

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 15th January 2018 @ 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 18th December, 2017 be approved as a correct record and signed by the Chairman.**
- 4. Public Open Session.**
- 5. Police Issues**
 - i) Police Presentation**
 - ii) Police Representative**
- 6. NORTH YORKSHIRE COUNTY COUNCIL ISSUES.**
To report and take comments on.
- 7. CORRESPONDENCE.**
 - i) To receive letter from Sherburn High School requesting a grant to install a defibrillator in the area of the High School.**
 - ii) To receive letter from Sherburn Cycle Club asking what happened to funding left over from Cycle Saturday event.**
 - iii) To receive letter from YLCA updating on Referendum principles for next 3 years. Copies sent to all Councillors.**
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- 8. PARISH COUNCIL BUSINESS**
 - a) PLANNING**
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- b) **COUNCIL**
 - 1) **Update on Emergency Plan**
 - 2) **Programme for Growth**
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 - 7) **Update on trees Moor Lane**
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 - 12) **Memorial Garden near to Library (Cllr. Hobson)**
 - 13) **Update on Website and Social Media strategy (Cllr. Platts)**
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 - 16) **Action List (Chairman)**
 - 17) **Public Participation at meetings (Chairman)**
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- a) **Selby Rail Users**
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- j) **Fairways Area-** confirmation from Replay that account will not be payable until work completed.
- k) **Aero Club Liaison Committee**
- l) **Craft and Food Festival August 2018**
- m) **Community Library Steering Group**

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

Margaret Gibson

From: Paul Doherty <paul.doherty@sherburninemet-pc.gov.uk>
Sent: Saturday, January 6, 2018 1:01 PM
To: Margaret Gibson
Cc: David Buckle; Chris Lake
Subject: FW: Parish Council meeting



Hi Margaret

FYI

Regards

Paul Doherty
28 Carousel Walk
Sherburn in Elmet
N Yorkshire LS25 6LP

Telephone: 01977 684666

-----Original Message-----

~~From: Caroline Comer-Stone [mailto:caroline.cs@btinternet.com]~~
Sent: 06 January 2018 12:37
To: chrislake28@sherburninemet-pc.gov.uk
Cc: paul.doherty@sherburninemet-pc.gov.uk; David Buckle <dbuckle@hotmail.com>
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Unfortunately I am unable to attend the Parish Council meeting on Monday 15th Jan. I would very appreciate your taking the following points on Board: the elevated levels of vandalism (doctors' surgery lights for example) and the increased incidents of dog fouling particularly along the payments on Moor Lane.

I would love to know if anything can be done about either issue.

Many thanks
Caroline

Sent from my iPad

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<https://www.avast.com/antivirus>

Margaret Gibson

From: Joy Morgan <admin@yorkshirelca.gov.uk>
Sent: Friday, December 22, 2017 12:00 PM
Subject: General Data Protection Regulation (GDPR): Data Protection Officer - NALC Legal Briefing L10-17
Attachments: L10-17 - DATA PROTECTION OFFICER[2] (1).pdf

FROM: CHRIS PILKINGTON
DEPUTY CHIEF OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerk or Chairman,

GENERAL DATA PROTECTION REGULATION (GDPR): DATA PROTECTION OFFICER – NALC LEGAL BRIEFING L10-17

As you will be aware from previous correspondence from the Associations' the General Data Protection Regulation comes into force on 25 May 2018 and that as a result, local councils and parish meetings will be obliged to appoint a 'Data Protection Officer' (DPO).

Further to this the National Association of Local Councils (NALC) have produced a further legal briefing (L10-17 which is attached). This provides more information about (i) the responsibilities of a DPO and (ii) the person appointed as DPO.

As you will note from the briefing, the position of NALC is that most clerks and responsible financial officers of local councils cannot be designated as the DPO of the council for whom they work for reasons set out in the briefing.

Consequently most local councils and parish meetings will need to appoint an external individual or organisation as its DPO and the Associations can advise you that NALC is currently work on plans to develop a national DPO service and we will circulate details of that to member councils and parish meetings when we receive them in the New Year.

Please see a detailed article regarding GDPR in the December edition of the YLCA White Rose Update newsletter.

