



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

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**MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 16TH MAY
2023 AT 7.15PM IN THE COUNCIL CHAMBER.**

Present:

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| Cllr C Thompson (Chairman) Cllr D Brackley Cllr M Holt | Cllr S Lumley Cllr N Thompson In Attendance: Clerk: Ms Suzanne Smith |
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2324/27 Apologies for absence

Apologies were received from Cllr. Leggett and Cllr. Wright.

**2324/28 To receive Councillors' Declarations of Interest and consider any requests for
Dispensations**

None

2324/29 Minutes of the Annual Meeting of the Council held on 2 May 2023

This was deferred until the next ordinary meeting.

2324/30 Parishioners' Representations

None were present.

2324/31 Resignation of Councillors

Following the recent retiring of Cllr. Jefferson, Cllr. Skaife and Cllr. Marshall, which had happened after the Annual Meeting of the Council, members considered the following matters:

1. Recognition of long service of the Councillors who have retired.

Both Hilary Jefferson and Ian Skaife had been on the Council for over 2 decades and Members felt it was important to recognise this. (Debbie Marshall had been on since 2018).

Resolved:

- i. That Hilary Jefferson's long service on the Town Council is honoured with a Town Shield, to be presented to her at a place of her choosing. (As a former Mayor, Ian Skaife already has one.)
- ii. That all 3 councillors are sent an official letter from the Council recognising their service and thanking them.
- iii. That an open letter from the Mayor is placed on Social Media and the website paying tribute to the retirees and acknowledging their significant contribution to the council and local community. This will also be shared with the media.

2. Recruitment of new councillors

The Chair thanked Cllrs. Lumley and Holt for the significant work they had done towards finding new volunteers to stand as town councillors. The interested parties will attend the June meeting.

Resolved:

- i. that any information provided to potential new councillors should make it clear that training is available from YLCA to support them in learning about the new role.
- ii. that a copy of the 'Good Councillor's Guide' should be made available to new councillors. (Possible purchasing of printed copies of this should go on the June agenda.)
- iii. that the Clerk has delegated authority to determine what information is provided to potential candidates.

3. New signatory on the Council's bank accounts

Resolved: that the Chair, Cllr. Chris Thompson, will become a signatory on all the Town Council's bank accounts.

4. To determine who will print off and place notices in the noticeboard and raise/lower the flag on the Council building.

Resolved:

- i. that the Chair, Cllr. Holt and Cllr. Lumley make up a team who will all take responsibility for these tasks, agreeing amongst themselves who does what, as the need arises.
- ii. That this team will determine whether the Council needs to buy a new flag.
- iii. That the councillors will see if the noticeboard in Glasshouses can be used by the Town Council.

5. Agreeing who will take responsibility for the Council's flag, ensuring it is raised and lowered in line with Royal/significant events.

See above.

Resolved:

- i. that PC Bill Hickson is recognised and thanked by PBTC for his ingenuity in placing up a flag from the old police station on the Council building ahead of the Coronation.
- ii. That PBTC also writes to the Chief Constable to this effect.

2324/32 Committees

To review and determine the membership of the following working groups and committees:

- a) Finance Committee
- b) HR Committee
- c) Joint Liaison Committee
- d) Parish Caretaker Group
- e) S106 Working Group.

Resolved: that the Membership of the committees should be as detailed in Appendix 1, except for the S106 working group, which will be discussed a later date and the parish caretaker group, which may not be needed.

2324/33 Resignation of Caretaker

To consider any matters relating to the resignation of our caretaker, including but not limited to the following:

a. Recognition of his long service

As the caretaker will continue to do the grass cutting, it was decided that this was not something to be considered at this point in time.

b. Recruitment of a new caretaker, including defining the role, possible candidates, and manner of advertising.

Members considered whether some of the tasks could be done by hiring contractors for a specific job rather than employing a caretaker at a set hourly rate. However, all agreed in the end that it was preferable to use a caretaker as it negated the need to go out to tender, which was always difficult with a limited supply of contractors to ask who would be willing to provide a quote.

