

MINUTES OF ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 20th March 2024, 7pm at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

The meeting opened at 7pm

Present: Cllr Edwards (Chairman), Cllr Kos, Cllr Emery, Cllr Baker and Cllr Robinson
4 members of the public.
District Cllr Grogan

MINUTES

- 03a/24/01 Welcome & Public participation period**
Council to receive comments on agenda items, received from electors.
Residents raised the following matters:
- **Reported fly tipping Newton Lane and received a response that being investigated.**
 - **Confirmation that the potholes on the north roundabout, A1246, have been repaired.**
 - **Caudle hill water still an issue.**
 - **Rawfield Lane opposite the substation – lots of heavy goods vehicles coming in and out.**
- 03a/24/02 Apologies**
i) Council to receive apologies and note reasons for absence
Apologies were received from Cllr Wigglesworth. Cllr Gravill advised that he would arrive late.
ii) To consider accepting the reasons for absence
It was RESOLVED to accept the reasons for absence.
- 03a/24/03 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 were received.
b) To consider any dispensation requests received.
No dispensation requests were received.
- 03a/24/04 To receive reports from the following:**
- a) Police / Neighbourhood Team
None
 - b) County Councillor
Cut Lane condition – Cllr Grogan confirmed that he is waiting for the RSPB to come back to him prior to arranging a meeting.
Forest School – pleased that arrangements have now come together after arranging contact with the correct person at NYC on the Councils behalf.
Road Chef planning application – Cllr Grogan confirmed that the application has been approved by NYC however it will now go to the Secretary of State for final approval.
Pub – the complaints about early hours bottle collections have now been resolved.
Fairburn pop up café – Cllr Grogan confirmed that he had spoken to the café organisers about the condition of the Hall and suggested that the Parish Council may also be able to

consider what support it can offer. Cllr Grogan will speak to the hall trustees to establish what work is required.

c) Proper Officer

Standing order 3d on the agenda – haven't amended as the reference is correct.

Cut Road condition - Passed documents onto Cllr Grogan for the meeting he was trying to arrange. Not been given any updates. Reported the filled gully to Highways which will be added to the list for checking.

Parish Portal – the Parish Council have now gained access.

Trees on A1246 and Lunnsfield Lane – works have been completed.

New/replacement bins – the order has been placed.

Vas signs – chased NYC for the required lamppost information.

Mobile Library – waiting for NYC to put me in touch with someone to speak to.

Internal Audit – appointed and arranged details.

Newton Lane Waste issue –Reported into NYC under reference 597340113. NYC confirmed that they are already investigating the matter.

Actions – the proper officer to look at additional tree cutting requirements near the A1246 south roundabout and on Lunnsfield Lane.

d) Other Officers and any other representatives

None

03a/24/05 To approve the minutes of the Ordinary meeting held on the 21st February 2024 and 6th March 2024.

It was RESOLVED to accept the minutes of the ordinary meeting held on the 21st February 2024 and the Extraordinary meeting held on the 6th March 2024.

03a/24/06 Highways & PROWs

a) To consider highways matters and updates.

It was RESOLVED that the Clerk will chase the outstanding PROW issues with NYC again and follow it up with a formal letter.

03a/24/07 Community

a) To consider plans for D Day and the big help out 2024.

It was RESOLVED to hold a village walkaround session to make a list of requirements for the big help out. The clerk will put a poster together which will include details about how to volunteer if you are not available on the day.

b) To consider the VAS signs, additional costs and data publication.

Due to a lack of response from NYC, the item was deferred to a future meeting.

c) To consider a request from the Community Centre for a shared noticeboard

It was RESOLVED to decline the offer of a shared noticeboard. The Parish Council would like to thank the Community Centre, but the Council already have sufficient provisions and require a large amount of space within them.

d) To consider an insurance offer for the damaged wall on North Road

It was RESOLVED that the Clerk will respond to the insurance company offer of £2000 with a counteroffer and accept the offered £2000 if refused.

03a/24/08 Environment

a) To receive and consider any updates or actions required for the forest school.

Cllr Kos provided an update which included:

- **A thank you to District Cllr Grogan for pushing NYC to action the requirements.**
- **An artificial fence has now been built with tree cuttings.**
- **Pallets are on site to make bug hotel.**
- **One bird box has been installed and the RSPB have offered additional boxes.**

- A tree assessment is required depending on the previous surveys conducted by NYC or Highways England.
- Schools and the forest school provider hold their own insurance and will conduct their own risk assessments.

It was **RESOLVED** that the Clerk will establish what previous tree surveys have been completed.

b) To consider suggestions for the village enhancement program 2024.

It was **RESOLVED** to consider elements for inclusion while conducting a village walkaround.

03a/24/09 Policy & Procedure

a) To consider the implementation of a gov.uk website and email addresses for Council use.

It was **RESOLVED** to approve the implementation of a gov.uk website and email addresses for Council use. The Clerk recommended all Councillors set up a separate email address for Council use until these are implemented.

03a/24/10

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

a) **Decision Notices**

Status	Reference	Location	Description
Refused	ZG2023/1041/HP A	Swan Mere, Caudle Hill, Fairburn	Installation of raised access to front of dwelling for emergency escape (retrospective)

b) **Application Notices**

Status	Reference	Location	Description
Consultation	ZG2024/0167/S73	Land Adjacent To Araslie, Caudle Hill, Fairburn	Section 73 application to vary condition 02 (approved plans of approval 2021/1107/FUL granted on 04 July 2022)

c) **Enforcement Issues.**

None received.

03a/24/11

Staffing

a) To consider annual membership of Society of Local Council Clerks for the Parish Clerk.

It was **RESOLVED** to approve the Clerks membership of SLCC at an annual cost of **£54.86**.

03a/24/12

Finance

a) RFO Finance Report – to approve the Bank reconciliation for February 2024 and note the current net position.

It was **RESOLVED** to approve the bank reconciliation for February 2024 and note the current net position as **£24,731.16**.

b) To consider the allocation of earmarked reserves.

It was **RESOLVED** consider the reserves as part of the village enhancement programme and upcoming end of year, AGAR assessment.

c) Payments – to consider and approve the Schedule of Payments and invoices up to 14th March 2024 and any other invoices that come in prior to the meeting.

It was **RESOLVED** to approve the payments presented.

Reference	Description	Expenditure
#23-74	ICO Fees	40.00
#23-75	Room Hire	30.00
#23-76	Historic Sign Repair Materials	24.97
#23-77	HMRC - PAYE	62.40
#23-78	Clerk Salary	439.57
#23-79	Tree Crowning and Shrub Reductions	1175.00
#23-80	SLCC Membership (subject to item 11a)	54.86
#23-81	Postage	10.10

03a/24/13 Items for the next agenda - to take suggestions for agenda items.
None

03a/24/14 **Date of next meeting** – 17th April 2024 at 7pm

The meeting closed at 8.25pm

Signed,

Chairman: Cllr Jill Edwards
Date: 17th April 2024