

## 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 MEETING HELD IN BURN METHODIST CHAPEL SCHOOLROOM ON 28.09.2023

**Present:** Cllrs C Phillipson; C Pearson; A Houlden; A Phillipson; E Boldan;. Clerk – M Farman.

#### 102301. Welcome

- i. The chairman welcomed all present to the meeting and reminded Cllrs re declaration of interests.

#### 102302. Comments from residents

- i. Comments sent to the clerk in writing or by email – horse droppings @ West Lane; request re possible funding for mums and tots group; new members of gliding club committee. Verbally – state of hedge @ West Lane/Main Road site; query re possible start date of development at the site.
- ii. Comments on agenda items from electors present – no residents present.

#### 102303. Apologies

- 1) Council received apologies and reasons for absence from Cllrs JB and AR. Council considered and **resolved** to accept the apologies. Council also received apologies from NY Cllr Lunn and PCSO Simpson

#### 102304. Minutes of 28<sup>th</sup> September meeting

- Council **resolved** to accept the minutes of 28<sup>th</sup> September as an accurate record.
- The chairman signed the accepted minutes.

#### 102305. Reports:

- I] Chairman – thanks to Drax School Cadets for assistance in cleaning around the war memorials; clerk to Send letter of thanks to the head teacher
- li] NY Councillor – no report
- lii] Other Officers – no reports
- lv] Police – Neighbourhood Alert messages forwarded to Cllrs
- v] Any other representatives not covered on the agenda – Website. Work on the new website is well under way

#### 102306. RFO's report on closing balances, payments made and payments received

a) Current balance:

- i. £18,722.25– Community Account balance as at 11/09/2023 statement no. 108

b) Payments made from 27<sup>th</sup> July to 11<sup>th</sup> September

- |  |                      |
|--|----------------------|
| 1. £43.48 – 2 x HP printer cartridges                      | Cheque No.<br>100378 |
| 2. £11.00 – HSBC usage charges                             | DR                   |
| 3. £552.68 – Storage Team. VAT £86.34; actual cost £486.34 | DD                   |
| 4. £394.93 – Clerking, August, plus home/office allowance  | 100379               |
| 5. £100.80 – Wordpress – website domain                    | 100380               |

b) Payments to be made:

1. £465.60 – Weedfree, path clearance. VAT £77.60; actual cost £388.00.	100381
2. £552.68 – Storage Team. VAT £86.34.; actual cost £468.34	DD
3. £252.00 – PKF Littlejohn; VAT £42.00; actual cost £210.00	100382
4. £276.66 – HMRC; clerk's PAYE	100383
5. £394.93 – Clerking, September, plus home/office allowance	100384

c) Payment requests received after agenda preparation – none received

d) Payments received after agenda preparation – second half of precept, £7,500.00, received

**102307. Acceptance of report**

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

**102308. Interim External Audit**

- Clerk presented and explained the findings of the interim external audit. Council discussed and **resolved** that no further action was necessary.

**102309. Planning:**

- Planning applications received: - ZG2023/0899/FULM received 21/09/2023. Proposed dempolution of existing stable block, erection of replacement stable block, change of use of agricultural land to equestrian at Burn Grange Cottages.
- Council discussed and **resolved** to make no comments.
- Planning decisions received: - none received
- Planning updates: - email from developers of site at junction of West Lane & Main Road – start date delayed due to lay-out changes requested by planning

**102310. Correspondence received since last meeting; (For information only unless stated otherwise)**

- Clerks & Councils Direct – for distribution
- NYC – various emails. Mainly about refuse collectors' strike action; forwarded to Cllrs
- Community messaging; forwarded to Cllrs
- Selby Self Storage – info re payments and invoices.
- Several emails from PKF Littlejohn - forwarded to Chairman and external auditor
- Email re provision for youth activities – forwarded for Cllrs; not applicable to Burn
- Resident's re horse droppings @ West Lane – Cllrs discuss and **resolved** reply for clerk to make
- Email from PKF Littlejohn re conclusion of audit – forwarded to Cllrs.
- Email from gliding club – discussed & **resolved** the clerk invite committee members to the next meeting
- Reply re crossing at Blossoms day nursery – forwarded to Cllrs – 'children crossing' signs are in place
- Email re possible Christmas event arrangements
- Highways response re request for 20 mph limits – survey and signs would have to be borne by the PC
- Hackney carriage notice – forwarded to Cllrs
- Request for info re RCAF 431 squadron from JG re relative killed in action whilst stationed at Burn – forwarded to Cllrs & SH. Info sent to relative; **resolved** to invite her to the Remembrance event

**102311. Action taken since last meeting. For information only unless otherwise stated.**

- Replied to various emails
- Reported 14 phishing scams to report.phishing@gov.uk
- Contacted Highways re gully sucker and straw clearance
- Contacted Highways re concerns about possibility of Campeys proposed development
- Contacted Richerts re hedge

f) Replied to RCAF 431 squadron request

**102312. Policy/Procedure reviews**

1) Council discussed previously emailed policy – Financial Risk Assessment and **resolved** to accept.

**102313. ANPR:** - Chairman has sent a request re availability for installation during October.

**102314. Remembrance Sunday**

- Council discussed arrangements and **resolved: i}** the clerk to order 2 poppy wreaths. 2) the clerk to email the relative re RCAF 431, invite her to visit Burn and possible lay a wreath.

**102315. Christmas event**

- Keir Mather MP will be attending the tree festival in the Chapel 2<sup>nd</sup> December and will switch on the Christmas lights. Council agreed the proposed arrangements and **resolved** to ask the MP to choose a charity for the coming year. It is hoped to have a band playing Christmas music and some singers to lead the carol singing. Council discussed the condition of lights & PA system; resolved to have the lights tested as per usual and the PA system to be replaced.
- Santa, accompanied by the elves and Paula Marie, will do the usual round of the village on 17<sup>th</sup> December. Further details will be posted on the website and village social page.

**102316. Councillors Forum:**

- 1] Concern re overgrown hedge at the end of West Lane – clerk to contact owner
- 2] Broken and faulty reflectors at gateway pinch points – clerk to contact Highways
- 3] Concern over vehicles speeding along West Lane

**102317. Items for the next agenda:** none raised.

**102318. Further comments from public present** – no public present

**102319. Date, time and place of next meeting** – Thursday 26<sup>th</sup> October; 19:00 in Burn Chapel Schoolroom.

**102320: Closure of meeting** - the meeting closed at 20:00

Signed *C Phillipson* Chairman; Burn Parish Council.      Date: 26<sup>th</sup> October 2023

**Action points from the meeting**

- Chairman – organise installation of ANPR system
- Chairman – organise checking of Christmas lights
- Clerk – invite members of the gliding club committee to the next meeting
- Clerk – invite JG to the remembrance Sunday service and wreath laying
- Clerk – organise purchase of 2 poppy wreaths
- Clerk – liaise with SH re asking th MP to name a charity
- Clerk – contact Highways re damaged reflectors at gateway pinch points
- Clerk – reply re horse muck on road
- Clerk – contact owner re overgrown hedge