

# Minutes of the Extraordinary meeting of Pannal and Burn Bridge Parish Council

held in the Committee Room of Pannal Village Hall  
7.00pm on Thursday 30<sup>th</sup> May 2024

**Present: Cllr Cathy Burrell (Chairman) and Cllrs Helen Hayes, Andrew Farrar, Cliff Trotter and Steve Cobb with attendance by a member of the public**

- 1/05Extra.24 Apologies for absence had been received from Cllr Neil Permain (holiday) and Cllr El Sharkey (work) and for which approval was given
- 2/05Extra.24 Cllr Cathy Burrell declared an interest in the matters to be transacted at the meeting.
- 3/05Extra.24 There were no applications by councillors for dispensation.
- 4/05Extra.24 The minutes of the Council meeting held on 9<sup>th</sup> May 2024 were approved and duly signed.
- 5/05Extra.24 To consider to resolve to exclude members of the press and public from the meeting (Public Bodies (Admissions to Meetings) Act 1960) – this item, as councillors agreed, was moved to follow 8/05Extra.24
- 6/05Extra.24 Four members were confirmed as appointments to the Complaints Committee (Cllrs Hayes, Farrar, Sharkey and Cobb): Cllr El Sharkey, in her absence, had provided her willingness to join the Committee before the meeting. Following consideration, it was resolved that the committee will have delegated power to continue (if necessary) handling the complaint and with further resolution made that the Committee will have full delegated power to bring the complaint to a conclusion.
- 7/05Extra.24 It was unanimously proposed and resolved that Cllr Helen Hayes will be the Chairman of the Committee and which was agreed by her with decision taken that Cllr Cathy Burrell at this point would stand down as Chairman for the meeting.
- 8/05Extra.24 The Terms of Reference of the Committee were considered and it was resolved to accept them.
- 5/05Extra.24 Consideration was given and unanimous resolution made to exclude members of the press and public from the meeting in relation to the specific complaint allegations. The Public Bodies (Admissions to Meetings) Act 1960 state that *“where a meeting is open to the public, a body may, by resolution exclude the public from the meeting – whether during the whole or part of the proceedings – whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.”*

Cllr Helen Hayes stated that there were specific portions within the complaint which were precluded from consideration by the Parish Council. The remaining portions would be considered by the Parish Council and outside a public forum.

At this juncture, the member of public was asked to leave the meeting.

9/05Extra.24 Consideration of the received complaint from a member of the public was made and decision taken to respond to the complainant in a timely manner and in accordance with the Parish Council's Complaints Policy.

10/05Extra.24 Date and time of the next Council meeting – 7.00pm 13<sup>th</sup> June 2024

Jane Marlow, Parish Clerk, 3<sup>rd</sup> June 2024