

## 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 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 18<sup>th</sup> January 2016 @ **7pm**

*Margaret Gibson*

*Clerk*

### BUSINESS

1. Apologies for absence.
2. Declarations of Interest.
3. Minutes of the last meeting held on Monday 14<sup>th</sup> December, 2015 (attached) to be approved as a correct record and signed by the Chairman.
4. Presentation by Mr Martin Fagan, Heartbeat Trust regarding Defribullator.
5. Public Open Session.
6. Police Issues.
7. NORTH YORKSHIRE COUNTY COUNCIL ISSUES.  
To report and take comments on.
  - i) Combined Authorities
  - ii) County Councillors Local Budget up to £5000 available requests to be in by the 31<sup>st</sup> March 2016. (copy sent to all Councillors)
  - iii) Street Lighting Beech Grove-now all night. Beechwood does not meet criteria neither do Orchard Cottages.
8. CORRESPONDENCE.
  - i) To receive letter from NYCC with diversion order for footpath Moor Lane. This has now been sealed as a diversion.
  - ii) To receive letter from NYCC Passenger Transport regarding cuts to funding for bus services from April 2016. (letter with email link sent to all Councillors)
  - iii) To receive letter from YLCA regarding the Queens 90<sup>th</sup> Birthday celebrations.
  - iv) To receive letter requesting support for a local athlete. (copy sent to all Councillors)
  - v) To receive newsletter from NYCC regarding government funding settlements. (copy been sent to all Councillors)

- vi) **To receive letter of complaint about traffic and noise due to development traffic. Low Garth Road/Eversley Garth.**

**9. PARISH COUNCIL BUSINESS**

**a) PLANNING**

- i) **Report on Meeting at 6.30pm in PC office**
- ii) **Report from Transport/Traffic sub-committee.**
- iii) **Construction Sites**

**b) COUNCIL**

- i) **Community Development Officers Report (to follow)**
- ii) **Report on YLCA Healthcheck.-Legal Topic Note 87 sent out to all Councillors before this meeting.**
- iii) **Facebook for Parish Council**
- vi) **Update on Grit Bins.**
- v) **Tesco Community Funding Scheme.**
- vi) **Update on Councillors attendance at School Council meetings.**
- vii) **Request for Zebra Crossing Fairways.**
- viii) **Complaint about traffic in Wolsey Croft.**
- ix) **Complaint about access to Footpath Low Street/Fairways. This is blocked by large stone which stops access for disabled.**
- x) **Report on Tour de Yorkshire through the village April next year.**
- xi) **Suggestions for Solar Farm Funding-Youth Provisions.  
Also confirmation that the Community benefit sum will be £2498.95 per annum from this scheme.**
- xii) **Report on meeting 15<sup>th</sup> January with Mark Crane.**

**c) FINANCE**

- i) **To agree minutes of Finance meeting held on Monday 11<sup>th</sup> January (attached)**
- ii) **To report on Grant position for Old School.**
- ii) **Cheques for Payment:**

<b>P. A. Tomlinson-boiler check EPC</b>	<b>105.00</b>
<b>Sign Group Ltd- plaque for Library garden</b>	<b>69.60</b>
<b>Loan repayment</b>	<b>4,383.12</b>
<b>Richard Renier – Old School design</b>	<b>1,000.00</b>
<b>Mass Architects – Old school services</b>	<b>13,080.00</b>
<b>Yorkshire Water –White Rose</b>	<b>167.64</b>
<b>Yorkshire Water- rugby</b>	<b>61.58</b>
<b>Yorkshire Water- EPC</b>	<b>228.19</b>
<b>Yorkshire Water –fairway</b>	<b>91.51</b>
<b>Petty Cash</b>	<b>50.00</b>
<b>HM Revenue &amp; Customs –Tax/NI</b>	<b>420.10</b>
<b>D. Palmer – salary</b>	<b>1,369.19</b>
<b>Mrs M. Gibson- salary</b>	<b>529.76</b>

