

Pannal and Burn Bridge Parish Council
Minutes of the meeting held in the Function Room of Pannal Village Hall
7.00pm on Thursday 29th August 2024

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

Present: Cllr Neil Permain (acting Chairman) with Cllrs Andrew Farrar, Steve Cobb, Elatia Sharkey and Helen Hayes together with a parishioner

1/08.24 Apologies for absence were received from Cllr Cathy Burrell for work reasons. Absence was approved. Cllr Cliff Trotter was absent from the meeting. Cllr Neil Permain, as Vice Chairman, took the meeting.

2/08.24 To receive declarations of interest in the matters to be transacted at the meeting – there were none.

3/08.24 To consider any applications by councillors for dispensation – there were none.

4/08.24 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.

5/08.24 To consider for approval the Minutes of meeting held 18th July 2024 – in the absence of Cllr Cathy Burrell these minutes will be considered for approval at the next meeting.

6/08.24 Village matters:

- a) Crimple Meadows** i) secure fixing of vandalised Safety Notice re adult gym equipment: the notice is now missing, a replacement will be ordered from the gym equipment supplier. ii) Any residual work requirement for new path: clerk asked to write to the contractor and NYC requesting that the area of ground to the left of the path and near the road is made good and put back to grass – and before the weather turns particularly wet. iii) A potential meeting arrangement with NYC (Park and Grounds Operations Mngr) regarding possible placement of benches is to be put back pending further consideration. Parishioner input was made that better placement would be in the location of the existing children's playground and adult gym equipment. A few adverse parishioner comments were made with regard to the planting of additional trees with the decision made that any planting area near the park boundaries should be avoided to negate any conflict of garden encroachment / overhanging branches. Parish Council to continue to progress meeting with the NYC officer regarding her recommendations on types / placement of trees but to avoid placement near residents' boundary hedges. For further council discussion after which consultation will be made to neighbouring park residents.
- b) Confirmation of date for parish autumn litter pick:** Saturday 28th September 2024 with the NYC supply of anti-litter posters to be placed in the parish.
- c) Offers of care assistance with parish planters** – appreciation expressed to Anne Smith for her offer of care for the planter near St Robert's Church and Mel Raine for his care of the Village Hall planter.
- d) Confirmation of fitted replacement adult defibrillator pads** – these had been fitted on 29th August and were next due for replacement 2nd September 2026.
- e) Christmas lights provision** – it was agreed that quotations for the work would be obtained from an electrician(s) with the clerk to undertake a further procurement exercise with lighting providers covering a similar provision as has been made in previous years.

7/08.24 To consider Cllr Steve Cobb's parish Bench Report – appreciation expressed for his work in

assembling this comprehensive report detailing the Parish Council's own benches and condition of which there are six together with the remaining eighteen which currently belong to NYC. It was agreed that the clerk contact NYC with regard to any necessary repairs to their benches and broaching the idea of the Parish Council taking ownership / responsibility of the benches once they are made good.

8/08.24 "Walk the Bounds" – update regarding finalising the arrangements – the two routes were finalised and agreed 1) a longer route of approximately 7.5miles which runs closest, if not always on, the parish boundary and 2) a 3.5mile shorter route. Previous arrangements stand with a poster to be displayed which, it is hoped, will produce further committed participation for the event. FaceBook and the newsletter will reconfirm the day's arrangements (Saturday 22 September 10am start from the Black Swan pub).

9/08.24 Law and Governance – i) the minutes of the Staffing Committee meeting dated 12th August 2024 were duly noted, ii) consideration was given regarding the amended TOR with a RESOLUTION passed that regular (four / annum) Staffing Committee meetings, as necessary, would take place in order that the Parish Council could discharge its employer duties together with iii) consideration of reviewing a Sickness and Absence Policy, a Grievance Policy and Expenses Policy which would be passed to full council for ratification. Three councillors would sit on the committee with a possible co-option of one should it be necessary to achieve a quorate situation. The Chairman and a Liaison councillor would be appointed at the meeting.

10/08.24 Neighbourhood Plan – following approval by NYC's Executive Committee 16th July 2024, the Parish Council received notification of the Referendum which will be held on Thursday 3rd October in the Village Hall when parishioners will be encouraged to attend to express their voting preference. Details will be included in the August newsletter.

11/08.24 Update from meeting NYC officers regarding the Western Arc Infrastructure Schedule Friday 2nd August 2024 – both councillors Cathy Burrell and Andrew Farrar attended the meeting together with representatives from HAPARA and Birstwith and Hampsthwaite Parish Councils. It was thought to be a good meeting with a clear presentation made. The particular concern raised from the groups was identifying NYC's strategic vision with regard to address of infrastructure provision in the Western Arc: HAPARA will monitor the situation going forward and seek receipt of the strategic summary. There is some NYC activity being undertaken with regard to the use of new technology in the monitoring of traffic flow which is an ongoing function. Given that the "strategic vision" was not available it is hoped that the anticipated parish meeting with NYC's Karl Battersby will provide some answers in addressing the infrastructure problems encountered in the immediate locality.

12/08.24 Consider way forward regarding NYC Planning officers' consideration of parish PBR applications – this item will be carried forward to the October meeting.

13/08.24 NYC's recent organisation and appointment of "Parish Liaison Officers" – the clerk confirmed contact from a designated officer – Peter Cole – who will oversee and manage (problem solving) queries put to him by the Parish Council. The YLCA Harrogate Branch meeting on 14th October which will be attended by Cllr El Sharkey and the clerk will further introduce this new provision which has been established to sit alongside and facilitate elements within the Parish Charter. Mr Peter Cole will be asked to attend a council meeting.

14/08.24 Consider received email regarding "Speeding – call to action" – councillors decided that, at this point, they would not participate in progressing the intent put forward by a Cowling co-ordinator of the Speed Action Group.

15/08.24 Consider InspiRT recommendations for clerk's laptop replacement – RESOLUTION was made to purchase a Samsung Galaxy Book4 laptop (net cost £624.16 / gross £748.99).

16/08.24 Finance:

- i) The current account and bank statement at 15th August were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) Councillors signed off Lloyd's 26th July 2024 Bank Statement reconciliation (£64,031.26) with

- Parish Council accounts reconciliation
- iii) The payment of invoices and expense claims received at 15th August were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included clerk's salary £891.80 / Reimburse clerk expenses for Dropbox £9.99 and Zoom £15.59 / VisionICT annual website provision cost £377.26
 - iv) Additional invoices paid with prior approval 1) reimburse out of pocket strimming expenses for Drury Lane bench area (£50.00) and 2) replacement adult pads for PVH defibrillator (£83.94 gross)
 - v) Above invoices were signed off by councillors
 - vi) Clerk pleased to confirm completion of last year's financial AGAR accounts (2023/24) by the external auditor with this evidence posted on the noticeboard for a period from 29th August-12th September and on the website. RESOLUTION made to pay PKF Littlejohn's invoice of £252 (gross).
 - vii) Consideration regarding any need for additional clerk's hours – no additional hours required.
 - viii) The clerk confirmed that she was currently preparing a monitoring budget against current income and expenditure which will be presented at the October meeting.

17/08.24 Date and time of the next Council Meeting - Thursday 3rd October 2024 at 7.00 pm (there will be no September meeting unless it is deemed necessary)

Jane Marlow
Parish Clerk
2nd September 2024