

**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 of the Sherburn-in-Elmet Parish Council which will be held in the Harry Mountain Room at the Eversley Park Centre on Monday 21st May, 2018 @ 7pm. This meeting will be followed by the Monthly meeting of the Parish Council.**

*Margaret Gibson*  
*Clerk*

**ANNUAL GENERAL MEETING BUSINESS**

- 1) **Election of Chairman.**  
**Election of Vice Chairman.**
  
- 2) **Election of Committee members**
  - i) **Land & Premises Committee (5 members)**
  - ii) **Finance Committee (5 members)**
  - iii) **Personnel Committee (5 members)**
  - iv) **Outside bodies.**

**MONTHLY MEETING BUSINESS.**

1. **Apologies for absence**
  
2. **Declarations of Interest**
  
3. **Minutes of the last meeting held on Monday 16<sup>th</sup> April 2018 be approved as a correct record and signed by the Chairman.**
  
4. **Public Open Session.**
  
5. **Police Issues**
  - i) **Police Presentation-**
  - ii) **Police Representative**
  - iii) **Response from Julia Mulligan (PCC)**
  - iv) **Update on Suggestion for a Community/Police action day.**
  - v) **To receive letter from Julia Mulligan PCC regarding survey of North Yorkshire crime and anti-social behaviour survey closes on 10<sup>th</sup> June 2018. (copy sent to all Cllrs)**
  
6. **NORTH YORKSHIRE COUNTY COUNCIL ISSUES.**  
**To report and take comments on County Council issues.**
  - i) **Speed reports for Milford Road/New Lane/Sir Johns Lane covert speed monitoring will be arranged to check these areas..**
  
7. **CORRESPONDENCE.**

- i) To receive letter from Art Club suggesting that Parish Council erect a sign so that all users of the EP Centre can make the public aware they are there.
- ii) To receive letter from NYCC regarding update of Archives at Northallerton. Copies sent to all Councillors.
- iii) To receive letter regarding Solar Speed Warning signs.
- iv) To receive confirmation from Speed Watch of our complaints re: Milford Road, Church Hill, New Lane and Sir Johns Lane.
- v) To receive letter from International Science & Innovation regarding Aerial Photography Great Britain agreement. PC would have free access to aerial photos and height data from 1<sup>st</sup> April 2018.
- vi) To receive request from Forest School Activities to use Eversley Park.

## **8. PARISH COUNCIL BUSINESS**

### **a) PLANNING**

- i) Report on Meeting
- ii) Construction Sites

### **b) COUNCIL**

- 1) Update on Emergency Plan
- 2) Update on Village Centre plans.
- 3) Youth Provision-
- 4) Community Speed Watch
- 5) Action List (Chairman)
- 6) Update on Data Protection-email from website 26/4/18 that Govt intends to exempt Parish Councils from requirement to appoint a DPO. Report on Training session 10<sup>th</sup> May was sent to all Councillors with information which has to be agreed at this meetng. Also email from website about what forms we wish to Add to our website.
- 7) Update on Christmas Market.
- 8) Update on Spring Clean/Dog fouling problems
- 9) Update on resignation of Councillor Hobson.
- 10) To discuss bins at entrance to Eversley park.
- 11) Community Development Report.
- 12) Village Centre problems. (Chairman)
- 13) Old Girls School. (Chairman)
- 14) Update on Red Bear work (Cllr. Lake)
- 15) Neighbourhood Plan (Cllr. Devers)

### **c) FINANCE**

- i) To approve minutes of Finance meeting held on Monday 14<sup>th</sup> May, 2018 (attached).
- ii) CCTV- working group report.
- iii) To discuss suggestions for a 3 year spending plan for the Parish Council.
- iii) Cheques for payment  
P. Doherty – laptop repair 69.00

Yorkshire Water= Fairway	29.90
Replay Maintenance-fairway refurbish	43,770.00
Mrs A.M Oldroyd –telephone	10.00
Sherburn Community Trust- donation	14,876.27
NYCC – street lighting energy account	1,852.22
Sherburn Bowls annual grass cutting grant	900.00
YLCA- training for GDPR	90.00
J.E.Liddle- plumbing work at White Rose (burst)	212.00
K. Devers – travelling for training	18.96
Shed Ground Maintenance-grass	1,373.68
YLCA – advert for clerk	15.00
EPC- meetings/meals on wheels (apl/may)	145.60
Sign Group GB – sign for Outdoor gym area	343.45
Advanced Rooflines – white rose	1,807.00

**d) LAND AND PREMISES.**

- i) To approve minutes of LAP meeting held on Monday 14<sup>th</sup> May, 2018 (attached)**

