

**MINUTES OF ORDINARY COUNCIL MEETING  
FAIRBURN PARISH COUNCIL**

Wednesday 16<sup>th</sup> November 2022 at Fairburn Community Centre,  
North Road, Fairburn, North Yorkshire, WF11 9LA

*The meeting opened at 7pm*

Present: Cllr Edwards (Chairman), Cllr Ashton (Parish & District Cllr), Cllr Baker and Cllr Kos. County Cllr Grogan. 6 members of the public.

**MINUTES**

**11/22/01 Welcome & Public participation period** - Council to receive comments on agenda items received from electors.

Resident 1 – thanks for the bushes that have been cut back on Caudle Hill. Mobile phone mast has been put up adjacent to the children’s playground at the Recreational Field. Footpath outside Waller House, Silver Street has eroded away.

Resident 2 – Fishing pegs on Cut Road. Work should have been completed this Autumn. They will be removed and levelled off. Yorkshire Waterways land, RSPB lease the land. Contractor is apparently instructed to do the work but this hasn’t started yet. Suggestion to report to the RSPB.

**11/22/02 Apologies**

- i) Council to receive apologies and note reasons for absence from members;  
None
- ii) to consider to accept the reasons for absence.
- iii) None

**11/22/03 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 Ashton declared an interest in the Planning section of the agenda due to sitting on Planning Committee at Selby District Council.
- b) To consider any dispensation requests received.  
None.

**11/22/04 To consider the co-option of Councillors**

- 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

**Resolution: to approve and accept Andrew Emery and Jonathan Wigglesworth as co-opted members of Fairburn Parish Council. Unanimous.**

**11/22/05 To approve the minutes of the Ordinary Meeting held on 26<sup>th</sup> October 2022.**

**Resolution: to accept and approve as a true and accurate record the minutes of the meeting held on 26<sup>th</sup> October 2022. Unanimous.**

**11/22/06 To receive reports from the following:**

- a) County Councillor – parking outside Rawfield Lane. Visited the residential home and since then, there has been a huge improvement on people parking on the pavement. 20 is Plenty campaign – recent study says that there is no noticeable difference in the speed between 20 and 30. To put 20mph across all the parishes in North Yorkshire will cost £20 million.

*Agenda for Ordinary Council Meeting*

Email: [fairburnparishcouncil@outlook.com](mailto:fairburnparishcouncil@outlook.com)

Proper Officer, Georgina Ashton - 07795071741

- b) District Councillor - Both Cllr Ashton and Cllr Grogan have now spent all their funding pots within the ward / division area. Still an opportunity to spend SDC Legacy funding if there are any projects. Suggestion of 3 streetlamps in need of repair/moving or hindered by foliage. Cllr Kos to let Cllr Ashton location and information.
- c) Chairman - Remembrance Service on Armistice Day, led by the Vicar, Cannon Chris Wilson. Attended by all primary school children/staff, Parish Councillors, District and County Councillor. Request in future that first and surnames are used. Santa Sleigh coming to the parish if anyone is interested in volunteering. The Grit bins are being done over the next couple of weekends (around 15 around the village – 10-11 are PC owned). Electricity – review of streetlighting should reduce energy costs by 40%. Facebook group is now live and already 89 followers.
- d) Other Officers, Police / Neighbourhood Team and any other representatives

**11/22/07 Applications to be considered since the last meeting and acknowledged if date passed**

*Cllr Ashton declared an interest and did not take part in the discussion.*

- a) 2022/1224/DOC – battery facility development, land south of substation – No comment
- b) 2022/1178/CPE – lawful development certificate 4 Lakeside Gardens – No comment
- c) 2022/0732/FULM – fish farm, land south of sub-station – No comment
- d) Planning Decision Notices – approved and declined
- e) To consider any Planning Enforcement Issues

**11/22/08 Policy**

- a) To consider the lease agreement with the Cricket Pavilion  
Invite representative from the Community Centre to the next meeting to discuss the above. Council members to be clear on the terms of the legal agreement/ lease between the PC and the Community Centre Committee.

**Resolution: to invite representatives from the Community Centre to the next meeting to discuss.**

- b) To consider the adoption of Model Standing Orders

**Resolution: to approve and accept the 2022 Model Standing Orders for Fairburn Parish Council.**

- c) To consider the adoption of Model Financial Regulations

**Resolution: to approve and accept the 2022 Model Financial Regulations for Fairburn Parish Council.**

**11/22/09 Highways & PROWs**

- a) To consider the purchase of Vehicle Activated Speed Signs (VAS) for the parish  
After some research and discussion with both NYCC Highways Engineer and 2 recommended suppliers; the proposal is for 4 brackets on Silver Street (LP14), Caudle Hill (LP14), Rawfield Lane (LP4) and A1246 (LP32N). Chairman and Cllr Kos have tried to visit those properties closest to the proposed locations. County Cllr Grogan has provided a grant from his Locality Budget for £1,500 towards this project. Cost the council in terms of electricity is £10 per post per year to NYCC Streetlighting dept.