**d) LAND & PREMISES**

i) **To agree minutes of LAP meeting held on Monday 4<sup>th</sup> January (attached)**

e) **PERSONNEL/TRAINING**

i) **Follow up on meeting held with YLCA Sheena Spence.**

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

a) **Selby Rail Users-**

b) **Gala Committee**

c) **C.A.B.**

d) **Community Association**

e) **Eversley Park Centre**

f) **Yorkshire Local Councils Association**

g) **C.E.F.'S**

h) **Rugby Club**

i) **Angling Club - Perimeter fencing.**

j) **White Rose Sports Club.**

k) **Fairways Area-**

l) **Aero Club Liaison Committee.**

m) **Community Mini Bus**

n) **Village Centre Project .**

10. **CLERKS REPORT/**

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

**Items for information only.**

**MINUTES OF THE MONTHLY MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL  
HELD IN THE HARRY MOUNTAIN ROOM AT EVERSLEY PARK CENTRE ON MONDAY  
14<sup>th</sup> DECEMBER 2015 AT 7.00PM**

**Present:** Councillors P. Doherty (Chairman), C. Lake (Vice Chairman), B. Packham, Mrs M. Hunt, Mrs J. Brown, T. Streatfield, M. Hobson, Mrs B. Thwaite, D. Buckle, L. Wake, M. Jordan (slightly late) and Mrs M. Gibson (Clerk) D. Palmer, Community Development Officer

**MEETING BUSINESS**

**66. APOLOGIES FOR ABSENCE:**

Apologies were received from Councillor J. Prescott and Councillor M. Jordan would be late also PC Richardson.

**67. DECLARATIONS OF INTEREST**

No Councillors had interests to declare.

**68 MINUTES OF THE LAST MEETING**

Minutes of the last meeting held on Monday 19<sup>th</sup> October 2015 were approved and signed by the Chairman.

**69. PUBLIC OPEN SESSION**

No members of the public present.

**70. NORTH YORKSHIRE COUNTY COUNCIL**

**To Report and take comments on.**

**County Councillor reports;**

- i) Combined Authorities-** This bill has been amended and District Councils can agree to go with another Council if they wish (Craven and Harrogate wish to go with West Yorkshire) County Councillor will keep us informed of any development.
- ii) Street Lighting** –County Councillor needs numbers of the ones which are going off before midnight. Councillor Wake says one outside his house goes off some evenings and not others. Clerk to contact NYCC and say that Beech Grove, Beechwood Glade and Beechwood Croft need to stay on as these are Old/Infirm peoples housing.
- iii) Budget Cuts** –At a recent seminar it was reported that Welfare/Local Govt and Whitehall Depts. are protected everything else not protected. If Govt give back the Business rates to local councils this would probably be a neutral result.
- iv) Fire & Rescue** –As Councillors are probably aware Tadcaster is one of the areas which has been cut back from a truck to a van.
- v) Meeting been held with Leader of SDC and Chief Executive of Selby Council** regarding development. 2011-2027 requirement for the whole of the Selby area is 7200 houses. With what is already passed and on the cards for this village Sherburn should have none in the next allocation.
- vi) Traffic Lights-**Any problems with temporary traffic lights by the Construction sites please direct via County Councillor so he can make sure they get to the correct person at Northallerton.

**vii) County Councillors Local Budget up to £5000 available.** County Councillor asked that any Councillors with ideas for this funding let him now as soon as possible anyone requesting this funding must have a proper constitution and a bank account to qualify.

**viii) Report on meeting with Redrow/Persimmon** –County Councillor reports that Trading Standards are looking at Traffic orders for this site and signs have been put up directing all traffic down bypass and Moor Lane to the site. Councillor Hobson reports he has met with Yorkshire Water about sewage coming up the storm drains and they are doing a survey in the next few weeks. They are not convinced that the sewers can cope with the amount of housing being built. The pumping station in Moor Lane is to be upgraded in the near future. If a report is received Cllr. Hobson will forward a copy to the Parish Council. Councillors stressed that anyone with sewage problems should contact the water board immediately.

