

Pannal and Burn Bridge Parish Council

Annual Meeting of the Parish Council

6.30pm on Thursday 9th May 2024
held in the Scout Hall, Spring Lane

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

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

1/05.24 Election of Chairman and Vice Chairman for the 2024 / 2025 session – Cllr Cathy Burrell was nominated and elected Chairman with Cllr Neil Permain nominated and elected Vice Chairman.

2/05.24 Apologies for absence (with consideration of authorisation) – all present.

3/05.24 Receive and sign the Chairman's declaration of office – Cllr Cathy Burrell received and signed the Chairman's declaration of office.

4/05.24 Approval of Minutes of meeting held 11th April 2024 – RESOLVED to approve the minutes of the meeting which were duly signed by Cllr Neil Permain.

5/05.24 Register of business interests: councillors were reminded of the need for regular review of their register for business interests, copies of which were provided by the clerk and re-signed and dated accordingly.

6/05.24 To consider / affirm membership of sub-committees and approve relevant Terms of Reference (TOR) – any necessary amendments were made in keeping with the annual review.

7/05.24 To nominate (two) representatives to attend and vote at YLCA meetings (next meeting Monday 10 June 2024: venue tbc) – Councillors appreciated the continuation of both Cllrs Neil Permain and El Sharkey for a further year.

8/05.24 Finance and Governance:

- a) The Risk Assessment and Management Scheme (adopted April 2023) was approved.
- b) The Financial Risk Assessment – was approved.
- c) The Beacon Lighting Risk Assessment – was approved.
- d) The General Privacy Notice (YLCA template base) – with minor amendments was approved.
- e) The Code of Conduct together with Addendum (adopted 2021) – was approved.
- f) The adjusted Proposed Budget 2024-25 alongside Allocation of Reserves – were approved.
- g) Two councillors were appointed to undertake the annual Internal Controls checklist for 2024-2025 – this would be undertaken by the Chairman and Vice Chairman for a second year with clerk notification that some amendments would be made to the checklist to incorporate any additional controls / actions as required with review dates.
- h) AGAR (Annual Governance and Return): confirmation was given of the internal audit undertaken 1st May 2024.
- i) 13th June 2024 meeting to include receipt / approval of the Annual Return of Governance Statements Sections 1 and 2 (AGAR) and to be signed off by the Chairman and RFO
- j) The expectation of dates for Public Inspection of AGAR annual return: duration Monday 17th June- Friday 26th July 2024

9/05.24 Status of the Neighbourhood Plan – the Chairman confirmed that the NP had undergone

its external examination and it was hoped that NYC would consider it at their June meeting.

10/05.24 Pannal Green employed arborist – the Green's condition is now much improved following work undertaken by an arborist with clerk to request that the grass is thoroughly mowed and prior to the June D-Day 80 celebrations.

11/05.24 Meeting with Highways officer 24th May 2024 (Spring Lane wall / stock fence and other matters) – councillors would assemble an agenda for this meeting with an hour's room booking to be made at PVH at 2pm.

12/05.24 Consider arrangements for the 6th and 9th June D-Day 80 commemoration – the Chairman confirmed that additional bunting and flags would need to be purchased for the occasions together with a long-reach beacon lighting implement.

13/05.24 NYC Notification received 17th April 2024 on the "call for sites" regarding the NYC new Local Plan – this was noted.

- i) The current account and bank statement at 9th May were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) The payment of invoices and expense claims received at 9th May were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included Zoom monthly subscription £15.59 / Dropbox £9.99 / May salary £1115 gross / Arborist invoice £520 / printer cartridge £18.85 / postage £22.70 / income receipt 1of2 Precept £19,591.50
- iii) Additionally, councillors approved a £75 invoice for D-Day flyer provision / website biennial domain payment of £78 / annual subscription to Breakthrough Communications in the discounted sum of £2,156.40.
- iv) Clerk confirmed HMRC VAT reimbursement in the sum of £3,025.12.
- v) Clerk appreciated councillors June salary reimbursement for 25 hours additional work.

14/05.24 The Annual Parish Assembly Agenda – as advertised to parishioners.

15/05.24 Date and time of the next Council Meeting 13th June 2024 at 7.00 pm

Jane Marlow
Parish Clerk
13th May 2024