



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

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**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 2ND MAY 2023 AT 7.15PM IN THE COUNCIL CHAMBER.**

Present:

|  |  |
|--|--|
| Cllr C Thompson (Chairman)<br>Cllr D Brackley<br>Cllr M Holt<br>Cllr H Jefferson<br>Cllr J. Leggett<br>Cllr S Lumley | Cllr D Marshall<br>Cllr I Skaife<br>Cllr N Thompson<br>Cllr J Wright<br>In Attendance: Clerk: Ms Suzanne Smith<br>Four members of the public |
|--|--|

**2324/01 Election of the Mayor and Chairman for 2022-2023**

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

Councillor Skaife handed the Chain of Office to Councillor C. Thompson.

The new Chair thanked Cllr. Skaife for his services as Mayor.

**2324/02 Apologies for absence**

None

**2324/04 To receive Councillors' Declarations of Interest and consider any requests for dispensations**

None

**2324/05 Minutes**

**Resolved** to approve the minutes of the meeting held on the 3<sup>rd</sup> April 2023

**2324/06 Parishioners' Representations**

a) Representations from parishioners present

**Member of the public 1 (MOP1) spoke about the Glasshouses Mill Development.**

He challenged the assertion made by Chris Hawksworth at the April meeting that there had been no interest in running the café, as he personally knew one lady who had been discouraged from pursuing this. Now it seemed that the developers are going ahead with an office, though this is not certain.

Residents at the Mill feel that it is vital that phase 1 is finished before the developer moves onto phase 2. There are still 2 properties in phase 1 that have not yet been

sold. The large car park planned at the back has not yet been created. This is very much needed, and a vital addition before any further development takes place.

Nothing at the site seems to be moving forward anymore. There are rumours that the developers have gone bankrupt.

The residents would like PBTC's help in representing the interests of the residents of the Mill.

Cllr. Holt spoke to the resident's concerns. He said that PBTC had shared the same worries but had been reassured when Chris Hawksworth came and spoke to Members at the last meeting. He noted that PBTC does not have any specific powers in relation to this but may be able to facilitate access to people at NYC who can help. To that end, he suggested that the residents write to PBTC with all their concerns.

Cllrs Holt and Leggett noted that the planning authority NYC can take action if the development is found not to be keeping to the planning conditions laid down in the planning approval.

The Chair reassured the residents that the Glasshouses Mill development was and continued to be very a key focus of the Town Council, with the S106 payment being a standard agenda item and a potential breach of planning control being discussed later that evening.

**Member of the public 2 (MOP2) spoke about the Glasshouses Mill Development.**

He noted that when he bought his property, the searches had revealed that the property may be at risk of flooding. There is a breach of planning conditions in that flooding protection has not been put in place prior to inhabitation. The residents had already started to make representations about this. He asked whether PBTC could raise this with NYC on behalf of the residents.

Members assured the residents of their support. They reiterated their request that the residents put their concerns in writing. In addition, they were encouraged to write directly to NYC themselves about these matters, as the more letters received, the greater weight will be attributed to the case.

**b) Written representations from parishioners**

The Clerk said she had received photos from a resident complaining that the bins in the Recreation Ground were overflowing at the weekend. It was agreed that this would be discussed as part of a later agenda item.

**2324/06 Election of the Deputy Mayor**

Councillor Holt was proposed, seconded, and elected as Deputy Mayor for 2023-2024.

The Chair noted how glad he was to have someone with Cllr. Holt's experience as his deputy.

**2324/07 Committees**

**a) To confirm the creation of a S106 Committee**

Members did not feel that it was necessary to form a new committee for this. It was agreed that the S106 discussions would be held by a working group instead.

**b) Election of members to committees**

**Resolved:** to elect members to committees as detailed in appendix 1 and that only those committees listed there should continue to exist. It was further agreed that an agenda item should be brought before the Joint Liaison Committee (JLC) proposing that the JLC and

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Emergency Resilience Committee should from now on be one and the same.

**c) To elect the chairs of committees**

Members decided that the Chairs of the committee could be determined at the first meeting of each of those committees.

