



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

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

MINUTES OF THE MEETING HELD ON 5TH OCTOBER 2021 AT 7.15PM IN THE COUNCIL CHAMBER.

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 N Thompson In Attendance: Clerk: Ms Laura Jowett Three members of the public (part of the meeting)
--	---

2122/87 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**

Apologies had been received from Councillor C Thompson.

There was some discussion about the need to approve reasons for absence. The Clerk explained that YLCA advise that Council's should vote to approve the reasons for absence. Despite the Clerk's advice the Council agreed that it would not vote to approve reasons for absence and that this item should be removed from future agendas.

2122/88 To receive Councillors' Declarations of Interest and consider any requests for dispensations

None

2122/89 Minutes

Resolved to approve the minutes of the meeting held on the Tuesday 7th September 2021

2122/90 Parishioners' Representations

- a) **To receive representations from any parishioners present**

None

- b) **To consider the issue of ash dieback, requested by a parishioner**

A parishioner had requested that the Council consider ash dieback in the parish. Councillor Lumley advised that Harrogate Borough Council are conducting surveys of woodland they are responsible for. Councillor Jefferson advised that a tree on the school playing field may need reporting to HBC.

30/2021-2022

2122/91 Matters Arising

a) To receive the Clerk's report

Received

b) To receive an update and information from Harrogate Borough Council in response to correspondence regarding parking issues from residents of Southlands

The response from HBC was noted. The Council resolved to forward the correspondence to NYCC.

2122/92 To receive reports from invited guests

To welcome representatives from Volunteer Community Drivers and receive a short presentation.

Volunteer Community Drivers gave a short presentation and explained about the work they do. Since the pandemic the majority of their work has involved taking people to medical appointments. The Council acknowledged that this is a vital service to those who use it and the Mayor expressed the council's thanks to all those involved and presented them with a Town Shield.

2122/93 County Matters

a) To receive a report

Councillor Lumley reported on the plans for the reorganisation of local government in North Yorkshire and a review of ward boundaries. He advised that the work at Kex Gill has been delayed, NY Highways are making good progress with highways issues and have invested in 24 new wagons for winter maintenance.

Councillor Anson raised concerns about the length of time the work on Red Brae Bank is taking and the cost of this, he asked when the work on Red Brae Bank is likely to be completed. Councillor Lumley advised that surveys have been completed but that the work is likely to be completed in Spring 2022 as it is not possible during the winter months.

b) To receive and consider a report from NYCC on the Outdoor Learning Service Strategic Review

The Outdoor Learning Service Strategic Review was noted by the Town Council and Councillor Lumley advised that NYCC have approved, in principle, the redevelopment of Bewerley Park in two phases, with a new accommodation block in phase 1 funded by a policy investment and the central hub and further accommodation in phase 2.

2122/94 District Matters

Councillor Lumley gave a report including information about Brimhams Active, a new community health and wellbeing company which is wholly owned by Harrogate Borough Council.

2122/95 Planning Matters

a) Applications to Harrogate Borough Council

To consider:

- (i) 21/03633/FUL *Extension and conversion of a residential unit to form 3 No. residential units, including alterations to rear to provide access and amenity space at 21 High Street, Pateley Bridge, HG3 5AP*
No objections
- (ii) 21/03809/FUL *Erection of detached garage, store and home office (revised scheme) at Rocks Cottage, Brimham Rocks Farm, Brimham Moor Road, Summerbridge, Harrogate, North Yorkshire, HG3 4BF*
No objections
- (iii) 21/03927/FUL *Demolition of existing conservatory. Erection of replacement garden room and terrace at Brocca Bank, Wilsill, Harrogate, North Yorkshire, HG3 5EB*

