



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

Tel: 07751 571 374, Email: [clerk@pateleybridgetowncouncil.gov.uk](mailto:clerk@pateleybridgetowncouncil.gov.uk)

**MINUTES OF THE MEETING HELD ON 4<sup>th</sup> JUNE 2024 AT 7.15PM IN THE COUNCIL CHAMBER.**

Present:

Cllr. C. Thompson (Chair) Cllr. N. Thompson (Vice Chair) Cllr. D. Brackley Cllr. C. Critchley Cllr. J. Leggett	Cllr. C. Skaife Cllr. J. Ward Cllr. J. Wardman Cllr. J. Wright	<u>In Attendance:</u> Clerk: Miss Suzanne Smith 6 members of the public (MOPs) NYC Cllr. A. Murday 1 member of the press
--	---	--

**2425/25 Apologies for absence**

Cllr. Holt – away.  
 Cllr. Lumley – away.  
 Cllr. Ward – arriving late.

**2425/26 To receive Councillors’ Declarations of Interest and consider any requests for dispensations.**

None

**2425/27 Parishioners’ Representations**

**a) Representations from any parishioners present.**

MOP1 spoke about the Birch Tree Inn in Glasshouses. She had noted that a planning application for change of use had been submitted, however she had not yet had time to write a formal objection. At this stage she wanted to register her and others’ concern about it.

The Chair said that the planning application would come before the July meeting and invited her to return then. He also informed her that the ripping out of the pub fittings had been added to an existing enforcement notice following a representation by PBTC last month.

**b) Written representations:**

a) To receive written representations from parishioners and act on them as appropriate:

- i. **A request to consider introducing a zebra crossing on the High Street**, felt necessary because of the increased volume of traffic and difficulties in getting a gap in the traffic, especially for those with mobility issues.

Members noted that Pateley Bridge was still experiencing lots of extra traffic because of the continued closure of Kex Gill, which was temporarily exacerbating the issue. The possibility of having a zebra crossing had been discussed in years gone by. The Council had felt it not to be practical because of the nature of the High Street, with the pavement being too narrow for the Belisha beacons and there being no optimal place for the crossing to be located. Members did not feel it was appropriate or practical to take this forward.

- ii. **A request to consider whether Panorama Walk should be closed to vehicular traffic between the churchyard and The Knott, following dangerous incidents.**

Members agreed that this road should be a path. Cllr. Murday said that he would take this up with North Yorkshire Council.

- iii. **A request relating to whether a resident could take ownership of the common land outside Rivenstones, Panorama Walk**, as he has maintained it for an extended period.  
It was agreed that this was outside the remit of PBTC. In fact, it would require agreement in the Houses of Parliament. Members thanked the resident (MOP2), who was present at the meeting, for maintaining the land.

#### **2425/28 Minutes of Last Meeting**

**Resolved:** that the minutes of the Annual meeting held on 7<sup>th</sup> May 2024 are approved as a correct record.

#### **2425/29 Matters Arising**

##### **a) Clerk's report**

This was received and noted.

The Chair noted that a member of the public had verbally objected to the cemetery wall not being reinstated following its partial collapse. NYC was first waiting to see if planning permission for the cemetery extension was approved, as it would cost taxpayers extra to reinstate it, only to then have to take it down again to facilitate the new development.

The Chair also observed that it was important to call a meeting of the Emergency Committee soon.

#### **2425/30 County Council and Highway Matters**

##### **a) Report from the County Councillor**

County Cllr. Murday noted that the NYC Local Plan is at a very early stage and currently calling for landowners to submit sites for consideration.

The saplings on the bridge in Pateley Bridge will be removed as part of a work programme later in the season.

A spare set of keys for the town's public toilets are now with Nidd Plus.