**ix) Report from Selby Area Committee** –Nothing to report.

## **71. CORESEONDENCE**

**i) Ro receive letter from NYCC** they will carry out inspection of footpath between Low Street and Eversley Garth Crescent and deal with anything which is of a high level of concern.

**ii) To receive complaint about bins on Church View car park** –Clerk had sent this to SDC and they have been out and will make sure this does not happen again.

**iii) To receive letter of complaint about grass cutting in Moor Lane/Apple tree Way** This has been cut again and residents now happy about this. Councillors felt that Bedfords have done a good job this season.

**iv) To receive letter from SDC regarding Tesco Community Funding Scheme.** (Copy been sent to all Councillors) agreed this go on January agenda and any Councillors with ideas send them to the Clerk before that meeting.

**v) To receive letter from SDC regarding Community Infrastructure Levy presentation two dates in January. Resolved that Chairman, Councillor Streatfield and the CDO attend 14<sup>th</sup> January and Councillor Lake attend on the 28<sup>th</sup> January.**

**vi) To receive letter from NYCC regarding preferred options consultation for the Minerals and Waste Plan.** Councillor Streatfield had looked through this and nothing in this village area.

**vii) To receive letter from John Cattanach about Utopia Buses** –this letter states Utopia that the Parish Council were “positive” about backing this service. **Clerk confirmed we had no contact with Utopia we had agreed to back the service which Mr Cattanach was trying to get up and running. Councillor Packham has dealt with this after confirming with Clerk that this was the position.**

**viii) To receive letter from AV Irrigation regarding system contract for Fairway.** This will remain same cost as at present. Resolved we find out how many people actually play on this area before anything decided. (This to go to January Finance meeting)

**ix) To receive complaint about bin in Moor Lane/Apple tree Way being filled with dog waste and smelling not being emptied only once a month, requesting proper dig bin at this site.** Clerk had told the resident that dog waste is allowed in these bins. Also contacted SDC who have made sure this is emptied every week. No further complaints. Resolved we would not instal a separate dig bin at this site.

**x) To receive letter from AB Agri with upgrade on work at the Maltings, South Milford**-work has now started on this site and clearance is underway. Pile driving and installing tanks ready for the construction are underway also. Work should be completed by November 2016.

- xi) **To receive letter from Zurich Insurance regarding policy renewal**-asking if any changes for new policy. Clerk has sent updated staff wages and asked for a quotation for our January Finance meeting. Asked for a quote for index linked and non-index-linked.
- xii) **To receive update on HS2.** Copies been sent to all Councillors for information only.
- xiii) **To receive complaint about street lighting going off at Midnight** –County Councillor had sent full response to this complaint.

## 72. PARISH COUNCIL BUSINESS

### a) PLANNING

- i) **Report on Planning meeting** – Councillor Streatfield reports no contentious items. Separate minutes will be sent out after this meeting.
- ii) **Report from Transport/Traffic Committee** –No meeting held.
- iii) **Construction sites-** this already reported in County Council report.

