



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

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MINUTES OF THE MEETING HELD ON 7TH NOVEMBER 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. Wardman	<u>In Attendance:</u> Clerk: Miss Suzanne Smith Councillor Murday (NYC) 4 members of the public 1 member of the press
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2324/153 Apologies for absence

Cllr. J. Wright – involved in the Pateley Bridge Playhouse Production.

John Ward – daughter has had a baby.

2324/154 To receive Councillors' Declarations of Interest and consider any requests for dispensations - none

2324/155 Parishioners' Representations

- a) To receive representations from any parishioners present.
None
- b) To receive written representations from parishioners and act on them as appropriate:
 - i. **Concern regarding the trees alongside the Goit in Glasshouses following a tree coming down during Storm Babet.**
 - The Chair noted that this matter would be covered later in the meeting as part of agenda item 2324.158.d.

2324/156 Minutes

Resolved: that the minutes of the meeting held on 3rd October 2023 are approved as a correct record.

2324/157 Matters Arising

Resolved: that the Clerk's report is received and noted.

2324/158 County Council and Highway Matters

a) Report from the County Councillor.

The report was received and noted.

Cllr. Murday noted that the organisers of the Long Course Weekend were holding a community drop-in event on 9th Nov 6-7pm to discuss the triathlon event which will be held 6-8 September (same weekend as Nidderdale Sprint Triathlon). The organisers of the 2 events were in discussions ensure both run smoothly.

He is making enquiries to determine whether the main whether NYC's maintenance programme in North Yorkshire has been reduced or not.

An NYC engineer is looking into flooding in Glasshouses and what could be done to mitigate it. Every blocked gulley needs to be reported.

The amalgamation of the many different planning systems into one at North Yorkshire Council has been proving quite difficult, putting the planning process under stress. Hopefully this will improve soon.

After 18 months of deliberation, the Nidderdale Greenway extension steering group is currently writing a report to go forward to NYC. He will share this with the parish councils.

b) Update on the Glasshouses Mill S106 situation.

Cllr. Murday had recently attended a meeting between the planners and NYC.

There is currently a gulf in communication between the Glasshouses Mill residents and the representatives of Glasshouses123. A couple are pushing forward to establish the shop and café/ bar. The planners have been in discussions with Glasshouses123 about their plans on the development, which includes the shop and café/bar.

Once the shop and café/bar has been established, there is no barrier to the S106 money being paid.

The Chair re-iterated how vital the S106 money was to the community, particularly Glasshouses School.

c) Update on the heritage status of the double yellow lines on the High Street.

Following research, the Chair noted that there is no national definition on what heritage lines actually are. Old Church Lane has the lines that PBTC would have preferred. These are 50mm lines painted in Primrose yellow. Nothing will be done retrospectively to change them.

d) Update on the public safety hazards on the riverside footpath to Glasshouses, including the recently fallen tree (if required).

Cllr. Murday said no progress had been made in removing the barbed wire fencing. It was a difficult situation as the landowner was deceased. NYC did not consider the matter particularly high risk and so had not yet chosen to exercise its powers to act. He committed to continuing to raise the concern with NYC.

Members considered the parishioner's representation regarding the trees alongside the Goit in Glasshouses. After one tree fell across the public footpath during Storm Babet, the fourth such tree to do so in recent times, the parishioner felt it was incumbent on the authorities to arrange for all the remaining trees on that area of land to be inspected to ensure that they are safe.

Members felt that it was not the remit of the Town Council to organise a tree inspection or ask that one is carried out.

Resolved: that the parishioner is asked to express his concerns directly to the landowner and NYC.

Cllr. Murday said he would approach the NYC arborealist to find out what role, if any, he has in dealing with trees that may be at risk of coming down, particularly trees that are on private land.

e) The Village Culvert at Glasshouses Mill and Storm Babet October 2023.

Members had seen detailed reports about the culvert by the mill, which had blown its top during the recent storm.

According to the Glasshouses Mill developers, this was caused by leylandii trimmings, children's clothes and children's toys in the culvert, and they wondered if PBTC could help identify the source of the problem.

Members could not shed any light on this and noted that the culvert is open for long stretches, so it is difficult to control what goes in it.

f) **Consideration of blocked gullies and linked flooding concerns.**

Cllr. Wardman reported that the gully opposite the sandwich shop on Back High Street was blocked.

The Chair noted that during the recent storm, there was a flood hotspot in Fellbeck, when water from the beck over-ran the road. This resulted in a long queue of traffic trying to pass through the village.

