

# MINUTES OF ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 17<sup>th</sup> April 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 Baker, Cllr Gravill and Cllr Robinson.  
5 members of the public.

## MINUTES

04/24/01

### **Welcome & Public participation period**

Council to receive comments on agenda items, received from electors.

#### **Residents raised the following matters:**

- **Caudle Hill Drains – residents have been clearing one. District Cllr Grogan has advised that he will report it to NYC. The Parish Council confirmed that they have already reported it and it is on NYC schedule of works.**
- **Installation of 50mph signs near Selby fork – a resident confirmed that Cllr Dobson (Leeds area) has issued a statement that procedure hasn't been followed prior to their installation and they will be removed for now.**

04/24/02

### **Apologies**

i) Council to receive apologies and note reasons for absence

**Apologies were received from Cllr Wigglesworth. The reasons for absence were noted.**

**District Cllr Tim Grogan sent his apologies.**

ii) To consider accepting the reasons for absence

**It was RESOLVED to accept the reasons for absence.**

04/24/03

### **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.**

04/24/04

### **To receive reports from the following:**

a) Police / Neighbourhood Team

**None**

b) County Councillor

**None**

c) Proper Officer

**The Proper Officer provided the following updates:**

- **Mobile library: NYC have confirmed that the current vehicle route cannot be altered. They are purchasing a smaller mobile library and will note our expression of interest for a Fairburn stop adding to its route. The Clerk will speak to NYC again about shortening the time at Brotherton to allow for a Fairburn stop.**
- **The insurance offer for the damaged wall on North Road has now been agreed.**
- **PROW: the previous footpath officer has now left NYC. The Clerk is continuing to chase the matter.**
- **NYC Parish Portal: The Parish Council have now gained access. The system will allow direct reporting of highways matters.**
- **Trees at the Forest School: NYC have confirmed that they have never conducted a survey. Enquiries with Highways England are ongoing.**

d) Other Officers and any other representatives

**None**

04/24/05

**To approve the minutes of the Ordinary meeting held on the 20<sup>th</sup> March 2024.**

*Minutes for Ordinary Parish Council Meeting – 17<sup>th</sup> April 2024*

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Proper Officer, Jessica Bedford

It was **RESOLVED** to accept the minutes of the ordinary meeting held on the 20<sup>th</sup> March 2024.

04/24/06

#### Highways & PROWs

a) To consider highways matters and updates.

None

04/24/07

#### Community

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

It was **RESOLVED** to hold the big help out on Saturday 8<sup>th</sup> June at 10.00am. The Parish Clerk will amend the poster and list of identified jobs.

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

The Clerk advised that NYC have still not responded. The item will be included on next months agenda.

Cllr Edwards distributed data graphs from the VAS signs.

It was **RESOLVED** to publish data information on the website and social media which includes additional figures from last year for comparison. The data will be forwarded to the police.

c) To consider quotations for works around the village including wall repairs and extending the welltrough path.

The Clerk advised that a contractor has attended to look at the repairs and will be issuing a quotation before the next meeting.

The item will be considered at next month's meeting.

d) To consider bins at the welltrough.

It was **RESOLVED** to replace the welltrough bin with a larger one and relocate the current bin to Silver Street to replace the broken one.

04/24/08

#### Environment

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

Cllr Kos provided an update:

- The RSPB have installed 10 bird boxes and a small owl box and will also install a large owl box.
- The barrier seems sufficient now.
- The school are looking to start using the site in the last half of the summer term.
- The RSPB are offering to conduct a free biodiversity report on the site.

It was **RESOLVED** to approve the RSPBs offer to conduct a biodiversity report.

b) To consider the village enhancement program 2024.

A discussion about the recent village walkaround took place.

It was **RESOLVED** that the Parish Clerk will obtain some quotations for tree and vegetation tidying along with the planting of a wildflower area.

04/24/09

#### Policy & Procedure

a) To note the resignation of Cllr Emery.

The Parish Council noted the resignation of Cllr Emery and thanked him for all his hard work.

b) To consider an update on implementation of a gov.uk website and email addresses for Council use.

The Clerk advised that the matter was still ongoing but advised all Councillors to set up a separate email address for Council communications in the interim period.

04/24/10

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

#### a) Decision Notices

Status	Reference	Location	Description
Approved	ZG2024/0091/HPA	Lakeside Meadows, Silver Street, Fairburn	Erection of third floor rear extension, extension to existing external terraced area to rear and garden store to the front

#### b) Application Notices

None received.

#### c) Enforcement Issues.

None received.

04/24/11

**Finance**

a) RFO Finance Report – to approve the Bank reconciliation for March 2023 and note the current net position.

**It was RESOLVED to approve the bank reconciliation for March 2023 and the net position was noted as £22,881.26**

b) To receive an update on 23/24 year end and internal audit.

**The Council received an update on 23/24 actual spend and confirmation that the accounts are ready for the internal auditor.**

c) To consider earmarked reserves.

**The Council considered the reserves and allocated their use for the 24/25 financial year.**

**It was RESOLVED to include the accounts and reserves information on the Council's website.**

d) Payments – to consider and approve the Schedule of Payments and invoices up to 11<sup>th</sup> April 2024 and any other invoices that come in prior to the meeting.

**It was RESOLVED to approve the schedule of payments presented at the meeting and to include a letter of thanks with the fencing payment.**

Reference	Description	Expenditure
#24-01	Glazing – Celebration Garden	56.45
#24-02	Microsoft	11.98
#24-03	Fencing	900.00
#24-04	Wages	413.37
#24-05	HMRC Paye	47.00
#24-06	Payroll Services	78.33
#24-07	Plants	13.29

04/24/12

**Items for the next agenda - to take suggestions for agenda items.**

**None**

04/24/13

**Date of next meeting – 15<sup>th</sup> May 2024 at 6.30pm for the Annual Parish Assembly followed by the Annual Parish Council Meeting at 7.00pm.**

The meeting closed at 8.20pm

Signed,

Chair: Cllr Jill Edwards

Date: 17th April 2024