

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 18th December, 2017 @ 7pm

Margaret Gibson

Clerk

BUSINESS

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes and Part 2 of the last meeting held on Monday 20th November, 2017 be approved as a correct record and signed by the Chairman.**
- 4. Presentation by Elaine Robinson, Engagement Manager for HS2 Project.**
- 5. Public Open Session.**
- 6. Police Issues**
 - i) Police Presentation**
 - ii) Police Representative**
 - iii) Letter from Police Crime Commissioner requesting councils views on Police precept for next financial year.**
- 7. NORTH YORKSHIRE COUNTY COUNCIL ISSUES.**
To report and take comments on.
- 8. CORRESPONDENCE.**
 - i) To receive complaint about litter/drug use equipment on Eversley Park.**
- 9. PARISH COUNCIL BUSINESS**
 - a) PLANNING**
 - i) Report on Meeting**
 - ii) Construction Sites**
 - b) COUNCIL**
 - 1) Update on Emergency Plan**
 - 2) Programme for Growth**
 - 3) Youth Provision-**
 - 4) Update on Wolsey Croft.**
 - 5) Portable speed awareness signs.**
 - 6) Community Development Manager Report (attached)**
 - 7) Toilets in the village**
 - 8) Update on Mobile Mast at Finkle Hill.**
 - 9) Update on trees Moor Lane (Cllr. Hobson)**
 - 10) Weeds in the Village (Cllr. Buckle)**

- 11) **Update on Grass contract**
- 12) **Report on Upgrade of Train Station-** Northern Rail reply that they cannot install two machines at South Milford but tickets can be bought on the trains so passengers do not have to cross the lines.
- 13) **Christmas Market/Saturday market (Cllr. Buckle)**
- 14) **Data Protection Regulations (Cllr. Devers)**
- 15) **Memorial Garden near to Library (Cllr. Hobson)**
- 16) **CCTV (Cllr. Packham)**
- 17) **CRB checks for all Councillors (Cllr. Hobson)**
- 18) **To discuss Website and Social Media strategy (Cllr. Platts)**

c) **FINANCE**

- i) **No finance meeting held as not quorate.**
- ii) **To discuss Precept for 2018/19**
- iii) **To discuss quotes for Fascia Boards at White Rose Football Club.**
- iv) **To report NYCC grass cutting grant for next financial year is £1247.39 do council agree we still do this.**
- iv) **Update on Outdoor Gym- to Minute Parish Council funding approval for this project. (Cllr. Buckle)**
- v) **Cheques for payment**

| | |
|--|----------|
| Mrs A.M. Oldroyd – telephone/land registry | 13.00 |
| Shed Ground Maintenance- grass | 1,373.68 |
| Emlec Electrical – rugby club lights | 135.00 |

d) **LAND AND PREMISES.**

- i) **To agree minutes of LAP meeting held on Monday December 11th 2017 (attached)**

e) **PERSONNEL/TRAINING**

- i) **No Personnel meeting held.**
- ii) **To discuss response to false allegations regarding Councillors and staff.**

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

- a) **Selby Rail Users**
- b) **Gala Committee-request for Council to consider financial contribution annually towards Christmas lights.**
- 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) **Craft and Food Festival August 2017**
- m) **Community Library Steering Group**

11. **CLERKS REPORT/
COUNCILLORS REQUESTS FOR MATTERS FOR NEXT AGENDA.**

**MINUTES FROM THE LAND AND PREMISES COMMITTEE OF SHERBURN-IN-ELMET PARISH COUNCIL HELD ON MONDAY 11th DECEMBER 2017
@ 6.PM IN THE PARISH COUNCIL OFFICE**

Present: Councillors Mrs B. Thwaite (Chairman), Mr K Devers, Mr C Lake, and Mrs Anne-Marie Oldroyd (Community Development Manager)

1. **Apologies** : Mrs J Brown, Mr M Hobson.

2. **Declaration of Interests** : None.

BUSINESS.

3. **Matters for discussion:**

- i) **To discuss security of Parish Council premises - CCTV (Cllr Devers).** Mayfair Security provided a comprehensive CCTV and Intruder security system review document in respect of Sherburn In Elmet Parish Council owned premises which included a number of recommendations

Actions: LAP Committee recommend to full Parish Council that a CCTV working group be formed to determine future security requirements of Parish Council premises.