### b) COUNCIL

- i) **Community Development Officers report** –This has been previously circulated to all Councillors. Still awaiting proper grant funding agreement for VC Project. Parish online would cost £250 per year to get maps etc agreed CDO take the free month and see if we need to spend this money. (To look at January Finance meeting) Ongoing with CEFs for Defribulator case. Agreed litter bin that Aldi providing should be sited at New Lane. **Following these discussions this report was accepted. ..**
- ii) **Report on YLCA Health Check** - Clerk reports that a new Legal Topic Note was mentioned at Finance training day will try and find a copy. This item could then be removed from the minutes.
- iii) **Litter Eversley Park**-Councillor Packham had asked for this to be put on but this problem appears to be better at the moment.
- iv) **Facebook for the Parish Council** –Chairman and Councillor Streatfield had asked for this item, they felt this would be a good way of communicating with more residents. Much discussion took place and it was agreed that full details of what was involved be sent out to all Councillors and then this could be decided at January meeting.
- v) **Grit Bin Fairways by Play area**-This corner is very bad and a resident had offered to spread grit if we instal a bin. Councillor Packham pointed out we had resolved not to buy any more bins but Councillors felt this area was dangerous especially being near to the play area. **Resolved we look at getting a bin for this area on the grassed area by Copperfield Close entrance.** Councillor Jordan stated there used to be one at Tomlinson Way but appears to have gone missing. **Clerk would get Mr Varley to check if any more missing and then order replacements with the new bin.**
- vi) **Speeding traffic on Fairway**-CDO to contact NYCC and ask when speed check last done on this area. Chairman reports that Councillor Prescott is requesting that this area be added to speed gun area.
- vii) **Tesco Community Funding**-dealt with in correspondence.
- viii) **To sign off paperwork for Ash Row Solar Farm** –Clerk had checked that this is best offer the Company will make. **Chairman and Councillor Thwaite signed off this paperwork. Agreed this go on to January agenda. Any ideas for spending this funding should be sent to the Clerk before that meeting.**
- ix) **Councillors attendance at School Youth Council meetings** –Councillor Packham will ask if the Youth Council would like Councillors to attend and report back to next meeting.

x) **Request for Zebra Crossing at Fairways** –Councillor Mrs Hunt requesting this as is very difficult crossing road outside Aldi. Councillor Packham will take this up with NYCC as there are criteria which need to be met for these crossing.

xi) **Notes from Public Meeting on the 26<sup>th</sup> November** –(copies been sent to all Councillors) Clerk reports that dates for another meeting with Mark Crane are the 15<sup>th</sup> or 22<sup>nd</sup> January (Friday evening) **Resolved we ask Mr Crane for his preference and then contact Mary Weastall and Richard Sunter if they can attend on that date as well.**

c) **FINANCE**

i) **To Agree minutes of Finance meeting held on Monday 9<sup>th</sup> November.**  
**-Resolved that all actions be approved.**

ii) **To confirm that Mr Fagan from Community Heartbeat Trust will be attending January meeting to discuss Defibrillator** –Resolution that we accept the gift of the Defibrillator from Mr Stead at the Oddfellows Arms on behalf of the village. Also the Council ask Eversley Park centre Committee for permission to put this outside the centre **Resolved that these actions be approved.**

iii) **Report on Finance training event 27<sup>th</sup> November** –Clerk reports that Audit next year we have final say on when this has to be finalised. Councillor Lake reports that it was mentioned about a limit of £7500 for reclaiming VAT but the Clerk has checked and this appears to be just for exempt VAT reclaims.

iv) **To report Parish Council tax base for 2016/17 details from SDC –This to go to next Finance meeting for full discussion.**

II) **Cheques totalling £4522.67 (see separate list) were approved and signed by the Councillors.**

d) **LAND & PREMISES**

i) **To agree LAP meeting minutes held on Monday 2<sup>nd</sup> November (attached)**  
**Resolved these be approved.**

e) **PERSONNEL/TRAINING**

i) **Follow up Report on meeting with Sheena Spence YLCA**-Still awaiting details from YLCA regarding Clerks salary etc. Personnel Meeting to be called when full details received.

73. **OTHER REPORTS**

a) **Selby Rail Users** – Councillor Buckle reports that electrification of the lines is being looked at. New Franchise has been approved and meeting will be held soon with the new Franchise people. Potentially try and make this a public meeting. New electric board at South Milford station.

b) **Gala Committee** – Councillor Lake reports that Santa attended on Saturday not as many residents as usual attended. Councillors thanked the Gala again for the Xmas lights.

c) **C.A.B** - Councillor Mrs Brown reports that Selby are joining with Hambleton and Richmond area all meetings will be at Northallerton. Also setting up a Credit Union in Selby area.

d) **Community Association** – Councillor Mrs Brown reports that £770 was made for the Peter Pan nursery with the sale of the Calendar, could have sold many more.

e) **Eversley Park Centre** - Clerk reports that we now have the three quotes for this work at the Car Park-**Resolved that this go to next Finance meeting for discussion..**

f) **Yorkshire Local Councils Association** – No meeting held.

