

**MINUTES OF THE MONTHLY MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL  
HELD IN THE HARRY MOUNTAIN ROOM AT EVERSLEY PARK CENTRE ON MONDAY  
20th OCTOBER 2014 AT 7.00PM**

**Present:** Councillors S Haskell (Chairman), C Lake (Vice Chairman), P Doherty, M Jordan, Mrs J Prescott, Mrs J. Brown, Mrs N Moerman, Mrs M. Hunt, M. Gibson, M. Hobson, B. Packham, Mrs S Hoyland (Projects Officer) and Mrs M. Gibson (Clerk)

**MEETING BUSINESS**

**54. APOLOGIES FOR ABSENCE:**

Apologies were received from Councillor Mrs B. Thwaite and Pc Richardson.

**55. DECLARATIONS OF INTEREST**

None.

**56. MINUTES OF THE LAST MEETING**

Minutes of the last meeting held on Monday 15th September, 2014 were approved as a correct record and signed by the Chairman.

**57. POLICE MATTERS**

There were no Police issues.

**58. PUBLIC OPEN SESSION**

No members of the public were in attendance.

**59. NORTH YORKSHIRE COUNTY COUNCIL**

**To Report and take comments on.**

**County Councillor reports;**

**Tomlinson Way** at present being completely renewed and surfaced. Chippings were put on other areas as this does protect the surface during icy weather.

**Report on Transport Access for North Yorkshire** this is at present being looked at but does not know what will be done at present. Also health Issues are being assessed too.

**Survey of South Milford regarding changing boundaries** South Milford Parish Council have carried out a survey and 100% wanted to be in South Milford parish from the present boundary to the Railway Bridge.

**60. CORRESPONDENCE**

**i) To Receive letter from Securi-Plex regarding taking over our CCTV/Intruder alarms etc.** agreed this is just a circular and should be left on the table.

**ii) To Receive letter from Finkle Hill Bowls regarding rats at the area.**

Clerk reports that Mr Varley has set traps but at present has not caught anything. Mr Varley did state that when the grass is cut they are just piling this up which is an open invite to the rats. Has asked that they put grass cuttings in green bin in future.

**iii) To Receive letter from White Rose regarding boilers.** When the annual check was done it was reported that the 6 outside boilers are in poor condition and will need replacing in the near future. They will get quotes for this work. **Resolved this go to LAP meeting for attention.**

**iv) To Receive notification from North Yorkshire County Council that waiting restrictions order on Oak Terrace have been approved.**

- v) **To Receive letter from Vektor Management that work on car park at Low Street/Church View will be done during October.**
- vi) **To Receive complaint regarding Footpath on Trading Estate being overgrown and impassable.** Clerk has reported this to Footpath officer and this will be cut by the end of October.
- vii) **To Receive letter from North Yorkshire County Council regarding Care & Support where I live consultation- been sent to all Councillors and no comments.**
- viii) **To Receive acknowledgement and receipt from North Yorkshire Archives for minutes deposited at Northallerton in August. Ref PR/SHR.** Clerk reports that another old Minute book has been handed in at Office by an ex-Councillor who did not leave a name.

## **61. PARISH COUNCIL BUSINESS**

### **a) PLANNING**

- i) **Report on Planning meeting** - Councillor Doherty reports 5 items discussed at Planning meeting, Separate minutes will be forwarded.
- ii) **Report from Transport/Traffic sub-committee** - Councillor Doherty reports that North Yorkshire County Council are proposing a meeting with this council regarding concerns about centre of this village traffic/ etc . Councillor Doherty states he has contacted firm who did the original traffic survey and they say other things should be taken into account, like pedestrians and the quality of air etc for residents not just traffic numbers. Agreed Councillor Doherty and Councillor Packham along with Chairman (if possible) meet with North Yorkshire County Council as suggested but have a meeting prior to get all this council's concerns properly put forward.

