

# FAIRBURN PARISH COUNCIL

Chairman: Cllr Mrs S M Hawking

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF  
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## MINUTES OF FAIRBURN PARISH COUNCIL ZOOM MEETING AND AGENDA HELD ON TUESDAY 16<sup>th</sup> FEBRUARY 2021 STARTING AT 19:00

**Present at zoom meeting:** Cllrs. S Hawking; J Edwards; D Slater; T Joy; T Baker; A Bedford; G Smith.  
Clerk – M Farman; Assistant Clerk – R Farman

### **022101. Welcome:**

- i. The chairman welcomed all joining in to the meeting and reminded everyone of the protocol when wishing to speak. The chairman also thanked Cllr DS for setting up the zoom meeting

### **022012. Public Forum.**

- i. Comments on agenda items received from electors – none received.

### **022103. Apologies:**

- Apologies for absence were received from SDC Cllr E Jordan and PCSO D Wood.

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

- Council **resolved** to formally accept the previously emailed minutes of 8 December as an accurate record of the meeting.

### **022105. Signing of minutes:**

- Council **resolved** that the chairman **signs** the accepted 8 December minutes at the next face-to-face meeting.

### **022106. Reports:**

#### **Council received the following reports:**

- i. Chairman
  - Thanked Cllr DS for dealing with the Christmas tree lights and the grit bins
  - Thanked Cllr AB for dealing efficiently with the lorry watch scheme
- ii. County Councillor – no report
- iii. District Councillor – emailed request for residents to look at and send in comments re SDC's Local Plan.
- iv. Other Officers – no reports
- v. Police – Community Watch reports emailed to Cllrs; incidents and crimes specific to Fairburn received from PCSO DW and emailed to Cllrs
- vi. Lorry Watch – report compiled by Cllr AB; to be submitted at the end of February
- vii. CEF – no report
- viii. Other representatives – no reports

**022107. RFO's 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.

The clerk reported that a VAT reclaim request for £1,305.30 had been posted on 05/02/2021

**022108.** Council **resolved** to accept the report and make the payments as listed above.

**022109. Planning**

- a) Planning applications received. Council discussed the amended application for a detached bungalow on the field opposite the electricity sub-station at Rawfield Lane and **resolved** to re-submit its previous observations., emphasising that the proposed development fell within the green belt
- b) Planning decisions received.
  - i. Permission granted for two storey rear extension & internal alterations at 2 Roberts Close
  - ii. Permission granted for extension at Denbar, Lunnsfield Lane
  - iii. Permission granted for extension and garage at King's Lodge, Silver Street
- c) Update on current planning issues. No updates received

**022110. Policy and procedure reviews**

- Council discussed the General Risk Assessment; Data Breach Security Incident policies and Internal Audit Plan and **resolved** acceptance with no amendments

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

- Council discussed possible likelihoods and **resolved** to leave any further discussion until more information had been received about the easing of lockdown.

**022112. Grounds maintenance contract.**

- No tenders received. Council **resolved** that Cllr DS approach a contractor.

**022122. Laurel Hedge.**

- No progress re trimming, after much discussion, council resolved that the chairman contact the person who cut it back last time and greed to spend up to £100.00

**022114. Christmas lights.**

- Council discussed provision of Christmas lights for December 2021 and **resolved** to leave until June

**022115. 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) Autela – payroll payment
- e) HMRC – Clerk’s PAYE
- f) Selby Local Plan – consultation process forwarded to Cllrs
- g) NYCC – funding secured for financial year 2021-22 for Cragg repair; no start date as yet; PC will be informed.
- h) Intention to resign as parish councillor received from DS – discussed. Cllr DS happy to stay as a councillor but may need some leave of absence.

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

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

**022117. a) Councillors’ Forum**

- Footway issue raised – clerk to contact NYCC lighting team re possible re-siting of lamp post currently On the footway
  - b) Items for the next agenda** - none suggested

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

- Tuesday 16<sup>th</sup> March 2021 starting at 19:00. Zoom meeting if the Community Centre is still closed.

**022119. Closure of meeting**

- The meeting closed at 20:10

**Signed: VERIFIED AT MARCH’S MEETING**

**Action points from the meeting**

- Chairman – contact tree man re laurel hedge
- Cllr DS – contact company re grounds maintenance
- Clerk – contact Highways re possible hard surface from pedestrian crossing path to Gauk Street
- Clerk – contact NY lighting department re lamp column on footway
- Clerk – write and submit planning comments