

FAIRBURN PARISH COUNCIL

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

Dear Parish Councillors,

You are hereby summoned to attend the Annual Meeting of Fairburn Parish Council on Tuesday 25th May 2021 at 19:00 in Fairburn Community Centre. If you are unable to attend please let the clerk know at least three clear days in advance of the meeting and give reasons for your absence.

OFFICIAL NOTICE OF FAIRBURN PARISH COUNCIL ANNUAL MEETING AND AGENDA TO BE HELD ON TUES. 25 MAY 2021 AT 19:00 IN FAIRBURN COMMUNITY CENTRE

Meetings are 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.

Press and public may not speak when the council is in progress; when councillors are discussing Council business; when councillors are in the process of decision making.

- Any parishioner (listener) is entitled to attend this meeting and raise any concerns or questions they may have with the Parish Council. These concerns and questions **must** be written and received by the Clerk **5 days before the meeting**.
- Listeners' comments will be taken at agenda item **052103** before the council meeting begins and immediately after the election of the vice-chairman.
- **Comments** relating to the **agenda** will be taken first; the **time** for this will be restricted to **15 mins**
- Listeners may also speak at agenda item **052121** at the end of the meeting for information only.
- 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 parishioners attending the meeting.
- Councillors, clerk, public and press to sign attendance book.

Agenda items

052101. Election of Chairman:

- i. Councillors to elect a Chairman for the year.
- ii. Chairman to sign acceptance of office witnessed and signed by the clerk
- iii. Chairman to welcome members of the council, public and any other visitors .

0521902. Election of Vice-chairman:

- i. Councillors to **resolve** whether to elect a vice-chairman for the year

- ii. If resolved to elect a vice-chairman, vice-chairman to sign acceptance of office, clerk to witness and sign

052103. Public Forum:

- i. Council to receive comments on agenda items from electors present. *(For information only; clerk to take notes of comments, Councillors must not join in any discussion nor answer any questions)*
- ii. Council to receive any written/e-mailed letters sent to the clerk. *(For information only)*

052104. Apologies:

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

052105. Minutes of 27 April 2021 Council Meeting:

- Council to discuss and **resolve** whether to accept the minutes of 27 April as an accurate record.

052106. Signing of minutes:

- Chairman to **sign** minutes if accepted.

052107. Council to receive reports from:

- i. Immediate Past Chairman
- ii. County Councillor
- iii. District Councillor – information re CCTV; unauthorised waste burning
- iv. Other Officers
- v. Police
- vi. Other representatives – reports from any representatives not listed above

052108. Committees

- Council to resolve whether to form any committees necessary for the smooth running of the council

052109. Outside Bodies

- Council to resolve who to appoint to outside bodies such as YLCA; Ferrybridge Liaison Committee; Fairburn Community Centre Committee etc.

052110. Responsibilities

- Council to **resolve** rota for visual inspections of green gym.
- Council to **resolve** who is to put notices in notice boards
- Council to **resolve** who is responsible for Lorrywatch
- Council to **resolve** who is responsible for Christmas lights

052111. RFO to report on closing balances; recent payments and payments to be made

a) Current balances

- Community Account balance as at: 31 March 2021, statement no. 111: £21,275.78

b) Payment requests received at agenda preparation

Cheque number

- i. £200.00 – Gardening & hedge cutting at skate park

100493

c). Payment requests received after agenda distribution – council to receive and **resolve** payment

d) Payments received – none received at agenda preparation

f) Audit – Council to receive, check and **agree**:

- 1. annual governance statement,
- 2. accounting statements;

3. bank reconciliation;
 4. explanation of variances form;
 5. Expenditure above £100
- g). Signing of Audit Forms
- Chairman to sign audit forms when **agreed** by council

052112. Council to resolve whether or not to accept the report, payments as listed and any others received.

052113. Planning

- a) Planning applications received – To discuss and resolve comments on applications received, including any since agenda preparation.
- b) Planning decisions received. (*For information only*) – none received at agenda preparation
- c) Update on current planning issues. To receive any updates and, if necessary, **resolve** action

052114. Policies

- To discuss and **resolve** whether or not to make any amendments to Standing Orders and Financial Regulations, emailed to Councillors prior to the meeting

052125. Benches

- To discuss current state of benches and **resolve** action re varnishing etc.

052116. Wall at recreation field

- To discuss current state of wall, damaged by tree, and **resolve** next steps of action

052117. Fence at Skate Park

- To discuss current state and **resolve** any further action

052118 Correspondence received since last meeting:

- a) YLCA – emails forwarded to Cllrs
- b) SDC – e-mails forwarded to Cllrs
- c) Clerks and Council Direct – for circulation to Cllrs;
- d) Police & Crime Commissioner – election results
- e) WMDC policy plan – emailed to Cllrs
- f) Blachere Illuminations – emailed to Cllrs
- g) Highways – offending tree removed

051219. Action taken since last meeting.

- a) Certificate of exemption sent to PKF Littlejohn
- b) Audit forms completed
- c) Internal auditor contacted re possible date for audit
- d) Highways contacted re tree damaging boundary wall at recreation field
- e) SDC contacted re inaccessibility of TPO list

052120. 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

052121. To receive any further comments from public present. *Information only clerk to note comments*

052122. To confirm dates, times and places of meetings for 2021-22

052123. Closure of meeting

Signed ...*F M A Farman*... Clerk to Fairburn Parish Council. Date ...14th May 2021...

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

- Speeding
- Parking
- Power Station developments
- Siting of pedestrian crossing on A1246