



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

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MINUTES OF THE MEETING HELD ON 5TH APRIL 2022 AT 7.15PM IN THE COUNCIL CHAMBER.

Present:

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

2122/192 Apologies for absence

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

Apologies were received from Councillor P Anson.

2122/193 To receive Councillors' Declarations of Interest and consider any requests for dispensations

Councillor Hesselden advised that he has an interest in item 2122.199.a.2

2122/194 Minutes

a) To note amendments to the minutes with regards to employment related payments

Noted

b) To approve the minutes of the meeting held on the 1st March 2022

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

2122/195 Parishioners' Representations

a) To receive representations from any parishioners present

None

b) To receive and consider written representations from a parishioner regarding parking and road safety on Old Church Lane

A member of the public had written to the Council with suggestions for making the area outside their property safer by requesting all residents park on the other side of the road to that currently used.

The Council considered the suggestions but felt that these measures were not required. The parked cars act as a traffic calming measure and there has not been a serious accident in the area. It was felt that if cars parked on the other side of the street this would seriously reduce visibility at junctions further up Old Church Lane.

Resolved to reply to the correspondence advising that the Council has considered this matter over a number of years and that the current parking situation acts as a traffic calming measure and is acceptable for the majority of residents.

c) To receive written representations from a parishioner regarding the area by the bus shelter

A parishioner had written requesting that the Council discuss, at a council meeting, what can be done so that people who see the bus shelter for the first time, and people who use it constantly, feel that it is an attractive and healthy place.

The Council noted that the area in front of the bus stop is currently maintained by Harrogate Borough Council and that their gardening team had attended the area in the last week. It was noted that HBC have opted for low maintenance planting due to the characteristics of the area. Pateley Bridge Town Council have recently had repairs made to the roof of the bus shelter and it will be painted shortly.

2122/196 Matters Arising

a) To receive the Clerk's report

The Clerk's report was received and noted.

b) To receive an update on Ambulance cover in the parish

Noted

c) To receive an update on the bicycle display

An update was provided. The Chamber of Trade installed the display and have advised that they do not wish to remove it as members believe it is a well photographed focal point on the High Street.

The Council acknowledge that they are not responsible for this sign and do not have the authority to remove it.

2122/195 County Matters

Councillor Lumley advised that the County Council continues to meet remotely but that some meetings are likely to be held face to face after the elections on the 5th May.

2122/196 District Matters

Councillor Lumley gave a brief update including staffing issues and the refurbishment of the Hydro which is due to start in the next week.

2122/197 Planning Matters

a) Applications to Harrogate Borough Council

Resolved to submit the following comments:

	Application no	Address	Details	PBTC comments
1	22/00629/FUL	Kiln Hill Cottage, Blazefield Bank, Blazefield, North Yorkshire	Erection of 1no dwelling (revised scheme)	No objections

Councillor Hesselden had declared an interest in the next item and withdrew from the meeting at 7.43pm

	Application no	Address	Details	PBTC comments
2	21/04815/FUL	The Bungalow, Raikes View, The Raikes, Wilsill, Harrogate North Yorkshire HG3 5EG	Demolition of existing dwelling. Erection of replacement dwelling (amended plans received 1st March 2022)	The Council noted comments from neighbours highlighting concerns about access during building work but

				agreed that this was a matter for the planning authority and resolved that Pateley Bridge Town Council had no objections to the application.
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Councillor Hesselden returned to the meeting at 7.53pm.

	Application no	Address	Details	PBTC comments
3	22/00854/DVCON	Bruce House Barn, Bruce House, Pateley Bridge North Yorkshire HG3 5PG	Variation of Conditions 3 and 5 of planning permission 19/00582/FUL - Conversion of ancillary building to form an annexe, to include installation of chimney and alterations to doorways and fenestration.	No objections
4	22/01072/FUL	45 High Street, Pateley Bridge, Harrogate, North Yorkshire HG3 5JZ	Change of use from retail unit (Use Class E) to dwelling (Use Class C3), internal alterations and alterations to the fenestration	No objections
5	22/01077/LB	45 High Street, Pateley Bridge, Harrogate, North Yorkshire HG3 5JZ	Change of use from retail unit (Use Class E) to dwelling (Use Class C3), internal alterations and alterations to the fenestration.	No objections
6	22/01290/LB	2E Church Street, Pateley Bridge, Harrogate, North Yorkshire HG3 5LB	Internal alterations and alterations to the fenestration.	Councillors had been unable to access the documents relating to this application in advance of the meeting so resolved to request an extension in order to consider it at the meeting in May.