Cllr. Lumley had observed that flooding on Cow Pasture Lane continued to be a big issue during very wet weather.

g) **Further matters relating to previous and new Highway issues - None**

Cllr. Andrew Murday left the meeting at 8.57pm

2324/159 Planning Matters

a) **Applications to North Yorkshire Council**

The following planning applications were considered and comments determined, with Cllr. Leggett abstaining as he had not been able to access the planning documentation ahead of the meeting.

Reference Number	Address	Description	PBTC Decision
ZC23/03453/FUL	Knott Top Farm Pateley Bridge Harrogate HG3 5NH	Demolition of existing shed and erection of replacement Garage and Stores with Home Office above. Installation of solar panels.	Resolved: that PBTC has no objections (<i>Cllr. Leggett abstained.</i> Cllrs. Critchley and Brackley voted against.)
ZC23/03754/FUL	The Barn Fellbeck House Fellbeck Harrogate HG3 5EN	Change of use of existing holiday cottage to form permanent dwelling.	Resolved: that PBTC has no objections (<i>Cllr. Leggett abstained.</i>)
ZC23/03726/DVCON	Blazefield Caravan Park Blazefield Harrogate HG3 5NG	Application for variation of condition 2 (approved plans - relocation of approved store) of planning permission 22/01695/FUL: Erection of storage building to store tools/machinery for Blazefield Caravan	Resolved: that PBTC has no objections (<i>Cllr. Leggett abstained.</i>)
ZC23/03799/FUL	The Reddings Lupton Close Glasshouses Harrogate HG3 5QX	Proposed rear dormer	Resolved: that PBTC has no objections (<i>Cllr. Leggett abstained.</i>)

ZC23/03848/FUL	3 - 4 Valley View Glasshouses Harrogate HG3 5QR	Existing Timber framed windows, glazed screens and doors removed, replaced with new matching upvc framed, double glazed windows, glazed screens and doors.	Resolved: that PBTC has no objections (<i>Cllr. Critchley voted against. Cllrs. Holt and Leggett abstained.</i>)
ZC23/03840/FUL	Weatherhead Decorators Mill Yard Mill Lane Pateley Bridge Harrogate HG3 5BA	Conversion of mixed-use property to 1no. dwelling (use class C3) and erection of stable block. Regrading and extension of existing land bank.	Resolved: that PBTC has no objections (<i>Cllr. Leggett abstained.</i>)
ZC23/03857/TPO	Church Green House Old Church Lane Pateley Bridge Harrogate HG3 5LZ	Works to 1 no. Sycamore of Tree Preservation Order No. 01/1970 T73. Lateral Reduction by 2.5m to the north, south & west. Reduce height between 6.6m-8m to suitable reduction points. There are stem cavities and fungal fruiting bodies of Cerioporos Squamosus present, which depletes cellulose, leading to wood becoming brittle and prone to snapping.	Resolved: that PBTC has no objections (<i>Cllr. Leggett abstained.</i>)
ZC23/03889/FUL	Upper Dale View Pateley Bridge	First floor extension and alterations	Resolved: that PBTC supports the application. (<i>Cllrs Brackley, Leggett and Skaife abstained.</i>)
ZC23/03734/FUL	The Birch Tree Inn Lupton Bank Glasshouses	Conversion of a public house to a holiday cottage	Resolved: that PBTS objects to this application. The applicant has not given anyone the opportunity to purchase solely the pub, instead offering the whole building for sale at a very high price. (<i>Cllrs. Leggett and N. Thompson abstained.</i>)

b) Decisions by North Yorkshire Council

The following decisions were noted:

Planning Ref	Proposal	Address	NYC Decision
ZC23/02582/LB	Internal alterations and fabric repairs including replacement solid floor, new partitions and doors.	37 High Street Pateley Bridge HG3 5JZ	GRANT LISTED BUILDING CONSENT SUBJECT TO CONDITIONS
ZC23/02954/LB	Replacement of windows and doors	Holly Laithe Greenhouse Farm Wilsill HG3 5EE	GRANT LISTED BUILDING CONSENT SUBJECT TO CONDITIONS

- c) **Enforcement matters:** Possible breach of planning control reported by the Planning Enforcement Officer.
Members noted the alleged breach.
- d) **Appeals:** none
- e) **Glasshouses Mill S106** – See under 2324.158.b - County Council Matters.

2324/160 Glasshouses Play Area**a) Verbal report on the playground**

Cllr. Critchley reported that there was a hole in the football pitch area, which had been worn away. The bottom part of the gate, which had been patched up before, needed to be done again. He volunteered to tackle these 2 jobs himself.

