

# MINUTES OF THE ORDINARY COUNCIL MEETING FAIRBURN PARISH COUNCIL

Wednesday 15<sup>th</sup> January 2025, 7pm at Fairburn Community Centre,  
North Road, Fairburn, North Yorkshire, WF11 9LA

*The meeting opened at 7.00pm*

Present: Cllr Kos (Acting Chairman), Cllr Baker, Cllr Gravill, Cllr Robinson, Cllr Wigglesworth and the Clerk  
7 members of the public.

## MINUTES

### 01/25/01 Welcome & Public participation period

The Council received comments from electors regarding agenda items. Below is a summary of the issues raised:

- **Caudle Hill Parking:** Concerns raised over dangerous parking on the hill.
- **Fairburn Ings Fishing:** No updates; resident to contact Natural England.
- **Fairburn School:** Council acknowledged the recent *Outstanding* rating from Ofsted.
- **Mobile Library Service:** A resident thanked County Cllr Grogan for arranging a stop.
- **Dog Fouling:** Silver Street was highlighted as a problem area.
- **Footpath Near the Cricket Club:** A resident reported that vegetation cuttings still obstruct the path despite earlier reports to NYC. Parish Councillors volunteered to clean the area, but County Cllr Grogan confirmed the responsibility lies with NYC.  
**Action:** Cllr Robinson will forward related emails to County Cllr Grogan.
- **Blocked gullies near above footpath:** Concerns were raised about blocked gullies due to cuttings and debris.

### 01/25/02 Apologies

2.1 To receive apologies and record these in the minutes.

**Apologies were received from Cllr Edwards**

2.2 To consider the approval of reasons for absence given by councillors.

**Resolution: To approve the reasons for absence.**

### 01/25/03 Declarations of Interest

3.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

**None**

3.2 To receive, consider and decide upon any applications for dispensation

**None**

### 01/25/04 To approve the minutes of the parish council meeting held on the 20<sup>th</sup> November 2024 as a true and accurate record.

**Resolution: To approve the minutes as a true and accurate record.**

### 01/25/05 To receive reports from the following:

5.1 Police / Neighbourhood Team

**None**

5.2 County Councillor to include an update on the unauthorised caravan site on the A63.

**County Cllr T. Grogan provided the following updates:**

- **Silver Street Post Box:** Resolution ongoing.

- **Mobile Library:** Residents urged to use the service for long-term viability.
- **Unauthorised Site on A63:** The matter remains under review by NYC's legal and planning departments. Updates will be shared with the Parish Clerk.
- **Beckfield Farm:** Cllr Grogan will confirm if the stop notice date has been extended.
- **Cut Road Condition:** Awaiting RSPB response.
- **Caudle Hill Gullies:** Concerns about surface water and ice caused by blocked gullies were noted.

**Action:** Parish Clerk to provide Cllr Grogan with an action plan and What3Words location for the blocked gullies.

#### 5.3 Proper Officer

**The Parish Clerk provided the following updates:**

- **Finance:** Precept request submitted to NYC; 2025/26 budget available on the website.
- **PPE:** Council approved ordering 20–25 items with branded vests.  
**Action:** Clerk to obtain an additional quotation.
- **Skatepark Insurance:** Correctly insured after a classification error.
- **Safety Inspections:** Awaiting three requested quotations for skatepark and green gym inspections.

#### 5.4 Other Officers and any other representatives

**None**

01/25/06

#### **To consider the co-option of a Councillor**

**6.1** To consider applications from eligible residents for the vacant seat on Fairburn Parish Council

**None**

**6.2** To approve the co-option of an eligible councillor for the vacant seat on Fairburn Parish Council and to receive the appropriate documentation

**None**

01/25/07

#### **Community**

**7.1** To consider requirements for the broken bin on Silver Street.

The council noted that the bin on North Road by the bus stop requires future replacement.

**Resolution:** Parish Councillors to swap the bins at Silver Street and Top Fold.

**7.2** To consider urban grass cutting on behalf of NYC.

**Resolution:** to assume responsibility for urban highway grass cutting from NYC.

**7.3** To receive an update on outstanding maintenance works.

**The Parish Clerk reported that a contractor visited in December to assess the required works, but no quotation has been received.**

**Resolution:** The Parish Clerk will follow up with the contractor and advertise the required works on social media if no response is received.

**7.4** To consider any maintenance requirements following the recent Councillor walkaround.

**It was noted that the scheduled walkaround did not take place.**

**A discussion took place:**

- **Defibrillator Funding:** The Council discussed fundraising efforts by a local business for a defibrillator and considered possible support.
- **Business Advertising Boards:** The Council discussed advertising boards on the verge on Caudle Hill and agreed to revisit the matter later.

