

MINUTES OF ORDINARY MEETING

FAIRBURN PARISH COUNCIL

Tuesday 11th October 2022, 7pm at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

The meeting opened at 7.03pm.

Present: Cllr Edwards (Chairman), Cllr Ashton, Cllr Baker, Cllr Kos and Mr R Farman, Clerk to the Council

MINUTES

- 10/22/01 Welcome & Public participation period** – none present.
- 10/22/02 Apologies**
i) Council to receive apologies and note reasons for absence from members;
ii) to consider to accept the reasons for absence.
Noted that apologies were received from County Cllr Grogan.
- 10/22/03 Declarations of Interest**
a) to receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted.
Cllr Edwards declared an interest in 10/22/07 d. Local Plan and Cllr Ashton declared an interest in 10/22/07 as she sits on Planning Committee for SDC.
b) To consider any dispensation requests received.
None received.
- 10/22/04 To consider the co-option of Councillors**
a) To consider applications from eligible councillors for the vacant seats on Fairburn Parish Council
One application received but applicant on holiday – will be invited to the next ordinary meeting of the Council.
b) To approve the co-option of eligible councillors for the vacant seats on Fairburn Parish Council and to receive the appropriate documentation
- 10/22/05 To approve the minutes of the Ordinary Meeting held on 20th July 2022, the Extraordinary Meeting held on 27th July 2022 and the Ordinary Meeting held on 16th August 2022.**

Resolution: To approve the minutes of the meeting held on 16th August 2022 as a true and accurate record. Both 20th and 27th July minutes were deferred for approval pending changes.
- 10/22/06 To receive reports from the following:**
a) County Councillor
District Cllr Ashton provided a verbal update from County Cllr Grogan with regard to his Locality Budget grant allocation. He has offered £1,500 to Fairburn PC for their traffic calming project and the purchase of 2x VAS signs. Cllr Ashton to complete paperwork.
b) District Councillor
District Cllr Ashton has £1,500 of MCF Members Community Funding left after allocating £500 to Brotherton & Byram Village in Bloom project and £1,000 to the Clothing Bank at Byram. Any project spend requests welcomed for the remaining £1,500 available but applications need to be in before 01 December 2022. Suggested

project ideas from Cllr Ashton include financial project support with either Christmas Lights or the launch of a Community Newsletter and providing 12 months of design and printing costs.

- c) Other Officers – none present.
- d) Police / Neighbourhood Team and any other representatives – none present.

10/22/07 Applications to be considered since the last meeting and acknowledged if date passed

- a) Planning Decision Notices – approved and declined
 - i. 2022/1096/DOC – land south of sub station, Rawfield Lane
 - ii. 2022/0993/PPP – decided (approved)
 - iii. 2022/0935/HPA – awaiting decision. No comment from the Council
 - iv. APP/NZ739/W22/3300623 – going to appeal with the Planning Inspectorate
- b) To consider any planning comments on 2019/0547/EIA

Agreed to revisit the previous comments. Council members to submit individual comments. No real objections to the application. Some concerns raised over Highways but it appears that the revised application addresses these.

- c) To consider any Planning Enforcement Issues – none raised.
- d) To consider the public consultation period for the Selby Local Plan and to consider its impact on Fairburn, with reference to the preferred sites and any other considerations.

After some discussion it was agreed that there was no direct impact of the proposed Local Plan and allocation of housing in the parish as there are no identified sites. Of the 8 sites allocated to Fairburn in the Local Plan proposals, all of them are already approved applications. The deadline for public consultation is Friday 28th October 2022 at 5pm and the public consultation can be found at <https://selby-consult.objective.co.uk/kse>

Resolution: for the Clerk to action the CIL Funding Request form to SDC for the draw down of the full CIL amount which totals £7,913.70.

10/22/08 Policy – to consider the adoption of:

- a) Standing Orders
Not approved as not a complete document (started on page 79). Deferred to a future meeting for Clerk to use Model Standing Orders 2022 version on YLCA online resources.
- b) Financial Regulations
Not approved as out of date version presented to the council. Deferred to a future meeting for the Clerk to use Model Financial Regulations, latest version on YLCA online resources.
- c) Code of Conduct

Resolution: Council agreed to approve and adopt the Model LGA Code of Conduct (2021).

- d) Updated Asset Register as at 01 April 2022
Concerns were raised over the inaccuracies of the document presented as there was no total asset figure recorded which may or may not align with box 9 of the AGAR presented 2021/2022. Clerk then explained that the external auditors had been in touch as the AGAR 2021/2022 paperwork had not been received by PKF Littlejohn. The Clerk explained that the one paper copy of the AGAR was posted on 28th July 2022 but never received by the external auditors. It was asked if the Internal Auditor may have taken a copy of the form, Clerk did not know but would check. Clerk explained that there was no further action required, but that the Council would need to complete an AGAR Part 3 form for 2022/2023 financial audit.