The problematic bin was still full of water and smelling foul (see 2324.160.c below).

b) Annual playground inspection report

This was received and noted. It was agreed that, as none of the suggestions in the report were urgent, the potential work should go on the January agenda, including the possible replacement of the safety matting.

Resolved: that an A4 safety notice with a white background and red lettering is purchased to warn of the dangers of the fast-flowing water. (*Cllr Leggett abstained.*)

c) To consider whether to take any action in relation to the bin near the wall, which is in a very poor state.

Resolved: that the bin should be removed, and the caretaker asked to empty the remaining bin monthly or as required.

d) Bin collections – see above.**2324/161 Millennium Green****a) Update about the potential siting of a memorial bench**

Cllr. N. Thompson said he had still not heard back from the resident regarding whether they wished to proceed with purchasing the memorial bench for the Millennium Green.

Given that another parishioner was now interested in a memorial bench, possibly in this location, it was agreed that the original applicant should be given 2 weeks to respond. If they did not, then the opportunity would be passed on.

b) Annual site inspection reports of the Millennium Green and BMX Track.

The inspection reports were received and noted.

The Millennium Green report did not require any actions. The actions in the BMX Track report were not urgent.

Resolved: Given that PBTC is considering installing a pump track at this site, PBTC will wait a while to see what happens, before initiating any work to the existing BMX track.

c) **Update about the Millennium Green pond**

On inspection of the pond, the new caretaker had established that the pond does after all have multiple leaks and that the overflow that he blocked up just led to a cavity. Therefore, significant work will need to be carried out if the Millennium Green Trust wishes to repair it.

d) **Potential Pump Track**

The Clerk reported that Will Askew had found out that the cost of getting a quote for a Pump Track from a reputable company was £600.

Resolved: that PBTC seeks funding to carry out a feasibility study.

e) **Other matters relating to the Millennium Green – None**

2324/162 Minutes/ Reports from Committees

a) **Finance Committee Meeting – Tue 17th October 2023**

In answer to a question, Cllr. Holt explained how the Committee intends to evaluate whether the Mayoral stipend is sufficient and which Mayoral expenses should be chargeable to the Council. The Committee can only make recommendations and it will be for full council to make a final decision.

b) **YLCA Harrogate Branch Meeting – 16 October 2023**

Cllr. Holt reported that there was a presentation from NYC on section 106 monies. He had spoken to an executive member from NYC who was well aware of the Glasshouses Mill situation and confirmed that NYC is researching it and actively trying to resolve it.

c) **PBTC and BPC JLC Committee Meeting – 13 October 2023**

The minutes for this meeting had not yet been published.

d) **HADCA AGM – 11 October 2023**

The Mayor said he would cover this in his Mayor's Report.

e) **Any other meetings/committees as appropriate – none.**

2324/163 Council Business

a) **Caretaker Tasks for November.**

Members confirmed the previous jobs identified – putting up the safety signs, removing the litter bin in the Glasshouses play area and emptying the remaining bin on a regular basis.

Additionally, the caretaker should be asked to jetwash the Flagings as they are slippery.

It was agreed that the question of whether to install a handrail at the Flagings should be an agenda item in the New Year.

Cllr. Critchley reported that the litter on New Line is terrible and there are drains on there that have been solid for years. Clearing litter was not considered to be a job for the caretaker and it was agreed that this would go on a future agenda for discussion.

b) **Nominations for Mayor and Chair 2024-2025**

Members noted that these were due ahead of the meeting on 5th December 2023. The Clerk said she would share the form with all Members.

c) **Community Emergency Plan**

The clerk confirmed that the Community Emergency Plan had been updated to reflect the latest contact details. In addition, it had been shared with an expert at NYC who had provided some suggested changes. He does not recommend that we make any major changes to the document until after it had been tested in a drill.

The JLC will need to consider this, who will be in charge of the committee in the event of an emergency and also whether there should be any new flood wardens trained.

d) **New Defibrillator for Wilsill**

The Chair said he had still not heard back from the owner of the potential building it could be located on.

e) **Armistice Day Service**

The preparations for the service were all in hand. The new handrails at the war memorial will be fitted tomorrow. Funding has been secured via the NYC Locality Fund, for which PBTC and BPC are very grateful.

f) **Removal of the emergency provisions cabinet from the Memorial Hall to the Council Chamber.**

This had still not happened. The Clerk said she would chase this up with Cllr. Ward.

f) **Installation and Funding of the Christmas lights and any matters relating to the late-night Christmas shopping event.**

The Clerk said that the Christmas trees would be delivered w/c 13th December and the lights would go up soon after that.

