

# **Pannal & Burn Bridge Parish Council**

## **Council Meeting**

**To be held in the Function Room of Pannal Village Hall**

Start Time: 6.30 pm on Thursday 12<sup>th</sup> April 2018

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

### **Agenda**

1. Apologies for Absence.
2. Declarations of interest.
3. Approval of Minutes of 8<sup>th</sup> March. To confirm the minutes as a true and correct record. Appendix A.
4. Opportunity for public comment for items not on the agenda.
5. To review and approve the expenditure for the consultation phase of the Local Plan response.
6. To review and decide upon response to HAPARA's request for collaboration on final public examination of the Local Plan.
7. To update on progress of the Neighbourhood Plan.
8. To advise on identification and designation of Community assets.
9. To update on the Parish Councillor Election nominations.
10. To update on data protection requirements.
11. To provide an update on Park and Stride.
12. To decide upon action regarding PC's approach to lobbying government on CIL enforcement.
13. To update proposals for a village litter clearing and dog excrement clear up day.
14. To approve allocation of a Pannal Green lighting maintenance grant for FY 18-19.
15. To agree the Annual Parish Meeting date and format.
16. To receive an update on outstanding matters from the previous meeting.
17. Finance:
  - a. To approve the current account and bank statement as at 12<sup>th</sup> April.
  - b. To approve payment of invoices and expense claims received as at 12<sup>th</sup> April.
  - c. To receive the draft FY17-18 accounts and projected budget for FY18-19.
  - d. To receive a briefing on the procedure for the Annual Report for FY 17-18 and to approve the choice of internal auditor.
18. Date and time of the next Council Meeting. 6.30 pm Thursday 10<sup>th</sup> May 2018 - tbc.

Andrew Macdonald  
Parish Clerk  
8<sup>th</sup> April 2018

# Pannal & Burn Bridge Parish Council

## Appendix A

### Pannal & Burn Bridge Parish Council

#### Draft Minutes of a Council Meeting

held in the Function Room of Pannal Village Hall

Start Time: 6.30 pm on Thursday 8<sup>th</sup> March 2018

**Present: Howard West (Chairman), Ian Birchall, and Steve Cobb.**

No members of the public were present

#### Agenda

1. Apologies for Absence. Cllrs Dave Oswin and Cathy Burrell offered their apologies.
2. Declarations of interest. There were none.
3. Approval of Minutes of 8<sup>th</sup> February. The minutes were confirmed as a true and correct record.
4. Opportunity for public comment for items not on the agenda. There were none
5. To sign off the final version of the Local Plan response. RESOLVED. The PC wished to thank all who had who responded to the consultation, those who attended and helped at the drop-in sessions and those who contributed via social media and by direct inputs to the PC. It was duly noted that the Clerk should be thanked for his efforts in discussing with consultants and councillors and compiling the PC's response and it was agreed at the meeting that a suitable remuneration would be arranged.
6. Update on YLCA Harrogate Branch Meeting on 19<sup>th</sup> February including the possible appointment of a data protection officer. The Chairman reported on the essential points of the meeting (notes would be added onto the PC's minute's page).
7. To update on progress of the Neighbourhood Plan and report from the Rural CIC Meeting (Community Rights Workshop) on 23<sup>rd</sup> February. Following on from that meeting it was proposed that David Gluck should be asked to meet the NPSG to discuss what support he could provide for developing the Neighbourhood Plans. Quotations from other consultants should be sought in line with standing orders. RESOLVED.
8. To advise on identification and designation of Community assets. Following the attendance at the Tadcaster Community Rights Workshop, the matter of Community Assets was raised. It was RESOLVED to start a list of potential assets and a note on this would be circulated to the PC.
9. To consider the annual Insurance policy renewal. Two quotes had been received and one further one was to be sought by the Clerk. It was RESOLVED to proceed with the most suitable option before 1<sup>st</sup> April.
10. To brief on future Data Protection regulations and to agree subscription to Local Council Advisory Service for data protection contract. It was RESOLVED to approve purchase of the external DPO services (at £150 per annum) unless other arrangements were found or there were any revision of governmental regulations (although the latter is unlikely).
11. To brief on Councillor Election procedures. The Clerk would circulate the relevant documents as advance notice to all Councillors.

# **Pannal & Burn Bridge Parish Council**

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12. To discuss proposals for a village litter clearing and dog excrement clear up day. It was agreed that a combined litter and dog excrement day should be planned in conjunction with the School. Cathy Burrell would be asked to organise this and 4 litter picking devices would be purchased by the Clerk. RESOLVED.
13. To receive an update on outstanding matters from the previous meeting.
  - a. Road naming. The due date for objections to the road names proposed on the former Dunlop site (Site notice due for expiry on 27<sup>th</sup> February) had been extended through pressure from the PC. New names had been proposed and a short list of four – Lascelles, Buttersyke, Willow Garth and Smithy Hill – had been forwarded to HBC for consideration.
  - b. The Clerk was to write to Cliff Trotter to ask for an explanation as to why Highways Area 6 had still not responded to the proposals from the PC following the YLCA Harrogate Branch meeting in October 2017. The Chairman's email to Cliff Trotter of 27<sup>th</sup> February at 0834 refers.
  - c. Membership of CPRE was still outstanding although it had been approved and would be pursued.
  - d. It was noted that the Village Hall Committee has instructed modification of its plans for the façade facing the post office in line with previous comments from the parish council.
14. Finance:
  - a. The current account and bank statement were approved as at 8<sup>th</sup> March.
  - b. The payment of invoices and expense claims received as at 8<sup>th</sup> March were approved subject to amendments as noted on selected invoices in the finance file.
15. Date and time of the next Council Meeting. 6.30 pm Thursday 12<sup>th</sup> April 2018.

Andrew Macdonald  
Parish Clerk  
13<sup>th</sup> March 2018