##### **b) Update on the Glasshouses Mill S106 situation** – covered later in the meeting.

##### **c) New previous and new Highway issues**

- i. **Saplings/trees and ivy growing in the masonry and walls on either side of the Nidd bridge** – already covered.
- ii. **Culvert problems and damaged footpath in front of Glasshouses Mill** – covered later in the meeting.
- iii. **Collapsed and collapsing walls on Panorama Walk** – NYC is aware.
- iv. **Potholes and gullies report for NYC** – not yet complete.  
Cllr. Wardman observed that the potholes on Park Road and Nidd Walk had been patched up, but NYC had done the job so poorly that the state of the roads was worse than ever. Cllr. Murday acknowledged that NYC is not currently choosing to invest as much in road repairs as in years gone by.

Cllr. Wardman expressed concern at the number of bins which had been removed – including on the car park next to Beech House and down Nidd Walk generally. Members informed him that it had been a Harrogate Borough Council policy decision to remove the bins and replace with the large ones, and this had not been PBTC's preferred option when consulted.

**Resolved:** that PBTC asks NYC for an extra bin by Beech House, Nidd Walk.

Cllr. Wardman noted that there was a cluster of self-planted sycamore saplings near the block of flats and walkway on Southlands car park, which he feels need disposing of completely before they get too much bigger.

#### **2425/31 Planning Matters**

##### **a) Applications to North Yorkshire Council**

The following planning applications were considered:

	Reference Number	Address	Description
1	<a href="#">ZC24/01581/FUL</a>	Sylcote Wilsill HG3 5EB	Single storey extension and bay window  <b>Resolved:</b> that PBTC has no objections to the planning application.
2	<a href="#">ZC24/01378/FUL</a>	35 High Street Pateley Bridge HG3 5JZ	Change of use from Use Class E (Commercial, Business and Service) to Use Class C3 (Dwellinghouses)  <b>Resolved:</b> that PBTC has no objections to the planning application.
3	<a href="#">ZC24/00578/DVCMAJ</a>	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).
<p>The clerk informed the meeting that an amended planning application had been received the day before the meeting, which meant that a new consultation period had now been officially launched. PBTC would need to provide official comments on this after its July meeting. She had not yet had opportunity to compare the application above and the amended version to see what the differences were.</p> <p>Two representatives of the developer were at the meeting (MOP3 and MOP4). The Chair invited them to speak.</p> <p>MOP3 specified that the main amendments related to the rights of way through the site. In consultation with a Rights of Way officer from NYC, they had made changes to the footpath routes to bring them in line with the definitive map. When he was asked, he acknowledged that there was an unofficial route through the mill yard through the gate to the back of the terraces on Harewell close, which had been used for years and could continue to be used going forward.</p> <p>MOP5 and MOP6, residents of Glasshouses Mill, raised various issues of concern to them relating to the standard of surfaces of footpaths and the car park at the Mill site, which they do not consider to be adequate, safe, or likely to endure. They confirmed that they would send a list of all the planning breaches they have identified at the Mill to PBTC.</p> <p>MOP3 (Developer) stated that some of the changes to the original specification may have been formalised with NYC under a S73 agreement. The Chair asked that the developers furnish PBTC with a list of all the changes that have been made in this way.</p> <p>NYC Cllr. Murday said that he would be asking for this new amended application to come before the Skipton and Ripon Area Constituency Planning Committee for final consideration.</p>			

*MOP1 and MOP2 left the meeting at 20:03.*

MOP3 and MOP4 (Glasshouses Mill developers) offered to speak to other matters on the agenda ahead of leaving the meeting.

**Ref. item 2425/30.c.ii - Culvert problems and damaged footpath in front of Glasshouses Mill**

MOP3 stated that the culvert was over 250 years old, and they did not touch it as part of the development. It fills up from the rest of the village. Storm damage, coupled with accumulated debris from higher up, had blown the tarmac up. This was an act of God, which had resulted in £50,000 worth of damage. It is not

really for them as the developer to put right, but they are liaising with the insurance company. They have started the work despite only half the claim being agreed so far.

