

BURN PARISH COUNCIL

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF
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SUMMONS

Parish Councillors: You are hereby summoned to attend a meeting of Burn Parish Council on Thursday 25th April 2024 starting at 19:00 in Burn Chapel Schoolroom. If you cannot attend please let the clerk know at least three clear days in advance giving reasons for your absence.

OFFICIAL NOTICE OF BURN PARISH COUNCIL MEETING TO BE HELD ON 25.04.2024 STARTING AT 19:00 IN BURN METHODIST CHAPEL SCHOOLROOM

Meetings are open to the press and public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960, section 1; amended by the Local Government Act 1972, section 100.

Press and public may not speak when the council is in progress; when councillors are discussing council business; when councillors are in the process of decision making.

- Any parishioner (listener) is entitled to attend this meeting and raise any concerns or questions they may have with the Parish Council. These concerns and questions **must be written and received by the clerk 5 clear days before the meeting**
- Listeners' comments will be taken at agenda item **042402** before the council meeting begins
- **Comments relating to the agenda will be taken first;** the time for this will be restricted to **15 minutes**.
- Listeners may also speak at **agenda item 042417** at the end of the meeting, for information only
- Decisions cannot be made at this meeting on items not on the agenda
- **Cllrs to declare any interest they may have in any items on the agenda**
- Councillors, clerk, public, press and other visitors to sign the attendance book

Agenda items

042401. Welcome

- i. Chairman to welcome all present to the meeting, to remind members of the public present about when they may and may not speak and to remind Cllrs of protocol re declaration of interests in any agenda item.
- ii. Chairman to welcome JD to the meeting as a prospective Cllr.

042402. Comments from residents

- i. Council to receive any comments sent to the clerk in writing or by email.
- ii. Council to receive comments on agenda items from electors present. **(For information only. Cllrs must not join in any discussion or answer any questions raised by residents. Clerk to make note of comments)**

042403. Apologies

- To receive Cllrs apologies & reasons for absence; to consider and **resolve** whether to accept the reasons.

042404. Minutes of 28th March meeting

- Council to discuss and **resolve** whether to accept the minutes of 28th March as an accurate record.
- Chairman to sign the minutes if accepted.

042405. Reports: Council to receive reports from:

- i. Chairman
- ii. NY Councillor
- iii. Other Officers
- iv. Police – Neighbourhood Alert messages, monthly report and speed concerns forwarded to Cllrs
- v. Any other representatives not covered on the agenda

042406. RFO to report on closing balances, payments made and to be made and payments received

- a) Current balances: £15,550.81 - Community Account balance as at 11th April; statement no. 115
- b) Payments made from 12th April 2024 to 18th April 2024 Cheque No.
DD
1. £552.68 – Storage team. VAT £86.34; actual cost £468.34
- c) Payments expected to be made from 19th April to 24th April
1. £73.73 – Payroll Services; VAT £12.29; actual cost £61.44 (Council also has a 20% discount of £15.36)
- d) Payment requests received for payment at PC meeting
1. £480.00 – ANPR data, hardware & software licences. VAT £80.00; actual cost £400.00
 2. £225.00 – YLCA membership subscription.
 3. £504.94 – Zurich insurance. Includes extra for ANPR system.
 4. £394.93 – Clerking plus home/office allowance – April.
- e) Payments received: - none at agenda distribution
- f). Payments received after agenda distribution

042407. Acceptance of report

- Council to **resolve** whether to accept the report, payments made and any payment requests received after agenda distribution.

042408. Policy review

- Council to discuss and **resolve** whether to make any amendments to the current agreed Standing Orders and Financial Regulations previously emailed to Cllrs.

042409. Planning

- a) Planning applications received: - none applicable to Burn
- b) Planning decisions received:
- ZG2023/0899/FULM. Demolish & replace stable block; CoU of agricultural land to equestrian; widen existing vehicular access @ Burn Grange Cottages – permission granted
- c) Planning updates: - None received at agenda distribution
- d) Planning applications of interest:
- Reply to resident re outline application from Campey’s – copy available for members to see

042410. Correspondence received since last meeting; (For information only unless stated otherwise)

- a) NYC – various emails – all forwarded to Cllrs.
- b) Community messaging; forwarded to Cllrs
- c) YLCA – White Rose Bulletin; forwarded to Cllrs. One copy printed.
- d) PKF Littlejohn – Audit information
- e) NY Police – Newsletter & traffic report – forwarded to Cllrs; 1 copy printed
- f) No request for Cllr election – notice of co-option posted
- g) One request for application to be co-opted to the council received
- h) Two expressions of interest received

042411. Action taken since last meeting. *For information only unless otherwise stated.*

- a) Replied to various emails
- b) Reported 13 phishing scams to report.phishing@gov.uk
- c) Dealt with 139 emails up to 18/04/2024 – 69 of which were ‘other’ - adverts
- d) Contacted democratic services re notice for co-option
- e) Sent information re responsibilities of parish councillor to three interested parties
- f) Sent prior notice of resignation of two Cllrs to Democratic Services
- g) Asked for Campey’s application to be put on website
- h) Contacted Ark Computers re replacement laptop

040412. Big Lunch. To discuss plans and **resolve** any action deemed necessary

042413. Christmas Lights - To receive final reports and cost re buying or hiring new lights and **resolve** action.

042414. Resignations

- i] To receive formal resignations from Cllrs A and C Phillipson and **resolve** action
- ii] To receive resignation from the clerk and **resolve** appointment of acting clerk for one year as from 1st June

042415. Councillors Forum: to take and note any points from councillors - no decisions/actions can be taken on any points raised here unless proposed by chairman and agreed by Cllrs.

042416. Items for the next agenda: to note urgent items of interest for discussion at the next meeting

042417. To receive any further comments from public present.

- Council to receive comments from public present on **decisions made on agenda items.** *For information only. Cllrs must not join in. Clerk to make note of any points raised.*

042418. Closed Session.

- i] Council to **resolve** whether to move into closed session to discuss co-option of new Cllr.
- ii] If resolved, members of the public and prospective candidates to be asked to leave the meeting.
- iii] Council to discuss and **resolve** appointment and invite appointee to join the council

042419. Date, time and place of next meeting – To confirm the date, time and place of the next council meeting. This will be the Annual Meeting of the Council and will be preceded by the Annual Parish Meeting

042418: Closure of meeting

Signed ...*FMA Farman*... Clerk to Burn Parish Council. Date: 18/04/2024.

On-going issues and matters of concern – decisions may be taken on any these if requested and council agrees

- Traffic – speed & volume on A19 & safety of pedestrians crossing the A19
- State of pavements
- Traffic ignoring 30mph limit at West Lane
- Local Plan
- Play/amenity area at West Lane/A19