

Pannal and Burn Bridge Parish Council

Meeting to be held in the **Committee Room** of Pannal Village Hall
Start time 7.00pm on Thursday 3rd October 2024
All meetings of the Parish Council are open to the Press and Public

Agenda

- 1/10.24** To receive apologies for absence – to consider for approval reasons for absence submitted by councillors
- 2/10.24** To receive declarations of interest in the matters to be transacted at the meeting
- 3/10.24** To consider any applications by councillors for dispensation
- 4/10.24** **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.*
- 5/10.24** To consider for approval the Minutes of meeting held 29th August 2024
- 6/10.24** Village matters:
- a) **Crimple Meadows** i) Safety Notice re adult gym equipment, ii) consider way forward regarding path contractor's comments, iii) meeting arrangement with NYC's Tree and Woodlands Manager regarding possible placement of benches and trees iv) consider offer of procuring / utilising Locality Budget for maintenance / repair to parish benches
 - b) **Update regarding parish autumn litter pick on 28th September**
 - c) **Offer of care assistance with parish planter**
 - d) **Christmas lights: provision by i) electrician ii) tender results**
- 7/10.24** "Walk the Bounds" – event update
- 8/10.24** Law and Governance – a) update from Complaints Committee meeting held 3rd October at 5.30pm, b) consider for approval i) Records Management and Documents Retention Policy and ii) Disposal of Parish Council Documents and Equipment Policy, iii) Internal Controls Checklist – completion and approval, iv) Risk Assessment and Risk Management Policy – approval
- v) **Consideration of Monitoring Budget (April-September 2024) and Reserves Budget**
- 9/10.24** **Neighbourhood Plan** – Referendum taking place 3rd October in Village Hall
- 10/10.24** **Consider way forward regarding NYC Planning officers' consideration of parish PBR applications** – carried forward from 29th August PC Meeting
- 11/10.24** "Parish Liaison Officer" – attendance requested at council meeting 7th November
- 12/10.24** **Parish Council website**
- 13/10.24** **Finance:**
- i) The current account and bank statement at 3rd October were approved by email and signed off by Cllrs Burrell, Permain and Farrar
 - ii) Councillors to sign off Lloyd's 26th July 2024 Bank Statement reconciliation with Parish Council

- accounts reconciliation and also with any available and subsequent bank reconciliations
- iii) The payment of invoices and expense claims received at 3rd October 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 / reimburse payment of £95.00 for Neighbourhood Plan flyer / out of pocket expenses for Pannal Green ditch clearance £100.00
 - iv) Above invoices to be signed off by councillors
 - v) Receipt of 2of2 Precept in the sum of £19,591.50
 - vi) Consider approval for training expenses a) £70.00 new councillor (HH) training and b) Procurement training for clerk's attendance (date tbc)
 - vii) Consideration regarding any need for additional clerk's hours

14/10.24 Date and time of the next Council Meeting - Thursday 7th November 2024 at 7.00 pm

Jane Marlow

Signed by the Parish Clerk (can be contacted via email
parishclerk@pannalandburnbridge-pc.gov.uk)

29th September 2024