

# MINUTES OF ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 18<sup>th</sup> January 2023, 7pm 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, Cllr Emery, Cllr Kos and Cllr Wrigglesworth. County Cllr Grogan. 10 members of the public.

## MINUTES

**01/23/01 Welcome & Public participation period** - Council to receive comments on agenda items received from electors.

Resident 1 – fence has been done by the skate park but not at the BMX track. Surface water is becoming an issue on Caudle Hill. Apparently, someone has put concrete down the road drain (issues on both sides of the road).

Resident 2 – PROW on Rawfield Lane that is inaccessible. Hills and Hollars where the swing is and there should be a path across the field. Cllr Kos to let the Clerk know the route numbers for both paths.

Resident 3 – poor state of the pavement on North Road. Very slippery because of the trees and the path is getting narrower and narrower. 2<sup>nd</sup> concern; consideration to Remembrance Day, i.e., an illuminated Poppy on the streetlight near the cenotaph. NYCC said that the resident needed to refer this to the Parish Council. Kippax PC leave it on the streetlight all year round. Thanks and well done for the lights on the Christmas tree and the wall.

**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.

None received.

**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.

Cllr Kos declared an interest in 01/23/08 b) as the PC representative

- 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

Cllr Ashton resigned from the Council with immediate effect. She will notify Democratic Services at the end of the meeting and will not vote for the remainder of the meeting. This will provide 2 vacancies for the council. One vacancy (Cllr Mackman) has had the NOV Notice of Vacancy published and the 2<sup>nd</sup> NOV will be published within a week. After the 14 day period has expired for the 2<sup>nd</sup> NOV and if an election hasn't been called then the council will be able to co-opt members into the 2 vacant seats. (At the February 2023 meeting).

**Resolution: Cllr Kos to take on the position of Proper Officer in the interim period until a Clerk is appointed. Cllr Ashton to notify SDC.**

**01/23/05 To approve the minutes of the Ordinary Meeting held on 16<sup>th</sup> November 2022.**

**Resolution: to approve and accept the minutes of the Ordinary Council meeting held on 16<sup>th</sup> November 2022 as a true and accurate record.**

- 01/23/06 To receive reports from the following:**
- a) County Councillor – 4.94% increase from the new NY Unitary Authority. Incremental increases will take place over 3 years to standardise
  - b) District Councillor – keep an eye the traveller site on Rawfield Lane adjacent to the substation (in Burton Salmon parish).
  - c) Other Officers, Police / Neighbourhood Team and any other representatives  
Cllr Ashton invited 3 Police Officers to the meeting; however, no Police representative. Suggested that the PC continue to invite these contacts to future meetings.

- 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) 2022/1495/HPA King’s Lodge, Fairburn (erection of external balcony)
  - c) 2022/1482/S73 Land South Of Electricity Substation Rawfield Lane (Section 73 application to vary condition 03 (discontinuance date) of approval 2021/0633/FULM Installation and operation of a battery storage facility and ancillary development on land allowed on appeal APP/N2739/W/22/3290256 granted on 01 August 2022)
  - d) Planning Decision Notices – approved and declined  
Caru, Caudle Hill – application for new bungalow agreed at January 2023 planning committee meeting.  
2022/1096/DOC – Battery Storage Facility, Rawfield Lane – Condition Decision
  - e) To consider any Planning Enforcement Issues – none raised.

- 01/23/08 Policy**
- a) To consider a calendar of meetings to the end of the municipal year 2023/24  
*Draft Calendar of future meetings:*  
22<sup>nd</sup> February, 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)
- Resolution: to approve and accept the dates above for the next municipal year to May 2024.**

- b) To consider the lease agreement with the Cricket Pavilion.  
The Clerk has purchased a title deed and title plan for 2 land registry documents associated with the Fairburn Recreational Field at a cost of £12. Defer to next meeting.
- Resolution: Chair to write to Chairman of the Fairburn Recreation Committee to liaise to have an additional ordinary council meeting (explaining that part of the meeting can be in confidential session if required).**

- 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.
- Cllr Kos and Cllr Baker have put together a report. Ongoing issues, some of which have been going on for 25 years. No acknowledgement received from the Footpath Officer, Penny Noake. Cllr Kos to forward details to Cllr Grogan who will chase at NYCC on behalf of the council.