It was noted that the bunting had still not been taken down. The Clerk said she would contact the Fire Service about this.

Cllr. Lumley noted that the lights near to the bridge need to be put higher up on the tree and on something more substantial. The branches keep snapping from the weight of the lights.

Resolved: that the Men's Shed is asked to create a Christmas display with a budget of up to £250.

The Chair said he would explore possible other storage options for any new creation.

g) **Bi-annual Newsletter in 'On Your Doorstep'**

The Clerk outlined the proposed content.

Resolved that the Clerk has delegated authority to write it in consultation with the Chair.

h) **Commuted Sums working group** – no update available.

i) **Feasibility of creating allotments in Pateley Bridge**

It was agreed that this agenda item should be removed until such time as the Cemetery Field was sold which would provide capital for a potential land purchase.

j) **NYC removal of a bench on Nidd Walk due to its deteriorated state**

Given there were 2 interested parties, members discussed who should be given priority when it came to possibly installing a memorial bench at this site.

Resolved: that the first person who expressed an interest in a bench between Pateley Bridge and Glasshouses should get first refusal.

k) **To confirm whether PBTC should officially support the campaign to apply for official bathing water status at the Lido Leisure Park on the River Nidd in Knaresborough.**

The Mayor confirmed that he had shown support for this in a personal capacity.

Resolved: that PBTC also writes a letter of support to the Environment Secretary.

l) **Amendment the HR Committee's Terms of Reference**

Rather than amending the terms of reference, it was **resolved:** that Cllr. N. Thompson would join the committee, taking the numbers up to the required 4 and allowing the quorum to remain at 3.

m) **Purchase of hedgehog boxes**

This item was deferred to a future meeting.

2324/164 Correspondence

Resolved: that the following are received and noted. Members have the opportunity to respond in their own right. Where appropriate, PBTC action is determined as shown below:

- a) [NYC Self Building and Customer Housebuilding Register Report](#) – sets out the proposed approach for the new NYC authority – Consultation seeking the views of, among others, town and parish councils to run until 23 November 2023 – email received on 26/10/23 from the Planning Policy Team at NYC.
- b) **NYC Let's Talk Money** - [NYC Annual Statutory Budget Consultation](#) running until 18 December – request for comments from the Town Council – email received from the Let's Talk Team, NYC.
- c) **By-Election Recharges to Parishes** – notification that from 1 April 2024 parishes will be charged for by-elections – email received from Electoral Services, NYC.
- d) **Request for town/parish council support for the Climate and Ecology Bill** which is due its second reading on 24 November – Email received from Zero Hour.
- e) **Help NALC Support White Ribbon Day** – an initiative working towards ending violence against women and girls – request for PBTC to make a short video in support – email received from NALC.
- f) [Expo to Showcase Yorkshire's Combined Capabilities to the world](#) – request to register interest in getting involved received from The Yorkshire Society.
- g) [Polling District Review Consultation](#) – request by NYC for help in encouraging respondents in the Parish to respond.
- h) **Draft Housing Strategy 2024-2029 Consultation** – responses requested by 11 December 2023 – Email received from the Housing Strategy and Development Officer, NYC.

The Chair noted that the Draft Housing Strategy does not include any provision for new social housing, which was desperately needed to enable young people of the parish to continue to live and work in the area where they had been born.

Resolved: that the Chair sends a response to the Consultation on behalf of PBTC expressing concern about the lack of new social housing provision.

2324/165 Finance

a) **2024-25 Budget and Precept Calculation**

Members considered the budget and precept calculation proposal put forward by the Finance Committee. There was a significant rise in the budget and hence the suggested precept had gone up by 22.22%, which reflected the high inflation rate and the active nature of the council.

Resolved:

- i. that PBTC accepts the figures in the 2024-25 budget in full
- ii. that PBTC chooses to reduce the resulting rise in precept by 50% by allocating £3,500 from its reserves.
- iii. that therefore PBTC will raise a precept of £35,000 for the 2024-25 financial year. (This is an 11.11% rise on 2023-24, a total difference of £3,500).

The Clerk noted a suggestion by Cllr. Leggett not to submit the precept demand until January 2024 in case of eventualities.

b) **Purchase of Printer**

Members considered whether to purchase a new printer for the Council following problems with the existing one.

