



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 COMBINED WITH ORDINARY MEETING HELD ON 7TH MAY 2024 AT 7.15PM IN THE COUNCIL CHAMBER.

Present:

Cllr C Thompson (Chairman) Cllr J Critchley Cllr M Holt Cllr J Leggett Cllr S Lumley Cllr C Skaife	Cllr N Thompson Cllr. D Ward Cllr. J Wardman Cllr J Wright In Attendance: Town Clerk: Ms. Suzanne Smith 2 members of the public
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2425/01 Election of the Mayor and Chairman for 2024-2025

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

2425/02 Election of the Deputy Mayor and Deputy Chair for 2024-2025

The Chair thanked Cllrs Holt and Lumley for their support and wisdom over the last year.

Resolved: that Cllr. N. Thompson is elected as Deputy Mayor and Chair for the 2024-25 Civic Year (Chair proposed, Cllr. Lumley seconded).

2425/03 Apologies for absence

Cllr. Brackley – ill.
Cllr. Ward – said he would arrive late.
NYC Cllr. Murday.

2425/04 To receive Councillors' Declarations of Interest and consider any requests for Dispensations – none.

2425/05 Committees and Working Parties

a) Election of members to committees and working parties

Members were unanimously elected to the following committees and, where appropriate, Chairs elected. See Appendix 1.

- i. Finance Committee
- ii. HR Committee
- iii. Joint Liaison Committee
- iv. Mayor's Fund Committee
- v. Commuted Sums Working Party

2/2024-2025

b) Review of Terms of Reference

Members reviewed 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 no changes are required.

2425/06 Appointment of council representatives to other organisations

Members were unanimously appointed to other organisations. See Appendix 2.

2425/07 Policies and Documents

Resolved: that the following documents continue to serve the council and do not need changing:

- i. Standing Orders
- ii. Financial Regulations
- iii. Complaints Procedure
- iv. Council policies, procedures and practices in respect of its obligations under Freedom of Information and GDPR legislation
- v. Review of Effectiveness of Internal Controls
- vi. Council's Risk Assessment
- vii. Scheme of Delegation to the Clerk
- viii. Code of Conduct

2425/08 Mayor's Allowance

Resolved: that a Mayor's Allowance of £500 for the civic year 2024-2025 is granted.

*****END OF ANNUAL MEETING MATTERS*****

2425/09 Parishioners' Representations

- a) Representations from any parishioners present – none.
- b) Written representations from parishioners:

i. Complaint about long time illegal parking on King Street, Pateley Bridge

Members considered whether the Police or NYC were responsible for this.

Resolved: that this matter is reported to parking services at NYC and a request made for a traffic warden to visit.

ii. Concern about the collapsed wall at Panorama Walk.

NYC had written to 3 residents who may be responsible for the wall. Members were concerned that this may become a protracted issue, whilst the health and safety threat remained. Cllr. Murday was already actively pursuing a resolution of this, and it was agreed that this needed to be kept track of.

Cllr. Critchley informed councillors that there was a section of wall nearer to the High Street, which he considered to be much more dangerous as it was on the brink of collapsing. It was agreed that this would also be brought to the attention of NYC.

iii. Concern expressed about a gap in the cemetery wall and the collapsed wall at Panorama Walk.

Members were not sure if this was part of the new planning proposal, though that should not actually have been started yet.

It was agreed to send an email to NYC planning department and cemetery developers to make them aware.

2425/10 Minutes

Resolved: that the minutes of the full council meeting held on 2nd April 2024 are approved and signed as a correct record.

2425/11 Matters Arising

The Clerk’s report was received and noted.

Cllr. Holt noted the link to payment card service providers and suggested that Members of the Finance Committee should take a look at this and give their opinion.

Cllr. Leggett felt that future reports should be shorter, which would also save the Clerk some time. On balance, Members felt that the report was useful to them in its current format.