Yours sincerely

Chris Pilkington

Yorkshire Local Councils Associations, York House, Outgang Lane, Osbaldwick, YORK, YO19 5UP.
Tel: 01904 436622. E-mail: admin@yorkshirelca.gov.uk. Website: www.yorkshirelca.gov.uk

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Margaret Gibson

From: Kimberley Holloway <kimjholloway@icloud.com>
Sent: Saturday, December 23, 2017 7:55 PM
To: clerk@sherburninemet-pc.gov.uk
Subject: 4 Cherry tree court/eversly park centre

TR

Dear Parish councillors,

I have recently purchased and moved into the property directly behind the eversley park centre in Sherburn in Elmet (4 Cherry tree court LS25 6PZ)

So far within the week we have been here we have noticed a nuisance from young men in cars behind our property, smoking, playing music, littering, attempts to trespass across my property to get access to the park; Revving engines and intimidation when challenged. I have had to report this to the police.

I would like to request that as a sensible measure to prevent this that the car park is closed and locked when the centre is closed. I notice that there is a gate already in place which could be utilised. This would certainly save police resources as I will not tolerate this behind my home. I have already liaised with the staff at the eversly park centre who would be more than happy to lock the gates.

Please reply as soon as possible.

~~Kim Holloway~~
~~07805504561~~

Sent from my iPhone

*Replied 31/1/18
onyang*

Margaret Gibson

From: Joy Morgan <admin@yorkshirelca.gov.uk>
Sent: Friday, December 22, 2017 10:17 AM
Subject: Application of referendum principles in the next three years
Attachments: Provisional Settlement 2018-19 consultation.pdf

Importance: High

FROM: SHEENA SPENCE
CHIEF OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerk,

APPLICATION OF REFERENDUM PRINCIPLES IN THE NEXT THREE YEARS

Please see below a copy of a bulletin received from the Chief Executive of the National Association of Local Councils earlier this week concerning the Government's intention to defer the setting of referendum principles for town and parish councils for three years. This is good news and results from much lobbying and negotiation on behalf of the parish sector by the National Association of Local Councils, county associations across the country and local councils themselves.

Currently this is a provisional decision and will be hopefully be affirmed following a short consultation on the local government finance settlement for 2018-19 (which includes the parish referendum provisions). A copy of the consultation document is attached – please see point 3.4 for the parish sector proposals. The National Association of Local Councils and YLCA will be supporting the three year moratorium and we would welcome any of our member councils also responding to the consultation in this way. The deadline for comments is 16 January, 2017.

Yours sincerely
Sheena.

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From: Jonathan Owen [<mailto:Bulletin@nalc.gov.uk>]
Sent: 19 December 2017 16:57
To: Jonathan Owen <Jonathan.Owen@nalc.gov.uk>
Subject: Chief Executive's Bulletin 47 - 19 December 2017 - Local government finance settlement
Importance: High

Colleagues,

Local government finance settlement

- I wanted to share with you the relevant section from the consultation which confirms the government intends to **defer the setting of referendum principles for town and parish councils for three years:**

Margaret Gibson

From: ~~Jill Pounder - jill.pounder@sherburnhigh.co.uk~~
Sent: Wednesday, December 20, 2017 4:07 PM
To: clerk@sherburninemet-pc.gov.uk
Subject: Grant request for a defibrillator



Dear Margaret,

I wondered if it was possible to ask the Sherburn Parish Council if they would consider providing a grant to install a defibrillator in the area of Sherburn High School.

We were hoping to have one installed just outside the boundary of the school where it could be used for the surrounding estates as well as the school.

The school hosts both community and school events and is the hub of the community being surrounded by the Eversley and Highfields housing estates.

Other parish councils are providing defibrillators for their area and the nearest one to the school is at Eversley Park which is not accessible to the majority of the village to the southern area of Sherburn. The cost would be around £3,000.

Thank you in anticipation of your consideration.

Jill Pounder
Business Manager
Sherburn High School
Garden Lane
Sherburn in Elmet
Leeds
LS26 6AS DFE No. 815/4216

Switchboard 01977 682442
Direct Line 01977 687910



Sherburn High School
Garden Lane
Sherburn in Elmet
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Please note: Incoming and outgoing e-mail messages are routinely monitored for compliance with our policy on the use of electronic communications.

Telephone: 01977 684666

7/11

From: MICHAEL JORDAN [mailto:jordan_wedgwood@btinternet.com]
Sent: 21 December 2017 12:25
To: Margaret Gibson <clerk@sherburninemet-pc.gov.uk>
Cc: Paul Doherty <paul.doherty@sherburninemet-pc.gov.uk>; Cllr Melvin Hobson <meljh58@hotmail.co.uk>; David Buckle <dbuckle@hotmail.com>; Chris Lake <chrislake28@sherburninemet-pc.gov.uk>; Chris Lake <chrislake28@hotmail.com>; Martin Brogan <mpsbrogan@icloud.com>
Subject: Monies for village clock

Dear Margaret.

