

BURN PARISH COUNCIL

Chairman: Cllr Mr C Phillipson

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF
parish.councilfmaf@yahoo.com; 01757 228 325

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 Cheque no.
 - i. £319.63 – Clerking; includes pay rise and £15 for use of home as office 100090
 - ii. £275.28 – Insurance; long term agreement to 1st June 2021 100091
- d) Payments received:
 - i) £5,900.53 – SDC precept plus support grant – 1st 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 2nd July. Band organised. All arrangements in hand.

051718. Garden Competition:

- To be held on Tuesday 4th 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 75th 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 22nd 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: 22nd 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