



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

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MINUTES OF THE MEETING HELD ON 3RD MAY 2022 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 C Thompson Cllr N Thompson In Attendance: Clerk: Ms Laura Jowett Three members of the public (part of the meeting)
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2122/209 Apologies for absence

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

None, all were present.

2122/210 To receive Councillors' Declarations of Interest and consider any requests for dispensations

Councillor Jefferson declared a non-pecuniary interest in item 2122/212.b

2122/211 Minutes

- a) **To approve the minutes of the meeting held on the 5th April 2022**

Resolved to approve the minutes of the meeting held on the Tuesday 5th April 2022.

2122/212 Parishioners' Representations

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

One member of the public advised that the steps outside the Council Chamber need weeding as they look untidy. They went on to question Councillor Lumley regarding building firms owned by Harrogate Borough Council. Councillor Lumley provided the name of the cabinet member for housing.

- b) **To receive written representations regarding issues with cyclists**

A parishioner had contacted the Council with concerns about cyclists using the Millennium Bridge and connecting footpaths, and safety issues.

The Council acknowledged that there is signage in the area which states 'No cycling' but that this can be difficult to police. Councillor N Thompson suggested that having a clearly defined cycle way may increase safety and offered to investigate the process.

- c) **To receive written representations regarding planning application**

22/01374/AMENDS at Glasshouses Mill

The Town Council had received a number of representations regarding planning application 22/01374/AMENDS at Glasshouses Mill. Residents and owners are

concerned at proposals to not include a shop at the development as this was agreed as part of the initial application. Application 22/01374/AMENDS had been withdrawn prior to the Town Council's meeting but the Council agreed to retain the comments received in case a further application is submitted.

d) To receive a copy of a letter to HBC from the Glasshouses Mill Owners Association regarding Section 106 Planning Obligations

A copy of a letter to HBC from the Glasshouses Mill Owners Association regarding Section 106 Planning Obligations had been received by the Town Council. The Town Council agreed to write to Harrogate Borough Council to ask what progress has been made on meeting the Section 106 obligations, how much has been received and how long it is available for and to request clarification about S106 specifically for Glasshouses Primary School.

2122/213 Matters Arising

a) To receive the Clerk's report

The Clerk's report was received and noted.

It was noted that the condition of the river bank needs reporting to the Environment Agency. Cllr Holt will provide the location details to the Clerk.

One member of the public left the meeting at 7.39pm.

2122/214 County Matters

Councillor Lumley gave a report and highlighted the achievements of North Yorkshire County Council over the last five years.

2122/215 District Matters

Councillor Lumley gave a report and highlighted the achievements of Harrogate Borough Council over the last five years.

2122/216 Planning Matters

a) Applications to Harrogate Borough Council

Resolved to submit the following comments:

	Application no	Address	Details	PBTC comments
1	22/01290/LB	2E Church Street Pateley Bridge Harrogate North Yorkshire HG3 5LB	Internal alterations and alterations to the fenestration.	No objections
2	22/01413/FUL	Kiln House Wilsill Harrogate North Yorkshire HG3 5EE	Erection of replacement Garage with small home office in loftspace - Revised Scheme.	No objections
3	22/00726/FULMAJ	Daleside Motors Central Garage Pateley Bridge Harrogate North Yorkshire HG3 5HQ	Erection of apartment block of up to three storeys to create 15 no. residential dwellings, with associated car parking. Provision of an electric car charging facility and change of use of existing stone frontage building to form associated kiosk, with associated alterations	No objections

b) Decisions by Harrogate Borough Council

The following decisions were noted:

	Application number	Address	Details	HBC decision
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1	22/00465/FUL	4 Glencoe Terrace, Sandy Lane, Glasshouses, North Yorkshire HG3 5DU	Single storey side extension	Approved subject to conditions
2	22/00518/FUL	Valley View, Blaze field, 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.	Approved subject to conditions
3	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	Approved subject to conditions
4	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)	Approved subject to conditions
5	22/00517/FUL	High East Head House, Wilsill, Harrogate, North Yorkshire HG3 4DJ	Conversion including small extension to stores to form annex / holiday cottage	Approved subject to conditions
6	18/03947/OUTMAJ	Coal Yard Adjacent To R M Hawkesworth And Co Ltd, Station Garage, Greenwood Road, Pateley Bridge, Harrogate, North Yorkshire HG3 5LR	Outline application for the residential development including details of point of access (amended supporting documents received 2.8.2021)	Refused

c) Enforcement matters:

- i. 22/00140/PR15 Non-compliance with approved plans at Glasshouses Mill, Glasshouses, North Yorkshire - Noted

d) Appeals: None

- e) Other:** Councillor Skaife advised that an illuminated sign has been installed at Kell Grange

2122/217 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 Councillor Anson offered to carry out the next inspections.