2425/12 County Council and Highways Matters

a) Report from Cllr. Andrew Murday

This was received and noted in his absence.

b) To hear an update on the following:

i. Collapsed wall on Panorama Walk

This had already been covered earlier in the meeting.

ii. Survey of drains and consideration of their impact on the pollution levels in the River Nidd.

This had still not been received.

iii. Concern about the structure of the bridge over the River Nidd

This had been adequately covered in Cllr. Murday’s report.

iv. Provision to prevent the public toilets being locked during the day and signage to direct people to them.

Cllr. Murday has asked for keys to be provided to the parish and this should happen very soon.

The Chair proposed that the Council should consider having a key safe in the Council Chamber. It was agreed this would go on a future agenda.

v. State of footpaths, pavements, and streets

It was agreed to cover this later in the meeting.

vi. Any other relevant highway and county council matter

Cllr. Wardman raised concerns about a gully on King Street, which was blocked with rubbish, probably washed down from the hill side.

A road sweeper had cleared Nidd Walk, including the gulleys, but had still not done the footpath and road from the bridge over to Bridgehouse Gate.

The gulleys at the bottom of King Street continued to be blocked.

2425/13 Planning Matters

a) Applications to North Yorkshire Council

To consider the following planning applications:

	Planning Ref	Address	Proposal
1	ZC24/00578/DVCMAJ	Glasshouses Mill Harrogate HG3 5AG	Variation of Condition Numbers: 2, 8, 23 and deletion of conditions 34 and 36 of Application 17/02093/DVCMA to allow the consideration of revised plans to reflect the 'as built' development within phase 1 (main mill, mechanics shop and pugmill) and to amend the proposals for phase 2 (warehouse, stables, barn and proposed new build units).

At the invitation of the Chair, a member of the public spoke to this planning application.

On behalf of all residents of the Mill, he voiced great concern about the following:

- The attempt to regularise the existing state of the development by means of this planning application.
- The substantial breaches of planning conditions.
- The fact that the Phase 2 plans do not fit in with a fair number of NYC planning rules and indeed national planning guidance.

He urged councillors to make sure that they took account of the many concerns raised by residents in their objections.

There followed considerable debate. Whilst Members were happy that the historic mill had been preserved, they were unhappy with many aspects of this application and agreed with the residents' concerns.

Resolved: that Pateley Bridge Town Council (PBTC) objects to this application.

PBTC feels that the material considerations detailed in the objections submitted by its parishioners Mr. Neil Ashworth, Mr. David Turley, and the North Yorkshire Council Public Rights of Way team, accurately reflects the Council's objections to this development.

Furthermore, PBTC agrees that Phase 1 needs to be completed to the exact specification detailed in previous planning approvals prior to the commencement of phase 2. PBTC objects to the attempt to alter and downgrade the phase 1 planning conditions and specification as part of this phase 2 application. Phase 1 and Phase 2 matters should be dealt with by means of two separate applications.

The Council feels it is of the utmost importance that a condition needs to be imposed on the developer requiring the release of the S106 money (or a very significant instalment thereof) to the community prior to commencement of phase 2.

2	ZC24/01065/FUL	Land Comprising Field West Of Cemetery Panorama Walk Pateley Bridge	<p>Extension of Pateley Bridge Cemetery, with traditional and natural burial areas, ash interments and soft landscaping and internal access and parking.</p> <p>Resolved: PBTC supports the application.</p> <p>PBTC supports rewilding areas. It requests that as much of the cemetery site as possible is left in a wild state until it is actually needed. Some people may even prefer burial plots in wild areas.</p>
3	ZC24/01123/FUL	West Barn Madge Hill Farm Fellbeck HG3 5EW	<p>Conversion of half of a double garage to form office and utility room. Replacement of garage door with three windows. Addition of Velux window.</p> <p>Resolved: PBTC has no objections.</p>

