

MINUTES OF ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 15th March 2023, 7pm at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

The meeting opened at 7:00pm

Present: Cllr Edwards (Chairman), Cllr Kos (Proper Officer), Cllr Baker and Cllr Emery.
County Councillor Tim Grogan. District Councillor Georgina Ashton. 6 members of the public.

MINUTES

03/23/01 **Welcome & Public participation period** - Council to receive comments on agenda items received from electors.

Resident 1 – Welcomed action by Council regarding state of footpaths on Silver Street. Reported running water on south side of Silver Street.

Action: Running water to be investigated and action taken as required.

Resident 2 – Commented on state of litter along the A162 in Brotherton and beyond. Not an issue for Fairburn PC but Cllr Ashton will raise at Brotherton PC April meeting.

Action: Cllr Ashton to send contact details for Multi-fuel power station.

Resident 3 – Raised concerns with excessive lighting on A1246, citing the impact on migrating birds and energy waste.

Action: To be raised with NYC Highways. (Nick Wilson)

Resident 4 – Requested council consider installation of Christmas decorations on streetlamps. Cllr Edwards explained that this had already been considered but rejected due to lack of storage facilities. Poppy Lights/decorations and ‘Tommys’ still being considered

Action: No addition actions.

03/23/02 **Apologies**

- i) Council to receive apologies and note reasons for absence from members;
 - Apology received from Cllr J Wigglesworth. Vacation.
 - Apology received from Cllr D Robinson. Vacation.
 - Apology received from PSCO Hannah Gaskell. Operational demands

- ii) Council to consider to accept the reasons for absence.

Resolution: To accept reasons.

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.

No Declarations of Interest submitted.

- b) To consider any dispensation requests received.

No dispensation requests submitted.

03/23/04

To consider the co-option of Councillors (1 seats)

- a) To consider applications from eligible residents for the vacant seats on Fairburn Parish Council.

No application having been received the item is deferred.

- b) To approve the co-option of eligible residents for the vacant seats on Fairburn Parish Council and to receive the appropriate documentation

No application having been received the item is deferred.

03/23/05

To approve the minutes of the Ordinary Meeting held on 22nd February 2022.

No amendments to the draft minutes were raised.

Resolution: To approve and accept the minutes of the Ordinary Council meeting held on 22nd February 2023 as a true and accurate record.

03/23/06

To receive reports from the following:

- a) County Councillor – Cllr Grogan reported that a decision regarding Public Right of Way access to footpaths south of Silver Street had been made by NYC and the matter had now been referred to the enforcement team. Selby District Council Planning Committee had 'mind to approve' the service station at the A63/A1(M) interchange but due to Selby ceasing to exist after 31 March it has been passed to NYC Strategic Planning and has not as yet been approved. The subject of anonymous submissions to Planning Enforcement was discussed.

Action: Proper Officer to provide details to Cllr Grogan regarding enforcement.

- b) District Councillor – The planning application related to fishing ponds on Rawfield Lane was discussed. On behalf of the council, Cllr Edwards thanks Cllr Ashton for her invaluable assistance over the past year.

Action: Cllr Ashton to investigate status of fishing pond application.

Action: Cllrs Ashton, Edwards & Kos to agree procedure for audit and AGAR.

- c) Proper Officer

The Proper Officer provided an update on items raised at the previous meeting:

Demoncratic Services - SDC and NYC informed about new member.

Police - Information regarding shooting hides been sent and actioned to NY Police.

Police contact information had been published. **Planning** - Beckfield Farm submission submitted. **Clerk** - vacancy advertised. **Newsletter** - circulated. **Suggestions** - ready for approval. **Grass Cutting** - Village inspection made and further information obtained from NYC. **Mandatory Policies** - Four policies ready for approval. **Planters** - To be delivered soon, including 3 for Fairburn school. **Banking facilities** - in progress with HSBC. **VAS Signs** - Ordered, installation in 6-8 weeks.

- d) Other Officers, Police / Neighbourhood Team and any other representatives.

