

# **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> July 2018

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

### **Agenda**

1. Apologies for Absence. Dave Oswin apologised in advance.
2. Declarations of interest.
3. Approval of Minutes of the 14<sup>th</sup> June meeting (at Appendix A).
4. Opportunity for public comment for items not on the agenda.
5. Vicki Lever – Youth Club presentation (5 minutes allocated)
6. Update on matters from Cllr John Mann to include a Local Plan update concerning additional information for the inspectorate and other matters.
7. To agree Councillors to represent the PC at YLCA meetings.
8. To review and approve the Pannal Green Lighting tender (to be circulated in advance)
9. To review the Standing Order revisions.
10. To receive an NDP update including proposed participation at the Pannal gala and associated arrangements.
11. To provide an update on VAS (speed signs) in the village
12. To agree a new Litter and dog excrement date.
13. To update on the progress of P&S.
14. To provide a CIL update.
15. To discuss August meeting arrangements including:
  - a. authority for the Chair and Deputy Chair to deal with any extraordinary items arising
  - b. and approval for the RFO to authorise spend of up to £1000 with email approval from the Chair and Deputy.
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> July.
  - b. To approve payment of invoices and expense claims received as at 12<sup>th</sup> July.
  - c. To circulate the latest revised budget.
18. Date and time of the next Council Meeting – August meeting tbc.

Andrew Macdonald  
Parish Clerk  
8<sup>th</sup> July 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 14<sup>th</sup> June 2018

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

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#### Agenda

1. Apologies for Absence. Ian Birchall apologised in advance.
2. Declarations of interest. There were none.
3. The minutes of the meeting on 10<sup>th</sup> May were approved.
4. Opportunity for public comment for items not on the agenda.
5. The notes on the meeting with HAPARA on 24<sup>th</sup> May and the next steps were discussed. It was Resolved to:
  - a. Attend the meeting on 3<sup>rd</sup> July in PVH (the Hall had been booked for 7.00 pm)
  - b. To set a limit of liability on the PC's contribution to the joint activity - in line with the PC's Local Plan budget.
  - c. The HAPARA attachment would be uploaded as an "additional document" to the PC Minutes page.
6. The Clerk confirmed that for GDPR the advice given was that "positive opt in" was required. An appropriate newsletter would follow as soon as this was created.
7. The date for another litter and dog excrement day would be planned and it was hoped that this would coincide with a plastic waste campaign to involve more of the community.
8. Cathy Burrell updated the meeting on the Neighbourhood Development Plan (NDP):
  - a. The Housing Needs Survey (HNS). Responses were encouraging both on line and on paper. It was agreed to complete the campaign by 29<sup>th</sup> June to enable the outcomes to be discussed at the NDP SG meeting on 5<sup>th</sup> July.
  - b. It was Resolved to ask PMD Creative for a quote to process all the paper responses to the on line site. The Clerk would proceed with this provided a reasonable quote was received and the matter could be dealt with in a timely manner.
  - c. The Business Needs Survey (BNS). Production of the survey would be carried out in house and Cathy Burrell would contact Derek Nicholson to confirm the final arrangements for producing this.
  - d. Terms of Reference (ToR). The revised ToR for the NDP SG (version 4) was presented. It was Resolved to approve them. (Note: now posted on the NDP page of the PC's website).
9. Dave Oswin reported that an unsatisfactory response had been received from HBC to the pre-application request for the Park & Stride plans. It was Resolved to:
  - a. Respond accordingly via Planning Potential (meeting planned for Thursday 21<sup>st</sup> June).
  - b. To commission a traffic impact assessment provided this was within the budget allocated for P&S activity.

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10. Pannal Green lighting enhancements.
  - a. Cllr Cliff Trotter confirmed that a grant allocation of £1000 would be available for enhancement and completion of the village green lighting plans.
  - b. A maintenance and lighting enhancement tender would be produced to secure bids for the work.
  - c. Following the general popularity of the new lights and the ever increasing attendance at the annual carols service, support from outside public funds for the costs of the lights would be sought to help with a shortfall anticipated despite the grant allocation.
11. CIL. The chairman outlined P&BBPC's request for NALC's support in challenging the government to make CIL implementation mandatory for all councils. The question is now being considered by NALC members through Survey Monkey. The current CIL Viability Review being undertaken by HBC closes on July 6. HBC has still not decided whether to implement CIL (see point 8.2 on page 49 of the consultation supporting documents on the portal). The details of how to fund infrastructure are extremely complex (even more so than the local plan consultation) so any comment from the parish council would be handled by the local plan sub-committee.
12. The PC's Standing Orders. A review was still underway and planned to be presented at the next meeting.
13. The forecast of events including training courses was reviewed and would be circulated to Councillors. The decision on whether to hold an August Parish Council meeting would be decided at the July meeting.
14. Outstanding matters from the previous meeting included:
  - a. Community assets. The listing of community assets would be passed by Cathy Burrell for the Heritage group on the NDP to consider any additions.
  - b. The Parish Portal was now in use and though not functioning as well as was hoped, could now be used to report highways related matters more quickly.
15. Finance:
  - a. The current account and bank statement as at 14<sup>th</sup> June were approved.
  - b. The payment of invoices and expense claims received as at 14<sup>th</sup> June was approved.
  - c. Following a satisfactory internal audit the relevant forms for the Annual Return (AR) were signed prior to submission to the external auditor along with the dates for the exercise of public rights (scheduled for 2<sup>nd</sup> July to 10<sup>th</sup> August).
16. Date and time of the next Council Meeting, 6.30 pm Thursday 12<sup>th</sup> July 2018.

Andrew Macdonald  
Parish Clerk  
18<sup>th</sup> June 2018