### **b) COUNCIL**

- i) **Project Officers Report (previously sent)** - More letters to be sent to houses around Fairways about possibility of locking this up also to look at signs stating this is locked up at certain times. Also to check with Mr Varley about litter on Eversley Park. **Resolved the report be accepted.**
- ii) **Report on YLCA Health Check** -Personnel Committee had looked at this.
  - a) **Finance & Standing Orders to be made exactly the same**  
Finance regulations state £50,000 for contracts yet Standing Orders state £60,000. **Resolved that the £50,000 amount be adopted and Standing Orders amended.**
  - b) **Complaint Policy YLCA Recommend council adopts the revised Legal Topic Note 9.** Clerk has requested copy of this but not yet to hand.
  - c) **Health & Safety Policy - YLCA state this council does not have one. This office is covered on Eversley Park centre policy.**
  - d) **Grievance & Disciplinary Policy and Equal Opportunities policy. Also Sickness absence Policy.** Clerk/Project Officer need to get copies of this and sign that they have copies for our records. **This will be done when Sickness Absence Policy is received from YLCA and is adopted.**
  - e) **Financial Risk Assessment needed updating. (States 9 councillors instead of present 12) This was produced and Adopted.**
  - f) **Internal Financial Controls.** YLCA recommend that at least quarterly the accounts/books are checked and full Council confirms that this exercise has been carried out. **Resolved that Finance Committee Chairman take this action.**
  - g) **Register of Interests on the website needed updating** This has been done.
  - h) **Risk Assessment of Publicly accessible assets.** This is being carried out by the LAP committee and is ongoing.

- i) **Policy Retention.** YLCA state the council should have paper files of all standing orders and dates when these were updated/adopted. Clerk reports the council have this.
  - iii) **Report from sub-committee Community Action Plan.** No meeting held..
  - iv) **Update on Parking in Beech Grove.** Councillor Thwaite still on with this, trying to get meeting arranged as soon as possible.
  - v) **Update on Sunday Bus Services-** Councillor Packham reports that all parishes are now on board with this project but that there are now problems with Aviva. Mr. Cattanach is continuing to try and get this service started.
  - vi) **Feasibility of Recording meetings.** Chairman reports that the Council have to allow this recording. It was agreed if someone turns up to record the council will make our own recording, Councillor Gibson could provide the equipment to do this.
  - vii) **To report on Bus Service from South Milford to Crossgates on a Sunday also Pontefract/Sherburn service will cease from 25th October.**
- c) **FINANCE**  
**No meeting was held in October.**
- i) **Cheques totalling £5,190.75 (see separate list) were approved and signed by the Councillors.**
- d) **LAND & PREMISES**  
**No meeting was held in October**
- i) **Consider Flooding on Pasture Court due to pipes running under Fairways being silted up.** Councillor Jordan had requested this item, Clerk states this is Selby District Council land, so Councillor Jordan will take this up there.
  - ii) **Consider if Allotments Lease allows sheds on the site-** Lease does not allow for sheds to be erected and Project Officer states this would be very expensive to get lease changed, **Resolved this be left at present.**
  - iii) **To Report on problems on Fairway.** Opening and shutting this covered on Project Officers report. Clerk reports there is a leak and we need contract signed for Yorkshire Water to find and repair this, costs £350 per hour for first 4 hours, £175 per hour after that. This contract was signed.
  - iv) **To Discuss Planting on Eversley Park.** Councillor Packham has had complaints about the wildflower area being very overgrown and untidy. Clerk to ask Mr Varley to deal with this. Also to ask Police to keep as eye on area as problems with youths kicking balls etc at fencing.
- e) **PERSONNEL/TRAINING**
- i) **To Agree Personnel Minutes from Meeting 13th October (previously circulated).** **Resolved that actions be adopted and minutes approved.**
62. **OTHER REPORTS**
- a) **Selby Rail Users –** Councillor Packham reports that at South Milford Station the new help 'phones are only on one platform, which is not very helpful now you cannot cross the lines. New shelter being installed on platform 2. Selby District Council and Northern Rail are suggesting Parish Council may like to contribute to CCTV cameras being re-installed. **Resolved that as District Council removed them they should put them back.**
  - b) **Gala Committee -** No report.
  - c) **C.A.B -** Nothing to report no meeting held..

