



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

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MINUTES OF THE MEETING HELD ON 1ST MARCH 2022 AT 7.15PM IN THE COUNCIL CHAMBER.

Present:

Cllr M Holt (Chairman)	Cllr S Lumley
Cllr P Anson	Cllr I Skaife
Cllr D Brackley	Cllr N Thompson
Cllr S Hesselden	In Attendance: Clerk: Ms Laura Jowett
Cllr H Jefferson	One member of the public (part of the meeting)
Cllr J Leggett	

2122/175 Apologies for absence

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

Apologies were received from Councillor Marshall and Councillor C Thompsom.

2122/176 To receive Councillors' Declarations of Interest and consider any requests for dispensations

Councillor Hesselden advised that he may have a pecuniary interest in item 2122.182.a.4 and Councillor Skaife advised that he had a non-pecuniary interest in item 2122.182.a.1

2122/177 Minutes

Resolved to approve the minutes of the meeting held on the Tuesday 1st February 2022.

2122/178 Parishioners' Representations

a) To receive representations from any parishioners present

None.

b) To receive and consider written correspondence from a resident regarding wet leaves and suggestions for displays for the town.

The issue with leaves outside Netherdale had been reported to Harrogate Borough Council. Councillor Jefferson advised that the gardening team had been seen on site earlier that day and offered to check if this issue had been resolved the next day. She subsequently advised that the leaves have been removed.

One member of the public arrived at 7.22.pm.

The second part of this representation concerned the bicycle display which had been installed for the Tour de Yorkshire some years ago. The Council acknowledged that it has no authority, or responsibility, for this display, or its removal but has been contacted by a number of residents who feel it should be removed, and possibly replaced with a display to commemorate the Queen's Platinum Jubilee.

A member of the public advised that they had spoken to the owner of the building and stated that they don't have a preference about whether the bicycle is removed or not. The Council noted that the display was installed by the Chamber of Trade and resolved to approach the Chamber to ask if they would agree to the bicycle being removed and possibly replaced.

One member of the public left the meeting at 7.34pm

c) To receive and consider correspondence regarding the condition of Old Church Lane

A parishioner had contacted the Council regarding the poor condition of the road surface on Old Church Lane. Councillor Holt had been to inspect the road and confirmed that it is in a very poor condition and that the badly blocked gullies will impact on the rest of the town. **Resolved** to write to Area 6 to request an urgent assessment by a surveyor.

d) To receive and consider a query regarding new bins in Harrogate

Councillor Lumley provided an update and advised that Harrogate Borough Council are running a 'smart bins' pilot project including installing bigger bins and fitting sensors which enable the usage to be monitored and the bins to be emptied as required. He advised that the scheme will cost in the region of £200,000-£300,000. This information will be sent to the parishioner who raised the issue.

2122/179 Matters Arising

a) To receive the Clerk's report

The Clerk's report was received and noted.

b) To receive an update on the stone plaque

Councillor Lumley advised that investigations into who owns the wall are ongoing and that it is important that the correct procedure is followed.

2122/180 County Matters

Councillor Lumley explained that the recent storms had caused floods throughout the county in recent weeks and acknowledged the excellent support from the town and local community in dealing with the situation and supporting each other. He advised that the lack of maintenance to gullies in the town had contributed to the flooding and that officers at NYCC recognise the issue as a priority but are also aware that it will take some time to resolve due to the extent of the issue throughout the county. The gully cleaner came out during the storms but was unsuccessful in clearing the gullies due to the long term historical issues. The Council **resolved** to write to Area 6 to request that gullies are thoroughly cleared as a priority and to advise that the Town Council will work with Area 6 to help to identify blocked gullies in the parish.

Further issues were raised regarding flooding and the Council agreed to include an item in the next newsletter explaining the correct process for requesting sandbags. Councillor Anson advised there had been a suggestion on Facebook that the life ring be moved further in land in order that it is accessible when the area is flooded, the council acknowledged the suggestion but agreed that the current location is the most appropriate.

2122/181 District Matters

Councillor Lumley gave a brief update including the opening of the new swimming pool in Ripon.

