



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

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Tuesday 28th May 2024

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

You are hereby summoned to attend the next meeting of the Town Council to be held on **Tuesday 4<sup>th</sup> June 2024 at 7.15pm** in the Council Chamber.

Suzanne Smith  
Clerk to the Council

The press and public are welcome to attend.

## **AGENDA**

### **2425/25 Apologies for absence**

To receive apologies for absence.

### **2425/26 To receive Councillors' Declarations of Interest and consider any requests for dispensations.**

### **2425/27 Parishioners' Representations**

- a) To receive representations from any parishioners present.
- b) To receive written representations from parishioners and act on them as appropriate:
  - i. A request to consider introducing a zebra crossing on the High Street, necessary because of the increased volume of traffic and difficulties in getting a gap in the traffic, especially for those with mobility issues.
  - ii. A request to consider whether Panorama Walk should be closed to vehicular traffic between the churchyard and The Knott, following dangerous incidents.
  - iii. A request relating to whether a resident could take ownership of the common land outside Rivenstones, Panorama Walk.

### **2425/28 Minutes**

To approve the minutes of the Annual meeting held on 7<sup>th</sup> May 2024.

### **2425/29 Matters Arising**

- a) To receive the Clerk's report.

### **2425/30 County Council and Highway Matters**

- a) To receive a report from the County Councillor.
- b) Update on the Glasshouses Mill S106 situation.
- c) To consider any matters relating to previous and new Highway issues as required, including the following:

- i. Saplings/trees and ivy growing in the masonry and walls on either side of the Nidd bridge.
- ii. Culvert problems and damaged footpath in front of Glasshouses Mill
- iii. Collapsed and collapsing walls on Panorama Walk
- iv. Potholes and gullies report for NYC

## 2425/31 Planning Matters

### a) Applications to North Yorkshire Council

To consider the following planning applications:

	Reference Number	Address	Description
1	<a href="#">ZC24/01581/FUL</a>	Sylcote Wilsill HG3 5EB	Single storey extension and bay window
2	<a href="#">ZC24/01378/FUL</a>	35 High Street Pateley Bridge HG3 5JZ	Change of use from Use Class E (Commercial, Business and Service) to Use Class C3 (Dwellinghouses)
3	<a href="#">ZC24/00578/DVCMAJ</a>  N.B. PBTC has already commented on this but it is due to come before the Planning Committee and a representative of the council may wish to attend.	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).
Any other planning applications which the Clerk has not been able to organise an extension until the next meeting for.			

### b) Decisions by North Yorkshire Council

To note the following planning decisions:

Planning Ref	Proposal	Address	NYC Decision
ZC24/01123/FUL	Conversion of half of a double garage to form office and utility room. Replacement of garage door with three windows. Addition of velux window.	West Barn Madge Hill Farm Fellbeck Harrogate North Yorkshire HG3 5EW	APPROVED subject to conditions

- c) **Enforcement matters:** none new at time of publishing agenda.
- d) **Appeals:** none new at time of publishing the agenda.
- e) **Glasshouses Mill S106** – See also under County & Highway Matters.

## 2425/32 Glasshouses Play Area

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

## 2425/33 Millennium Green

- a) To consider any further information about a potential Pump Track.
- b) To consider any other matters relating to the Millennium Green (if required).

## 2425/34 Minutes/ Reports from Committees

## 2425/35 Council Business

- a) Caretaker Tasks for June.

