



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

Tel: 07751 571 374, Email: clerk@pateleybridgetowncouncil.gov.uk

Tuesday 25th April 2023

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

You are hereby summoned to attend the Annual Meeting of Pateley Bridge Town Council to be held on Tuesday 2nd May 2023 at 7.15pm in the Council Chamber, King Street, Pateley Bridge, HG3 5LE.

Parishioners are welcome to attend.

Suzanne Smith
Clerk to the Council

AGENDA

2324/01 Election of the Mayor and Chairman for 2023-2024

2324/02 Apologies for absence

To receive apologies for absence given in advance of the meeting

2324/03 To receive Councillors' Declarations of Interest and consider any requests for Dispensations

2324/04 Minutes

To approve the minutes of the full council meeting held on 3rd April 2023.

2324/05 Parishioners' Representations

- a) To receive representations from any parishioners present
- b) To receive written representations from parishioners and act on them as appropriate:

2324/06 Election of the Deputy Mayor

2324/07 Committees

- a) To confirm the creation of a S106 Committee and consider and approve the draft terms of reference for it.
- b) Election of members to committees
- c) To elect the chairs of committees
- d) To review the Terms of Reference for the following committees:
 - i) Finance Committee
 - ii) HR Committee
 - iii) Joint Liaison Committee
 - iv) Mayor's Fund Committee
 - v) Christmas Lights Committee

2324/08 Appointment of council representatives to other organisations

2324/09 Policies

a) To receive and confirm:

- i. Standing Orders
- ii. Financial Regulations
- iii. Complaints Procedure
- iv. Council policies, procedures and practices in respect of its obligations under Freedom of Information and GDPR legislation.

b) To consider adopting the new NYC Code of Conduct.

2324/10 Internal Auditor

To confirm the appointment of an Internal Auditor for 2022-23 and 2023-24.

2324/11 Documents

To receive and approve:

- a) The Council's Risk Assessment
- b) The Asset Register

2324/12 Insurance

To note the renewal of the Town Council's insurance and confirm that the cover continues to be adequate.

2324/13 Mayor's Allowance

To approve a Mayor's Allowance of £500 for the civic year 2023-2024

2324/14 County Matters

- a) To receive a report from Cllr. Andrew Murday
- b) To hear an update on the following:
 - i. double yellow line marking in Pateley Bridge (heritage style)
 - ii. Glasshouses to Pateley Bridge riverside path safety issues
 - iii. Pateley Bridge Youth Council

2324/15 Planning Matters

- a) Applications to North Yorkshire Council

To consider the following planning applications:

	Planning Ref	Proposal	Address
1	ZC23/01382/TPO	Crown lift 1 no. Sycamore of Tree Preservation Order No. 01/2006 T1 to 4.5 metres	High Green Farm Wath Road Pateley Bridge Harrogate North Yorkshire HG3 5PJ
2	ZC23/01520/FUL	Variation of Condition 2 of 6.49.148.A.DVCON to result in the separation of High Green Cottage from High Green Farm to form separate dwellinghouse from former ancillary accommodation to the main dwelling.	High Green Farm High Green Cottage Wath Road Pateley Bridge North Yorkshire HG3 5PJ
3	ZC23/01435/FUL	Alterations and re-building existing retaining wall on site & Erection of carport & domestic store	Crossing Cottage Glasshouses Harrogate North Yorkshire HG3 5QH
4	Any other planning applications received since the publication of the agenda.		

b) Decisions by North Yorkshire Council

Planning Ref	Proposal	Address	NYC Decision
23/00783/DVCON	Variation of Condition 2 (approved drawings) of Planning Permission 22/03819/DVCON - Variation of Condition 2 (approved drawings) of Planning Permission 22/00626/FUL - Demolition of existing balcony and erection of replacement single storey extension on footprint of balcony - Revised scheme	Linton House Ripon Road Pateley Bridge Harrogate North Yorkshire HG3 5NJ	Refuse permission or consent
Any other decisions received between the publishing of this agenda and the meeting.			

c) **Enforcement matters:**

23/00108/PR15 – Alleged breach of planning control: Change of use of Unit 2 Lower Ground Floor Shop/Cafe (use class E) to Offices (use class E) - Glasshouses Mill Glasshouses North Yorkshire

d) **Appeals:** none

e) **Glasshouses Mill S106** – To receive any further details from North Yorkshire Council's S106 and CIL Delivery Officer – none received

2324/16 Play Area

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

2324/17 Minutes/ Reports from Committees

a) Minutes of the Finance Committee meeting held on 18 April 2023

b) Any other reports from relevant meetings.

