



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 ANNUAL MEETING OF THE COUNCIL HELD ON 17TH MAY 2022 AT
7.15PM IN THE COUNCIL CHAMBER.**

Present:

| | |
|---|---|
| Cllr I Skaife (Chairman) Cllr P Anson Cllr D Brackley Cllr M Holt Cllr H Jefferson Cllr S Lumley | Cllr D Marshall Cllr C Thompson Cllr J Wright In Attendance: Clerk: Ms Laura Jowett Two members of the public (part of the meeting) |
|---|---|

2223/01 Election of the Mayor and Chairman for 2022-2023

Cllr Ian Skaife had previously been nominated as Mayor Elect and had agreed to the nomination; this was now formally proposed, seconded and agreed unanimously.

Councillor Holt handed the Chain of Office to Councillor Skaife.

2223/02 Declaration of Acceptance of Office

a) To receive the Mayor's declaration of acceptance of office

Councillor Skaife read aloud and signed the Mayor's declaration of acceptance of office.

b) To receive Councillors declarations of acceptance of office

Councillors signed their declarations of acceptance of office.

c) Resolved to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council

2223/03 Apologies for absence

Councillor Leggett had given apologies in advance of the meeting. Councillor N Thompson was not present.

2223/04 To receive Councillors' Declarations of Interest and consider any requests for dispensations

None

2223/05 Minutes

Resolved to approve the minutes of the meeting held on the 3rd May 2022

2223/06 Parishioners' Representations

None

2/2022-2023

2223/07 Election of the Deputy Mayor

Councillor Jefferson was proposed, seconded and elected as Deputy Mayor for 2022-2023

2223/08 Co-option

- a) Written applications and a short verbal presentation were received from candidates
 - i. J Wardman
 - ii. J Wright
- b) **Resolved** that members of the press and public be excluded from item 2223/08.c only under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (consideration of candidates – personal information)

Two members of the public left the meeting at 7.40pm.

c) To consider candidates for co-option

d) To co-opt a candidate to fill the existing vacancy

Each candidate was proposed and seconded and voting took place by a show of hands. **Resolved** to co-opt Joanna Wright.

Candidates returned to the meeting at 7.50pm and were informed of the outcome of the vote. Joanna Wright signed the Declaration of Acceptance of Office and joined the Council.

The Mayor thanked the candidates and said it had been a very difficult decision. The Council asked Mr Wardman if he would accept a position as a non-councillor member of the Joint Resilience Committee. Mr Wardman accepted the position.

2223/09 Committees

a) Election of members to committees

Resolved to elect members to committees as detailed in appendix 1

b) To elect the chairs of committees

Resolved to elect chairs of committees as detailed in appendix 1

One member of the public left the meeting at 8pm

c) To review the Terms of Reference for the following committees:

- i) Finance Committee**
- ii) HR Committee**
- iii) Joint Liaison Committee**
- iv) Mayor's Fund Committee**
- v) Christmas Lights Committee**

Resolved to approve the terms of reference

2223/10 Appointment of council representatives to other organisations

Resolved to appoint council representatives to other organisations as detailed in appendix 2

2223/11 Policies

To receive and confirm

- a) **Standing Orders**
- b) **Financial Regulations**
- c) **Complaints Procedure**
- d) **Council policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation.**

The policies were received and confirmed

3/2022-2023

2223/12 Documents

To receive and approve

- a) **The Council's Risk Assessment**
- b) **The Asset Register**

Resolved to approve the Risk Assessment and Asset Register

2223/13 To note the renewal of the Town Council's insurance

The Town Council's insurance was noted and renewal from 1st June 2021 confirmed.

2223/14 Mayor's Allowance

Resolved to approve a Mayor's Allowance of £500 for the civic year 2022-2023

2223/15 General Power of Competence

To consider Pateley Bridge Town Council's eligibility for the General Power of Competence and to consider if the Council wishes to adopt and use the General Power of Competence

Resolved that Pateley Bridge Town Council meets the eligibility criteria and to adopt and use the General Power of Competence. The Council has a qualified clerk and two thirds of councillors are elected (10 out of 11)

2223/16 To receive the dates of council meetings and those of committees for the coming civic year

The dates of council and committee meetings were agreed. Council meetings will continue to be held on the first Tuesday of each month at 7.15pm. A calendar will be circulated to councillors and uploaded to the website.