**e) PERSONNEL/TRAINING**

- i) To approve minutes of Personnel meeting held on 24<sup>th</sup> April, 2018**  
**ii) To report on Clerk to the Council vacancy.**  
**iii) Checking of emails while Clerk on holiday.**

**10. OTHER REPORTS - For information only unless detailed.**

- a) Selby Rail Users –**  
**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-** letter from solicitors. Shared Access still trying to get permission from CISWO for the mast.  
**j) Fairways Area-Sweeping/Nets/Ban account..**  
**k) Aero Club Liaison Committee**  
**l) Craft and Food Festival August 2018**  
**m) Community Library Steering Group**

**11.. CLERKS REPORT/**

**COUNCILLORS REQUESTS FOR MATTERS FOR NEXT AGENDA.**

**Sent:** 08 May 2018 20:50

**Subject:** City Elan Traffic operated speed warning signs

Good evening all,

I promised to let you have more information on these solar powered battery back up signs that Barlow PC were interested in buying at a cost of approx. £2,000 plus VAT, which are considerably cheaper than the price offered by NYCC (approx. £6,000 plus VAT for 18 weeks). However I must say that we are not comparing like with like here due to the cost of poles and support from NYCC. Barlow's idea was to move the sign around between different roads in the parish. I have further information that can be viewed in the email trail below.

I have already emailed NYCC, County Councillor Cliff Lunn and our MP's senior PA Howard Ferguson about the signs for support (particularly for small parish councils). NYCC say that the signs are not currently approved by them, but that this might change in the Summer.

There is a feeling that if more town and parish councils show interest in them then the signs might get NYCC approval. The main attraction to these signs is the price, followed by the fact that that they are already in common use in the United States. As such these signs are tried and tested in the US, and also in France. If another manufacturer comes along offering them at a similar price that's fine - my main interest is to get similar signs approved and on to the UK market.

I hope that you and your respective councils will consider this with a view to making your points to NYCC.

Regards,

Tony Wray

**Margaret Gib**

**From:**  
**Sent:**  
**To:**  
**Subject:**

Thank you for your prompt response, can I suggest the Parish Council erect a sign so that all users of the hall can make the public aware that they are users of the Eversley centre. Perhaps an interchangeable sign similar that the retail parks use? After all if the public are not aware that we are there, our events will soon suffer and in turn close.  
just a suggestion



Ref: JB

7/11

Julie Blaisdale  
Assistant Director of Library & Community  
Services  
County Hall  
Northallerton  
DL7 8AD

Tel: 01609 533494

Email: [Julie.blaisdale@northyorks.gov.uk](mailto:Julie.blaisdale@northyorks.gov.uk)

23<sup>rd</sup> April 2018

Dear Parish Council

North Yorkshire County Council is launching a major consultation on what the North Yorkshire Archives service of the future should look like.

Currently the county archives are housed in the County Record Office at Northallerton in a building that is in need of a complete overhaul so that it can continue to maintain important and irreplaceable documents in a secure and controlled environment. Some of the documents held are centuries old and provide a unique insight into 800 years of North Yorkshire's history.

The Archives service is also keen to take advantage of the greater access opportunities offered by improved broadband coverage across the county, by allowing online digital access to the service and its unique collections.

In consulting on our future provision, we need to make as many links as we can to the wider heritage offer available across the county through the wealth of established heritage groups and providers. We are also keen to understand what our partners, such as yourselves, as well as users and non-users of the service would like to see provided by a digital age record office. We are also keen to learn from the many dedicated enthusiastic heritage groups and volunteers how it can better support their needs in preserving the heritage of local communities.

I would therefore be most grateful if you could respond to the consultation as well as encourage responses from any volunteer/heritage groups that you may be involved with that would have an interest in this project. The survey is open to anyone, both as an individual and as a group with an interest in the archival heritage of North Yorkshire. To find out more about the consultation or to take part in it please visit the consultation webpage on our web site:

<http://www.northyorks.gov.uk/recordofficesurvey>

Julie Blaisdale

Central Services ■

**MINUTES FROM THE LAND AND PREMISES COMMITTEE OF  
SHERBURN IN ELMET PARISH COUNCIL HELD ON MONDAY 14<sup>th</sup> MAY, 2018  
@ 6.PM IN THE PARISH COUNCIL OFFICE**

**Present:** Councillors Mrs B. Thwaite (Chair), Mr C Lake, Mr P Doherty, K. Devers and Mrs m. Gibson (Clerk)

**1. Apologies:** Apologies were received from Councillor J, Brown.

**2. Declaration of Interests:** Councillor Thwaite declared an interest in the White Rose Football Club and the Rugby Club, Councillor Doherty declared an interest in the Community Trust.

