

Pannal and Burn Bridge Parish Council
Minutes of the Meeting held in the Function Room of Pannal Village Hall
7.00pm on Thursday 10th July 2025

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

Present: Cllr Cathy Burrell (Chair) and Cllrs Neil Permain, Andrew Farrar, Steve Cobb, Elatia Sharkey and Lucy Phipps together with Ward Cllr John Mann

1/07.25 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors – Cllr Helen Hayes apology for absence for work reasons was approved.

2/07.25 To receive declarations of interest in the matters to be transacted at the meeting – there were none.

3/07.25 To consider any applications by councillors for dispensation – no applications had been received.

4/07.25 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.* No members of the public present.

5/07.25 To consider for approval the Minutes of the meeting held 12th June 2025 – It was RESOLVED to approve the minutes which were duly signed as a correct record.

6/07.25 Parish meeting with NYC Highways Tuesday 22nd July at 11am (and to include council request for inclusion of parish gritting routes on both Walton Park and Spring Lane) – Cllrs Burrell, Permain and Farrar are available for this meeting and which will include a number of discussed items for Highways' attention and address.

7/07.25 NYC Local Plan – meeting of the Parish Council Committee (Monday 7th July) – Cllr Andrew Farrar met with Cllr John Mann in preparing draft consultation comments which must be submitted by 15th July. A number of NYC posed questions are included on the portal with the facility to make submission responses. They felt that, particularly, importance should be attributed to the preservation of the Green Belt in the area of the parish in addition to maintaining the non-coalescence of the villages with Harrogate – and as determined by the Inspector in his 2020 HBC report. Cllr Andrew Farrar encouraged response to their draft comments by no later than 13th July and that it would be useful for councillors to read the document and refer to the Settlement Hierarchy paper in which the parish is classed as a neighbourhood service centre.

8/07.25 Neighbourhood Plan – consideration of any matters arising – in response to query from Cllr Neil Permain regarding any allotment progress, the clerk will liaise with him regarding the current status. Placement of information boards was discussed with possible sites being Burn Bridge / Malthouse Lane / All Saints Court Sandy Banks / Hill Foot or Hill Top Lane / Methodist Church / Woodcock Hill. Placement photos from councillors will be much appreciated as will the potential location of additional planters.

9/07.25 Defibrillator training for councillors and parishioners (7pm 2/3/4/9/10/11 December) – it was agreed that this would take place on Thursday 11th December at 7pm and would be preceded by the Planning Committee meeting at 5.30pm and followed at 6pm by the Parish Council meeting. Parishioners would be invited to attend via the newsletter.

10/07.25 Village matters

- a) **Overgrown hedges –** clerk and Cllr Steve Cobb had posted a number of newsletter requests through relevant doors with further address to be made to an additional three.
- b) **Bellway roundabout –** Cllr Steve Cobb drew councillors' attention to the possibility of supporting some embellishment of the Bellway roundabout which would make it a more attractive introduction to the parish.
- c) **Update regarding acquisition of parish benches –** clerk reported that NYC has now completed the remedial work on the parish benches with the officer awaiting confirmation of legal transfer to the Parish Council.

- d) Council storage facility** – the Chair is currently housing the storage filing cabinet on behalf of the Parish Council but it was recognised that the council's assets were increasing and that a larger and more permanent storage facility should be found. Cllr El Sharkey will investigate size and cost implications from local companies.
- e) Village marquees** – there are two village marquees, stored locally, which were bought by the Village Society and are designated for use in any village-run event. The Parish Council will now take over responsibility for them and these will be provided free-of-charge for village events but could be hired out for events outside the parish at a charge which will help towards their upkeep.
- f) Update regarding the Mill Pond** – the waterbed sampling equipment had now arrived and, once samples had been obtained, these would be uplifted and couriered over to a laboratory for assessment, the results of which would be sent down to the consulting company in East Anglia.
- g) Any update regarding the summer parish walk** – the walk date was now fixed for Sunday 14th September at 10am. The Scout Hut will be the start venue and a base for any catering facilities. Cllr Neil Permain was pleased to report that a new path route will be offered and asked if the Cricket Club might be available as a half-way point. GPS files and route maps will be available with posters to be posted once compiled and printed and FaceBook to be uploaded with the details. In addition to requested support from the Cricket Club, School will also be asked for any offers of help.

It was noted that the Cricket Club Gala will be held on Sunday afternoon, 24th August 2025, and it was hoped that the Council could provide a "recruitment table" which would be manned by the Chair and Cllr Steve Cobb.

11/07.25 Finance and Governance:

- i) Annual Sportsafe inspection report of adult gym equipment – invoice approval gross £118.80
- ii) Pannal Village Hall first quarter invoice approval £143
- iii) Training – Cllr Lucy Phipps a) new councillor training £73 gross and b) VisionICT website training £90 gross
- iv) RESOLVED to adopt the YLCA template for the council's IT Policy
- v) RESOLVED to expend (S137) money regarding seeking consultation with a planning application
- vi) For council note: the YLCA Training Day – Thursday 16th October at Thirsk Racecourse.
(Retrospective note: Cllr El Sharkey requested to attend.)

12/07.25 Monthly finance:

- i) The current account and bank statement at 10th July were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) Councillors signed off Lloyd's statement with Parish Council accounts reconciliation
- iii) The payment of invoices and expense claims received at 10th July were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included clerk's July salary £1193.15 (which incs. 10 extra hours agreed at 12th June meeting) / Reimburse clerk expenses Microsoft No 10 invoice £12.36 / Sportsafe inspection £118.80 / PVH 1st Quarter £143 / YLCA 1of2 new councillor training £36.50
- iv) Above invoices were signed off by councillors
- v) Consideration regarding any need for additional clerk's hours – no reimbursement for extra hours required

13/07.25 Date and time of the next Council Meeting - Thursday 11th September 2025 at 7.00 pm – there will be no August meeting unless circumstances identify otherwise.

Jane Marlow
Parish Clerk
14th July 2025