- ii) **To discuss Rugby Club – Maintenance /Repairs/ Refurbishment/Visits to other clubs/Asbestos Report/Spare Keys (Cllr Thwaite)** Councillor Thwaite wished to clarify that funding agreed at the last PC Meeting on 18.11.17 was £35000.00 in total towards the refurbishment of the Rugby Club - £25953.90 of this will be funded by S106 monies with the remainder from PC funds. Still awaiting contact from Rugby Club re:dates of planned visits to other Rugby Clubs to look at facilities and this is delaying the refurbishment process which we need to complete within a set timeframe. All Clear Solutions have provided an Asbestos Survey Report for the Rugby Club which details that the white vinyl nosing to the staircase contains Asbestos. 2 Spare keys are required for the Rugby Club as we only have one on-site at present and this is sometimes required by D Varey, leaving no other means of accessing the Rugby Club building.

Actions: CDM requested to contact Rugby Club members and request that they liaise with Caddick Construction (who have agreed to draw up the plans f.o.c) regarding drawing up plans outlining required facilities asap. This will then enable a number of quotes to be sought for the refurbishment. CDM requested to acquire quotes for removal of Asbestos at Rugby Club to enable Clerk to pay under agreed powers. Clerk requested to contact Emmersons to purchase 2 new keys under agreed powers.

- iii) **To discuss Insurance of Parish Council premises (Cllr Devers)**
Councillor Devers advised that he has requested Clerk check Parish Council Insurance documents regarding cover in respect of unlawful occupation and the Parish Council's duty in respect of the same.

Actions: Clerk requested to check Parish Council Insurance documents and advise.

- iv) **To discuss Fairways – refurbishment/maintenance/bookings for pitch (Cllr Thwaite)** Refurbishment works are to be completed at the end of March/early April 2018 and works will be paid for upon completion. Fairways accounts are now being dealt with by the Parish Clerk and Councillor Platts and G Limbert will continue to take bookings.

Actions: CDM to contact Replay maintenance to advise that Payment Terms need to state – Payment on completion of works.

- v) **To discuss Risk Assessments for Parish Council premises – Fire Risk Assessments and Health and Safety Risk Assessments (Cllr Devers)** CDM has arranged Fire Risk Assessment Training – this will take place at Sherburn White Rose Football Club premises on Monday 29th January 2018. Councillor Thwaite, Diane Bonner, Trevor Bradley and Anne-Marie Oldroyd will attend this certified training. Health and Safety Risk Assessment Training is also required.

Actions: CDM to source information and quotes from appropriate providers of Health and Safety Risk Assessment Training.

- vi) **To discuss ROSPA Play Area Safety Inspection Report recommendations for Parish owned facilities (Cllr Thwaite)**
ROSPA have submitted a Play Area Inspection report in respect of play areas at Eversley Park, Sherburn In Elmet Recreation Ground and the Fairways which are all Parish owned facilities. This report outlines recommended maintenance.

Actions: CDM to contact RSS re: quotes to complete all recommended maintenance as detailed within ROSPA report and pass information to Clerk to enable payment under agreed powers.

- vii) **To discuss Sponsorship of Flower Tubs in the village centre**
LAP Committee agreed this was a Finance issue.

Actions: LAP Committee agreed that sponsorship was a Finance issue and agreed to recommend this for discussion at the next Finance Meeting.

4. **Any Other Business – None.**

5. **Date of Next Meeting – Monday 8th January 2018.**

SHERBURN-IN-ELMET PARISH COUNCIL PLANNING COMMITTEE

Minutes of the Sherburn in Elmet Planning Committee meeting held on Monday 4th of December 2017 at 6.00pm in the Parish Council Office.

Present: Councillors – C Lake (Acting Chair), D Buckle, M Hunt, J Prescott and A M Oldroyd (CDM).

1. Apologies for absence – K Devers.
2. Declarations of interest – None.
3. Plans for discussion

Business

- **2017/1205/HPA** Proposed single storey extension to the rear following demolition of existing porch/out house. 39 Pinfold Avenue, Sherburn in Elmet, North Yorkshire. **No objections subject to neighbours.**
- **2017/1222/FUL** Proposed widening of part of existing internal access road. Fields Garden Centre, Tadcaster Road, Sherburn in Elmet, North Yorkshire. **No objections.**
- **2017/0725/HPA** Proposed conversion of garage and existing extension into annex. 15 Pasture Way, Sherburn in Elmet, North Yorkshire. **No objections.**

Construction Sites

Strata – Janet Waggott, Selby District Council's Chief Executive has visited Mr P Silk to discuss the concerns raised and is now writing to the Directors of all three construction sites to try to resolve these differences.

