

## 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 ANNUAL MEETING HELD ON 25.05.17, 19:00 IN BURN METHODIST CHAPEL SCHOOLROOM

**Present:** Cllrs C Phillipson; A Phillipson; B Phillipson; E Boldan; D Stephenson. Clerk – M Farman

#### **051701. Election of Chairman and acceptance of office by councillors**

- i. Councillors proposed, seconded and **elected** Cllr C Phillipson as Chairman for the year 2017-18.
- ii. The Chairman signed the acceptance of office which was witnessed and signed by the clerk

#### **051702. Election of Vice-chairman:**

- i. Councillors **resolved** to elect a vice-chairman for the year
- ii. Cllr P Storr, having previously expressed a desire to stand as vice-chairman, was proposed, seconded and **elected** as vice-chairman for the year 2017-18. It was resolved that the acceptance of office is to be signed at the next meeting.

#### **051703. Welcome:**

- i. The Chairman welcomed all present to the meeting.
- ii. Comments on agenda items from electors present – none present; no comments.

#### **051704. Apologies:**

- Council received reasons and apologies for absence from Cllr Storr; council considered and **resolved** to accept the reasons given.

#### **051705. Minutes of 27 April meeting:**

- Council discussed and **resolved** to accept the minutes of 27 April as an accurate record.

#### **051706. Signing of minutes:**

- The Chairman signed the accepted minutes.

#### **051707. Committees:**

- Council **decided** not to form any committees

#### **051708. Outside Bodies:**

- Council **resolved** to appoint the following representatives to outside bodies;
  1. Brayton Joint Burial Authority – Cllr D Green
  2. Yorkshire Local Councils Association (YLCA) – Cllr A Phillipson

#### 051709: Reports

- **Council to receive reports from:**
  - i. Chairman – waiting for meeting with YLCA; black box requested
  - ii. County Councillor – no report
  - iii. District Councillor – no report
  - iv. Other Officers – no reports
  - vi. Police – no report
  - vii. Any other representatives not covered on the agenda – no reports

#### 051710. Audit

- i. Internal audit – clerk reported that all went well. Report expected for next meeting
- ii. External audit - council completed, and chairman signed, the Governance Statement

#### 051711. RFO to report on closing balances and payments to be made

##### a) Current balances

- i. £37,133.59 – Community Account balance as at 11 May statement no. 32

##### b) Payments made - none made since last meeting

##### c) Payments made at the meeting

- i. £319.63 – Clerking; includes pay rise and £15 for use of home as office
- ii. £275.28 – Insurance; long term agreement to 1<sup>st</sup> June 2021

Cheque no.  
100090  
100091

##### d) Payments received:

- i) £5,900.53 – SDC precept plus support grant – 1<sup>st</sup> of two instalments

#### 051712. Council **resolved** to accept the report and make the payments as listed above

#### 051713. Planning

- a) Planning applications received: - Council discussed application 2017/0468/HPA, proposed conversion of attached garage to habitable space including replacement of garage door with windows and brick/render at Oak Tree House, and **resolved** to make no comments
- b) Planning decisions received – none received
- c) Planning updates: - enforcement involved in car sales at the Anchor Inn site

#### 051714. Correspondence received since last meeting; *(For information only unless stated otherwise)*

- a) Clerk and Councils Direct - magazine for circulation
- b) Involved – AVS magazine for circulation
- c) Enforcement – emails concerning the Anchor Inn

#### 051715. Action taken since last meeting. *For information only.*

- a) Damaged grates reported to Highways
- b) Internal audit completed
- c) Highways contacted re state of road at roundabout
- d) Enforcement contacted re car wash cafe

#### 051716. Nov 11th:

- **Resolved** to leave until next meeting

#### 051717. Big Lunch:

- To be held on 2<sup>nd</sup> July. Band organised. All arrangements in hand.

**051718. Garden Competition:**

- To be held on Tuesday 4<sup>th</sup> July

**051719. Standing Orders and Financial Regulations.**

- Council **resolved** to make no amendments to previously circulated documents

**051720. a) Councillors Forum:**

- Concern raised re current problem of adders on the airfield – notices to be prepared
- Concern raised re repairs needed to notice board

on any points raised here

**b) Items for the next agenda:** none, other than 431 75<sup>th</sup> anniversary and internal audit report

**051721. Further comments from public present – none present**

**051722. Dates, times and place of meetings for 2017-18**

- Next meeting to be held on Thursday 22<sup>nd</sup> June, 19:00, Burn Chapel Schoolroom. Thereafter on the last Thursday of each month unless notified otherwise

**051723. Closure of meeting**

- The meeting closed at 19:30

Signed: *C Phillipson.* Chairman. Date: 22<sup>nd</sup> June 2017

**Action points from the meeting**

- Clerk – Scan and email copy of ‘Notice of Public Rights’ to Cllrs
- Clerk – Contact enforcement re Anchor Inn car sales reply
- Clerk – Obtain quote for notice boards repairs