



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

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**MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> FEBRUARY 2022 AT 7.15PM IN THE COUNCIL CHAMBER.**

Present:

Cllr M Holt (Chairman) Cllr D Brackley Cllr S Hesselden Cllr H Jefferson Cllr J Leggett Cllr S Lumley	Cllr D Marshall Cllr I Skaife Cllr C Thompson Cllr N Thompson In Attendance: Clerk: Ms Laura Jowett Two members of the public
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**2122/152 Apologies for absence**

**a) To receive apologies for absence given in advance of the meeting**

Apologies were received from Councillor Anson.

**2122/153 To receive Councillors' Declarations of Interest and consider any requests for dispensations**

None.

**2122/154 Minutes**

**Resolved** to approve the minutes of the meeting held on the Tuesday 4<sup>th</sup> January 2022.

**2122/155 Parishioners' Representations**

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

One parishioner raised an issue regarding a planning matter. They were asked to email the clerk with further information and advised to contact the planning department at Harrogate Borough Council.

**b) To receive written representation from a parishioner regarding a grit bin at the top of Springfield Way**

A parishioner had contacted the Council to notify them that a grit bin on Sprigfield Way had been removed from the NYCC salt distribution round and was now empty. This salt bin is particularly needed as it is at the top of the hill. Resolved to contact NYCC to request that this bin is added to the round and refilled at the next opportunity.

**c) To receive written representations regarding the No Entry road markings on Back High Street**

The road markings stating 'No Entry' at the bottom of Back High Street have worn away. This has been reported on the Parish Portal and the clerk will chase it up.

**d) To receive representations regarding access to a public footpath in Glasshouses**

A parishioner had reported that they had been unable to access a footpath as a gate had been tied shut. They had been advised to report this to NYCC and Councillor Lumley offered to check the situation when he was next walking in the area.

The Clerk reported further parishioners representations following a telephone call earlier in the day. A parishioner was concerned about bamboo by Glasshouses bus shelter and vegetation overhanging the footpath at Lupton Bank. Councillor Hesselden offered to investigate the bamboo and the Caretaker will be asked to cut back the brambles.

**2122/156 Matters Arising**

**a) To receive the Clerk's report**

The Clerk's report was received and noted.

**b) To receive a response from YAS regarding ambulance cover**

The Council had raised its concerns about the level of ambulance cover locally and the response from Yorkshire Ambulance service had been circulated. The Council will monitor the situation and will review the issue in April to decide if any further action is required.

**2122/157 County Matters**

Councillor Lumley advised that NYCC is currently busy setting its budget. Local Government reform and elections in May are also top priorities.

**2122/158 District Matters**

Councillor Lumley advised that Harrogate Borough Council are also going through the budget setting process.

Councillor Leggett queried the amount of spending on the Conference Centre in Harrogate. Councillor Lumley advised that the Conference Centre brings extra revenue to the local economy and needs to be competitive.

Councillor C Thompson highlighted changes to the Highway Code and suggested that vegetation at all junctions needs to be maintained to ensure visibility.

**2122/159 Planning Matters**

**a) Applications to Harrogate Borough Council**

**Resolved** to submit the following comments:

	Application no	Address	Details	PBTC comments
1	<a href="#">21/05349/FUL</a>	St Marys Farm, Old Church Lane, Pateley Bridge, HG3 5LZ	Alterations to existing holiday let to include; external door to garage to create access to holiday let, glazed screen to covered way to create dining area, new door into holiday let from new dining area. Installation of window to garden room.	No objections
2	<a href="#">21/05406/FUL</a>	Brocca Bank, Wilsill, Harrogate, North Yorkshire, HG3 5EB	Demolition of existing conservatory. Erection of replacement garden room	No objections