- d) **Community Association** - Councillor Prescott reported that Informer is now out. Councillor Mrs Brown reports that some of plants being removed from tubs ready for replanting. Date for this is Sunday November 2nd @ 10.30am.
- e) **Eversley Park Centre** – Chairman reports that no meeting held in October he and Councillor Lake will attend November meeting to discuss the proposed extension to provide facilities for the Rugby Club.
- f) **Yorkshire Local Councils Association** – No meeting held.
- g) **C.E.F.'s** - Councillor Packham reports that at meeting discussion took place about changes to boundaries for these groups. Also some discussion about whether unelected members can make decisions. Councillor Mrs Prescott expressed disappointment that some groups did not attend grass roots meetings where funding is often discussed.
- h) **Rugby Club** – Councillor Lake reports that they are finding it difficult to book Fairway pitch. Councillor Packham stated they know Gary Limbert and no-one else seems to have problems getting it booked.
- i) **Angling Club** - Chairman reports that Kingspan want to take 'photos of the area they have paid for plants/trees etc. Mr Jordan had reported that Dyke people had demolished 20 of the trees cleaning the dyke out. Mr Jordan was going to give full details to the Clerk but nothing been reported at office.
- j) **White Rose Football Club** - Nothing to report.
- k) **Fairways area** -Clerk reports that when Mr Varley locked up Sunday evening the changing room had been vandalised, guttering, down pipes and fascia boards.  
**Resolved Clerk arrange to get this work done.**
- l) **Aero Club Liaison Committee** - Councillor Doherty reports that complaints statistics where reported still mostly from South Milford. Most of these had been when the air races where on and some planes had come lower than agreed, but no air rules were broken. Also complaints from Biggin as flight paths had changed slightly.
- m) **Community Mini Bus** - Project Officer reported that this work is taking over a lot of her time which is making other projects run later than expected.
- n) **Village Centre Project** -Councillors Packham and Jordan had met with District Council last week regarding this project. **Agenda item for next meeting**  
**Potential Contribution to Village Centre project.**

### 63. CLERKS REPORTS REQUEST FOR MATTERS FOR NEXT AGENDA

#### Items for information only

- i) **RoSPA report on Play Equipment.**  
Clerk had looked through this and nothing really urgent, This to go to next LAP Meeting.
- ii) **Complaint of Injury on Council area in Pinfold,**  
Clerk has received email complaining that they have injured themselves falling on the long grass on this area. The complainer has not signed this and they state the grass was 2 foot long and not been cut for 6 months. Clerk had checked and this is strimmed every month, not cut short to stop ball games on the area. Chairman had taken photographs and it was agreed this be left until the complainer is willing to put his name to the complaint.
- iii) **Broken gate handle on Library Garden**  
This handle has been smashed off. Clerk has arranged with Mr Varley for him to get it welded back on. He will remove gate and get this done as soon as possible,

**iv) Tennis Club Risk Assessment**

This has been handed in it mentions the asbestos under the building.  
This To be taken to next LAP meeting.

**v) YLCA October/November Training events.**

This had been sent to all Councillors but no Councillors wished to attend these.

**vi) North Yorkshire Horizons**

request for funding from this group which runs sessions for people recovering from substance abuse problems, wish to start these in this village but need financial help to do this. Councillor Hunt asked Clerk to tell them to contact the Lions for help with this.

**vii) North Yorkshire County Council-Draft Care & Support where I live.**

Consultation on this is ongoing any comments to be in by the 17th November, 2014.  
This had been forwarded to all Councillors. No Councillor had comment to make

**ix) Society of Local Council Clerks.**

Notification they have put forward a pay proposal of 2.2% to cover the year  
1st January 2015 to 31st March 2016.

**Items for next Agenda**

**i) Getting professional service to do Risk Assessments of Council areas.**

**ii) Nr Varley Insurance**

**iii) Parking outside Edward Childs Low Street- needs signage.**