

Pannal and Burn Bridge Parish Council
Meeting held in the Function Room of Pannal Village Hall
7.00pm on Thursday 12th February 2026
All meetings of the Parish Council are open to the Press and Public

Minutes

Present: Cllr Cathy Burrell (chair) and Cllrs Andrew Farrar, Helen Hayes, Elatia Sharkey (late attendance), Lucy Phipps, Steve Cobbs and including a member of the public

1/02.26 To receive apologies for absence – to consider for approval reasons for absence submitted by councillors – all present

2/02.26 To receive declarations of interest in the matters to be transacted at the meeting - there were none

3/02.26 To consider any applications by councillors for dispensation - there were none

4/02.26 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.*

5/02.26 To consider for approval the Minutes of the meeting held 8th January 2026 – RESOLVED to approve the minutes which were duly signed by the Chair.

6/02.26 Yorkshire Water (Project Team) (YW) attendance regarding new pipeline proposed route – attendance by four members of the Yorkshire Water Project Team was much appreciated by councillors regarding the planned route and location of the sewage pipeline and underground tank. There was much constructive discussion surrounding this (statutory) project and with councillors suggesting areas of mitigation involving future discussions and to which YW positively responded. YW confirmed that this new pipeline was necessary to accommodate the considerable building developments in the Western Arc of Harrogate. Further information would be sought and, once finalised, details of the project would be informed to residents.

7/02.26 Parish Council going forward - recruitment of new Parish Councillor – once the posting of the Notice of Vacancy had expired (23rd February) any required process would be followed. At the present time, it is anticipated that the parishioner who had expressed an interest in becoming a councillor would be co-opted onto the council.

It was RESOLVED that the outgoing clerk should maintain – in the short term – receipt of the council's emails on her mobile phone: and which had received YLCA's endorsement. Additionally, her contract would be amended to support a zero hours consultancy basis to the convenience of the new clerk and council.

8/02.26 Neighbourhood Plan – any update with report regarding meeting with NYC Paths team – it was recognised that during the forthcoming YW project work, that any impacted footpaths would be closed and, potentially, for a period of at least six months. Arising from a recent meeting, it transpired that NYC had been quoted a figure of £10,000 towards the cost of a bridge over Crimble Beck: if this proved forthcoming, the council RESOLVED to contribute a maximum figure of £2,500 towards the cost.

9/02.26 Meeting with Harrogate Town Council representatives (Monday 16th February) - Cllrs Cathy Burrell, Steve Cobbs, and the Parish Clerk have agreed to attend.

10/02.26 Council pursuit of an allotment site – a suitable site is currently proving difficult to identify with NYC proposing land purchase. Councillors considered that – outside of two potential areas – this would be difficult to accomplish. A further response to NYC would be made suggesting that there appears to be ample space in the location of Long Acre Park.

11/02.26 North Yorkshire Landscape Character Assessment (LCA) – all councillors will give this their consideration and which will be completed by 27th February.

12/02.26 Village matters

- a) **Mill Pond way forward** – once the Chair has made contact with a neighbouring resident, there are plans to take this forward and with the possibility of acquiring charitable status for the venture.
- b) **Parish maintenance (Cllr John Mann)** – Cllr Mann provided the Chair with a considerable list detailing the forthcoming road closures and which extended into the Harrogate area. His comment also included the filling of potholes and the clearing of road drains within the parish. The council noted a resident's comment regarding the muddy footpath extending from the top of Crimple Meadows and to the bottom of Spring Lane. In appreciation of this, recognition was given to the very sustained wet weather during the last three weeks.
- c) **SIDs** (purchased 2xSIDs / 1xsocket and pole / 6xbatteries) – the first of the two new SIDs has now been installed and is working on Walton Park.
- d) **Family Fun Day 2026** - the family fun day has been changed to 31st May 2026 with notice of this to be included in the Newsletter.

12/02.26 Finance and Governance

- a) **Sickness and Absence Policy** – consideration / adoption – to be c/f to 12th March meeting.
- b) **Data Protection Policy** – consideration / adoption – to be c/f to 12th March meeting.
- c) **Completion of amended Lloyds Bank Mandate** – a letter of complaint is to be sent to Lloyds regarding the five-week debacle in setting up the new mandate – which, hopefully, now appears to be in place.
- d) **re-submission of Business Continuity Plan** – to be c/f to 12th March meeting.
- e) **Notice of forthcoming Harrogate YLCA Branch Meeting, Monday, 16th February** – due to councillor attendance at the Harrogate Town Council meeting apologies for absence had been sent to YLCA.
- f) **Councillor profile updates on the website** - all councillors have been asked to send some information about themselves for their website profiles.
- g) **Planning Committee membership** – as of May there will be two vacancies on the committee. This will be given further consideration with it being recognised that a “safeguard” of two further members will protect the quorate need of three.
- h) **Newsletter production** – the Parish Clerk will take over production of the newsletter.
- i) **Zurich Insurance Renewal** – to be c/f to 12th March meeting.

13/02.26 Monthly finance:

- i) The current account and bank statement at 12th February were approved by email and signed off by Cllrs Burrell, Farrar and Phipps
- ii) Councillors signed off Lloyd's printout with Parish Council accounts reconciliation
- iii) The payment of invoices and expense claims received at 12th February were approved by email and signed off by Cllrs Burrell and Farrar and which included clerks' salaries / training travel expenses £81 and £40.50 / Sign Trade Supplies £114.32 / YLCA 2xtraining £27.40(HP) and £36.50(LP) / arborist Pannal Green tree work £360 / InspiRT £170 / NAL Ltd SID pole £209.16

- iv) Above invoices were signed off by councillors
- v) A pre-approved March invoice (Directions Planning Consultancy Ltd) £360.00 was also signed off

14/02.26 Date and time of the next Council Meeting - Thursday 12th March 2026 at 7pm

Hayley Pullan
Parish Clerk
17th February 2026

DRAFT