4	ZC24/00975/FUL	Pateley Bridge Methodist Church Ripon Road Pateley Bridge HG3 5NL	<p>Installation of insulation to main hall, worship area and lounge. Installation of secondary glazing to lower floor windows. Installation of 6no. Air Source Heat Pumps to North, East, South elevations and Installation of PV Solar Array to Western Roof slope.</p> <p>The Chair declared a non-pecuniary interest in this item.</p> <p>Resolved: PBTC has no objections.</p>
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b) Decisions by North Yorkshire Council

The following decisions were noted:

	Planning Ref	Proposal	Addresses	NYC Decision
1	ZC24/00922/TPO	Works to 1 no. Sycamore of Tree Preservation Order No. 01/1970 T73 Reduce branch length by 2.5m laterally to the north, south and west. Reduce the trees height by 6.6m-8m to suitable reduction points.	Church Green House Old Church Lane Pateley Bridge HG3 5LZ	PART APPROVE THE APPLICATION AND PART REFUSE THE APPLICATION.
2	ZC24/00734/FUL	Demolition of detached garage, erection of two storey side extension, removal of existing chimneys, alterations to fenestration and alterations/enlargement of dormer extension.	Glendale Quarry Lane Pateley Bridge HG3 5LW	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.
3	ZC24/00755/DVCON	Variation of Condition 2 (approved plans) of planning application ZC23/01435/FUL Alterations and re-building existing retaining wall on site & Erection of carport & domestic store	West Of Crossing Cottage Glasshouses HG3 5QH	APPROVED subject to conditions
4	ZC23/03583/FUL	Sub-division of existing cottage into 2 dwellings and erection of single storey extensions to rear. Erection of 2 no dwellings with outbuildings to rear (revised scheme with alterations to parking and position of dwellings).	1 Harewell View Harewell Close Glasshouses HG3 5QJ	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS

- c) **Enforcement matters:**
- i. **24/00125/BRPCO5** - Breach of condition, permanent residency instead of holiday accommodation – Birch Tree Inn, Glasshouses – noted.
 - ii. **24/00135/BRPC15** - Alleged non-compliance with approved plans and condition 6 (incidental use) - Rocks Cottage Brimham Rocks Farm Brimham Moor Road Summerbridge HG3 4BF – noted.
 - iii. **Members discussed whether enforcement matters should be raised in relation to the Glasshouses Mill development.** The 2 members of the public who had come along to speak to the application earlier in the meeting agreed to consider possible enforcement matters. It was agreed that this should go on the next agenda for consideration.
- d) **Appeals:**
- i. **23/00045/NENFNO** - Appeal against enforcement notice for rebuilding of derelict property – Quarry House, Blazefield – noted.
- e) **Glasshouses Mill S106** – To receive any further details from North Yorkshire Council's S106 and CIL Delivery Officer – none received

2425/14 Play Area

Cllr Holt provided a verbal report on the playground. He said that all was looking good. The caretaker had done a good job with the netting. The bins are being emptied as they should be. Cllr. Critchley agreed to take on the role in May.

2425/15 Minutes/ Reports from Committees

- a) Minutes of the Finance Committee Meeting held on 16th April 2024
Cllr. Holt reported that everything was very straight forward. There were no concerns. The asset register had been reviewed and appropriate amendments made.
- b) Minutes of the JLC meeting held on 22 April 2024
Cllr. N. Thompson reported that he had gone to the last JLC meeting expecting to be chairing it (as the Joint JLC and Emergency Committee), only to find that Bewerley Parish Council members disagreed with the arrangement. They had said that the JLC and Emergency committee could not be one and the same as members of the public were not able to attend the JLC. (This had afterwards been shown not to be the case.) Consequently, the decision to merge the two committees had been reversed and the Chair of Bewerley Parish Council chaired this JLC meeting.

It was agreed that these matters needed to be formally discussed at the next JLC meeting and the terms of reference circulated to all members of the JLC ahead of it.