**Resolution:** To defer the item to the next meeting.

**Cllr Baker to ask the business owner to contact the Parish Clerk.**

01/25/08

### **Highways & PROWs**

8.1 To consider an update on PROW matters.

**Cllr Kos provided an update on historic PROW issues, noting that the local MP has been involved. NYC plans to address the matter in early 2025, engaging with affected landowners to implement new or replacement footpaths.**

8.2 To consider any highways matters including a response from NYC regarding 20mph policies.

**The Council discussed NYC's response regarding 20mph policies, highlighting a contradiction between the Director of Environment's statement and earlier information from a Highways Officer about Parish Councils funding additional traffic calming measures.**

#### **Resolution:**

- **Formally request 20mph zones and/or traffic calming measures for Caudle Hill, Silver Street, and Gauk Street through the Director.**
- **Sign up for the average and fixed speed cameras campaign group.**

8.3 To consider any VAS sign updates.

**Despite repeated contact with the roadlighting project manager regarding the relocation of an incorrectly installed bracket, no response has been received.**

**Resolution: The Parish Clerk to escalate the issue to the County Cllr.**

8.4 To consider the requirements for a lorry watch scheme.

**The Council reviewed the process for the scheme but noted the lack of volunteer participation.**

**Resolution: Due to insufficient volunteers, the Council cannot implement the scheme but will raise the issue in an upcoming meeting with the Mayor for North Yorkshire.**

01/25/09

### **Policy & Procedure**

9.1 To consider the approval of the Parish Council newsletter and printing costs of £89.00.

**Resolution: Approve the newsletter with the addition of signposting to the Council's financial information.**

**Approve the printing costs of £89.00.**

9.2 To consider and approve the sexual harassment policy.

**Resolution: to approve the policy**

9.3 To receive an update from the new website working group.

**The Council received an update that the new website is functional, with additional changes pending full access for the Clerk and Councillors. A process timeline has been requested from the service provider.**

#### **Resolution:**

- **Request immediate implementation of the email service.**
- **Make necessary content changes to the new site before the current site expires.**
- **Approve payment of 50% of the invoice now, with the remainder to be paid upon full implementation of all services.**

01/25/10

### **Health & Safety**

10.1 To consider the approval of area risk assessments.

**The Council discussed the volunteer risk assessment.**

#### **Resolution:**

- **Approve the risk assessments for the green gym, skatepark, and war memorial.**
- **Approve the volunteer risk assessment but include it on the next agenda for further discussion.**

01/25/11

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

**11.1 Decision Notices**

Status	Reference	Location	Description

**11.2 Application Notices**

Status	Reference	Location	Description

**11.3 Enforcement Issues.**

Status	Reference	Location	Description
	2023/0059/FUL	Beckfield Farm, Newton Lane, Fairburn	Installation of new access off Back Newton Lane in to the farmstead of Beckfield Farm

01/25/12

**Financial Matters**

**12.1** To receive and note the bank reconciliations and balances for November and December 2024.

**The Council noted the bank reconciliations for November and December, with a net balance of £27,586.90 as of 31st December 2024.**

**12.2** To consider and approve the schedule of payments up to the 9<sup>th</sup> January 2025 and any other that come in prior to the meeting.

Reference	Description	Expenditure
#24-70	Room Hire	45.00
#24-71	Website design and development	510.00
#24-72	Microsoft – January	5.99
#24-73	Salaries	478.01
#24-74	HMRC PAYE	4.20

**Resolution: to approve the payments presented for authorisation.**

**12.3** To note the following payments made in between meetings

Reference	Description	Expenditure
#24-64	Microsoft – November	5.99
#24-65	Microsoft – December	5.99
#24-66	Salary – December 2024	629.71
#24-67	HMRC	39.20
#24-68	Insurance – additional premium amount	27.83

**Resolution: The payments made were noted.**

01/25/13

To receive an update following the recent meeting with the Cricket Club.

**The meeting was noted as productive, with valuable ideas and information shared.**

**Resolution:**

- **Schedule a date for a future meeting.**
- **Request a copy of the updated lease document from the Community Centre for Parish records.**

01/25/14

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

**Volunteer risk assessments.**

**01/25/15      Date of next meeting – 19<sup>th</sup> February 2025 at 7.00pm**

The meeting closed at 8.58pm.

Signed,

Chair: Cllr J Edwards

Date: 19th February 2025

DRAFT