			and terrace. (Revised Scheme)	
3	<a href="#">21/05290/S106</a>	Springfield Grange, Old Church Lane, Pateley Bridge, HG3 5LY	Application to discharge the Section 106 Obligation in relation to planning permission 94/00552/OUT	No objections
4	<a href="#">21/05442/COU</a>	9 King Street, Pateley Bridge, HG3 5AT	Change of use from dwelling to holiday let	No objections
5	<a href="#">21/05524/FUL</a>	Nidd View Wath Road Pateley Bridge Harrogate North Yorkshire HG3 5PG	Conversion of garage to form Annex / Holiday Cottage / Flexible ancillary domestic accommodation to include the removal of existing flat roof, erection of a dual pitched roof and alterations to fenestration.	No objections
6	<a href="#">21/05409/FUL</a>	Tenter Croft, Pateley Bridge, Harrogate, North Yorkshire, HG3 5NH	Demolition and rebuilding porch (Revised Scheme)	No objections
7	<a href="#">21/05351/LB</a>	The Old Hall, Bishopside, Harrogate, North Yorkshire, HG3 5ET	Various internal alterations and improvements to conserve energy and also external unit for Air Source Heat Pump over 0.6m3 volume	No objections
8	<a href="#">21/05350/FUL</a>	The Old Hall, Bishopside, Harrogate, North Yorkshire, HG3 5ET	Various internal alterations and improvements to conserve energy and also external unit for Air Source Heat Pump over 0.6m3 volume	No objections

#### b) Decisions by Harrogate Borough Council

The following decisions were noted:

	Application number	Address	Details	HBC decision
1	<a href="#">21/04338/COU</a>	37 High Street Pateley Bridge HG3 5JZ	Change of use of one ground floor room at No. 37 High Street from café/shop (Use Class E) to living accommodation. The whole property at 37 High Street to become a separate dwelling (Use Class C3) and Nos. 35 and 37 to form two separate units	Approved subject to conditions
2	<a href="#">21/04339/LB</a>	37 High Street Pateley Bridge HG3 5JZ	Alterations to facilitate the separation of Nos 35 and 37 High Street and the use of the properties as a cafe and dwelling respectively	Grant listed building consent subject to conditions

3	<a href="#">21/04301/FUL</a>	5 Panorama Close Pateley Bridge Harrogate North Yorkshire HG3 5NY	Erection of a single storey side extension.	Approved subject to conditions
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**c) Enforcement matters:**

The following enforcement matters were noted:

- i. *22/00014/PR05: Potential non-compliance with approved plans at Glasshouses Mill, Glasshouses, North Yorkshire*
- ii. *17/00648/BRPC15: 1. Height of new stables , whether in accord with the approved plans as required by Condition 2 of 15/03688/FUL. 2. Stables not dark stained as required by Condition 6 of 15/03688/FUL at Manor Farm Wilsill Harrogate North Yorkshire HG3 5EB*

**d) Appeals: None**

**e) Other: None**

**2122/160 Play Area****a) To receive a verbal report on the playground and consider any action required**

Councillor N Thompson had conducted inspections at the play area. He reported that the netting is loose at the bottom of the goal posts. This will be addressed when the nets are replaced.

Councillor Jefferson raised an issue regarding dog fouling in the play area. The Council resolved to request advise from HBC and the dog warden and to consider increased signage stating 'No dogs' at a future meeting. The Council will write a letter to Glasshouses Village Association which can be included in a newsletter.

Councillor N Thompson will conduct the next inspection.

**2122/161 Minutes/ Reports from Committees**

- a) To receive the draft minutes of the Policies Working Group meeting held on Wednesday 12th January**
- b) To receive the draft minutes of the Finance Committee meeting held on Tuesday 18<sup>th</sup> January**
- c) To receive the draft minutes of the Mayor's Fund Committee meeting held on Tuesday 18<sup>th</sup> January**

The draft minutes were received and noted

- d) To receive a verbal report from the Joint Liaison Committee held on Tuesday 1<sup>st</sup> February**

Councillor Lumley provided a verbal report from the Joint Liaison Committee. He reported that the Committee made recommendations regarding events for the Queen's Platinum Jubilee, including a beacon lighting event and a community picnic in the park, and that letters be sent following the successful Armistice Day event.

**2122/162 Council Business****a) Caretaker Tasks for February**

**Resolved** to ask the caretaker to carry out the usual monthly tasks, to cut back overhanging vegetation on Lupton Bank and to litter pick on a section of the bank from the steps at Nidd Walk to the entrance to the Harefield. When the weather improves the caretaker will be asked to repaint the goal posts and the youth shelter.

- b) To receive an update on parking permits and to consider arrangements for the sale of parking permits in 2022**

The Council received an update on parking permits. 505 permits had been sold. Arrangements will be made to return the completed paperwork and remaining permits to HBC and to collect the permits for 2022-2023.

The Council discussed arrangements for the sale of shoppers parking permits in 2022. The Council **resolved** to hold the permit sale at the Memorial Hall on Saturday 19<sup>th</sup> March 2022 between 10am and 4pm due to the size of the venue as residents may still wish to be cautious about close contact.

