

FAIRBURN PARISH COUNCIL

Chairman: Cllr Mrs S 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 HELD ON TUES. 16th MARCH 2021 STARTING AT 19:00

Attendees: Cllrs S Hawking; J Edwards; D Slater; T Joy; T Baker; A Bedford; G Smith.
Clerk – M Farman. Assistant Clerk – R Farman.

032101. Welcome:

- i. The chairman welcomed all attendees and thanked Cllr DS for setting up the meeting.

032012. Public Forum.

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

032103. Apologies:

- Apologies were received from SDC Cllr E Jordan.

032104. Acceptance of Minutes of 16 February 2021:

- Council **resolved** to formally accept the previously emailed minutes of 16th February as an accurate record of the meeting.

032105. Signing of minutes:

- Chairman to **sign** the accepted 16th February minutes at the next face-to-face meeting

032106. Reports:

Council received the following reports:

- i. Chairman – confirmed that the clerk will be resigning as from 31st May. Council discussed and **resolved** to ask the assistant clerk to act as clerk for 6 months as from 1st June. He assistant clerk accepted the offer.
- ii. County Councillor – no report
- iii. District Councillor – no report
- iv. Other Officers – no reports
- v. Police – Community Watch reports emailed to Cllrs
- vi. Lorry Watch – Cllr AB reported that 25 HGVs have been seen not adhering to the 7.5t limit from the 2nd to the 16th. Council discussed the issue, thanked Cllr AB for his vigilance and **resolved** to continue reporting further infringements.
- vii. CEF – no report
- viii. Other representatives – the clerk reported on the finance training session she recently attended.

032107. RFO's 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;

	Cheque no.
b) Payments made during February	
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 cut and removal of debris	100484

c) Payment requests received at agenda preparation – none received

d) Payment requests received after agenda distribution – none received

e) Payments received – £1,305.30; VAT refund paid into the bank on 25th February 2021.

032108. Acceptance of report

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

032109. Internal Auditor.

- Council discussed and **resolved** to invite Mr C Phillipson to carry out the council’s internal audit

032110. Planning

- a) Planning applications received. None received, but council noted that the refused application re ‘The Bungalow’ at Rawfield Lane has now gone to appeal.
- b) Planning decisions received – none received.
- c) Update on current planning issues. None received

032111. Possible resignation of Cllr

- A change in work circumstances means that the Cllr no longer needs to resign or take a 6 month leave of absence.

032112. Grounds maintenance contract

- Council formally **accepted** the tender from Mr S Parkin to carry out the grounds maintenance for the next two years.

032113. Skate Park fence

- Council discussed the current state of the fence and **resolved** to seek a quote for the front fence replacement.

032114. Gardening – ginnel and garden.

- Council discussed the need for a gardener and **resolved** that the clerk draw up a schedule, email it to Cllrs for amendment/approval and then contact Mr S Parkin.

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

1. Query re TPO’s in Fairburn
2. Litter problems – report to SDC & Cllr C Pearson
3. Cllr DS is doing a challenge to run 10k each day for the next 10 weeks in aid of Candlelighters & Mind. He has raised £3,500 so far – to send link to Cllrs
4. Query re progress on the Crag – no news as yet.
5. Concern expressed re state of footpath from the Community centre to the flats – to be dealt with at the next clean up day.
6. Problems with bikes at the weekend – report to police & environmental health.

b) Items for the next agenda – none suggested.

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

- Tuesday 20th April starting at 19:00. Cllr DS to organise a ‘zoom’ meeting.

032119. Closure of meeting

- The meeting closed at 20:05

Signed: _____ Chairman, Fairburn Parish Council. Date: _____

Action points from the meeting

- Clerk – contact Autela re resignation
- Clerk – contact possible internal auditor
- Clerk – ask SDC for list of TPOs
- Clerk – contact A Barker re fencing
- Clerk – draw up gardening schedule & contact S Parkin after approval by Cllrs