Cllr. Leggett raised the fact that he strongly believed that PBTC and Bewerley Parish Council (BPC) should be merged as they both serve the same community. He had campaigned on this many years back and a meeting to discuss it had been held, but he had not been adequately supported in the cause for the matter to proceed.

The majority of members of PBTC wholeheartedly agreed with him.

The Clerk advised that, subsequent to the last JLC meeting, BPC had decided that it would be better not to hold the morning service at the War Memorial on the D-Day commemoration day, as had been previously agreed by the JLC. Members felt that BPC should be asked to call another JLC meeting if the arrangements for that day were going to be changed.

Cllr. Lumley raised the matter of the signage at Pateley Bridge Recreation Ground, which said 'Bewerley Recreation Ground.' He strongly objected to the incorrect use of the word 'Bewerley' in this context, when in fact the playground served the town of Pateley Bridge, rather than the village of Bewerley. Other Members agreed with him, and it was noted that BPC was looking into this.

2425/16 Council Business

a) Caretaker Tasks for May.

It was agreed that the caretaker would be asked to complete the normal tasks.

The Chair brought forward the discussion of 2425/16.d – State of footpaths, pavements, and streets - to this point.

This matter had been raised by a member of the public at the Annual Parish Meeting. Cllr. Critchley noted that he had done some clearance work on the Riverside footpath. He observed that NYC had said at the meeting with PBTC councillors that they would clear the path behind Wildings café.

Members discussed various possible ways of getting clearance work done, which included paying the caretaker, raising funds to pay for the work, finding volunteers to help and persuading NYC to do more.

The Chair noted that anything that involved PBTC paying extra money would be double taxation for parishioners, given they are already paying NYC for this work.

Resolved: that PBTC asks if Menwith Hill may take path clearance/maintenance work on as a project. Cllr Holt volunteered to approach them about this.

Meanwhile, PBTC would continue to ask NYC to take action where appropriate and find out how much extra it would cost to insure volunteers to do the work. (One member of the public offered to help if volunteers were needed.)

Cllr. Ward arrived at 20:42.

b) Review and Renewal of the Town Council's Insurance Policy

The Clerk said she had thought that the Council insurance long term agreement had one more year to run, but the renewal documentation just received suggested otherwise. She said she needed more time to get other quotes.

Cllr. Holt queried whether the £1,500 cover for Christmas lights sufficed. It was also agreed to find out how much it would cost to cover volunteers for maintenance work.

Resolved: that the Clerk is given delegated authority, in conjunction with members of the Finance Committee, to agree the insurance cover and arrangement payment for it.

c) Publication of the Spring/Summer newsletter in On Your Doorstep

Resolved: that the Clerk has delegated authority, in consultation with the Chair, to write and publish the newsletter.

d) State of the footpaths, pavements, and streets, including feedback from a meeting with the street cleaning team, concerns raised at the Annual Parish Meeting and a response from NYC Countryside Access Technical Officer. This had already been covered.

e) Report from the Commuted Sums Working Party

Cllr. N. Thompson had been elected as Chair of this working party. The working party had looked at what was available, where it could be spent and had questions it would raise. Some of the money that may appear lost to us as the date had passed may in fact still be available if it has not been sent back to the developer. Further updates will follow.

It was noted that, in many instances and where applicable, organisations other than the Town Council can apply directly for Commuted sums. The Memorial Hall had already done this.

