

## FAIRBURN PARISH COUNCIL

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF  
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### RATIFICATION OF ACTIONS TAKEN AND DECISIONS MADE DURING COVID 19 PANDEMIC BY MAY 20<sup>TH</sup> 2020

Councillors ratified all actions taken and decisions made by e-mail before or on 20<sup>th</sup> May 2020

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

- i. Members **resolved**, by e-mail, 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. No comments on actions taken and decisions made were received from residents by the clerk.

#### 052003. Training:

- Council **ratified**, 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. Invoice not yet received from YLCA.

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

- a) Current balances
  - Community Account balance as at: 26 April 2020, statement no. 99: £17,494.58
- 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 & by 20<sup>th</sup> May:
  - i. £241.40 – SDC; grounds maintenance. VAT £40.23; actual cost £201.17 100443
- 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 **resolved**, by e-mail, to accept the report and make the payments as listed above.

#### 052006. Audit

1. Exemption certificate **agreed** by Cllrs, posted to chairman, signed and post back to the clerk.
2. Governance statement e-mailed to Cllrs, **agreed** by e-mail and posted to chairman for signing and returning to clerk.
3. Accounting statement e-mailed to Cllrs, **agreed** by e-mail and posted to chairman for signing and returning to the clerk.

#### 052006. Planning

- a) Planning applications received – none received

- b) Planning decisions received – none received
- c) Current building projects – Cllrs reminded of the need to check approval building conditions and report any infringements to the clerk immediately

**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 **resolved** by e-mail for 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 **resolved**, by e-mail, to ratify all decisions made and actions taken

**052010. a) Councillors' Forum**

- Concern raised about rights of way and Cut Road  
No decisions may be taken on any items raised here.

- d) **Items for the next agenda** – Audit

Signed: ..... Chairman, Fairburn Parish Council. Date: .....

**Action points**

- Clerk – contact NYCC re parish lights
- Clerk – continue with preparation for audit and keep Cllrs informed
- Clerk – contact internal auditor re method of carrying out audit
- Clerk – bring accounts up to date when next statement arrives and e-mail to Cllrs
- Cllrs – report any defects/building infringements to clerk when seen

DRAFT