

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 13th September 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 9th August meeting (at Appendix A).
4. Opportunity for public comment for items not on the agenda.
5. To receive details of the proposal from Pannal Village Hall with respect to P&BBPC taking over the trusteeship of the village hall.
6. To update on the Local Plan developments and arrangements with HAPARA.
7. To update on the Park and Stride & Allotments study.
8. To receive an update on the NDP.
9. To provide an update on the tender responses for the Pannal Green lights and to seek approval for awarding a contract.
10. To update on plans for the litter and dog excrement clear up day on 22nd September.
11. To update on progress with GDPR.
12. To discuss the situation with respect to the Pannal Duck Pond.
13. To provide an update on website statistics/analytics from Ryan Dall.
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 13th September.
 - b. To approve payment of invoices and expense claims received as at 13th September.
 - c. To circulate the latest revised budget.
 - d. To review the external auditor's comments on the Annual Report.
16. Date and time of the next Council Meeting – 11th October.

Andrew Macdonald
Parish Clerk
9th September 2018

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Appendix A

Draft minutes of a Council meeting held in the Function Room of Pannal Village Hall

at 6.30 pm on Thursday 9th August 2018

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Present: All Parish Councillors with apologies from Howard West, and Cllr John Mann was present.

Agenda

1. Apologies for Absence. Howard West sent his apologies and Dave Oswin took the Chair.
2. Declarations of interest. There were none.
3. The Minutes of the 12th July meeting were approved as a true and correct record.
4. Comments for items not on the agenda. Cllr John Mann commented – notes included in item 8.
5. An update on the local plan and discussions with HAPARA and other parties was provided:
 - a. As Deputy Chairman Dave Oswin provided a summary of developments emphasising that the timeframe may well have been accelerated by the Council and that the PC needed to act much sooner than had originally been planned. The revised timeframe, as briefed to the PC by Cllr John Mann was to be attached on the website as an “additional document” to the minutes of the meeting, and also forwarded to Councillors.
 - b. A further meeting with HAPARA to consider the BWB work on countering the cumulative effects of traffic and other matters was scheduled for 20th or 21st August. The PC had approved its share of funding for this work but Dave Oswin warned that there might be a shortfall of funding from the other parties which would need to be discussed by the PC.
6. There being no comments on the revised Financial Standing Orders, it was Resolved to approve them.
7. Cathy Burrell provided an outline summary of the situation with the NDP. Salient points included:
 - a. Focus groups were due to report by 13th August (though it was noted that some might not make this deadline).
 - b. The next SG meeting would be informal and take place on 16th August – details tbc.
 - c. Jackie Wootton had tendered her resignation to the SG and replacements to join the SG were being sought.
 - d. The PC and through it the NDP, would be participating at the Pannal Gala on 27th August. The exact details of the participation would be published by the SG.
 - e. It was agreed that sign up forms for GDPR would be available and pushed at the Gala at the NDP stand. The Clerk would provide the necessary forms.
8. Litter and dog excrement clear up day on 22nd September 9.00-11.00 am. The following was agreed:
 - a. The footpath map would be distributed to Councillors and an allocation of route responsibility would be made.
 - b. Cllr John Mann would try to secure stencils and spray paint.
 - c. The Clerk would provide a poster for display round the village and on social media.
 - d. Cathy Burrell would make contact with school, cubs/scouts and social media

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- networks to try to secure additional support and participation.
- e. Harvey Alexander provided a large quantity of information leaflets.
 - f. Cllr John Mann also offered to investigate placing an additional dog poo bin behind the Church. Alternatives such as purchasing a bin with PC funds, employing a part time bin emptier (example taken from Spofforth PC) would be investigated by the Clerk.
9. Park & Stride.
 - a. The Consultancy (Planning Potential) had drafted for the PC a letter of complaint to the Council about the pre-application advice that had been received and that the PC considered was not satisfactory. The Clerk would forward this, along with the pre-application advice, to Cllr John Mann to discuss with the Council.
 - b. The transport and traffic assessment, a pre-requisite for establishing if the project was feasible, was scheduled to be completed before the next PC meeting.
 10. The Clerk provided a CIL update reporting on the nationwide survey collated by NALC. Cllr John Mann then advised that news had just been received that the Council had confirmed it was to implement CIL before the end of the year. He would forward the email to the PC.
 11. The Pannal Green lighting tender. The tender closing date was 13th August and three of six responses had been received. Dave Oswin offered to review these on behalf of the PC and report in writing before the next meeting (as he would not be present for the September meeting).
 12. Website analytics. Ryan Dall undertook to review the website analytics and newsletter statistics and provide advice at the next meeting on how the PC was communicating with its residents. It was noted that this survey and analysis would be helpful for the NDP. The Clerk would forward the necessary information.
 13. There were no points outstanding from the previous meeting.
 14. Finance:
 - a. The bank account and bank statement as at 9th August was approved.
 - b. Payment of invoices and expense claims received as at 9th August were approved.
 - c. The revised budget would be circulated by the Clerk once Ian Birchall had reviewed it.
 15. Date and time of the next Council Meeting – 13th September.

Andrew Macdonald
Parish Clerk
10th August 2018