2122/218 Minutes/ Reports from Committees

- a) To receive the draft minutes of the Finance Committee meeting held on Tuesday 19th April**
Received and noted
- b) To receive the draft minutes of the Human Resources Committee meeting held on Tuesday 25th April**
Received and noted
- c) To receive a verbal report from the Joint Liaison Committee meeting held on Tuesday 3rd May**
Councillor Lumley gave a report from the Joint Liaison Committee which had been held earlier that evening. Items discussed included the Jubilee events, carving of the tree stump on the rec and reviewing responsibility for shared assets.

2122/219 Council Business

a) Caretaker Tasks for April

Resolved to ask the caretaker to paint the Youth Shelter before the Jubilee weekend and to carry out the tasks previously requested at the Play Area before the school summer holidays. Treating wooden seats in the parish to be carried out later in the summer when the seats will have dried out.

Councillor C Thompson requested that feedback be given to the caretaker regarding the grass cutting in Glasshouses completed ahead of the May Day bank holiday and the great job that had been done with particular attention to detail, which was very much appreciated.

b) To receive information from Yorkshire Electrical Services about amendments to the power supply for Christmas lighting and to agree expenditure of £488.21 (plus VAT).

Resolved to approve expenditure of £488.21, plus VAT, for amendments to the power supply.

c) To consider arrangements for Councillors surgeries

Resolved to hold the next Councillors Surgery on the High Street from 10am – 12 noon on Saturday 21st May. Councillor Brackley, Councillor C Thompson and Councillor N Thompson will attend.

Arrangements for the next surgery will be considered at the meeting in June.

d) To consider arrangements for treating council owned wooden benches in the parish

Resolved to ask the caretaker to treat wooden benches in the parish with Cuprinol (or similar) in dark brown, as and when the weather is suitable.

Resolved to ask the caretaker to repair the longer bench at the Old Bandstand on Ripon Road and to remove and dispose of the shorter bench, including the concrete blocks it is sited on.

e) To receive an update on plans for Jubilee events and to consider expenditure for refreshments for the beacon lighting event on Thursday 2nd June

An update was provided regarding arrangements for the Jubilee events. The Council advised that at the most recent beacon lighting event guests were asked to pay for their own refreshments and suggested that this should be the case again. The clerk will liaise with Bewerley Parish Council.

f) To receive a training report

Received and noted.

g) To receive an update on the renewal of the Town Councils insurance policy

The Council had received two quotes for insurance. **Resolved** to enter a three year long term agreement to 2025 for the cost of £373.67 per year underwritten by Zurich through Community First on the same basis as the existing policy.

h) To receive an update on statistics gathered from the Mobile Vehicle Activated Sign

This item will be considered at the meeting in June as the information was not available.

i) To receive information about the Council's committees ahead of appointing members at the Annual Meeting of the Council

Councillors were asked to confirm which committees they would like to be appointed to for 2022-2023.

Councillor Leggett requested that there be an agenda item at a future meeting to consider how the Town Council can support the Raikes Foundation and the Lupton Foundation.

2122/220 Correspondence

a) To receive information from PKF Littlejohn regarding the Annual Governance and Accountability Return for 2021-2022

Received and noted.

b) To receive and consider a copy of the Nidderdale AONB response to the Consultation on Government Response to the Landscapes Review.

Received and noted.

