

# FAIRBURN PARISH COUNCIL

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF  
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## SUMMONS

Dear Parish Councillors,

You are hereby summoned to join a zoom meeting of Fairburn Parish Council on Tuesday 16th February 2021 starting at 19:00.

If you are unable to join the meeting please let the clerk know at least three clear days in advance of the meeting giving reasons for your absence.

### OFFICIAL NOTICE OF FAIRBURN PARISH COUNCIL ZOOM MEETING AND AGENDA TO BE HELD ON TUES. 16<sup>th</sup> FEBRUARY 2021 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 four bullet points below.**

- Because of the current COVID restrictions the meeting will take the form of a zoom session.
- 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 dealt with at agenda item **022102** 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

##### **022101. Welcome:**

- i. Chairman to welcome all joining in the meeting.

##### **022012. 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)*

##### **022103. Apologies:**

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

##### **022104. Acceptance of Minutes of 8 December 2020:**

- Council to discuss and **resolve** whether to formally accept the previously emailed minutes of 8 December as an accurate record of the meeting.

**022105. Signing of minutes:**

- Chairman to **sign** the accepted 8 December minutes at the next face-to-face meeting

**022106. 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

**022107. RFO to report on closing balances; recent payments; payments to be made & any income received**

a) Current balances

- Community Account balance as at: 26 January, statement no. 108, £23,156.23; 26.

b) Payments made since 8<sup>th</sup> December

	Cheque no.
i. £284.20 – HMRC – Clerk’s PAYE	100473
ii. £397.25 – Clerking – December	100474
iii. £3,820.22 – garden restoration. VAT – £636.70; actual cost £3,183.52	100475
iv. £241.40 – SDC grounds maintenance. VAT - £40.23; actual cost £201.17	100476
v. £1,080.00 – Tree surgery. VAT - £180.00; actual cost £900.00	100477
vi. £396.85 – Clerking – January	100478

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.

**022108. Council to resolve** whether to accept the report, payments as listed and any others received.

**022109. Planning**

- Planning applications received. Council to discuss and **resolve** observations on applications received
- Planning decisions received.
  - Permission granted for two storey rear extension & internal alterations at 2 Roberts Close
- Update on current planning issues. To receive any updates and, if necessary, **resolve** action

**022110. Policy and procedure reviews**

- To discuss General Risk Assessment; Data Breach Security Incident policies and Internal Audit Plan, previously emailed to Cllrs, **agree** any amendments and **resolve** acceptance

**022111. Parish meeting and Annual meeting of the Council**

- To discuss and **resolve** arrangements for the above meetings assuming:
  - the Community Centre is open and available
  - COVID restriction are still in place

**022112. Grounds maintenance contract.**

- To discuss tenders received and **resolve** which contractor to appoint.

**022113. Laurel Hedge.**

- To receive report on progress re trimming and **resolve** any further action.

**022114. Christmas lights.**

- To discuss provision of Christmas lights for December 2021 and **resolve** action.

**022115. Correspondence received since 8 December**

- YLCA – emails forwarded to Cllrs
- SDC – e-mails forwarded to Cllrs
- AVS emails re Coronavirus – put in folder
- Autela – payroll payment
- HMRC – Clerk’s PAYE
- Selby Local Plan – consultation process forwarded to Cllrs
- NYCC – funding secured for financial year 2021-22 for Cragg repair; no start date as yet; PC will be informed.
- Intention to resign as parish councillor received from DS.

**022116. Action taken by clerk since the last meeting**

- Policies & Procedures e-mailed to Cllrs
- Local Plan information e-mailed to Cllrs
- Grounds maintenance tender sent to three contractors
- NYCC and HF contacted re the Cragg
- Payments made as listed in RFO’s report
- VAT refund request, £1,305.30, compiled and sent to HMRC
- Precept request sent to SDC
- New Cllrs acceptance of office & declaration of interest forms sent to SDC.
- Highways contacted re footpath problems – reply forwarded to Cllrs.
- SDC contacted re use of privately owned woods – reply emailed to Cllrs.

**022117. a) Councillors’ Forum**

- To take and note any points of immediate interest from councillors.

No decisions may be taken on any items raised here.

- Items for the next agenda** - to take suggestions for urgent items for inclusion on the next agenda

**022118. Date, time and type/place of next meeting**

**022119. Closure of meeting**

Signed: *F M A Farman*. Clerk to Fairburn Parish Council.      Date: 8<sup>th</sup> February 2021

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

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