

## BURN PARISH COUNCIL

Chairman: Mr 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 MEETING HELD ON 25.04.2024 STARTING AT 19:00 IN BURN METHODIST CHURCH SCHOOLROOM

**Present: Cllrs C Phillipson; C Pearson; A Phillipson; E Boldan. Clerk – M Farman; NY Cllr C Lunn. 2 residents.**

#### 042401. Welcome

- i. The Chairman welcomed all present to the meeting and asked members if they would agree to item 042412 being discussed at this point in time. Members **resolved** to agree.
- a) Resident SH thanked A & C Phillipson for their work for the village over the past 20 years and reported that the new website should be up and running by the middle of June 2024. Discussion re usage followed. It was **resolved**, with the agreement of SH, that SH contacts the website provider to address the issues raised during discussion.
- b) SH reported on the plans for Burn's 'Big Lunch' on Sunday 2<sup>nd</sup> June. The marquee will be erected during the morning of Saturday 1<sup>st</sup> June by a band of stalwart volunteers. Members **resolved** to donate up to £1,000 to support the event. S Davison, accompanied by a TV crew, is to address residents and thank them for their support for Ukraine; the Selby Community Choir is to provide entertainment with 'showtime songs' and SH is to invite Keir Mather MP to attend. There will be no charge this year, but donations for Burn's charity of the year, the 'Clothing Bank' charity will be welcome.
- c) SH thanked members and left the meeting at 19:25.
- ii. The Chairman welcome JD as a prospective Cllr and asked members if they would agree to item **042418**, closed session, to be dealt with at this point in time. Members **resolved** to agree and NY Cllr C Lunn and JD were asked to leave the room. Members discussed JD's application to be co-opted onto the parish council and **resolved** to accept the application. NY Cllr C Lunn and JD were invited back into the meeting. J Durnin **agreed** to be co-opted onto the parish council and signed the acceptance of office. This was witnessed by the clerk.

#### 042402. Comments from residents

- i. Comments sent to the clerk in writing or by email – emails re 'Big Lunch'; dealt with at 042401 b).
- ii. Comments on agenda items from residents present – no comments.

#### 042403. Apologies

- Apologies & reasons for absence were received for Cllrs AH; JB & AR. Council **resolved** to accept the reasons. PCSO L Simpson also sent apologies.

#### 042404. Minutes of 28<sup>th</sup> March meeting

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

#### 042405. Reports: Council to receive reports from:

- i. Chairman – would like to continue dealing with data etc from ANPR system. Council **agreed**.

- ii. NY Councillor – NY Council has put out a call for possible development sites. Parish briefings in July. Councils needing grants for projects should apply to ‘Up for Yorkshire’
- iii. Other Officers – no reports
- iv. Police – Neighbourhood Alert messages, monthly report and speed concerns forwarded to Cllrs
- v. Any other representatives not covered on the agenda – no reports

**042406. RFO’s report on closing balances, payments made and to be made and payments received**

- a) Current balances: £15,550.81 - Community Account balance as at 11<sup>th</sup> April; statement no. 115
- b) Payments made from 12<sup>th</sup> April 2024 to 18<sup>th</sup> April 2024 Cheque No.
  - 1. £552.68 – Storage team. VAT £86.34; actual cost £468.34 DD
- c) Payments made from 19<sup>th</sup> April to 24<sup>th</sup> April
  - 1. £73.73 – Payroll Services; VAT £12.29; actual cost £61.44 (Council has a discount of £15.36) 100511
- d) Payment requests received for payment at PC meeting
  - 1. £480.00 – ANPR data, hardware & software licences. VAT £80.00; actual cost £400.00 100512
  - 2. £225.00 – YLCA membership subscription. 100513
  - 3. £504.94 – Zurich insurance. Includes extra for ANPR system. 100514
  - 4. £394.93 – Clerking plus home/office allowance – April. 100515
- e) Payments received: - none received
- f) Payment requests received after agenda distribution
  - 1. £280.00 – Burn Methodist Church. Hire of schoolroom; 13 meetings @ £20 per meeting 100516
  - 2. £664.92 – Ark Computer Solutions – new laptop @set-up. VAT £110.82; actual cost £554.10. 100517

**042407. Acceptance of report**

- a] Council **resolved** to accept the report and make the payments as listed above.
- b] The clerk reported an increase in storage charge as from 13<sup>th</sup> May. Council discussed and **resolved** that the clerk write and asks for reasons why the rental has increased from £526.68 (April 2023) to £613.64 (May 2024).