- f) Quote to renew the lights on the tree at Southlands
Before deciding on this quote of £1,500, members decided it would help to know if there was any guarantee on the work and the likelihood of ongoing maintenance costs. The clerk said she would come back with this information.
It was felt that an appeal could go in a future newsletter for funding for these lights and/or they could possibly be funded by the Locality Fund.
- g) Problems with the defibrillator in Pateley Bridge
Cllr. Lumley reported that the defibrillator, despite having had a new battery and motherboard card, had developed the same fault as before. So, it had been sent off once again for repair and there was a temporary unit in its place. The unit is nearing the end of its 13-year life span and may need to be replaced soon.
- h) Update on the feasibility study for the proposed Pump Track at Pateley Bridge Millennium Green.
The Clerk had shared information about the division of tasks in relation to the feasibility study. Members had no comments on this.
- i) Response from NYC regarding PBTC's communication about the no. 24 bus service.
Not received.
- j) Feedback about the missing eyebolt used to suspend the Christmas lighting banner across the High Street.
Cllr. Skaife said she had heard nothing back from the owner and would now bring this up with the Estate Agent.
- k) Feedback about design and costings for Armistice Day and Christmas Fox's Head Well displays
Not yet received.
- l) Update about a potential community purchase of the Birch Tree Inn
The Chair reported that the agents had been contacted about potential community interest. However, the pub bit on its own was not for sale, only the whole building. Despite having potential funders lined up, such as the Plunkett Foundation, the interested parties had been refused a viewing, which they think is because the pub fittings have been totally stripped out. They would still be interested in purchasing that part of the building if it is possible.
Members considered whether an enforcement matter should be raised with NYC in relation to the stripping of the pub fittings.
Resolved: that an enforcement issue will be raised, providing those involved in the potential community purchase thought it would be helpful.
- m) D-Day Commemoration event
This had already been discussed earlier in the meeting.
- n) Mayor's Fund fundraising event on 10 August
The Chair reported that planning for this event was going well. Cllr. Wright had found volunteers to man the bar and lined up the Nidderdale Ukelele band. Cllr. Ward's band 'The Merlins' was due to headline. The Nidderdale Community Choir was also on board. Plans would continue to be made via a working party and the Council updated at a future date.

2425/17 Correspondence

The following were received:

- a) **North Yorkshire Local Plan – Useful Information – document received from NYC**
Cllr. Andrew Murday – noted.
- b) **North Yorkshire Local Plan – Notification of commencement of the Call for Sites**
Cllr. Lumley said he had been heavily involved with Harrogate Borough Council's Local plan. Their plans to bring reasonable and sympathetic development to the area

to increase its sustainability, improve the provisions of homes and bring school age children to the Dale had been rejected by Government.

Members agreed that it was important to attend the all-parish briefing in September. It was also felt that, ahead of responding to the call for sites, PBTC should seek assurance from the planning officers that sites cited in the plan will not later be rejected by the Planning Inspectorate.

- c) **Home to School Travel Policy- to note that the Executive Meeting where the recommendations on the Home to School Travel Policy consultation will be considered is on 11 June at County Hall in Northallerton.**

Members felt very strongly about this.

Resolved: that PBTC makes the following statement about this and involves Councillor Andrew Murday:

The proposed charge for the transport is outrageous when education up to the age of 18 is compulsory. People will be forced to make difficult financial choices, particularly poorer families, who will have to make other sacrifices in their lives to afford the transport.

A 16-year-old who wishes to go on a particular training course may not be able to do so because their family is not able to afford the transport. This will lead to 2nd rate educational options for that child.

The charge is discriminatory, as people with protected characteristics will be more disadvantaged, finding it much harder to get to their preferred training course.

- d) **YLCA Consultation on Barriers to community energy projects by the Department for Energy Security and Net Zero.**

Members discussed how the council may be able to respond to this but agreed that it was not possible in the time scales provided, as there would be no time for a working party to bring a proposal back to Council ahead of submission. It was agreed that PBTC should write to YLCA to let them know the reason for PBTC not responding, which also pertains to many other surveys and consultations that they send out.

Many members of the council felt that it was important that PBTC takes some kind of position in relation to environmental matters, and it was agreed that the creation of a Net Zero Policy would be a future agenda item.

2425/18 Financial Matters

- a) **Annual Return 2023-2024**

Members noted the 2023-24 AGAR figures and internal audit process, following consideration by the Finance Committee.

- b) **Internal Auditor**

Resolved: that PBTC wishes to appoint David Thomas to be the Internal Auditor for 2024-25.

