



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

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**MINUTES OF THE MEETING HELD ON 3RD OCTOBER 2023 AT 7.15PM IN THE COUNCIL CHAMBER.**

Present:

Cllr. C. Thompson (Chair) Cllr. M. Holt (Vice Chair) Cllr. D. Brackley Cllr. C. Critchley Cllr. J. Leggett Cllr. S. Lumley Cllr. C. Skaife Cllr. N. Thompson Cllr. J. Ward Cllr. J. Wardman Cllr. J. Wright	<u>In Attendance:</u> Clerk: Miss Suzanne Smith Councillor Murday (NYC) 2 members of the public Joyce Liggins Chris Hawkesworth - Flood warden Ian Skaife - Flood Warden Amanda Newbold, NYC Leanne Goodlad, NYC
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**2324/131 Awarding of Town Shield**

The Chair presented a Town Shield to community star, Joyce Liggins. She was honoured and thanked for her considerable church and charity work (including Jessie's Fund) and everything she did to help people in need, including making them delicious food. Joyce is well known by parishioners as a caring, giving person who goes above and beyond to support and contribute to the community.

Joyce Liggins thanked everyone and left the meeting at 7.20pm.

**2324/132 Update on Bewerley Park Outdoor Learning Facility** – to be provided by Amanda Newbold, NYC's Assistant Director of Education and Skills.

As they had not yet arrived, this item was deferred until later in the meeting.

**2324/133 Pateley Bridge Flooding Concerns** – an address by flood wardens, Ian Skaife and Chris Hawkesworth (ref. item 2324/144.c).

Mr Hawkesworth noted that he, Ian Skaife and Graham Spooner were the 3 trained flood wardens for the Pateley Bridge area.

He feels that that the resilience committee is woefully inadequate.

He considers that Pateley Bridge Town Council is the civil authority and, as such, needs to be prepared to give instructions to civilians and other groups, such as the army, in the event of an emergency caused by flooding.

The river is very flashy. The flood banks have been downgraded. There is a 1 in 25-year risk that the water will come over the top of the flood banks, causing significant flooding on Millfield Street and the lower end of the High Street. If the top is breached, there is only 5 minutes in which to take action to prevent damage to property.

All councillors at PBTC need to be aware that this is the case.

PBTC needs to strengthen its community emergency plan and determine who will be responsible for what activity in a worst-case scenario. Last time, when he and Mr Skaife responded to flooding during the night, there were problems with sandbags arriving late and not enough people turning out to help. It was a long time before anyone in authority arrived.

There are blocked up drains which will exacerbate the risk of flooding and streetlights not working, which would be essential in the event of an emergency.

Cllr. Leggett pointed out that the current Community Emergency Plan shows that the Police are actually in overall control and the Town Council is only 3<sup>rd</sup> on the list.

Cllr. Holt observed that some councillors have health concerns and are not in a position to turn up at 3am. Being a councillor does not include a requirement to respond in the event of an emergency, nor should it.

Cllr. Murday agreed that it was important that the council had a comprehensive emergency plan but observed that the current plan created by PBTC and Beverley Parish Council (BPC) was actually very up-to-date compared to most. An NYC officer will be more than happy to come along to help the councils revise and develop it if need be. They could also help with recruiting fit people who are happy to respond in an emergency situation.

Cllr. Lumley pointed out that it was the Joint Liaison Committee who are responsible for the plan. He does not feel that the flooding threat is as severe as is being portrayed, as Pateley has an excellent flood defence in place, which has proved itself many times over.

Mr Skaife noted that the biggest part of the problem is the road gullies. Some have been blocked for 20+ years. Water came in the shop at Weatherhead's butchers on Civic service day (10 September 2023), when there was a lot of rain. Water coming down the hills is the main cause of flooding in Pateley.

In answer to a question from Cllr. Critchley, Mr Hawkesworth said that the new syphon at Gouthwaite reservoir is only there to drain down the reservoir if it has a fault, it is not there for flooding control.

**Resolved:** that the JLC is asked to reconnect with a relevant officer NYC and have him/her come to a meeting to evaluate the current plan. The Clerk noted that all the contact details in the existing plan had been checked and updated and it was due to be formally approved again soon.

Mr Hawkesworth stated that he had nothing to report about S106 at Glasshouses.

*Mr Hawkesworth and Mr Skaife thanked everyone and left the meeting at 7.43pm*

#### **2324/134 Apologies for absence**

None.

**2324/135 To receive Councillors' Declarations of Interest and consider any requests for dispensations - none.**

**2324/136 Parishioners' Representations**

- a) To receive representations from any parishioners present.