Resolved: that the Clerk can purchase a printer in the region of £250.

c) **Accounts for Payment**

Resolved: that the following payments are approved:

	Payee	Description	Net Amount (ex. VAT)	Actual Payment (inc. VAT)
1	Clerk	November 2023 Salary	£1,190.05	N/A
2	HM Revenue & Customs	November Employer and employee tax and NI Contributions.	£149.74	N/A
3	NEST	November employer and employee pension contributions	£90.16	N/A
4	Chiltdale	Payment for the handrails at the war memorial (to be reimbursed by a grant)	£927.42	£1,112.90 (Paid in 2 instalments of £556.45)
5	Clerk Expenses	Various phone, mileage, stationery etc	£26.55	£31.86
6	Cllr. Chris Thompson	Mayoral mileage September (none in Oct)	£22.50	£22.50
7	NYC	Trade waste	£25.00	£25.00
8	Caretaker	Work completed October 2023	£60	£72
9	On Your Doorstep	November/December newsletter	£200.00	£240.00
10	Royal British Legion	Wreath for Remembrance Day Service (reimburse Chris)	£20	£20
11	Memorial Hall	Contribution to Catering for Remembrance Day Service	£75.00	£75.00

d) **Receipts**

The following receipts were noted:

27 October 2023 - CJP Landscapes – garage rental - £35.00
 17 October 2023 – C. Thompson – Civic Reception -
 27 September 2023 – CJP Landscapes – garage rental - £35
 11 September 2023 – Parking Permits - £30
 11 September 2023 – Lumley – Civic Reception - £52
 11 September 2023 – Brackley – Civic Reception - £52
 11 September 2023 – Critchley - Civic Reception - £52
 11 September 2023 – Ward - Civic Reception - £26
 29 August 2023 – BPC – Coronation Event - £223.80
 25 August 2023 – Holt – Civic Reception - £52
 23 August 2023 – Hawkesworth - Civic Reception - £62

e) **Direct Debit payments**

The following direct debits were noted:

31 October 2023 – NEST – pension contributions – £51.52 Employee and £38.64 employer's contribution = £90.16 (for October 2023)
 12 October 2023 – Vodafone - £8

2324/166 Mayor's Report

The Chair reported the following:

- He had attended the AGM & Networking Lunch of Harrogate & District Community Action, where he met 'inspirational people doing amazing things in our district'.
- He held his monthly meeting with his chaplain Rev. Daryll Hall. After this he joined him at a social group in the church which provided a warm space, social meeting, games, hot drinks, and some hot soup and a bun. 'As the colder, shorter days encroach, groups like this are a lifeline to many people in our community.
Last year, we gave small grants to both the Parish and Methodist Churches towards the cost of their fuel to provide these warm spaces. It was great to see first-hand how this is money well spent for our more vulnerable parishioners. I hope that as a council we will be able to help them in the same way again this year.'
- He attended and spoke at Glasshouses Community School for a special afternoon assembly to mark their being awarded the UNICEF Gold Rights Respecting Schools Award. 'Only 5 schools in the whole of North Yorkshire have attained and retained this accolade. Glasshouses is the only small school in NY to have been awarded this. The children and staff are justifiably proud of this award as are we here at PBTC'.
- Despite treacherous road conditions during Storm Babet, The Mayor and Mayoress had attended the NYC Chair Charity Dinner at the Coniston Hotel just outside Skipton. As this was a charity event rather than an official invitation to represent the Council, Town, and Parish, he met the cost of their attendance, including mileage, from his mayoral allowance. 'It was an amazing opportunity to meet and network with many other mayors and dignitaries from the wider County'. At the end of the evening, Cllr. David Ireton, chair of NYC, said to them that if there was any event in Pateley Bridge that would benefit from his attendance in his official capacity, he would be more than happy to come over and help.

2324/167 Exchange of Information/Items for Future Meetings

The Clerk said that Transdev had responded to PBTC. They are operating double deckers on the busy Pateley Bridge-Harrogate trips whenever possible, but they cannot guarantee it.

The Chair informed members that he had asked Cllr. Lumley to step in as Deputy Chair for the 3-month period that Cllr. Holt will not be available, and he had accepted.

2324/168 Parishioners' Representations

2324/169 Resolved: that members of the press and public be excluded from item 2324/170 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).

2324/170 Sale of Cemetery Field

Resolved: that, subject to BPC being in agreement, Berwins Solicitors of Harrogate will be employed to represent the two councils.

2324/171 Dates of Next Meetings

- Nidderdale Plus AGM** – Tue 28th November at 6pm at Christ Church Community Centre, Main Street, Darley, HG3 2QF.
- Allotment Society AGM** – Sat 25th Nov at 2pm in Broadbelt Hall, Glasshouses
- PBTC Full Council meeting** – Tue 5th Dec at 7.15pm

Meeting closed at 09:58pm.