2122/182 Planning Matters**a) Applications to Harrogate Borough Council**

Resolved to submit the following comments:

	Application no	Address	Details	PBTC comments
1	22/00466/TPO	Nidd Cottage, Mill Lane, Pateley Bridge, Harrogate, North Yorkshire HG3 5BA	Felling of 3 no. Alder Trees (T2, T6 and T7) of Tree Preservation order 01/1970	Defer to the Arboriculture Manager at HBC
2	22/00465/FUL	4 Glencoe Terrace, Sandy Lane, Glasshouses, North Yorkshire HG3 5DU	Single storey extension rear and side extension	No objections
3	22/00518/FUL	Valley View, Blazefield, Harrogate, North Yorkshire HG3 5NG	Conversion of stores to form part of dwelling, erection of extension, installation of package treatment plant, installation of ground source heat pump.	No objections
4	22/00624/FUL	18 Lupton Close, Glasshouses, Harrogate, North Yorkshire HG3 5QX	Re roofing rear extension to form pitched roof & Alterations to front Garden to form 2no off street car parking spaces	No objections
5	22/00626/FUL	Linton House, Ripon Road, Pateley Bridge, Harrogate, North Yorkshire HG3 5NJ	Demolition of existing balcony and erection of replacement single storey extension on footprint of balcony - Revised scheme. Approved application - 21/00007/FUL	No objections
6	22/00517/FUL	High East Head House Wilsill Harrogate North Yorkshire HG3 4DJ	Conversion including small extension to stores to form annex / holiday cottage	No objections

b) Decisions by Harrogate Borough Council

The following decisions were noted:

	Application number	Address	Details	HBC decision
1	21/04996/FUL	Blazefield Caravan Park, Blazefield, Harrogate, North Yorkshire, HG3 5NG	Demolition of existing toilet block. Erection of replacement toilet block	Approved subject to conditions
2	21/05208/FUL	Cliff Farm Fellbeck Harrogate North Yorkshire HG3 5EH	Erection of carport with home office above	Approved subject to conditions
3	21/05349/FUL	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.	Approved subject to conditions
4	21/05406/FUL	Brocca Bank Wilsill Harrogate North Yorkshire HG3 5EB	Demolition of existing conservatory. Erection of replacement garden room	Approved subject to conditions

			and terrace. (Revised Scheme)	
5	21/05442/COU	9 King Street Pateley Bridge HG3 5AT	Change of use from dwelling to holiday let	Approved subject to conditions
6	21/05409/FUL	Tenter Croft Pateley Bridge Harrogate North Yorkshire HG3 5NH	Demolition and rebuilding porch (Revised Scheme)	Approved subject to conditions
7	21/04590/FUL	13 High Crest Pateley Bridge HG3 5NU	Erection of a two storey side extension and garage. Loft conversion to include new dormer windows to front and rear.	Approved subject to conditions

c) **Enforcement matters: None**

d) **Appeals: None**

e) **Other:** To receive pre planning information relating to development proposals in Bridgehouse Gate, including a response from a local resident. Correspondence was received, including pre planning information and a copy of a letter from a parishioner. The Council acknowledged that this site is not within the parish of High and Low Bishopside but is relevant to the parish and the community. The Council will request that it be consulted when an application is made for this site as a neighbouring parish.

2122/183 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 spring on the gate has been repaired and that the safety surfaces require some repair. This has previously been added to the Caretaker's tasks and will be actioned when weather conditions are suitable.
Councillor Brackley will conduct the next inspections

2122/184 Minutes/ Reports from Committees

- a) **To receive the draft minutes of the Joint Liaison Committee meeting held on Tuesday 1st February**
Received and noted
- b) **To receive the draft minutes of the Policies Working Group meeting held on Wednesday 16th February**
Received and noted

2122/185 Council policies and procedures

To consider the recommendation of the Policies Working Group to approve:

- a) **Risk Assessment and Risk Management**

Resolved to approve the Risk Assessment and Risk Management document.

- b) **Data Retention Policy**

Resolved to approve the Data Retention Policy

- c) **Standing Orders**

The Policies Working Group had reviewed the Council's Standing Order No. 1 – Conduct of Council Business and the NALC model Standing Orders. The Working Group had recommended that the NALC Standing Orders be adopted, with amendments appropriate to Pateley Bridge Town Council.

Resolved to approve this recommendation and adopt Standing Orders.

2122/186 Council Business

a) Caretaker Tasks for February, to consider including clearing an area by the bus shelter in Glasshouses

Standard tasks plus clearing the area by the bus shelter in Glasshouses.

b) To consider arrangements for the sale of parking permits on the 19th March 2022

The rota and arrangements were approved.

c) To consider renewing the Council's annual subscription to Microsoft Office 365 for the cost of up to £135.36 (including VAT).