**d) Review of the Terms of Reference for the following committees:**

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

**Resolved** that the above terms of reference have been reviewed and continue to meet the Council's needs.

**2324/8 Appointment of council representatives to other organisations**

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

**2324/9 Policies**

**a) Review of Policies**

**Resolved:** that the following policies have been reviewed and continue to meet the council's needs. *(Cllr. Leggett voted against)*

- i. Standing Orders**
- ii. Financial Regulations**
- iii. Complaints Procedure**

The Clerk said that other policies not reviewed at this meeting could be considered at other meetings through the year.

**b) Code of Conduct**

Members considered adopting the new NYC Code of Conduct, which had been suggested by NYC and YLCA to be a good idea to keep a uniform approach across the whole county.

Cllrs Holt and Lumley emphasised how important they felt it was that the Council reduces its risk by ensuring that it adopts these standard documents for its own protection. They will have been overseen by lawyers and will therefore be complete and effective in this modern age of litigation.

**Resolved:** that PBTC adopts the NYC Code of Conduct. *(Cllrs Leggett and Jefferson voted against.)*

**2324/10 Appointment of Internal Auditor**

**Resolved:** that David Thomas is appointed as the Internal Auditor for 2022-23 and 2023-24.

**2324/11 Documents**

**Resolved:** that the following documents are received and approved:

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

A query was raised by Cllr. Leggett as to whether the windmill triangle still exists as a piece of common land. It was agreed that this should be investigated.

**2324/12 Renewal of the Town Council's insurance**

The Town Council's insurance renewal date is 1<sup>st</sup> June 2023, but the Clerk said she had not yet received the renewal documents. PBTC is in the middle of a long-term agreement with Community First Insurance, therefore the insurance will continue on the same basis.

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**Resolved:** that the Clerk has delegated authority to check the insurance cover and arrange payment to ensure that cover is continued.

### 2324/13 Mayor's Allowance

**Resolved:** to approve a Mayor's Allowance of £500 for the civic year 2023-2024

### 2324/14 County Matters

#### a) Report from Cllr. Andrew Murday

Cllr. Murday had sent his apologies and had circulated a report ahead of the meeting, which was received and noted.

#### b) Updates on the following Matters

It was agreed that Cllr. Murday should be asked for an update on the following matters.

- i. double yellow line marking in Pateley Bridge (heritage style)
- ii. Glasshouses to Pateley Bridge riverside path safety issues

The Clerk said that she had received notification from NYC that the wooden fence rail sticking out at ankle level had been removed. On request, NYC had said that the other matters raised were still in hand.

Members were unhappy at the length of time it was taking for NYC to address other safety matters on the path, or to enforce changes with whichever body was responsible.

It was agreed that the Clerk would call for a site meeting so that NYC could see just how dangerous the hazards are. These matters require urgent attention.

- iii. Pateley Bridge Youth Council.

### 2324/15 Planning Matters

#### a) Applications to North Yorkshire Council

The following planning applications were considered, and responses resolved:

|   | <b>Planning Ref</b>            | <b>Proposal</b>  | <b>Address</b>  | <b>Resolved:</b>   |
|---|--------------------------------|--|---|--|
| 1 | <a href="#">ZC23/01382/TPO</a> | Crown lift 1 no. Sycamore of Tree Preservation Order No. 01/2006 T1 to 4.5 metres  | High Green Farm Wath Road Pateley Bridge HG3 5PJ                    | PBTC agrees with the arboriculture professional's opinion. |
| 2 | <a href="#">ZC23/01520/FUL</a> | Variation of Condition 2 of 6.49.148.A.DVCON to result in the separation of High Green Cottage from High Green Farm to form separate dwellinghouse from former ancillary accommodation to the main dwelling. | High Green Farm High Green Cottage Wath Road Pateley Bridge HG3 5PJ | No objections  |

|   |                                |  |  |               |
|---|--------------------------------|--|--|---------------|
| 3 | <a href="#">ZC23/01435/FUL</a> | Alterations and re-building existing retaining wall on site & Erection of carport & domestic store | Crossing Cottage<br>Glasshouses<br>HG3 5QH   | No objections |
| 4 | <a href="#">23/01240/FUL</a>   | Erection of Calf Rearing Shed  | Quarry Farm<br>Fellbeck HG3<br>5EU           | No objections |
| 5 | <a href="#">ZC23/01641/FUL</a> | Re-roofing former barn walls to form part of dwelling & alteration to existing access point.       | Bruce Cottage<br>Wath Road<br>Pateley Bridge | No objections |

