

MINUTES OF ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 19th April 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 Wigglesworth, Cllr Robinson.
7 members of the public.

MINUTES

04/23/01 **Welcome & Public participation period** - Council to receive comments on agenda items received from electors.

Resident 1 – Raised the topic of “Tommy’s”
Action: Deferred to a future meeting.

Resident 2 – Raised the topic of Public Rights of Way, specifically from Silver Street.
Action: Deferred to item 04/23/10 a.

Resident 3 – Raised the topic of grass cutting.
Action: Deferred to item 04/23/11 a.

04/23/02 **Apologies**

a) Council to receive apologies and note reasons for absence from members;
Apology received from Cllr Tim Baker. Vacation.
Apology received from Cllr Andrew Emery. Work commitment.

b) Council to consider to accept the reasons for absence.

Resolution: To accept reasons.

04/23/03 **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.

04/23/04 **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.

04/23/05 To approve the minutes of the Ordinary Meeting held on 15th March 2023.

No amendments to the draft minutes were raised.

Resolution: To approve and accept the minutes of the Ordinary Council meeting held on 15th March 2023 as a true and accurate record.

04/23/06 To receive reports from the following:

- a) County Councillor – Cllr Grogan was unable to attend and no report was received.
- b) Proper Officer

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

Running water on Silver Street - Resolved by Yorkshire Water. **A162 litter** - Cllr Aston had supplied contact details for the Multi-Fuel management. **Policy** - Adopted policies still need to be posted on the website. **Highways meeting** - Scheduled for 10:30 on the 24th April. **Grass cutting** - Standing orders state that a notice should be published in a local newspaper. This can be suspended at a council meeting before a tender is released . **Grass Cutting** - Tender is not ready for approval. To be discussed under item 04/23/11 a. **Planters** - To be discussed under item 04/23/11 b. **Banking facilities** - in progress with HSBC. Statement issue date has been changed to improve reporting at future meetings **VAS Signs** - Build of items to commence 25th May. Installation not now expected until July. **Agar & audit** No action taken due to progress on Clerk appointment.

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

Non present.

04/23/07 Policy.

- a) Cllr Kos proposed a target of 7 days for the publication of draft minutes in order that members of the public be aware of decision taken sooner and attendees could notify the clerk of commissions or mis- representations

Resolution: To adopt the proposed policy

04/23/08 Staffing matters

- a) To receive the resignation of the Proper Officer.

Resolution: To accept the resignation of the Proper Officer

- b) To approve the appointment of a Clerk/RFO/Proper Officer.

In the absence of Cllr Emery (Chairman of the Personnel Committee), Cllr Kos informed the meeting that two candidates had been interviewed and that on the 14th April 2023 at formally convened meeting of Personnel Committee, Jessica Bedford had been selected to be the nominated candidate for the role of Parish Clerk.

Resolution: To appoint Jessica Bedford as Clerk to Fairburn Parish Council

- c) To consider the appointment of a Representative Member to the Management Committee of Fairburn Recreation Centre.

Cllr Kos reminded the members that his term as Representative Member on the Committee of Management for the Fairburn Community Centre would end immediately following their Annual General Meeting in May and that he would not seek re-appointment. As he will not be able to attend the AGM, Cllr Kos stated that he would submit his resignation to the Chairman of the Management Committee as soon as was practical.

04/23/09 Planning applications to be considered since the last meeting and acknowledged if date passed.

a) **Decision Notices**

None received

b) **Application Notices**

| Status | Reference | Location | Description |
|--------|---------------|------------------------|---|
| New | 2023/0304/HPA | Swan Mere, Caudle Hill | First Floor extension and roof modification |

c)

No objections regarding the above application were raised by members.

d) **Enforcement Issues.**

None received

04/23/10 Highways & PROWs

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

Cllr Kos reported that he had received no response from North Yorkshire Council to his latest request for information regarding the footpaths between Silver Street and Cut Lake. The meeting received information from a resident with a vested interest in the issue.

Resolution: To defer the matter until the May meeting.

Resolution: To submit a Freedom of Information to North Yorkshire Council for all documentation relating to this matter.

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

Cllr Kos informed council that representatives of NYC Highways are to attend a meeting on the 24th April 2023.

Action: Cllr Kos to circulate a list of items for discussion.

Action: Cllr Kos to book a room

04/23/11 Environment

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

Cllr Kos informed the meeting that the draft tender document had not been submitted in time to be circulated to members in accordance with Standing Orders.

Cllr Kos informed members that the previous contractor has undertaken work in accordance with 2022-23 arrangements but without specific instruction being given.

Council discussed the need for further urgent work to be undertaken in the absence of a formal contract for 2023-24.

Resolution: To accept the invoice as submitted.

Resolution: To arrange urgent cutting of land adjacent to the A1246.

Resolution: To assess practicality of equipment hire.

Action: Cllr & Edwards & Kos to agree areas to be cut.

- b) To review the installation of planters and discuss ongoing maintenance.

A total of 8 planters are now in position, three tended to by the school and others by residents. Members recognised the generosity of Atkinsons Fencing and Lumby Garden Centre.

Resolution: To spend up to £150 on decking to make planters for near the Welltrough.

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

Cllr Kos reported that Emma Cornhill, headteacher, has reacted positively to the suggestion of a forest school and would provide useful contacts. This will be a long term project and Cllr Kos will keep members updated.

- d) To consider the repair or replacement of the Green Gym cycle.

Cllr Kos reported that the original supplier of equipment was unable to provide replacement parts.

Resolution: Cycle to be removed for safety reasons.

- e) To consider the safety of the children's playground.

Concern had been expressed about the safety of the playground during cricket matches. Pitches were now closer to the playground and the existing safety netting did not appear to give adequate protection.

Resolution: To inform the Fairburn Recreation Committee of the councils concerns

04/23/12

Other Items

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

Resolution: To proceed with a village volunteer event on the 8th May followed by a picnic on the recreation ground.

04/23/13

Finance

- a) RFO Finance Report – to approve the Bank Reconciliation to 13th April 2023 and to note the budget monitor.

- b) Balance on 18th April is £30,893.45

Resolution: To approve the Bank Reconciliation as presented

- c) Payments – to consider and approve the Schedule of Payments and invoices up to 9th April 2023.

| Invoice Reference | Description | Expenditure |
|-------------------|---|-------------|
| #23-01 | J Kos recharge - Lumby Garden Centre - Compost et al | £136.50 |
| #23-02 | J Kos recharge - Atkinsons - Planter - SM26657 | £81.00 |
| #23-03 | Autella Payroll - Invoice 11059 | £48.00 |
| #23-04 | J Kos recharge - Moss spray for memorial pathing | £6.99 |
| #23-05 | Fairburn Recreation Centre committee Mar - Inv 23-011 | £45.00 |
| #23-06 | Fairburn Recreation Centre committee Mar - Inv 22-029 | £78.75 |
| #23-07 | SG Parkin - grass cutting INV2973 | £430.00 |
| #23-08 | YLCA Membership - Inv-0367 | £320.00 |

Resolution: To approve all submitted payments.

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

Action: Cllr Edwards to progress online banking.

04/23/14 **Items for the next agenda** – None proposed.

04/23/15 **Date of next meeting** – Wednesday 24th May 2023 at Fairburn Community Centre, 7pm.

The meeting closed at 9: 20 pm.

Signed,

Chairman: Cllr Jill Edwards

Date: 24th May, 2023