MOP5, Resident of Glasshouses Mill, disputed that it was fair that this should be being claimed from the residents' insurance policy.

**Ref. item 2425/31.e – Glasshouses Mill S106**

MOP4 (Developer) stated that much of the S106 work, such as putting in a substation, cleaning up the water mains and installing fibre optics had already been carried out (though he acknowledged this would have been necessary anyway.) The money for education and the Village Hall is ready to be paid.

MOP3 (Developer) stated that the trigger for paying the S106 money will be when they have the money to start 'phase 2' and actually start it. The funds are not sitting there at this moment in time.

MOP4 reassured the council that once they have the planning permission for the latest application, members can expect the money to be released.

The chair told MOP3 and MOP4 that the S106 monies from the Mill will stay on the agenda until the school gets paid.

*Cllr. Ward arrived at 20:20*

*All members of the public and NYC Cllr. Murday left at 20:20*

*The member of the press left at 20:21.*

**b) Decisions by North Yorkshire Council**

The following planning decision was noted:

<b>Planning Ref</b>	<b>Proposal</b>	<b>Address</b>	<b>NYC Decision</b>
ZC24/01123/FUL	Conversion of half of a double garage to form office and utility room. Replacement of garage door with three windows. Addition of Velux window.	West Barn Madge Hill Farm Fellbeck Harrogate North Yorkshire HG3 5EW	APPROVED subject to conditions

c) **Enforcement matters:** it was noted again that the removal of the pub fittings at Birch Tree Inn had now been added on to enforcement notice 24/00125/BRPC05.

d) **Appeals:** none new at time of publishing the agenda.

e) **Glasshouses Mill S106** – See above.

**2425/32 Glasshouses Play Area**

**a) Verbal report on the playground**

Cllr. Critchley reported that the playground was fine generally, though there was more litter than usual due to half term. The bin had not been emptied often enough- he keeps having to do it.

Someone was spraying weed killer under the trees.

It was agreed that the caretaker would be asked to empty the bin more frequently and to stop spraying weed killer, if it was him that was doing so.

Cllr. Critchley said he was happy to continue next month.

**2425/33 Millennium Green**

a) Further information about a potential Pump Track – none received.

b) Any other matters relating to the Millennium Green (if required) – none.

**2425/34 Minutes/ Reports from Committees - none**

**2425/35 Council Business**

**a) Caretaker Tasks for June**

Aside from the matters raised at 2425/32.b, it was agreed that the caretaker should do normal tasks.

**b) D-Day Celebrations**

Cllr. J. Wright volunteered to do a reading at the Service. Other members were encouraged to attend.

**c) Lighting quotes**

Members considered feedback about the Southlands lights and a quotation for Christmas lights 2024 from Yorkshire Electrical Services.

**Resolved:**

- i. that the Christmas lights quote is accepted
- ii. that an enquiry is made to see if the cost for the Southlands lights could be met by the Commuted Sums.
- iii. That failing ii, an application is made to see if the Locality Fund could meet the cost of the Southlands lights.
- iv. that if the Southlands lights can be met by Commuted Sums, an application for part payment towards the Christmas lights is made to the Locality Fund.

**d) H2S Transport consultation statement for the Executive on 16 July 2024 (new date).**

As the consultation did not apply to over 16s, the statement agreed at the last meeting was amended as follows:

*“The proposed charge for the transport which allows pupils to attend compulsory education is outrageous. 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 pupil who wishes to go on a particular educational establishment may not be able to do so because their family is not able to afford the transport. This will lead to second rate educational options for that child.*

*The charge is discriminatory, as people with protected characteristics will be more disadvantaged.”*

It was agreed to check nearer the time which councillor may be able to attend to make the statement to the Committee.

**e) Feedback from YLCA about the inadequate time scales it provides councils to complete surveys/consultations.**

YLCA had suggested that PBTC would need to delegate authority to the clerk or hold extraordinary meetings in order to be able to complete consultations. Members felt that the expense that would be incurred by having the clerk work extra hours made these options untenable.