Redrow

Persimmon

4. Decisions from Selby District

- * **2017/0895/HPA** Proposed two storey side extension with associated external works, landscaping of the garden, new hardstanding to the front garden and the creation of a dropped kerb to the front. 1 Tomlinson Way, Sherburn in Elmet, North Yorkshire. **Granted**
- * **2017/0981/FUL** Proposed relocation of gate. Unit 1, Hurricane Close, Enterprise Way, Sherburn in Elmet, North Yorkshire. **Granted**
- * **2017/1014/TEL** Notification of proposed development by telecommunications code system operators for proposed erection of 15m

monopole to support 3no. telecommunications antennae and 2no. dishes for shared use by Vodafone and Telefonica, which together with the installation of 3no. ground based equipment cabinets will provide 2G, 3G and 4G mobile electronic communication services from the installation. Sherburn White Rose Football Club, Finkle Hill, Sherburn in Elmet. ***Prior Approval is not required.***

- * **2017/0147/REMM** Reserved matters application including appearance, landscaping, layout and scale of approval 2012/0399/EIA for 45 dwellings. Redrow Homes, land off Low Street, Sherburn in Elmet, North Yorkshire. ***Granted***

5. **Any other business** – 2017/0234/REMM – this reconsultation on planning application was discussed by the planning committee – no additional homes – the Parish Council have previously commented on this application on 11 April 2017 and note that the affordable housing is now more evenly distributed throughout the site.

Community Development Manager to attend training at Selby District Council on 5.12.17 regarding Planning Electronic Communications.

6. **Date of next meeting - Monday 15th January 2018.**

SHERBURN IN ELMET COMMUNITY DEVELOPMENT MANAGER'S REPORT FOR PARISH COUNCIL MEETING ON 18th DECEMBER 2017 AT THE EVERSLEY PARK CENTRE

Rugby Club: Site visit with Elmlec Electrical - 5 x external light repairs completed. Liaison with Amanda Romans re: progressing visits to Castleford Panthers, Oulton Raiders and Featherstone Lions, to view examples of good facilities, some elements of which, we would hope to be replicated within the Sherburn Bears Rugby Club refurbishment. Due to timeframe restrictions this has now progressed to requesting Rugby Club Committee Members/PC/Caddick Construction (who have agreed to produce plans f.o.c.) to attend a meeting to progress and draw up an initial outline. Updated LAP file re: AGM/Committee Members.

Sherburn White Rose Football Club: 2 x site visits with Rainforest and Acaster Windows re: additional quotes for Fascia/soffit/dry-verge replacements. Addressed grass cutting queries with R Sutcliffe re: 1 x additional cut and weekly cut in August 2018 season. Correspondence distributed from Trevor Bradley regarding promoting xmas evening events at SWRFC to raise funds.

Youth: Attended Youth meeting on 13.11.17 to discuss possible funding streams/opportunities and establish Trust/PC acceptance of transfer/lease. 20.11.17 - Meeting with Charlotte Keeble re: Youth Consultation Events. 21.11.17 Attended 2nd Youth Review Meeting and arranged Multi-Disciplinary Youth Committee meeting – Liaison with Charlee Bewsher, Steve Green, Dave Fincham, Kylie Boyle, Mel Hobson, Bob Packham, Paul Doherty, Clare Yates re: purpose of meeting and confirmed attendance. Attended Youth Hub funding options meeting 28.11.17 with Tom Jenkinson regarding options available for PC/Trust. Site visit with T/S Construction and M Hobson re: garage refurbishment. Attended Youth review meeting 11.12.17, took minutes – see attached for update.

Planning: Completed Agenda, attended meeting on 11.12.17, issued Minutes, obtained consent to extend response timeframes to 3 applications + 4 extensions requested over the xmas period. Issued PC Comments to appropriate Planning Case Officers at SDC and NYCC. Liaison with SDC West Team and Planning Comments Team re: request for amalgamated air quality assessment to assess likely cumulative air quality impacts, also clarification of Redrow Phase 3 proposals on Low Street (establishing whether an EIA is required) and request a site visit for PC in respect of Planning Application 2017/1105/FULM. Liaison with planning enforcement team re: alleged breach of planning conditions 2014/1091/REM. Attended SDC Parish Council Planning Forum meeting- re: electronic consultation on planning applications - current issues and further training requirements, 5 Year land supply and Appeals and S106 and CIL. Attended Public Access Training at SDC re: receiving electronic communications – please see separate e-mail which details Idox user guide.

