

**Pannal and Burn Bridge Parish Council**  
Meeting to be held in the Function Room of Pannal Village Hall  
Start time 7.00pm on Thursday 29<sup>th</sup> August 2024  
All meetings of the Parish Council are open to the Press and Public

## **Agenda**

- 1/08.24** To receive apologies for absence – to consider for approval reasons for absence submitted by councillors
- 2/08.24** To receive declarations of interest in the matters to be transacted at the meeting
- 3/08.24** To consider any applications by councillors for dispensation
- 4/08.24** **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.*
- 5/08.24** To consider for approval the Minutes of meeting held 18<sup>th</sup> July 2024
- 6/08.24** Village matters:
- a) **Crimple Meadows** i) secure fixing of vandalised Safety Notice re adult gym equipment, ii) any residual work requirement for new path, iii) meeting arrangement with NYC (Park and Grounds Operations Mngr) regarding possible placement of benches and trees
  - b) **Confirmation of date for parish autumn litter pick:** Saturday 28<sup>th</sup> September 2024
  - c) **Offers of care assistance with parish planters**
  - d) **Confirmation of fitted replacement adult defibrillator pads**
  - e) **Christmas lights provision** – consideration of electrician
- 7/08.24** To consider Cllr Steve Cobb's parish Bench Report
- 8/08.24** "Walk the Bounds" – update regarding finalising the arrangements
- 9/08.24** Law and Governance – i) to note minutes of Staffing Committee meeting dated 12<sup>th</sup> August 2024, ii) consideration of amended ToR, iii) consider draft a) **Sickness and Absence Policy** and b) **Grievance Policy**
- 10/08.24** **Neighbourhood Plan** – approval by NYC's Executive Committee 16<sup>th</sup> July 2024
- 11/08.24** Update from meeting NYC officers regarding the Western Arc Infrastructure Schedule Friday 2<sup>nd</sup> August 2024
- 12/08.24** Consider way forward regarding NYC Planning officers' consideration of parish PBR applications
- 13/08.24** NYC's recent organisation and appointment of "Parish Liaison Officers"
- 14/08.24** Consider received email regarding "Speeding – call to action"
- 15/08.24** Consider InspiRT recommendations for clerk's laptop replacement
- 16/08.24** Finance:

- i) The current account and bank statement at 15<sup>th</sup> August were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) Councillors to sign off Lloyd's 26<sup>th</sup> July 2024 Bank Statement reconciliation with Parish Council accounts reconciliation
- iii) The payment of invoices and expense claims received at 15<sup>th</sup> August were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included clerk's salary £891.80 / Reimburse clerk expenses for Dropbox £9.99 and Zoom £15.59 / VisionICT annual website provision cost £377.26
- iv) Additional invoices paid with prior approval 1) reimburse out of pocket strimming expenses for Drury Lane bench area (£50.00) and 2) replacement adult pads for PVH defibrillator (£83.94 gross)
- v) Above invoices to be signed off by councillors
- vi) Notice of completion of last year's financial AGAR accounts (2023/24) by the external auditor and with consideration of PKF Littlejohn's audit invoice
- vii) Consideration regarding any need for additional clerk's hours

**17/08.24 Date and time of the next Council Meeting** - Thursday 10<sup>th</sup> October 2024 at 7.00 pm (there will be no September 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))

23<sup>rd</sup> August 2024