**b) Decisions by North Yorkshire Council**

The following decision was received and noted:

| Planning Ref                   | Proposal  | Address   | NYC Decision                        |
|--------------------------------|---|---|-------------------------------------|
| <a href="#">23/00783/DVCON</a> | Variation of Condition 2 (approved drawings) of Planning Permission 22/03819/DVCON - Variation of Condition 2 (approved drawings) of Planning Permission 22/00626/FUL - Demolition of existing balcony and erection of replacement single storey extension on footprint of balcony - Revised scheme | Linton House<br>Ripon Road<br>Pateley Bridge<br>Harrogate<br>North Yorkshire<br>HG3 5NJ | <b>Refuse permission or consent</b> |

**c) Enforcement matters:**

- i. **23/00108/PR15 – Alleged breach of planning control: Change of use of Unit 2 Lower Ground Floor Shop/Cafe (use class E) to Offices (use class E) - Glasshouses Mill Glasshouses North Yorkshire**

The Chair said he had been to have a look. The shuttering has gone, and proper door and windows put in. It looks empty inside and there is no indication that it will be an office.

He knows that a new resident in Glasshouses is in serious negotiations with the developer about a possible shop/café, so that is encouraging.

- ii. **Shepherd's Lodge at Somerset House, Wath Lane**

Cllr. Skaife noted that while there was planning permission for one Shepherd's lodge, a second one had appeared, but it has wheels.

It was agreed that he would provide the Clerk with more information to enable her to make the necessary enquiries as to whether this is an enforcement matter.

**d) Appeals: none**

- e) Glasshouses Mill S106 – To receive any further details from North Yorkshire Council's S106 and CIL Delivery Officer – none received.**

Cllr Lumley noted that this is the biggest development in the parish for a long time.

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When the planning application was being considered, PBTC looked for reassurance that there would be a good payment back to the community to compensate for the clear pressure on the school and other amenities. PBTC secured that large sum. However, with any S106 agreement, the payment only becomes available after a certain trigger point.

PBTC insisted that the main building must be developed first (phase 1), prior to phase 2 being commenced. The precise trigger for the release of the S106 money will be subject to ongoing negotiations between NYC and the developer.

Cllr. Holt noted that Chris Hawksworth had said the developer wanted to wait until they started earning money from Phase 2 before paying the S106 amount. Although in fact the payment had already officially been triggered, the developer would like to re-negotiate this.

*The Chair suspended the meeting to allow member of the public 2 (MOP2) to speak:*  
MOP2 noted that some of the conditions associated with the S106 have already been passed. He feels that the developer is not making any effort to fulfil the other conditions at all. The developer has an inability and reluctance to carry out the promises that they made to residents. As parishioners, they would like PBTC's help. The S106 money is needed by the community. They need NYC to take action.

Cllr. Lumley observed that it is very difficult for PBTC to be involved in any specific problems between residents, the developer and NYC, but that we should be looking at planning conditions at Glasshouses Mill to check they are not being breached.

The residents agreed to put something in writing in relation to their concerns about S106 money and breaches of planning conditions that effect the residents of Glasshouses Mill.

The Chair said that feedback about this would also be sought from Cllr. Murday on his return.

MOP1 remarked that a lot of people have fallen and been hurt on the public footpath in front of the mill.

Cllr. Lumley noted that the public right of way was altered as part of the development, and it is definitely the developer that should have created the footpath to a required safe standard.

