



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

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DRAFT MINUTES OF THE MEETING HELD ON 7TH JUNE 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 J Leggett Cllr D Marshall (part of the meeting)	Cllr C Thompson Cllr N Thompson Cllr Wright In Attendance: Clerk: Ms Laura Jowett, Councillor Murday (NYCC) Amanda Newbold (NYCC) and Tracey Lambert (NYCC) Four members of the public (part of the meeting)
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2223/21 Apologies for absence

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

Apologies had been received from Councillor Lumley.

2223/22 To receive Councillors' Declarations of Interest and consider any requests for dispensations

None

2223/22 Minutes

a) To approve the minutes of the Annual Meeting of the Council held on the 17th May 2022

Resolved to approve the minutes of the Annual Meeting of the Council held on the Tuesday 17th May 2022.

2223/23 Parishioners' Representations

a) To receive representations from any parishioners present

A parishioner reported issues with a street light on Nidd Walk. This will be reported.

b) To receive written representations from a parishioner regarding an overgrown hedge and suggested caretaker tasks

Councillor Jefferson advised that the hedge has now been trimmed.

2223/24 North Yorkshire County Council Outdoor Learning Service Review

Amanda Newbold, Assistant Director of Education and Skills from NYCC, and Tracey Lambert were welcomed to the meeting. They gave a presentation outlining plans for Bewerley Park including a financially viable operating model and new accommodation blocks to enable greater usage of the centre.

2223/25 Matters Arising**a) To receive the Clerk's report**

The Clerk's report was received and noted.

2223/26 County Matters

Councillor Murday gave a report and advised that he has been appointed as Chair of the Nidderdale Greenway Steering Committee, which prompted a discussion on the matter. The Council requested that the feasibility study be circulated again and that it be included as an agenda item for the next meeting.

2223/27 District Matters

No report

2223/28 Planning Matters**a) Applications to Harrogate Borough Council**

Resolved to submit the following comments:

	Application no	Address	Details	PBTC comments
1	22/01695/FUL	Blazefield Caravan Park, Blazefield, Harrogate, North Yorkshire, HG3 5NG	Erection of storage building to store tools/machinery for Blazefield Caravan	No objections
2	22/01889/FUL	Ivy Cottage, Wilsill, Harrogate, North Yorkshire, HG3 5EB	Demolition of existing lean-to structure on existing garage and erection of replacement extension. Part conversion of garage to form ancillary living accommodation and installation of solar panels.	No objections
3	22/01616/FUL	Rocks Cottage, Brimham Rocks Farm, Brimham Moor Road, Summerbridge, Harrogate, North Yorkshire, HG3 4BF	Erection of 1no timber holiday cottage.	No objections
4	22/01893/COU	Unit 2 Glasshouses Mill, Glasshouses, North Yorkshire	Change of use of Unit 2 Lower Ground Floor Shop/Cafe (use class E) to Offices (use class E).	Prior to the Mill being redeveloped, the café that operated from the Mill was an amenity that was very popular with both local residents and visitors alike. One of the reasons that local residents of Glasshouses accepted the Mill redevelopment, was that this amenity would be reinstated, along with the opening of a shop, at the completion of the first phase of development. This condition was as an integral part of planning permissions for the redevelopment being granted. The restoration of this amenity is eagerly

	Application no	Address	Details	PBTC comments
				<p>anticipated by the local communities. It is the Council's view therefore that this change of use application represents a permanent loss of an amenity that was previously only temporarily suspended as phase one of the development took place. Furthermore, this application has caused the Council to receive complaints from residents who now live in the development, that they were mis sold their properties. Their complaint is that they were sold their respective Mill properties on the promise of these amenities being provided as per the current planning permissions. In the light of these material considerations, Pateley Bridge Town Council unanimously voted to recommend that this application be rejected.</p>
5	22/01163/FUL	Cragg Hall Wilsill Methodist Chapel To Wysing House, Wilsill, North Yorkshire, HG3 5EE	Conversion of garage to form additional living accommodation, proposed single storey link extensions and a link detached garage	No objections
6	22/02050/TPO	Land Comprising Woodland At 416252 466359, Wath Lane, Pateley Bridge, North Yorkshire	Works to 2 no. Sycamore (T1 and T2) of Tree Preservation Order No. 01/1970 A11 T1 - reduce branch spread on southern canopy extending over barn roof by 2 meters (to leave 6 meters radial crown spread). T2- reduce branch spread on eastern canopy extending over barn roof by 2 meters (to leave 6 meters radial crown spread)	Defer to the arborialist

b) Decisions by Harrogate Borough Council

The following decisions were noted:

	Application number	Address	Details	HBC decision
1	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	Approved subject to conditions
2	22/00629/FUL	Kiln Hill Cottage, Blazefield Bank, Blazefield, North Yorkshire	Erection of 1no dwelling (revised scheme)	Approved subject to conditions
3	22/01413/FUL	Kiln House, Wilsill, Harrogate, North Yorkshire, HG3 5EE	Erection of replacement garage with small home office in loftspace - Revised Scheme	Approved subject to conditions

c) Enforcement matters:

i. 22/00170/PR15 Alleged painting of stonework surrounding door and windows on listed building at 37 High Street Pateley Bridge Harrogate North Yorkshire HG3 5JZ - noted

d) Appeals: None

e) Other: Glasshouses Mill S106 – To receive a response from Harrogate Borough Council's S106 and CIL Delivery Officer

The Council noted the response from Harrogate Borough Council but felt it was disappointing and didn't address the question of how much S106 funding would be available specifically for Glasshouses Primary School. The Clerk will request an update and this item will remain on the agenda until a satisfactory response is received.

