



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

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MINUTES OF THE MEETING HELD ON 2ND FEBRUARY 2021

Present:

Cllr M Holt (Chairman) Cllr P Anson Cllr D Brackley Cllr S Hesselden Cllr H Jefferson Cllr J Leggett	Cllr S Lumley Cllr D Marshall Cllr I Skaife Cllr C Thompson (Deputy Chairman) Cllr N Thompson In Attendance: Clerk: Ms Laura Jowett
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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

There were no apologies for absence, all councillors were present.

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.
- a) Councillor Lumley is liaising with both North Yorkshire County Council and Harrogate Borough Council and is keeping the parishioner informed.
 - b) **Resolved** to contact NYCC to request clarification on the process for filling grit bins, how often they are filled and when, and to ask about the amount of salt in the mix.
 - c) **Resolved** to write to HBC to request that as it is an HBC site that the area around the recycling bins be cleared/ swept more frequently

3 Councillors' Declarations of Interest and Consideration of Dispensations:

None received.

4 Minutes of the Meeting held on the 5th January 2021:

It was **resolved** to approve the minutes of the meeting held on the 5th January 2021, to be signed by the Chair at a later date.

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.
- a) The Clerk's report was noted
- b) (i) **Resolved** to write back to Harrogate Borough Council Bereavement Services thanking them for their reply and advising that the councils haven't considered pricing as yet and requesting an assessment by HBC of how much of the field they would require and when.
- ii) **Resolved** to reply to the residents who had requested a copy of the legal document advising that the council has given full consideration to their request to purchase or lease a part of the field but that it is not able to accept this proposal and will continue to keep the land for its intended purpose as an extension to the cemetery.

6 County Matters

Councillor Lumley provided an update on North Yorkshire County Council matters. The budgeting process is underway and the work on Kex Gill is due to be started in late spring / summer 2021 having received a pledge from central government to provide £56 million towards the £60 million project. Councillor Lumley advised that parliamentary constituency boundaries will be reviewed.

Councillor Skaife raised an issue with the quality of grit used in icy conditions and Councillor Lumley explained that he had been assured that the grit is of the same quality as previous years. The clerk will raise the council's concerns about the grit with Area 6 and an explanation of the winter service will be shared on the Town Council's social media.

7 District Matters

Councillor Lumley provided an update on Harrogate Borough Council matters. The budget is about to be set and household waste collections had been disrupted by weather conditions. An issue had been raised by residents regarding possible fly tipping at the recycling area. There were concerns that misuse could lead to the facility being removed. Councillor Holt offered to write an article for the council's social media.

Councillor Marshall raised an issue about organisations encouraging people to visit Pateley Bridge for exercise when they don't live in the area. Where there is evidence of organisations encouraging individuals to break the law these should be referred to the police.

Councillor Leggett raised the grass cutting maintenance grant which is no longer paid. This was discussed at a Parish Consultation meeting with HBC. The clerk was asked to check the minutes to see if this could be reopened.

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. Recommend Millfield End*
 - 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. No objections.*
- 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: None

d) Appeals: None

9 Financial Matters

a) Accounts for Payment

It was **resolved** to authorise the following 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 & Bewerley Memorial Hall: 1/3 annual BT line rental: £96.96

b) Receipts

The following receipts were noted:

- i. Platt and Bajic, garage rental February: £35

c) To receive a bank reconciliation to the 31st December 2020 (3rd Quarter)

The bank reconciliation to the 31st December 2020 was received.

d) Pensions

- i. **To receive and approve the Direct Debit mandate for Nest**
Resolved to approve the Direct Debit mandate.
- ii. **To consider appointing councillors with delegate access to the Nest pension account**
Resolved to appoint the Mayor, Councillor Anson and Councillor Skaife as delegates on the Nest account.

10 Play Area/Millennium Green

1. Play Area

Councillor Anson had conducted an inspection in January. Safety mats and the goalpost require some work when the weather improves. The caretaker will be asked to repair a fence rail behind the goal.

Councillor N Thompson will conduct the next inspection.

