

BURN PARISH COUNCIL

Chairman: Cllr C Phillipson

Clerk & Finance Officer: Mrs FMA Farman Three Greens, The Green, Gateforth, YO8 9LF
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MINUTES OF BURN PARISH COUNCIL ORDINARY MEETING HELD IN BURN METHODIST CHAPEL ROOM, 27 MARCH 2014, 7.00pm

Present: Cllrs. C Phillipson; P Storr; S Hearld; A Phillipson; B Phillipson. Clerk – M Farman. One resident

031401. Welcome:

- The chairman welcomed all to the meeting.

031402. Public Forum:

- The member of the public congratulated the parish council and Cllr Hearld on the quality and content of the latest newsletter.
- Council was informed of views received re the precept increase. Approximately 50% queried the rise; 50% were supportive

031403. Apologies:

- Council received apologies and reasons for absence from Cllrs Bellamy, Boldan and W Hearld and **resolved** to accept the reasons given.
- Council also received apologies from County Cllr C Pearson

031404. Minutes of 27 February meeting:

- After amending those present, Cllr Storr was not in attendance, council resolved to accept the minutes of 27th February as an accurate record.

031405. Signing of minutes:

- The chairman initialled the amendment and signed the accepted minutes.

031406. To receive reports from: *(for information only)*

- Chairman – the newsletter has gone out to each household and a reply has been sent re the precept increase to a concerned resident
- County Councillor – no report
- District Councillor – no report
- Police – no report
- Representatives to outside bodies
 - Burial board – there are problems with moles; the board has published conditions re graves and memorials
 - Area Committee – no report; no meeting until April
 - Community Engagement Forum – no report
 - Any other representatives - none

031407. RFO's report on current balances, payments made and to be made

- i. Current account - £11,569.30 as at 04.03.14 (actual amount available £11,482.81; uncashed cheques total £86.49)
- ii. Savings account - £ 4,998.441 as at 04.03.14
- iii. Payments made since last meeting Cheque No.
100809
£86.49 – Clerking (includes £13 use of home as office)
- iv. Payment requests received since agenda preparation 100810
£55.20 – HMRC; clerk's PAYE 100811
£182.00 – YLCA membership; council discussed the benefits and **resolved** to re-join
- v. Money received since last meeting – none received
- vi. VAT reclaim of £555.21 submitted
- vii. Council discussed and **resolved** to accept and approve the report and payments

031408. Internal Audit

- Council **resolved** to accept the internal audit plan, previously emailed to councillors, and **resolved** to ask H Guest to carry out the internal audit
- The clerk explained the external audit arrangements for 2013-14.

031409. Planning:

- i. Applications – None received.
- ii. Decisions – Approval granted to Saalbach House for the new garage and re-alignment of access
- iii. Planning updates – no updates

031410. Policy reviews

- o Council discussed and **resolved** to accept the updated Standing Orders, Financial Regulations, Internal Controls and Risk Assessments. Requested that the confirmed documents are emailed to councillors

031411. Correspondence received since last meeting (*for information only unless stated otherwise*)

- i. Proposed new arrangements for transparency and accountability of account – to be emailed to councillors. Comments to be sent to the clerk
- ii. Highways – more details needed re state of pavement from Anchor Inn to Burn
- iii. White Rose magazine – electronic only; to be emailed to councillors
- iv. External Audit form
- v. Review of Community Governance Arrangements – to be scanned and emailed to councillors
- vi. Knottingley Power project
- vii. Clerks and Councils Direct magazine

031412. Action taken since last meeting

- i. Saalbach and Beech Tree House planning observations emailed to SDC
- ii. SDC and HCA contacted re rubbish dumping and fly tipping on airfield; photographs emailed.
- iii. Highways contacted re state of pavement from Burn to the Anchor Inn
- iv. Contact re non-working lights – Cllr B Phillipson

031413. Minor items. Action taken by the clerk under delegated powers as set out in Standing Orders: - detailed in agenda item 011412 i. ii. iii.

031414. Councillors Forum.

- o Cllr B Phillipson – 'Seedlings' contacted re judging garden competition; www.seedlings-carlton.com

- Cllr B Phillipson – the gate at the entrance to the airfield has been broken; to be reported

031415. Items for the next agenda.

- External audit form
- Community Governance arrangements
- Road/path repairs

031416. Comments from public present:

- No further comments on the meeting from the member of public present

034317. Date, time and place of next meeting:

- Thursday 24th April 2014, 7.00 pm, Burn Chapel Room

031418. Closure of meeting

- The meeting closed at 8.40 pm



Signed

Chairman.

Date: 24 April 2014

Action points from the meeting

- Cllr C Phillipson – report broken gate at airfield entrance
- Clerk – email draft transparency code to Cllrs
- Clerk – contact possible internal auditor
- Clerk – query ownership of grass verges at Main Road
- Clerk – reply to Highways re state of pavements
- Clerk – write to SDC re Community Governance consultation document
- Clerk – email confirmed policy documents to Cllrs