

## 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 25<sup>th</sup> January 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 25.01.2024 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 **012402** 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 012419** 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

#### 012401. 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.

#### 012402. 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)**

#### 012403. Apologies

1. Council to receive any apologies and reasons for absence from Cllrs. To consider and **resolve** whether to accept the reasons given.

#### 012404. Minutes of 30<sup>th</sup> November meeting

- Council to discuss and **resolve** whether to accept the minutes of 30<sup>th</sup> November as an accurate record.
- Chairman to sign the minutes if accepted.

**012405. Reports: Council to receive reports from:**

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

**012406. RFO to report on closing balances, payments made and to be made and payments received**

a) Current balances: **START HERE**

- i. £17,455.43– Community Account balance as at 11<sup>th</sup> January statement no. 112

b) Payments made from 12<sup>th</sup> December 2023 to 11<sup>th</sup> January 2024

	Cheque No.
1. £552.68 – Storage team. VAT £86.34; actual cost £468.34	DD
2. £804.00 – Acorn Lighting – ANPR fitting etc. VAT £134.00; actual cost £670.00	100398
3. £868.10 – ANPR payment transfer. VAT 114.83; actual cost £753.27	BP
4. £394.93 – Clerking; December plus home/office allowance	100399
5. £276.80 – HMRC – clerk's PAYE	100400
6. £ 15.00 – HSBC usage charges	DR
7. £ 35.00 – ICO registration	DD

c) Payments to be made from 12 January

1. £552.68 – Storage units x 2. VAT £86.34; actual cost £468.34	DD
2. £394.93 – Clerking; January plus home/office allowance	100502
3. £363.60 – Lighting & Signs – removal of Christmas lights. VAT £60.60; actual cost £303.00	100503

d) Payments requests received for payment at PC meeting

e) Payments received - £868.10 – returned ANPR cheque

f) Payments received after agenda distribution

**012407. Acceptance of report**

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

**012408. Planning**

a) Planning applications received: -

- i] ZG2023/1253/HPA; application for erection of part single, part double storey front and side extension at 2 The Cottages, West Lane. Council to discuss and **resolve** observations
- ii] ZG2023/0484/REM; reserved matters application (including appearance, landscaping, layout and scale) following the approval of planning application 2022/1242/OUT for 3 No. dwellings with access from Doncaster Road. Council to discuss and **resolve** observations

b) Planning decisions received: - ????

c) Planning updates: - None received at agenda distribution

**012409. 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) Selby Self Storage – info re payments and invoices.
- d) Clerks and Councils Direct – for Cllrs.
- e) Christmas card from Weedfree
- f) Email of thanks from Keir Mather, MP, re his Christmas visit
- g) Monthly update from police re local happenings – forwarded to Cllrs

**012410. Action taken since last meeting.** *For information only unless otherwise stated.*

- a) Replied to various emails
- b) Reported 15 phishing scams to report.phishing@gov.uk
- c) Completed and posted £2,253.18 VAT refund request form for the period 23/03/2023 to 31/12/2023.
- d) Sent off precept request
- e) Dealt, along with vice-chairman, with money transfer to CCC4business re ANPR payment
- f) Contacted Blachere illuminations re catalogue and costs
- g) {aid Acorn Lighting for completing installation of ANPR system

**012411. Website update**

- To receive update on progress re developing new website and **resolve** action

**012412. Christmas Lights**

- Council to discuss possibility of hiring or buying new lights and **resolve** action.

**012413. 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.

**012414. Items for the next agenda:** to note urgent items of interest for discussion at the next meeting

**012315. 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.*

**012416. Date, time and place of next meeting** – To confirm the date, time and place of the next council meeting

**012417: Closure of meeting**

Signed ...*FMA Farman*... Clerk to Burn Parish Council.      Date: 18/01/2024.

**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