

**Pannal and Burn Bridge Parish Council**  
**Meeting to be held in the Function Room of Pannal Village Hall**  
**Start time 7.00pm on Thursday 18<sup>th</sup> July 2024**  
All meetings of the Parish Council are open to the Press and Public

## **Agenda**

- 1/07.24 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors**
- 2/07.24 To receive declarations of interest in the matters to be transacted at the meeting**
- 3/07.24 To consider any applications by councillors for dispensation**
- 4/07.24 Opportunity for public comment for items not on the agenda – *Members of the public are invited to address the council on any matter over which it has power, for a maximum of three minutes. Those wishing to speak on an item which is on the agenda may be invited to speak at the beginning of that item.***
- 5/07.24 To consider for approval the Minutes of meeting held 13<sup>th</sup> June 2024**
- 6/07.24 Village matters:**
- a) Crimple Meadows** i) confirmation from NYC re approval and plan for some tree planting, ii) external annual inspection of adult gym equipment by Sportsafe 9<sup>th</sup> July (invoice £118.80 gross) and iii) consider replacement provision of adult gym Facility Signage
  - b) To consider event date** Thursday, 8<sup>th</sup> May 2025 – 80<sup>th</sup> Anniversary of VE Day
  - c) Pannal Green trees**
- 7/07.24 To consider 1) possible date for Carols on the Green and 2) Christmas lights provision**
- 8/07.24 “Walk the Bounds” – update and progression of the plan**
- 9/07.24 To consider progression of the parish Emergency Plan**
- 10/07.24 Confirmation of the (annual) Parish Council registration with the Information Commissioner Office (ICO)**
- 11/07.24 Meeting updates: 1) on site with an NYC engineer with regard to parish traffic, parking and pedestrian issues and 2) with NYC officers re the Western Arc Infrastructure Schedule**
- 12/07.24 To consider / approve the Parish Council Meeting Dates (Sept 24-June 25)**
- 13/07.24 Review a) the clerk’s contract in the light of the IA comment and b) consideration regarding replacement of the laptop**
- 14/07.24 Finance:**
- i) The current account and bank statement at 18<sup>th</sup> July were approved by email and signed off by Cllrs Burrell, Permain and Farrar
  - ii) Councillors to sign off Lloyd’s 31<sup>st</sup> May 2024 Bank Statement reconciliation with Parish Council accounts reconciliation
  - iii) The payment of invoices and expense claims received at 18<sup>th</sup> July were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included clerk’s salary £891.84 (plus £185.80 extra hours) / Reimburse clerk expenses for ICO membership £40, Dropbox £9.99,

Zoom £15.59, out of pocket expenses £35 and toner £18.85 / Directions Planning re N Plan £2156.28 / PVH Q1 room hire £147.00 / HMRC PAYE Q1 costs £672.40

- iv) Additional invoices received for approval 1) Horticap provision for parish planters £133.50, 2) Inspir IT laptop repair £194.00 and 3) Sportsafe annual gym equipment inspection fee £118.80
- v) Above invoices to be signed off by councillors
- vi) Consider amended regular contracts / obligation and payments for current year
- vii) Consideration regarding any need for additional clerk's hours

**15/07.24 Date and time of the next Council Meeting** - Thursday 12<sup>th</sup> September 2024 at 7.00 pm  
(there will be no August meeting unless it is deemed necessary)

Jane Marlow

Signed by the Parish Clerk . . . . . (can be contacted via email

[parishclerk@pannalandburnbridge-pc.gov.uk](mailto:parishclerk@pannalandburnbridge-pc.gov.uk))

12<sup>th</sup> July 2024