



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

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

Tuesday 30th April 2024

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

You are hereby summoned to attend the Annual Meeting of Pateley Bridge Town Council, combined with Ordinary Meeting, be held on Tuesday 7th May 2024 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

2425/01 Election of the Mayor and Chair for 2024-2025

2425/02 Election of the Deputy Mayor and Deputy Chair for 2024-2025

2425/03 Apologies for absence

To receive apologies for absence given in advance of the meeting

2425/04 To receive Councillors' Declarations of Interest and consider any requests for Dispensations

2425/05 Committees and Working Parties

a) Election of members to committees and working parties

- i. Finance Committee
- ii. HR Committee
- iii. Joint Liaison Committee
- iv. Mayor's Fund Committee
- v. Commuted Sums Working Party

b) 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

2425/06 Appointment of council representatives to other organisations

- i. **Yorkshire Local Council Association (YLCA)** – Appointment of 2 members to attend the YLCA Branch meeting in their area and to represent the council as voting representatives at those meetings.

2425/07 Policies and Documents

a) To review and confirm the following:

- 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
- v. Review of Effectiveness of Internal Controls
- vi. Council's Risk Assessment
- vii. Scheme of Delegation to the Clerk
- viii. Code of Conduct

2425/08 Mayor's Allowance

To approve a Mayor's Allowance of £500 for the civic year 2024-2025.

*****END OF ANNUAL MEETING MATTERS*****

2425/09 Parishioners' Representations

- a) To receive representations from any parishioners present
- b) To receive written representations from parishioners and act on them as appropriate:
 - i. Complaint about long time illegal parking on King Street, Pateley Bridge
 - ii. Concern about the collapsed wall at Panorama Walk.
 - iii. Concern expressed about a gap in the cemetery wall and the collapsed wall at Panorama Walk.

2425/10 Minutes

To approve the minutes of the full council meeting held on 2nd April 2024 and the Annual Parish Meeting held on 16th April 2024.

2425/11 Matters Arising

To receive the Clerk's report.

2425/12 County Council and Highways Matters

- a) To receive a report from Cllr. Andrew Murday
- b) To hear an update on the following:
 - i. Collapsed wall on Panorama Walk
 - ii. Survey of drains and consideration of their impact on the pollution levels in the River Nidd.
 - iii. Concern about the structure of the bridge over the River Nidd
 - iv. Provision to prevent the public toilets being locked during the day and signage to direct people to them.
 - v. State of footpaths, pavements, and streets (see also 2425.18.d).
 - vi. Any other relevant highway and county council matter.

2425/13 Planning Matters

a) Applications to North Yorkshire Council

To consider the following planning applications:

	Planning Ref	Address	Proposal
1	ZC24/00578/DVCMAJ	Glasshouses Mill Harrogate HG3 5AG	Variation of Condition Numbers: 2, 8, 23 and deletion of conditions 34 and 36 of Application 17/02093/DVCMA to allow the consideration of revised plans to reflect the 'as built' development within phase 1 (main mill,

			mechanics shop and pugmill) and to amend the proposals for phase 2 (warehouse, stables, barn and proposed new build units). (Note: electric car charging points may be requested by the planning authority, if they are minded to approve this.)
2	ZC24/01065/FUL	Land Comprising Field West Of Cemetery Panorama Walk Pateley Bridge	Extension of Pateley Bridge Cemetery, with traditional and natural burial areas, ash interments and soft landscaping and internal access and parking.
3	ZC24/01123/FUL	West Barn Madge Hill Farm Fellbeck HG3 5EW	Conversion of half of a double garage to form office and utility room. Replacement of garage door with three windows. Addition of Velux window.
4	ZC24/00975/FUL	Pateley Bridge Methodist Church Ripon Road Pateley Bridge Harrogate North Yorkshire HG3 5NL	Installation of insulation to main hall, worship area and lounge. Installation of secondary glazing to lower floor windows. Installation of 6no. Air Source Heat Pumps to North, East, South elevations and Installation of PV Solar Array to Western Roof slope.
4	Any other planning applications received since the publication of the agenda.		

b) Decisions by North Yorkshire Council

	Planning Ref	Proposal	Address	NYC Decision
1	ZC24/00922/TPO	Works to 1 no. Sycamore of Tree Preservation Order No. 01/1970 T73 Reduce branch length by 2.5m laterally to the north, south and west. Reduce the trees height by 6.6m-8m to suitable reduction points.	Church Green House Old Church Lane Pateley Bridge HG3 5LZ	PART APPROVE THE APPLICATION AND PART REFUSE THE APPLICATION.
2	ZC24/00734/FUL	Demolition of detached garage, erection of two storey side extension, removal of existing chimneys, alterations to fenestration and alterations/enlargement of dormer extension.	Glendale Quarry Lane Pateley Bridge HG3 5LW	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.
3	ZC24/00755/DVCON	Variation of Condition 2 (approved plans) of planning application ZC23/01435/FUL Alterations and re-building existing	West Of Crossing Cottage Glasshouses HG3 5QH	APPROVED subject to conditions

		retaining wall on site & Erection of carport & domestic store		
4	ZC23/03583/FUL	Sub-division of existing cottage into 2 dwellings and erection of single storey extensions to rear. Erection of 2 no dwellings with outbuildings to rear (revised scheme with alterations to parking and position of dwellings).	1 Harewell View Harewell Close Glasshouses HG3 5QJ	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS
Any other decisions received between the publishing of this agenda and the meeting.				

