

**OFFICIAL NOTICE OF
FAIRBURN PARISH COUNCIL**

Wednesday 15th March 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 15th March 2023 starting at 7pm. Please see below the business to be transacted.

Please note that members of the public may be excluded from parts of this meeting.

Standing Order 3(d)

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

John Kos

Proper Officer

Thursday 9th March 2023

AGENDA

- 03/23/01** **Welcome & Public participation period** - Council to receive comments on agenda items received from electors.
- 03/23/02** **Apologies**
a) Council to receive apologies and note reasons for absence from members.
b) To consider to accept the reasons for absence.
- 03/23/03** **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.
- 03/23/04** **To consider the co-option of Councillors (1 seat)**
a) To consider applications, if any, from eligible electors for the vacant seat on Fairburn Parish Council.
b) To approve the co-option of an eligible elector for the vacant seat on Fairburn Parish Council and to receive the appropriate documentation.
- 03/23/05** **To approve the minutes of the Ordinary Meeting held on 22nd February 2023.**
- 03/23/06** **To receive reports from the following:**
a) County Councillor
b) District Councillor
c) Proper Officer
d) Other Officers, Police / Neighbourhood Team and any other representatives.

03/23/07

Policy.

- a) To consider the adoption of the following mandatory policies/procedures:
 - 1. General privacy notice
 - 2. Privacy notice for employees
 - 3. Subject access request form
 - 4. Data Breach Reporting Form.
- b) To consider the re-introduction of registration for public attendees at council meetings.

03/23/08

Staffing matters

- a) To consider the appointment of a Clerk.
- b) To consider the appointment of a Responsible Financial Officer.
- c) To consider the appointment of a member to the Personnel Committee.
- d) To consider the appointment of an Internal Auditor for the Annual Accounts for the financial year up to 31 March 2023.

03/23/09

Planning applications to be considered since the last meeting and acknowledged if date passed.

- a) Decision Notices

Status	Reference	Location	Description	Decision
Decision	2022/0935/HPA	The Bungalow, Rawfield Lane	Detached double garage.	Passed with conditions.

- b) Application Notices

Status	Reference	Location	Description
New	2023/0090/HPA	The Old Garages, Caudle Hill	Single storey extension to existing property.

- c) Enforcement Issues.

03/23/10

Highways & PROWs

- a) To consider Public Rights of Way in the parish and to note any updates on public footpaths within the parish.
- b) To seek advice from Highways in relation to implementing a one way system around the village.
- c) To seek advice from Highways in relation to the condition of the footpaths/kerbs around the village and any improvements that can be made.

03/23/11

Environment

- a) To discuss and consider a review of the grass cutting contract.
- b) To discuss and consider adoption of land adjacent to the skate park
- c) To consider the appointment of representatives to the following roles:
 - a. Skate Park
 - b. Green Gym
 - c. Lorry Watch
 - d. Any other agreed roles.

03/23/12

Other Items

- a) To approve the report on suggestions received from members of the public.
- b) To discuss and consider the repair of damaged historical signs.
- c) To discuss and consider the acquisition, location, allocation and council support of planters.
- d) To discuss and consider 'The Big Help Out' and 'The Big Lunch'.

03/23/13

Finance

- a) RFO Finance Report – to approve the Bank reconciliation to 26th February 2023 and to note the budget monitor.
- b) Payments – to consider and approve the Schedule of Payments and invoices up to 9th March 2023.

Invoice Reference	Meeting approved	Description	Expenditure
#57		J Kos recharge - Land Registry - Skatepark	£ 6.00
#58		PKF Fines	£ 96.00
#59		J Kos recharge - Land Registry - Caudle Hill	£ 6.00
#60		J Kos recharge - Land Registry - Rawfield/Lunnsfield Junction	£ 6.00

- c) And any other invoices that come in prior to the meeting.
- d) To receive and note any updates to the bank mandate and administration of the bank account.
- e) To consider the Asset Register and the process for updating and acceptance.

03/23/14

Items for the next agenda – to take suggestions for agenda items.

03/23/15

Date of next meeting – Wednesday 19th April, 2023 at Fairburn Community Centre, 7pm.

Calendar of future meetings

19th April, 24th May (Annual Parish Assembly at 6.30pm followed by Annual Council Meeting), 14th June, 19th July, 20th September, 18th October, 15th November 2023. 17th January 2024, 21st February 2024, 20th March 2024, 17th April 2024 and 15th May 2024 (Annual Parish Assembly at 6.30pm followed by Annual Council Meeting).

(No meetings held in August and December – usually the 3rd Wednesday of the month unless stated otherwise)