

FAIRBURN PARISH COUNCIL

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

SUMMONS

Dear Parish Councillors,

You are hereby summoned to attend a meeting of Fairburn Parish Council on Tuesday 8th December 2020 starting at 19:00 in the upstairs room of Fairburn Community Centre. If you are unable to attend the meeting please let the clerk know at least three clear days in advance of the meeting/session giving reasons for your absence.

OFFICIAL NOTICE OF FAIRBURN PARISH COUNCIL MEETING AND AGENDA TO BE HELD ON TUES. 8th DECEMBER 2020 STARTING AT 19:00

Meetings are usually 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.

However, please see the first bullet point below.

- Because of the current COVID situation the Community centre has requested that members of the public do not attend. Electors may comment on any agenda items or matters of concern/interest by either writing to or emailing the clerk.
- Any concerns or questions electors may have with the Parish Council **must** be written and received by the Clerk, either by post or email, **5 days before the meeting.**
- Electors' comments will be taken at agenda item **122002** before the council meeting begins.
- 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 electors who have raised any concerns or questions.
- Clerk to enter names of attendees in the attendance book.

Agenda items

122001. Welcome:

- i. Chairman to welcome all present to the meeting and, especially, the new parish councillors.

122002. Public Forum.

- i. Council to receive comments on agenda items received from electors. *(For information only; clerk to note comments for future meetings, Councillors must not discuss comments or answer any questions)*

112003. Apologies:

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

122004. Acceptance of Minutes of 17 November 2020:

- Council to discuss and **resolve** whether to formally accept the previously emailed minutes of 17 November as an accurate record of the meeting.

122005. Signing of minutes:

- Chairman to **sign** the accepted 17 November minutes at the next face-to-face meeting

122006. Reports:

Council to receive reports from:

- Chairman
- County Councillor
- District Councillor
- Other Officers
- Police – Community Watch reports emailed to Cllrs
- Lorry Watch
- CEF
- Other representatives – reports from any representatives not listed above

122007. RFO to report on closing balances; recent payments; payments to be made & any income received

a) Current balances

- Community Account balance as at: 26 October, statement no. 105, £27,179.00; 26 November statement not received at agenda preparation.

b) Payments made since 17th November

- | | Cheque no. |
|---|------------|
| i. £396.85 – Clerking – November | 100469 |
| ii. £ 80.40 – Payroll Services – VAT £13.40; actual cost £80.40 | 100470 |

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 at agenda preparation.

122008. Council to resolve whether to accept the report, payments as listed and any others received.

112009. Planning

- Planning applications received. Council to discuss and **resolve** observations on applications received
- Planning decisions received. None received at agenda preparation
- Update on current planning issues. To receive any updates and, if necessary, **resolve** action

122010. Policy and procedure reviews

- To discuss EO; Complaint & Grievance policies; Public Participation & Recording of Meetings procedures, previously emailed to Cllrs, **agree** any amendments and **resolve** acceptance

122011. Christmas Lights

- To receive report from DS re purchase of lights and **resolve** action

122012. Garden and Ginnel works.

- To discuss work done and **resolve** any further action

122013. Correspondence received since 20 October

- YLCA – emails forwarded to Cllrs
- SDC – e-mails forwarded to Cllrs
- AVS emails re Coronavirus – put in folder
- Autela – payroll payment

e) Reply re non-contribution to churchyard grass cutting – emailed to Cllrs

122014. Action taken since last meeting.

- a) Planning observations written and sent to SDC & Cllrs
- b) Co-opted Cllr invited to join meeting
- c) Policies & Procedures e-mailed to Cllrs
- d) Replied re request for churchyard grant
- e) County Cllr's report emailed to Cllrs
- f) Crime figures emailed to Cllrs
- g) Made a brief visit to Fairburn on 23 November to check work in progress on garden
- h) Contacted company re cost of plaque for bench

122015. 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

122016. To confirm date, time and place of next meeting

122017. Closure of meeting

Signed: *F M A Farman.* Clerk to Fairburn Parish Council. **Date:** 1st December 2020

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

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