

## FAIRBURN PARISH COUNCIL

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF  
[fairburnparishcouncil@outlook.com](mailto:fairburnparishcouncil@outlook.com); 01757 228 325

### NOTICE OF ACTIONS TAKEN AND DECISIONS TO BE RATIFIED DURING COVID 19 PANDEMIC FROM APRIL 16<sup>TH</sup> 2020 TO MAY 20<sup>TH</sup> 2020

**Public:** please e-mail any comments you may have to the clerk at [fairburnparishcouncil@outlook.com](mailto:fairburnparishcouncil@outlook.com)

**Councillors:** please email any comments you may have to the clerk: [fairburnparishcouncil@outlook.com](mailto:fairburnparishcouncil@outlook.com)

#### Actions taken and decisions to be ratified

##### 052001: Summary of actions and decisions ratified by e-mail on 20<sup>th</sup> May

- i. Members to **resolve**, by e-mail, whether to accept the summary account of 16<sup>th</sup> April as an accurate record..
- ii. Signing of summary – to be delayed until the next actual council meeting.

##### 052002. Public Comments.

- i. Clerk to confirm any comments on actions taken and decisions made sent by electors via e-mail.  
(previously e-mailed to Cllrs)

##### 052003. Training:

- Council to ratify, by e-mail, payment for Cllrs SH and TJ who joined in a YLCA webinar session on grants in relation to council's legal responsibilities, powers and procedures.

##### 052004: RFO to report on closing balances; recent payments and payments to be made

- a) Current balances
  - Community Account balance as at: 31 March 2020, statement nos. 98 & 99: £17,960.57
- b) Payments made between April 16<sup>th</sup> and May 11<sup>th</sup>

	Cheque no.
i. £910.73 – Npower-electricity for parish lights	100439
ii. £649.08 – Insurance	100440
iii. £ 75.00 – Website domain and hosting	100441
iv. £397.05 – Clerking – April	100442
v. £ 35.00 – ICO annual registration fee	D. Debit
- c) Payment requests received by 11<sup>th</sup> May – none received
- d) Payment requests received after 11<sup>th</sup> May – council to receive by e-mail and **resolve** payment
- e) Payments received:
  - £6,900.00 – Precept; 1<sup>st</sup> tranche, received 1<sup>st</sup> May; paid in 4<sup>th</sup> May.

**052005. Council to resolve**, by e-mail, whether to accept the report, payments as listed and any others received.

##### 052006. Audit

- Clerk to post exemption certificate to chairman to sign and post back to the clerk.

**052006. Planning**

- a) Planning applications received – to e-mail clerk with comments on any applications received; clerk to collate comments and send to SDC
- b) Planning decisions received – clerk to e-mail any received to Cllrs. (*for information only*)
- c) Current building projects – report on current building projects from chairman. (*For information and decision if deemed necessary*)

**052007. 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 at next actual meeting
- d) Coronavirus information – forwarded to Cllrs
- e) NYCC police information – forwarded to Cllrs
- f) Webinar training sessions – forwarded to Cllrs
- g) Npower – electricity bill for parish street lights; Cllrs to **resolve** by e-mail if parish lights to be switched off between midnight and 6:00
- h) BHIB – payment request for insurance

**052008. Action taken since last meeting.**

- a) Bill for website domain and hosting paid
- b) Electricity bill paid
- c) Insurance payment made
- d) Up dated information re audit and corona virus sent to Cllrs
- e) E-mails read, sorted, sifted and relevant ones forwarded to Cllrs.
- f) E-mail re housing needs dealt with – to be discussed at next full meeting

**052009. Decisions made/actions taken since 16<sup>th</sup> April**

- Cllrs to **resolve** to ratify, by e-mail – decisions made and actions taken

**052010.** a) Councillors' Forum – clerk to circulate, by email, any points of immediate interest received from Cllrs by e-mail

No decisions may be taken on any items raised here.

- d) **Items for the next agenda** - to take suggestions for urgent items for inclusion on the agenda for the next full meeting

**Signed:** *F M A Farman.* Clerk to Fairburn Parish Council.      **Date:** 11<sup>th</sup> May 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