

MINUTES OF THE ANNUAL COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 15th May 2024, 7pm at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

The meeting opened at 7.04pm

Present: Cllr Edwards (Chairman), Cllr Wigglesworth, Cllr Baker and Cllr Gravill.
7 members of the public.

MINUTES

- 05/24/01 Welcome**
- 05/24/02 Apologies**
i) Council to receive apologies and note reasons for absence
Apologies were received from Cllr Kos and Cllr Robinson
ii) To consider accepting the reasons for absence
It was RESOLVED to accept the reasons for absence.
- 05/24/03 Election of a Chairman**
It was RESOLVED to elect Cllr Edwards as Chairman for the 24/25 municipal year.
- 05/24/04 Declaration of acceptance of office to be signed by the Chairman**
Cllr Edwards signed the declaration of acceptance of office.
- 05/24/05 Election of a Vice chairman**
It was RESOLVED not to appoint a vice chairman at this time.
- 05/24/06 To appoint any committees, working groups or representatives for the following year, confirm the number of members and appoint members.**
It was RESOLVED to appoint the following:
- **Personnel committee** – Cllr Edwards, Baker and Kos
 - **Community Centre representative** – to defer to next month.
 - **YLCA representative x 2 (to attend branch meetings and represent the Council as voting representatives)** Cllr Edwards and to include on next month's agenda to appoint a second representative.
 - **Maintenance Representative** – Cllr Gravill
- 05/24/07 To review and update (if required) the Standing Orders and the revised NALC model Financial Regulations.**
Following a review, it was RESOLVED that the standing orders do not require any updates and are the most up to date NALC version.
It was RESOLVED to consider updates to the NALC model financial regulations at the next meeting.
- 05/24/08 Public participation period - Council to receive comments on agenda items received from electors.**
Residents raised the following matters:
- **Damaged walls** – Residents questioned why NYC are repairing roadside walls at Brotherton but require Fairburn Parish Council to fund the one on Great North Road.
 - **Fishing/Boating on Fairburn Ings** – Residents raised concerns about fishing and boating on Fairburn Ings increasing.
Action: Parish Clerk to speak to Natural England

- 05/24/09** **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.
- 05/24/10** **To approve the minutes of the Ordinary meeting held on the 17th April 2024 and the Extraordinary meeting held on the 29th April 2024.**
It was RESOLVED to approve the minutes of the ordinary meeting held on the 17th April 2024 and the extraordinary meeting held on the 29th April 2024.
- 05/24/11** **To receive reports from the following:**
a) **Police / Neighbourhood Team**
None in attendance.
b) **County Councillor**
None in attendance.
c) **Proper Officer**
The proper officer provided a report that included updates on the following matters:
 - Highways England have confirmed that they have not conducted a tree survey on the land used for the forest school.
 - Accounts and budget details have been added to the Council website.
 - Mobile library – NYC have confirmed that they cannot currently add additional stops but will note the request.
 - Gov.uk website/emails – the officer is attending a zoom session on the 20th May.
 - Letters – sent a meeting invite to the Community Centre and the cricket club. Will update at the next meeting.
 - Broken street name sign on Lunnsfield Lane has been reported to NYC.d) **Other Officers and any other representatives**
 - The Chair provided feedback on a recent parish online training course, a digital mapping software and advised that a free year's trial to the service has been negotiated.
- 05/24/12** **To consider the co-option of a Councillor**
a) **To consider applications from eligible residents for the vacant seat on Fairburn Parish Council**
None
b) **To approve the co-option of an eligible councillor for the vacant seat on Fairburn Parish Council and to receive the appropriate documentation**
None
- 05/24/13** **Highways & PROWs**
a) **To consider highways matters and updates.**
The Clerk made the Council aware of a response from NYC to their feedback on the traffic regulation order consultation for Silver Street requesting that the lineage covers a greater area. NYC advised that if the plan is changed, they will have to reconsult which could take up to 12 months.
It was RESOLVED to withdraw the response to the consultation and consider submitting an additional response in the future if the proposal is not effective.
- 05/24/14** **Community**
a) **To consider quotations for works around the village including wall repairs and welltrough path**

It was RESOLVED to defer the item until the next meeting.

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

It was RESOLVED to approve the cost of £250 + VAT for NYC to install electrical access for the sign on Great North Road.

Cllr Edwards presented data from the signs to residents and a discussion took place.

c) To consider the grass cutting schedule

It was RESOLVED to increase the schedule to include 2 additional cuts to the verges on the A1246 at a cost of £460.

d) To consider quotations for additional horticultural works required

It was RESOLVED to approve additional horticultural works which includes ivy cut back and tree removal and crowning (outside of nesting season) at a cost of £300.

Action: Parish Clerk to chase NYC about the cutting of Lunnsfield Lane hedge and obtain a quotation if it is the Parish Council responsibility.

Parish Clerk to speak to the contractor about the BMX track not being cut last time. (the Clerk advised that it was possibly not cut as it was too wet)

e) To consider required works at the war memorial.

It was RESOLVED to seek advice and quotations for any works required.

Action: Cllr Baker to action

05/24/15

Policy & Procedure

To consider insurance requirements for 2024/25

It was RESOLVED to approve the insurance quotation of £775.05 for the 24/25 year.

05/24/16

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

a) Decision Notices

Status	Reference	Location	Description

b) Application Notices

None received.

c) Enforcement Issues

None received.

05/24/17

Finance

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

It was RESOLVED to approve the bank reconciliation for April 2024 and the net position was noted as £20,928.34.

b) Payments – to consider and approve the Schedule of Payments and invoices up to 9th May 2024 and any other invoices that come in prior to the meeting.

It was RESOLVED to approve the payments presented for authorisation.

Reference	Description	Expenditure
#24-10	Stamps	5.99
#24-11	Electric – streetlights	1323.27
#24-12	Grass Cutting	380.00
#24-13	Room Hire	45.00
#24-14	Microsoft	5.99

#24-15	Salaries	413.37
#24-16	HMRC Paye	47.00
#24-17	Wordpress	91.20
#24-18	Insurance	775.05
	SLCC – CILCA training fee replacement cheque for 100640 lost in post	171.43

05/24/18 **Items for the next agenda - to take suggestions for agenda items.**

- **Gravel and dog fouling in the ginnel area.**

05/24/19 **Date of next meeting –19th June 2024 at 7.00pm.**

The meeting closed at 8.22pm

Signed,

Chair: Cllr Jill Edwards

Date: 19th June 2024