



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

tel: 07751 571374 clerk@pateleybridgetowncouncil.gov.uk

Wednesday 26th January 2022

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 1st February 2022 at 7.15pm** in the Council Chamber.

Laura Jowett
Clerk to the Council

The press and public are welcome to attend. Please email the Clerk for information on how to do this.

AGENDA

2122/152 Apologies for absence

- a) To receive apologies for absence

2122/153 To receive Councillors' Declarations of Interest and consider any requests for dispensations

2122/154 Minutes

To approve the minutes of the meeting held on the 4th January 2022

2122/155 Parishioners' Representations

- a) To receive representations from any parishioners present
- b) To receive written representation from a parishioner regarding a grit bin at the top of Springfield Way
- c) To receive written representations regarding the No Entry road markings on Back High Street
- d) To receive representations regarding access to a public footpath in Glasshouses

2122/156 Matters Arising

- a) To receive the Clerk's report
- b) To receive a response from YAS regarding ambulance cover

2122/157 County Matters

- a) To receive a report

2122/158 District Matters

- a) To receive a report

2122/159 Planning Matters

- a) Applications to Harrogate Borough Council

To consider:

	Application no	Address	Details
1	21/05349/FUL	St Marys Farm, Old Church Lane, Pateley Bridge, HG3 5LZ	Alterations to existing holiday let to include; external door to garage to create access to holiday let, glazed screen to covered way to create dining area, new door into holiday let from new dining area. Installation of window to garden room.
2	21/05406/FUL	Brocca Bank, Wilsill, Harrogate, North Yorkshire, HG3 5EB	Demolition of existing conservatory. Erection of replacement garden room and terrace. (Revised Scheme)
3	21/05290/S106	Springfield Grange, Old Church Lane, Pateley Bridge, HG3 5LY	Application to discharge the Section 106 Obligation in relation to planning permission 94/00552/OUT
4	21/05442/COU	9 King Street, Pateley Bridge, HG3 5AT	Change of use from dwelling to holiday let
5	21/05524/FUL	Nidd View Wath Road Pateley Bridge Harrogate North Yorkshire HG3 5PG	Conversion of garage to form Annex / Holiday Cottage / Flexible ancillary domestic accommodation to include the removal of existing flat roof, erection of a dual pitched roof and alterations to fenestration.
6	21/05409/FUL	Tenter Croft, Pateley Bridge, Harrogate, North Yorkshire, HG3 5NH	Demolition and rebuilding porch (Revised Scheme)
7	21/05351/LB	The Old Hall, Bishopside, Harrogate, North Yorkshire, HG3 5ET	Various internal alterations and improvements to conserve energy and also external unit for Air Source Heat Pump over 0.6m ³ volume
8	21/05350/FUL	The Old Hall, Bishopside, Harrogate, North Yorkshire, HG3 5ET	Various internal alterations and improvements to conserve energy and also external unit for

Application no	Address	Details
		Air Source Heat Pump over 0.6m3 volume

b) Decisions by Harrogate Borough Council

To note:

	Application number	Address	Details	HBC decision
1	21/04338/COU	37 High Street Pateley Bridge HG3 5JZ	Change of use of one ground floor room at No. 37 High Street from café/shop (Use Class E) to living accommodation. The whole property at 37 High Street to become a separate dwelling (Use Class C3) and Nos. 35 and 37 to form two separate units	Approved subject to conditions
2	21/04339/LB	37 High Street Pateley Bridge HG3 5JZ	Alterations to facilitate the separation of Nos 35 and 37 High Street and the use of the properties as a cafe and dwelling respectively	Grant listed building consent subject to conditions
3	21/04301/FUL	5 Panorama Close Pateley Bridge Harrogate North Yorkshire HG3 5NY	Erection of a single storey side extension.	Approved subject to conditions

c) Enforcement matters

To note:

- i. *22/00014/PR05: Potential non-compliance with approved plans at Glasshouses Mill, Glasshouses, North Yorkshire*
- ii. *17/00648/BRPC15: 1. Height of new stables , whether in accord with the approved plans as required by Condition 2 of 15/03688/FUL. 2. Stables not dark stained as required by Condition 6 of 15/03688/FUL at Manor Farm Wilsill Harrogate North Yorkshire HG3 5EB*

d) Appeals:

e) Other

2122/160 Play Area

- a) To receive a verbal report on the playground and consider any action required

