

Pannal and Burn Bridge Parish Council
Meeting to be held in the Function Room of Pannal Village Hall
Start time 7.00pm on Thursday 9th October 2025
All meetings of the Parish Council are open to the Press and Public

Agenda

Welcome to Cllr Mark Warr and Cllr Elizabeth Jackson from Harrogate Town Council

1/10.25 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors

2/10.25 To receive declarations of interest in the matters to be transacted at the meeting

3/10.25 To consider any applications by councillors for dispensation

4/10.25 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.*

5/10.25 To consider for approval the Minutes of the meeting held 11th September 2025

6/10.25 Neighbourhood Plan – consideration of any matters arising

7/10.25 Village matters

- a) Update regarding the Mill Pond**
- b) Any feedback regarding the summer parish walk – 14th September**
- c) Autumn Litter Pick Saturday 27th September**
- d) Consider date for Carols on the Green – Monday 8th December**

8/10.25 YLCA Harrogate Branch Meeting – by zoom 7pm as per link circulated

9/10.25 Parish Council going forward

- a) Recruitment and Selection Policy – consideration / approval**
- b) Recruitment process for clerk**
- c) Consideration of vacant Chair's position May 2026**

10/10.25 Finance and Governance:

- i) Council storage facility – consideration / approval for Direct Debit card and associated Risk Assessment with integral amendment made to the Financial Regulations**
- ii) Annual consideration of Internal Controls (CB and HH)**
- iii) Confirmation of receipt of 2nd Precept tranche (£19,591.50)**

11/10.25 Monthly finance:

- i) The current account and bank statement at 9th October were approved by email and signed off by Cllrs Burrell and Farrar**
- ii) Councillors to sign off Lloyd's printout with Parish Council accounts reconciliation**
- iii) The payment of invoices and expense claims received at 9th October were approved by email and signed off by Cllrs Burrell and Farrar and which included clerk's September salary £1,032.95 / Reimburse clerk expenses Microsoft subscription £12.36**
- iv) Above invoices to be signed off by councillors**
- v) Consideration regarding any need for additional clerk's hours**

12/10.25 Date and time of the next Council Meeting - b/f Thursday 6th November 2025 at 7.00 pm
Jane Marlow, Parish Clerk, 5th October 2025 Signed by the Parish Clerk