Two members of the public came to speak to planning application ZC23/02792/FUL- Upper Dale View. While the changes to the main building had been given planning approval, the removal of the flat roof extension to be replaced by something they considered to be more in keeping with the surrounding area had not. They planned to appeal this and hoped they could count on PBTC's support.

The Chair informed them that the application would be discussed once they had applied to NYC and it came to PBTC for consultation. Their representation to PBTC would be borne in mind at that point.

*The members of the public left the meeting at 7.48pm.*

- b) To receive written representations from parishioners and act on them as appropriate:
- i. **Request for the installation of dog waste bins** on the bridleway which runs from the B6265 Blazefield Bank, past Bishopside Farmhouse to the road above, and also connects to Panorama Walk.(See also 2324/139.f.)

**Resolved:** that this request is passed on to NYC without any comment on whether PBTC supports it.

- ii. **Concern about the proliferation of trees and bushes growing in large scale in Gouthwaite reservoir and the possible flood impact** (feeds into 2324/133 and 2324/144.c)

**Resolved:** that, given her expertise, Cllr. Wright writes a short note to the parishioners reassuring them that they do not need to be concerned. The trees and bushes will have no impact on the flooding. This message will be copied to Upper Nidderdale Parish Council.

Cllr. Lumley expressed concern about a decision made at the last meeting to support a parishioner in his attempt to bring about a speed limit change on the B6265 between Pateley Bridge and Glasshouses.

He noted that the council supported a single parishioner on something that may impact the whole of the parish. If something as significant as that comes to light, PBTC should not make a decision on the back of that. It needs to deliberate more and consult more widely.

Cllr. Murday agreed but reassured members that parish councils can in any case not make decisions about speed limits. There is a set process and evaluation that NYC will go through to determine whether or not to implement it. He thinks it doubtful that it will be approved.

**2324/137 Minutes**

**Resolved:** that the minutes of the meeting held on 1<sup>st</sup> August 2023 are approved as a correct record.

**2324/138 Matters Arising**

The clerk's report was received and noted.

**2324/139 County Council and Highway Matters**

- a) NYC Councillor Andrew Murday's report was received and noted.

He noted the following:

Handrails at the war memorial

NYC has reversed their views on the handrails. Members agreed a JLC meeting should be called to arrange for the handrails to be installed if possible, ahead of November 11<sup>th</sup>.

Triathlon Event

There is a large triathlon event coming to the area, which will result in 20-40,000 visitors.

Cllr. Holt expanded on this. It is very exciting, but the organisers will need a lot of local volunteers. It sounds like it will be extremely well organised by a company that has done events for 13 years. Hopefully the community will benefit from the tourism. He said he would send a round robin to everyone to provide more information.

Cllr. Murday will report back next time about which roads will be closed and what the benefits will be for local people. Concerns about damage to property will also hopefully be allayed.

Gutters and Flood Risk

Cllr. Murday says he has been assured that the silt and grass in the gutters and at the roadside will be cleared in the next few weeks.

There was some flooding in Glasshouses a resident opposite the school. An engineer will visit to look at Glasshouses' drainage.

The Chair confirmed that he is making a map of all the gullies to show where the problem areas are. He will email this to Cllr. Murday.

Potholes

NYC is investigating the potholes at the back of the old station. That whole area is sinking.

Glasshouses Mill

Cllr. Murday says he is still awaiting a response from planning about the S106 arrangements.

He observed that there are diverse interests when it comes to the mill owners, the residents and the planning officers.

The residents feel they are entitled to have shop and restaurant. The planning officers want to get the S106 as soon as possible. The quickest way to do that would amend the planning application not to include the café and shop.

The Chair voiced his concern that 2 people in the village are ready to get going with the café and had in fact just leafleted the whole village, so far on were they in their preparations. They would be very let down by such a move.

It was noted by all that the developer's claim that no-one is interested in opening the café and shop was clearly not true.

Football pitch

The Football Federation offers large amount of money for 3G floodlit pitches. Pateley Badgers do not have a football pitch in the town. There is space in the school, so Cllr. Murday proposes to speak to Nidderdale High school to see if one could be installed there.

**a) Renewal of double yellow lines on the High Street**

The Chair told Cllr. Murday that it was imperative that the **heritage** double yellow lines on the High Street are renewed before the scheduled Kex Gill closure on A59, as this

will result in more traffic coming through Pateley. The town was already struggling with people parking on the High Street because the lines were so faded.

