

FAIRBURN PARISH COUNCIL

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF
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NOTICE OF ACTIONS TAKEN AND DECISIONS TO BE RATIFIED DURING COVID 19 PANDEMIC FROM JUNE 18th TO JULY 15th 2020

Public: please e-mail any comments you may have to the clerk at fairburnparishcouncil@outlook.com

Councillors: please email any comments you may have to the clerk: fairburnparishcouncil@outlook.com

Actions taken and decisions to be ratified

072001: Summary of actions and decisions ratified by e-mail on 17th June

- i. Members to **resolve**, by e-mail, whether to accept the summary account of 17th June as an accurate record..
- ii. Signing of summary – to be delayed until the next actual council meeting.

072002. 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)

072003. Training:

- Council to accept, by e-mail, report from Cllr JL on YLCA branch meeting

072004: RFO to report on closing balances; recent payments and payments to be made

- a) Current balances
 - Community Account balance as at: 26th June 2020, statement no. 101: £20,668.09
- b) Payments made between 9th June and 7th July Cheque no.
 - i. £284.00 – HMRC; Clerk’s PAYE 100447
 - ii. £397.05 – Clerking – June 100448
 - iii. £241.40 – SDC grounds maintenance. VAT £40.23; actual cost £201.17 100449
 - iv. £ 60.24 – Payroll services; VAT £10.04; actual cost £50.20 (includes £12.55 discount) 100450
- c) Payment requests received after 7th July – council to receive by e-mail and **resolve** payment
- d) Payments received – none received by 7th July

072005. Council to resolve, by e-mail, whether to accept the report, payments as listed and any others received.

072006. Audit

- 2019-2020 forms and supporting documentation with the auditor

072006. 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) Approved developments – Cllrs to check adherence to conditions and email clerk with any breaches

072007. Correspondence received since 17th June:

- 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) AVS – coronavirus info forwarded to Cllrs
- g) NYCC – correspondence re switching off parish lights between midnight and 5:30 am
- h) Rights of way – up-dated plan received and emailed to Cllrs
- i) Grass cutting – apologies re no cutting at Caudle Hill bank - rectified
- j) Sewage pumping station – ‘phone call from Yorkshire Water; to be dealt with

072008. Action taken since 17th June

- a) Letter sent to NYCC confirming switching off of parish lights between midnight and 5.30 am
- b) Accounts and procedures taken to auditor
- c) Up dated information re audit and corona virus sent to Cllrs
- d) E-mails read, sorted, sifted and relevant ones forwarded to Cllrs.
- e) Yorkshire Water contacted re problems at sewage pumping station
- f) Accounts up-dated and e-mailed to Cllrs
- g) Wall repaired and work checked

072009. Decisions made/actions taken since 17th June

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

072010. 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.

- b) **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:** 7th July 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