

BURN PARISH COUNCIL

Chairman: Cllr Mr C Phillipson

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF
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MINUTES OF BURN PARISH COUNCIL'S TEAMS SESSION HELD ON 29.04.2021 @ 19:00

Present: Cllrs C Phillipson; A Phillipson; B Phillipson. Clerk – M Farman

042101. Welcome

- i. The chairman to welcome all who joined in the 'Teams' session.

042102. Public Comments:

- i. No e-mailed comments received from residents.
- ii. No residents joined in the session.

042103. Apologies:

- i. Council received apologies and reasons for absence from Cllrs JB; CP. & EB and **resolved** to accept the reasons given. Cllr DG could not access the meeting; Cllr PS has leave of absence.

042104. Summary of 25th March meeting:

- Council **resolved** to accept the summary of 25th March as an accurate record.

042105. Signing of summary:

- Council resolved that the accepted summary is to be signed at the next face-to-face meeting of the council.

042106. Reports - Council received the following reports:

- i. Chairman – the Wheatsheaf is still doing take away meals and is using the council's marquee
- ii. County Councillor – no report
- iii. District Councillor – is now Chairman of SDC's Policy Committee
- vii. Other Officers – no reports
- vi. Police – Community Watch info forwarded to Cllrs
- vii. Any other representatives not covered on the agenda – no reports

042107. RFO's report on closing balances; payments made; payments to be made and funds received:

a) Current balances

- i. £33,057.55 – Community Account balance as at 11 April 2021 statement no. 79. (Please note that the closing balance at the end of March was £33,781.51. This will be the closing balance for the year ending 31 March 2021.)

b) Payments made since the last meeting

- | | |
|--|--------------------------|
| 1. £175.76 – Selby Self Storage. VAT £29.29; actual cost £145.47 | Cheque no.
S.O. April |
| 2. £258.20 – HMRC – clerk's PAYE | 100261 |
| 3. £ 41.76 – Payroll Services. VAT £6.96; actual cost £34.80 | 100262 |
| 4. £143.76 – Ink, paper, website management. | 100263 |
| 5. £362.05 – Clerking – March | 100264 |
| 6. £1,0000 – Path to schoolroom – S137 donation. | 100265 |

c) Payments requests received after session preparation

Cheque no

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1. £200.40 – Tiger print. Vat £33.40; actual cost £167.00 100270
- d) Payments received – £60.00 field rent. Banked 15/04/2021.
£6,806.92 precept, 1st half. Banked 30/04/2021
- f) Council **resolved** to accept the report and make the payments as listed above.
- g) Issued before 31st March but not paid in before 31st March
- i. £723.96 – new bench 100260
 - ii. £143.76 – ink, paper, website 100263
- A total of £867.92 to be carried forward to 2021/22 accounts as unrepresented.

042108. Planning

- a) Planning applications received: - concern re suitability of current road infrastructure to accommodate HGV's turning into and out of proposed industrial use at Common lane .
- b) Planning decisions received – none received at agenda distribution

042009. Correspondence received since last meeting; *(For information only unless stated otherwise)*

- a) YLCA – various emails; forwarded to Cllrs
- b) SDC – various emails; forwarded to Cllrs
- c) Community messaging; forwarded to Cllrs
- d) Death of HRH Prince Philip – various emails; forwarded to Cllrs
- e) Invoice from Selby Self Storage
- f) Info re Easter event
- g) Info from internal auditor – forwarded to Cllrs
- h) Audit forms received from PKF Littlejohn
- i) Letter of thanks from Burn Methodist Church for contribution towards the footway refurbishment

042110. Action taken by the clerk since last meeting. *For information only unless otherwise stated.*

- a) Replied to resident re flood warning letter
- b) Contacted SDC re removal of fly tipping materials at Common Lane
- c) Contacted insurance companies – waiting for quotes
- d) Contacted insurance company re voluntary help – if organised by PC risk assessment needed and safety clothing to be supplied
- e) Checked repair/renewal for footway to the chapel schoolroom
- f) Asked Mr A Wray if he is prepared to carry out the council's internal audit
- g) Prepared and sent out condolence book For HRH

042111. Internal Audit:

- Mr A Wray has agreed to carry out the council's internal audit.

042112. Audit Arrangements:

- Council **resolved** whether complete certificate of exemption from external audit as income and expenditure are both below £25,000.00.

042113. Neighbourhood Plan.

- Currently in the process of discussions re development.

042114. Notice Boards.

- Council discussed the current state of the notice boards and **resolved** that the clerk contact N Reeson re cost of repairs.

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042115. Councillors' Forum:

- a) To take and note any points of concern from Cllrs.
 1. The Easter vouchers were received well
 2. Thanks were expressed to the two boys who did a litter pick around the village
 3. Query re possibility of restoring the old mill stone
 4. Big lunch – the possibility of some form is being looked into
 5. Query re possibility of having ANPR installed

042116. Public Forum:

- No public joined in the meeting reached by council.

042117. Items for next Agenda:

- Audit forms.

042118. Date and time of next meeting

- **Agreed** that, if possible, this would be on Thursday 27th May in the schoolroom. The annual parish meeting to start at 19:00 and the Annual Meeting of the Council to start at 19:30
- If there is no lifting of the current pandemic situation, the meetings will be held in the marquee at the above times.

042119. Closure of session

- The session closed at 19:50

Signed: *C Phillipson* Chairman, Burn Parish Council.

Date: 27th May 2021

Action points from the meeting.

- Chairman – continue with NHP preparation
- Clerk – continue with audit preparation
- Clerk – submit planning comments
- Clerk – contact N Reeson re notice boards
- Clerk – check ANPR regs
- Clerk – send off certificate of exemption