- b) **Proposed speed limit reduction between Pateley Bridge and Glasshouses.**  
This had already been addressed earlier in the meeting.
- c) **Update on the public safety hazards on the riverside footpath to Glasshouses.**  
Cllr. Murday noted that the flood railings had been repaired. The barbed wire on the grass was proving difficult because NYC cannot contact the landowner.  
Cllr. Wardman noted that there is a hole on the side of the landowner's footpath which needs filling in.
- d) **Consideration of blocked gullies and linked flooding concerns** (see also item 2324/144.c).  
This item had already been addressed earlier in the meeting.

*Cllr. Murday left the meeting at 8.23pm.*

- e) **Consideration of whether action needs to be taken regarding the rough handrails over the bridge.**  
Members voted and agreed that no action needs to be taken about this.
- f) **To consider the missing dog fouling bin at the bottom of Panorama Walk** (see also 2324/136.b.i).  
This had already been addressed earlier in the meeting.
- g) **To consider any further matters relating to previous and new Highway issues**  
None

Amanda Newbold and Leanne Goodlad from NYC came to update PBTC about the project to develop the Bewerley Outdoor Learning Centre. (*arrived 8.25pm*)

*The chair moved back to item 2324/132*

#### **Update on Bewerley Park Outdoor Learning Facility**

Planning permission for the project was about to be submitted. They will go out to tender after that if successful.

The project consists of a 2-phase construction and includes a double accommodation block.

All being well, construction of Phase 1 will start in a year's time. Phase 2 will be carried out in 2027.

The development will make the centre state-of-the-art and more attractive to potential customers (schools). It will also mean that they are able to fill the site to capacity, which currently is not possible because of configuration problems. In turn these changes will make the site more profitable.

Members welcomed the news and Cllr. Lumley said that everyone has a fondness for the site.

The Chair suggested that they invite the Mayor of Pateley Bridge to open the new development when the time comes.

*Amanda Newbold and Leanne Goodland left the meeting at 8.41pm.*

**2324/140 Planning Matters****a) Applications to North Yorkshire Council**

The following planning applications were considered:

Reference Number	Address	Description	PBTC Decision
<a href="#">ZC23/02861/FUL</a>	Cragg Hall Wilsill Harrogate HG3 5EE	Conversion of barn to form 1 no. 3 bed dwelling	NO OBJECTIONS

**b) Decisions by North Yorkshire Council**

The following were noted:

Planning Ref	Proposal	Address	NYC Decision
<a href="#">ZC23/03051/TPO</a>	Works to 1 no. Oak of Tree Preservation Order No. 01/1970 T20	Book House Farm Pateley Bridge HG3 5PG	APPLICATION PERMITTED
<a href="#">ZC23/02480/DVCON</a>	First floor extension with associated alterations	Upper Dale View Pateley Bridge	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS

**c) Enforcement matters:** no updates**d) Appeals:** none**e) Glasshouses Mill S106** – No updates received at time of publishing the agenda.**2324/141 Play Area****a)** To receive a verbal report on the playground and consider any action required.

Cllr. Critchley said he had visited 3 times. He noted that the bin near the wall was in a very poor state. The top had come off and stinking water was pooled in the bottom. He feels we should get rid of it entirely or drill holes in the bottoms to allow the water to drain. It was agreed that this would go on the agenda for the next meeting and bin collections would also be considered.

The goalposts have been painted.

It was agreed that the caretaker should put on the new nets.

**2324/142 Millennium Green****a) To hear an update about the potential siting of a memorial bench.**

Cllr. N. Thompson said he had no further news.

**b) To consider whether to commission the caretaker to undertake work to improve the aesthetics of the Millennium Green pond.**

The Chair said he had showed the new caretaker the pond. He had noticed that there was an overflow pipe at the level of the water. If this was blocked up it may mean that the water level can rise further. It was agreed that the caretaker should try this.

**c) To consider any further information about a potential Pump Track** (if received. See also item 2324/144.n)

No further information was available yet.

**d) To consider any matters relating to the Millennium Green** – none.

### **2324/143 Minutes/ Reports from Committees**

- a) **HR Committee** – to hear and, if necessary, act on any matter arising from the preceding HR Committee. See also item **2324/152**.

Cllr. Lumley reported back to Council on the discussions and put a proposal forward. It was noted that the Clerk had had to work a lot of extra hours in the last year due to exceptional events and circumstances.

#### **Resolved:**

- i. The clerk is paid for the extra hours she has worked and the annual leave she has been unable to take – a total of 78.85 hours.
  - ii. That the Clerk's official hours are kept the same, but authority is given to the HR Committee to authorise extra hours if and when required.
  - iii. HR Committee to meet quarterly to discuss hours and any other concerns and issues.
  - iv. Members of the council will report their own Highway issues to save the Clerk some time (Clerk to provide Members with instructions on how to do that).
- b) **Safer Nidderdale Strategic Meetings** – to consider whether PBTC wishes to send a representative to these quarterly meetings which are being resurrected – email received from the Executive Director, Nidderdale Plus Community Hub.

