



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

tel: 07751 571374 clerk@pateleybridgetowncouncil.gov.uk

Wednesday 27th January 2021

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 2nd February 2021 at 7.15pm. In accordance with Regulation 5 of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*, this meeting will be held remotely using video conferencing technology.

Parishioners are welcome to attend. Please email the Clerk for information on how to do this.

Laura Jowett
Clerk to the Council

AGENDA

- 1 Apologies for absence**
 - a) To receive apologies for absence given in advance of the meeting
 - b) To consider the approval of reasons given for absence

- 2 Parishioners' Representations**
 - a) To receive and consider written representations from a parishioner regarding a serious leak through a wall onto Ripon Road.
 - b) To receive and consider written representations from a parishioner with concerns about empty grit bins.
 - c) To receive and consider written representations from a parishioner regarding the condition of the recycling area in the car park.

- 3 To receive Councillors' Declarations of Interest and consider any requests for dispensations**

- 4 To approve the minutes of the meeting held on the 5th January 2021**

- 5 Matters Arising**
 - (a) To receive the Clerk's report

- (b) Cemetery Field
 - (i) To receive and consider correspondence from Harrogate Borough Council's Bereavement Service
 - (ii) To receive and consider correspondence from parishioners regarding the use of the Cemetery Field.

6 County Matters

7 District Matters

8 Planning Matters

(a) Applications to Harrogate Borough Council

- (i) 20/07266/STNAME *Application to name one new street as Millwright Park, Millfield End or Millfield Street with a numbering scheme County Highways Depot, Millfield Street, Pateley Bridge, Harrogate, North Yorkshire HG3 5AX*
- (ii) 21/00079/FUL *Removal of existing doorway and blocking up of existing opening on north west elevation and installation of doorway on north east elevation at West House Farm, Lupton Bank, Glasshouses, HG3 5EA*

(b) Decisions by Harrogate Borough Council

- (i) 20/04113/TPO *Minor lateral reduction on the west side of the tree to help balance canopy shape of 1 no. Beech tree (T5) and remove 1 no. branch of 1 no. Colorado Spruce tree (T4) of Tree Preservation Order 17/2018 at Land Comprising Field At 418084 464508 Wilsill North Yorkshire.*
Permission granted subject to conditions
- (ii) 20/04242/FUL *Erection of replacement external staircase, enlargement of existing external terrace, alterations to fenestration and conversion of ground floor to Air BnB at Rivulet Cottage 26 High Street Pateley Bridge Harrogate North Yorkshire HG3 5JU.* Permission granted subject to conditions

(c) Enforcement matters

(d) Appeals:

9 Financial Matters

(a) Accounts for Payment

- (i) Clerk's salary payable 28th February 2021: Gross pay £1026, Net pay £587.52
- (ii) Clerk's payroll expenses payable 28th February 2021: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17

- (iii) Payment to HMRC (February) Including PAYE Tax, Employee NIC and Employer NIC = £273.85
 - (iv) Nest Pension payments (including back dating to 1st October 2021) (Employers contributions £153.90, Employees contributions £205.20): £359.10
 - (v) Clerk's Expenses: subscription to Zoom: £14.39
 - (vi) HBC: emptying of trade waste in December £21.78
 - (vii) YLCA: Internal Audit and Internal Controls Training for the Clerk: £60.00
 - (viii) Yorkshire Lighting and Electrical Services: Pateley Bridge Christmas Lighting (existing): £2,208 (including £368 VAT)
 - (ix) J E Benson: Grass Cutting 2020-2021: £2736 (includes VAT of £456)
 - (x) J E Benson: Caretaking Jan – Nov 2020: £8626.28 (includes VAT of £1437.71)
 - (xi) Bishopside & Beverley Memorial Hall: 1/3 annual BT line rental: £96.96
- (b) Receipts
- (i) Platt and Bajic, garage rental February: £35
- (c) To receive a bank reconciliation to the 31st December 2020 (3rd Quarter)
- (d) Pensions
- (i) To receive and approve the Direct Debit mandate for Nest
 - (ii) To consider appointing councillors with delegate access to the Nest pension account

10 **Play Area/Millennium Green**

- (a) Play Area
- (b) Millennium Green
 - (i) To receive quotes for wildlife surveys at the pond and consider any action required
 - (ii) To consider the offer of partnership working with a group of volunteers from Menwith Hill
 - (iii) To receive an update on the condition of the fencing if an update is available
 - (iv) To receive information regarding the Council's obligations as the Sole Trustee of a Charitable Trust and to consider financial arrangements

11 **Council Business**

- (a) Caretaker Tasks for February
- (b) To receive and consider information from the Chair of the Nidderdale Allotment Society regarding upgrading drainage at the allotment site in Glasshouses.
- (c) To consider amended terms of reference for the Finance Committee
- (d) To consider the Council's internal controls and agree a process for recording checks
- (e) To consider adopting a sickness absence policy

- (f) To review the Clerk's probationary period and to consider making the appointment permanent.
- (g) To consider purchasing an external hard drive to back up the Council's electronic files for the cost of up to £60.
- (h) To receive Crime and ASB Data for 23rd December 2020 to 25th January 2021

12 Correspondence

- a) To receive and consider information about youth work provision from North Yorkshire Youth Harrogate District
- b) To receive and consider an email from YLCA on behalf of the Climate and Ecological Emergency Bill Alliance team
- c) To receive and consider information from NALC regarding the Right to Regenerate
- d) To receive and consider information from North Yorkshire Police about a relocation of the Police station in Pateley Bridge to The Old Workhouse.
- e) To receive and consider information from the Principal Definitive Map Officer at NYCC regarding the proposed creation of a public footpath at The Sidings, Pateley Bridge.

13 Minutes/ Reports from Committees

- a) Finance Committee on 20th January 2021
- b) Joint Liaison Committee on 2nd February 2021

14 Exchange of Information

15 Parishioners' Representations

16 Dates of next meetings

The next meeting will be on Tues 3rd March 2021 at 7.15pm