The Chair said how important he felt it was that PBTC found a way to complete consultations that it felt strongly about. It was the duty of the council to provide quality data to those asking for input.

**Resolved:** that a working group is set up to discuss consultations, starting with environmental ones.

They can propose answers to the survey questions, and these can then be ratified by the Council at a subsequent meeting.

Cllrs Critchley, Ward, Wright, and the Chair volunteered to make up the group.

Cllr. Skaife suggested that members of the public could also be asked questions via an online survey.

**f) Keys to Public Toilets**

The spare keys to both public toilets are now at Nidd Plus. Given its limited opening hours, members felt it may be helpful to hold duplicate keys in the council chambers. It was agreed that the Clerk should investigate possible key safes for installation in the council chamber, which could also be used for other keys.

**g) Introduction of Working Groups – already covered.**

**h) Collapsed wall between the cemetery and the cemetery field – already covered.**

**i) Path clearance and maintenance work – deferred until Cllr. Holt’s return.**

**j) Mayor’s Fund Fundraising event**

It was agreed that a meeting of the Mayor’s Fund Committee would take place at 5.30pm on Monday 17<sup>th</sup> June in the Memorial Hall to advance plans for this.

**k) Update about the bus service requests – not received.**

**l) Feedback about the missing eyebolt used to suspend the Christmas lighting banner across the High Street – not received.**

- m) **Details about future displays at Fox's Head Well** – not received.
- n) **Update from the Commuted Sums working group** – not received.
- o) **Feedback about a potential community purchase of The Birch Tree Inn** – already discussed.
- p) **Update about the possible siting of a new defibrillator in Wilsill** - none.
- q) **Update about the broken defibrillator** from Pateley Bridge which has been sent away for examination/repair – not received.
- r) **Response from NYC about PBTC's query relating to the Call for Sites for North Yorkshire Local Plan** – not received.

#### **2425/36 Correspondence**

To consider the following and take action if felt appropriate:

- a) **Campaign to Improve the Safety of Lithium Batteries** – request to support a bill which has its first reading in House of Commons on 5<sup>th</sup> June 2024 – email received on 20 May from Lord Foster's office.  
*Resolved:* that PBTC supports this.
- b) **The Good Councillor's Guide 2024** – updated version of this has been published – noted.
- c) **Nidderdale Allotment Society Updated constitution** (Note section 6.3 has been reworded.) - noted.
- d) **NALC Star Council Awards 2024** – option to nominate a town or parish council/councillor for an award –noted.

#### **2425/37 Finance**

##### **a) Annual Governance and Accountability Return 2023-24**

###### **i. Internal Auditor's report 2023-24**

*Resolved;* that the report is received and noted. No matters were raised that needed to be actioned.

###### **ii. Review of the effectiveness of internal controls 2023-24**

It was noted that these had been formally reviewed by the Finance Committee on 16 April 2024.

*Resolved:* that the Finance Committee's review is accepted in full.

###### **iii. Annual Governance Statement 2023-24**

The Annual Governance Statement was considered and completed.

*Resolved:* that the Annual Governance Statement is signed and submitted to the external auditor.

###### **iv. Statement of Accounts 2023-24**

Members reviewed the Statement of Accounts, tabled, and previously signed by the Clerk/Responsible Financial Officer.

*Resolved:* that the Statement of Accounts is approved and duly submitted to the external auditor.

###### **v. Exercise of Public Rights.**

*Resolved:* that the period for exercise of public rights would be 6 June 2024 to 17<sup>th</sup> July 2024.

###### **vi. Associated Documentation to be submitted to the External Auditor**

*Resolved:* that all the required documentation, which had been tabled by the Clerk/Responsible Financial Officer, is approved for submission to the external auditor.

**b) Model Financial Regulations**

Members considered whether PBTC wishes to adapt and adopt the new model financial regulations published by NALC.