2122/161 Minutes/ Reports from Committees

- a) To receive the draft minutes of the Policies Working Group meeting held on Wednesday 12th January
- b) To receive the draft minutes of the Finance Committee meeting held on Tuesday 18th January
- c) To receive the draft minutes of the Mayor's Fund Committee meeting held on Tuesday 18th January

- d) To receive a verbal report from the Joint Liaison Committee held on Tuesday 1st February

2122/162 Council Business

- a) Caretaker Tasks for February
- b) To receive an update on parking permits and to consider arrangements for the sale of parking permits in 2022
- c) To receive and consider the offer of a stone plaque for the town including suggestions about where it could be located, and to consider any action required
- d) To receive an update and consider arrangements for future Councillor's surgeries
- e) To consider arrangements for the Annual Town Meeting which is due to be held on Tuesday 19th April 2022
- f) To consider dates for the Annual Meeting of the Council and for the ordinary council meeting in May
- g) To review the effectiveness of the Council's internal controls
- h) To review the effectiveness of internal audit
- i) To receive Crime and ASB Data
- j) To consider a request from Glasshouses Village Association to place a theme board on Glasshouses village green
- k) To discuss an idea to approach the Pateley Bridge shop owners and suggest that they ask for (for example) a 10p donation to the Christmas lights fund on any purchase of over £5
- l) To consider any arrangements required for HRH The Queen's Platinum Jubilee events

2122/163 Council policies and procedures

- a) To consider the recommendation of the Policies Working Group to review and approve:
 - i. Complaints Procedure
 - ii. Publication Scheme
- b) To consider the recommendation of the Policies Working Group to adopt:
 - i. Pensions Policy
 - ii. Training Policy
 - iii. Disciplinary Policy

2122/164 Correspondence

- a) To receive and consider information relating to The Queen's Platinum Jubilee
- b) To receive and consider information from HBC regarding The Queen's Green Canopy tree planting event which will be held on Sunday 6th February.
- c) To receive an invitation from Nidderdale Plus to attend the AGM on Tuesday 8th February 2022 at 6pm
- d) To receive and consider information from NYCC regarding an Enhanced Partnership consultation, which is closely linked to the Councils Bus Service Improvement Plan
- e) To receive information from NALC regarding the OFCOM review of postal regulation and to consider any comments the Council wishes to make on the consultation.

2122/165 Financial Matters

a) Accounts for Payment

- i. HBC: emptying of trade waste in December: £22.30
- ii. Nidderdale Plus: Room hire for Councillors Surgeries in November 2021 and January 2022: £40.00
- iii. Harrogate Borough Council: Transfer of Parking Permit payments: £36.00
- iv. Clerk's salary payable 28th February 2022: Gross pay £1026, Net pay £961.88
- v. Clerk's payroll expenses payable 28th February 2022: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- vi. Payment to HMRC (February) Including Employee NIC and Employer NIC = £62.96
- vii. Nest Pension payments (February 2022 - Employers contributions £30.78, Employees contributions £41.04): £71.82

b) Receipts

- i. 04/01/2022 Garage rental: £35
- ii. 05/01/22 Christmas Lighting donation: £350.00
- iii. 17/01/2022 HMRC: VAT reclaim: £1255.81
- iv. 24/01/2022 Parking Permits (cash from Nidd Plus): £36.00

c) Direct Debit payments

To note payments, made by Direct Debit:

- i. 31st January 2022: £71.82 – Nest Pensions

d) Budget

To receive a budget monitoring report to the 31st December

e) To note the bank balances and to receive a bank reconciliation to the 31st December

2122/166 Exchange of Information/Items for Future Meetings

2122/167 Parishioners' Representations

2122/168 To resolve that members of the press and public be excluded from items 2122/169, 2122/170, 2122/171 and 2122/172 and Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Commercially sensitive information)

2122/169 To consider tenders received for the Caretaking Contract 2022-2025

2122/170 To consider tenders received for the Grass Cutting Contract 2022-2025

2122/171 To receive and consider quotes for repairs to the bus shelter roof

2122/172 To receive and consider quotes for tree work

2122/173 To receive and consider quotes for internal audit services

2122/174 Dates of next meetings

The Policies Working Group meeting will be held at 4.30pm on Wednesday 16th February, on Microsoft Teams

The Full Council meeting will be on Tuesday 1st March 2022 at 7.15pm