b) Decisions by Harrogate Borough Council

The following decisions were noted:

	Application number	Address	Details	HBC decision
1	21/05524/FUL	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.	Approved subject to conditions
2	21/05351/LB	The Old Hall Bishopside Harrogate North Yorkshire HG3 5ET	Various internal alterations and improvements to conserve energy and also external unit for Air Source	Grant listed building consent subject to conditions

			Heat Pump over 0.6m3 volume	
3	21/05350/FUL	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	Approved subject to conditions
4	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	Consent refused
5	21/04500/DVCON	Trout Beck Farm Fellbeck Harrogate North Yorkshire HG3 5EU	Variation of condition 2 (approved plans) of planning permission 20/02092/FUL - Joint application for the erection of garage block.	Approved subject to conditions

- c) **Enforcement matters:** 21/00419/PR15 Formation of roof terrace and potential use of upper levels for residential accommodation at The American Candy Shack 6 High Street Pateley Bridge Harrogate North Yorkshire HG3 5AW - Noted
- d) **Appeals:** None
- e) **Other:** None

2122/200 Play Area

- a) **To receive a verbal report on the playground and consider any action required**
Councillor Brackley had conducted inspections at the play area and offered to carry out the next inspections.

2122/201 Minutes/ Reports from Committees

- a) **To receive the draft minutes of the Policies Working Group meeting held on Wednesday 16th March.**
Received and noted

2122/202 Council policies and procedures

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

- a) **Privacy notices**
Resolved to approve the Privacy notices
- b) **Code of Conduct**
Resolved to adopt the Local Government Association recommended Code of Practice
- c) **Financial Regulations**

The Policies Working Group had reviewed the Council's Standing Order No. 2 – Financial Regulations and the NALC model Financial Regulations. The Working Group had recommended that the NALC Financial Regulations be adopted, with amendments appropriate to Pateley Bridge Town Council.

Resolved to approve this recommendation and adopt Financial Regulations.

2122/186 Council Business

- a) **Caretaker Tasks for April**

Standard tasks plus clearing the path at Panorama Walk of debris (plants) and placing stones from collapsed wall next to existing wall.

Councillor C Thompson advised that a fence has collapsed on the path from Glasshouses to Pateley Bridge and that barbed wire is causing a hazard. This will be reported to Footpaths.

b) To receive an update on the sale of parking permits on the 19th March 2022

An update was provided. It had been a great day and a sociable event and just less than 200 permits had been sold on the day. Permits are on sale at Nidderdale Plus and are selling well.

c) To consider arrangements events in celebration of the Queen's Platinum Jubilee

i. To receive an update on events planned for the Jubilee

An update was provided. A Beacon lighting event will be held on Thursday 2nd June at Cold Stones Cut, Greenhow Hill. This event will not be open to the public. Further information will be circulated as arrangements are made.

Pateley Bridge Town Council and Bewerley Parish Council are making arrangements to hold a Picnic in the Park event on Saturday 4th June from 12 noon until approximately 3pm. There will be live music and residents will be encouraged to attend and bring a picnic. HBC have given permission for the event to be held and an Event Management Plan is being drawn up. Publicity materials will be available shortly.

ii. To consider a budget for the events

An application for grant funding has been made to Harrogate Borough Council and Bewerley Parish Council have pledged £250 towards the event. **Resolved** to allocate £250 towards the Picnic in the Park event.