*After mutual thanks, members of the public 1 and 2 left the meeting.*

### **2324/16 Play Area**

The Chair had previously circulated photos to Members. He highlighted the following, which the caretaker would need to address:

- i. The goal posts need to be repaired quite urgently at the bottom. The temporary ties will not keep it safe for long.
- ii. The rubber on the small swing is down to the metal in places.
- iii. All equipment had been well greased, with the exception of the top roundabout.

Cllr. Holt suggested that Glasshouse play area should be the new S106 working group's main priority.

Cllr. Brackley volunteered to carry out the inspection in May.

### **2324/17 Minutes/ Reports from Committees**

The minutes of the Finance Committee meeting held on 18 April 2023 were received and noted.

### **2324/18 Council Business**

a) **Clerk's Report and matters arising** – received and noted.

b) **Caretaker Tasks for May.**

As well as the normal tasks, it was agreed that the caretaker would be asked to address the goalposts as a priority.

The Chair asked the Clerk to convey the appreciation of Glasshouses Village Association to the caretaker for the excellent grass cutting he did at the Village Green ahead of the May Day event.

c) **Matters relating to litter bins**

Cllr. Jefferson said that the solar bins on the High Street continued not to function very well. Rubbish was spilling over onto the street and having to be cleared up by nearby business owners.

It was agreed that the bins were either malfunctioning or not being emptied often enough. Either way it was unacceptable.

**Resolved:** that this matter should be raised with NYC and on-site meeting requested to get to the bottom of the problem.

Members discussed the bins at the Recreation Ground, which were currently being emptied by the PBTC caretaker, though the cost of doing so was split with Bewerley Parish Council (BPC).

Cllr. Leggett did not feel that it was appropriate that PBTC should be emptying these bins at all, as they are outside the parish. Members generally disagreed as the Recreation Ground is an area of common interest and this matter had been previously discussed and agreed at an earlier meeting.

Members discussed the complaints the Clerk had received regarding the overflowing bins in the Recreation Ground. Cllr Lumley felt that PBTC could do no more than empty the bins daily. If it had not been for PBTC and BPC, there would be no bins at all in the Recreation Ground, as Harrogate Borough Council had wanted to remove them.

d) **Coronation Big Lunch event in the Recreation Ground on 7 May 2023.**

The Clerk reported that everything was in hand for the event. A timetable would be drawn up on Friday for councillor volunteers, so they did not feel they had to be there the whole time.

e) **Commuted Sums and meeting date for the new S106 and CIL Working Group.**

It was agreed that this and the membership of the new working group would be brought back to the next meeting.

f) **Proposed 20mph zone through Glasshouses**

There was no further information on this.

g) **To further consider whether PBTC will assess the feasibility of creating allotments in Pateley Bridge.**

Cllr. Lumley had met with the owner of the land next to the existing allotments in Glasshouses to see if he might be interested in selling some land for this purpose. While his initial response had been doubtful, he was now considering the matter and would get back to him.

Cllr. Holt said that he knew someone with land in Wilsill which they may want to sell. However, he was not going to approach them about this unless or until the Town Council decided to go ahead with creating allotments.

h) **To consider whether to turn the electricity supply at the Fox's Head Well off and any other matters relating to the lights in Pateley Bridge.**

The clerk said she was yet to hear back from NYC about the lock plug which could be used to protect the Fox's Head Well socket from misuse. Clearly an answer to this question was required before this decision could be made.

While Yorkshire Electrical Services (YES) claims to have sorted out the low-hanging lights at the recycling area, members observed that it had not been done sufficiently well. The lights right at the end near the bridge need to be more substantially fitted into the tree from a cherry picker.

YES maintains that NYC requires the lights on the bridge to stay all year round in order to act as a traffic safety measure. Members disagreed, with Cllr. Lumley confirming that the lights had always come down in the past, and that they need to do so to make way for the summer flower baskets.