2223/30 Play Area

a) To receive a verbal report on the playground and consider any action required

A verbal report was given. Councillor N Thompson will conduct the next inspections.

2223/31 Minutes/ Reports from Committees

a) To receive the draft minutes of the Joint Liaison Committee meeting held on Tuesday 3rd May

Received and noted

b) To receive the draft minutes of the Human Resources Committee meeting held on Wednesday 18th May

Received and noted

c) To receive the draft minutes of the Mayor's Fund Committee meeting held on Wednesday 18th May

Received and noted

d) To receive the draft minutes of the Human Resources Committee meeting held on Tuesday 24th May

Received and noted

2223/32 Council Business

a) Caretaker Tasks for June

Resolved to ask the caretaker to carry out the standard tasks, plus those previously requested at the Play Area before the school summer holidays, and to clean the Sandy Steps.

b) To receive information, and a quote, for tree lighting on the Recreation Ground

Resolved to place an order with Yorkshire Electrical Services for the repair of the tree lights for the cost of £555 (plus VAT) and to accept a donation towards these costs from the firm involved with the damage.

c) To receive feedback from the surgery held on the 21st May and to consider arrangements for future Councillors surgeries

Councillor C Thompson gave a report from the surgery held on the 21st May. The issues raised will be reported.

The next surgery will be held on the High Street on Saturday 9th July from 10am until noon and Councillors Holt, Leggett and Wright will attend.

d) To receive an update on parking permits

The Council has received £5568 for 464 parking permits sold to the 31st June 2022. This amount will now be paid to HBC.

One cheque for £12 has been returned unpaid, the resident has returned the parking permit.

e) To approve the updating of the Mayoral board in the Council Chamber for the cost of up to £60

Resolved that the Mayoral board be updated for the cost of up to £60.

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

Received and noted.

g) To receive and consider information regarding painting mileposts

The Council had previously appointed a contractor to paint mileposts. The Contractor has advised that the quote will need to be revised due to increased prices of materials. **Resolved** to request an amended quote for consideration at the meeting in July.

h) To receive a report from the Jubilee events and to approve payments

The Jubilee events were well attended and very enjoyable. The Clerks of both Council's were thanked for their work.

Resolved to approve the following payments

Payee	Item	Amount (incl VAT)
Flying Colours	Jubilee flag	£53.94
Nidderdale Plus	Printing 50 posters	£25.00
Flying Colours	Bunting	£548.04
Clerk (Amazon)	Jubilee badges	£34.99
Clerk (B&M)	Sweets for children	£14.49
Frank Jauncey	Live music (Ant and Frank)	£250
Silver Band	Live Music	£100.00
Donation to PCC Food Bank	Live music – Nevin Ward – donation to food bank	£50
Tracey Dawson	Sundries	£31.22
Paul Anson	First Aid supplies	£8.88
Donation to Hedgehog charity	Poster design	£20.00
	TOTAL	£1136.55

Receipts will be submitted to HBC as apt of the grant agreement.

i) To discuss the Raikes Foundation and the Lupton Foundation and consider how the Council can support these charitable bodies.

Resolved to set up a working group, made up of Council representatives and other members of the organisations, and to seek advice from the YLCA regarding how the Council can best support these organisations.

j) To consider quotes for rendering to the bus shelter

The Caretaker had recently attempted to paint the bus shelter but was unable to complete the work as he identified issues which need resolving prior to painting. It has been identified that water damage from the roof has resulted in the need for rendering inside the shelter and that the recent repairs to the roof were not fully completed. **Resolved** to request quotes for rendering, to request contractors complete the work on the roof, including cementing ridge tiles, and to compensate the caretaker for the time he spent identifying and reporting these issues. Councillors will check completion of works in future.

2223/33 Correspondence

- a) **To receive correspondence from Harrogate Borough Council regarding the litter bin review and the proposed changes within Glasshouses and Wilsill, and to consider any response the Council wishes to make.**

Received and noted.

2223/34 Annual Governance and Accountability Return

- a) **To receive the Internal Auditors report**

The internal auditors report was received and noted

- b) **To note that the effectiveness of internal control was reviewed in February 2022**

Noted

- c) **To consider and sign the Annual Governance Statement**

The Chair read out each statement in turn and the Council **resolved** to approve the Annual Governance Statement which was then signed by the Chair and the Clerk.

