

# MINUTES OF ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 22<sup>nd</sup> February 2023, 7pm at Fairburn Community Centre,  
North Road, Fairburn, North Yorkshire, WF11 9LA

*The meeting opened at 7pm*

Present: Cllr Edwards (Chairman), Cllr Kos (Proper Officer), Cllr Baker and Cllr Emery. Police Constable Nicholas Woods. 12 members of the public.

## MINUTES

**02/23/01 Welcome & Public participation period** - Council to receive comments on agenda items received from electors.

Resident 1 – Thanked Cllr Baker for cleaning the leaves from the North Road path and informed Council that, following an online report, plans seem to be underway to repair the path. Also asked if progress had been made with the purchase of “Tommy” signs. Cllr Edwards responded that enquires had been made but signs are not currently available.

**Action: Tommy topic deferred to Q2**

Resident 2 – Requested progress on the subject of commercial waste. Following a long discussion the Proper Officer explained that some issues, including commercial waste were matters for the district council (from 1st April, the county council). The district councillor had taken up the matter and the parish council could take no further action.

Resident 3 – Asked if a decision had been taken about events for the King’s Coronation. Deferred to item 02/23/12 g

Resident 4- Asked if wheelie bin speed signs had been considered. Deferred to item 02/23/12 g. Also expressed thanks to Susan Kos and her husband for removing waste dumped along the length of Back Newton Lane.

**Action: Cllr Kos to pass on the message to his wife.**

**02/23/02 Apologies**

- i) Council to receive apologies and note reasons for absence from members;  
Apology received from Cllr Wigglesworth.  
Apology received from District Cllr Ashton.
- ii) Council to consider to accept the reasons for absence.

**Resolution: To accept reasons.**

**02/23/03 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.**

**02/23/04 To consider the co-option of Councillors (2 seats)**

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

Application received from Derrick Robinson. Proper Officer confirmed all required documents had been received and the applicant met the eligibility requirements.

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

**Resolution: To appoint Derrick Robinson as a member of the Council.**

**Action: Proper Officer to notify Democratic Services at SDC of the appointment.**

02/23/05

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

No amendments to the draft minutes were raised.

**Resolution: To approve and accept the minutes of the Ordinary Council meeting held on 18<sup>th</sup> January 2023 as a true and accurate record.**

02/23/06

**To receive reports from the following:**

- a) County Councillor – Item withdrawn due to absence.
- b) District Councillor – Item withdrawn due to absence.
- c) Proper Officer

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

**Green Gym** - Items had been ordered and installation is pending.

**Village crest** - Item has been ordered and installed on the Newton Lane sign.

**Suggestion boxes** - Suggestion boxes had been posted in the school and pop-up cafe and ideas requested through Facebook. To be discussed later at this meeting

**VAS Signs** - A revised quotation had been obtained for approval at this meeting.

**Report It** - Details of how to report issues now available on noticeboards, the website and Facebook.

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

Constable Woods explained his role as part of the North Yorkshire Police local enforcement team and gave a briefing on the policing priorities in the area and how incidents are best reported, including printed information. Constable Woods then addressed specific issues raised by members and the public on topics including parking on footpaths, obstruction of the highway, speeding, littering and quad bikes.

**Action: Contact documentation to be published on noticeboards, website and Facebook.**

02/23/07

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

- a) New applications

2022/1184/FUL Arncliffe House, North Road (single storey extension). No comment.

2023/0047/HPA 3, Orchard Drive, (erection of external balcony). No comment

2023/0059/FUL3 Beckfield farm, Newton Lane. Council full supports the provision of an alternative entrance for the reasons stated in the application however several members expressed deep concern in the proposed entrance location.

**Resolution: To submit our support for the application along with our concerns.**

**Action: Proper Office to circulate draft wording and then submit**

- b) Planning Decision Notices – approved and declined

No new decisions since last meeting.

- c) To consider any Planning Enforcement Issues

No new issues since last meeting.

**02/23/08**

### **Policy**

- a) To consider an amendment to the date of the May meeting and AGM.

**Resolution: To change the date of the Annual General Meeting and May ordinary meeting to the 24th May, 2023.**

- b) To consider the adoption of mandatory policies not yet resolved.

Council reviewed the status of the the mandatory policies required.

**Resolution: To formulate a plan to complete the adoption of all policies**

**Action: Cllr Edwards to obtain NALG templates for all missing policies and circulate to members.**

- c) To consider a strategy for policy making over the 2023-24 municipal year.

Incorporated in item b) above.

- d) To consider the publication of a progress report with the Summons.

