

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 27.05.2021 STARTING AT 19:00 IN BURN METHODIST CHAPEL SCHOOLROOM

Present: Cllrs C Phillipson; E Boldan; B Phillipson; C Pearson (also SDC & NYCC). Clerk – M Farman

052101. Election of Chairman and acceptance of office

- i. Councillors elected Cllr C Phillipson to act as Chairman for the year.
- ii. Cllr Phillipson signed the acceptance of office which was witnessed and signed by the clerk

052102. Election of Vice-chairman and acceptance of office:

- i. Councillors **resolved** to elect, in absentia, Cllr J Benaddi as vice-chairman for the year
- ii. Cllr C Phillipson to contact Cllr Benaddi; the clerk to bring the necessary form to the next meeting

052103. Welcome:

- Chairman to welcome Cllrs and electors present at the meeting.

052104. Comments from residents

- a) No comments sent to the clerk in writing or by email.
- b) No electors present therefore, no comments

052105. Apologies:

- Apologies and reasons for absence were received from Cllrs J Benaddi, A Phillipson, P Storr; council considered and **resolved** to accept the reasons given.

052106. Minutes of 29 April meeting:

- Council **resolved** to accept the minutes of 29 April as an accurate record.

052107. Signing of minutes:

- The chairman **signed** the accepted minutes.

052108. Committees:

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

051909. Outside Bodies:

1. Council **resolved** to appoint: Cllr C Pearson as its representative on the Brayton Joint Burial Authority;
Cllr J Benaddi as its representative to the YLCA.
2. Council confirmed that none of its councillors are members of school governing bodies

052110: Reports – Council received reports from:

- i. Chairman – report as per APM; to contact new Police/Crime Commissioner re APNR asap.
- ii. County Councillor - no report
- iii. District Councillor – SDC Cllr C Pearson is now chairman of the Policy Committee; this includes licensing
- iv. Other Officers – no reports
- vi. Police – Neighbourhood alert messages forwarded to Cllrs
- vii. Any other representatives not covered on the agenda – no reports

052111. Audit

- i. The clerk presented the Bank Reconciliation and Explanation of Variances forms; Council **agreed** accuracy and **resolved** acceptance
- ii. Council **completed**, and chairman **signed**, the Governance Statement on the external audit form
- iii. Council **agreed** the previously emailed Accounting Statement which was **signed** by the chairman.

052112. RFO's report on closing balances and payments to be made

a) Current balances

- i. £38,187.48 – Community Account balance as at 11 May 2021 statement no. 80

b) Payments made

- £175.76 – Selby self Storage. VAT £29.29; actual cost £146.47

Cheque no.
(Standing Order)

c) Payments to be made

d) Payments requests received after agenda preparation – council to receive and **resolve** payment

- i. £200.40 – Tiger Print (previous cheque cancelled) 100270
- ii. £380.57 – Clerking; May 100271
- iii. £400.12 – Insurance for 2021-22 100272

e) Payments received:

- i) £ 60.00 – Field rent
- ii) £6,806.92 – SDC – precept; 1st of two instalments

052113. Council **resolved** to accept the report and make the payments as listed above.

052114. Planning

a) Planning applications received:

- i. Council discussed application for dealing with TPO'd trees at Park Lane and **agreed** to make no comment
- ii. Council discussed application from Honeypot Farm and **agreed** acceptance
- ii. Planning decisions received – none received
- iii. Planning updates: - none received

052115. Correspondence received since last meeting; (For information only unless stated otherwise)

- a) Clerk and Councils Direct - magazine for circulation
- b) YLCA – various emails; forwarded to Cllrs
- c) SDC – various emails and election info; forwarded to Cllrs
- d) Community messaging; forwarded to Cllrs
- e) Quote for repairs to Notice Boards - £300 incl. VAT. (See agenda item 052117)

052116. Action taken since last meeting. For information only.

- a) Bank Reconciliation and Variance forms completed
- b) External audit forms completed

- c) Highways contacted
- d) Joiner contacted re notice board repairs
- e) Bench suppliers contacted re receipt of cheque – received and paid in on 6th April 2021

052117. Notice Boards:

- Council discussed the quote of £300 for repairs and **resolved** to accept. Clerk to notify NR

052118. Big Lunch:

- Chairman reported that a possible delay until September is likely.

052119. Burn in Bloom:

- Council discussed the possibility of holding the competition this year and **resolved**, subject to covid decision on 21st June and agreement with the Wheatsheaf, to go ahead with this on Monday 28th July

052120. Standing Orders and Financial Regulations.

- Council **resolved** not to make any amendments and accept the previously circulated documents

052121. a) 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.

- The possibility of joining in the 'plant a tree' scheme was raised.

b) Items for the next agenda:

- Plant a tree
- Code of Conduct

052122. Comments from public present on decisions made on agenda items.

- No public present.

052123. Dates, times and place of meetings for 2021-22

- The last Thursday of each month, except August & December, Starting at 19:00 in the Chapel Schoolroom.
- All the above subject to change depending on the pandemic situation
- The next meeting is on Thursday 24th July starting at 19:00 in the Chapel Schoolroom

052124. Closure of meeting

- The meeting closed at 19:45

Signed: *C Phillipson* Chairman. **Date:** 24 June 2021

Action points from the meeting

- Chairman – contact Cllr JB re vice-chairmanship
- Chairman – contact new PCC re possibility of APNR asap
- Clerk – bring acceptance of office form to the next meeting
- Clerk – notify NR re acceptance of quote for notice board repairs
- Clerk – liaise with Cllrs BP & EB re Burn in Bloom
- Clerk – liaise with the Wheatsheaf re Burn in Bloom