**BUSINESS.**

**3. Matters for discussion:**

**i) To discuss Rugby Club – Planning Application/Refurbishment/Funding update and Entrance Gate.** Chairman reports that Planning has now been received for this extension work. Rugby are at present getting a specification together and will let Council have it as soon as possible. They have also gone to CEFs for funding. There had been problems with the gate at entrance but hopefully this is now sorted. New gate should be fitted soon then there will be more keys available.

**ii) To discuss Memorial Garden at the Library-**As the entrance to Eversley Park has been dropped Chairman suggested that we ask Tesco if we could divert the bags for life money to refurbishing the Memorial garden. Much discussion took place and it was agreed we get Groundwork to do a scheme to restyle this area then Councillor Doherty would ask if Tesco would be willing to change the funding to cover this work. Chairman would organise this with Groundwork and Chairman and Councillor Brown to meet with Groundwork and see what they propose.

**iii) To discuss SWRFC quote for Fire Door and Disabled Access Fire Escape Ramp and update re: Fascias.** – Two quotes have been received for this work but Councillor Lake not happy that these are “like for like” quotes. Councillor Lake took these to clarify with contractors what exactly quotes are for and report back to next meeting. Problem with Fascias company have put in their claim, which is on the Finance agenda for action. Specifications for the fascia work were forward and these were agreed also that this be sent to Gary Limbert for approval before any quotes be requested. Clerk to contact TWS, Rainforest, Orion and Novus Windows for quotes when specification agreed..

**iv) To discuss Allotment – Shed/Insurance update.** Chairman reports that this is ongoing.

**v) To provide an update on all Premises-**Chairman reports that all this been done and details now in office in LAP files. Some insurances still to come in.

**vi) To discuss unlawful access through White Rose-**Chairman reports that resident of 59 North Drive has installed an access at the back of his property and is driving over the playing field to get to this garden. **Agreed Clerk write and state**

**this is illegal and must stop, this is a public park and this is a Health & Safety issue he is driving over the grass to get to this property. Councillor Devers would send a letter for Clerk to send out regarding this**

**vii) To discuss White Rose defibrillator for outside property-**Chairman reports that White Rose wish another defibrillator for outside their property. Wanting to know what cost would be. Clerk reports that last one cost £924 but Councillor Buckle could get them cheaper than that. Committee thought that White Rose should be raising funds to instal this themselves.

**viii) To discuss White Rose need new wiring for tennis courts-** Chairman reports that Tennis Courts need all new rewiring. **Agreed specification would have to be drawn up and quotes sought for this work.**

**ix) To discuss 3 year spending plan for Parish Council-** Chairman reports that all Councillors need to think about what is needed for this village in the next 3 years and come up with proposals. This is on Parish Council agenda for next week.

**x) Angling Club- Otter problem-** Chairman reports that Angling Club have a problem with an otter stealing fish and wish to erect an electric fence to stop this. Councillor Doherty not sure this is legal and would check Yorkshire Wildlife about what action is legal and get back to next meeting.. Disabled toilet is going to be sited in the next few weeks.

#### **4. REPORTS.**

**1. Fairway area.** White lines have not been painted on this surface and agreed Clerk get them done as soon as possible. Clerk had got quotes for sweeping and new nets for this area. **Agreed these go to Gary Limbert to see which is best and then go to next Parish Council meeting for approval.**

**2. Fairways Basket swing** –Clerk had email passed on by CDM stating that the above swing needs more work than originally quoted (Cost £122) **Clerk had agreed this work be done.**

**3. Request for use of the Park for fitness training-** Email received from person wishing to use park for fitness training for Hilltop Manor workers. **Agreed as long as no charges are involved and he knows they do now have sole use of the quipment there is no problem.**

**4) Finkle Hill Mast** –Clerk reports email received from LCF Law asking if this has dropped through as they have not heard anything for some time. **Clerk to write and state yes this appears to have dropped through as CISWO would not allow this work.**

**NEXT MEETING MONDAY JUNE 4TH- Chairman will send out agenda and deal with this meeting as clerk on holiday.**



**MINUTES OF THE FINANCE COMMITTEE MEETING ON MONDAY 14<sup>th</sup> MAY<sup>L</sup>, 2018**  
**7.00pm IN THE PARISH COUNCIL OFFICE.**