- g) **C.E.F.'s** - Councillor Mrs Brown reports Western Area had met at Fairburn. No matters for this village.
- h) **Rugby Club** – No meeting held.
- i) **Angling Club** - Councillor Hobson reports no problems.
- j) **White Rose Football Club** – Nothing to report.
- k) **Fairways area-** Chairman reports that Netball Association have stated that this surface is not fit for playing on. Agreed this go to next LAP meeting for further discussion.
- l) **Aero Club Liaison Committee-** Chairman reports that they hope to run a half marathon again next year but need suggestions for parking for at least 1000 cars. Councillor Jordan suggested they contact ABN, Kingspan and Ultima Kitchens who have large car parks close to each other. Councillor Hobson would liaise with Aero Club about this. Chairman also reports the Club are proposing to revert to their old circuit for training which is better for this village but worse for South Milford. Chairman would contact the club with our comments.
- m) **Community Mini Bus Committee – This now on CDO report**
- n) **Village Centre Project – Dealt with in CDO report.**

**74. CLERKS REPORTS REQUEST FOR MATTERS FOR NEXT AGENDA**

- i) **To Receive letter from NYCC** they are arranging for gulley cleaning at The Pasture area.
- ii) **To receive complaint about footpath between Fairway/Low Street** –requesting that the stone be removed to make disabled access easier and also lighting. **This to go on next Agenda**
- iii) **To receive complaint about traffic in Wolsey Croft-This to go on next agenda.**
- iv) **To receive confirmation from SDC that the “Tour de Yorkshire” will be coming through this village in April next year. This to go on next agenda.**

**Items for next Agenda;**

- 1) **Provision for Youths of this village (Councillor Hobson)**
- 2) **Village Centre (Councillor Buckle)**



**CORRESPONDENCE RECEIVED/SENT SINCE DECEMBER 2015  
MEETING  
FOR INFORMATION ONLY**

**CORRESPONDENCE RECEIVED**

15/12/15      Mark Crane- can attend meeting on 15<sup>th</sup> January at 7pm

**CORRESPONDENCE SENT**

.16/12/15      Mary Weastell and Richard Sunter inviting to meeting  
15<sup>th</sup> January.

16/12/15      SDC booking Councillors on CIL training event  
14<sup>th</sup> Jan Councillors Doherty & Streatfield and D. Palmer  
28<sup>th</sup> January Councillor Lake.

15/12/15      Sherburn Aero Club PC have no objections to North Circuit flights.  
Also suggesting they contact Mel Hobson regarding parking for 1/2  
marathon.

**MINUTES FROM THE LAND AND PREMISES COMMITTEE OF SHERBURN-  
IN-ELMET PARISH COUNCIL HELD ON MONDAY 4TH JANUARY 2016  
@ 7.PM IN THE PARISH COUNCIL OFFICE**

**Present:** Councillors Mrs B. Thwaite (Chairman) Mrs J. Brown, Mr P. Doherty and Mr D. Palmer (Community Development Officer)

**1. Apologies :** Mrs J. Prescott, Mr T. Streatfield.

**2. Declaration of Interests :** No Councillors had interests to declare.

**3. Minutes from Previous Meeting :** No Issues Reported

**BUSINESS.**

**4. Matters for discussion**

**a) Update on Health & Safety**

Play Area Roundabout/Surface – The ROSPA report showed there were two issues on the play area alongside the Eversley Park Centre.

The red roundabout with the blue handles was not set high enough from the ground and considered to be a trapping hazard. Secondly, the surface which the red swings were sited had shrunk and lifted forming a step up causing a potential tripping hazard.

An estimate for the work to be carried out was received which the Committee agreed should be passed to finance.

**b) Representatives on Committees.**

No issues

**c) Repairs to Buildings.**

It was brought to the committee's attention that the roof of the clubhouse belonging to the bowling green located at the Fairways was in need of repairs/maintenance. It was agreed quotes will be requested from builders to make good the roof. The perimeter fencing will also be made higher to protect it from any straying football.

