



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

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## MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> APRIL 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 Four members of the public
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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 a written representation from Nidderdale Community Welcome

A parishioner introduced the Nidderdale Community Welcome scheme to the Council. The group will provide support and help a vulnerable refugee family to settle in the area. The group are fundraising to provide this support and have asked if the council could offer a contribution. They were advised to submit an application to the Mayor's Fund.

- b) To receive written representations regarding the stone used for repairs to the bridge

A number of residents had raised the issue of the stone used in the repairs to the bridge. The Council has been informed by Area 6 that they will liaise with a stonemason to explore options to make the stone more in keeping with the rest of the bridge. No further update was available at the time of the meeting. Resolved to contact Area 6 to request that the Council is informed before any further work takes place.

- c) To receive written representations regarding parking on Millfield Street

A parishioner raised an issue with parking on Millfield Street and suggested that a permit scheme for residents may help. The clerk will contact NYCC to ask what residents parking permit schemes are available. Councillor Jefferson advised that the hatched area outside the ambulance station requires repainting. The clerk will report this issue.

### 3 Councillors' Declarations of Interest and Consideration of Dispensations:

None.

#### 4 Minutes of the Meeting held on the 2<sup>nd</sup> March 2021:

It was **resolved** to approve the minutes of the meeting held on the 2<sup>nd</sup> March 2021, to be signed by the Chair at a later date.

#### 5 Matters Arising

a) To receive the Clerk's report

The Clerk's report was noted

b) To consider arrangements regarding commemorative plaques

The Council felt that a date after the 21<sup>st</sup> June would be most appropriate as restrictions on social gatherings could have been lifted by then and identified the 10<sup>th</sup> or 17<sup>th</sup> July as preferred dates.

c) To receive information about tree work which was considered in December 2020 (11i)

The caretaker has advised he is unable to undertake the tree work at the play area.

**Resolved** to obtain a quote for the work required for consideration at a future meeting.

#### 6 County Matters

Councillor Lumley advised that the consultation on reorganisation is ongoing until the 19<sup>th</sup> April and that county elections are delayed until May 2022.

Councillor Jefferson highlighted that when road markings are repainted on the High Street they should be thinner lines due to being in a heritage site. The clerk will contact Area 6 to remind them of this.

Councillor C Thompson asked if there was any update regarding Bewerley Park Outdoor Education Centre. Councillor Lumley advised that a review is ongoing.

#### 7 District Matters

Councillor Lumley gave a brief report. Harrogate Borough Council are looking at returning to face-to-face meetings and are starting to open up sports, leisure and cultural facilities in the district. The recruitment freeze will be lifted shortly.

Councillor Leggett made observations regarding local recycling centres and Harrogate Conference Centre.

#### 8 Planning Matters

a) Applications to Harrogate Borough Council

i) 21/00897/S106 *Application to discharge the Section 106 Obligation in relation to planning permission 94/00552/OUT at Springfield Grange, Old Church Lane, Pateley Bridge, HG3 5LY* – No objections

ii) 20/05222/FUL *Conversion of building to form holiday accommodation at Weir Cottage Glasshouses North Yorkshire* – No objections

b) Decisions by Harrogate Borough Council

i) 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*. Permission granted subject to conditions

ii) 21/00690/AMENDS *Non material minor amendment to allow the cabin to be rotated by 90 degrees and resited pf planning permission 20/03234/FUL – Erection of a holiday cabin at New Mill House, Fellbeck, HG3 5EN*. Approved non material amendment.

c) Enforcement matters: None

d) Appeals: None

## 9 Financial Matters

### a) Accounts for Payment

It was **resolved** to authorise the following for payment:

- i) HBC: emptying of trade waste in February: £21.78
- ii) YLCA: Council IT training for Councillor C Thompson: £15.00
- iii) YLCA: Two Day Conference: £40
- iv) Jim Benson: Caretaking to 31<sup>st</sup> March 2021: £213 (includes £35.50 VAT)
- v) Yorkshire Local Council Associations: Annual membership: £588
- vi) Clerk's Expenses: Subscription to Microsoft Office 365 and subscription to Zoom: £149.75 (including £22.56 VAT)
- vii) Clerk's salary payable 30<sup>th</sup> April 2021: Gross pay £1026, Net pay £839.68
- viii) Clerk's payroll expenses payable 30<sup>th</sup> April 2021: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- ix) Payment to HMRC (April) Including PAYE Tax, Employee NIC and Employer NIC = £185.16
- x) Nest Pension payments (April 2021 – Employers contributions £30.78, Employees contributions £41.04): £71.82

### b) Receipts

The following receipts were noted:

- i) Platt and Bajic, garage rental March: £35
- ii) Allotment Rent 2021: £304.91
- iii) HMRC VAT reclaim Dec 2020-Feb 2021: £2561.84

### c) Direct Debit payments

The payments made by Direct Debit to Nest Pensions were noted:

- i) 1<sup>st</sup> April 2021 £71.82

### d) Bank Reconciliation and Budget Monitoring

- i) To receive the bank reconciliation to 31<sup>st</sup> March 2021  
The bank reconciliation was received and noted

- ii) To note bank balances at 31<sup>st</sup> March 2021  
The bank balances at 31<sup>st</sup> March 2021 were noted as follows  
Barclays: £9,044.32  
Santander 1: £21,242.46  
Santander 2: £10,477.82

- iii) To receive the budget monitoring to 31<sup>st</sup> March 2021  
The budget monitoring document was received and noted

- e) To note the amended Bank Mandate  
The amended bank mandate was received and noted.

