



PATELEY BRIDGE TOWN COUNCIL
The Council Chamber, King Street
Pateley Bridge, HG3 5LE

tel: 07751 571374 clerk@pateleybridgetowncouncil.gov.uk

Monday 29th March 2021

To: All Pateley Bridge Town Councillors: (Councillors Anson, Brackley, Hesselden, Holt, Jefferson, Leggett, Lumley, Marshall, Skaife, C Thompson and N Thompson)

You are hereby summoned to attend the next meeting of the Town Council to be held on **Tuesday 6th April 2021 at 7.15pm**. In accordance with Regulation 5 of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*, this meeting will be held remotely using video conferencing technology.

Parishioners are welcome to attend. Please email the Clerk for information on how to do this.

Laura Jowett
Clerk to the Council

AGENDA

- 1 Apologies for absence**
 - a) To receive apologies for absence given in advance of the meeting
 - b) To consider the approval of reasons given for absence
- 2 Parishioners' Representations**
 - a) To receive and consider a written representation from Nidderdale Community Welcome
 - b) To receive written representations regarding the stone used for repairs to the bridge
 - c) To receive written representations regarding parking on Millfield Street
- 3 To receive Councillors' Declarations of Interest and consider any requests for dispensations**
- 4 To approve the minutes of the meeting held on the 2nd March 2021**
- 5 Matters Arising**
 - (a) To receive the Clerk's report
 - (b) To consider arrangements regarding commemorative plaques

- (c) To receive information about tree work which was considered in December 2020 (11i)

6 County Matters

7 District Matters

8 Planning Matters

(a) Applications to Harrogate Borough Council

To consider:

- (i) 21/00897/S106 *Application to discharge the Section 106 Obligation in relation to planning permission 94/00552/OUT at Springfield Grange, Old Church Lane, Pateley Bridge, HG3 5LY*
- (ii) 20/05222/FUL *Conversion of building to form holiday accommodation at Weir Cottage Glasshouses North Yorkshire*

(b) Decisions by Harrogate Borough Council

To note:

- (i) 21/00079/FUL *Removal of existing doorway and blocking up of existing opening on north west elevation and installation of doorway on north east elevation at West House Farm, Lupton Bank, Glasshouses.*
Permission granted subject to conditions
- (ii) 21/00690/AMENDS *Non material minor amendment to allow the cabin to be rotated by 90 degrees and resited pf planning permission 20/03234/FUL – Erection of a holiday cabin at New Mill House, Fellbeck, HG3 5EN.*
Approved non material amendment.

(c) Enforcement matters

To note:

- (d) Appeals:
- (e) Other

9 Financial Matters

(a) Accounts for Payment

- (i) HBC: emptying of trade waste in February: £21.78
- (ii) YLCA: Council IT training for Councillor C Thompson: £15.00
- (iii) YLCA: Two Day Conference: £40
- (iv) Jim Benson: Caretaking to 31st March 2021: £213 (includes £35.50 VAT)
- (v) Yorkshire Local Council Associations: Annual membership: £588
- (vi) Clerk's Expenses: Subscription to Microsoft Office 365 and subscription to Zoom: £149.75 (including £22.56 VAT)
- (vii) Clerk's salary payable 30th April 2021: Gross pay £1026, Net pay £839.68

- (viii) Clerk's payroll expenses payable 30th April 2021: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- (ix) Payment to HMRC (April) Including PAYE Tax, Employee NIC and Employer NIC = £185.16
- (x) Nest Pension payments (April 2021 - Employers contributions £30.78, Employees contributions £41.04): £71.82

(b) Receipts

- (i) Platt and Bajic, garage rental March: £35
- (ii) Allotment Rent 2021: £304.91
- (iii) HMRC VAT reclaim Dec 2020-Feb 2021: £2561.84

(c) Direct Debit payments

To note payments, approved at February meeting, made by Direct Debit to Nest Pensions:

- (i) 31st March 2021 £71.82

(d) Bank Reconciliation and Budget Monitoring

- (i) To receive the bank reconciliation to 31st March 2021
- (ii) To note bank balances at 31st March 2021
- (iii) To receive the budget monitoring to 31st March 2021

(e) To note the amended Bank Mandate

10 **Play Area**

- a) To consider any action required regarding dog fouling at the play area in response to information received from a parishioner

11 **Council Business**

- (a) Caretaker Tasks for April
- (b) To receive an update on arrangements for the Annual Town Meeting, to be held on Tuesday 20th April 2021
- (c) To consider arrangements for resuming Face to Face meetings
- (d) To review the scheme of delegation
- (e) To appoint the Internal Auditor
- (f) To receive data from the Mobile Vehicle Activated Sign.
- (g) To receive Crime and ASB Data for 23rd February 2021 to 22nd March 2021
- (h) To receive and consider a report from Councillor C Thompson following attendance at a YLCA training course regarding council IT
- (i) To receive and approve amended terms of reference for the Joint Liaison Committee
- (j) To receive and approve terms of reference for the Finance Committee

- (k) To receive and consider information from the Clerk regarding her other employment
- (l) To receive and consider a request from the Clerk to carry forward 5 days unused annual leave (pro rata) to 2021-2022
- (m) To consider approving attendance at Year End Accounts training for the Clerk for the cost of £30

12 Correspondence

(a) New Code of Conduct produced by The Local Government Association
To receive the new Code of Conduct and to consider any further action required.

- (b) To receive information from Yorkshire Water about improvement works at Gouthwaite reservoir

13 Minutes/ Reports from Committees

14 Exchange of Information

15 Parishioners' Representations

16 Dates of next meetings

The Finance Committee will meet at 4.30pm on Tuesday 20th April 2021

The Annual Town Meeting will be held at 7.15pm on Tuesday 20th April

The Christmas Lights Committee will meet at 6pm on Tuesday 27th April

The Millennium Green Trust will meet at 6:15pm on Tuesday 4th May

The Annual Meeting of the Council will be held at 6:30pm- 7pm on Tuesday 4th May

The Full Council meeting will be on Tues 4th May 2021 at 7.15pm