Proper Officer proposed issuing a report alongside the Summons to inform residents of progress made in advance of future meetings.

**Resolution: To issue a progress report on outstanding issues with future Summons.**

**02/23/09**

### **Highways & PROWs**

- a) To consider Public Rights of Way in the parish and to note any updates on public footpaths within the parish.

**Resolution: To request progress update from Cllr Grogan.**

**Action: Proper Officer to submit request to Cllr Grogan.**

- b) To consider the roadside kerb on Silver Street in the vicinity of Waller House.

Three members have inspected the path and concluded that the kerb does not meet national standards. Due to the extent of the work required direct involvement of NYC Highways is required.

**Resolution: To seek assistance of Cllr Grogan in bringing the issue to the attention of NYC Highways.**

**Action: Proper office to notify Cllr Grogan of request.**

**02/23/10**

### **To consider any Staffing matters**

- a) To consider the appointment of a Clerk.

**Resolution: Cllr Edwards to re-publish vacancy notice.**

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

Cllr Kos explained that Standing Orders required the council to appoint a Responsible Financial Officer(RFO) and appropriate staff members to undertake the work of the RFO when absent. Cllr Kos stated that since appointment as proper Officer he had done some of the tasks of the RFO but was not prepared to take responsibility for all financial matters or other tasks of a Clerk. Cllr Kos suggested that, as an alternative to appointing an RFO, members could appoint additional Proper Officers to share the workload. No decision was taken.

- c) To receive an update on the position with a former Clerk. (confidential session)

Deferred to closed session.

**02/23/11 Environment**

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

**Resolution: To agree contract to be based on the existing items of work but with a flexible schedule.**

**Resolution: To agree a variation to Financial Regulation 10.3, reduce the minimum number of quotations required to 2.**

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

Deferred.

**02/23/12 Finance**

- a) RFO Finance Report – to approve the Bank reconciliation to 26 January 2023 and to note the budget monitor.

Balance on 26 January 2022 is £32,442.93.

- b) Payments – to consider and approve the Schedule of Payments and invoices up to 22 January 2023.

Ref	Mtg to approve	Description	Expenditure
#46	02/23	YLCA - Inv 821-2223 Advert for Clerk/RFO November 22	£15.00
#53	02/23	Recharge JK Colour Frog - Village Sign	£20.40
#55	02/23	Recharge JE Post Office (stamps)	£7.60
#56	02/23	Fairburn Recreation Centre committee - Inv 23-004	£45.00
#56	02/23	Recharge JK Land Registry - Skatepark (Reference to 11/22)	£6.00

**Resolution: To approve all submitted payments.**

**Resolution: To approve additional cost of VAS system.**

**Action: Proper Office to proceed with purchase.**

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

Proper Officer reported that lack of online access was hindering the management of financial information and increasing costs. Online access was available.

**Resolution: To establish online banking facilities.**

**Action: Cllr Edwards to engage with bank.**

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

Proper Officer issued a briefing document on the current state of the Asset Register. There is significant differences between the figure reported in the 2021-22 AGAR and the assets found (for example, the Green Gym is not included £12,000). Significant time effort is required to complete the project.

- e) To consider a special 126 VAT Reclaim on behalf of Fairburn Parish Council

Proper Officer has recording VAT payments at part of the standard Bank Reconciliation process and a 2022-23 reclaim could be up to £1,400.

**Resolutions: VAT reclaims will be made at appropriate intervals**

- f) To consider the release of a Spring newsletter.

**Resolution: To approve a Spring newsletter and associated printing costs**

- g) To consider to all suggestions from residents for future projects.

All submissions received from residents were reviewed.

**Resolution: To accept donation of up to 6 planters**

**Action: Cllr Edwards to circulate summary of discussions to members.**

**02/23/13 Fairburn Recreation Centre to receive an update (confidential session)**

**02/23/14 Items for the next agenda - to take suggestions for agenda items.**

No items suggested.

**02/23/15 Date of next meeting – Wednesday 15<sup>th</sup> March at Fairburn Community Centre,7pm.**

Meeting closed at 9:45 pm.

**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.**

**01/23/10 c) To receive an update on the position with a former Clerk.**

Briefed new members and agreed to defer to a future meeting, if required.

**02/23/13 Fairburn Recreation Centre to receive an update**

Briefed new members on the relationship between the Council and the Recreation Centre and the discussions that have taken place so far. No action needed at this time, to be added back onto agenda in the future, if needed.

The meeting closed at 10:24 pm.

Signed, Chairman:

Date: 15<sup>th</sup> March, 2023