

# **Pannal & Burn Bridge Parish Council**

## **Draft Minutes of a Council Meeting**

### **held in the Function Room of Pannal Village Hall**

at 6.30 pm on Thursday 12<sup>th</sup> April 2018

**Present: Howard West (Chairman), Dave Oswin, Cathy Burrell, Ian Birchall, and Steve Cobb.**

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

#### **Agenda**

1. Apologies for Absence. There were none.
2. Declarations of interest. There were none.
3. The minutes of 8<sup>th</sup> March were approved as a true and correct record.
4. The expenditure for the consultation phase of the Local Plan response was reviewed and approved subject to any final adjustments to be secured from BWB for the traffic survey which, in the opinion of the PC, could not have been completed as proposed due to the Burn Bridge roadworks. It was resolved to investigate the final payment and inform the councillors prior to final sign off and publication of the budget.
5. It was Resolved to collaborate with HAPARA on the final public examination of the Local Plan and to offer to concentrate on the traffic aspects. The Clerk would contact BWB to secure an estimate for “through traffic impacts” and liaise with HAPARA.
6. Cathy Burrell provided an update on progress of the Neighbourhood Plan as follows:
  - a. A consultant (David Gluck of Rural CIC) had been employed (subject to acceptance of his written proposal).
  - b. He would help to secure the grant funding and any other support funding which could be identified.
  - c. Only on receipt of the grant funding, would the PC be in a position to initiate payments to the consultant.
  - d. The FGs had been working hard in their areas.
  - e. The next meeting would be on 26<sup>th</sup> April when the project plan would be presented.
7. The draft list of Community Assets was circulated and comments were requested before the next meeting.
8. The Clerk confirmed that the Parish Councillor Election was uncontested and that all five of the Councillors had been elected unopposed. HBC would be contacting each Councillor with confirmation of the procedures required following their election.
  - a. Councillors expressed their disappointment that no other parishioners had put their names forward. With the level of professionalism shown by residents during the HBC Local Plan consultation, it was a shame that their expertise hadn't been put to use on the parish council in addition to those re-elected. The PC now has to co-opt a seventh councillor within 35 days of 3rd May or risk an enforced re-election.
  - b. In addition, it was announced that Mr Harvey Alexander of North Rigton had put himself forward as a Councillor and, there being no other nominations, was therefore elected unopposed to the P&BB PC.

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9. Data protection requirements. The Chairman and Clerk had attended the Data Protection course and provided a brief overview of the actions needed to be taken by the PC. The most important amongst these were:
  - a. To carry out a data audit. It was Resolved to secure a quote for this.
  - b. To appoint a Data Protection Officer (who cannot be the Clerk). It was Resolved to do this by the cut-off date of 25<sup>th</sup> May. After note: YLCA announced on 17<sup>th</sup> April that they would offer PCs DPO services – details to follow.
10. A meeting was to take place with Planning Potential on Tuesday 17<sup>th</sup> April after which an update on Park and Stride could be provided.
11. With the help of NALC it was resolved that the chairman would use the Sustainable Communities Act to lobby government directly regarding making CIL compulsory rather than optional for district/borough/town councils, and to request CIL during the Regulation 24 Phase of the local plan.
12. A village litter clearing and dog excrement clear up day was planned for Saturday 19<sup>th</sup> May. Cathy Burrell would follow up with coordinating plans.
13. It was Resolved to allocate a Pannal Green lighting maintenance contingency of £1000 for FY 18-19. This was to be separate to any expenditure and associated grant funding for additional lighting for Christmas 2018.
14. The Annual Parish Meeting date was confirmed as 17<sup>th</sup> May at 6.30 pm and to be in a very simple format.
15. There were no outstanding items from the previous meeting.
16. Finance:
  - a. The current account and bank statement as at 12<sup>th</sup> April were approved.
  - b. Payment of invoices and expense claims received as at 12<sup>th</sup> April were approved but note the agreement to question the final BWB invoice for traffic analysis.
  - c. The draft FY17-18 accounts and projected budget for FY18-19 were circulated and the final versions would be sent by email to Councillors for approval prior to publication in the Annual Report.
  - d. The procedure for the Annual Report for FY 17-18 was explained and it was Resolved to appoint Mr Ian Scott as the internal auditor (note: Mr Scott carried out the internal audit in FY17-18).
17. Date and time of the next Council Meeting. 6.30 pm Thursday 10<sup>th</sup> May 2018.

Andrew Macdonald  
Parish Clerk  
17<sup>th</sup> April 2018