

Pannal & Burn Bridge Parish Council

Draft Minutes of a Council Meeting

held in the Function Room of Pannal Village Hall

Start Time: 6.30 pm on Thursday 8th March 2018

Present: Howard West (Chairman), Ian Birchall, and Steve Cobb.

No members of the public were present

Agenda

1. Apologies for Absence. Cllrs Dave Oswin and Cathy Burrell offered their apologies.
2. Declarations of interest. There were none.
3. Approval of Minutes of 8th February. The minutes were confirmed as a true and correct record.
4. Opportunity for public comment for items not on the agenda. There were none
5. To sign off the final version of the Local Plan response. RESOLVED. The PC wished to thank all who had who responded to the consultation, those who attended and helped at the drop-in sessions and those who contributed via social media and by direct inputs to the PC. It was duly noted that the Clerk should be thanked for his efforts in discussing with consultants and councillors and compiling the PC's response and it was agreed at the meeting that a suitable remuneration would be arranged.
6. Update on YLCA Harrogate Branch Meeting on 19th February including the possible appointment of a data protection officer. The Chairman reported on the essential points of the meeting (notes would be added onto the PC's minute's page).
7. To update on progress of the Neighbourhood Plan and report from the Rural CIC Meeting (Community Rights Workshop) on 23rd February. Following on from that meeting it was proposed that David Gluck should be asked to meet the NPSG to discuss what support he could provide for developing the Neighbourhood Plans. Quotations from other consultants should be sought in line with standing orders. RESOLVED.
8. To advise on identification and designation of Community assets. Following the attendance at the Tadcaster Community Rights Workshop, the matter of Community Assets was raised. It was RESOLVED to start a list of potential assets and a note on this would be circulated to the PC.
9. To consider the annual Insurance policy renewal. Two quotes had been received and one further one was to be sought by the Clerk. It was RESOLVED to proceed with the most suitable option before 1st April.
10. To brief on future Data Protection regulations and to agree subscription to Local Council Advisory Service for data protection contract. It was RESOLVED to approve purchase of the external DPO services (at £150 per annum) unless other arrangements were found or there were any revision of governmental regulations (although the latter is unlikely).
11. To brief on Councillor Election procedures. The Clerk would circulate the relevant documents as advance notice to all Councillors.

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12. To discuss proposals for a village litter clearing and dog excrement clear up day. It was agreed that a combined litter and dog excrement day should be planned in conjunction with the School. Cathy Burrell would be asked to organise this and 4 litter picking devices would be purchased by the Clerk.
RESOLVED.
13. To receive an update on outstanding matters from the previous meeting.
 - a. Road naming. The due date for objections to the road names proposed on the former Dunlop site (Site notice due for expiry on 27th February) had been extended through pressure from the PC. New names had been proposed and a short list of four – Lascelles, Buttersyke, Willow Garth and Smithy Hill – had been forwarded to HBC for consideration.
 - b. The Clerk was to write to Cliff Trotter to ask for an explanation as to why Highways Area 6 had still not responded to the proposals from the PC following the YLCA Harrogate Branch meeting in October 2017. The Chairman's email to Cliff Trotter of 27th February at 0834 refers.
 - c. Membership of CPRE was still outstanding although it had been approved and would be pursued.
 - d. It was noted that the Village Hall Committee has instructed modification of its plans for the façade facing the post office in line with previous comments from the parish council.
14. Finance:
 - a. The current account and bank statement were approved as at 8th March.
 - b. The payment of invoices and expense claims received as at 8th March were approved subject to amendments as noted on selected invoices in the finance file.
15. Date and time of the next Council Meeting. 6.30 pm Thursday 12th April 2018.

Andrew Macdonald
Parish Clerk
13th March 2018