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

**BUSINESS**

1. **Apologies for absence-** Apologies were received from Councillor Mrs .I Brown.
2. **Declaration of Interests –** No interests to declare.
3. **EXPENDITURE.**
  - i) **Update on Expenditure for 2018/19 –** Chairman reports that all in order except Library donations which is overdrawn with donation for CDM employment. **Agreed this be left at present until PC decide which fund this is vired from. Clerk has sent to SDC to draw down balance of money for Fairways upgrade.**
  - ii) **To report on investing in Higher Interest accounts-** Councillor Platts had looks at Bonds which could raise up to 6- 8% but these were risky. And other accounts which could raise upto 1.75% for tying up funds for 1 – 2 years. **Agreed that bonds were not acceptable as too risky with public money. Agreed that Councillor Platts look at a 1- 2 year agreement with up to £50k of the council funds.**
  - iii) **To report change to BACs charges from 19<sup>th</sup> June. Item will now be 14p instead of 6p.**
  - iv) **To discuss grant to Community Trust-** Clerk had been concerned that this may not be an acceptable agreement and had checked with SLCC. They have no problem with this but state that Chairman of Parish Council should not vote on any financial matters with Community Trust as he is Chairman of that organisation.
4. **MATTERS FOR DISCUSSION**
  - i) **Cost of changing website-**Councillor Platts reports this is still ongoing.
  - ii) **To discuss litter bins Moor Lane-**Clerk reports that Councillors Hunt and Buckle had requested a rubbish bin down Old Moor Lane and suggested at bottom of ramp from Bypass. **Agreed this be proposed to full council that this be ordered and sited as soon as possible.**
  - iii) **To discuss Property Insurance—Specifically Allotments/Fishing Pond.** Councillor Thwaite reports that this is ongoing. Fishing pond have insurance through their Angling group.
  - iv) **Update on White Rose fascia etc. Account received from Contractor.** Chairman reports we have received accounts from the contractor for the work done totalling £1807. **Agreed we really do not have a choice and that full council be asked to pay this account.**
  - v) **To discuss quotes for Eversley Park Centre windows-** Councillor Platts not had chance to do this specification, would do this tomorrow and let Clerk have it asap.
  - vi) **To approve new Financial Regulations –** Chairman asked for approval for these regulations. Councillor Doherty still not happy with these and asked that Councillor Platts send him the document with changes shown and then he will be happy to vote on this. **Agreed this go on next Mondays PC agenda.**
  - vii) **To discuss purchase of traffic cones to alleviate parking problems around EPC.-**Councillor Prescott reports that SM and Ledston have some cones which we may be able to borrow. **Councillor Prescott will check this and report to next Finance meeting.**
  - viii) **To discuss proposed 3 year spending plan for Parish Council-**Chairman reports this is on PC agenda for all Councillors to come up with proposals for how the Parish Council should spend its money in the next 3 years.

**ix) To discuss Otter problem at Angling Pond.**- this matter had been dealt with at LAP meeting earlier this evening.

**EXTRA ITEMS TO REPORT ONLY**

**1- Quotes for sweeping and nets at Fairways** – Clerk report's we have got two prices for Sweeping this area 1 for 4 half day visits per year at £1,695 and one for 2 full day visits per year at £1,495 plus moss treatment at £95 per year. Also quote for new nets for this area. At either £51.60 or £56.40. **Agreed Clerk send these onto Gary Limbert and ask which he thinks would be the better option and report back to next meeting.**

**Clerk reports she is on holiday for 2 weeks before the 11<sup>th</sup> June meeting so can Chairman send out agenda for this meeting. Clerk will be back for the actual meeting on the 11<sup>th</sup> June. This was agreed.**

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MINUTES OF THE PERSONNEL COMMITTEE MEETING  
**SHERBURN-IN-ELMET PARISH COUNCIL**  
HELD ON 24<sup>th</sup> APRIL 2018 IN THE PARISH COUNCIL OFFICE @ 9.30am

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Present Councillors : Kevin Devers (Chair), Bob Packham, Paul Doherty,  
Tim Platts and Bernice Thwaite

Apologies for absence : Cllr. Maggy Hunt

1. To consider the imminent the departure of the Parish Community Development Officer (27/04/2018) and the implication on the Parish / Council thereof.

Proposed : Cllr. Kevin Devers  
Seconded : Cllr. Bob Packham

**RESOLVED UNANIMOUSLY THAT :**

To propose to full Council that a grant be made to The Sherburn in Elmet Community Trust (Registered Charity No. 1166770) ("the Trust") to enable the Trust to discharge the tasks and duties previously undertaken by the Sherburn in Elmet Parish Community Development Officer as per the attached appendix.

The grant to be paid on the 1<sup>st</sup> May 2018, being annually (in advance) with the covenant that a pro-rata refund be made should the Trust fail in its obligations to the Parish.