As discussed can I please request details of monies etc that are in the ownership of the Cylce Club which were 'carried over' to help fund the event in the summer in the park. The club had intended using money left over from the cycle event for a clock to be put up in the village with the club logo on it. As the 2 signs at the top of Sir John Lane have no club logo on them then they feel they should not have contributed to them and therefore are owed more than has been suggested.

Please see below::

Please would you on behalf of Sherburn Cycling Club look into the details of the funds that remained after the Sherburn Cycle Saturday event. It was mine and our clubs understating that these monies would go towards a clock with our motif on which would be erected in the village.

I believe funds have been used to erect a sign and a plaque in the village but neither of these have the SCS emblem/ badge on either of these sign / plaque .

It would be great if you could look into this with the members of the parish council who have been involved so we can see where the money has gone to from the remaining funds.

I did not know that some of the funds have been used for the sign and plaque .

Would be greatly appreciated if you could find out details regarding this matter .

Kind regards

Martin Brogan

Chairman

SIECC

Mike Jordan
Cllr South Selby
Tel 01977 683766
Mob 07975 695269

Replied 3/12/18

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Importance: High

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Business Manager
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Switchboard 01977 682442
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Subject: Monies for village clock

Dear Margaret,

As discussed can I please request details of monies etc that are in the ownership of the Cycle Club which were 'carried over' to help fund the event in the summer in the park. The club had intended using money left over from the cycle event for a clock to be put up in the village with the club logo on it. As the 2 signs at the top of Sir John Lane have no club logo on them then they feel they should not have contributed to them and therefore are owed more than has been suggested.

Please see below::

Please would you on behalf of Sherburn Cycling Club look into the details of the funds that remained after the Sherburn Cycle Saturday event.

It was mine and our clubs understating that these monies would go towards a clock with our motif on which would be erected in the village.

I believe funds have been used to erect a sign and a plaque in the village but neither of these have the SCS emblem/ badge on either of these sign / plaque .

It would be great if you could look into this with the members of the parish council who have been involved so we can see where the money has gone to from the remaining funds.

I did not know that some of the funds have been used for the sign and plaque .

Would be greatly appreciated if you could find out details regarding this matter .

Kind regards

Martin Brogan

Chairman

STECC

Mike Jordan
Cllr South Selby
Tel 01977 683766
Mob 07975 695269

Replies 3/12/18

MINUTES OF THE FINANCE COMMITTEE MEETING ON MONDAY 8th JANUARY 2018

7.00pm IN THE PARISH COUNCIL OFFICE.

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

BUSINESS

1. **Apologies for absence**-Apologies were received from Councillors B. Thwaite and J. Brown.

2. **Declaration of Interests** –No interests to declare.

3. **EXPENDITURE.**

i) **Update on Expenditure for 2016/17** – Up to date lists were handed out

The VC Project and the Trees are over at the present time- agreed this be left to February meeting when it can be decided where the funds are Vired from.

ii) **To discuss proposed Budget for 2018/19**- Lists handed out of present year's budget.

Budget proposed for 2018/19;

		2017/18
Salaries	45,000.00	30,000.00
Parish Administration	5,000.00	20,000.00
Donations	1,600.00	1,600.00
Subscriptions	1,200.00	1,200.00
Grass cutting (allowing for extra cuts next season)	13,000.00	10,000.00
Land & Premises	55,000.00	45,000.00
Street lighting (as still some owed for)	70,000.00	70,000.00
Water	3,200.00	3,200.00
Section 137 (Meals on wheels/ Remembrance wreath)	550.00	555.00
Insurance	7,000.00	7,000.00
Loan	8,766.24	8,766.24
Training	1,000.00	700.00
Trees/ hedges	3,000.00	2,000.00
Play checks	500.00	500.00
Electric checks	1,000.00	1,000.00
Library donation	2,400.00	2,400.00

TOTAL BUDGET PROPOSED

£218,216.24

Agreed this budget be proposed to full council for approval.