**Resolution: to approve the purchase of 2 Vehicle Activated Signs and 4 brackets for the locations as outlined above from the NYCC recommended supplier (SWARCO). This will include a data module for both VAS signs. Cost in the region of £6,450.00.**

- b) To receive and note the parking issues in the parish and to seek advice from NY Police. Forward to next agenda and invite to the next meeting. PCSO Dion.  
Gauk Street – potential problem. Electric car charging issues in the area.
- c) To consider Public Rights of Way in the parish and to note any updates on public footpaths within the parish.  
Quite a few places south of the village that are totally inaccessible. Report has been submitted to NYCC Footpaths Officer. Ongoing issue, need chasing up. Cllr Kos to do lead on this. Spoken to Penny Noke.

**11/22/10 To consider any Staffing matters**

- a) To receive and consider the YLCA Salary Evaluation report  
Agreed to draft an advert for role (Cllr Ashton). Cllr Edwards to let YLCA know that this advert will be live asap.

**Resolution: to appoint a Clerk & RFO on Scale 10 (2022/23 NALC NJC pay scale) at 32 hours per month with a review after 6 months.**

- b) To consider the appointment of a Clerk  
See above.
- c) To consider a work schedule in the absence of an employed Clerk  
Asset Register – Cllr Kos & Cllr Baker  
List of Policies – Cllr Ashton  
Recruitment – Cllr Edwards  
Training – Off to a Flying Start – Cllr Kos, Cllr Edwards, Cllr Baker – suggestion that all council members consider some training.

**Resolution: to approve delegated spend for land registry documentation as required for Cllr Kos & Cllr Baker**

- d) To consider the appointment of a Village Lengthsman  
Move to next agenda.

**11/22/11 Environment**

- a) To consider any repairs of the stone wall in the playground which borders the Community field and North Road.  
Confirmed that the Community Centre Committee have organised this and the work has been carried out.

- b) To consider the feasibility of a Warm Bank facility in the parish over the coming winter months in the midst of an economic crisis  
Meeting has taken place with the pub and the Warm Bank facility will be open 2 afternoons a week, swop book corner, teas/coffees and light refreshments.  
Budget – Wednesday is self sufficient (charge £2 for pop up café), PC to fund tea/coffee, biscuits.

**Resolution: to approve an expenditure of up to £100 in the first instance under a S137 payment. (expenses)**

- c) To consider and approve the purchase of additional Christmas lights, alongside the professional installation of lights by a qualified electrician  
Cllr Baker and a resident Paul Purcell have donated the Christmas lights and will fit them free of charge. Request from resident regarding the school and possibility to support Christmas lights project. Suggestion that the school write to the PC with a proposal.

- d) To consider the introduction of a Community Newsletter  
Cllr Edwards has pulled together key information regarding contacts, councillor vacancies, what we have done, what we are going to do next.

**Resolution: to approve spend up to £100 for professional printing services for 450 newsletters.**

- e) To consider the appointment of a representative to the following roles:
- Skate Park – Cllr Baker
  - Lorry Watch – Cllr Kos – prepare campaign in the new year; Cllr Emery to co-ordinate and discuss in the new year with Cllr Kos
  - Any other agreed roles

**11/22/12 Finance**

- a) RFO Finance Report – to approve the Bank reconciliation to 31 October and to note the budget monitor  
Balance on account to 26 October 2022 - £19,514.30.

- b) Payments – to consider and approve the Schedule of Payments and invoices up to 16 November 2022.

Ref	Mtg to approve	Description	Expenditure	Income
#36	11/22	Wreath - recharge to JE	£ 23.99	
#INC2	11/22	CIL Fund request - drawdown from SDC		£ 7,913.70
#42	11/22	Personnel Services	£ 60.00	
#INC3	11/22	SDC Parish Precept - 2nd instalment		£ 6,956.01
	11/22	Locality Budget		£ 1,500.00
#43	11/22	YLCA – Inv 790-2223 Salary Evaluation	£ 157.50	
#44	11/22	Expenses – Cllr Edwards stamps	£ 7.60	

- c) To receive and note any updates to the bank mandate and administration of the bank account.  
To note that change of correspondence address to the Chairman has been approved. Cllrs Kos, Baker and Edwards are current signatories on the account.
- d) To consider an interim budget and the Parish Precept Requirement from Fairburn Parish Council to the receiving authority (new NYCC).  
**Resolution: to approve a precept requirement of £13,556.47. Band D equivalent of £39.50. (£1.55 decrease on current yr) 4 for, 1 abstention, 1 against (Cllr J Kos).**

**11/22/13 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.

**11/22/14 Date of next meeting** – Fairburn Community Centre – Wednesday 18<sup>th</sup> January 2023.

**Exclusion of the press and public:** To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest (*agenda 07,08 and 09 only*).

**Resolved: that in view of the confidential nature of the business to be transacted under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed.**

**Resolution: to agree to move payment schedule for final salary payments for the previous Clerk for approval at the January 2023 meeting awaiting further HR legal advice.**

The meeting closed at 9.33pm

Signed, Chairman:

Date: