

# Pannal and Burn Bridge Parish Council

Minutes of meeting held in the Function Room of Pannal Village Hall  
7.00pm on Thursday 9<sup>th</sup> January 2025

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

**Present: Cllr Cathy Burrell (Chairman) and Cllrs Andrew Farrar, El Sharkey, Steve Cobb, Helen Hayes and with Ward Cllr John Mann in attendance in addition to two parishioners**

**1/01.25 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors – Cllr Cliff Trotter absent**

**2/01.25 To receive declarations of interest in the matters to be transacted at the meeting – there were none.**

**3/01.25 To consider any applications by councillors for dispensation – there were none.**

**4/01.25 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.**

Two members of the public were present with suggestion made that a QR Code could be utilised in providing direct access information to parishioners and via the newsletter: this would be further considered by councillors. Concern was expressed regarding the stability / security of the “permissive detour” on the PROW from Burn Bridge to Pannal (*retrospective note: councillor observation made that this appears solid and sound*). Chairman confirmed in response to the duck pond query that although the Parish Council could support any initiated crowd funding in address of its condition, it was not permitted to expend any public monies in connection with it. The matter of continued and unpleasant dog fouling - and particularly in Walton Park - would be addressed in the newsletter and with request made to residents in the area as to where a black bin should be placed.

**5/01.25 To consider for approval the Minutes of meeting held 12<sup>th</sup> December 2024 – RESOLVED to approve the minutes which were duly signed.**

**6/01.25 To note minutes of Staff Committee meeting held 12<sup>th</sup> December 2024 – these were duly noted.**

**7/01.25 Any update regarding potential allotment site – clerk confirmed that five supportive expressions of interest had been made by parishioners with a further newsletter request to be made and before communicating councillors’ wish to NYC.**

**8/01.25 Way forward with regards to the updating of the website – clerk had received confirmation that *only* the actual “made” Neighbourhood Plan document need be included on the website and which currently was “burdened” with considerable space / documents relating to its background and consultation procedures, removal of which would enable a more efficient update to be made. Clerk will progress the agreed MOT current website address and before it is remodelled by VisionICT to a new format with an end of March target date.**

**9/01.25 Communication – i) council – councillors agreed that the council WhatsApp was the most convenient and prompt means to flag up issues for address. ii) with parishioners – draft would be assembled of a mail drop / flyer for parish circulation and which could be included in noticeboards / newsletter etc.**

**10/01.25 Village matters:**

**a) Christmas lights 2025 – these were considered an excellent 2024 provision. Pending the supplier quote, councillors were enthusiastic in extending a further light provision to the large tree in the Pannal Green overflow car park in addition to two trees on Main Street and adjacent to the church**

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wall and post-box. Councillor to meet the supplier on site during dismantling and storage of the Christmas tree lights.

- b) **V E Day** – councillors agreed that as the V E Day beacon lighting anniversary will take place at 9.30pm on Thursday 8<sup>th</sup> May that the Parish Council meeting would commence at 6pm until 8pm on that day but that the Annual Parish Meeting would be put back to Thursday 15<sup>th</sup> May. The Family Fun Day event on 11<sup>th</sup> May will be included on 13<sup>th</sup> February agenda.
- c) **Traffic speed through Pannal** – Chairman confirmed that the neighbourhood policing team will attend the parish with the possibility of a hand-held camera if speeds are proven to be excessive with current results demonstrating borderline speeds. Cllr John Mann supported the Parish Council with a potential offer of VAS (Vehicle Activated Sign) equipment. Councillors supported the re-deployment of the Main Street SID to a more advantageous position on the Pannal Hall site.

Given the last week's sustained ice and snow conditions and which had understandably promoted a number of parishioner concerns regarding road and pavement safety, it was agreed that further grit bins will be requested from NYHighways with councillor enquiry to be made regarding the possible sourcing of a local farmer who would be willing to undertake snow clearance and gritting within the parish.

## 11/01.25 Law and Governance

- a) **GDPR Information Data / Information Audit** – approved.
- b) **SAR (Subject Access Request) pro forma** – approved for use.
- c) **Data Breach Reporting (NALC 2018)** – approved for use.
- d) **NALC 2022 Guidance re the Handling of Complaints** – considered relevant for any future need.
- e) **FOI Publication Scheme (last approved May 2021)** – APPROVED for re-adoption
- f) **Consider renewal of CPRE (Campaign to Protect Rural England) membership (£36)** – APPROVED for a further year.
- g) **Appointment of internal auditor for 2024/2025** – councillors agreed that last year's internal auditor be appointed for the 2024/25 accounts at a cost of £500.

**12/01.25 Neighbourhood Plan training** – Directions Planning provision: Monday 13<sup>th</sup> January 2025 6-9pm in PVH's Committee Room – councillors confirmed their intention to attend.

## 13/01.25 Finance:

- i) The current account and bank statement at 9<sup>th</sup> January were approved by email and signed off by Cllrs Burrell and Farrar
- ii) The payment of invoices and expense claims received at 9<sup>th</sup> January were approved by email and signed off by Cllrs Burrell and Farrar and which included clerk's January salary £1152 gross / reimburse clerk expenses for £99.06 / Litemania 2of2 payments £5159.52 / PVH quarterly room hire £117
- iii) Above invoices were signed off by councillors together with spreadsheet bank reconciliation
- iv) Consideration regarding any need for additional clerk's hours – no current requirement.

**14/01.25 Date and time of the next Council Meeting** - Thursday 13<sup>th</sup> February at 7.00 pm

Jane Marlow  
Parish Clerk  
15<sup>th</sup> January 2025