

# FAIRBURN PARISH COUNCIL

Chairman: Cllr Mrs S M Hawking

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF  
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## MINUTES OF FAIRBURN PARISH COUNCIL ZOOM MEETING HELD ON TUES. 27<sup>th</sup> APRIL 2021 STARTING AT 19:00

**Present:** Cllrs S Hawking; J Edwards; D Slater; T Baker; A Bedford; G Smith. Clerk – M Farman

### 042101. Welcome:

- i. The chairman welcomed all who joined in the meeting.

### 042102. Public Forum.

- i. Comments on agenda items received from electors – none received.

### 042103. Apologies:

- Council received apologies from NYCC Cllr C Pearson, SDC Cllr E Jordan, PCSO H Gaskell and R Farman

### 042104. Acceptance of Minutes of 16 March 2021:

- Council **resolved** to accept the previously emailed minutes of 16<sup>th</sup> March as a true record of the meeting.

### 042105. Signing of minutes:

- Deferred until possibility of a face-to-face meeting

### 042106. Reports – Council received reports from:

- i. Chairman
  - a) Meeting held re tree on verge damaging boundary wall
  - b) Chairman inspected the green gym – green handle cover missing from multi-gym equipment.
- ii. County Councillor – no report
- iii. District Councillor – no report
- iv. Other Officers – no reports
- v. Police – Community Watch reports emailed to Cllrs
- vi. Other representatives – no reports

### 042107. RFO's report on closing balances; recent payments; payments to be made & any income received

#### a) Current balances

- Community Account balance as at: 26 March, statement no. 110, £21,672.83;

#### b) Payments made during March

- |   |                      |
|---|----------------------|
| 1. £241.40 – SDC grounds maintenance. VAT £40.23; actual cost £201.40 | Cheque no.<br>100483 |
| 2. £100.00 – Laurel hedge cutting                                     | 100484               |
| 3. £284.20 – HMRC; clerk's PAYE                                       | 100485               |

4. £397.05 – Clerking; March

100486

c) Payment requests received at agenda preparation – none received

d) Payment requests received after agenda distribution – none received.

e) Payments received – none received.

**042108. Acceptance of report:**

- Council **resolved** to accept the report the payments as listed above.

**042109. Internal Auditor.**

- Mr. C. Phillipson agreed to carry out the internal audit for 2020-21 – **approved** by council

**042110. Audit arrangements.**

- The council's receipts and payments are both under £25,000. Council discussed and **resolved** to submit a Certificate of Exemption from external audit. Clerk and chairman to sign; clerk to submit to PKF Littlejohn.

**043111. Planning**

- a) Planning applications received. Council discussed consultation information re the electricity sub-station and **resolved** that the clerk lets Cllr JE have a copy for circulation to Cllrs. Observations to be emailed to the clerk for submission.
- b) Planning decisions received – permission given for alterations to 2-3 Caudle Hill.
- c) Update on current planning issues. No updates re appeal for dwelling on field opposite the sub-station

**042112. Resignation of Cllr**

- No information received from SDC re any applicants for the vacancy.

**042113. Skate Park Fence**

- Cllr TB reported - workmen & materials are in short supply but the fence is safe at the moment. Council **resolved** to take no action now but keep as an agenda item for future meetings.

**042114. Gardening – ginnel and garden** - Council **resolved** to accept the gardening tender.

**042115. Correspondence received since 16<sup>th</sup> March**

- a) YLCA – emails forwarded to Cllrs
- b) SDC – e-mails forwarded to Cllrs
- c) AVS – emails re Coronavirus – put in folder
- d) Death of HRH Prince Philip – information received re period of mourning – forwarded to Cllrs
- e) Clerk & Councils Direct – magazine received
- f) Tree & wall near children's play area – concern expressed via facebook – forwarded to clerk & Cllrs
- g) Phone call to Cllr from resident re verges at Rawfield Lane & speed signs – forwarded to Chairman & clerk.
- h) Northern Powergrid – information received re parish owned street lights – forwarded to Cllrs
- i) Autela Payroll Services – change of clerk as from 1 June processed.
- j) Info and forms received from PKF Littlejohn re audit arrangements.
- k) ICO certificate arrived (Information Commissioner's Office)
- l) Info re consultation period for proposed development at electricity sub-station.

**042116. Action taken by clerk since the last meeting**

- a) Autela contacted re clerk's resignation
- b) Possible internal auditor contacted
- c) List of TPOs requested – link from SDC forwarded to Cllrs –unable to access map; clerk to contact SDC.
- d) Tried to contact suggested person re fence repair but to no avail – Cllrs to suggest alternative
- e) Payments made as listed in RFO's report
- f) Gardening schedule drawn up, agreed by Cllrs and submitted
- g) Tree on verge causing damage to wall by children's play area reported to Highways
- h) Cllrs informed re ownership of verges at Rawfield Lane and position re speed signs
- i) Appeal info emailed to Cllrs
- j) Fairburn Parish Council is now signed up to receive reports from Community Messaging and Alerts
- k) Streetscape contacted re missing handle cover at green gym.

**042117. Comments on the meeting from electors joining in the zoom session** - No electors joined in.

**042118. a) Councillors' Forum**

- 1. Concern expressed re the very recent discovery of damaged boundary wall and why this had not been noticed earlier e.g. at play area inspections.
- 2. The above confirms the need for a PC representative on the Community Centre committee because the children's play area is the Community Centre's responsibility
- 4. Lorrywatch reports have been sent in but efficacy of the system has been queried. Some form of automatic number plate recognition is needed.
- 5. Agreed that number of transgressing lorries is increasing – possibly due to works at Micklefield.
- 6. Welcomed the possibility of becoming more involved with matters such as the green gym visual inspections.
- 7. Various developments in the village are regularly checked; discussions with resident re verges & speeding
- 8. Cllr DS thanked for setting up the zoom meeting.

**b) Items for the next agenda** – Skate park fence.

**042119. Date, time and type/place of next meeting**

- **Tuesday 25<sup>th</sup> May; 19:00**; at, hopefully, the Community Centre. The Annual Meeting of the Council (ACM)
- The above meeting will, hopefully, be preceded at 18:30 by the Annual Parish Meeting (APM). The meeting place has yet to be decided because it is dependent on Covid restrictions.

**042120. Closure of meeting** - The meeting closed at 19:54

Signed: .....**Chairman, Fairburn Parish Council.** Date: .....

**Action points from the meeting**

- Chairman – book Community Centre for 25<sup>th</sup> May meeting
- Clerk – Check re delivery of handle cover
- Clerk – deal with certificate of exemption
- Clerk – complete audit forms and organise internal audit
- Clerk – arrange for info re electricity sub-station to go to JE
- Clerk – contact SDC re lack of access to TPO plan.