**d) Fairways Playing Surface (Netball Court).**

There was representation from the Sherburn Netball team present at the meeting to explain the situation they have found themselves in. Two people acting for the York Netball Association visited the Netball Court having concerns of the court's general condition. This has resulted in the team being informed by the Netball Association they are no longer permitted to play their remaining home games at their current venue. In an attempt to remain in Sherburn they have looked at a number of alternatives without any success. This has led them to gaining an agreement with Ulleskelf to

complete their remaining fixtures on their court.

Other suggestions were to approach the Sherburn White Rose, share the Courts with the Tennis Club or lay a court on the spare land on the Fairways. It was explained this would not be a quick fix and will have to carry out these inquiries themselves. In the meantime the Replay Maintenance that looks after the surface should be contacted to ask for guidance.

**5) Any Other Business.**

Discussions went onto the extension of the Eversley Park Centre Car Park. The feasibility of the work being carried out was considered with outcome being to get an initial quote to find an approximate cost and discuss at the next LAP meeting.

**6) Date of Next Meeting – 1<sup>st</sup> February 2016**





## **Sherburn in Elmet Community Development Officer's Report for Parish Council Meeting on 18<sup>th</sup> January 2016 at the Eversley Park Centre**

### **Village Centre Project**

Planning permission can draw down first round of funding.

### **Community Mini Bus**

Eventually made contact with Paul O'Hara who is responsible for the Community Mini Bus Fund. He explained there are two methods, first procurement. They purchase so many buses at one time then randomly give them out to successful applicants. Problem with this individual requirements are not considered. For example, we want a mini bus so drivers with the D1 category on their licence will be able to drive it. This method means we could end up with a minibus requiring a higher category to drive it restricting its use.

The second method is we source the mini bus, send a quote to Paul who in return send us 10% of the cost for the deposit so the mini bus can be ordered. When we receive notification that the mini bus will be delivered to us we then contact Paul who will send us the balance. Initially Paul said this did not include the VAT. He feels this way is better for us due to our requirements we specified

I asked Paul for the name of a company to purchase the vehicle from and he gave the name of Minibus Options. I contacted them and spoke to Fred Davies who explained the same thing to me cost of a Mercedes Sprinter in the region of £60,000 with a 6 months waiting time.

Concerns are around the VAT, at a cost of £60,000 means £12,000 VAT.

### **Website**

To get Face Book up and running

### **Grass Cutting-** South Milford/Church Fenton involved.

Approached ten companies via a letter sent out on 5<sup>th</sup> January 2016 asking if they would be interested to forward a Tender. Five companies have responded:

- Bedford Mowing Services
- Shed Ground Maintenance
- Bowker Landscapes
- Fillingham and Sons
- Bradshaw Groundcare

I have sent these tender documents plans to follow shortly.

### **Defibrillator**

Sent in application for CEF Funding

Met with Dave Jones who is the NHS Community Defibrillation Officer. He explained they offer a Defibrillator Cabinet for £625 including vat. Included in the price was one training session and a 3D sign. He also informed us we have to check the Defibrillator functionality on a weekly basis.

Cost to us:

- Batteries change every 4 years at a cost of approximately £100 to £150
- New Pads every time the defibrillator is used or every 2 years at around £40
- Cost of connecting cabinet to a power source
- Cost of electricity to cabinet approximately £5 per year.

If we went for this option the position of the cabinet would go on the NHS data base so , in the event of someone calling 999 they would be told the position of the defibrillator along with the key code.

**Donated Litter Bins**

To arrange with Selby District Council where to position,

**Tour De Yorkshire**

Passed out notification leaflets to units on Industrial Park.

Passed out leaflets to all local Shops.

Had meeting on Wednesday 13<sup>th</sup> Jan for small group to discuss.

Community Roadshow to be held at Eversley Park Centre for Community Groups and Local Businesses.