It was agreed that the Clerk would query this with YES and NYC and do whatever is needed to ensure that the Spring/Summer display can go ahead.

i) **Civic Event on 10 September 2023**

The Chair proposed that PBTC holds a Civic Service and Civic Reception on 10 September 2023. While he totally agreed with last year's decision to cancel due to the huge rise in prices at the Harefield and the cost-of-living crisis, he feels the position this year is very different. NYC has been born and all the parish and town councils in the county will be vying for attention of just 90 councillors who only hold full meetings of the council 4 times a year. We need to do all we can to make sure our voices are heard. The Mayor and deputy working the civic circuit is what will help achieve that. It is also only right that we reciprocate civic invitations.

The service will take place at the Methodist Church and the Royal Oak will provide the catering at the Memorial Hall. He committed to bringing the event in on budget and, in the unlikely scenario of an overspend, to a sponsor stepping in to make sure that the Council is not out-of-pocket.

**Resolved:** that PBTC holds a Civic Service and Reception but that this must come in on budget.



j) **Request from the lessee for documentation relating to the common land at The Knott and the rights of the lessee**

**Resolved:**

- i. that all the documentation is submitted to NALC's solicitor via YLCA to ascertain the correct way forward.
- ii. that the lessee is informed that this matter is being investigated further and that he will not be charged until after investigations are complete.

k) **Newsletter in the next edition of On Your Doorstep**

Members confirmed that they did wish to go ahead with the newsletter. Suggestions for inclusion included: 'Meet the new Mayor' column plus articles about the badger carving, setting up of the new Youth Council, the councillor vacancy and proposed councillor surgery.

A request had been received from Dacre Tennis Club to mention the new tennis courts. It was agreed that this could only be included in the context of the Mayor's Fund having made a financial contribution towards the courts.

l) **Councillor Vacancy**

No-one had any possible candidates in mind at the present time, though Cllr. Holt did have someone he hoped to speak to.

m) **Raikes Foundation**

As this was now fully operative and independent, Cllr. N. Thompson suggested that it should be removed from future Town Council agendas.

**2324/19 Correspondence**

a) **Infrastructure Levy Consultation– Proposed infrastructure levy which is a reform to the existing system of developer contributions – Section 106 planning obligations and Community Infrastructure Levy (CIL)**

Cllr. Holt informed members that the proposed changes to SIL and S106 would make it much more user-friendly. A wider variety of projects would be eligible for funding and planners would have the right to insist on upfront payment of some of the S106 and CIL money prior to the development starting. Parishes with Neighbourhood plans would no longer be entitled to more money than others.

This is a potential massive change in legislation which, if implemented, would come into effect over the next 10 years. Cllr. Holt feels it is important that PBTC takes the time to comment on this consultation.

Members agreed and it was Cllr. Holt said he would look into this further and bring back more information to the June meeting.

**2324/20 Financial Matters**

a) **Management of Finances and Annual Return 2023**

- i. To consider recommendations from the Finance Committee in relation to how the Mayor's Fund and money for parking permits is treated in respect of the 2022-23 AGAR and going forward.

Members considered the Finance Committee's recommendations, which the Clerk said would ensure that the Council was acting legally. Members did not choose to accept the proposal.

**Resolved:**

- i. that the parking permits payments and receipts are not included on the AGAR in 2022-23 or 2023-24, as 2023-24 is the final year of PBTC managing this process.
  - ii. That the Mayor's Fund and its meetings are completely separated out from the Town Council, including a creation of a new bank account which has nothing to do with the Council. There will no longer be a Mayor's Fund Committee. *(Appendix 1 is amended to reflect this decision).*
- ii. To give the Clerk delegated authority to complete the draft AGAR in line with the decision made at 2324/20/a.i. and submit it for internal audit.

**Resolved:** that the Clerk has delegated authority to prepare and submit the Annual Return for internal audit.

**b) Application for Funding**

Members considered an application for funding for a warm space received from the Pateley Bridge and Bewerley Memorial Hall Committee.

