



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

tel: 07751 571374 clerk@pateleybridgetowncouncil.gov.uk

Tuesday 26th April 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 3rd May 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

2122/209 Apologies for absence

- a) To receive apologies for absence

2122/210 To receive Councillors' Declarations of Interest and consider any requests for dispensations

2122/211 Minutes

To approve the minutes of the meeting held on the 5th April 2022

2122/212 Parishioners' Representations

- a) To receive representations from any parishioners present
- b) To receive written representations regarding issues with cyclists
- c) To receive written representations regarding planning application 22/01374/AMENDS at Glasshouses Mill
- d) To receive a copy of a letter to HBC from the Glasshouses Mill Owners Association regarding Section 106 Planning Obligations

2122/213 Matters Arising

- a) To receive the Clerk's report

2122/214 County Matters

- a) To receive a report

2122/215 District Matters

- a) To receive a report

2122/216 Planning Matters

- a) Applications to Harrogate Borough Council

To consider:

	Application no	Address	Details
1	22/01290/LB	2E Church Street Pateley Bridge Harrogate North Yorkshire HG3 5LB	Internal alterations and alterations to the fenestration.
2	22/01413/FUL	Kiln House Wilsill Harrogate North Yorkshire HG3 5EE	Erection of replacement Garage with small home office in loftspace - Revised Scheme.
3	22/00726/FULMAJ	Daleside Motors Central Garage Pateley Bridge Harrogate North Yorkshire HG3 5HQ	Erection of apartment block of up to three storeys to create 15 no. residential dwellings, with associated car parking. Provision of an electric car charging facility and change of use of existing stone frontage building to form associated kiosk, with associated alterations

- b) Decisions by Harrogate Borough Council

To note:

	Application number	Address	Details	HBC decision
1	22/00465/FUL	4 Glencoe Terrace, Sandy Lane, Glasshouses, North Yorkshire HG3 5DU	Single storey side extension	Approved subject to conditions
2	22/00518/FUL	Valley View, Blazefield, Harrogate, North Yorkshire HG3 5NG	Conversion of stores to form part of dwelling, erection of extension, installation of package treatment plant, installation of ground source heat pump.	Approved subject to conditions
3	22/00626/FUL	Linton House, Ripon Road, Pateley Bridge, Harrogate, North Yorkshire HG3 5NJ	Demolition of existing balcony and erection of replacement single storey extension on footprint of balcony - Revised scheme. Approved	Approved subject to conditions

			application - 21/00007/FUL	
4	21/04815/FUL	The Bungalow, Raikes View, The Raikes, Wilsill, Harrogate, North Yorkshire HG3 5EG	Demolition of existing dwelling. Erection of replacement dwelling (amended plans received 1st March 2022)	Approved subject to conditions
5	22/00517/FUL	High East Head House, Wilsill, Harrogate, North Yorkshire HG3 4DJ	Conversion including small extension to stores to form annex / holiday cottage	Approved subject to conditions
6	18/03947/OUTMAJ	Coal Yard Adjacent To R M Hawkesworth And Co Ltd, Station Garage, Greenwood Road, Pateley Bridge, Harrogate, North Yorkshire HG3 5LR	Outline application for the residential development including details of point of access (amended supporting documents received 2.8.2021)	Refused

c) Enforcement matters

- i. 22/00140/PR15 Non-compliance with approved plans at Glasshouses Mill, Glasshouses, North Yorkshire

d) Appeals:

e) Other:

- i. Glasshouses Mill

2122/217 Play Area

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

2122/218 Minutes/ Reports from Committees

- a) To receive the draft minutes of the Finance Committee meeting held on Tuesday 19th April
- b) To receive the draft minutes of the Human Resources Committee meeting held on Tuesday 25th April
- c) To receive a verbal report from the Joint Liaison Committee meeting held on Tuesday 3rd May