4. **MATTERS FOR DISCUSSION**

i) **Security of PC premises update of CCTV** – Agreed this go back to full council for them to appoint a sub-committee to deal with this matter.

ii) **Insurance/Risk Assessment**-Clerk reports that Councillor Devers wanted this item on the agenda. Full details required of this proposal before this can be discussed.

iii) **Cost of changing website**- Councillor Platts was dealing with this, took quote from Creative Shed to have full details of the proposal. Would report back to next Finance committee meeting.

iv) **To discuss 106 funding for Rugby Club**-Chairman reports we have one quotation for this work at the present time. There are 3 quotes for upgrading work totalling £30,100 and a quote for extension at

£25,800. Further two quotations were awaited. Rugby are trying to get funding from CEF and Rugby organisation.

v) **To discuss quotation from Smart hosting regarding software**-Chairman reports that CDM has now got a Microsoft Office edition on her computer. Agreed that this quote is now out of date anyway and not considered that it is needed.

vi) **Update on Fairway area bank signatures to deal with and forms to sign**- Councillor Platts, Chairman and Clerk signed this form to change signatures. Clerk would get this checked and then send /take onto bank asking for a paying in book also.

vii) **To discuss request from Selby DIAL for funding**- Chairman reports they are requesting £2,184 towards their work. Much discussion took place and it was **Agreed we propose to full council that balance of donation money for this year £1,100 be sent to them on the agreement this is spent on Sherburn residents.**

viii) **To report fees for Data Protection will be increasing**-Clerk reports that letter stating that this price will be increasing as Data Protection fee will be payable but no exact amount specified.

ix) **To report External Auditors for next financial year**-Clerk reports that the auditor for External Auditor will be staying the same PKF Littlejohn.

x) **To discuss financial support for Christmas Lights**-Chairman reports that this was passed on from Parish Council meeting. **Agreed no action be taken on this.**

Clerks reports:

i) **Request regarding TWS quote**-Clerk had request from White Rose for the council to go back to TWS and ask them if they could quote same or less than contractors already agreed. Clerk had told them she did not think would be possible. **This was discussed and Committee agreed this was not legal or ethical we must go with quotation already accepted for this work.**

ii) **HAGs costings for play equipment work totalling £2125.64**-Clerk reports that this is total cost for all the Play equipment which was pointed out in RoSPA checks. **Agreed this work be approved at full council and done as soon as possible.**

iii) **Outdoor Gym equipment ordered**-Clerk reports form signed for this for work to be done.

iv) **Our Tree man will be visiting Moor Lane 15th January to inspect two trees.**

v) **Barrier signs for EP entrance** – Clerk reports that signs would be a total of £418.40 installed and she has agreed the work under her powers. **Residents are delighted to hear this is finally going to be put into action.**

Chairman reports that SDC need 3d plans of Fairways proposal for the planning permission to be agreed. Councillor Platts would contact CDM and give details of someone who could do this work.

SHERBURN IN ELMET COMMUNITY DEVELOPMENT MANAGER'S REPORT FOR PARISH COUNCIL MEETING ON MONDAY 15TH JANUARY 2018 AT THE EVERSLEY PARK CENTRE

Actions from the LAP meeting

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. Arranged meeting 14.12.17 -Looked at and discussed plans for extension/refurbishment originally submitted in 2011 – agreed new plans would need to be drawn up and this could be from an overlay of the 2011 drawings but 2018 plans would need to be significantly smaller/reduced due to the current budget of (total) £35,000.00. Rugby Club members agreed to prioritise what they need (in a list 1-10) in terms of facilities (ie. no.of showers etc) to accommodate their members. Permitted development rules will govern the extension and will be taken into account when trying to prioritise what facilities are needed/what can be accommodated. Meeting held 3.1.18 – Rugby Club members outlined list of priority works/facilities required. Plans have been completed to incorporate new facilities and 1 quote received. Agreed to draw up a detailed specification to enable further quotes to be obtained which will be on a like for like basis. Refurbishment will be completed in 2 stages – ground floor using current S106 and Parish Council funding and 1st floor when further funding has been secured. Information provided re: alternative funding streams for 2nd stage of the refurbishment (cef/morrisons/rugby football foundation etc) Amanda Romans is progressing applications and liaising with Chris Dennison re: a detailed plan/specification. Information re: plans/costs provided to M Gibson to complete S106 paperwork.