2324/18 Council Business

a) Clerk's Report and matters arising

b) Caretaker Tasks for May.

c) To discuss matters relating to litter bins, including the emptying of the bins in the Recreation Ground and the compactor bins on the High Street (if necessary).

d) To consider any matters relating to the Coronation celebrations and the event in the Recreation Ground to be held on 7 May 2023.

e) To further consider what the Commuted Sums that are available for the area could be spent on and/or agree a first meeting date for the new S106 and CIL Committee.

f) To consider any information received about a proposed 20mph zone through Glasshouses and take action if necessary.

g) To further consider whether PBTC will assess the feasibility of creating allotments in Pateley Bridge.

h) To consider whether to turn the electricity supply at the Fox's Head Well off and any other matters relating to the lights in Pateley Bridge.

i) To consider holding a Civic Event on 10 September 2023 and make any decisions relating to this.

j) To consider a request for documentation relating to the common land at The Knott and the rights of the lessee and make any decisions about it.

k) To confirm that PBTC wishes to publish a newsletter in the next edition of On Your Doorstep and to suggest anything that should be included.

- l) Councillor Vacancy – to hear any updates relating to this.
- m) Raikes Foundation – to hear an update from the working group and make any decisions required.

2324/19 Correspondence

To consider the following and take action if felt appropriate:

- a) **Infrastructure Levy** – to consider whether to comment on the proposed infrastructure levy which is a reform to the existing system of developer contributions – Section 106 planning obligations and Community Infrastructure Levy (CIL) – email received on 14 April 2023 from NALC inviting councils to submit their comments to inform its feedback to Government.

2324/20 Financial Matters

a) Management of Finances and Annual Return 2023

- i. To consider recommendations from the Finance Committee in relation to how the Mayor’s Fund and money for parking permits is treated in respect of the 2022-23 AGAR and going forward.
- ii. To give the Clerk delegated authority to complete the draft AGAR in line with the decision made at 2324/20/a.i. and submit it for internal audit.

b) Application for Funding

To consider an application for funding for a warm space received from the Pateley Bridge and Beverley Memorial Hall Committee.

c) Accounts for Payment

To consider and approve the following payments:

	Payee	Description	Net Amount (ex. VAT)	Actual Payment (inc. VAT)
1	Clerk	May 2023 salary includes WFH & internet allowance	N/A	£1,189.85
2	HM Revenue & Customs	May Employer and employee tax and NI Contributions.	N/A	£149.94
3	NEST	May employer and employee pension contributions	N/A	£90.16
5	Clerk Expenses	Trade waste refund mobile	Tbc before/ at meeting	Tbc before/ at meeting
6	Nidderdale Plus	Hire of room to sell parking permits	£50.00	£50.00
7	Community First	Council Insurance	Tbc before/ at meeting	Tbc before/ at meeting
8	Yorkshire Electrical Services	Various work to the lights as agreed at our April meeting and the switching on of the electrical supply.	Tbc before/ at meeting	Tbc before/ at meeting

Any other relevant payments coming up between the publishing of this agenda and the meeting. (These will be tabled at meeting).

d) Receipts

- 3 May 2023 - CJP Landscapes – garage rental - £35.00
- 11 April 2023 – Card payments for parking permits - £950.00
- 25 April 2023 – Cash payments for parking permits - £2,050.00

e) **Direct Debit payments**

30 April 2023 - NEST – pension contributions - £90.16 (for April 2023)

3 May 2023 – Vodafone - £6.67 ex VAT

2324/21 Mayor's Report

2324/22 Exchange of Information/Items for Future Meetings

2324/23 Parishioners' Representations

2324/24 To resolve that members of the press and public be excluded from item 2324/25 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature (commercially sensitive, personal details).

2324/25 Sale of Cemetery Field

To discuss any further matters arising in relation to this.

2324/26 To receive the dates of council meetings and those of committees for the coming civic year