The grant to be calculated :

50% of what would equate to the full time annual salary for a similar role in local government as per NALC 2018 guidelines plus 50% of associated 'on costs' (N I and Pension Contributions). In addition, the grant would include £120.00 to cover existing phone contract.

**NOTE :** Exact figures to be agreed with the RFO and forwarded to the Finance Committee for action.

Grant payable subject to the Trust delivering 'value for money' on a continuing basis for a period of three years with an ongoing review by the RFO and by the Parish Council at least every six months.

The laptop purchased by the Parish (for use by the Community Development Officer) to be loaned to the Trust for a period commensurate with the grant with the Trust undertaking to keep the laptop in good order.

2. The existing role of the Parish Clerk and RFO was considered in great detail and it was noted that the output and quality of the work provided by our Clerk and RFO (Mrs. Gibson) was consistently to an extremely high and timely standard. However, it was mooted that given that there had been a considerable demographic growth of the village and significant additional legislative burdens placed upon the Parish the consequence of which effectively meant the hours worked by the Clerk may not meet the needs of the Parish.

Proposed : Cllr. Kevin Devers  
Seconded : Cllr. Bernice Thwaite

**RESOLVED UNANIMOUSLY THAT :**

The roles of Clerk and RFO should be divided and there should be consultation with Mrs. Gibson aimed at Mrs. Gibson relinquishing the role of Clerk while remaining RFO to the Parish.

The terms of Mrs Gibson's existing contract to be modified by way of agreed letter wherein existing pay scale (and subsequent increments), holiday entitlement and addition benefits would be honoured and that there should be no detriment to Mrs. Gibson whatsoever. Mrs. Gibson's hours would be unaffected, being an average of 10 hours per week but to attend Finance Meeting and Full Council as RFO and report (in writing) accordingly. As RFO, Mrs. Gibson would ***not*** be able to take minutes at either meeting.

3. To consider employing an experienced Parish Clerk who holds or are willing and capable of working towards the relevant qualifications for the role.

Proposed : Cllr. Kevin Devers  
Seconded : Cllr. Bob Packham

**RESOLVED UNANIMOUSLY THAT**

The following should be considered as a *brief* outline job specification :

- Hours - 20 (flexible, but to meet the needs of the Council and to include some evening working LAP /Planning FULL Council meetings).
- Would undertake those duties lawfully and reasonably expected of a competent person fulfilling the role of Clerk to the Parish Council being proportionate with the size, function and precept of the Council.
- Salary and terms of engagement to be agreed from the NALC guidelines.

Chair to draft job advert, job and person specification for agreement by the Personnel Committee (via email exchange) for insertion in local press and with YLCA as a matter of urgency.

4. To consider Clerks wellbeing in respect of working environment.

Proposed : Cllr. Kevin Devers  
Seconded : Cllr. Bernice Thwaite

**RESOLVED UNANIMOUSLY THAT**

As no immediate issues have been identified it was agreed to propose that the status quo remain until the new Clerk takes up his/her position and a period of settlement established and then to review staff wellbeing, Health and Safety and other relater employment policies.

Date of next Meeting- to be arranged.

**CORRESPONDENCE RECEIVED/SENT SINCE  
APRIL 2018 MEETING  
FOR INFORMATION ONLY**

**CORRESPONDENCE RECEIVED**

- 17/4/18 Resident regarding grass cutting Moorland Road – got permission and passed this on to SDC for attention. They have put this on their work sheets.
- 17/4/18 NYCC Footpaths. Hedge now been trimmed back on footpath between Moor Lane and Wolsey Croft. The path is now a usable width. Owner will continue to maintain the hedge in future. Also the fencing and building materials have been Removed from the entrance to footpath 12.
- 24/4/18 Registration team Data Protection –confirmation of receipt of annual registration.
- 28/4/18 SDC first half of precept received.
- 1/5/18 Letter that work should be starting Red Bear this week. Also work will be done on Elmhurst's and Dentist this July.
- 11/5/18 NYCC regarding speed reports for Church Hill nothing can be done until 2019.

**CORRESPONDENCE SENT**

- 16/4/18 Request for funding for a disabled swimmer. Replied we are unable to help.
- 18/4/18 SDC regarding Refill Project- at the present time we are not interested. Something being looked at in VC proposals.
- 18/4/18 Elmet Art Society-sorry we cannot allow a permanent sign outside centre.
- 18/4/18 EPC- parish council will donate £2686.50 towards flooring work on stage.
- 23/4/18 Sign Group- placing for CCTV sign at Outdoor Gym area confirmed.