CDM requested to acquire quotes for removal of Asbestos at Rugby Club to enable Clerk to pay under agreed powers. 2 quotes obtained (All Clear Solutions and Thomson) to remove white vinyl stair nosing and complete associated air test. All Clear Solutions £445.00 completed works on 9.1.18. NB There will also be re-instatement works required to enable the stairs to be safe/useable and the Rugby Club members have agreed to pay for this – Amanda Romans advised of 9.1.18 removal.

CDM to contact Replay maintenance re: Fairways refurbishment to advise that Payment Terms need to state – Payment on completion of works. Contacted and confirmation received from Sue, Office Manager, Replay Maintenance on 20th December 2018.

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. Contacted RSS HAGS and quotes received for works to Fairways (£532.50) and Recreation Ground (£154.50), arranged site visit to Eversley Park to complete remaining quote – site visit completed 4.1.18 (£1438.64) – Total Cost £2125.64 passed to Clerk for approval at Finance Meeting 8.1.18.

Actions from Parish Council Meeting

Re-arrange Grass Cutting Schedule in August prior to Craft and Food Festival. – completed and confirmed new dates with Teasel Trust.

Contact Selby District Council re: previous request for a site visit at Lennerton Lane (application ref 2017/1105/FULM) – contacted 23.11.17, 5.12.17 and chased up on 20.12.17 – no reply to date (Case Officer Mr Simon Eades) also request made to SDC for Mr Eades to contact CDM – still no reply to date. CDM to write a letter to all businesses/organisations who wish to contribute to the Community Toilet Scheme and arrange for a new Map/Signs detailing where all Toilets are located as part of the Village Centre Project – Need to confirm if PC wish to make a contribution to Community Toilet businesses/organisations to promote a contractual type agreement. Maps/Signs can be progressed following approval by landowners (Kate Mills is dealing with this) to consent to village centre improvements.

Community Mini-Bus

Completed and issued invoices for December 2017. Acquired new bookings diary and updated with 2018 bookings to date. Arranged Community Mini Bus Association Committee meeting, prepared Agenda, attended and completed Minutes. Arranged for 12 week safety check. Updated Accounts for year end 2017. Banking x 2. Visits to Sissons Depot x 2 re: collecting and updating stock of driver sheets. Completed new CAF documentation. Enrolled 2 new volunteer drivers and acquired associated paperwork. 1 x visit to Sissons re: organising new signage for side of Community Mini Bus – arranged with contractor to complete.

Grass Cutting

Acquired initial schedule of cuts for 2018 and liaised with Rugby Club and White Rose re: additional cuts required – SWRFC requested additional cut 18 July 2018 (now awaiting revised schedule). Liaison with SM and CF re: amendments to schedule and costings. Obtained additional information and provided to Zurich re: Grass Cutting Claim August 2017 and liaison with all parties. Claim refused (see document enclosed).

Youth Hub

Liaison/follow-up with Multi-disciplinary team re: Youth sub-committee meeting. Liaison with Sherburn High re: consultation events. Arranged paper/on-line Youth Survey dissemination. Liaison with D Fincham re: Youth Hub architect drawings. Meeting attended re: exploring responsible grant holder options for OPCC Grant in 2018.

Additional Activities

Delivered Volunteer documents to Selby. Liaison with SDC Tenant Participation Officer re: Sherburn in Elmet Estate Walkabouts commencing February 2018 – acquired information re: purpose and issues which may be addressed for local residents. Prepared funding bid/presentation for David Buckle to present at his meeting with Mark Crane, SDC to secure funding for an Outdoor Gym including official opening day, structured use of

equipment training event and on-going instructor led sessions. (please see document enclosed) Obtained ILCA/CILCA training/cost details as requested. (see documents enclosed). 15.12.17 – completed Community Hub and Youth Surveys and distributed to PC. Attended 6 month probation review/supervision meeting and personnel meeting. Meeting with P Trace and liaison with S Morgan re: possibility of providing WEA Adult Education provision at the Community Hub. Attended Community Hub Development Meeting and Community Lunch Meeting. Liaison with BT/CL/SWRFC members/MG and information provided re: progressing Fascia/Soffit replacement at SWRFC. Sourced further items from Land Registry re: Trees. Mtg with Orin Ward – obtained Microsoft Publisher and uploaded to Parish Laptop. Prepared and Issued LAP Agenda for 8.1.17 + meeting cancelled (not quorate). Prepared and issued Planning Agenda for 15.1.18.

(Above information based on 11 working days since submission of last CDM report due to annual leave/TOIL/Xmas Bank Holiday Period)

AMO 10.01.18