

**OFFICIAL NOTICE OF  
FAIRBURN PARISH COUNCIL**

Wednesday 24<sup>th</sup> May 2023, 7pm at Fairburn Community Centre,  
North Road, Fairburn, North Yorkshire, WF11 9LA

**SUMMONS**

You are hereby summoned to the ANNUAL and Ordinary Parish Council meeting of Fairburn Parish Council on Wednesday 24<sup>th</sup> May 2022 starting at 7pm. (following the Annual Parish Assembly)

Please see below the business to be transacted.

**Please note that members of the public may be excluded from parts of this meeting under standing order 3(d)**

J Bedford

Proper Officer

Friday 12<sup>th</sup> May 2023

**AGENDA**

- 05/23/01      Welcome**
- 05/23/02      Apologies**  
i) Council to receive apologies and note reasons for absence  
ii) to consider accepting the reasons for absence.
- 05/23/03      Election of a Chairman**
- 05/23/04      Declaration of acceptance of office to be signed by the Chairman**
- 05/23/05      Election of a Vice chairman**
- 05/23/06      Declaration of acceptance of office to be signed by the Vice chairman**
- 05/23/07      To appoint any committees, working groups or representatives for the following year, confirm the number of members and appoint members.**
- 05/23/08      To review and confirm/update the Standing Orders and Financial Regulations adopted in November 2022**
- 05/23/09      Public participation period - Council to receive comments on agenda items received from electors.**
- 05/23/10      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.
- 05/23/11      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

*Agenda for Ordinary Parish Council Meeting*

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

Proper Officer, Jessica Bedford - 07841483436

**05/23/12 To approve the minutes of the Ordinary Meeting held on 19<sup>th</sup> April 2023.**

**05/23/13 To receive reports from the following:**

- a) County Councillor
- b) Proper Officer
- c) Other Officers, Police / Neighbourhood Team and any other representatives

**05/23/14 Applications to be considered since the last meeting and acknowledged if date passed.**

**a) Decision Notices**

Status	Reference	Location	Description
Granted	2023/0047/HPA	3 Orchard Drive, Fairburn, Knottingley	Conversion of existing garage to habitable accommodation and erection of detached outbuilding for domestic use
Granted	2022/0732/FULM	Land South Of Electricity Substation, Rawfield Lane, Fairburn	Change of use of land to fish farm (Retrospective), including the retention of existing entrance security fence and gates, internal fencing and gates, static caravan and attached covered verandah for use as a farm office and store, single storey flat roof breezeblock building for use as a hatchery and car parking area together with the erection of 3 circular metal tanks with filtration for growing young fish and the installation of 4 fish holding lakes and security cameras.
Granted	2023/0304/HPA	Swan Mere, Caudle Hill, Fairburn	Erection of first floor extension and conversion of roof space with associated alterations to the roof

**b) Application Notices**

Status	Reference	Location	Description
New	2023/0260/FUL	Caru, Beckfield Lane, Fairburn	Erection of 1 No dwelling following demolition of existing gara
New	ZG2023/0420/FUL	Rosedale , Caudle Hill, Fairburn	Change of use of dwelling house to holiday let, extension to patio and erection of fencing (retrospective)
New	2022/1185/OUT	Callumdale, Lunnsfield Lane, Fairburn	Outline application concerning the erection of four detached dwellings on land including access, layout and scale (all other matters reserved)

**c) Enforcement Issues.**

None received

**05/23/15 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 consider any requirements for the upcoming meeting with representatives of NYC Highways.
- c) To consider the installation and hire of illuminated lamppost poppies.

**05/23/16 To consider any Staffing matters**

- a) To consider providing a laptop for the Clerk

**05/23/17 Environment**

- a) To discuss and consider the grass cutting contract/tender.

- b) To receive an update on the planters and maintenance to the ones located near the welltrough
- c) To discuss and consider adoption of land adjacent to the skate park.

**05/23/18 Insurance**

- a) To consider the 23/24 renewal quote and level of cover.

**05/23/19 Annual Accounts 2022-23**

- a) To receive and consider the annual internal audit report 2022/23
- b) To consider whether Fairburn Parish Council meets the external audit exemption criteria for 2022/23 and wishes to claim exemption for that year. To sign the certificate of exemption (page 2), if confirmed.
- c) To receive and consider the annual governance statement (page 5), to include signing if approved.
- d) To receive and consider the accounting statements (page 6), to include signing if approved
- e) To receive and consider the bank reconciliation and analysis of variances for publication on the website as required by the Accounts and Audit Regulations 2015
- f) To consider setting the period for the exercise of public rights as required by Regulation 15 (2), Accounts and Audit Regulations 2015

**05/23/20 Finance**

- a) RFO Finance Report – to approve the Bank reconciliation to 26<sup>th</sup> April 2023 and to note the budget monitor
- b) Payments and receipts – to consider and approve the Schedule of Payments and invoices up to 11<sup>th</sup> May 2023 and any other invoices that come in prior to the meeting. To note any receipts received to the 26<sup>th</sup> April 2023.

Reference	Description	Expenditure	Income
#23-11	Web site renewal (Paid by card)	£19.20	
#23-12	Timber for the trough/planters	£45.00	
#23-13	Grass Cutting	£450.00	
#23-14	Room Hire	£75.00	
#23-15	Stamps	£8.80	
#23-16	Insurance	£736.23	

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

**05/23/21 Items for the next agenda - to take suggestions for agenda items.**

**05/23/22 Date of next meeting – 14<sup>th</sup> June 2023, 7pm at Fairburn Community Centre**