**Resolved:** that this is referred to the Finance Committee for consideration.

**c) Accounts for Payment**

**Resolved:** that the following payments are approved:

	Payee	Description	Net Amount (ex. VAT)	Actual Payment (inc. VAT)
1	Clerk	June 2024 Salary	<b>£1, 231.66</b>	N/A
2	HM Revenue & Customs	June 2024 Employer and employee tax and NI Contributions.	<b>£185.76</b>	N/A
3	NEST	June 2024 employer and employee pension contributions	<b>£95.12</b>	N/A
4	Clerk Expenses	Various phone, mileage, stationery etc	<b>£13.89</b>	£16.66
5	Cllr. Chris Thompson	Mayoral mileage	-	-
6	NYC	Trade waste Invoice April Invoice May	<b>£25.00</b> <b>£26.60</b>	£25.00 £26.60
7	Caretaker	Work completed May 2024	<b>£40.00</b>	£48.00
8	Community First	Insurance policy – already paid under delegated authority.	<b>£373.67</b>	£373.67
9	Community Publications	On Your Doorstep newsletter	<b>£200.00</b>	£240.00

**d) Receipts**

The following receipts were noted:

3 June 2024 – Wayleaves - £30.63

30 May 2024 – NYC - 2023 Ice cream contribution - £2,575.25

28 May 2024 – garage rental - £35

9 May 2024 – parking permit sales - £1,736.00

**e) Direct Debit payments**

The following Direct Debit was noted:

13 June 2024 – Vodafone - £8

**2425/38 Mayor's Report**

The Mayor reported that he had attended the following events:

- 6 May 2024 – he opened the May Day Fete in Glasshouses, which was a brilliant day out and raised just shy of £1,000 for the Glasshouses Village Association.
- 12 May 2024 – he attended a Service at Ripon Cathedral to mark the 10<sup>th</sup> Anniversary of the Diocese of Leeds.
- 15<sup>th</sup> May 2024 - he attended the Mayor making event in Ripon.
- 24<sup>th</sup> May 2024 - Deputy Mayor Cllr. Neil Thompson represented him at the Knaresborough Mayor Making event.

He noted that he was looking to fix a date for Pateley Bridge Civic Service in September and will liaise with Cllr. Skaife as to the availability of the Memorial Hall.

**2425/39 Exchange of Information/Items for Future Meetings**

Cllr. N. Thompson noted that he would be present at the raising of the flag at the D-Day commemoration.

Cllr. Skaife said the Birch tree close to Southlands recycling centre was in decline and that PBTC needed to ask the NYC Arboricultural officer to take a look. The Clerk said that she would do that.

Cllr. Wardman observed that the recycling bins at Southlands were slow to be emptied. Cllr. Skaife said she thought a private trader was using them, so they were filling up very quickly. It was agreed that it should be a future agenda item to consider whether to ask NYC to write to the traders about this.

Cllr. Skaife said she had spoken to a civil enforcement officer from NYC, and they were currently not in a position to do anything about the illegally parked vehicle reported at the last meeting. It had been suggested to her that this should be referred to the Police.

The Clerk confirmed that she had been officially told by the NYC parking enforcement team that resources were very stretched at the moment, and they were limited with what they could do about the illegal parking. However, this may change when they recruit additional staff, which they are doing soon.

**2425/40 Parishioners' Representations** – none present.

**2425/41** To resolve that members of the press and public be excluded from items 2425/42 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 considered necessary.

**2425/42 Sale of Cemetery Field**

a) **Draft Deed of Sale**

**Resolved:** that the deed of sale is approved and duly signed.

b) **Other matters relating to the Cemetery Field sale** – none.

**2425/43 Dates of Next Meetings**

The following meeting dates were confirmed:

**PBTC Full Council meeting** – Tuesday 2<sup>nd</sup> July 2024 at 7.15pm

**Mayor's Committee Meeting** – Monday 17<sup>th</sup> June 2024 at 5.30pm.

Meeting finished at 21:25.