

# 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

## SUMMONS

Dear Parish Councillors,

You are hereby summoned to join a zoom meeting of Fairburn Parish Council on Tuesday 16th March 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> MARCH 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 the clerk, emailing the clerk or requesting a joining link from 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 **032102** 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

##### **032101. Welcome:**

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

##### **032012. 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)*

##### **032103. Apologies:**

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

##### **032104. Acceptance of Minutes of 16 February 2021:**

- Council to discuss and **resolve** whether to formally accept the previously emailed minutes of 16<sup>th</sup> February as an accurate record of the meeting.

##### **032105. Signing of minutes:**

- Chairman to **sign** the accepted 16<sup>th</sup> February minutes at the next face-to-face meeting

**032106. Reports:**

**Council to receive reports from:**

- i. Chairman – report re clerk’s possible resignation. Council to discuss and **resolve** next actions
- ii. County Councillor
- iii. District Councillor
- iv. Other Officers
- v. Police – Community Watch reports emailed to Cllrs
- vi. Lorry Watch – Cllr AB to report on any HGVs seen not adhering to the 7.5t limit. Council to discuss and **resolve** any further action.
- vii. CEF
- viii. Other representatives – reports from any representatives not listed above or reports on training sessions attended.

**032107. RFO to report on closing balances; recent payments; payments to be made & any income received**

a) Current balances

- Community Account balance as at: 26 February, statement no. 109, £22,298.43;

b) Payments made during February

	Cheque no.
i. £ 48.00 – Cllr training – JE	100479
ii. £241.40 – Grounds maintenance, Feb, VAT £40.23; actual cost £201.17	100480
iii. £ 22.50 – Cllr training – SMH	100481
iv. £396.85 – Clerking – February	100482
v. £241.40 – Grounds maintenance, March, VAT £40.23; actual cost £201.17	100483
vi. £100.00 – Laurel hedge cur and removal of debris	100484

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 – £1,305.30; VAT refund paid into the bank on 25<sup>th</sup> February 2021.

**032108. Council to resolve** whether to accept the report, payments as listed and any others received.

**032109. Internal Auditor.**

- Council to discuss and **resolve** who to invite to carry out the council’s internal audit

**032110. Planning**

- a) Planning applications received. Council to discuss and **resolve** observations on applications received
- b) Planning decisions received – none received at agenda preparation and distribution.
- c) Update on current planning issues. To receive any updates and, if necessary, **resolve** action

**032111. Possible resignation of Cllr**

- To discuss the possible resignation of a Cllr and **resolve** whether to offer a 6 month leave of absence.

**032112. Grounds maintenance contract**

- To formally **accept** the preferred contractor

**032113. Skate Park fence**

- To discuss the current state of the fence and **resolve** action.

**032114. Gardening – ginnel and garden.**

- To discuss need for a gardener and **resolve** action.

**032115. Correspondence received since 8 December**

- a) YLCA – emails forwarded to Cllrs
- b) SDC – e-mails forwarded to Cllrs
- c) AVS – emails re Coronavirus – put in folder
- d) ICO – confirmation that fee for 2021-22 will be collected (D Debit) on or before 15 April 2021
- e) Clerk & Councils Direct – magazine received
- f) Re-organisation proposals for Yorkshire – consultation process forwarded to Cllrs
- g) NYCC – response received re street street light column – forwarded to Cllrs.
- h) Highways – response received re request for footway extension by pedestrian crossing
- i) HMRC – VAT refund paid into PC's bank account

**032116. Action taken by clerk since the last meeting**

- a) Yorkshire possible re-organisation plans forwarded to Cllrs
- b) Highways contacted re narrow footway @ Silver Street; response emailed to Cllrs; discuss & **resolve** action
- c) NYCC street lighting dept. contacted re steel column on footway at Silver Street – response emailed to Cllrs; SDC Cllr & NYCC Cllr also contacted with response forwarded to them; discuss & **resolve** any action
- d) Insurance company contacted re possibility of any liability over narrowed footway
- e) Payments made as listed in RFO's report
- f) VAT refund request, £1,305.30, compiled and sent to HMRC
- g) Knocked down fence at skate park reported to Cllrs
- h) More tenders sought for grounds' maintenance work – two prospective contractors shown round the areas for maintenance
- i) Planning comments written and submitted
- j) Abandoned caravan trailer at Rawfield Lane reported to police.

**032117. 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

**032118. Date, time and type/place of next meeting**

**032119. Closure of meeting**

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

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

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