- 01/23/10 To consider any Staffing matters**
- a) To consider the appointment of a Clerk, offer letter and contract of employment  
No applications received by the deadline of 16<sup>th</sup> December 2022. Cllr Ashton invited a local Clerk to an informal discussion after the deadline but unfortunately, they have withdrawn from the process.
  - b) To consider handover provision, training and support for the new Clerk  
Defer to next meeting.

- c) To consider the appointment of a Village Lengthsman  
Defer to next meeting.

## 01/23/11 Environment

- a) To consider a review of the grass cutting contract.

Agreement that the land that falls into Brotherton parish will be continue to be cut by Fairburn PC. Councillors to try and find a copy of the current contract and establish the terms / renewal dates.

- b) To discuss and consider proposals for a Coronation Village event  
Saturday 6<sup>th</sup> May 2023. This was raised at the last centre committee but there is a cricket match on that day. Looking to get people involved for a field event.

- c) To consider the outdoor gym repairs and next steps  
Pedal still not fixed. Cllr Kos has removed the other pedal.

**Resolution: Proper Officer to instruct the company (for a revised quotation) to do the repair work on the pedal bike at the Outside Gym.**

- d) To discuss the utilisation of residential property storage and transfer of commercial waste

Cllr Emery -has had a number of residents who have expressed concerns about this in the village. Could be a planning enforcement issue. s.225 of the Town & Country Planning Act. Cllr Kos to provide a what3words to District Cllr Ashton to report through Enforcement portal online. A Waste Carriers Licence is required if waste is being moved from site to site for disposal.

- e) To consider the entrance signs to the parish and the proposal to renew the Parish Crest signage

Cllr Kos has identified that the signage on Newton Lane requires some refreshing. Cost of purchasing a new metal sign to replace the crest is a cost of £17.95+ VAT.

**Resolution: to approve the cost of replacement metal signage to replace the village crest on Newton Lane for the entrance sign.**

- f) To consider the appointment of a representative to the following roles:
  - a. Skate Park
  - b. Lorry Watch
  - c. Any other agreed roles

Review all roles at the February meeting once a full compliment of members is present.

## 01/23/12 Finance

- a) RFO Finance Report – to approve the Bank reconciliation to 26 November 2022 and to note the budget monitor.  
Balance on 26 November 2022 is £32,807.66.

- 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	
#51	01/23	Creative Shed Agency INV-CS183074	£102.00	

#52	01/23	G Ashton – recharge for Land Registry docs	£12.00
-----	-------	--	--------

c) To receive and note any updates to the bank mandate and administration of the bank account. Defer to next meeting.

d) To consider a special 126 VAT Reclaim on behalf of Fairburn Parish Council Proper Officer to investigate to see if there are any large VAT invoices in the past 2-3 years. District Cllr Ashton offered support if needed on making the 126 VAT reclaim.

e) To consider project proposals for next financial year 2023/2024  
The Chairman offered the floor to provide any suggestions. Revision of Grass cutting areas. Artwork for village entrance signage (village crest). Messages on facebook, notice board, website. Suggestion box at Pop Up Café. Contact the primary school for ideas.

f) To consider to research and open a savings account on behalf of Fairburn Parish Council – to review the bank account as a whole to investigate online banking.

**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 (to include mandatory and best practise policy documentation). Update on VAS signs. Report online added to noticeboard.

Good news story from Cllr Kos, Fly tipping offender has been fined in Fairburn just prior to Christmas.

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

Meeting closed at 9.01pm.

**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.**

Cllr Ashton offered to draft a letter to send with the October final salary payment.

**Resolution: Chairman to write to the previous Clerk to request copies of timesheets/ evidence of hours worked during August and September 2022.**

**Resolution: to approve the final salary payment for October 2022 of the outgoing Clerk.**

The meeting closed at 9.06pm.

Signed, Chairman:

Date: