

FAIRBURN PARISH COUNCIL

Chairman: Cllr Mr G Smith

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

MINUTES OF FAIRBURN PARISH COUNCIL'S ANNUAL MEETING HELD ON TUES. 25 MAY 2021 AT 19:00 IN FAIRBURN COMMUNITY CENTRE

Present: Cllrs S Hawking; J Edwards; D Slater; T Baker; A Bedford; G Smith. Clerk – M Farman. One resident

052101. Election of Chairman:

- i. Councillors **elected** Cllr G Smith as Chairman for the year.
- ii. The Chairman signed the acceptance of office which was witnessed and signed by the clerk
- iii. The Chairman welcomed members of the council and the member of the public to the meeting, thanked members for electing him and promised to do his best for the community during his term of office.

0521902. Election of Vice-chairman:

- i. Councillors **resolved** to elect a vice-chairman for the year
- ii. Cllr J Edwards was **elected** as Vice-Chairman, and signed the acceptance of office which was witnessed and signed by the clerk.

052103. Public Forum:

- i. Comments on agenda items from electors present.
 - Concerns were expressed re the state and width of footways; repairs needed to the skate park shelter; the overgrown 'bus shelter at the bottom of Top Fold and the lack of Highways grass cutting in and around the village.
- ii. Written/e-mailed letters sent to the clerk.
 1. Concern expressed re lack of Highways grass cutting in and around the village – clerk replied by email; all Cllrs copied in to reply.
 2. Query re possibility of allotments – clerk replied by email; all Cllrs copied in to reply.

052104. Apologies:

- Council received apologies from the assistant clerk; SDC Cllr E Jordan; NYCC Cllr C Pearson & the police

052105. Minutes of 27 April 2021 Council Meeting:

- Council **resolved** to accept the minutes of 27 April as an accurate record.

052106. Signing of minutes:

- The Chairman **signed** the accepted minutes.

052107. Reports:

- i. Immediate Past Chairman – nothing to add to report to the APM other than to give her resignation from the parish council as from 31st May.
- ii. County Councillor – no report
- iii. District Councillor – information re CCTV; unauthorised waste burning (by email, circulated to Cllrs)
- iv. Other Officers – no reports
- v. Police – Community Alert messages circulated to Cllrs.
- vi. Other representatives – Lorry watch; Cllr AB has reported 166 infringements from 1st Jan to 24th May!

052108. Committees

- Council **resolved** not to form any committees necessary for the smooth running of the council

052109. Outside Bodies

- Council **resolved** to appoint the following Cllrs as representatives on:
- Yorkshire Local Councils Associations – Cllr G Smith
- Ferrybridge Liaison Committee – Cllr A Bedford
- Fairburn Community Centre Committee – Cllr D Slater.

052110. Responsibilities

- Council **resolved** the following Cllrs would take responsibility for:
- Visual inspections of the green gym – Cllrs D Slater & A Bedford (clerk to email reporting list)
- Placing notices in notice boards – Cllr J Edwards
- Lorry watch – Cllr A Bedford
- Christmas lights – no one Cllr at the moment. Cllr T Baker to collect/receive lights currently stored by Cllr S Hawking
- Defibrillator – Cllr J Edwards to continue
- Website – Cllr J Edwards to continue

052111. RFO's 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

- | | |
|--|-------------------------|
| i. £200.00 – Gardening & hedge cutting at skate park | Cheque number 100493 |
|--|-------------------------|

c). Payment requests received after agenda distribution

- | | |
|-------------------------------------|--------|
| i. £ 15.00 – Website domain renewal | 100494 |
| ii. £ 414.31 – Clerking, May | 100495 |

d) Payments received

- £6,778.24 – SDC precept, 1st half. Received 29/04/2021; banked 30/04/2021

f) Audit – Council received, checked and **agreed**:

1. annual governance statement,
2. accounting statements;
3. bank reconciliation;
4. explanation of variances form;
5. Expenditure above £100

g). Signing of Audit Forms

- The Chairman signed the **agreed** audit forms

052112. Acceptance of report

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

052113. Planning

- a) Planning applications received – No new applications received.
- b) Planning decisions received. (For information only) – none received
- c) Update on current planning issues. No updates received

052114. Policies

- Council **resolved** to accept the current Standing Orders and Financial Regulations.

052125. Benches

- Council discussed the current state of benches and **resolved** to check condition re any treatment/repairs

052116. Wall at recreation field

- Council discussed the current state of wall, damaged by tree, and **resolved** that the clerk contact Highways re treating the stump and dealing with the wall.

052117. Fence at Skate Park

- Council discussed current state and **resolved** that the clerk applies for grants

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 - no points of immediate interest raised.

- b) **Items for the next agenda** – allotments; wall at children's play area; general grass cutting

052121. Further comments from public present. No further comments

052122. Dates, times and places of meetings for 2021-22

- June's meeting to be held on Tuesday 22nd June. Thereafter meetings to be held on the third Tuesday of each month except for August & December starting at 19:00 in the Fairburn Community Centre.

052123. Closure of meeting

- The meeting closed at 20:10

Signed Chairman. Date

Action points from the meeting

- Chairman – write to Highways re current state of general grass cutting in and around the village
- Clerk – contact SDC re resignation of Cllr SH
- Clerk – Contact SDC Cllr EJ & NYCC Cllr C Pearson re footways
- Clerk – Invite police to next meeting
- Clerk – contact Highways re stump treatment and damage to wall
- Clerk – apply for grant re skate park
- Clerk – check general grass cuts and contact Highways if not done