- No objections
- (iv) *21/02664/CLEUD Certificate of lawfulness for the use of land as domestic garden at St Marys Farm, Old Church Lane, Pateley Bridge, HG3 5LZ
Resolved to submit comments advising that the Council recalls that this land was historically used as an amenity to the house and therefore believes that the information in the application is accurate.
- (v) 21/04052/FUL Erection of porch & Infill of boundary wall at Cobblers Cottage, Glasshouses, HG3 5QH
No objections
- (vi) 21/03652/FUL Demolition of existing utility room. Erection of a two storey extension at 7 High Crest, Pateley Bridge, HG3 5NU
No objections
- (vii) 21/04139/FUL Demolition of existing conservatory. Erection of replacement garden room with terrace above at Woodclose House, Ripon Road, Pateley Bridge, HG3 5NL
No objections
- (viii) 21/04192/FUL Erection of a single storey extension at Springhill Farm, Brimham Moor Road, Fellbeck, HG3 5EX
No objections
- (ix) 21/03881/FUL Car Port Extension & Replacement Store. Removal of Garage and Sheds for New Detached Car Port and Machinery Store at Draymans Field Barn, Draymans Field Farm, Pateley Bridge, HG3 5ND
No objections
- (x) 21/04019/FUL Replacement front porch rebuilt rear sunlounge with additional canopy roof and replacement bay window. Internal alterations including loft conversion with new rooflights at Cherry Garth, Old Church Lane, Pateley Bridge, HG3 5LY
No objections

b) Decisions by Harrogate Borough Council

Noted:

- i. 21/02195/ADV Display of 2no. signage boards and 2no. flags and flagpoles. (retrospective application) at Glasshouses Mill, Glasshouses
Refuse express consent.

c) Enforcement matters

Noted:

- i. 21/00419/PR15 The American Candy Shack, 6 High Street, HG3 5AW - Formation of roof terrace and potential use of upper levels for residential accommodation.

d) Appeals:

e) Other

2122/96 Play Area

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

Councillor Brackley had carried out an inspection and advised that the net support, the spring on the gate and the safety surfaces still require repair. These issues will be reported to the caretaker.

Councillor Anson will conduct the next inspection

2122/97 Council Business

a) Caretaker Tasks for October

Resolved to ask the caretaker to repair the safety surfaces, the spring on the gate and net support bar at the play area and to ask that he remove and dispose of the tatty noticeboard at the Millennium Green and trim the bushes by the town sign.

b) To receive the external auditors report for 2020-2021

Received and noted. The Notice of Conclusion of Audit has been displayed.

- c) **To consider the formation of a Policies Working Group to review council policies and procedures ahead of elections in May 2022 and agree any action required**

Resolved to form a Policies Working Group consisting of Councillor Holt, Councillor Leggett, Councillor N Thompson and the Clerk.

- d) **To review the Council's Scheme of Delegation**

Resolved that the scheme of delegation be kept in place and reviewed regularly

- e) **Mayor's Fund**

- i. **To appoint a councillor to The Mayor's Fund Committee**

Resolved to amend the Terms of reference to reflect that the Mayor's Fund Committee consist of the Mayor, Deputy Mayor and three councillors.

- ii. **To consider a review of the Mayor's Fund Criteria**

Resolved to delegate the review of the Mayor's Fund Criteria to the Mayor's Fund Committee who will undertake the review and make a proposal to the Full Council. Councillor Skaife will attend the review due to his involvement when the Mayor's Fund was initially set up.

- f) **To consider arrangements for the Remembrance Event in 2021 including marshals and a donation towards refreshments at the Memorial Hall**

Councillor Skaife and Councillor N Thompson declared an interest in this item and did not participate in the vote.

Resolved to donate £75 for refreshments at the Memorial Hall and that councillors would attend the event and act as marshals if required.

- g) **Joint Events Advisory Sub- Committee**

- iii. **To consider the formation of a Joint Events Advisory Sub-Committee**

- iv. **To receive, consider and approve Terms of Reference**

- v. **To appoint three Councillors to the Joint Events Advisory Sub-Committee**

Resolved to recommend that arrangements for events are added to Joint Liaison Committee agendas.

- h) **To receive an update on future displays at the Fox's Head Well and to consider any next steps**

No update was available.

- i) **To consider approaching owners of local car parks with a view to setting up a seasonal workers parking permit scheme**

A possible parking permit scheme for workers in the winter months was discussed however the council **resolved** not to pursue the suggestion.

- j) **To receive an update and consider arrangements for Councillor's surgeries including room hire at Nidderdale Plus for the cost of £10 per hour**

The next Councillors Surgery will be held from 10 am until midday on Saturday 20th November and will be attended by Councillor Holt and Councillor Leggett. **Resolved** to hire a room at Nidderdale Plus for the cost of £20 and to publicise the event and report on the issues raised at the previous event.

