

## FAIRBURN PARISH COUNCIL

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF

HYPERLINK

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Dear Parish Councillors,

You are hereby summoned to attend the Annual Meeting of Fairburn Parish Council on Wednesday 22<sup>nd</sup> May 2019 at 19:00 in Fairburn Community Centre. If you are unable to attend please let the clerk know at least three clear days in advance of the meeting and give reasons for your absence.

### OFFICIAL NOTICE OF FAIRBURN PARISH COUNCIL ANNUAL MEETING AND AGENDA TO BE HELD ON WEDS. 22 MAY 2019 AT 19:00 IN FAIRBURN COMMUNITY CENTRE

**Meetings are open to the press and public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960 and as amended by the 1972 Act.**

**Press and public may not speak when the council is in progress; when councillors are discussing**

**Council business; when councillors are in the process of decision making.**

Any parishioner (listener) is entitled to attend this meeting and raise any concerns or questions they may have with the Parish Council. These concerns and questions **must** be written and received by the Clerk **5 days before the meeting**.

Listeners' comments will be taken at agenda item **051903** before the council meeting begins and immediately after the election of the vice-chairman.

**Comments** relating to the **agenda** will be taken first; the **time** for this will be restricted to **15 mins**

Listeners may also speak at agenda item **051922** at the end of the meeting for information only. Decisions cannot be made at this meeting on items not on the agenda.

Councillors are reminded to declare any interest in any agenda items not already registered Clerk to make note of names of parishioners attending the meeting.

Councillors, clerk, public and press to sign attendance book.

### Agenda items

#### **051901. Election of Chairman:**

Councillors to elect a Chairman for the year.

Chairman to sign acceptance of office witnessed and signed by the clerk  
Chairman to welcome members of the newly elected council.

**051902. Acceptance of office and co-option.**

Councillors to sign acceptance of office and, if necessary, complete declarations of interest  
Councillors to receive co-option applications and **resolve** who to co-opt to the parish council  
Co-opted member/s to receive and sign acceptance of office and declarations of interest.

**051903. Election of Vice-chairman:**

Councillors to **resolve** whether to elect a vice-chairman for the year  
If resolved to elect a vice-chairman, vice-chairman to sign acceptance of office, clerk to witness and sign

**051904. Public Forum:**

Chairman to welcome electors present at the meeting.  
Council to receive comments on agenda items from electors present. *(For information only; clerk to take notes of comments, Councillors must not join in any discussion nor answer any questions)*  
Council to receive any written/e-mailed letters sent to the clerk. *(For information only)*

**051905. Apologies:**

Council to receive apologies and reasons for absence from members; to consider and **resolve** whether  
or not to accept the reasons for absence.

**051906. Minutes of 17 April 2019 Council Meeting:**

Council to discuss and **resolve** whether to accept minutes of 17 April as an accurate record.

**051906. Signing of minutes:**

**Chairman** to sign minutes if accepted.

**051908. Committees:**

Council to **decide** on composition of any committees deemed necessary for the smooth running of the council.

**051909. Outside Bodies:**

Council to **resolve** whether to appoint any representatives to outside bodies eg YLCA

**051910. Council to receive reports from:**

Chairman  
County Councillor  
District Councillor – information re CCTV; unauthorised waste burning  
Other Officers  
Police  
Lorry Watch – Cllr RS to report  
CEF  
Other representatives – reports from any representatives not listed above

**051911. RFO to report on closing balances; recent payments and payments to be made**

a) Current balances

Community Account balance as at: 26 March 2019, statement no. 86: £20,025.56

b) Payment requests received at agenda preparation

£235.74 – SDC grounds maintenance. VAT £39.29; actual cost £196.45

£641.81 – Insurance

c) Payment requests received after agenda distribution – council to receive and **resolve** payment

d) Payments received – none received at agenda preparation

f) External Audit – Council to receive, check and **agree** external audit accounting statements;  
bank reconciliation;

explanation of variances form; Chairman to sign

**051912. Council to resolve** whether or not to accept the report, payments as listed and any others received.

### **051913. Planning**

Planning applications received – To discuss and resolve comments on applications received, including

any since agenda preparation.

2018/0409/HPA. Proposed one and a half storey side extension incorporating box dormer to rear and roof lights to front and single storey extension to rear at Manscross, 2 Cut Road

Planning decisions received. (*For information only*) – none received at agenda preparation

Update on current planning issues. To receive any updates and, if necessary, **resolve** action

### **051914. Rock Fall**

- To discuss response re latest information, emailed to Cllrs, and **resolve** any action

### **051915. Policies**

To discuss and **resolve** whether or not to make any amendments to Standing Orders and Financial Regulations, emailed to Councillors prior to the meeting

### **051916. Green Gym**

- To discuss current visual inspection rota and **resolve** rota for 2018-19

### **051917. Tythe House**

- To receive latest information, e-mailed to councillors, and **resolve** any further action

### **051918 Correspondence received since last meeting:**

YLCA – emails forwarded to Cllrs

SDC – e-mails forwarded to Cllrs

Insurance quote – information e-mailed to Cllrs; on agenda for payment

Clerks and Council Direct – for circulation to Cllrs;

Electricity contract – clerk to report on result

SDC – election results

### **051919. Action taken since last meeting.**

External audit forms completed

Npower contacted re electricity contract

SDC contacted re grass cutting

Hedge cutter contacted re overgrown hedge at green gym

**051920.** a) Councillors' Forum - to take and note any points of immediate interest from councillors.

No decisions may be taken on any items raised here.

b) **Items for the next agenda** - to take suggestions for urgent items for inclusion on the next agenda

**051821.** To receive any further comments from public present. *Information only clerk to note comments*

**051822.** To confirm dates, times and places of meetings for 2014-15

**051823.** Closure of meeting

Signed ...*F M A Farman*... Clerk to Fairburn Parish Council. Date ...13<sup>th</sup> May 2019...

**Ongoing Issues – decisions may be taken on any of the below if council deems necessary**

Flooding

Alcohol free zone

Power Station developments

Siting of pedestrian crossing on A1246

Fairburn Parish Council – ACM – Agenda

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