**Resolved:** that a grant of £200 is made. *(Cllr. Skaife abstained)*

**c) Accounts for Payment**

The following payments were considered and approved:

|   | Payee                                   | Description  | Net Amount (ex. VAT)         | Actual Payment (inc. VAT)    |
|---|---|--|------------------------------|------------------------------|
| 1 | Clerk                                   | May 2023 salary includes WFH & internet allowance  | N/A                          | <b>£1,189.85</b>             |
| 2 | HM Revenue & Customs                    | May Employer and employee tax and NI Contributions.  | N/A                          | <b>£149.94</b>               |
| 3 | NEST                                    | May employer and employee pension contributions  | N/A                          | <b>£90.16</b>                |
| 5 | Clerk Expenses                          | mobile   | <b>£12.87</b>                | £15.44                       |
| 6 | Nidderdale Plus                         | Hire of room to sell parking permits   | <b>£50.00</b>                | £50.00                       |
| 7 | Community First                         | Council Insurance  | Not known at time of meeting | Not known at time of meeting |
| 8 | Yorkshire Electrical Services           | Various work to the lights as agreed at our April meeting and the switching on of the electrical supply. | Not known at time of meeting | Not known at time of meeting |
| 9 | Pateley Bridge & Bewerley Memorial Hall | Grant towards warm space   | <b>£200.00</b>               | £200.00                      |

**d) Receipts**

- 3 May 2023 - CJP Landscapes – garage rental - £35.00  
 11 April 2023 – Card payments for parking permits - £950.00  
 25 April 2023 – Cash payments for parking permits - £2,050.00  
 28 April 2023 – First instalment of precept - £15,750.00

**e) Direct Debit payments**

30 April 2023 - NEST – pension contributions - £90.16 (for April 2023)  
3 May 2023 – Vodafone - £6.67 ex VAT

**2324/21 Mayor's Report**

The Mayor detailed some of his forthcoming engagements. The Coronation period was set to be a particularly busy time.

**2324/22 Exchange of Information/Items for Future Meetings**

Cllr. Skaife noted that, as one of his final engagements as Mayor, he had attended an event relating to the announcement of the new Bishop of Ripon.

The Chair praised the May Day event at Glasshouses and thanked Cllr. N. Thompson for officiating. He noted that he had stood down as Chair of Glasshouses Village Association.

**2324/23 Parishioners' Representations - none**

**2324/24 Exclusion of the Press and Public**

**Resolved:** that members of the press and public are excluded from item 2324/25 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature (commercially sensitive, personal details).

*Two remaining members of the public left the meeting.*

**2324/25 Sale of Cemetery Field**

**Resolved:** that PBTC, after consulting with BPC, informs NYC that it will not pay for the legal fees associated with the sale of the Cemetery Field.

**2324/26 To receive the dates of council meetings and those of committees for the coming civic year**

These were received and noted.

Meeting closed at 9:57pm.

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## Appendix 1

### Committee Membership 2023-24

|   |  |
|---|--|
| Finance Committee                             | <b>Mayor:</b> Cllr. Thompson<br><b>Deputy Mayor:</b> Cllr. Holt<br>Cllr. Brackley<br>Cllr. Leggett<br>Cllr. Skaife |
| HR Committee                                  | <b>Mayor:</b> Cllr. Thompson<br><b>Deputy Mayor:</b> Cllr. Holt<br>Cllr. Jefferson<br>Cllr. Lumley                 |
| Joint Liaison Committee<br>(with Bewerley PC) | Cllr. Lumley<br>Cllr. Skaife<br>Cllr. Wright   |
| Parish Caretaker Group                        | Cllr. Jefferson<br>Cllr. Skaife<br>Clerk to the Council  |

## Appendix 2

### Council Representatives on External Organisations 2023-2024

|                                       |   |
|---------------------------------------|---|
| Allotment<br>Society Liaison          | Cllr. Lumley  |
| Safer<br>Neighbourhoods               | Cllr. Brackley<br>Cllr. Wright                                  |
| YLCA                                  | <b>Mayor:</b> Cllr. Thompson<br><b>Deputy Mayor:</b> Cllr. Holt |
| Glasshouses<br>Village<br>Association | <b>Mayor:</b> Cllr. Thompson<br>Cllr Brackley                   |