iii. To consider purchasing a Jubilee flag for the cost of up to £60.00

Resolved to purchase an 8ft x 5ft Jubilee Flag from Flying Colours for the cost of £53.94

iv. To consider purchasing bunting

The Town Council considered the amount of bunting which would be required for both the Recreation Ground and the High Street. Harrogate Borough Council have advised that bunting may be provided to grant recipients and the Council agreed to request enough for both locations. If this is not possible, the Council **resolved** to allocate up to £1000 for the purchase of bunting and to delegate this to the Clerk.

v. To agree attendance and allocate roles to Councillors

Councillors advised of their availability.

d) To consider a proposal from Bewerley Parish Council to have the tree stump in the recreation ground carved

Resolved to support the proposal from Bewerley Parish Council.

e) To consider arrangements, including the budget and guest list, for the Civic Service and Reception in 2022

The Council confirmed the budget of £1,500 as set in the Councils 2022-2023 budget. The guest list was considered and minor amendments made.

f) To consider making a donation to the Millennium Green Trust for the financial year 2022-2023

Resolved to make a donation of £2,000 to the Millennium Green Trust.

g) To consider requesting a free Social Media health check with Breakthrough Communications.

Resolved to request a social media health check with Breakthrough Communications.

2122/204 Correspondence

- a) **To receive information from Dacre Braithwaite C of E School and consider submitting a response to the consultation on converting to Academy status and join the Leeds Diocesan Learning Trust**

Received and noted.

- b) **To receive and consider notification of the Yorkshire Challenge event, being held on 23-24th July 2022**

Received and noted.

- c) **To receive and consider notification of the Nidderdale Sprint Triathlon event, being held on Saturday 10th September 2022**

Received and noted.

- d) **To receive and note information from NALC regarding the new NJC pay scales from April 2021.**

Received and noted.

2122/205 Financial Matters

a) Accounts for Payment

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

- i. YLCA: Annual subscription: £594.00
- ii. TP Jones: Payroll administration January - March 2022: £54.00 (includes VAT of £9.00)
- iii. YLCA: Clerks attendance at YLCA conference: £40.00
- iv. Clerks expenses: Microsoft 365 subscription, mileage and phone top up: £178.34 (including VAT of £22.56)
- v. Clerk's salary payable 29th April 2022: Gross pay £1044, Net pay £972.96
- vi. Clerk's payroll expenses payable 29th April 2022: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- vii. Payment to HMRC (April) Including Employee NIC and Employer NIC £72.32
- viii. Nest Pension payments (April 2022 - Employers contributions £30.78, Employees contributions £41.04): £73.08
- ix. B.Gill Building and Plastering: Repairs to the bus shelter roof: £312.00

b) Receipts

The following receipts were noted:

- i. 07/03/2022 Garage rental: £35
- ii. 15/03/22: Cemetery Field rent: £120
- iii. 18/03/22: HBC Ice cream concession 2022-2023: £2575.25

c) Direct Debit payments

To note payments, made by Direct Debit:

- i. 31st March 2022: £86.94 – Nest Pensions (payment adjusted due to back dated pay increase)
- d) **Resolved** to ratify amended staffing related payments in March 2022 due to backdating the NJC pay increase for 2021-2022 to the 1st April 2021.
- i. Clerk's salary payable 31st March 2022: Gross pay £1242, Net pay £1150.00
 - ii. Clerk's payroll expenses payable 31st March 2022: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
 - iii. Payment to HMRC (March) Including Employee NIC and Employer NIC £161.69

72/2021-2022

- iv. Nest Pension payments (March 2022 - Employers contributions £30.78, Employees contributions £41.04): £86.94

One member of the public left the meeting at 9.09pm.

2122/206 Exchange of Information/ Items for Future meetings

Councillor Jefferson advised that she had requested the signage at the Recreation Ground include Pateley Bridge. A response is awaited from Harrogate Borough Council.

2122/207 Parishioners' Representations

None

2122/208 Dates of next meetings

The Finance Committee will meet at 4.30pm on Tuesday 19th April.

The Mayor's Fund Committee will meet at 6.00pm on Tuesday 19th April.

The Full Council meeting will be on Tuesday 3rd May 2022 at 7.15pm