Members agreed that PBTC is interested in being represented at these meetings.

- c) **Any other meetings/committees as appropriate.**  
None.

### **2324/144 Council Business**

- a) **Caretaker Tasks for October.**  
It was agreed that the caretaker would put up the nets on the goalposts and bung up the outlet at the Millennium Green pond.
- b) **Handrails at the war memorial**  
**Resolved:** that the Clerk has delegated authority in consultation with the JLC to make decisions about the handrails.
- c) **Flood Risk Mitigation** – to consider any decisions required following the briefing by the flood wardens.  
As had been discussed earlier, an officer from NYC would be invited to attend the JLC meeting to discuss this.
- d) **Frequency of the local 24 bus and overcrowding issues** on the first bus from Pateley in the morning and the 16.05 from Harrogate in the afternoons.

Cllr. Critchley was keen that the bus service should be kept in the limelight and discussed frequently. The overcrowding was an issue on the early and late buses. The last bus is not late enough for people that work in Harrogate and does not serve people at all who wish to go out in the evening. The weekend service is very poor.

Members agreed that it is appropriate to congratulate, encourage the bus company but also lobby them for improvements to the service.

The fares are now much lower and that has made a huge difference.

**Resolved:** that PBTC writes to Transdev, congratulating them on their strategy to reduce fares, which has encouraged people to use the buses far more frequently. PBTC will also ask them if they can increase the capacity on the early and late buses (the school ones) by putting on double deckers at those times.

e) **Siting of a new defibrillator in Wilsill**

This item was deferred.

f) **Matters relating to the feasibility of creating allotments in Pateley Bridge**

None.

g) **Remembrance Day Service**

The Clerk informed Members that everything was in hand.  
PBTC agreed that it only needed to order one wreath.

h) **Update about the emptying of the cabinet full of out-of-date emergency provisions at the Memorial Hall and consider any matters relating to its removal.**

Cllr. Wright reported that she had emptied the cabinet and disposed of most of its contents. She had emailed the Clerk details of everything worth keeping.  
Cllr. Ward said that he had the means to transport it. Cllr. Holt offered to assist.

i) **To consider a quotation for the Christmas Lights 2023**

**Resolved:** that the quote is accepted and Yorkshire Electrical Services is employed to do the 2023 Christmas Lights.

j) **To hear an update from the Commuted Sums working group.**

This item was deferred as the group had not had chance to meet yet.

k) **Renting out of The Knott – to consider next steps following YLCA’s confirmation that they are unable to provide legal advice.**

**Resolved:** that the land is not rented out and that the residents are informed that they cannot use it as it does not belong to them.

l) **Civic Service – to consider feedback about this and suggestions arising for next year.**

The Chair said he would address this in his Mayor’s speech.

m) **Cycling Priorities – To discuss whether the Greenway extension should take priority over a Pump Track on any funding available.**

Cllr. Critchley had raised this but was reassured that the funding sources were totally separate, and the projects were not mutually exclusive.

## **2324/145 Correspondence**

The following were received and noted:

a) [Slower Speeds Reduce Traffic harm](#) – zoom presentation and Q&A invitation aimed at political representatives – 7pm Tue 17<sup>th</sup> October.

Cllr. Wright said that she would attend this.

b) **Elections to NALC’s Smaller Councils’ Committee** – Invitation to councillors and clerks to stand for a post on the committee – email received from NALC.

Cllr. Wright said she would think about this.



- c) **North Yorkshire Council Statutory Notice** - NYC has announced its intention to remove all the old district and borough council Hackney Carriage zones and replace them with one North Yorkshire Council zone.
- d) **Slow Ways National Walking Network** – invitation for the council to contribute to the creation of [SlowWays](#), a community-verified **national walking network** that connects all of Britain's towns, cities and national parks.
- e) **Fountains Earth CE Primary School** – a notification from the Co-Chairs of Governors of Upper Nidderdale Primary Federation that as at 6 September 2023, there were no pupils on the school roll.

At this point Cllrs. Lumley, Skaife and N. Thompson declared an interest in this item.

- f) **Hedgehog Highway Project** – request received from the Founder of [Hedgehogs R Us](#) for PBTC to purchase a box of hedgehog highway surrounds and make them available for residents to encourage hedgehog conservation. (They are an endangered species).

**Resolved:** that this should be brought back to another meeting and the possibility of creating hedgehog boxes also considered. This was felt to be more appropriate to a rural area than the highway surrounds.