Allotment Society: Liaison with Mr Green re: vacant plots – e-mails/information issued to prospective allotment holders – originally there were a number of vacant plots - only 1 plot is now available for rent.

Fairways: Liaison with Nick Harris re: Tender submission timeframe – as works are now to be completed late March/Early 2018 this may result in an inflationary uplift – agreed to no uplift as invoice in 2017 financial year with payment on completion of works.

Grass Cutting: Liaison with C Gore and J Sherlock re Grass Cutting Review meetings – collated issues from all 3 PC's – meeting held, prepared minutes (see enclosed), updated re: Zurich Insurance Claim.

LAP: Issued agenda, attended meeting 11.12.17, prepared and distributed minutes 12.12.17.

Shared Access: Received CISWO reconsideration decision (no masts on any CISWO sites due to the introduction of the new Telecommunications Code) – liaison with A Turner-Mills/C Lake/LCF Law/G Limbert/SIM – issued letter as per C Lake advice re: notifying all interested parties of the current position of the PC.

Community Mini-Bus: Liaison with 4 x customers re: hire/availability/bookings. Prepared November accounts and invoices. 1 x visit to Sissons re: servicing schedule/locating missing drivers sheets. Delivered keys to Scouts prior to hire. Updated 2017 Accounts, Paid Invoices. Completed banking in Selby.

Community Trust: provided information regarding the role of trustees, what to include within a Trustee Vacancy advertisement and where to advertise and information from the Community Buildings meeting.

Library and Community Hub: Attended Library Stakeholder Conference, Harrogate 22.11.17 – workshops attended – Sustainability and Succession Planning, Marketing and Communications and Fundraising – please see separate e-mail which includes all workshop and presentation slides from the event. Obtained details of Sherburn In Elmet Police Station opening times for local resident at Community Hub. 1 day T.O.I.L. Purchased diary and booked CEF Partnership Board Meeting for 2018. Attended Library Management Group meeting 6.12.17. Visited Kippax and Garforth Library and Community Hubs to investigate appropriate ideas and innovations which may be applied/work within Sherburn and Villages Community Library and Information Hub.

Actions from PC meeting:

Organise Youth Consultation Events – meetings arranged with Maria Williams (Mel Hobson also attending) at parents evenings early 2018 – agreed meetings - 23 January (Year 8), 8th February (Year 7), 14th March (Year 9) and 26th March (Year 10) – to attend with copies of the survey (and

links to Survey Monkey) and some plans of the building space to encourage students to put forward suggestions for developing the interior of the Youth Hub and say what they would like to see happening there in terms of activities.

Finish Consultation Documents – Youth and Community Hub and issue to Councillors – to be issued Friday 15.12.17 prior to next PC meeting on 18.12.17.

Arrange fire Risk Assessment Training – Arranged with Daisy Silcock, Training Course Solutions – cost £500 - 29th of January 2018 - attendees Ms Bernice Thwaite, Ms Diane Bonner-Badden, Mr Trevor Bradley and myself. To be held at Sherburn White Rose Football Club.

Full toilet report to be presented at next PC meeting 18.12.17.

Acquire additional quote for SWRFC Fascias/soffits/dry-verge replacement – see SWRFC notes above and also re-contacted TWS to also include dry-verge replacement within their quote to enable all quotes to be compared on a like-for-like basis.

Progress dates/costs for additional cuts during 2018 season at Sherburn White Rose Football Club and Sherburn Bears Rugby Club – requested updated schedule of 16 cuts (dates) from SHED – once received I shall liaise with the Football and Rugby clubs re: their preferred dates (SWRFC have intimated that they will look at coinciding their dates with the Rugby Club to achieve the best possible cost)

Update on CISWO decision – As reported in Shared Access section above.