- d) **To consider, approve and sign the Statement of Accounts**

Resolved to approve the Statement of Accounts for 2021-2022 which was then signed by the Chair.

- e) **To note the period for the exercise of public rights**

The period for the exercise of public rights was noted as being the 27th June to the 5th August 2022.

2223/35 Financial Matters

- a) **Accounts for Payment**

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

- i. **Yorkshire Lighting and Electrical Services: Amendments to power supply for lights on Southlands: £585.85 (including VAT of £97.64)**
- ii. **YLCA: C Thompson attendance at Electric Vehicle charging infrastructure training: £25.00**
- iii. **Community Publications: Spring newsletter: £240.00 (including £40 VAT)**
- iv. **J. Benson: Caretaking Dec 21-May 2022: £1886.90 (including VAT of £311.15)**
- v. **Harrogate Borough Council: Parking permits: £5568.00**
- vi. **Clerks expenses: Paper, ink and Jubilee items: £92.27 (including VAT of £12.07)**
- vii. **Clerk's salary payable 30th June 2022: Gross pay £1409.40, Net pay £1198.72**
- viii. **Clerk's payroll expenses payable 30th June: Working from home allowance £26.00 and contribution to internet £4.17 = £30.17**
- ix. **Payment to HMRC (June) Including Employee NIC and Employer NIC £252.33**
- x. **Nest Pension payments (June 2022 - Employers contributions £56.38, Employees contributions £42.29): £98.67**
- xi. **Jubilee event related payments:**

Frank Jauncey	Live music (Ant and Frank)	£250
Silver Band	Live Music	£100.00
Donation to PCC Food Bank	Live music – Nevin Ward – donation to food bank	£50
Tracey Dawson	Sundries	£31.22
Paul Anson	First Aid supplies	£8.88
Donation to Hedgehog charit	Poster design	£20.00

b) Receipts

The following receipts were noted:

- i. **29/04/22: HBC: Precept 1st instalment: £16,018**
- ii. **29/04/22: Parking Permits: £48.00**
- iii. **03/05/22: Garage rental: £35**
- iv. **05/05/22: Parking Permits: £12.00**
- v. **05/05/22: N Power, wayleaves: £31.85**
- vi. **05/05/22: Parking Permits: £648.00**
- vii. **17/05/22: Parking Permits (transfer from Nidd Plus): £1008.00**
- viii. **30/05/22: Parking Permits: £72.00**

It was noted that a cheque for £12 for one parking permit has been returned unpaid by the issuing bank

c) Direct Debit payments

To note payments, made by Direct Debit:

- i. 31st May 2022: £73.08 – Nest Pensions

2223/36 Exchange of Information/Items for Future Meetings

Councillor Anson advised that the dog waste bin on Panorama Walk has been removed. Councillor Jefferson explained that all dog waste bins are being removed as this can be placed in general waste bins.

The Council agreed to write to Harrogate Borough Council to request that general waste bins are placed in locations where dog waste bins have been removed.

Councillor Holt introduced Suzanne Smith, the new Town Clerk to the Council and thanked her for attending.

Councillor Brackley gave a report from the Safer Neighbourhoods Group meeting.

Councillor C Thompson advised that the damaged fencing on the path from Glasshouses to Pateley Bridge by the Weir has not been repaired. The Caretaker will be asked to move the fencing into the field to make the footpath safer.

Councillor C Thompson advised that the Jubilee event at Glasshouses had been very successful.

Councillor C Thompson also advised of a rusted signpost stump and queried whether the stump should be removed or the sign replaced. He will send details to the clerk so this can be reported.

Councillor Jefferson has been informed that a resident's assisted bin collections are not reliable. She will raise this with District Councillor Lumley.

2223/37 Parishioners' Representations

None

2223/38 Resolved that members of the press and public be excluded from item 2223/39 and 2223/40 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (staffing matters and personal information)

Two members of the public left the meeting at 9.47pm

2223/39 Staffing matters

a) To receive and ratify the HR Committee's decision to make an offer of employment

Resolved to ratify the decision to appoint Suzanne Smith as Clerk and Responsible Financial Officer.

b) To consider arrangements and agree any action required

The current clerk's last day will be the 17th June. An out of office reply will be set on the clerk's emails to advise that the mailbox will not be monitored between the 17th and 27th June. Councillor Lumley will collect the laptop and other equipment and make arrangements to hand this over to the new clerk.

Councillor C Thompson requested that a vote of thanks be recorded to Laura Jowett for her work as Town Clerk.

2223/40 Memorial benches

a) To receive an update on requests for memorial arrangements

An update was provided.

b) To agree any action required

Resolved that Councillors will visit the site and consider options for the location of a memorial bench. The resident who requested the bench will be informed that the Council are looking at all possible options and this item will be brought back to the meeting in July.

2223/41 Dates of next meetings

The next meeting of Pateley Bridge Town Council will be held at 7.15pm on Tuesday 5th July.