

# FAIRBURN PARISH COUNCIL

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

Dear Parish Councillors,

You are hereby summoned to attend the meeting of Fairburn Parish Council on Wednesday 19<sup>th</sup> February 2020 at 18:30 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 MEETING AND AGENDA TO BE HELD ON WEDS. 19 FEBRUARY 2020 AT 18:30 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 **022002**.
- **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 **022018** 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

### **022001. Welcome:**

- i. Chairman to welcome all present to the meeting.
- ii. Chairmen to introduce Andy Blades
- iii. Andy Blades to speak to members and take any questions re current role of the Fire Service

### **022002. Public Forum.**

- i. 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)*
- ii. Council to receive any written/e-mailed letters sent to the clerk.

### **022003. Apologies:**

- Council to receive apologies and reasons for absence from members; to discuss and resolve whether to accept the reasons given

**022004. Minutes of 15 January 2020 council meeting:**

- Council to discuss and **resolve** whether to accept minutes of 15 January as an accurate record.

**022005. Signing of minutes:**

- **Chairman** to sign minutes if accepted.

**022006. Reports:**

**Council to receive reports from:**

- i. Chairman
- ii. County Councillor
- iii. District Councillor
- iv. Other Officers
- v. Police
- vi. Lorry Watch
- vii. CEF
- viii. Other representatives – reports from any representatives not listed above

**022007. RFO to report on closing balances; recent payments and payments to be made**

- a) Current balances
  - Community Account balance as at: 26 January 2020, statement no. 96: £19,272.17
- b) Payments made between meeting Cheque no.
  - i. £235.74 – Grounds maintenance. VAT £39.29; actual cost £196.45. 100428
- c) Payment requests received at agenda preparation – none received
- d) Payment requests received after agenda distribution – council to receive and **resolve** payment
- e) Payments received – none received

**022008. Council to resolve** whether to accept the report, payments as listed and any others received.

**022009. May 8 – VE Day celebrations**

- Council to discuss and **resolve** any action.

**022010. Youth Club**

- Council to discuss current situation and **resolve** what, if any, support can be given

**022011. Planning**

- a) Planning applications received – to discuss and resolve comments on applications received, including any since agenda preparation
- b) Planning decisions received – *(for information only)*

**022012. Volunteers**

- To receive update re progress in obtaining volunteers to deal with ginnel and celebration garden and **resolve** any further action

**022013. Internal audit.**

- To receive internal audit plan and **resolve** who to ask to carry out the internal audit

**022014. Correspondence received since last meeting:**

- a) YLCA – emails forwarded to Cllrs
- b) SDC – e-mails forwarded to Cllrs
- c) Clerks and Councils Direct – for circulation
- d) Request for volunteers – info for circulation

**022015. Action taken since last meeting.**

- a) Mandate forms obtained for completion at meeting
- b) VAT refund requested
- c) Planning comments submitted
- d) Streetscape reminded re handle replacement
- e) Hacking scam re parish portal dealt with
- f) January payments dealt with

**022016.** 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

**022017. To receive any further comments from public present.** *Information only clerk to note comments*

**022018. To confirm date, time and place of next meeting**

**022020. Closure of meeting**

**Signed:** *F M A Farman.* Clerk to Fairburn Parish Council.     **Date:** 10<sup>th</sup> February 2020

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

- Flooding
- Tythe House
- Parking
- Pedestrian crossing
- The Crag
- Grit