## 10 Play Area

- a) To consider any action required regarding dog fouling at the play area in response to information received from a parishioner

The Council considered an issue which had been raised by a parishioner on social media. Having received further information about the specific circumstances the council agreed not

to take any action at this point and hoped that the incident would not reoccur. It was noted that there is a sign at the playground which states 'No dogs allowed'. The lowest point of the wall will be inspected to see if any action may be required.

Councillor N Thompson had completed an inspection and Councillor Brackley will undertake the next inspection.

## 11 Council Business

a) Caretaker Tasks for April

Standard tasks plus tidying and sweeping the bus shelter.

b) To receive an update on arrangements for the Annual Town Meeting, to be held on Tuesday 20<sup>th</sup> April 2021

The Annual Town Meeting is being held on Zoom at 7.15pm on Tuesday 20<sup>th</sup> April.

Councillor Leggett reminded councillors that those who do not live in the parish are not permitted to speak at the meeting.

c) To consider arrangements for resuming Face to Face meetings

The Annual Meeting of the Council will be held on Zoom on Tuesday 4<sup>th</sup> May. The Council may consider cancelling the June meeting depending on circumstances at the time and will also look into utilising the Memorial Hall for face to face meetings as it has a larger capacity.

d) To review the scheme of delegation

The Council reviewed the scheme of delegation which was adopted in March 2020 which states:

'The Council empowers the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable.

The Clerk will consult with the Chair and/or Vice-Chair in the decision making but the Council acknowledges that it is the Clerk that is the decision maker.

The Clerk will maintain a log of decisions taken outside normal Council meetings or under delegated powers'.

**Resolved** that the scheme of delegation be kept in place and reviewed in three months' time

e) To appoint the Internal Auditor

**Resolved** to appoint David Thomas of the Barker Partnership as internal auditor for the fee of £150.00.

f) To receive data from the Mobile Vehicle Activated Sign.

Councillor C Thompson had provided a report with data which was circulated in advance of the meeting and had been included in the recent newsletter. The sign has been turned off for a short period but is still collecting data and when this is available a comparison can be made to ascertain the impact the sign has on traffic speed.

- g) To receive Crime and ASB Data for 23<sup>rd</sup> February 2021 to 22<sup>nd</sup> March 2021  
The report was received.
- h) To receive and consider a report from Councillor C Thompson following attendance at a YLCA training course regarding council IT.  
A report from Councillor C Thompson was received and he and the clerk will look into how best the council can utilise the IT available and report back to a future meeting.
- i) To receive and approve amended terms of reference for the Joint Liaison Committee  
**Resolved** to approve the terms of reference for the Joint Liaison Committee
- j) To receive and approve terms of reference for the Finance Committee  
**Resolved** to approve the terms of reference for the Finance Committee
- k) To receive and consider information from the Clerk regarding her other employment  
**Resolved** to give permission to the Clerk to continue her other employment, in accordance with the terms of her contract.
- l) To receive and consider a request from the Clerk to carry forward 5 days unused annual leave (pro rata) to 2021-2022  
**Resolved** to approve the Clerk's request to carry forward 5 days unused leave, in accordance with the terms of her contract.
- m) To consider approving attendance at Year End Accounts training for the Clerk for the cost of £30  
**Resolved** to approve the attendance of the clerk at Year End Accounts training for the cost of £30.

## 12 Correspondence

a) New Code of Conduct produced by The Local Government Association  
The new Code of Conduct was received and noted. The Council will consider adopting the new code at a later date.

b) To receive information from Yorkshire Water about improvement works at Gouthwaite reservoir  
Received and noted.

## 13 Minutes/ Reports from Committees - None

## 14 Exchange of Information

Councillor N Thompson advised that he had been notified that the youth service would be holding sessions with local young people to explore youth service provision in the area. He has asked to kept up to date.

Councillor C Thompson advised that whilst some of the blocked gullies had been cleared after being reported, others had not. The clerk will chase this up again with Area 6.

Councillor Holt noted that the current parking permits have been extended until the 31<sup>st</sup> May 2021 and advised that arrangements for the sale of parking permits will be an item on the agenda in May/

## 15 Parishioners' Representations

71/2020-2021

None

**16 Dates of next meetings**

The Finance Committee will meet at 4.30pm on Tuesday 20<sup>th</sup> April 2021

The Annual Town Meeting will be held at 7.15pm on Tuesday 20<sup>th</sup> April

The Christmas Lights Committee will meet at 6pm on Tuesday 27<sup>th</sup> April

The Millennium Green Trust will meet at 6:15pm on Tuesday 4<sup>th</sup> May

The Annual Meeting of the Council will be held at 6:30pm- 7pm on Tuesday 4<sup>th</sup> May

The Full Council meeting will be on Tues 4<sup>th</sup> May 2021 at 7.15pm

The meeting closed at 9.15pm