

Pannal and Burn Bridge Parish Council
Minutes of the Meeting held in the Function Room of Pannal Village Hall
7.00pm on Thursday 18th July 2024

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

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

1/07.24 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors – Cllr Cliff Trotter was absent from the meeting.

2/07.24 To receive declarations of interest in the matters to be transacted at the meeting – there were none.

3/07.24 To consider any applications by councillors for dispensation – there were none.

4/07.24 Opportunity for public comment for items not on the agenda – Members of the public are invited to address the council on any matter over which it has power, for a maximum of three minutes. Those wishing to speak on an item which is on the agenda may be invited to speak at the beginning of that item. No members of the public present for items not included within the agenda.

5/07.24 To consider for approval the Minutes of meeting held 13th June 2024 – RESOLUTION made to approve the minutes which were duly signed.

6/07.24 Village matters:

a) Crimple Meadows i) confirmation had been received from NYC with regard to the Parish Council's wish to plant some trees on the right-hand side of the path (looking towards the wood). A further wish was expressed to place some benches interspersed between the trees. Additionally, parishioner ideas will be gauged for further tree planting within the parish. ii) Payment was approved (£118.80 gross) for the external annual inspection of adult gym equipment by Sportsafe 9th July: all pieces of equipment passed the required tests. The Chairman to make enquiry of the path contractor regarding any residual "snagging" that is required in addition to iii) seeking advice on the secure-fixing of the vandalised Safety Notice.

b) To consider event date Thursday, 8th May 2025 – 80th Anniversary of VE Day. It was agreed that a parish beacon-lighting commemoration would take place on 8th May with a Family Fun Day to again be organised and on Sunday 8th June 2025.

c) Pannal Green trees – a light trimming – in keeping with NYC recommendations – would be undertaken of the low hanging branches over the planter near the church and with comment made that there had been some seasonal growth of the Green trees generally. Given recent weather conditions, it was noted that pathway hedgerows had, in some instances, encroached over a number of parish paths with a request to be made to parishioners to cut back obstructive growth.

7/07.24 To consider 1) possible date for Carols on the Green – this was fixed for Monday 16th December and with school and the band having given their confirmation for this date. **2) Christmas lights provision** – the Parish Council owns the lights which had previously been managed by a local company. The Chairman's offer to make enquiry for the management of the lights to be undertaken by an electrician was much appreciated – pending the council's understanding of the requirements of such a changed provision.

8/07.24 "Walk the Boundaries" – update and progression of the plan – the event, scheduled to take place on Sunday 22nd September, will commence with refreshments from 9.30am and with an informal "set off" from 10am. The departure point will be from the Black Swan pub where the Parish Council will

subsidise the pub for its complimentary provision of refreshments (coffee / bacon sandwiches / pastries) from 9.30am. Route maps will be provided and there will be a photo competition (for adults) and a nature quiz for children. A half-way house will be set up on Leadhall Lane.

9/07.24 To consider progression of the parish Emergency Plan – given the very low response to the call for parishioners to come forward to assist and offer their skills to this Plan, formulated to address any event of emergency need, Cllr Sharkey will compile a request that can be included in the local paper, the newsletter and on FaceBook.

10/07.24 Confirmation of the (annual) Parish Council registration with the Information Commissioner Office (ICO) – and, as a recommended and parallel function, the Parish Council a) adjusted the Staffing Committee membership to include Cllr Neil Permain (proposed by Cllr Cathy Burrell and seconded by Cllr Elatia Sharkey), b) made appropriate amendment to its Terms of Reference and c) RESOLVED to adopt the template Disciplinary Policy

11/07.24 Meeting updates: 1) on site with an NYC engineer with regard to parish traffic, parking and pedestrian issues, Cllr Neil Permain had met with an NYC Engineer on Monday 15th July with regard to the NYC proposed new pedestrian crossings and with expression of parish concerns regarding the NYC long-term strategy for pedestrian safety and traffic flow through the parish. **2) meeting with NYC officers re the Western Arc Infrastructure Schedule** – this meeting will take place on Friday 2nd August at the Civic Centre and in conjunction with other local representative groups and will be preceded by a preliminary meeting at Pannal Village Hall for those making the meeting request.

Additionally, a further meeting is in the process of being organised for the autumn when NYC officers have agreed to meet with the Parish Council regarding the parish’s particular concerns.

12/07.24 To consider / approve the Parish Council Meeting Dates (Sept 24-June 25) – these were agreed **but with the following amendment to reflect working councillors’ holiday commitments: there will be no September meeting (unless deemed necessary) but there will be an August meeting on Thursday 29th August.**

13/07.24 Review a) the clerk’s contract in the light of the IA comment – this will be reviewed by the Staffing Committee **and b) consideration regarding replacement of the laptop** – given the age and now poor efficiency of the clerk-owned laptop, councillors were in agreement that the Parish Council would purchase a replacement and would consider recommendations to be made by the IT support provider.

14/07.24 Finance:

- i) The current account and bank statement at 18th July were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) Councillors Cathy Burrell and Neil Permain signed off Lloyd’s 31st May 2024 Bank Statement reconciliation with Parish Council accounts reconciliation
- iii) The payment of invoices and expense claims received at 18th July were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included:

Clerk’s July salary + extra hours (gross)	£1077.64
ICO Membership	£40.00
Dropbox	£9.99
Zoom	£15.59
Out of pocket clerk expenses	£35.00
Printer toner	£18.85
Directions Planning (N Plan consultant)	£2156.28
PVH Q1 Room hire	£147.00
HMRC PAYE Q1	£672.40
Horticap planter provision	£133.50
InspirIT laptop repair	£194.00
Sportsafe gym equipment inspection	£118.80

Out of pocket councillor expenses (strimming)	£50.00
D-Day Serviceloo provision	£258.00
Flexibubble NP Mapping	£120.00

- iv) Additional invoices received for approval 1) Horticap provision for parish planters £133.50, 2) Inspir IT laptop repair £194.00, 3) Sportsafe annual gym equipment inspection fee £118.80 and 4) out of pocket strimming expenses for Drury Lane bench (£50.00)
- v) Above invoices were signed off by councillors and included for July payment with approval given for (approximately £65) expenditure to replace the defibrillator adult pads.
- vi) Consider amended regular contracts / obligation and payments for current year – accepted and signed by the Chairman.
- vii) Consideration regarding any need for additional clerk’s hours – no additional hours required.

15/07.24 Date and time of the next Council Meeting – as discussed under item 12/07.24, the next meeting date moved to Thursday 29th August 2024 at 7.00 pm.

Jane Marlow
Parish Clerk

21st July 2024

DRAFT