2122/221 Financial Matters

a) Accounts for Payment

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

- i. Nidderdale Plus: Printing 50xA4 full colour Jubilee posters: £25.00
- ii. HACs: Part completion of works to install a memorial bench: £1,800.00 (including £300 VAT)
- iii. Clerks expenses: Jubilee Flag and ink: £71.94 (including VAT of £12.07)
- iv. Clerk's salary payable 31st May 2022: Gross pay £1044, Net pay £966.16
- v. Clerk's payroll expenses payable 31st May: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17
- vi. Payment to HMRC (May) Including Employee NIC and Employer NIC £79.12
- vii. Nest Pension payments (May 2022 - Employers contributions £30.78, Employees contributions £41.04): £73.08
- viii. YLCA: Job advert: £15.00
- ix. Glasdon UK Limited: Phoenix seat: £670.74 (including VAT of £111.79)
- x. Vision ICT: Biennial fee for .gov.uk domain name (July 21-June 23): £78.00 (including VAT of £13.00)
- xi. Vision ICT: Email hosting July 22- June 23: £259.20 (including VAT of £43.20)

b) Receipts

The following receipts were noted:

- i. 01/04/22: Parking Permits: £60.00
- ii. 01/04/22: Parking Permits: £108.00
- iii. 01/04/22: Parking Permits: £192.00
- iv. 01/04/22: Parking Permits: £444.00
- v. 01/04/22: Parking Permits: £984.00
- vi. 04/04/22: Garage rental: £35
- vii. 05/04/22: Parking Permits (transfer from Nidd Plus): £2004.00
- viii. 19/04/22: Donation for memorial bench: £2552.92

c) Direct Debit payments

To note payments, made by Direct Debit:

- i. 29th April 2022: £73.08 – Nest Pensions

d) Council finance

i. To receive the bank reconciliation to 31st March 2022

Received and noted.

ii. To note bank balances at 31st March 2022

Received and noted.

iii. To receive a budget monitoring report from 2021-2022

Received and noted.

iv. To receive the statement of accounts for 2021-2022

Received and noted.

v. To review regular payments made by direct debit

Regular payments made by direct debit were reviewed and noted:

Nest - Pension payments (variable monthly direct debit)

Information Commissioners Office – Data Protection fee (paid annually in June)

2122/222 Exchange of Information/ Items for Future meetings

Councillor Jefferson advised that there was an issue with the volume of people queueing outside the Pancake House and that this had caused a safety issue as pedestrians had to walk into the road to get passed the queue on a very narrow stretch of pavement. The Council asked the clerk to write to the owners to request they consider managing the queue so that the footpath is not obstructed.

Councillor Jefferson gave an update on a situation with tree lights at the recreation ground. On Friday 29th April a high vehicle had caught some lights in one of the trees on the Recreation Ground, dragging the lights from the tree and damaging them. Yorkshire Lighting and Electrical Services had attended to make the lights safe and Councillor Jefferson had spoken with the owner of the vehicle. The clerk will request a quote for repairing or replacing the damaged lights and will make contact with the owner and report back to the next meeting.

2122/223 Parishioners' Representations

Representatives from Glasshouses Mill thanked the Town Council for its support.

At 9.18pm two members of the public left the meeting.

2122/224 Resolved that members of the press and public be excluded from item 2122/225 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (staffing matters)

2122/225 Staffing matters

a) To note the clerk's notice of termination of employment

Received and noted

b) Resolved to approve the recommendations from the HR Committee:

- i. To consider additional hours for the new clerk as required
- ii. To approve the cost of £15 for advertising the vacancy with YLCA.
- iii. To make an amendment to the HR Committee terms of reference to state that 'The HR Committee has delegated responsibility for the recruitment process including interviewing candidates and making a formal job offer. A recommendation will be submitted to Full Council to ratify the appointment of the Town Clerk/RFO'.
- iv. To consider approving costs associated with appointing a locum clerk if required.
- v. To make payment in lieu of leave with the current clerks final salary payment.
- vi. To agree that additional hours may be worked in June, to be agreed in consultation with the Mayor.

79/2021-2022

c) To consider an offer to provide locum services

An offer had been received and the Council **resolved** to approve that this offer be accepted if required.

d) To ratify arrangements and agree expenditure for recruitment

Resolved to ratify the decisions made regarding arrangements for recruitment. The job advert had been publicised and the job description, person specification and contract had been reviewed.

2122/226 Dates of next meetings

The Annual Town Meeting will be held at 6.30pm on Tuesday 17th May.

The Annual Meeting of the Council will be on Tuesday 17th May 2022 at 7.15pm.

The Human Resources Committee will meet at 5pm on Wednesday 18th May

The Mayors Fund Committee will meet at 6pm on Wednesday 18th May