

## **OFFICIAL NOTICE OF FAIRBURN PARISH COUNCIL**

Wednesday 19<sup>th</sup> June 2024, 7pm at Fairburn Community Centre,  
North Road, Fairburn, North Yorkshire, WF11 9LA

### **SUMMONS**

You are hereby summoned to the Ordinary Parish Council meeting of Fairburn Parish Council on Wednesday 19<sup>th</sup> June 2024 starting at 7pm.

Please see below the business to be transacted.

**Please note that members of the public may be excluded from parts of this meeting under standing order 3(d)**

*J Bedford*

Proper Officer

Thursday 13<sup>th</sup> June 2024

### **AGENDA**

- 06/24/01      Welcome & Public participation period**  
Council to receive comments on agenda items, received from electors.
- 06/24/02      Apologies**  
i) Council to receive apologies and note reasons for absence  
ii) To consider accepting the reasons for absence
- 06/24/03      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.  
b) To consider any dispensation requests received.
- 06/24/04      To approve the minutes of the annual parish council meeting held on the 15<sup>th</sup> May 2024.**
- 06/24/05      To receive reports from the following:**  
a) Police / Neighbourhood Team  
b) County Councillor  
c) Proper Officer  
d) Other Officers and any other representatives
- 06/24/06      Community**  
a) To consider recent issues of graffiti around the village  
b) To consider quotations for works around the village including wall repairs and extending the welltrough path.  
c) To consider any updates to meetings with the Community Centre and Cricket Club.
- 06/24/07      To consider the co-option of a Councillor**

*Agenda for Ordinary Parish Council Meeting*

Email: [fairburnparishcouncil@outlook.com](mailto:fairburnparishcouncil@outlook.com)

Proper Officer, Jessica Bedford

- a) To consider applications from eligible residents for the vacant seat on Fairburn Parish Council
- b) To approve the co-option of an eligible councillor for the vacant seat on Fairburn Parish Council and to receive the appropriate documentation

**06/24/08 Highways & PROWs**

- a) To consider highways matters and updates.
- b) To consider the removal of the bus stop on Rawfield Lane

**06/24/09 Environment**

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

**06/24/10 Annual Accounts 2023-24**

- a) To receive and consider the annual internal audit report 2023/24
- b) To consider whether Fairburn Parish Council meets the external audit exemption criteria for 2023/24 and wishes to claim exemption for that year. To sign the certificate of exemption (page 2), if confirmed.
- c) To receive and consider the annual governance statement (page 5), to include signing if approved.
- d) To receive and consider the accounting statements (page 6), to include signing if approved
- 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
- f) To consider setting the period for the exercise of public rights as 17<sup>th</sup> June 2024 to the 27<sup>th</sup> July 2024 as required by Regulation 15 (2), Accounts and Audit Regulations 2015

**06/24/11 Policy & Procedure**

- a) To consider an update on implementation of a gov.uk website and email addresses for Council use.
- b) To consider the revised NALC model Financial Regulations.
- c) To appoint a member to verify bank reconciliations for all accounts produced by the RFO every quarter and the end of the financial year.
- d) To consider signatories for the new bank online bank account
- e) To consider appointing a YLCA representative with voting rights and a community centre representative.

**06/24/12 Applications to be considered since the last meeting and acknowledged if date passed.**

a) **Decision Notices**

Status	Reference	Location	Description
Approved	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
Approved	2019/0547/EIA	Land At Lumby, Lumby, South Milford	Proposed construction of a motorway service area

Appeal	ZG2023/1 041/HPA	Swan Mere Caudle Hill Fairburn North Yorkshire WF11 9JQ	Installation of raised access to front of dwelling for emergency escape (retrospective)
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b) **Application Notices**

None received.

c) **Enforcement Issues.**

None received.

**06/24/13 Finance**

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

b) Payments – to consider and approve the Schedule of Payments and invoices up to 13<sup>th</sup> June 2024 and any other invoices that come in prior to the meeting.

Reference	Description	Expenditure
#24-20	Plants	11.65
#24-21	Microsoft	5.99
#24-22	HMRC Paye	47.20
#24-23	Net Salaries	413.17

**06/24/14 Items for the next agenda -** to take suggestions for agenda items.

**06/24/15 Date of next meeting –** 17<sup>th</sup> July 2024 at 7.00pm

*Agenda for Ordinary Parish Council Meeting*

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Proper Officer, Jessica Bedford