2223/17 Christmas lighting

a) To receive an update on damaged tree lights

An update was provided on the damaged tree lights at the recreation ground. The owner of the wagon had offered to make a donation to the repairs.

b) To receive a quote for replacing damaged tree lights

One quote had been received for replacing the damaged tree lights in the middle tree. The Council felt it would be worth exploring the costs to repair the lights even if the colour would not be an exact match.

One member of the public joined the meeting at 8.30pm

c) To consider and agree any action required

Resolved to request a quote for repairs to the middle section of lights, accepting that the colour would not be an exact match. If the costs are significantly less than replacing all the tree lights the Council will proceed with this course of action. If the Council must replace all tree lights as a result of the damage and insurance claim will be submitted.

2223/18 Request for information regarding North Yorkshire Flooding February 2022

a) To receive a request for information from NYCC

Received and noted

b) To consider and agree a response from the Council

The Council agreed that it was very important to respond to this request for information and noted that on this occasion the flooding came from water running off the hillside and the badly blocked gullies caused flooding at the bottom of the town.

The Council agreed that it is totally unacceptable that residents had to try and clear gullies themselves and noted that the gully wagon drove through the town twice but didn't stop until the evening.

4/2022-2023

A red warning was issued in Glasshouses but no residential property was flooded. Residents of Glasshouses Mill were concerned that proper flood defences have not yet been installed.

Councillor Skaife and Councillor Lumley will provide information to the clerk to enable a full response to be submitted to NYCC.

2223/19 Financial Matters

a) Accounts for Payment

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

- i. Flying Colours: Bunting (400m): £548.04 (including VAT of £91.34)
- ii. Community First Insurance: Annual premium 2022-23: £373.67
- iii. Mayoral Allowance: £500.00
- iv. Yorkshire Lighting and Electrical Services: Emergency call out to make safe damaged tree lights: £270.00 (including VAT of £45.00)

b) Receipts

The following receipts were noted:

- i. 29/04/22: HBC Precept 1st instalment: £16,018.00
- ii. 29/04/22: Parking Permits cheques: £48.00
- iii. 03/05/22: CJP Landscapes garage rental: £35.00
- iv. 03/05/22: Parking Permits cheque: £12.00
- v. 03/05/22: Parking Permits, cash from Nidd Plus: £648.00

2223/20 Date of next meeting

The Full Council meeting will be on Tuesday 7th June 2022 at 7.15pm.

5/2022-2023

Appendix 1

Committee Membership 2022-2023

| | |
|--|---|
| Finance Committee | Cllr Anson (Chair) Cllr Holt Cllr Leggett Mayor: Cllr Skaife |
| Mayor's Fund & Events Committee | Mayor: Cllr Skaife (Chair) Deputy Mayor: Cllr Jefferson Cllr Marshall Cllr C Thompson Cllr Wright |
| HR Committee | Cllr Lumley (Chair) Cllr Holt Cllr Jefferson Mayor: Cllr Skaife |
| Joint Community Resilience Committee (with Bewerley PC) | Cllr Skaife (Chair) Cllr Jefferson Cllr N Thompson Mrs S Clarkson (non-council member) Mr J Clarkson (non-council member) Mr C Hawkesworth (Advisor) Mr J Wardman (non-councillor member) |
| Joint Liaison Committee (with Bewerley PC) | Cllr Skaife (Chair) Cllr Anson Cllr Lumley |
| Glasshouses Playing Fields Inspections Committee | Cllr Skaife (Chair) All Councillors |
| Parish Caretaker Group | Cllr Skaife Cllr Jefferson Clerk to the Council |
| Christmas Lights Committee | Cllr Jefferson (Chair) Cllr Brackley Cllr C Thompson Cllr N Thompson Mrs Tilly Chandler (non-council member) |

6/2022-2023

Appendix 2

Council Representatives on External Organisations 2022-2023

| | |
|---|---|
| Nidderdale Strategic Partnership | Cllr Holt |
| The Memorial Hall | To be confirmed |
| Raikes Foundation and Lupton's Foundation | Cllr Leggett Cllr Holt Cllr Jefferson (appointed HBC) Cllr N Thompson (appointed NYCC) |
| Allotment Society Liaison | Cllr Lumley Cllr C Thompson |
| Safer Neighbourhoods | Cllr Anson Cllr Brackley |
| YLCA | Cllr Holt Cllr Leggett |
| Glasshouses Village Association | Cllr Brackley Cllr C Thompson |

Agreed at the Annual Meeting of the Council on Tuesday 17th May 2022