Other: Attended Supervision meeting 13.11.17. Attended Community Buildings Network Meeting 14.11.17 re: Trustee roles, responsibilities, duties and recruitment, issues for community buildings and sources of support. Site visit at Rugby Club and Eversley Park with D Varley re: schedule of works to trees (agreed to cut back copse (1) prior to xmas and copse (2) early 2018 – prior to the start of new growing season and to enable SHED to commence mowing and strimming of the area right up to the remaining trees within the copse in March. Also discussed liaison with resident re: cutting growth back on the perimeter of the park. Arranged for Microsoft Publisher to be installed on CDM laptop. Updated ASB poster and distributed. Arranged for SDC collection of litter from Community Litter Picker. Provided info to M Hobson re: copies of OS Maps of Fairways site 1:200 and 1:1250 and manufacturer details, specification and elevations in respect of Fairways Planning Application. Provided C Lake contact details for Jacob, Selby Times. 2 x Meetings held with M Hobson re: toilets, B Thwaite re: LAP, C Lake re: obtaining Land Registry documents and Consultation Events rather than village survey due to timeframe restrictions, D Buckle re: village centre plans and B Packham re: consultation events. Obtained quote from DCG tree surgery re: works to Trees in Low Street. Meeting with Chris Haley-Norris and David Buckle, AVS re: CEF application for funding towards outdoor Gym Equipment – application to be completed by 11.1.17

for decision 23.1.17. Chris is also able to upload our surveys onto Survey Monkey at no cost (usually £35 p.c.m)

AMO.12.11.17

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 18th December, 2017 @ 7pm

Margaret Gibson

Clerk

BUSINESS

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes and Part 2 of the last meeting held on Monday 20th November, 2017 be approved as a correct record and signed by the Chairman.**
- 4. Presentation by Elaine Robinson, Engagement Manager for HS2 Project.**
- 5. Public Open Session.**
- 6. Police Issues**
 - i) Police Presentation**
 - ii) Police Representative**
 - iii) Letter from Police Crime Commissioner requesting councils views on Police precept for next financial year.**
- 7. NORTH YORKSHIRE COUNTY COUNCIL ISSUES.**
To report and take comments on.
- 8. CORRESPONDENCE.**
 - i) To receive complaint about litter/drug use equipment on Eversley Park.**
- 9. PARISH COUNCIL BUSINESS**
 - a) PLANNING**
 - i) Report on Meeting**
 - ii) Construction Sites**
 - b) COUNCIL**
 - 1) Update on Emergency Plan**
 - 2) Programme for Growth**
 - 3) Youth Provision-**
 - 4) Update on Wolsey Croft.**
 - 5) Portable speed awareness signs.**
 - 6) Community Development Manager Report (attached)**
 - 7) Toilets in the village**
 - 8) Update on Mobile Mast at Finkle Hill.**
 - 9) Update on trees Moor Lane (Cllr. Hobson)**
 - 10) Weeds in the Village (Cllr. Buckle)**

- 11) **Update on Grass contract**
- 12) **Report on Upgrade of Train Station-** Northern Rail reply that they cannot install two machines at South Milford but tickets can be bought on the trains so passengers do not have to cross the lines.
- 13) **Christmas Market/Saturday market (Cllr. Buckle)**
- 14) **Data Protection Regulations (Cllr. Devers)**
- 15) **Memorial Garden near to Library (Cllr. Hobson)**
- 16) **CCTV (Cllr. Packham)**
- 17) **CRB checks for all Councillors (Cllr. Hobson)**
- 18) **To discuss Website and Social Media strategy (Cllr. Platts)**

c) FINANCE

- i) **No finance meeting held as not quorate.**
- ii) **To discuss Precept for 2018/19**
- iii) **To discuss quotes for Fascia Boards at White Rose Football Club.**
- iv) **To report NYCC grass cutting grant for next financial year is £1247.39 do council agree we still do this.**
- iv) **Update on Outdoor Gym- to Minute Parish Council funding approval for this project. (Cllr. Buckle)**
- v) **Cheques for payment**

| | |
|--|----------|
| Mrs A.M. Oldroyd – telephone/land registry | 13.00 |
| Shed Ground Maintenance- grass | 1,373.68 |
| Emlec Electrical – rugby club lights | 135.00 |

d) LAND AND PREMISES.

- i) **To agree minutes of LAP meeting held on Monday December 11th 2017 (attached)**

e) PERSONNEL/TRAINING

- i) **No Personnel meeting held.**
- ii) **To discuss response to false allegations regarding Councillors and staff.**

10. OTHER REPORTS - For information only unless detailed.

- a) **Selby Rail Users**
- b) **Gala Committee-request for Council to consider financial contribution annually towards Christmas lights.**
- 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) **Craft and Food Festival August 2017**
- m) **Community Library Steering Group**

**11. CLERKS REPORT/
COUNCILLORS REQUESTS FOR MATTERS FOR NEXT AGENDA.**

