

Pannal and Burn Bridge Parish Council

Minutes of the meeting in the Function Room of Pannal Village Hall
7.00pm on Thursday 13th March 2025

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

Present: Cllr Cathy Burrell (Chairman) together with Cllrs Neil Permain and Helen Hayes

1/03.25 Apologies for absence had been received from Cllr Andrew Farrar (personal), Cllr El Sharkey (work) and Cllr Steve Cobb (unwell). All absences were approved. Ward Cllr John Mann had also given his apologies. Chairman had been informed prior to the meeting of Cllr Cliff Trotter's resignation: recognition was made to the considerable support and expertise he had unstintingly provided over a number of years: he will be much missed. Cllr Neil Permain was welcomed back after an approved period of absence since November 2024.

2/03.25 Declarations of interest in the matters to be transacted at the meeting – there were none.

3/03.25 To consider any applications by councillors for dispensation – there were none.

4/03.25 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.* There were no members of the public present.

5/03.25 The Minutes of meeting held 13th February 2025 were APPROVED and duly signed.

6/03.25 Any update regarding potential allotment site – clerk confirmed that no update, as yet, had been received.

7/03.25 Draft presentation of proposed website and with request for councillor photos – recognition was made that there is some work yet to be done in amending / updating the website text. Councillors considered that the now included illustrative photos were good but that the page header photo was not of sufficient quality with Cllr Helen Hayes' offer to re-take an image for submission being much appreciated. It was agreed that the potential "carousel" display of photos would be pended until the website was more complete. Request would be made for a new "tab" titled Planning with a Local Plan sub heading and that the question would be posed to the provider for a newsletter "opt in" facility.

8/03.25 Communication – with parishioners – it was agreed that to maximise circulation of the newsletter that an amalgamated maildrop would, ideally, be made and with the question to be posed to Cllr John Mann. This would include a GDPR request form which, for those who don't use or have the facility for electronic communication, could (pending request) be collected by the council from a post-box in the Post Office and church.

9/03.25 Village matters:

- a) Any update regarding Beacon Lighting event (Thursday 8th May)** – update and **1)** expenditure for a beacon burner at a cost of £349 was APPROVED and **2)** it was RESOLVED to adopt the Beacon Risk Assessment. The Chairman confirmed the evening's arrangements to-date with metal barriers to separate the beacon from attendees and her request for a music provision.
- b) Family Fun Day (Sunday 11th May)** – similarly, the Chairman detailed the planned provision for the day and the facilities that would be provided for attendees' entertainment. Bunting would be placed in the area and, ideally, the weekend before ie 3/4 May.
- c) Litter Pick** – this was set for Saturday 12th April and with councillor confirmation to provide support.
- d) Update of councillor's checks regarding the adult gym equipment** – thanks to Cllr El Sharkey for her spreadsheet detailing the weekly checks made which had been received by councillors.

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- e) **Additional Christmas tree lighting provision** – councillors approved the Lumalite quotation of £4,650 for lighting installation in a further three Pannal Green trees, the cost of which would be offset by the Locality Budget of £4,280.

10/03.25 Consideration of Forecast Outturn Statement April 2024-year-to-date with any additional documents – clerk presented the statement which councillors accepted as read and with explanations as given. In provision of an explanatory paper, Cllr Neil Permain talked councillors through the forecast Reserves position with potential allocation of Reserves to be determined within the 2025 / 26 budget.

11/03.25 Law and Governance:

- a) RESOLVED to re-adopt the council's Reserves Policy
- b) **Annual Parish Council meeting** – Thursday 15th May 2025 at 7pm (to include) 1) Neighbourhood Plan, 2) Local Plan and 3) Call for Sites list
- c) Please note: May Parish Council meeting to be held Thursday 8th May 6-8pm and before the Beacon Lighting event
- d) **Neighbourhood Plan** – project initiatives will be identified and decided at the next meeting and with appropriate budgets to be set by priority allocation.

12/03.25 Finance:

- i) The current account and bank statement at 13th March were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) The payment of invoices and expense claims received at 13th March were approved by email and signed off by Cllrs Burrell and Permain and which included clerk's March salary £921.60 / PVH final quarter £114 / InspiRT support £30 & £49.99 domain renewal & £40 Norton / Microsoft (5Feb) and (6Mar) invoices in sum of £24.72 / Locality Budget receipt £4,280 / councillor expenses £20
- iii) April invoices approved for payment: HMRC final quarter £599 and Zurich Municipal £542.71
- iv) Consideration regarding any need for additional clerk's hours – none required

13/03.25 Date and time of the next Council Meeting - Thursday 10th April at 7.00 pm

Jane Marlow
Parish Clerk
17th March 2025