- b) D-Day Celebrations – to discuss any final matters.
- c) To consider feedback about the Southlands lights and a quotation for Christmas lights 2024 from Yorkshire Electrical Services.
- d) To consider how to amend the H2S Transport consultation statement and agree who will attend the Executive on 11 June 2024 to present it.
- e) To consider feedback from YLCA about the inadequate time scales it provides councils to complete surveys/consultations.
- f) To consider whether the council is happy to have the public toilet keys held at Nidd Plus.
- g) To consider whether Pateley Bridge Town Council would like to introduce any working groups, including an environment working group.
- h) To hear an update from NYC and a parishioner regarding the collapsed wall between the cemetery and the cemetery field.
- i) Path clearance and maintenance work – to consider further how to approach this following feedback from Menwith Hill and PBTC's insurance company.
- j) To consider any matters relating to the Mayor's Fund Fundraising event in August (if required).
- k) Update about the bus service requests (if received).
- l) To consider any feedback about the missing eyebolt used to suspend the Christmas lighting banner across the High Street (if received).
- m) To consider details about future displays at Fox's Head Well (if received).
- n) To hear an update from the Commuted Sums working group (if any).
- o) To consider any feedback about a potential community purchase of The Birch Tree Inn.
- p) To hear an update about the possible siting of a new defibrillator in Wilsill and make any further decisions in relation to it.
- q) To hear an update about the broken defibrillator from Pateley Bridge which has been sent away for examination/repair (if received).
- r) To hear the response from NYC about PBTC's query relating to the Call for Sites for North Yorkshire Local Plan (if received).

### **2425/36 Correspondence**

To consider the following and take action if felt appropriate:

- a) **Campaign to Improve the Safety of Lithium Batteries** – request to support a bill which has its first reading in House of Commons on 5<sup>th</sup> June 2024 – email received on 20 May from Lord Foster's office.
- b) **The Good Councillor's Guide 2024** – updated version of this has been published – email received from National Association of Local Councils on 17<sup>th</sup> May 2024.
- c) **Nidderdale Allotment Society Updated constitution** – email received from the Chair on 8<sup>th</sup> May. (Note section 6.3 has been reworded.)
- d) **Star Council Awards 2024** – option to nominate a town or parish council/councillor for an award – email received on 28<sup>th</sup> May 2024 from National association of Local Councils.

### **2425/37 Finance**

#### **a) Annual Governance and Accountability Return 2023-24**

- i. To receive the Internal Auditor's report.
- ii. To review the effectiveness of internal controls (formally reviewed by the Finance Committee on 16 April 2024).
- iii. To consider and sign the Annual Governance Statement ready for submission to the external auditor.
- iv. To consider, approve and sign the Statement of Accounts ready for submission to the external auditor.
- v. To note and approve the period for the exercise of public rights.

- vi. To approve all associated documentation for submission to the external auditor.

**b) Model Financial Regulations**

To consider whether PBTC wishes to adapt and adopt the model financial regulations published by NALC (possible referral to the Finance Committee).

**c) Accounts for Payment**

To consider and approve the following payments:

	<b>Payee</b>	<b>Description</b>	<b>Net Amount (ex. VAT)</b>	<b>Actual Payment (inc. VAT)</b>
1	Clerk	June 2024 Salary	<b>£1, 231.66</b>	N/A
2	HM Revenue & Customs	June 2024 Employer and employee tax and NI Contributions.	<b>£185.76</b>	N/A
3	NEST	June 2024 employer and employee pension contributions	<b>£95.12</b>	N/A
4	Clerk Expenses	Various phone, mileage, stationery etc	<b>£13.89</b>	£16.66
5	Cllr. Chris Thompson	Mayoral mileage	tbc	tbc
6	NYC	Trade waste	tbc	tbc
7	Caretaker	Work completed May 2024	tbc	Tbc
8	Community First	Insurance policy – already paid under delegated authority.	<b>£373.67</b>	£373.67

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

**d) Receipts**

- 3 June 2024 – Wayleaves - £30.63
- 30 May 2024 – NYC - Ice cream contribution - £2,575.25
- 28 May 2024 – garage rental - £25
- 9 May 2024 – parking permit sales - £1,736.00

**e) Direct Debit payments**

- 13 June 2024 – Vodafone - £8

**2425/38 Mayor’s Report**

**2425/39 Exchange of Information/Items for Future Meetings**

**2425/40 Parishioners’ Representations**

**2425/41** To resolve that members of the press and public be excluded from items 2425/272 and 2425/273 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).

**2425/42 Sale of Cemetery Field**

- a) To consider the draft deed and suggest any changes felt necessary.
- b) To receive a Certificate B Town and Country Planning Order 2015 Notice.
- c) To deal with any other matters relating to the Cemetery Field sale.

**2425/43 Dates of Next Meetings**

To confirm the following meeting dates:

- a) **PBTC Full Council meeting** – Tuesday 2<sup>nd</sup> July 2024 at 7.15pm