

Pannal and Burn Bridge Parish Council
Minutes of the Meeting held in the Function Room of Pannal Village Hall
7.00pm on Thursday 12th June 2025

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

Present: Cllr Cathy Burrell (Chair) and Cllrs Andrew Farrar, Neil Permain, El Sharkey, Steve Cobb and Lucy Phipps together with Ward Cllr John Mann and a member of the public

1/06.25 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors – Cllr Helen Hayes' apologies for absence for work reasons were approved.

2/06.25 a) To receive declarations of interest in the matters to be transacted at the meeting – there were none **and b) for previously absent councillor to amend / confirm their Register of Interests –** these were amended and re-signed.

3/06.25 To consider any applications by councillors for dispensation – there were none.

4/06.25 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.*

5/06.25 To consider for approval the 1) Minutes of the Planning Committee meeting together with the Annual Meeting of the Parish Council held 8th May 2025 and 2) Minutes of the Annual Parish Meeting held 15th May 2025 – both were approved and duly signed.

6/06.25 To report back regarding attendance at 9th June YLCA Harrogate Branch meeting at the Council Chambers, Harrogate (Cllrs El Sharkey and Steve Cobb) – Cllr El Sharkey commented that attendance was light and as historically made with Melisa Burnham of NYC Highways informing of the reporting system for parish council issues. The opportunity for contact with Cllr Mark Warr of the newly formed Harrogate Town Council was taken and with retrospective confirmation made that he would attend the September meeting.

Finance and Governance:

7/06.25 To receive and note the Internal Audit report with consideration of any auditor recommendations. The clerk had informed councillors of the audit experience with council agreement regarding the following recommendations:

- a) Improvements to be made to the Risk Register and which will identify the likelihood of / impact for each risk area and rating – to be completed.
- b) Clerk / councillors to undertake further budget training – recognition was made to the significant improvements which had progressively been made to full budget preparation for year 2025/26 and especially with consideration to reserves / commitment – any training would be picked up as necessary.
- c) To consider outsourcing the payroll to a service provider – this was not considered necessary given council recognition of the clerk's understanding and application of the identified anomaly. The HMRC Basic PAYE Tools facility will continue to be used and with the monthly salary amendment addressing the recognised shortfall.
- d) Laptop serial number to be included on the Asset Register – completed.
- e) New website required External Audit links were confirmed as carried over from the old website so no action necessary with councillors appreciating the resolution difficulty faced by the clerk given the auditor's late response. Consequently, councillors were in agreement to provide a "yes" response to Item 4 Section 1 Annual Governance Statement 2024/25.

8/06.25 To approve and sign Section 1 of the AGAR – Annual Governance Statement 2024-2025 - the Chairman and clerk signed the Section 1 Statement.

9/06.25 To approve and sign Section 2 of the AGAR – Accounting Statements 2024-2025 - it was RESOLVED that the Chairman sign the Section 2 Accounting Statement (which had previously been signed by

the clerk), which was duly done.

10/06.25 Confirmation of dates for the exercise of Public Rights (Monday 16th June-Friday 25th July 2025)

11/06.25 To consider nomination of a councillor to annually review council assets

- i) Notice of annual Sportsafe inspection of adult gym equipment (20th June) last year cost of £99
- ii) Receipt of regular gym equipment inspection checks undertaken by Cllr El Sharkey – councillors were appreciative of her agreement to continue these checks.
- iii) Cllr Steve Cobb to a) undertake the required annual asset review and report to council: appreciation was expressed for his comprehensive report and physical checking of the parish benches – any defect address will be made by Mr S Doherty's employment, and b) Cllr Steve Cobb will undertake the PVH defibrillator check in the event of Circuit notification of malfunction. Clerk will a) identify for newsletter circulation a step-by-step guide for any emergency usage and b) seek awareness training opportunities for council / parishioners.

12/06.25 Annual (regular) Contracts and Obligations 2025-26 – this list had been circulated to councillors for their consideration. The Chair signed and dated the list.

Village matters:

13/06.25 Communication with parishioners (confirmation of 30 new subscribers from recent community events and with an additional 4 receiving hard copies) – the recent event new subscribers was considered a productive result with the resolve made to offer the facility at future events.

Additionally, in recognition of the spring growth of parish hedges, many of which again intruded onto pathways and which obstructed safe thoroughfare, request would be made to parishioners for cutting back those hedges for which they have responsibility and within a deadline timescale of mid-September after which NYC would be asked to undertake the cutting-back and at the expense of the hedge owner.

14/06.25 The Neighbourhood Plan – a) notification of CIL monies to be received – total sum now received is £13,532 with parish expenditure considered and which included the facility of steps down into the Co-op from Station Road enabling a safer and more direct access, together with location of additional parish planters and information boards. **b) summer parish walk** – two weekend dates were put forward: 30th/31st August or 13th/14th September with either to be finally determined by the Scouts organisation. **c) Cllr Neil Permain** had previously circulated an email regarding his **discussions arising from meeting with Banks land developer on Whinney Lane.**

15/06.25 Grit Bin parish locations – in consideration of the map plans for the existing bins and also received bin "wishlist" requests, it was agreed to purchase a further seven and for specific locations at a cost of £50 / bin and £75 / bin for 2xannual fills. NYC stickers would also be requested which emphasise that grit usage must be designated for public highways / paths.

16/06.25 Consideration of duck pond – a parish attendee at the meeting confirmed that the pond is *not owned* by the five households adjacent to the pond – the previous association members had since become deceased or were no longer in the parish. Currently there are no members. Councillors were keen to support the address / potential restitution of the pond and felt that the Parish Council – as a body – could be one of the four possible future members. Recognition was made that the quality of the pond and its immediate area would greatly benefit from some address with it being decided that - as a priority concern and before any further contemplation as to future work – a waterbed soil analysis should be undertaken which would determine if any pollutants existed. A recent water quality analysis had proved that the water was unpolluted.

17/06.25 Monthly finance:

- i) The current account and bank statement at 12th June were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) Councillors signed off Lloyd's printout with Parish Council accounts reconciliation
- iii) The payment of invoices and expense claims received at 12th June were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included clerk's June salary £1,322.09 (plus 15 extra hours agreed at 8th May meeting) / D J Dent Family Fun Day music provision £400 / Internal

Audit £500 / VisionICT website development £1,020 / Reimburse Cllr expenses £26.45 / Reimburse clerk expenses for plus mileage 2xtrips £27+Microsoft No 9 invoice £12.36+ICO Renewal £52+£63.50 thank you gifts+refreshments for parishioner meeting £6.65+toner £17.89 / HACs bin provision £181.20 / ground clearance expense £360 / Portaloo provision £258

- iv) Above invoices were signed off by councillors
- v) Annual consideration and resolution to continue payment by BACs to the council's creditors – continuation was agreed
- vi) Consideration regarding any need for additional clerk's hours – in recognition of the clerk's workload councillors' approval for a further 10 hours was much appreciated by the clerk.

18/06.25 Date and time of the next Council Meeting - Thursday 10th July 2025 at 7.00 pm

Jane Marlow
Parish Clerk
16th June 2025