

## 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 MAY 21<sup>st</sup> TO June 17th 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

##### **062001: 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 20<sup>th</sup> May as an accurate record..
- ii. Signing of summary – to be delayed until the next actual council meeting.

##### **062002. 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)

##### **062003. Training:**

- Council to receive, by e-mail, report from Cllr SH on 11<sup>th</sup> June YLCA webinar session

##### **062004: RFO to report on closing balances; recent payments and payments to be made**

- a) Current balances
  - Community Account balance as at: 26<sup>th</sup> May 2020, statement no. 100: £21,879.92
- b) Payments made between 12<sup>th</sup> May and 8<sup>th</sup> June Cheque no.
  - i. £241.40 – SDC grounds maintenance. VAT £40.23; actual cost £201.17 100443
  - ii. £176.53 – Street lights maintenance. VAT £29.43; actual cost £147.11 100444
  - iii. £396.85 – Clerking – May 100445
  - iv. £241.40 – SDC grounds maintenance. VAT £40.23; actual cost £201.17 100446
- c) Payment requests received by 9<sup>th</sup> June – none received
- d) Payment requests received after 9<sup>th</sup> June – council to receive by e-mail and **resolve** payment
- e) Payments received – none received by 9<sup>th</sup> June

**062005. Council to resolve**, by e-mail, whether to accept the report, payments as listed and any others received.

##### **062006. Audit**

- 2019-2020 accounting forms (1. Governance; 2. Accounting Statement), accounts and council procedures prepared and ready for audit. Audit date yet to be confirmed

##### **062006. 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

**062007. Correspondence received since 20<sup>th</sup> May:**

- 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) Quote for wall repair – accepted; Cllrs informed
- h) Rights of way – 2000 plan received from Cllr RS
- i) HGVs – information re increased night traffic received from Cllr RS
- j) Grass cutting – information received from resident re Caudle Hill bank
- k) Sewage pumping station – information received from resident; checked by Cllr JL

**062008. Action taken since 20<sup>th</sup> May.**

- a) Bill street lights maintenance paid
- b) Letter sent to NYCC requesting switching off of parish lights between midnight and 6.30 am
- c) Accounts and procedures prepared ready for audit
- d) Internal auditor contacted re date
- e) Up dated information re audit and corona virus sent to Cllrs
- f) E-mails read, sorted, sifted and relevant ones forwarded to Cllrs.
- g) Yorkshire Water contacted re problems at sewage pumping station
- h) Accounts up-dated and e-mailed to Cllrs
- i) Quote for wall repair accepted and e-mailed to Cllrs

**062009. Decisions made/actions taken since 20<sup>th</sup> May**

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

**062010.** 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:** 9<sup>th</sup> June 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