- c) **Mayor's Fund Account**

Resolved: that an application is made to Unity Trust Bank to close the Mayor's Fund current account and replace it with a savings account.

- d) **Accounts for Payment**

The following payments were approved:

	Payee	Description	Net Amount (ex. VAT)	Actual Payment (inc. VAT)
1	Clerk	May 2024 salary includes WFH & internet allowance	N/A	£1, 231.66
2	HM Revenue & Customs	May 2024 Employer and employee tax and NI Contributions.	N/A	£185.76

3	NEST	May 2024 employer and employee pension contributions	N/A	£95.12
4	Clerk Expenses	Phone, postage and mileage	£38.94	£42.44
5	Community First	Council Insurance (subject to review – see 24/25.16.b)	tbc	tbc
6	Caretaker	Work completed April 2024	£80.00	£96.00
7	Todds	Black round bar	£1.29	£1.55
8	Vision ICT	Hosted email accounts	£60.00	£72.00
9	Vision ICT	Email hosting for July 2024-Jun 2025	£160.00	£192.00
10	On Your Doorstep	Newsletter in On Your Doorstep	£200.00	£240.00

e) Receipts

The following receipts were noted:

- 27 April 2024 - CJP Landscapes – garage rental - £35.00
- 19 April 2024 – Card payments for parking permits - £3,136.00
- 23 April 2024 – Cash payments for parking permits - £896.00
- 2 April 2024 – Justgiving money raised for Christmas lights - £15.75
- 3 May 2024 - Receipt of precept - £17,500
- 3 May 2024 – Christmas Lights grant from NYC - £1,000.

f) Direct Debit payments

The following direct debits were noted:

- 2 May 2024 - NEST – pension contributions - £95.12 (for April 2024)
- 13 May 2024 – Vodafone - £6.67 ex VAT

2425/19 Mayor’s Report

The Mayor reported that things were still fairly quiet but getting busier.

On 11 April, he had met with Rev. Daryll Hall.

The Nidderdale Agricultural Dinner, which he had attended in a personal capacity, had given him a good opportunity to build bridges. He congratulated the president and offered any help he could as Mayor.

The Glasshouses May day event had been wonderful, with an amazing turnout. The rain had held off. Glasshouses Village Association is thriving under the leadership of John Ward.

2425/20 Exchange of Information/Items for Future Meetings

Cllr. Leggett congratulated the Chair on completing such a long agenda before 10pm.

2425/21 Parishioners’ Representations

2425/22 Exclusion of the Press and Public from item 2425/23 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 felt to be necessary.

2425/23 Sale of Cemetery Field

The Clerk reported that everything was in hand.

2425/24 To receive the dates of council meetings and those of committees for the coming civic year

The Clerk had circulated these prior to the meeting, and they were noted.

The meeting finished at 21:39.

Appendix 1

PBTC Committees

Name	2023-24 Members	Appointments
Finance Committee	Mayor: Cllr. Thompson Deputy Mayor: Cllr. Holt Cllr. Brackley Cllr. Leggett	Cllr. Holt was elected as Chair.
HR Committee	Mayor: Cllr. Thompson Deputy Mayor: Cllr. N. Thompson Cllr. Holt Cllr. Lumley	Cllr. Lumley was elected as Chair.
Joint Liaison Committee (with Bewerley PC)	Cllr. C. Critchley Cllr. Lumley Cllr. Wright	
Mayor's Fund Committee	Mayor: Cllr. C. Thompson Deputy Mayor: Cllr. N. Thompson Cllr. D. Brackley Cllr. J. Ward Cllr. J. Wright	

External Organisation Representatives

Name	2023-24 Members
Allotment Society Liaison	Cllr. Lumley
YLCA	Mayor: Cllr. Thompson Deputy Mayor: Cllr. Holt
Glasshouses Village Association	Mayor: Cllr. Thompson Cllr Brackley