

MINUTES OF ANNUAL & ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 24th May 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, Cllr Wigglesworth, Cllr Baker, Cllr Robinson and 6 members of the public.

MINUTES

05/23/01 **Welcome**

05/23/02 **Apologies**

i) Council to receive apologies and note reasons for absence
Apologies were received from Cllr Emery due to work commitments.

ii) to consider accepting the reasons for absence.

Resolution: To accept the reasons for absence.

05/23/03 **Election of a Chairman**

Resolution: To elect Cllr Edwards as Chairman for the 23/24 year.

05/23/04 **Declaration of acceptance of office to be signed by the Chairman**

Cllr Edwards signed her declaration of acceptance of office.

05/23/05 **Election of a Vice chairman**

Resolution: It was resolved not to elect a Vice Chairman for the 23/24 year.

05/23/06 **Declaration of acceptance of office to be signed by the Vice chairman**

No declaration of acceptance of office was applicable.

05/23/07 **To appoint any committees, working groups or representatives for the following year, confirm the number of members and appoint members.**

Resolution: To keep the same as last year. Cllr Edwards will be the Chairman of the Personnel committee.

05/23/08 **To review and confirm/update the Standing Orders and Financial Regulations adopted in November 2022**

Resolution: To confirm the Standing Orders and Financial Regulations adopted in November 2022 as the working documents for the 23/24 year.

05/23/09 **Public participation period**

No comments on agenda items were received.

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.

No Declarations of Interest were submitted.

b) To consider any dispensation requests received.

No dispensation requests were submitted.

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
No application having been received, the item is deferred.
- b) To approve the co-option of eligible councillors for the vacant seats on Fairburn Parish Council and to receive the appropriate documentation.
No application having been received, the item is deferred.

05/23/12

To approve the minutes of the Ordinary Meeting held on 19th April 2023.

No amendments to the draft minutes were raised.

Resolution: To approve and accept the minutes of the Ordinary Council meeting held on 19th April 2023 as a true and accurate record.

05/23/13

To receive reports from the following:

- a) County Councillor
Cllr Grogan was not in attendance and no report was received.
- b) Proper Officer
The Proper Officer provided an update on items raised at the previous meeting:
PROW issues – a FOI request has been submitted to North Yorkshire Council, no response received yet.
Lamppost Poppies – details on hire from Leeds City Council have been obtained.
Grass cutting – equipment hire had been investigated.
Planters – timber had been purchased and repairs made to the planter near the well trough.
- c) Other Officers, Police / Neighbourhood Team and any other representatives
None present.

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 garage

New	ZG2023/0420/FU L	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)

No objections, regarding the above applications, were raised by members.

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.

No updates had been received from North Yorkshire Council at the time of the meeting.

Resolution: To defer the matter to the June meeting.

County Councillor Grogan arrived at 7.13pm

- b) To consider any requirements for the upcoming meeting with representatives of NYC Highways.

Following the cancellation of the meeting by Highways, the possibility of the Parish Council going to the Highways department was discussed. The list of discussion items, as requested by Highways, was discussed.

Resolution: To chase Highways for a new meeting date

Resolution: To send the list of issues to the Highways department

Resolution: To forward the emails to Cllr Grogan so that he can look into the matter.

- c) To consider the installation and hire of illuminated lamppost poppies.

Action: Clerk to investigate purchase options and costs with North Yorkshire Council.

05/23/16

To consider any Staffing matters

- a) To consider providing a laptop for the Clerk

Resolution: Cllr Edwards and the Clerk to look at options in person

05/23/17

Environment

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

Resolution: To defer the matter to the June meeting.

Resolution: To approve another cut for the moment.

Action: Cllr Edwards and Cllr Kos to contact the contractor and confirm the areas to be cut

- b) To receive an update on the planters and maintenance to the ones located near the well trough.

The planter near the well trough has been refurbished and filled with compost. Plants have been obtained but have not been planted yet.

Two planters will be moved to better locations.

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

No updates were available at the time of the meeting.

05/23/18

Insurance

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

Resolution: To approve the 23/24 quote and level of cover.

05/23/19

Annual Accounts 2022-23

a) To receive and consider the annual internal audit report 2022/23

Resolution: To approve 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.

Resolution: To claim exemption for the 2022/23 financial year.

c) To receive and consider the annual governance statement (page 5), to include signing if approved.

Resolution: To approve the annual governance statement for 2022/23

d) To receive and consider the accounting statements (page 6), to include signing if approved.

Resolution: To approve the accounting statements for 2022/23

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

Resolution: The bank reconciliation and analysis of variances was considered and approved for publication on the website.

f) To consider setting the period for the exercise of public rights as required by Regulation 15 (2), Accounts and Audit Regulations 2015

Resolution: To approve the period for the exercise of public rights as the 5th June 2023 to the 14th July 2023.

05/23/20

Finance

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

Resolution: To approve the bank reconciliation as presented and note the bank balance of £29,609.30

b) Payments and receipts – to consider and approve the Schedule of Payments and invoices up to 11th May 2023 and any other invoices that come in prior to the meeting. To note any receipts received to the 26th April 2023.

Reference	Description	Expenditure	
#23-11	Web site renewal (Paid by card) Recharge to former clerk	£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	
#23-17	Clerk Salary	£468.35	
#23-18	HMRC – PAYE	£117.00	
#23-19	Internal Auditor Charges	£60.00	

Resolution: To approve the payments presented for authorisation.

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

No updates were received. Moving to a bank with additional options was discussed with Unity, Natwest and Cooperative banks mentioned. It was discussed that the Proper Officer will look into the matter in the future and present the Parish Council with different options.

05/23/21

Items for the next agenda

Boats and camping on the lngs was discussed. The Parish Council may be limited in what it can do if it is on private land.

Action: Clerk to look into

Mound of soil around the substation on Rawfield Lane which is believed to be waste.

Action: Cllr Edwards to provide details to County Cllr Grogan who will look into the matter.

The wall near the Wagon and Horses was noted as falling down in two places.

Action: To include on items for Highways meeting. Cllr Edwards to send County Cllr Grogan the details for him to investigate further.

The risk assessment from the Cricket Club regarding balls entering the playground was discussed.

05/23/22

Date of next meeting – 14th June 2023, 7pm at Fairburn Community Centre

The meeting closed at 8:04pm.

Signed,

Chairman: Cllr Jill Edwards

Date: 24th May, 2023