Permits will be on sale afterwards at Nidderdale Plus. The Council will publicise the arrangements.

**c) To receive and consider the offer of a stone plaque for the town including suggestions about where it could be located, and to consider any action required**

The Council considered the offer of an engraved stone plaque for the town, free of charge, and **resolved** to accept the offer and that the plaque be sited on the High Street within the seating area opposite Weatherheads.

The clerk will make enquiries into the ownership of this land and seek permission to have the plaque installed.

**d) To receive an update and consider arrangements for future Councillor's surgeries**

Councillor Holt gave an update on the Councillors surgery which was held on the 29<sup>th</sup> January. He reported that residents had raised issues including leaves outside Netherdale and a situation on Millfield Street where residents had been informed they would have to move their cars for a week to enable Yorkshire Water to carry out work related to the new development. Councillor Holt had made arrangements with Harrogate Borough Council to enable residents to use a local car park free of charge for the week and had delivered notices to all properties on Millfield Street to make them aware of what had been agreed. Councillor Holt apologised for not notifying councillors but arrangements had been made very quickly over the weekend.

Arrangements for the next surgery were considered. **Resolved** that the next drop in surgery will be held in the meeting room at Nidderdale Plus, for the cost of £20 room hire, on Saturday 26<sup>th</sup> March from 10.30am until 12.30pm. Councillor Brackley and Councillor Leggett will attend. The event will be publicised on the website and social media and in the local press.

**e) To consider arrangements for the Annual Town Meeting which is due to be held on Tuesday 19<sup>th</sup> April 2022**

As the 19<sup>th</sup> April is Easter Tuesday the Council **resolved** that the Annual Town Meeting be held on Tuesday 26<sup>th</sup> April 2022. The meeting will be held in the Council Chamber and local groups who have received a grant from the Mayor's Fund will be invited to give a short presentation.

**f) To consider dates for the Annual Meeting of the Council and for the ordinary council meeting in May**

**Resolved** that the ordinary council meeting be held on Tuesday 3<sup>rd</sup> May and that the Annual Meeting of the Council be held on Tuesday 17<sup>th</sup> May 2022.

**g) To review the effectiveness of the Council's internal controls**

**Resolved** to approve the review of the effectiveness of the system on internal control.

**h) To review the effectiveness of internal audit**

**Resolved** to approve the review of the effectiveness of internal audit.

**i) To receive Crime and ASB Data**

North Yorkshire Police had advised that they would no longer provide the crime and anti-social behaviour reports.

- j) To consider a request from Glasshouses Village Association to place a theme board on Glasshouses village green**

The Council **resolved** to approve the request from Glasshouses Village Association to place a theme board on Glasshouses village green.

- k) To discuss an idea to approach the Pateley Bridge shop owners and suggest that they ask for (for example) a 10p donation to the Christmas lights fund on any purchase of over £5**

The Council agreed not to pursue this suggestion.

- l) To consider any arrangements required for HRH The Queen's Platinum Jubilee events**

**Resolved** to work with Bewerley Parish Council on arrangements for a beacon lighting event on Thursday 2<sup>nd</sup> June and a Community Picnic in the Park at the Recreation Ground on Saturday 4<sup>th</sup> June in celebration of the Queen's Platinum Jubilee.

#### **2122/163 Council policies and procedures**

- a) To consider the recommendation of the Policies Working Group to review and approve:**

- i. Complaints Procedure**
- ii. Publication Scheme**

**Resolved** to approve the Complaints Procedure and the Publication Scheme.

- b) To consider the recommendation of the Policies Working Group to adopt:**

- i. Pensions Policy**
- ii. Training Policy**
- iii. Disciplinary Policy**

**Resolved** to approve the Pensions Policy, Training Policy and Disciplinary Policy.

Councillor Leggett requested that it be noted that he was not in favour of the Training Policy.

