

Pannal and Burn Bridge Parish Council

Meeting to be held in the Function Room of Pannal Village Hall

Start time 7.00pm on Thursday 9th January 2025

All meetings of the Parish Council are open to the Press and Public

Agenda

- 1/01.25 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors**
- 2/01.25 To receive declarations of interest in the matters to be transacted at the meeting**
- 3/01.25 To consider any applications by councillors for dispensation**
- 4/01.25 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.***
- 5/01.25 To consider for approval the Minutes of meeting held 12th December 2024**
- 6/01.25 To note minutes of Staff Committee meeting held 12th December 2024**
- 7/01.25 Any update regarding potential allotment site**
- 8/01.25 Way forward with regards to the updating of the website**
- 9/01.25 Communication – i) council and ii) with parishioners**
- 10/01.25 Village matters:**
- a) **Christmas lights 2025** – consider additional provision
 - b) **V E Day** – consideration of arrangements
 - c) **Traffic speed through Pannal**
- 11/01.25 Law and Governance**
- a) **GDPR Information Data / Information Audit** – for consideration / approval
 - b) **SAR (Subject Access Request) pro forma** – for consideration / approval
 - c) **Data Breach Reporting (NALC 2018)** – for consideration / adoption
 - d) **NALC 2022 Guidance re the Handling of Complaints** – for consideration
 - e) **FOI Publication Scheme (last approved May 2021)** – consider for re-adoption
 - f) **Consider renewal of CPRE (Campaign to Protect Rural England) membership (£36)**
 - g) **Appointment of internal auditor for 2024/2025**
- 12/01.25 Neighbourhood Plan training** – Directions Planning provision: Monday 13th January 2025 6-9pm in PVH's Committee Room – confirmation of attendance
- 13/01.25 Finance:**
- i) The current account and bank statement at 9th January were approved by email and signed off by Cllrs Burrell and Farrar
 - ii) The payment of invoices and expense claims received at 9th January were approved by email and signed off by Cllrs Burrell and Farrar and which included clerk's January salary £1152 gross / reimburse clerk expenses for £99.06 / Litemania 2of2 payments £5159.52 / PVH quarterly room hire £117
 - iii) Above invoices to be signed off by councillors together with spreadsheet bank reconciliation
 - iv) Consideration regarding any need for additional clerk's hours

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14/01.25 Date and time of the next Council Meeting - Thursday 13th February at 7.00 pm

Jane Marlow

Signed by the Parish Clerkdated 3rd January 2025