

# **Pannal and Burn Bridge Parish Council**

## **Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting)**

**Held in the Function Room at Pannal Village Hall  
Thursday 12<sup>th</sup> May 2022**

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

**Present - Cllr Dave Oswin (acting Chairman) together with Cllrs Cathy Burrell and Steve Cobb with Cllr John Mann in attendance**

- 1 To appoint a Chairman for the 2022 / 2023 session** - In Cllr Howard West's absence (and with his knowledge) Cllr Dave Oswin proposed continuation of Cllr Howard West as Chairman with Cllr Cathy Burrell seconding the proposal.
- 2 Receive and sign the Chairman's declaration of office** - it was RESOLVED that this function would be undertaken at the next ordinary council meeting (9<sup>th</sup> June 2022).
- 3 Apologies for absence** - had been received from Cllrs Howard West and Andrew Farrar with retrospective apologies received from Cllr Cliff Trotter.
- 4 Welcome to two new councillors** - which would be extended to Cllrs Cliff Trotter and Andrew Farrar at the next meeting.
- 5 Co-option of additional councillor** - it was RESOLVED to post notice of this vacancy in the noticeboard and on the website.
- 6 Following the recent Election, Councillors to sign their "Declaration of Acceptance of Office"** - all councillors had signed their declaration with the exception of Cllr Cliff Trotter.  
  
In addition, Cllr Dave Oswin completed / signed the Return of Election Expenses which would be similarly undertaken by Cllr Cliff Trotter and within the timescale required.
- 7 To resolve to permit any councillor that is unable to sign their "Declaration of Acceptance of Office" at this meeting - or who has not undertaken this task before this meeting - to sign their Declaration before or at the next ordinary meeting of the council** - it was RESOLVED that if the Declaration was not signed before 9<sup>th</sup> June 2022 that it would be undertaken at that next ordinary meeting.
- 8 Declarations of interest including any alterations / amendments** - qualification made by all councillors present in re-signing their Registrations of Financial and Other Interests with Cllrs Howard West and Cliff Trotter to complete / sign before the deadline date of 6<sup>th</sup> June 2022.
- 9 All councillors emailed a copy (with the agenda) of the council's Code of Conduct** - this was noted by councillors.
- 10 Noting of "Parish Clerk Decisions at 14<sup>th</sup> April 2022"** - these were duly noted.
- 11 To appoint a Vice-Chairman** - Cllr Dave Oswin accepted the proposal by Cllr Steve Cobb and

seconding by Cllr Cathy Burrell of his continuation as Vice-Chairman.

- 12 To consider / affirm membership of sub-committees and approve relevant Terms of Reference (TOR)** - with the exception of the Planning Committee all others remain as they stand. Request was made that Cllrs Steve Cobb and Andrew Farrar join this committee with the clerk to notify both of relevant training. Cllr John Mann affirmed that the planning function of parish councils is to provide application comment with HBC determining the applications.
- 13 To nominate (two) representatives to attend and vote at YLCA meetings - RESOLUTION** was made that both Cllr Howard West and Dave Oswin act as the Parish Council's representatives.
- 14 Neighbourhood Plan update** - confirmation was made that the consultation period runs from 22<sup>nd</sup> April-3<sup>rd</sup> June 2022.
- 15 The following Thursday Meeting Dates were confirmed with the revised start times as being Planning 6.30pm following by the Parish Council meeting at 7pm in the Function Room of PVH:** 9<sup>th</sup> June 2022, 14<sup>th</sup> July, 8<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December, 12<sup>th</sup> January 2023, 9<sup>th</sup> February and 9<sup>th</sup> March. Additionally, it was agreed - unless otherwise determined by unknown circumstances - not to hold an August meeting.
- 16 Queen's Platinum Jubilee** - the next zoom meeting is scheduled for Monday 23<sup>rd</sup> May 2022 at 6.15pm. It was RESOLVED to purchase a commemorative bench to be placed on Crimple Meadows in celebration of the Queen's Platinum Jubilee. A ceiling cost of £1,200 was placed on the spend which would include the securing of the seat.
- 17 Finance and legal:**
- a) It was RESOLVED to reconfirm acceptance of the unamended P&BBPC's Standing Orders
  - b) It was RESOLVED to reconfirm acceptance of the unamended P&BBPC's Financial Regulations
  - c) Annual Governance and Return (AGAR): confirmation of internal audit 2<sup>nd</sup>-13<sup>th</sup> May 2022
  - d) The 9<sup>th</sup> June 2022 meeting to include receipt / approval of the Annual Return of Governance Statements which will be signed off by the Chairman and RFO
  - e) Dates for public inspection of Annual Return: Monday 13<sup>th</sup> June-Friday 22<sup>nd</sup> July 2022
- i) The current account and bank statement as at 12<sup>th</sup> May were approved by email and signed off by Cllrs Birchall, West and Oswin
  - ii) The payment of invoices and expense claims received as at 12<sup>th</sup> May were approved by email and signed off by Cllrs Birchall, West and Oswin and which included Zoom monthly subscription / clerk's salary / YLCA "20s Plenty" training session / clerk's stationery items (toner cartridge, PC photo frame) / VisionICT domain renewal fee / QJubilee bunting invoice / DOswin expenses for QJ fireworks / Flexibubble NP Map print / APH Printing of NP additional summary copies. Confirmation of receipt from HBC re first Precept payment
  - iii) It was RESOLVED To approve the End of Finance Year 2021-22 accounts.
  - iv) Budget for FY 2022-23 approved 14<sup>th</sup> April 2022.
  - v) There was no need for consideration regarding additional clerk's hours
- 18 The Parish Meeting** - no members of the public or press attended therefore no matters arose or were discussed.
- 19 Date and time of the next Council Meeting** 9<sup>th</sup> June 2022 at 7.00 pm