#### **2122/164 Correspondence**

- a) To receive and consider information relating to The Queen's Platinum Jubilee**  
Noted

- b) To receive and consider information from HBC regarding The Queen's Green Canopy tree planting event which will be held on Sunday 6<sup>th</sup> February.**  
Noted

- c) To receive an invitation from Nidderdale Plus to attend the AGM on Tuesday 8<sup>th</sup> February 2022 at 6pm**  
Noted

- d) To receive and consider information from NYCC regarding an Enhanced Partnership consultation, which is closely linked to the Councils Bus Service Improvement Plan**  
Noted

- e) To receive information from NALC regarding the OFCOM review of postal regulation and to consider any comments the Council wishes to make on the consultation.**  
Noted

#### **2122/165 Financial Matters**

- a) Accounts for Payment**

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

58/2021-2022

- i. HBC: emptying of trade waste in December: £22.30
- ii. Nidderdale Plus: Room hire for Councillors Surgeries in November 2021 and January 2022: £40.00
- iii. Harrogate Borough Council: Transfer of Parking Permit payments: £36.00
- iv. Clerk's salary payable 28<sup>th</sup> February 2022: Gross pay £1026, Net pay £961.88
- v. Clerk's payroll expenses payable 28<sup>th</sup> February 2022: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- vi. Payment to HMRC (February) Including Employee NIC and Employer NIC = £62.96
- vii. Nest Pension payments (February 2022 - Employers contributions £30.78, Employees contributions £41.04): £71.82
- viii. Pateley Bridge and Bewerley Memorial Hall CIO: Telephone line rental, Dec21-Dec 2022: £96.96

#### **b) Receipts**

The following receipts were noted:

- i. 04/01/2022 Garage rental: £35
- ii. 05/01/22 Christmas Lighting donation: £350.00
- iii. 17/01/2022 HMRC: VAT reclaim: £1255.81
- iv. 24/01/2022 Parking Permits (cash from Nidd Plus): £36.00

#### **c) Direct Debit payments**

To note payments, made by Direct Debit:

- i. 31<sup>st</sup> January 2022: £71.82 – Nest Pensions

#### **d) Budget**

**To receive a budget monitoring report to the 31<sup>st</sup> December**

The budget monitoring report was received and noted.

#### **e) To note the bank balances and to receive a bank reconciliation to the 31<sup>st</sup> December**

Bank balances at the 31<sup>st</sup> December 2021 were noted as follows:

Barclays: £20,097.97

Santander 1: £21,244.04

Santander 2: £10,478.63.

The bank reconciliation was received and noted.

#### **2122/166 Exchange of Information/ Items for Future meetings**

In response to an email from the Housing Allocations department at HBC, the Council confirmed that it would request that priority should be given to applicants with a local connection, including requests for sole occupancy, before vacancies are offered to those from the wider area.

#### **2122/167 Parishioners' Representations**

None

**2122/168 To resolve that members of the press and public be excluded from items 2122/169, 2122/170, 2122/171, 2122/172 and 2122/173 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Commercially sensitive information)**

**Resolved** to exclude the press and public from items 2122/169, 2122/170, 2122/171, 2122/172 and 2122/173.

**2122/169 To consider tenders received for the Caretaking contract 2022-2025**

The Caretaking contract had been advertised on the Councils website, noticeboard and social media and four contractors had been contacted and invited to submit tenders. One bid had been received and the Council **resolved** to award the caretaking contract to Mr J Benson from the 1<sup>st</sup> April 2022 until 31<sup>st</sup> March 2025 for an hourly rate of £18.00, excluding VAT.

**2122/170 To consider tenders received for the Grass Cutting contract 2022-2025**

The grass cutting contract had been advertised on the Councils website, noticeboard and social media and four contractors had been contacted and invited to submit tenders. One bid had been received and the Council **resolved** to award the grass cutting contract to Mr J Benson from the 1<sup>st</sup> April 2022 until 31<sup>st</sup> March 2025, for the cost of £2210.00 per year excluding VAT.

**2122/171 To receive and consider quotes for repairs to the bus shelter roof**

Two quotes had been received for works to repair the bus shelter roof. The Council considered these and **resolved** to submit an order with B Gill Building and Plastering for the cost of £312.

**2122/172 To receive and consider quotes for tree work**

Quotes had been requested from three local contractors. One quote had been received. **Resolved** to submit an order for tree work with Ben Crosby for the cost of £825.00.

**2122/173 To receive and consider quotes for internal audit services**

Three quotes had been received. The Council **resolved** to appoint David Thomas to act as internal auditor for the cost of £150.00.

**2122/174 Dates of next meetings**

The Policies Working Group meeting will be held at 4.30pm on Wednesday 16<sup>th</sup> February, by a remote platform

The Full Council meeting will be held on Tuesday 1<sup>st</sup> March 2022 at 7.15pm