- k) **To receive feedback from the Civic Service and Reception**

it was agreed that this had been a successful event with the service at St Cuthbert's Church and lunch at Harefield Hall. Once councillor's contributions have been received the costs of the event will have been within budget.

l) To receive Crime and ASB Data for 13th August 2021 to 28th September 2021

Noted

m) To consider making a request to North Yorkshire Police that a commitment is made to ensuring a local police officer is maintained in Pateley Bridge

Councillor Lumley advised that he has raised this with the North Yorkshire Police and Crime Commissioner.

n) To approve the clerk's attendance at YLCA training on Policies – Mandatory and Best Practice for the cost of £22.50

Resolved to approve the clerk's attendance at YLCA training on Policies – Mandatory and Best Practice for the cost of £22.50

2122/98 Correspondence

a) To receive consultation information from Glasshouses Community Primary School and the Federation of Fountains Earth and St Cuthbert's CE Primary School regarding a proposal to change how the schools are led and managed, and to consider any response the Council wishes to make.

Noted.

b) To receive information from NALC regarding a DEFRA consultation into Local Nature Recovery Strategies

Noted.

c) To receive information from Carer's Resource regarding the Carer's Time Off project and consider publicising the scheme on the Council's social media and website

Noted, agreed to post the information on the Council's website and social media.

d) To receive and consider information from the North Yorkshire branch of 20s Plenty, a national organisation campaigning for 20 mile per hour speed limits in place of existing 30mph speed limits

Noted

e) To receive and consider information regarding the Queen's Green Canopy tree planting initiative

Noted. Councillor N Thompson will look into this and the item will be considered at a future meeting.

f) To receive information from NYCC regarding Respect and Protect Covid campaign signage

Noted.

2122/99 Financial Matters

a) Accounts for Payment

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

- i. Harefield Hall: Civic Luncheon: £1777 (including £145.40 VAT)
- ii. HBC: emptying of trade waste in August: £22.30

- iii. Clerk's expenses: Ink cartridge, card and flagpole rope: £67.98 (including VAT of £11.33)
- iv. Harrogate Borough Council: Transfer of Parking Permit payments: £252.00
- v. YLCA: Clerk's attendance at Charitable Trusts training: £45.00
- vi. PKF Littlejohn: External audit: £240.00 (including £40 VAT)
- vii. HBC; Annual safety inspection at Glasshouses Play Area: £72.00 (including £12.00 VAT)
- viii. Community Publications: Autumn Newsletter: £240.00 (including £40 VAT)
- ix. Clerk's salary payable 29th October 2021: Gross pay £1026, Net pay £957.48
- x. Clerk's payroll expenses payable 29th October 2021: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- xi. Payment to HMRC (October) Including Employee NIC and Employer NIC = £67.36
- xii. Nest Pension payments (October 2021 - Employers contributions £30.78, Employees contributions £41.04): £71.82

b) Receipts

The following receipts were noted:

- i. 06/09/21 Garage rental: £35
- ii. 06/09/21 Parking Permits: £120 - transferred from Nidderdale Plus
- iii. 14/09/21 Parking Permits: £24
- iv. 14/09/21 Parking Permits (cash collected from Nidd Plus): £108
- v. 29/09/21 HBC Precept 2nd instalment: £15,268.00

c) Direct Debit payments

To note payments, made by Direct Debit:

- i. 30th September 2021: £71.82 – Nest Pensions

d) To note the bank balances and to receive a bank reconciliation to the 30th September

The bank reconciliation was received and noted

Bank balances at the 30th June 2021 were noted as follows:

- Barclays: £26,979.65
- Santander 1: £21,243.52
- Santander 2: £10,478.36

2122/100 Minutes/ Reports from Committees

The draft minutes of the Joint Liaison Committee meeting held on Monday 20th September had been circulated.

2122/101 Exchange of Information

Councillor Lumley advised that the stones on the bridge have been replaced and explained about a Harrogate Borough Council scheme for planting wild flowers. Some may be planted in appropriate places on the Recreation Ground.

Councillor Holt asked for opinions on a venue for the Councillor's Christmas dinner.

2122/102 Parishioners' Representations

None

2122/103 Dates of next meetings

The Caretaker Working Group will meet on Tuesday 12th October at 6.30pm on Zoom

35/2021-2022

The Finance Committee meeting will be held at 4.30pm on Tuesday 19th October, in the Council Chamber

The Mayor's Fund Committee will meet at 6.30pm on Tuesday 19th October, in the Council Chamber

The Full Council meeting will be on Tuesday 2nd November 2021 at 7.15pm