping to get something confirmed in the next couple of weeks.

Do you think it could be something we emailed people about to get an idea of interest or would it ne through the formal meeting process?

Many thanks



Proposed areas to be Stopped Up



GENTRE = 450159 E 433697 N

Proposed areas to be Stopped Up





A Hudson
Cragland
Milford Road
South Milford
LEEDS
LS25 5AD

20th April 2017

Dear Councillors

The Elmet Lions would like your permission to create a garden bed at the bottom of Ever Garth Crescent. The bed would match the one at the bottom of Low Garth Link.

This year is the Lions' centennial year and we would like to celebrate this achievement by giving a visible gift to the community and create a lasting legacy.

We will provide all the material to build the raised bed. Re-plant the bed each autumn and spring and maintain it throughout the year on an ongoing basis. Within the bed we would like to incorporate two notices one celebrating the Lions Centennial Year and the other informing of our sponsorship of the bed.

We do hope you will look favourably on our request and would appreciate an early decision to enable us to purchase the materials and bedding plants.

Kind regards

Ann Hudson
President of the Elmet Lions
01977 680836
07801827016

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From: james town [mailto:jamestown888@googlemail.com]
Sent: Tuesday, April 11, 2017 8:17 PM
To: clerk@sherburninemet-pc.gov.uk
Subject: James Richards Circus

Dear sir or madam

We are enquiring about the possibility of renting the recreation ground off Pasture way for a family orientated all human circus. We would be looking at around early may in 2018 for one however if this is not suitable or you have a different location please let us know if you require information please email or contact myself on 07900214640
Yours sincerely James Town



Virus-free. www.avast.com

*Email 21/4/17
want to change this
to later in year
after the summer holidays*

~~Margaret Gibson~~

From: David Hunt <David.Hunt@northyorks.gov.uk> on behalf of nycc permitconsul
<nycc.permitconsultation@northyorks.gov.uk>
Sent: Monday, May 8, 2017 9:47 AM
Subject: FW: North Yorkshire Permit Scheme (NYoPS) Consultation
Attachments: North Yorkshire Permit Scheme (NYoPS) v1.1.pdf; NYoPS - Consultation
Questionnaire.pdf; NYoPS consultation supplementary.pdf; Permit Fees Gui
Fee Martix - Activity Volumes.pdf; 2. Fee Matrix - Personnel.pdf; 3. Fee Matr
2.pdf; 4. Fee Matrix - Cat 3 & 4.pdf; 5. Fee Matrix - Scheme Cost.pdf; 6. Fee
Reality Check.pdf; 7. NYoPS CBR Summary.pdf

Dear Consultee

Re: New Consultation – The North Yorkshire Permit Scheme (NYoPS)

I write to inform you of a new scheme North Yorkshire County Council will be introducing with the management of street and road work activities on the public highway in North

Part 3 of the Traffic Management Act 2004 and The Traffic Management Permit Scheme (Amendment) Regulations 2015 gave local authorities powers to operate a permit to improve the management of works on the public highway undertaken by highway authorities or utility companies. North Yorkshire County Council, in its capacity as the local highway authority (excluding motorways and trunk roads), proposes to exercise these powers to introduce a system of permits for street works and road works under the North Yorkshire Permit Scheme (NYoPS). All works promoters will require permits to be obtained for most road and street works, whether they are undertaken by highway authorities or on behalf of, utility companies or the highway authority.

This consultation is primarily aimed at highway authorities, utility companies and other interested parties; however, responses are welcomed from anyone with an interest.

Once this consultation process is complete and the responses considered, the permit scheme will be put into its final form for approval by North Yorkshire County Council. It is intended that the scheme will be implemented on **Wednesday 4th October 2017**. All works promoters who operate on North Yorkshire County Council's highway network will be given four weeks' notice of the commencement of the scheme.

In order to respond to this consultation online please go to the following web address:

<http://www.esurveyspro.com/Survey.aspx?id=048abc74-ad05-49a0-a1ad-2be11>

This link also contains copies of the consultation material but is attached for your perusal.

Please note that we will not be providing hard copies of this consultation pack except on request.

Alternatively responses, or any other questions, requests or commentary not covered by the above can be submitted by email direct to North Yorkshire County Council at:

nycc.permitconsultation@northyorks.gov.uk

The deadline for receipt of responses is 5pm on **Monday 7th August 2017**. Responses received after this date may not be included. All comments will be considered within the legislative framework of the Traffic Management Act 2004 and associated regulations and best practice. A summary of the consultation will be made available on request.

Margaret Gibson

From: Aimi Brookes <abrookes@selby.gov.uk>
Sent: Tuesday, April 11, 2017 4:30 PM
To: Sherburn in Elmet Parish Council
Subject: Don't Be A Waster - Green Waste Month

Hi Margaret,

Next month we are looking at green waste as part of our annual Don't Be A Waster campaign. One of the things we're looking into is holding a one day sale for residents to buy bags of compost that are made at one of the reprocessing sites, Yorwaste, which is just outside York. This is compost that is made from green waste from SDC and other local authorities.

I thought this might be something the Parish Council would be interesting in holding in Sherburn – possibly at the Eversley Centre. What do you think?!