Resolved that the subscription to Microsoft Office 365 be renewed.

d) To consider arrangements for the next newsletter

Resolved to postpone the next Town Council newsletter until after the elections.

e) To consider arrangements for the Annual Town Meeting

Resolved to hold the Annual Town Meeting at 6pm on Tuesday 17th May.

f) To consider arrangements and expenditure for the Picnic in the Park event in celebration of the Queen's Platinum Jubilee.

Resolved to submit an application to Harrogate Borough Council's Platinum Jubilee grant scheme for up to £1,000 to cover costs associated with the event including musicians, public address systems, table hire, decorations and publicity.

A suggestion was made that the purchase of a Jubilee flag be considered, this will be considered at the meeting in April.

g) To consider adopting an Asset Disposal policy

The Council resolved that an Asset Disposal policy was not necessary.

h) To consider the disposal of the Council's old laptop including a quote from Adrian Newbould Computers for clearing data

Resolved to appoint Adrian Newbould Computers to clear all data from the laptop and provide a certificate to confirm that this has been done, for the cost of £70.00 (excluding VAT).

Resolved to donate the laptop to Nidd Plus and ask them for an official receipt to provide an audit trail.

i) To consider the Clerk's attendance at the YLCA conference on 25th March for the cost of £40.00

Resolved to approve the clerk's attendance at the YLCA conference for the cost of £40.00

j) To receive and consider a request from the Clerk to carry forward 5 days unused annual leave (pro rata) to 2022-2023

Resolved to approve the Clerk's request to carry forward 5 days unused leave, in accordance with the terms of her contract.

2122/187 Correspondence

a) To receive and consider information relating to The Great British Spring Clean

The information was received. The Council **resolved** to hold a litter picking event between the 4th and 10th April. Precise dates, times and locations are to be confirmed. The clerk will approach the AONB and Harrogate Borough Council to borrow high vis vests and litter pickers and to obtain bags for litter.

b) To receive and consider information on the Government consultation on the Glover Landscapes Review – an opportunity to stop 'off-roading' in the Areas

of Outstanding Natural Beauty (AONBs) from the Green Lanes Environmental Action Movement (GLEAM)

Received and noted.

c) To receive an update on Local Government Reorganisation in North Yorkshire

Received and noted.

d) To receive notice of the Adoption of Minerals and Waste Joint Plan by North Yorkshire County Council

Received and noted. A copy of the plan is available at Nidderdale Plus.

2122/188 Financial Matters

a) Accounts for Payment

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

- i. HBC: emptying of trade waste in January: £22.30
- ii. Pateley Bridge and Beverley Memorial Hall CIO: Room hire for parking permit sale on 19th March: £90.00
- iii. Vision ICT: Website hosting and support for April 2022 to March 2023: £210.00 (including VAT of £35.00)
- iv. Ben Crosby: Tree Work: £825.00
- v. Beverley Parish Council: 25% of Cemetery Field rent: £30.00
- vi. Clerks expenses: Postage and printer ink: £35.81 (includes VAT of £5.66)
- vii. Clerk's salary payable 31st March 2022: Gross pay £1242, Net pay £1150.00
- viii. Clerk's payroll expenses payable 31st March 2022: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- ix. Payment to HMRC (March) Including Employee NIC and Employer NIC £161.69
- x. Nest Pension payments (March 2022 - Employers contributions £30.78, Employees contributions £41.04): £86.94
- xi. Vision ICT: SSL Certificate: £60.00 (including VAT of £10.00)

b) Receipts

The following receipts were noted:

- i. 07/02/2022 Garage rental: £35

c) Direct Debit payments

To note payments, made by Direct Debit:

- i. 28th February 2022: £71.82 – Nest Pensions

2122/189 Exchange of Information/ Items for Future meetings

Councillor Jefferson advised that the fence is damaged just beyond the first kissing gate after the Millennium Green. Councillor Lumley advised there was also an issue with a large pot hole on the other side of the river. Both issues will be reported to NYCC.

Councillor Leggett asked that the clerk ask HBC to ensure that the Town Council is consulted on local housing allocations to confirm there is a local connection.

2122/190 Parishioners' Representations

None

2122/191 Dates of next meetings

The Policies Working Group meeting will be held at 4.30pm on Wednesday 16th March, by a remote platform

The Full Council meeting will be held on Tuesday 5th April 2022 at 7.15pm