

**OFFICIAL NOTICE OF  
FAIRBURN PARISH COUNCIL**

Wednesday 18<sup>th</sup> January 2023, 7pm at Fairburn Community Centre,  
North Road, Fairburn, North Yorkshire, WF11 9LA

**SUMMONS**

You are hereby summoned to an Ordinary meeting of Fairburn Parish Council on Wednesday 18<sup>th</sup> January 2023 starting at 7pm. Please see below the business to be transacted.

*G Ashton*

Proper Officer  
Friday 13<sup>th</sup> January 2023

**AGENDA**

- 01/23/01**      **Welcome & Public participation period** - Council to receive comments on agenda items received from electors.
- 01/23/02**      **Apologies**  
i) Council to receive apologies and note reasons for absence from members;  
ii) to consider to accept the reasons for absence.
- 01/23/03**      **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.  
b) To consider any dispensation requests received.
- 01/23/04**      **To consider the co-option of Councillors (2 seats)**  
a) To consider applications from eligible councillors for the vacant seats on Fairburn Parish Council  
b) To approve the co-option of eligible councillors for the vacant seats on Fairburn Parish Council and to receive the appropriate documentation
- 01/23/05**      **To approve the minutes of the Ordinary Meeting held on 16<sup>th</sup> November 2022.**
- 01/23/06**      **To receive reports from the following:**  
a) County Councillor  
b) District Councillor  
c) Other Officers, Police / Neighbourhood Team and any other representatives
- 01/23/07**      **Applications to be considered since the last meeting and acknowledged if date passed**  
a) 2022/1184/FUL Arncliffe House, North Road (single storey extension)  
b) Planning Decision Notices – approved and declined  
c) To consider any Planning Enforcement Issues
- 01/23/08**      **Policy**  
a) To consider a calendar of meetings to the end of the municipal year 2023/24  
b) To consider the lease agreement with the Cricket Pavillion
- 01/23/09**      **Highways & PROWs**  
a) To consider Public Rights of Way in the parish and to note any updates on public footpaths within the parish.

**01/23/10 To consider any Staffing matters**

- a) To consider the appointment of a Clerk, offer letter and contract of employment
- b) To consider handover provision, training and support for the new Clerk
- c) To consider the appointment of a Village Lengthsman

**01/23/11 Environment**

- a) To consider a review of the grass cutting contract.
- b) To discuss and consider proposals for a Coronation Village event
- c) To consider the outdoor gym repairs and next steps
- d) To discuss the utilisation of residential property storage and transfer of commercial waste
- e) To consider the entrance signs to the parish and the proposal to renew the Parish Crest signage
- f) To consider the appointment of a representative to the following roles:
  - a. Skate Park
  - b. Lorry Watch
  - c. Any other agreed roles

**01/23/12 Finance**

- a) RFO Finance Report – to approve the Bank reconciliation to 26 November 2022 and to note the budget monitor
- b) Payments – to consider and approve the Schedule of Payments and invoices up to 16 January 2023.

Ref	Mtg to approve	Description	Expenditure	Income
#46	01/23	YLCA - INV 821-2223	£ 60.00	
#47	01/23	Fairburn Recreation Centre committee - Inv 22-034	£ 121.50	
#48	01/23	Fairburn Recreation Centre committee - Inv 22-039	£ 37.50	
#49	01/23	Fairburn Recreation Centre committee - Inv 22-042	£ 10.00	
#50	01/23	Autela Payroll Services - 10542	£ 51.60	

And any other invoices that come in prior to the meeting.

- c) To receive and note any updates to the bank mandate and administration of the bank account.
- d) To consider a special 126 VAT Reclaim on behalf of Fairburn Parish Council
- e) To consider project proposals for next financial year 2023/2024
- f) To consider to research and open a savings account on behalf of Fairburn Parish Council

**01/23/13 Items for the next agenda** - to take suggestions for agenda items. Adoption of Policies, Asset Register, to review the List of Policies and approve an annual plan for policy making (to include mandatory and best practise policy documentation). Plan for policy making over the next municipal year. VAT 126 special reclaims.

**01/23/14 Date of next meeting** – Wednesday 22<sup>nd</sup> February 2023 at Fairburn Community Centre, 7pm.

*Draft Calendar of future meetings:*

*15<sup>th</sup> March, 19<sup>th</sup> April, 17<sup>th</sup> May (Annual Parish Assembly at 6.30pm followed by Annual Council Meeting), 15<sup>th</sup> June, 20<sup>th</sup> July, 20<sup>th</sup> September, 18<sup>th</sup> October, 15<sup>th</sup> November 2023. 17<sup>th</sup> January 2024, 21<sup>st</sup> February 2024, 20<sup>th</sup> March 2024, 17<sup>th</sup> April 2024 and 15<sup>th</sup> May 2024 (Annual Parish Assembly at 6.30pm followed by Annual Council Meeting).*

*(no meetings in August and December – usually the 3<sup>rd</sup> Wednesday of the month unless stated otherwise)*