**042408. Policy review**

- Council discussed and **resolved** not to make any amendments to the current agreed Standing Orders and Financial Regulations previously emailed to Cllrs.

**042409. Planning**

- a) Planning applications received: - none applicable to Burn
- b) Planning decisions received:
- i] ZG2023/0899/FULM. Demolish & replace stable block; CoU of agricultural land to equestrian; widen existing vehicular access @ Burn Grange Cottages – permission granted
- ii] ZG2024/0148/HPA. Construction of detached garage @ Birch Tree House, Park Lane – permission granted
  - c) Planning updates: - None received
  - d) Planning applications of interest: - None received
- lii] Reply to resident re outline application from Campey’s – copies given to members.

**042410. Correspondence received since last meeting; (For information only unless stated otherwise)**

- a) NYC – various emails – all forwarded to Cllrs.
- b) Community messaging; forwarded to Cllrs
- c) YLCA – White Rose Bulletin; forwarded to Cllrs. One copy printed.
- d) PKF Littlejohn – Audit information
- e) NY Police – Newsletter & traffic report – forwarded to Cllrs; 1 copy printed
- f) No request for Cllr election – notice of co-option posted

- g) One request for application to be co-opted to the council received
- h) Two expressions of interest received – too late for co-option

**042411. Action taken since last meeting. For information only unless otherwise stated.**

- a) Replied to various emails
- b) Reported 13 phishing scams to report.phishing@gov.uk
- c) Dealt with 139 emails up to 18/04/2024 – 69 of which were ‘other’ - adverts
- d) Contacted democratic services re notice for co-option
- e) Sent information re responsibilities of parish councillor to three interested parties
- f) Sent prior notice of resignation of two Cllrs to Democratic Services
- g) Asked for Campey’s application to be put on website
- h) Contacted Ark Computers re replacement laptop

**042412. Big Lunch. See item 042401. b)**

**042413. Christmas Lights** – Council **resolved**, In the absence of Cllr AR, to put this on the next agenda.

**042414. Resignations**

- i] Council received formal resignations from Cllrs A and C Phillipson and **resolved** that the clerk contact Democratic Services.
- ii] Council received resignation from the clerk and **resolved** appointment of acting clerk for one year as from 1<sup>st</sup> June 2024

**042415. Councillors Forum:**

- Concern re continued speeding at West Lane
- Concern re fence obscuring sight line at day nursery
- Possibility of buying lamp-post signs for D-Day

**042416. Items for the next agenda:** Christmas lights

**042417. Further comments from public present** – no public present.

**042418. Closed Session** – see item **042401 ii]**

**042419. Date, time and place of next meeting** – Thursday 23<sup>rd</sup> May; APM 7pm; ACM 7.30pm. Chapel Schoolroom

**042418: Closure of meeting** – the meeting closed at 20:33.

Signed *A Howden* (elected as Chairman at ACM) **Chairman; Burn Parish Council.** Date: 23<sup>rd</sup> May 2024

**Action points from the meeting**

- Resident SH – contact Keir Mather MP re ‘Big Lunch’
- Clerk – Contact democratic services re co-opted Cllr and resignations of AP & CP
- Clerk – Contact Selby Self Storage re cost increase.
- Clerk – Order 12 D-Day lamp post signs
- Clerk – contact acting clerk to arrange hand-over
- Clerk – prepare for audit