Non present.

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.

Resolution: To adopt proposed polices

- b) To consider the re-introduction of registration for public attendees at council meetings.

Resolution: To require registration by public attendees at all future meetings.

03/23/08

Staffing matters

- a) To consider the appointment of a Clerk.
One application has been received so far and another enquiry has been made via Cllr Ashton, although they have not yet approached the PC.

- b) To consider the appointment of a Responsible Financial Officer.

- c) To consider the appointment of a member to the Personnel Committee.

Resolution: To appoint Cllr Emery as a member of 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.

Resolution: To appoint Child &Co. as Internal Auditor for the 22022-23 audit.

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.

No objections regarding the above application were raised by members.

c) **Enforcement Issues.**

No issues were raised.

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.

Following the earlier submission by Cllr Grogan this item was differed until enforcement action is available.

- b) To seek advice from Highways in relation to implementing a one way system around the village.

Cllr Kos informed council that he had been unable to secure a suitable representative of NYC Highways to attend the meeting.

Action: Cllr Kos to continue to seek a representative from Highways.

Discussions also to include street lighting.

- 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.
Deferred as b) above.

03/23/11

Environment

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

Following discussion by members it was agreed to proceed to issue a tender for maintenance of grassed areas.

Resolution: To exclude cutting in the skate park.

Resolution: To exclude cutting between Beckfield Lane and The Hayloft.

Resolution: To exclude cutting on the Recreation Ground.

Resolution: Cllr Emery to prepare the tender document.

Action: Cllr Kos to review tender requirements and report to members.

- b) To discuss and consider adoption of land adjacent to the skate park.

Cllr Kos reported that members had identified publicly owned land which was suitable for adoption as a community resource by the council for both leisure and educational purposes.

Resolution: Cllr Kos to investigate and report back at the next meeting.

- 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.

Resolution: Cllr Emery to inspect the Skate Park on a planned basis.

Resolution: Cllr Baker to inspect the Green Gym on a planned basis.

Resolution: To cease formal reporting of heavy vehicles.

03/23/12

Other Items

- a) To approve the report on suggestions received from members of the public.
Resolution: To proceed to publish the report.

- b) To discuss and consider the repair of damaged historical signs.
Resolution: Cllr Edwards to investigate options.

- c) To discuss and consider the acquisition, location, allocation and council support of planters.

Resolution: Cllrs Kos & Baker to liaise with donors and take appropriate action to establish planters at four locations in the village and at Fairburn School.

- d) To discuss and consider 'The Big Help Out' and 'The Big Lunch'.

Resolution: To liaise with Community Centre to agree responsibilities.

Resolution: Cllr Kos to start list of tasks for "The Big Help Out".

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	3/23	J Kos recharge - Land Registry - Skatepark	£6.00
#58	3/23	PKF Fines	£96.00
#59	3/23	J Kos recharge - Land Registry - Caudle Hill	£6.00
#60	3/23	J Kos recharge - Land Registry - Rawfield/Lunnsfield Junction	£6.00
#61	3/23	SWARCO VAS signs - Deposit	£2,064.60
#62	3/23	Creative Shed Agency INV-CS183187	£85.00
#63	3/23	Fairburn Recreation Centre - Inv 22-042 & 22-024 corrections.	£23.75
#64	3/23	Fairburn Recreation Centre committee Feb - Inv 23-010	£52.50
#65	3/23	YLCA - INV 1056-2223 Advert for Clerk/RFO February 23	£15.00

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

Action: Cllr Edwards to progress online banking.

- d) To consider the Asset Register and the process for updating and acceptance.

Resolution: To suspend further investigation into historic assets.

03/23/14 **Items for the next agenda** – None proposed.

03/23/15 **Date of next meeting** – Wednesday 19th April, 2023 at Fairburn Community Centre, 7pm.

The meeting closed at 8:52 pm.

Signed,

Chairman: Cllr Jill Edwards

Date: 19th April, 2023