

# 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 MEETING HELD ON 24.02.2022 STARTING AT 19:00 IN BURN METHODIST CHAPEL SCHOOLROOM

**Present:** Cllrs C Phillipson; J Benaddi; B Phillipson; E Boldan; D Green. Clerk – M Farman

### 022201. Welcome

- i. The chairman welcomed all present.
- ii. Cllrs C Phillipson and B Phillipson declared an interest in agenda item 022207.

### 022202. Comments from residents

- i. No comments sent to the clerk in writing or by email.
- ii. No electors present.

### 022203. Apologies

- Council received apologies and reasons for absence from Cllrs C Pearson and A Phillipson. Council considered and resolved to accept the reasons given. Cllr P Storr has been granted leave of absence.

### 022204. Minutes of 16<sup>th</sup> December meeting

- Council discussed and **resolved** to accept the minutes of 16 December as an accurate record.

### 022205. Signing of minutes:

The chairman **signed** the accepted minutes.

### 022206. Reports: Council to receive reports from:

- i. Chairman – request submitted for funding towards the cost of an ANPR system. No reply as yet.
- ii. County Councillor – no report
- iii. District Councillor – no report
- iv. Other Officers – info by email re May's election, forwarded to cllrs
- vi. Police – Neighbourhood Alert messages forwarded to Cllrs; Police to attend the June meeting.
- vii. Any other representatives not covered on the agenda

### 022207. RFO to report on closing balances, payments made and to be made and payments received

#### a) Current balances

- i. £33,229.49 – Community Account balance as at 27 January 2022 statement no. 88

#### b) Payments made from 16 December to 27 January December.

- |  |                            |
|--|----------------------------|
| 1. £175.76 – Selby self Storage. VAT £29.29; actual cost £146.47 | Cheque number              |
| 2. £265.80 – HMRC – Clerk's PAYE                                 | (Standing Order)<br>100300 |

- |  |        |
|--|--------|
| 3. £380.57 – Clerking – December                                       | 100301 |
| 4. £510.00 – Weedfree – weed control. VAT £85.00; actual cost £425.00. | 100302 |
| 5. £ 20.00 – Poppy wreath (S137)                                       | 100303 |
| 6. £ 50.40 – Autela – payroll services. VAT £8.40; actual cost £42.00  | 100304 |

January

- |  |                  |
|--|------------------|
| 7. £ 16.00 – Bank charge deduction   | HSBC             |
| 8. £ 35.00 – ICO   | Direct debit     |
| 9. £175.00 – Selby self storage-should be £223.91. VAT £35.15; actual cost £188.76 | (Standing Order) |
| 10. £ 48.15 – Underpayment; SO not yet changed; by hand                            | 100305           |
| 11. £ 58.15 – Previous under payment not received; includes £10 surcharge          | 100306           |
| 12. £380.57 – Clerking – January   | 100307           |
| 13. Cancelled – written in error   | 100308           |
| 14. Cancelled – written in error   | 100309           |
| 15. £594.52 – MRL – Christmas lights installation. VAT £99.09; actual cost £495.43 | 100310           |
| 16. £363.60 – MRL – Christmas lights removal. VAT £60.60; actual cost £303.00      | 100311           |

c) Payments to be made

- £223.91 – Selby Self Storage. VAT £35.15; actual cost £188.76 (Standing Order)

d) Payment requests received after agenda preparation

- £380.57 – Clerking – February 100312

e) Payments received after agenda preparation

f) Quote from Weedfree re cost for weed and moss control on footways. Cllrs B & C Phillipson declared n interest and took no part In the discussion. Council **resolved** to accept the quote for 2022-23.

**022208. Acceptance of report**

- Council **resolved** to accept the report, agreed the payments made and agreed to make those received since the agenda preparation

**022209. Planning**

- a) Planning applications received: - none received
- b) Planning decisions received – permission granted for 2020/1358/HPA
- c) Planning updates – none received

**022210. 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; forwarded to Cllrs
- d) Community messaging; forwarded to Cllrs
- e) Village gateway signs; forwarded to Cllrs – discuss and **resolve** any action
- f) HMQ’s Platinum Jubilee; forwarded to Cllrs –council **resolved** to accept the plans and to give financial support up to £2,000
- g) Spring clean up; forwarded to Cllrs – council discussed and **resolved** not to take part formally

**022211. Action taken since last meeting. For information only.**

- a) Police presence agreed for June meeting – queries to be submitted prior to meeting
- b) Underpayments sent to Selby self storage
- c) Emails, as detailed in 022210, forwarded to Cllrs
- d) Invoices paid as detailed above

**022212. Notice Boards**

- Council discussed costs and **resolved** to seek more quotes.

**022213. Internal Audit:**

- Council discussed and **resolved** to ask Mr A Wray to carry out the internal audit.

**022214. Policy reviews.**

- Council discussed the following policies: Internal Audit Requirements; Standing Orders; Financial Regulations, emailed to Cllrs; and **resolved** to accept them with no amendments.

**022215. 5th May elections.**

- The clerk reminded Cllrs that they have to stand down and, if they so wish, complete the necessary forms to put themselves forward for re-election.

**022216. Selby Self Storage.**

- Council discussed and **resolved** that the chairman changes the Standing Order.

**022217. Councillors Forum:** to take and note any points from councillors

1. Concern re continued speeding down West Lane
2. Concern re rabbiting with ferrets
3. Concern re tree stump left after felling – chairman to email clerk with details; clerk to contact tree surgeon re removal of stump.

**022218. Items for the next agenda:**

- Notice boards
- Platinum celebrations progress

**022219. To receive any further comments from public present.**

- No public present

**022220. Date, time and place of next meeting.**

- Thursday 31<sup>st</sup> March starting at 19:00 in the Burn Methodist Chapel Schoolroom.

**022221. Closure of meeting**

- The meeting closed at 20:15

Signed: *C Phillipson*. Chairman to Burn Parish Council. Date: 31<sup>st</sup> March 2022

**Action points from the meeting**

- Chairman – send details of exact position of tree stump to the clerk
- Chairman – see to revised S.O. payment
- Clerk – contact tree surgeon re stump
- Clerk – contact internal auditor
- Clerk – accept Weedfree’s quote
- Clerk – update accepted policies & re-send to cllrs