c) **Enforcement matters:**

- i. **24/00125/BRPC05** - Breach of condition, permanent residency instead of holiday accommodation – Birch Tree Inn, Glasshouses.
- ii. **24/00135/BRPC15** - Alleged non-compliance with approved plans and condition 6 (incidental use) - Rocks Cottage Brimham Rocks Farm Brimham Moor Road Summerbridge HG3 4BF

d) **Appeals:**

- i. **23/00045/NENFNO** - Appeal against enforcement notice for rebuilding of derelict property – Quarry House, Blazefield.

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

2425/14 Play Area

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

2425/15 Minutes/ Reports from Committees

- a) Minutes of the Finance Committee Meeting held on
- b) Minutes of the JLC meeting held on 22 April 2024
- c) Any other reports from relevant meetings.

2425/16 Council Business

- a) Caretaker Tasks for May.
- b) To note the renewal of the Town Council's insurance and confirm that the cover continues to be adequate.
- c) To approve the publication of the Spring/Summer newsletter in On Your Doorstep, determine any items to include, and give the Clerk delegated authority in conjunction with the Chair to write and submit it.
- d) To consider the state of the footpaths, pavements, and streets, including feedback from a meeting with the street cleaning time, concerns raised at the Annual Parish Meeting and a response from NYC Countryside Access Technical Officer.
- e) Report from the Commuted Sums Working Party.
- f) To consider a quote to renew the lights on the tree at Southlands.
- g) Problems with the defibrillator in Pateley Bridge.
- h) Update on the feasibility study for the proposed Pump Track at Pateley Bridge Millennium Green.
- i) Response from NYC regarding PBTC's communication about the no. 24 bus service.
- j) Feedback about the missing eyebolt used to suspend the Christmas lighting banner across the High Street.

- k) Feedback about design and costings for Armistice Day and Christmas Fox's Head Well displays (if received.)
- l) Update about a potential community purchase of the Birch Tree Inn (if received.)
- m) To make any further decisions required in relation to the D-Day Commemoration event.
- n) To make any further decisions required about the Mayor's Fund fundraising event (if required).

2425/17 Correspondence

To consider the following and take action if felt appropriate:

- a) **North Yorkshire Local Plan – Useful Information** – document received from NYC Cllr. Andrew Murday
- b) **North Yorkshire Local Plan** – Notification of commencement of the Call for Sites – email received 17 April 2024
- c) **Home to School Travel Policy**- to note that the Executive Meeting where the recommendations on the Home to School Travel Policy consultation will be considered is on 11 June at County Hall in Northallerton. (Questions or statements must be submitted by 12 noon on Thursday 4th June).
- d) **Consultation on Barriers to community energy projects by the Department for Energy Security and Net Zero**– email received 29 April 2024 from YLCA requesting town and parish councils to [take part](#).

2425/18 Financial Matters

a) **Annual Return 2023-2024**

To receive the 2023-24 AGAR and note the internal audit process, following consideration by the Finance Committee.

b) **Internal Auditor**

To confirm the appointment of an Internal Auditor for 2024-25.

c) **Mayor's Fund Account**

To consider changing the Mayor's Fund account to a savings account.

d) **Accounts for Payment**

To consider and approve the following payments:

	Payee	Description	Net Amount (ex. VAT)	Actual Payment (inc. VAT)
1	Clerk	May 2024 salary includes WFH & internet allowance	N/A	£1, 231.66
2	HM Revenue & Customs	May 2024 Employer and employee tax and NI Contributions.	N/A	£185.76
3	NEST	May 2024 employer and employee pension contributions	N/A	£95.12
4	Clerk Expenses	Phone, postage and mileage	£38.94	£42.44
5	Community First	Council Insurance	tbc	tbc
6	Caretaker	Work completed April 2024	tbc	tbc
7	Mayor	Mayoral mileage	tbc	tbc

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

e) **Receipts**

- 27 April 2024 - CJP Landscapes – garage rental - £35.00
- 19 April 2024 – Card payments for parking permits - £3,136.00
- 23 April 2024 – Cash payments for parking permits - £896.00
- 2 April 2024 – Justgiving money raised for Christmas lights - £15.75
- May 2024 - Receipt of precept to be confirmed at the meeting - £17,500

f) **Direct Debit payments**

30 April 2023 - NEST – pension contributions - £95.12 (for April 2024)

12 May 2024 – Vodafone - £6.67 ex VAT

2425/19 Mayor's Report

2425/20 Exchange of Information/Items for Future Meetings

2425/21 Parishioners' Representations

2425/22 To resolve that members of the press and public be excluded from item 2425/23 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).

2425/23 Sale of Cemetery Field

To discuss any further matters arising in relation to this.

2425/24 To receive the dates of council meetings and those of committees for the coming civic year