Cllr. Holt observed that it was important that a buffer is built into the budget for the extra work that the Council has asked the caretaker to do.

Resolved:

- i. that emptying the bins at the Recreation Ground needs to be added to the caretakers' tasks.
- ii. That a contract covering 2023-26 is tendered for.

It was also agreed that if the current caretaker wished to carry on doing the grass cutting at the Millennium Green, he would have to also be able to fulfil every other part of that contract, including emptying the bins there.

There are currently 2 potential candidates for the role of caretaker. If they need support in filling in the paperwork, the Council should provide this.

Given concerns raised about the emptying of the bins at the Recreation Ground, it was agreed that considering whether to remove them should be an agenda item for the June meeting. Meanwhile the caretaker should continue to empty them.

c. Delegated Authority.

Resolved: that the Clerk has delegated authority to make decisions on the recruitment of new caretakers, in consultation with Members.

2324/34 Planning Matters

Resolved: The following planning applications were considered and comments determined:

| Reference Number | Address | Description | PBTC Comment |
|------------------------------|---|---|--|
| 23/01224/FUL | 1 Harewell View, Harewell Close, Glasshouses, Harrogate, North Yorkshire, HG3 5QJ | Erection of 4no terraced dwellings, alterations to existing access point and erection of carports to the rear. | PBT has no objections to the development. However, it strongly feels that the pedestrian access along the old railway line to the cricket ground, which has been a right of way through custom and |
| 23/01225/FUL | 1 Harewell View Harewell Close Glasshouses | Splitting existing cottage into 2 dwellings. Erection of single storey | |

| | | | |
|--|--------------------------------------|---|--|
| | Harrogate North Yorkshire HG3 5QJ | extensions to rear. Provision of car parking to rear. | practice for decades, should be retained for public use. Further this right of way across the land should be available during the building process, as well as afterwards. (Cllr. Brackley abstained.) |
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2324/35 Financial Matters

a) Accounts for Payment

The following payments were approved:

| | Payee | Description | Net Amount (ex. VAT) | Actual Payment (inc. VAT) |
|---|-------------------------------------|---|----------------------------|---------------------------------|
| 1 | Community First | Council Insurance | £373.67 | £373.67 |
| 2 | Yorkshire Electrical Services | Various work to the lights as agreed at our April meeting | £1,455.00 | £1,746.00 |
| 3 | Yorkshire Electrical Services | Switching on the electricity supply for the Fox's Head Easter Display | £60.00 | £72.00 |
| 4 | Vision ICT | Email hosting for July 23 to June 24 | £198.00 | £237.60 |
| 5 | Vision ICT | Renewal of .gov.uk domain (biennial fee) | £65.00 | £78.00 |
| 6 | Nidderdale Ltd | Office Services for Coronation event | 2.60 | 2.60 |
| 7 | Nidderdale Ltd | Office Services for Coronation event: posters | 20.00 | 20.00 |
| 8 | M T Rooms Productions | Ant & Frank Live music at Coronation event | 300.00 | 300.00 |
| 9 | Summerbridge & Dacre Silver Band | Live music at the Coronation Event | 120.00 | 120.00 |

Any other relevant payments coming up between the publishing of this agenda and the meeting. (These will be tabled at meeting).

2324/36 Exchange of Information/Items for Future Meetings

None

The meeting finished at 8:43pm.

APPENDIX 1

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|---|--|
| Finance Committee | Mayor: Cllr. Thompson Deputy Mayor: Cllr. Holt Cllr. Brackley Cllr. Leggett |
| HR Committee | Mayor: Cllr. Thompson Deputy Mayor: Cllr. Holt Cllr. Lumley |
| Joint Liaison Committee (with Bewerley PC) | Cllr. Lumley Cllr. Wright Cllr. N. Thompson |
| Parish Caretaker Group | Everything to go through the Clerk for now. |

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