2122/219 Council Business

- a) Caretaker Tasks for April
- b) To receive information from Yorkshire Electrical Services about amendments to the power supply for Christmas lighting and to agree expenditure of £488.21 (plus VAT).
- c) To consider arrangements for Councillors surgeries
- d) To consider arrangements for treating council owned wooden benches in the parish
- e) To receive an update on plans for Jubilee events and to consider expenditure for refreshments for the beacon lighting event on Thursday 2nd June
- f) To receive a training report
- g) To receive an update on the renewal of the Town Councils insurance policy
- h) To receive an update on statistics gathered from the Mobile Vehicle Activated Sign

- i) To receive information about the Council's committees ahead of appointing members at the Annual Meeting of the Council

2122/220 Correspondence

- a) To receive information from PKF Littlejohn regarding the Annual Governance and Accountability Return for 2021-2022
- b) To receive and consider a copy of the Nidderdale AONB response to the Consultation on Government Response to the Landscapes Review.

2122/221 Financial Matters

a) Accounts for Payment

- i. Nidderdale Plus: Printing 50xA4 full colour Jubilee posters: £25.00
- ii. HACS: Part completion of works to install a memorial bench: £1,800.00 (including £300 VAT)
- iii. Clerks expenses: Jubilee Flag and ink: £71.94 (including VAT of £12.07)
- iv. Clerk's salary payable 31st May 2022: Gross pay £1044, Net pay £966.16
- v. Clerk's payroll expenses payable 31st May: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- vi. Payment to HMRC (May) Including Employee NIC and Employer NIC £79.12
- vii. Nest Pension payments (May 2022 - Employers contributions £30.78, Employees contributions £41.04): £73.08

b) Receipts

- i. 01/04/22: Parking Permits: £60.00
- ii. 01/04/22: Parking Permits: £108.00
- iii. 01/04/22: Parking Permits: £192.00
- iv. 01/04/22: Parking Permits: £444.00
- v. 01/04/22: Parking Permits: £984.00
- vi. 04/04/22: Garage rental: £35
- vii. 05/04/22: Parking Permits (transfer from Nidd Plus): £2004.00
- viii. 19/04/22: Donation for memorial bench: £2552.92

c) Direct Debit payments

To note payments, made by Direct Debit:

- i. 29th April 2022: £73.08 – Nest Pensions

d) Council finance

- i. To receive the bank reconciliation to 31st March 2022
- ii. To note bank balances at 31st March 2022
- iii. To receive a budget monitoring report from 2021-2022
- iv. To receive the statement of accounts for 2021-2022
- v. To review regular payments made by direct debit.

2122/222 Exchange of Information/Items for Future Meetings

2122/223 Parishioners' Representations

2122/224 To resolve that members of the press and public be excluded from item 2122/225 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (staffing matters)

2122/225 Staffing matters

- a) To note the clerk's notice of termination of employment
- b) To consider recommendations from the HR Committee:
 - i. To consider additional hours for the new clerk as required
 - ii. To approve the cost of £15 for advertising the vacancy with YLCA.
 - iii. To make an amendment to the HR Committee terms of reference to state that 'The HR Committee has delegated responsibility for the recruitment process including interviewing candidates and making a formal job offer. A recommendation will be submitted to Full Council to ratify the appointment of the Town Clerk/RFO'.
 - iv. To consider approving costs associated with appointing a locum clerk if required.
 - v. To make payment in lieu of leave with the current clerks final salary payment.
 - vi. To agree that additional hours may be worked in June, to be agreed in consultation with the Mayor.
- c) To consider an offer to provide locum services
- d) To ratify arrangements and agree expenditure for recruitment

2122/226 Dates of next meetings

The Annual Town Meeting will be held at 6.30pm on Tuesday 17th May.

The Annual Meeting of the Council will be on Tuesday 17th May 2022 at 7.15pm.

The Human Resources Committee will meet at 5pm on Wednesday 18th May

The Mayors Fund Committee will meet at 6pm on Wednesday 18th May