

Meeting Minutes of Pannal and Burn Bridge Parish Council
held in the Function Room of Pannal Village Hall
7.00pm on Thursday 11th April 2024

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

Present: Cllr Neil Permain (acting Chairman) and Cllrs Steve Cobb, Andrew Farrar, Helen Hayes, Elatia Sharkey with Ward Cllr John Mann in attendance

1/04.24 Apologies (with authorisations) for absence – apologies for absence were provided by Cllr Cathy Burrell (holiday) and Cllr Cliff Trotter (health) with authorisations given.

2/04.24 Declarations of interest (with consideration of any dispensations) – there were none.

3/04.23 Opportunity for public comment for items not on the agenda – no members of the public present.

4/04.24 Approval of Minutes of meeting held 14th March 2024 – RESOLVED to approve the minutes of the meeting which were duly signed on behalf of Cllr Cathy Burrell.

5/04.24 Update regarding the Neighbourhood Plan Regulation 16 status with decision grid – The clerk informed councillors of the pleasing progress of the Neighbourhood Plan through its required channels in that the External Examiner has now submitted her report for “fact checking” by the Steering Group so it is “nearing the end of its marathon” with regard to finalization.

Additionally, confirmation was made that the Steering Group – well-supported by its consultant – has endorsed the “decision grid” with regard to the necessary Regulation 16 further consultation which pertains to Design Codes. These Codes refer specifically to the parish’s context and which are translated into Neighbourhood Plan policies designed best to protect and enhance the quality of the villages’ character.

6/04.24 Community Speedwatch – the need for CSW monitoring on Walton Park was unanimously supported and recognised as a priority with Ward Cllr John Mann kindly offering his property for any future need of SID placement. This particular site was well-placed and would enable maximum visibility which is a requirement of a SID.

7/04.24 NYC’s handling of a Permitted Development planning application – following discussion and with a majority agreement a course of action was decided which, given the permitted time constraints, would be enacted in the immediate term.

8/04.24 Update regarding a) Spring Lane wall repair – as a consequence of much to-ing and fro-ing with emails, councillors were pleased to be offered the opportunity of a meeting with the NYC highways officers concerned and with confirmation given that the landowner had requested that a timescale of the end of May be considered to accommodate his lambing season after which it is very much hoped that the necessary repairs will be made and also to the stock fence in question. **b) Pannal Green tree work** It is very much hoped that the Woodlands officer will make response to emails and messages left requesting confirmation that the planned minor tree works can be carried out under the Parish Council’s auspices. It is also hoped to acquire permission to undertake some tree planting on Crimple Meadows.

9/04.24 PC Annual Plan with PROW consideration and way forward – Cllr Neil Permain confirmed that the Annual Plan had been finalised from its draft presentation at the March meeting with elements from the PROW section of the Plan being included in the last newsletter. The council had been very pleased to receive offers of volunteer input and support into this area. Consideration was made to making a photographic review of the parish footpaths for potential address with NYC’s PROW department. The Plan will be regularly reviewed and included within the council’s agendas.

10/04.24 Progress report regarding arrangements for D-Day anniversary celebrations and poster

advertising – Cllr El Sharkey was thanked for her assembly of an advertising poster which would be placed on parish boards, telegraph poles, etc., 2-3 weeks before the 6th and 9th June events. The school will also be asked if it will be possible to circulate the event through their communication channels. The clerk was pleased to confirm that NYC's permission had been granted for the event to take place and sought the council's approval for £261 wheelie bin hire expenditure and £215 portaloos hire expenditure – it was RESOLVED to approve these expenditures with councillors being pleased that prices had held to match last year's costs.

11/04.24 Progressing the Community Resilience Plan – this was recognised as being a significant piece of work with Cllr El Sharkey's lead on it being very much appreciated. The draft provision had been separated into two sections 1) the Plan and 2) the Working Guide. It was also recognised that the relevance and provision of this Plan could only prove effective with volunteers coming forward to offer their support and expertise from the parish: to-date no offers had been given. Councillors decided that Cllr El Sharkey could contact NYC directly and on behalf of the council in seeking their department's expertise with regard to taking the Plan forward.

12/04.24 April 2024 Newsletter – due to time constraints no draft newsletter was yet available for councillors' consideration.

13/04/24 May annual parish meeting – councillors appreciated the Scouts' offer of holding a one-off meeting in their new facilities and felt that the 9th May council meeting – together with the annual parish meeting – might be opportune when parishioners would be invited to attend with a parish focus on 1) the Community Resilience Plan, 2) Western Arc situation, 3) Events within the Year's Plan and 4) a Q&A session and would also be an opportunity for new councillors to introduce themselves. Subject to confirmation from the Scouts and, if not at the village hall, it is hoped that a 6pm start on 9th May will prove convenient with the annual parish meeting commencing at 7.30pm.

14/04.24 Finance:

- a) **Yearend VAT return** – had been completed and submitted with a claim made for £3025.
 - b) **2023-24 Year End Statement** – will be adjusted to include a breakdown of Community Engagement expenditures with councillors recognising / approving the removal of the clerk's March 2024 salary within that year as the Bank had not made payment until 2nd April and after the Easter weekend.
 - c) **2024-25 New Year Budget** – councillors approved the adjustment to include the addition of the clerk's 2023-24 March salary payment in this 2024-25 year which proportionally increased that budget. Additionally, Community expenditure would be considered as Reserves against potential costs / events within the Annual Plan.
 - d) Given the timescale, approval for adjustments made will be by councillor email approval.
 - e) **Consider for approval:**
 - i) **Insurance Register** – councillors approved this register statement.
 - ii) **Internal Controls Checklist** – the clerk to meet with Cllrs Burrell and Permain to progress / confirm this assurance.
 - iii) **Risk Management Policy** – to be considered further and prior to approval.
 - iv) **Financial Risk Assessment** – to be considered further and prior to approval.
 - v) **Reserves Policy** – councillors approved the Policy.
 - f) **Consider any need to reimburse additional clerk's hours** – confirmed as no need.
- i) The current account and bank statement at 11th April were approved by email and signed off by Cllrs Burrell, Permain and Farrar
 - ii) The payment of invoices and expense claims received at 11th April 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 April salary £892 gross / YLCA Membership Subscription £651 / YLCA GDPR training £90 / Fun4Hire Bouncy Castle deposit £138 / S Doherty PG Bench Repair

£367.88 / 21CC Beacon D Day Crown £282 / HMRC £635.40

15/04.24 Date and time of the next Council Meeting (with annual parish meeting) – 9th May 2024 at 7pm

Jane Marlow
Parish Clerk
15th April 2024

DRAFT