Resolution: Clerk to provide another copy of the 2021/2022 AGAR with associated documents, including: explanation of variances, bank reconciliation and asset register that aligns with box 9 of the AGAR.

Resolution: for the Clerk to present YLCA Model templates personalised to FPC for Standing Orders and Financial Regulations at the next meeting.

- e) To note the List of policies – to include mandatory and best practise policy documentation

Not provided in the meeting by the Clerk.

Resolution: Clerk to use the recommended list of policies as provided by YLCA and personalise to FPC. Clerk to provide a list of policies spreadsheet at the next meeting with a clear steer on which policies are adopted (ideally with date of adoption) and which mandatory policies need to be adopted. With this information, a plan for policy making over the next municipal year can be provided after the next meeting.

- f) To consider the plan for policy making over the next municipal year
Deferred to a future meeting when d. and e. above have been presented.

10/22/09 To consider any staffing matters

- a) To approve the minutes of the Personnel Committee meetings held on 9th September and 5th October 22.

Resolution: to approve and accept the minutes of the Personnel Committee meetings held on 9th September 5th October 2022 as a true and accurate record.

- b) To approve the instruction of YLCA to conduct a Salary Evaluation

Resolution: to approve the completed Salary Evaluation form for YLCA to conduct a review of the staff requirements for the Council, hours of work, rates of pay and job description. Chairman to send off the documentation immediately after the meeting.

- c) To consider the appointment of a village Lengthsman
To defer to a future meeting pending b. above.

10/22/10 Highways & PROWs

- a) To consider the purchase of Vehicle Activated Speed Signs (VAS) for the parish

Resolution: to agree and approve the 4 site locations for the VAS sign brackets as Silver Street (LP no14), Caudle Hill (LP No 14), Rawfield Lane (LP No 4) and A1246 (LP No 32N).

Resolution: to agree the purchases of 2x VAS signs for the parish and associated equipment including 4 brackets, data module, fixings, installation and delivery.

- b) To receive and note the parking issues in the parish and to seek advice from NY Police.
Deferred to a future meeting.

- c) To consider Public Rights of Way in the parish and to note any updates on public footpaths within the parish.

Cllr Kos questioned if his detailed report of PROWs in the parish had been forwarded to NYCC. The Clerk confirmed that this action had not been carried out and had been overlooked but would be completed asap.

10/22/11 Environment

- a) To consider instruction of the Contractor for grass cutting to provide another cut of the verges on the A162

Resolution: to agree and approve an additional cut on the main road (A1246) for this year.

- b) To consider the plans for Remembrance Service at the War Memorial (including a wreath and RBL Tommy(s)).

Resolution: to approve that Cllr Edwards would order a Remembrance Wreath for the War Memorial.

- c) To consider any repairs of the stone wall in the playground which borders the Community field and North Road.

Resolution: the Clerk to contact Sharon Fox, Area 7 Highways dept to establish ownership of the stone wall boundary between the highway and the Recreational ground.

- d) To consider the feasibility of a Warm Bank facility in the parish over the coming winter months in the midst of an economic crisis

Resolution: Cllr Kos to liaise with the Community Centre to establish logistics, days of the week and format of the Warm Bank.

- e) To consider and approve the purchase of additional Christmas lights, alongside the professional installation of lights by a qualified electrician

Resolution: Cllr Baker to have a budget of £70 to purchase new Christmas lights for the tree. Cllr Baker to liaise with the electrician over fitting.

- f) To consider the introduction of a Community Newsletter
To defer to a later meeting.

10/22/12 Finance

- a) RFO Finance Report – to approve the Bank reconciliation to 30 September and to note the budget monitor
The Clerk confirmed that there were several bank statements missing and that the administrative address on the bank account was still with the previous Clerk.

The meeting was suspended and closed at 9.58pm by the Chairman. No further business on the agenda was transacted.

~~~~~

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

Agenda items not completed, for discussion at a future meeting.

- b) Payments – to consider and approve the Schedule of Payments and invoices up to 30 September 2022.
- c) To receive and note any updates to the bank mandate and administration of the bank account (s).
- d) To consider an interim budget, Council to receive and note the interim budget and any Special 126 VAT reclaims.

**10/22/13 Councillor Report / Clerk updates**

- a) To consider agree the responsibility of inspecting the Skate Park
- b) To consider and agree the responsibility of the Defibrillators
- c) To consider the responsibility of the parish council website going forwards
- d) To consider the responsibility and lead for Lorry Watch in the parish

**10/22/14 Items for the next agenda - to take suggestions for agenda items**

**10/22/15 Date of next meeting – Wednesday 9<sup>th</sup> Nov 2022, 7pm at Fairburn Community Centre**