

Pannal and Burn Bridge Parish Council

Minutes of the Meeting held in the Function Room of Pannal Village Hall 7.00pm on Thursday 10th April 2025

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

Present: Cllr Cathy Burrell (Chairman) with Cllrs Neil Permain, Steve Cobb, Helen Hayes and Elatia Sharkey together with Ward Cllr John Mann and a member of the public

1/04.25 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors – apologies had been received from Cllr Andrew Farrar for holiday reasons; which were approved.

2/04.25 To receive declarations of interest in the matters to be transacted at the meeting – there were none.

3/04.25 To consider any applications by councillors for dispensation – there were none.

4/04.25 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*

5/04.25 To consider for approval the Minutes of meeting held 13th March 2025 – it was RESOLVED to approve the minutes of the meeting which were duly signed.

6/04.25 Result of recent councillor vacancy – confirmation was made that the now concluded Notice of Vacancy had produced one response so, there being no need for an election, the council could proceed with filling the vacancy by co-option. The council are delighted to have received expressed interest from Ms Lucy Phipps who attended the meeting. She has been a long-term resident in the parish and her co-option was unanimously agreed.

7/04.25 Draft presentation of proposed website – it was disappointing that due to circumstances beyond the council's control the most updated version of the developing website was not available for presentation. Clerk confirmed that a Mailchimp link can be included on the new website for parishioners to directly subscribe to the newsletter. Councillors agreed that the parish aerial photograph replace the current poor quality header photo and also that a new tab is created 1) Neighbourhood Plan and the "News" tab is amended to 2) News and Events.

8/04.25 Shared communication – with parishioners – councillors considered that although there were a number of changes to be made to the current website text that the new website should go live as soon as possible recognising that it was a key communication facility. Arrangements were considered for the practical circulation and availability of newsletters for those who do not have ready access to electronic means.

9/04.25 Finance

- i) VAT reclaim in sum of £4,165** – confirmed that this should be received early in the new financial year
- ii) S137 eligibility** – explained and qualified as being eligible expenditure of £11.10 / per elector for the current year.
- iii) Neighbourhood Plan** – project initiatives and allocated expenditure were considered and agreed as set out in Cllr Neil Permain's proposal whilst recognition was made that in real terms – and in necessarily working alongside NYC's determining timescales – that full project achievement will be difficult and that focus this year should be made specifically on 1) creation

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of information boards with 2) additional parish planters in specific areas.

- iv) **Consider / approve Outturn Statement 2024-25** – breakdown of income and expenditure was clarified by the clerk with the Statement being given councillor APPROVAL.
- v) **Consider draft Proposed Budget 2025-26** and in conjunction with the circulated document regarding reserves allocation and proposed expenditure – councillors APPROVED the budget together with the supporting and explanatory Reserves Position for the coming year.
- vi) **Consider for re-adoption the Risk Management Policy (last adopted 9 May 24)** – APPROVED for re-adoption.
- vii) **Consider for re-adoption the Financial Risk Assessment Policy (last adopted 9 May 24)** – APPROVED for re-adoption.
- viii) **Agree (2) councillor responsibility for this year's consideration of the Internal Control Checklist (previously Cllrs Cathy Burrell and Neil Permain dated 13 April 24)** – Cllrs Cathy Burrell and Helen Hayes agreed to be the designated councillors for this undertaking.

10/04.25 Agenda for Annual Parish Meeting – to be held in the Function Room on Thursday 15th May at 7pm. Agenda, which will be included in this month's newsletter with request for any advance questions, will cover 1) this year's project elements from the Neighbourhood Plan, 2) the developing NYC Local Plan with 3) current situation regarding NYC's "call for sites".

11/04.25 Village matters:

- a) **Any update regarding Beacon Lighting event (Thursday 8th May)** - approval was given for the refreshment expenditure made by the clerk. Arrangements are in-hand for an 8.45pm event start following the PC meeting. The proclamation will be read at 9pm and the beacon lit (as nationally recommended) at 9.30pm and which will, as last year, be separated from attendees by metal barriers. It is hoped a band will also be present and "Vow to thee, my country" will be sang with sheets circulated to attendees. The churchyard will, as previously, be decorated with bunting with request for helpers on Sunday 4th May at 10.30am.
- b) **Family Fun Day (Sunday 11th May)** – support was requested for Friday evening 6pm 9th May set up of gazebos and tape with paid help provision approved by councillors followed by further support request for Sunday morning from 10.30am. The provision of waste bins (for delivery Thursday 8th morning) to be reduced from four to two. Raffle tickets will be obtained and poster distribution made by councillors.
- c) **Litter Pick** – Saturday 12th April 10am meeting in the church car park with councillor participation given by Cllrs Steve Cobb, Neil Permain and Helen Hayes.
- d) **Grit bin location** – to be included on June agenda.
- e) **Defibrillator location: map of local area** – councillors' approved the posting of this map on the noticeboard and which will also be uploaded onto Facebook and the website.

The Chairman informed councillors of the ongoing parishioner suspected speeding on Main Street with a request made for an additional speed hump. The Police Traffic Bureau had received the recent SID data provision - and made from both directions – which was believed to be calibrated to within 1mph and it was hoped their assistance could be provided in monitoring the speeds. Should there prove to be a speeding problem then the police would contact NYC Highways for their support and address.

- i) The current account and bank statement at 10th April were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) The payment of invoices and expense claims received at 10th April were approved by email and signed off by Cllrs Burrell and Permain and which included clerk's April salary £921.60 / HMRC final quarter £599 / Zurich Municipal £542.71 / Litemania deposit £2790 / 21CC Group £348 / Beacon expenses £112.56 / YLCA membership £673
- iii) National Planning Policy Framework training cost of £18.20 (each) for both Cllrs Permain and

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Hayes was approved for 14th April.

- iv) Above invoices to be signed off by councillors together with spreadsheet bank reconciliation
- v) Consideration regarding any need for additional clerk's hours – clerk appreciated reimbursement to be made of an additional 12 hours work during the last month.

12/04.25 Date and time of the next Council Meeting - Thursday 8th May at 6.00 pm

Jane Marlow
Parish Clerk
14th April 2025

DRAFT