

# FAIRBURN PARISH COUNCIL

Clerk & Finance Officer: Mr RW Farman, Apartment 7 Croft House, Spout Hill, Brighthouse,  
HD6 3QY [fairburnparishcouncil@outlook.com](mailto:fairburnparishcouncil@outlook.com);

Dear Parish Councillors,

You are hereby summoned to attend the Annual Meeting of the Council on Friday 10th June 2022 at 19:30 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 OF THE COUNCIL AND AGENDA TO BE HELD ON FRIDAY. 10 JUNE 2022 AT 19:30 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 **062203** 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 **062221** 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

#### **062201. 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 .

#### **062202. Election of Vice-chairman:**

- i. Council 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

**062203. Co-option of Councillors**

Due to insufficient persons standing for council at the last election. Council to **resolve** to co-opt eligible persons onto the parish council. Those co-opted to complete paperwork after the meeting.

**062204. 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)*

**062205. Apologies:**

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

**0622056. Minutes of 16 February 2022 Council Meeting:**

- Council to discuss and **resolve** whether to accept the minutes of 16 February as an accurate record.

**062207. Signing of minutes:**

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

**062208. Council to receive reports from:**

- i. Immediate Past Chairman
- ii. County Councillor -
- iii. District Councillor –
- iv. Other Officers -
- v. Police -
- vi. Other representatives – reports from any representatives not listed above

**062209. Committees**

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

**062210. Outside Bodies**

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

**062211. 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 Lorry-watch
- Council to **resolve** who is responsible for Christmas lights
- Council to resolve who is responsible for the monthly inspection and reporting of the defib.

**062212. RFO to report on closing balances; recent payments and payments to be made**

a) Current balances

- Community Account balance as at: 31 March 2022, statement no. 122: £21,635.72

b) Payments made since February meeting

- i. £511.48 – RW Farman (represented for lost cheque)

- ii. £511.48 – RW Farman (may payroll)
  - iii. £364.00 – HM Revenue & Customs (Q4 PAYE P32)
  - iv. £316.00 – YLCA (SUBSCRIPTION 2022/23)
  - v. £511.48 – RW Farman (april payroll)
  - vi. £75.00 – Fairburn Recreation Centre (room hire) Invoice: 22-007
  - vii. £300.00 – Fairburn Recreation Centre (Jubilee donation)
  - viii. £380.00 – SG Parkin Landscapes (grass cutting) Invoice: 2776
  - ix. £724.81 – BHIB (Annual Insurance Premium) Invoice: LCO00362-644859
  - x. £505.00 – SG Parkin Landscapes (grass cutting) Invoice: 2756
  - xi. £1,232.67 – Npower Commercial Gas Ltd (lighting) Invoice: IN03174755
- c). Payment requests received at agenda preparation Cheque number
- i. £
- d). Payment requests received after agenda distribution – council to receive and **resolve** payment
- i. £47.64 – North Yorkshire County Council (street light repair) Invoice: 2300040126
- e) Payments received –
- i. £6,956.01 – 1<sup>st</sup> Precept Instalment dated 27April2022

**062213. Council to resolve** whether or not to accept the report, payments as listed and any others received.

**062214. 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*) – 2022/0384/COU – Beckfield Farm, Newton Lane. **GRANTED**
- c) Update on current planning issues. To receive any updates and, if necessary, **resolve** action

**062215. Policies**

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

**062216. Memorial Garden Bench**

- To discuss current state of name plaque for bench and **resolve** action.

**062217. Grass Cutting**

- To discuss current state of grass cutting and **resolve** next steps of action

**062218. 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
- h) Npower Invoice
- i) SG Parkin Landscapes – Invoices
- j) BHIB Insurance – renewal notice.
- k) Autela Payroll Services – PAYE book 2022-23 & P60

**062219. Action taken since last meeting.**

- a) As required by Council during period of meetings being Non quorate

**062220.** 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

**062221. To receive any further comments from public present.** *Information only clerk to note comments*

**062222. To confirm dates, times and places of meetings for 2022-23 – Third Wednesday each month except August, starting at 7pm and to be held in the Community Centre.**

**062223. Closure of meeting**

Signed ...*R W Farman*... Clerk to Fairburn Parish Council.      Date ...1<sup>st</sup> June 2022...

**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