I need to confirm with Yorwaste exactly how it would work and what the price would be but just wanted to get a feel for interest from you first.

I look forward to hearing from you.

Kind regards
Aimi

Aimi Brookes
Contracts Team Leader

ext: 42269

**Don't be a
Waster**
Reduce / Reuse / Respect

MINUTES OF THE FINANCE COMMITTEE MEETING ON MONDAY 8th MAY, 2017
7.00pm IN THE PARISH COUNCIL OFFICE.

Present: Councillors C. Lake (Chairman), P Doherty , Mrs J. Prescott, Mrs B. Thwaite, and Mrs M. Gibson (Clerk)

1. **Apologies for absence-** Councillors Mrs J. Brown, B. Packham and Les Wake.
2. **Declaration of Interests-** No Councillors had interests to declare
3. **Expenditure**
 - i) **Update on Expenditure for 2016/17** –all ok at the present time
 - ii) **To accept report on Internal Audit-** Clerk read report from Internal Auditor which stated all in order and no significant or minor concerns that need to be drawn to the Councils attention at this time. Clerk reports that auditor did suggest that VAT amounts are shown on the bank account so that there is a double check on this- This has been done from the 1st April.
 - iii) **To report first half of Precept received for 2017/18 of £82,417.38**
4. **MATTERS FOR DISCUSSION**
 - i) **To discuss quotations for Renewing Courts at Fairway-** Councillor Doherty reports he has spoken to Gary Limbert about this and he has asked the company doing the 3G pitch to quote for this work and the fencing as well. We are still awaiting reply from Carol Baker as to what funding is available from Strata site. Gary Limbert has suggested refurbishing the Fairways instead of renewing as there are no tears in the surface and it will be less used in future with the 3G pitch taking users away. The cost of this would be approx. £12k. The Council could then get the fencing done as well as the surface. There are only 2 companies who could do this refurbishment work. **Agreed we recommend to the full council that quotes be got for a refurbishment, shock pad and the fencing.**
 - ii) **To discuss quotation for upgrade of rest of our Street Lighting-** Quotation received for the work required. County will not take over all the rest of our lighting. This quotation includes Beech Grove which we did not think was our lighting, Councillor Thwaite will check this and let Clerk know. The full cost of work needed is £38,752. (including £2379 for Beech Grove) County Council would then take over 18 of these lights. **Agreed we recommend to full council that this work be done. The ones County will not take over will then at least last for 10 -15 years before needing further work.**
 - iii) **To discuss request from Selby DIAL for funding – Agreed this request be refused as council has not budgeted for any donations this financial year.**
 - iv) **To discuss Village Centre Project funding-** Our figures still do not agree with Groundworks. We have received £3750 refund from them but even they do not know what it is for. Copies of invoices not on their list have been scanned and sent this afternoon. Clerk to find out who the Quantity Surveyor is for this project. **Agreed if no response before Monday POC meeting we report we are still awaiting confirmation of figures before we can go further with surface work.**
 - v) **To sign cheque for Gala Stand** –Cheque was signed to cover cost of Gala Stand for the Parish Council. Councillor Doherty asked if the council agreed with the Youth Hub and the Library being advertised on this stand also suggested selling some books which have been donated to the Library to raise funds. **Agreed we recommend to full council that this be done.**

- vi) **To report cost of Barnsley Bin for the Angling Club**-Cost would be £192.59 delivered but as this is private land SDC cannot fit and empty this. Angling Club happy to do this, will be delivered to PC office.
- vii) **To discuss payment of extra £100 to Finkle Hill Bowls for grass cutting**-Reply to letter which Clerk had sent they state that this has been same price for 3 years and the contractor wants the extra £100 to do the work. They have been told not to put grass in hedge bottom as this is encouraging rats. **Agreed we recommend to full council that we pay the £900 requested.**
- viii) **To report Cooperative Bank new tariffs started in April and not January as previously reported.**
- ix) **To discuss/approve cost of sign for Sculpture in Village Centre** –Clerk reports two quotations one for A4 size at £70 and a 8 x 6 size at £50. **Agreed we have the 8 x 6 size and also smaller print and the Sculptors name on the bottom. Councillor Doherty would call and get this arranged.**
- x) **To report quote for tree at Eversley Park trimming at a cost of £120.**-Clerk had approved this as it needed doing for Gala weekend. Chairman reports that there is another branch still to trim so may be slightly more cost.
- xi) **To arrange Defibrillator training** –Councillor Doherty reports that this would cost £200 for any amount of people. **Suggested date is the 27th May. Agreed Councillor Doherty get this organised.**
- xii) **To report work on White Rose boiler following annual check needed doing at a cost of £315.14. Clerk had agreed this work be done.** Clerk also reports that accounts be sent for work they have had done on the veranda but as they have paid these we cannot re-claim VAT. Councillor Thwaite will tell them not to do this in future, but to get accounts agreed and sent to the Council.

Other Matters.

- i) **Letter from YLCA regarding new editions of the Good Councillors Guide- Agreed we propose to full council that 4 copies be purchased at a cost of £16.75**
- ii) **To report EPC hire rates are going up by 5% in September – this was suggested by their auditor as the rates have been the same for 2 years now.**
- iii) **Clerk reports we have received VAT repayment of £13,139.39**