

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 14th June 2018

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

Agenda

1. Apologies for Absence. Ian Birchall apologised in advance.
2. Declarations of interest.
3. Approval of Minutes of the 10th May meeting (at Appendix A).
4. Opportunity for public comment for items not on the agenda.
5. To review the notes on the meeting with HAPARA on 24th May and confirm the next steps. Attachment to follow.
6. To update on GDPR.
7. To propose a new date for a litter and dog excrement day.
8. To update on the Neighbourhood Development Plan (NDP).
9. To update on the Park & Stride plans.
10. To review plans for Pannal Green lighting enhancements and associated grant funding.
11. To update on the situation with CIL.
12. To review and agree the PC's ToR.
13. To review and update the forecast of events.
14. To receive an update on outstanding matters from the previous meeting.
15. Finance:
 - a. To approve the current account and bank statement as at 14th June.
 - b. To approve payment of invoices and expense claims received as at 14th June.
 - c. To approve and sign off the AR following internal audit and agree the dates for exercise of public rights. Supporting documentation to follow.
16. Date and time of the next Council Meeting. 6.30 pm Thursday 12th July 2018.

Andrew Macdonald
Parish Clerk
8th June 2018

Pannal & Burn Bridge Parish Council

Appendix A

Draft Minutes of a Council Meeting

held in the Function Room of Pannal Village Hall

at 6.30 pm on Thursday 10th May 2018

Present: Howard West (Chairman), Dave Oswin, Cathy Burrell, Steve Cobb and Harvey Alexander.

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

Agenda

1. Appointments:
 - a. To appoint a Chairman and receive the declaration of office. Howard West was duly appointed as Chairman and signed his declaration of office.
 - b. To appoint a Vice Chair. Dave Oswin was duly appointed as Vice Chair.
 - c. To agree co-option of the seventh Councillor. It was Resolved that Ryan Dall was to be co-opted as the seventh councillor subject to satisfactory receipt of his co-option and Declaration of Interests forms.
2. Apologies for Absence. Ian Birchall apologised in advance.
3. Declarations of interest. There were none.
4. The minutes of the 12th April meeting were approved.
5. Opportunity for public comment for items not on the agenda. It was Resolved to donate £100 to the fund to support the ride to Ypres by Ted Collings and the laying of the wreath from the Parish Council commemorating those who fell.
6. It was agreed that the PC would attend the HAPARA meeting on 22nd May. The Clerk would liaise with HAPARA and secure the notes from their meeting on 10th May for circulation to the PC. It was further agreed that Howard West would discuss a cumulative traffic survey with BWB.
7. An update on GDPR was provided noting that work had to be shown to be in progress by 25th May. It was also further agreed that a consent form should also be included in any communication for the NDP.
8. The litter and dog excrement day on 19th May would begin at Crimple Meadows at 9.00 am. The Clerk would purchase litter pickers and bin bag hoops and provide maps of the parish area.
9. Cathy Burrell updated the meeting on the progress with the NDP:
 - a. The Consultant (David Gluck) had been employed, the project plan was under development to meet a target date March 2019 and the Locality grant had been applied for (expected before mid-June).
 - b. The housing survey was ready to go after final adjustments were made. The Clerk would order the pre-paid envelopes and pass printer details to Dave Oswin. A privacy note would be attached to the survey to comply with GDPR rules.
 - c. It was Resolved that the PC would fund any costs in advance of the locality Grant being received and be repaid after.
10. The community engagement event would proceed – date tbc. N.B. the cricket club have not yet decided on a date for the gala.
11. Election documentation was received from the elected Councillors and the Clerk would forward these to HBC.
12. Dave Oswin reported that the Park & Stride pre-application advice was awaited and that Planning Potential would report when this was received.

Pannal & Burn Bridge Parish Council

13. The Chairman reported that he would pursue investigations into lobbying government to make CIL compulsory instead of S106 for all councils in England.
14. Representation at the Area 6 Parish Portal briefings would be Howard West and Dave Oswin. The Clerk would inform Area 6.
15. The Chairman briefed Councillors on changes proposed to representation and committee structure. It was Resolved to adopt the revised committee structure and representation policy. This was to be posted on the PC's website (now here: https://v6admin.visionict.com/Sites/231/Your_Council_4353.aspx).
16. The Committee was briefed on the Bellway grant offer which would provide funds to support improvements to the St Robert's Church clock and bells. It was emphasised that the arrangements were strictly between Bellway and St Robert's Church.
17. Finance:
 - a. The current account and bank statement as at 10th May were approved.
 - b. The schedule for payment of invoices and expense claims received as at 10th May was approved with a note that the Chairman would discuss BWB's final invoice with them prior to payment.
 - c. The draft FY17-18 accounts were approved and the Clerk advised that these figures had now been sent to the Internal Auditor.
 - d. The draft budget for FY18-19 was approved the Clerk noting that some minor changes had been made to the budget circulated in advance of the meeting. After note: the FY 18-19 budget would be posted on the PC's website once the internal audit had been completed.
 - a. It was Resolved to investigate changing the Bank Account to another bank.
18. Date and time of the next Council Meeting. 6.30 pm Thursday 14th June 2018.

Andrew Macdonald
Parish Clerk
15th May 2018