- g) **Charity Cake Sale on the High Street** (7 Oct) in aid of Charity Changing Stars Malawi – email received from a resident asking permission (referred to NYC).

#### 2324/146 Finance

##### a) **2022-23 AGAR External Audit**

The Clerk tabled the external audit report which found no matters of concern.

**Resolved:** that the External Audit report is received and noted.

##### b) **Accounts for Payment**

The following payments were approved:

	Payee	Description	Net Amount (ex. VAT)	Actual Payment (inc. VAT)
1	Clerk	October 2023 Salary - including backpay agreed at 2324/143.a	<b>£2,118.35</b>	N/A
2	HM Revenue & Customs	October Employer and employee tax and NI Contributions - including backpay agreed at 2324/143.a	<b>£814.45</b>	N/A
3	NEST	October employer and employee pension contributions - including backpay agreed at 2324/143.a	<b>£191.73</b>	N/A
4	TP Jones & Co LLP	Quarterly payroll preparation	<b>£49.50</b>	£59.40
5	RL Jackson	Catering for Mayor's Civic Reception	<b>£1,041.67</b>	£1,250.00
6	Memorial Hall	Hosting Civic Reception	<b>£150.00</b>	£150.00
7	PKF Littlejohn	External audit fee	<b>£315.00</b>	£378.00
8	Clerk Expenses	Various phone, mileage, stationery	<b>£24.72</b>	£27.41
9	NYC	Trade waste	£37.50	£37.50
10	Caretaker	Work completed September 2023	<b>£250 hours</b> <b>£47.62 paint</b>	£357.12
11	Methodist Church	Flowers for Civic Service	£62	£62
12	Todds	Paint and pegs	£38.37	£46.04

##### c) **Receipts**

4 September 2023 - CJP Landscapes – garage rental - £35.00

##### d) **Direct Debit payments**

30 September 2023 – NEST – pension contributions – £51.52 Employee and £38.64 employer's contribution = £90.16 (for September 2023)

12 September 2023 – Vodafone - £8

### **2324/147 Mayor's Report**

Following the successful Civic Service, the Chair informed members that the feedback from guests including Divid Ireton, Chair of NYC, was very positive.

"My thanks to Cllr Mike and Dr. Janet Holt for all their help, experience, and patience in making the event the success it was.

It was of course the first PBTC civic event Suzanne had organised, so my thanks to her for all the effort she put into it.

My thanks also to the Revs Mike Poole and Neville Simpson for conducting the service, Diana Critchley for her skill as organist and pianist, The Nidderdale Community Choir for their stunning performance, Susan Mouser who arranged the flowers, David Cooper who made sure our civic guests had somewhere to park, and Jacko's whose catering didn't disappoint. Thanks must also be given to Chris and Ian Skaife with the work they did in the Memorial Hall before, during, and after the civic reception.

My primary aim for the reception was to show off our Town and Parish to those present, and I think, we achieved that."

"Given the present cost of living crisis, we needed to do this as cost effectively as possible, with a limited budget, and at a time when food and catering has never been more expensive. This was reflected in the fact that the catering was more frugal than at previous receptions, but all our civic guests are in the same situation and understand this, and indeed complimented the catering that was on offer. So, I think we got the balance about right, and did it well under budget."

The Mayor also noted that on the 17 September he went to Ripon to lay a wreath on behalf of the Council for the Battle of Britain remembrance service. In the afternoon, he attended a service in Ripon Cathedral for the honorary canonisation of the new bishop Ripon, Rt. Rev Anna Eltringham.

### **2324/148 Exchange of Information/Items for Future Meetings**

Cllr. Wardman had been approached by a parishioner regarding the large bin outside the garage rented out by PBTC. The smell is horrendous. It was agreed that this should be referred to NYC but Cllr. N. Thompson said he would have a word with the occupant.

### **2324/149 Parishioners' Representations**

**2324/150** To resolve that members of the press and public be excluded from item 2324/151 and 2324/152 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).

This was not necessary.

### **2324/151 Sale of Cemetery Field**

No matters to discuss.

### **2324/152 Payment of extra hours to the Clerk**

See Minute 2324/143.a

### **2324/153 Dates of Next Meetings**

- Finance Committee Meeting – Tue 17<sup>th</sup> October 2023 at 4.30pm
  - YLCA Harrogate Branch Meeting – 16 October 2023 at 7pm
- Cllr. Holt noted that an Officer from NYC was coming to talk about S106 money at this meeting and that it is open to any councillors or clerks who are interested.

Meeting closed at 10.02pm.