

## 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

Parish Councillors, You are hereby summoned to join a zoom meeting of Fairburn Parish Council on Tues 27<sup>th</sup> April 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. 27<sup>th</sup> APRIL 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 **042102** before the council meeting begins.
- Any comments on the meeting may be made by electors joining the zoom session at agenda item **042117.**
- 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

##### **042101. Welcome:**

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

##### **042012. 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)*

##### **042103. Apologies:**

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

##### **042104. Acceptance of Minutes of 16 March 2021:**

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

**042105. Signing of minutes:** Chairman to **sign** the accepted 16<sup>th</sup> March minutes at the next face-to-face meeting

**042106. Reports – Council to receive reports from:**

- i. Chairman
- ii. County Councillor
- iii. District Councillor
- iv. Other Officers
- v. Police – Community Watch reports emailed to Cllrs
- vi. Other representatives – reports from any representatives not listed above or on training sessions attended

**042107. RFO to report on closing balances; recent payments; payments to be made & any income received**

a) Current balances

- Community Account balance as at: 26 March, statement no. 110, £21,672.83;

b) Payments made during March

	Cheque no.
1. £241.40 – SDC grounds maintenance. VAT £40.23; actual cost £201.40	100483
2. £100.00 – Laurel hedge cutting	100484
3. £284.20 – HMRC; clerk's PAYE	100485
4. £397.05 – Clerking; March	100486

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 distribution.

**042108. Council to resolve** whether to accept the report, payments as listed and any others received.

**042109. Internal Auditor.**

- Mr. C. Phillipson agreed to carry out the internal audit for Fairburn Parish Council

**042110. Audit arrangements.**

- Both the council's receipts and payments are under £25,000. Council to discuss and **resolve** whether to submit a Certificate of Exemption from an external audit. If so **resolved**, clerk and chairman to sign and clerk to submit to PKF Littlejohn.

**043111. 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

**042112. Resignation of Cllr**

- To discuss the resignation of a Cllr, check for any interest received and **resolve** next steps of action.

**042113. Skate Park Fence**

- To receive update on the fence repair and **resolve** action.

**042114. Gardening – ginnel and garden.**

- To **formally accept** the gardening tender.

**042115. Correspondence received since 8 December**

- YLCA – emails forwarded to Cllrs
- SDC – e-mails forwarded to Cllrs
- AVS – emails re Coronavirus – put in folder
- Death of HRH Prince Philip – information received re period of mourning – forwarded to Cllrs
- Clerk & Councils Direct – magazine received
- Tree & wall near children’s play area – concern expressed via facebook – forwarded to clerk & Cllrs
- Phone call to Cllr from resident re verges at Rawfield Lane & speed signs – forwarded to Chairman & clerk.
- Northern Powergrid – information received re parish owned street lights – forwarded to Cllrs
- Autela Payroll Services – change of clerk as from 1 June processed.
- Info and forms received from PKF Littlejohn re audit arrangements.

**042116. Action taken by clerk since the last meeting**

- Autela contacted re clerk’s resignation
- Possible internal auditor contacted
- List of TPOs requested – link sent from SDC & forwarded to Cllrs
- Tried to contact suggested person re fence repair but to no avail – Cllrs to suggest alternative
- Payments made as listed in RFO’s report
- Gardening schedule drawn up, agreed by Cllrs and submitted
- Tree on verge causing damage to wall by children’s play area reported to Highways
- Cllrs informed re ownership of verges at Rawfield Lane and position re speed signs
- Appeal info emailed to Cllrs

**042117. Comments on the meeting from electors joining in the zoom session**

- Clerk to make notes – no discussion by Cllrs.

**042118. 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

**042119. Date, time and type/place of next meeting**

**042120. Closure of meeting**

**Signed:** *F M A Farman.* Clerk to Fairburn Parish Council.      **Date:** 19<sup>th</sup> April 2021

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

- Flooding
- Tythe House
- Parking
- Pedestrian crossing/A1246
- The Cragg