

# Meeting of Pannal and Burn Bridge Parish Council

held in the Function Room of Pannal Village Hall

7.00pm on Thursday 11<sup>th</sup> January 2024

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

**Present: Cllrs Cathy Burrell (Vice Chairman), Neil Permain, Andrew Farrar, Steve Cobb and Cliff Trotter**

**1/01.24 Election of Chairman and Vice Chairman** – following the sustained chairmanship of the previous chair, consideration was given to the future role of the position with councillors unanimously agreeing that council remits and functions would be apportioned across the body. Councillors very much appreciated Cllr Cathy Burrell's acceptance of the position which was proposed by Cllr Steve Cobb and seconded by Cllr Andrew Farrar. Cllr Cathy Burrell proposed Cllr Neil Permain as Vice Chairman which was seconded by Cllr Steve Cobb and accepted by Cllr Neil Permain. Cllr Neil Permain would take on the position of Chairman of the Planning Committee with Cllr Cathy Burrell being Vice Chairman.

**2/01.24 Receive and sign the Chairman's Declaration of Office** – this was duly signed by Cllr Cathy Burrell.

**3/01.24 Apologies (with authorisations) for absence** – apologies had been received from Cllr Elatia Sharkey (who was attending training) and Ward Cllr John Mann (who was unwell): authorisation for absence was given.

**4/01.24 Declarations of interest (with consideration of any dispensations)** – there were none.

**5/01.23 Opportunity for public comment for items not on the agenda** – no members of the public present other than relate to item 7/01.24.

**6/01.24 Approval of Minutes of meeting held 14<sup>th</sup> December 2023** – RESOLVED to approve the minutes which were duly signed.

**7/01.24 Councillor casual vacancy: NYC posted notice** – confirmation had been received (as at 11<sup>th</sup> January) from NYC that no by-election was necessary and that a process of co-option could take place. A parishioner – Mrs Helen Hayes – attended the meeting having expressed an interest in becoming a councillor. The Parish Council is delighted that she accepted the position which was unanimously proposed.

**8/01.24 i) Resolve to temporarily suspend Standing Order 7 a) in consideration of a matter relating to Crimble Meadows contractual work by resolution to use Standing Order 26 a)** – in order that further consideration could be given to the Parish Council financial contribution for Crimble Meadows path construction and drainage, councillors were RESOLVED to temporarily suspend SO7a) by utilising the function of SO26a).

**ii) Redebate financial contribution for work undertaken** – this was deemed necessary given that a previous resolution had been made to contribute a sum of £4,000 but *on the premise the work was completed by end December 2023*. In recognising that NYC could have instructed the work to start sooner than December, councillors were unanimous in their agreement that the full £4,000 contribution be made in recognition of good workmanship undertaken in dreadful weather conditions albeit that there was a time lag of a few days in completion beyond December 2023.

**iii) Update regarding work progress on Crimble Meadows footpath and entrance drainage** – the clerk would bring to NYC's attention some residual "snagging" issues to be resolved of which a "topping application" of fine material to the path was considered necessary together with address of some poorly finished edges of the path on the grass side. A final site visit between NYC and a councillor would be requested.

**9/01.24 Parish noticeboard at St Robert's church** – Councillors were satisfied with the newly installed

noticeboard which was now being used by both the Parish Council and St Robert's church with RESOLUTION made to pay the installation invoice of £341.98.

**10/01.24 Arrangements for D-Day anniversary celebrations were considered** with the beacon lighting to take place in St Robert's church car park at 9.15pm on Thursday 6<sup>th</sup> June (which was the nationally recognised time) when refreshments would be provided to adults and children and it was hoped that St Robert's would provide some music with, possibly, an accompanying piper as previously made at the late Queen's Jubilee celebrations. The mooted idea was welcomed that the beacon could be lit by one, or a few, parishioners who were 80 years of age.

It is hoped to arrange a family "fun day" of celebrations on Sunday 9<sup>th</sup> June on Pannal Green. This would be further discussed at the February meeting. The clerk will seek NYC's approval for this event and pursue the possibility of some grant funding.

The future uplift and storage of the council beacon will be ascertained.

**11/01.24 Status of Pannal Green in light of above event** – councillors expressed Health and Safety concerns regarding the untidy and potentially hazardous sapling growth under a tree and which caused some discomfort to parishioners during the December Carols on the Green occasion. In addition, a large tree bough which reaches the ground is a potential obstacle. Councillors RESOLVED to seek the advice of an arborist as to their recommendations.

**12/01.24 Christmas tree lights provision with consideration of way forward** – it was agreed to investigate the possibility of using an electrician for future light provision with enquiry to be made of NYC as to using a cherry picker on the Green.

**13/01.24 Consideration was made to purchasing a storage chest for retention of the council's miscellaneous items** with appreciation expressed to Cllr Cathy Burrell who could accommodate it at her address and would provide the clerk with potential measurements.

**14/01.24 January 2024 Newsletter** – contributions would be provided by councillors for compilation into the newsletter.

**15/01.24 Consider instigation of the Parish Council's proposed formal complaint to NYC regarding the handling of the Western Arc infrastructure process** – it was RESOLVED to make an official complaint with a draft document to be submitted for the February meeting.

**16/01.24 Finance:**

- a) **Review / approve council's Standing Orders** – based on an NALC model and with appropriate amendments made, it was RESOLVED to accept the updated Standing Orders.
  - b) **Review / approve council's Financial Regulations** – as above and it was RESOLVED to accept the updated Financial Regulations.
  - c) **Consider any need to reimburse additional clerk's hours** – no need identified.
  - d) **In the light of a received planning application**, it was RESOLVED to expend a maximum of £2,000 in seeking a consultant's expertise.
- i) The current account and bank statement at 11<sup>th</sup> January were approved by email and signed off by Cllrs Burrell, Permain and Farrar
  - ii) The payment of invoices and expense claims received at 11<sup>th</sup> January were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included Zoom monthly subscription £15.59 / Dropbox £9.99 / clerk's January salary £1077.64 gross / clerk mileage expenses £13.50 / HMRC quarterly oncosts £654.20 / FlexibubbleArt NP mapping invoice £693.00 / Expenses Cllr West £6.45 / Cllr "out of pocket" expenses for church area autumn clearance £90 / Greenbarnes Ltd noticeboard £2,513.89 / S Doherty n'board installation £341.98 / PVH quarterly invoice £117 / Crimble Valley Fresh provision £12 / InspiriT domain renewal for

clerk's email £40.95 / InspiIT cllr laptop and email issues repair £75 / School CotG gift £20

**17/01.24 Date and time of the next Council Meeting** – 8<sup>th</sup> February 2024 at 7pm

Jane Marlow, Signed by the Parish Clerk ..... Dated 6<sup>th</sup> January 2024

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