2. Millennium Green

i. To receive quotes for wildlife surveys at the pond and consider any action required

The quotes were received and discussed. Agreed to maintain the pond as it is and not to undertake major works which would require a survey to be conducted at this time.

ii. To consider the offer of partnership working with a group of volunteers from Menwith Hill

Agreed to hold a clean-up day with volunteers from Menwith Hill. Councillor Holt to liaise with the coordinator from Menwith Hill.

iii. To receive an update on the condition of the fencing if an update is available

The updated report had been circulated and was received. Councillor Skaife had met with the inspector. **Resolved** to ask the caretaker to address issues raised in the report, to repair the broken top rail, add hardcore to the 5th post from the wall and to replace the 14th and 21st posts on the long run.

iv. To receive information regarding the Council's obligations as the Sole Trustee of a Charitable Trust and to consider financial arrangements.

Information was received. **Resolved** to investigate opening a bank account for the Millennium Green Trust and to hold separate meetings on a quarterly basis.

11 Council Business

a) Caretaker Tasks for February

Standard tasks plus repairing the fence rail behind the goal at the play area and addressing issues with the fencing around the BMX track, repair the broken top rail, add hardcore to the 5th post from the wall and to replace the 14th and 21st posts on the long run.

b) To receive and consider information from the Chair of the Nidderdale Allotment Society regarding upgrading drainage at the allotment site in Glasshouses.

A request had been received from Nidderdale Allotment Association for financial support towards upgrading the drainage at the allotment site in Glasshouses. The council acknowledged a responsibility as the owner of the land. Councillor Lumley agreed to request written clarification regarding the amount of the contribution requested. **Resolved** in principle to approve making a contribution of £500.

c) To consider amended terms of reference for the Finance Committee

The clerk was asked to find out if the terms of reference could state that the Mayor would be appointed as the chair of the Finance Committee.

d) To consider the Council's internal controls and agree a process for recording checks

Resolved to adopt the internal controls checklist which will be completed by the Finance Committee.

e) To consider adopting a sickness absence policy

Resolved to adopt the sickness absence policy.

f) To review the Clerk's probationary period and to consider making the appointment permanent.

Resolved to make the clerk's 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.

Resolved to purchase an external hard drive for the cost of up to £60.

h) To receive Crime and ASB Data for 23rd December 2020 to 25th January 2021

The crime and ASB report was received and noted.

12 Correspondence

a) To receive and consider information about youth work provision from North Yorkshire Youth Harrogate District

The information was received and considered. **Resolved** that Councillor N Thompson will explore the offer with North Yorkshire Youth, and report back to the council.

b) To receive and consider an email from YLCA on behalf of the Climate and Ecological Emergency Bill Alliance team

The email was received and noted.

c) To receive and consider information from NALC regarding the Right to Regenerate

The email was received and noted

d) To receive and consider information from North Yorkshire Police about a relocation of the Police station in Pateley Bridge to The Old Workhouse.

Resolved to write to North Yorkshire Police requesting that important items of community interest are kept, and donated to the Town Council or Nidderdale Museum if they are not required at the Police Station.

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.

Resolved to support the proposal.

13 Minutes/ Reports from Committees

a) Finance Committee on 20th January 2021

The minutes of the Finance Committee had been circulated.

b) Joint Liaison Committee on 2nd February 2021

A verbal report was given as the meeting had taken place earlier in the evening. Issues discussed included the provision of electric vehicle charging points and the Pateley Bridge signs on Low Wath Road. Councillor Lumley will contact Bewerley Parish Council about the possibility of making a contribution from the Locality Grant. Items from the meeting will be included on the agenda for the full council meeting in March.

14 Exchange of Information

Councillor Skaife referred to a document which advised there were approximately 50 plots available in the cemetery in 2013 and that on average 5 were required each year. This could indicate the time frames in which Harrogate Borough Council may need to obtain further land.

Councillor Lumley asked if the blinds which had been mentioned at previous meetings have now been removed, Councillor Jefferson advised they have been removed.

Councillor C Thompson advised that the worst pot holes in Glasshouses have been fixed but that the gullies have not yet been cleared.

15 Parishioners' Representations:

Councillor N Thompson advised he had been contacted by a parishioner with concerns about gritting and how to request a grit bin. Councillor Jefferson advised she had received a similar request for provision of a grit heap. The Council will add a post to Facebook outlining the winter services from NYCC.

16 Dates of next meetings

The next meeting will be on Tues 2nd March 2021 at 7.15pm

The meeting closed at 10.00pm