



Minutes of the meeting of the Bewerley Parish Council and Pateley Bridge Town Council Emergency Committee held at 7.30pm on Tuesday 28 January 2025 in the Council Chamber, King Street, Pateley Bridge

Committee Members and Officers Present:

Councillors Malcolm Dawson, Liz Hancock (Bewerley Parish Council)

Councillors Stan Lumley, Chris Skaife, Neil Thompson & Joanna Wright (Pateley Bridge Town Council)

Suzanne Smith – Clerk to Pateley Bridge Town Council.

1.	<p>Formal Election of Chair</p> <p>Resolved: that Cllr. Neil Thompson is elected as Chair (Cllr. Wright proposed, Cllr. Lumley seconded.)</p>
2.	<p>To receive apologies for absence.</p> <p>Cllr. Richard Dutton, Bewerley Parish Council William Hickson, Clerk to Bewerley Parish Council</p>
3.	<p>Structure, Membership and Terms of Reference</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. that the committee recommends the terms of reference as shown at Appendix 1 to both councils (after approving them at the next meeting of this committee). ii. that Cllr. Dave Marshall, BPC, joins this committee. iii. that a representative from Nidd Plus and Chris Hawkesworth are asked to join and invites sent to them ahead of the next meeting. iv. that the next meeting will be held on 4th March in the Council Chamber, King Street, Pateley Bridge (exact time to be confirmed but circa 6.30pm). v. that the Clerks of each council will take it in turns to agenda, minute and action any resolutions coming out of the meetings.
4.	<p>Community Resilience Plan</p> <p>Cllr Wright noted that her number was incorrect in some parts of the Community Resilience Plan. The Clerk said she would amend it.</p> <p>Cllr. Wright said that reference was made in the plan to the 'old band stand' next to Panorama way. She did not know where that was and felt that others would not too. Cllr. Thompson said he would provide precise location information which could be used to reference it instead.</p>

	It was agreed that the next agenda should include an item to discuss whether the Resilience Plan has appropriate muster points.
5.	<p>Emergency Response and Community Resilience</p> <p>a) Recruitment of external non-councillor members This had already been agreed at minute 3.iii.</p> <p>b) Flood warden and emergency planning training Everyone agreed that all members of the committee should as a starting point take the free training available at https://www.communitiesprepared.org.uk/events/. Thereafter the committee will decide what paid for training might be necessary.</p> <p>c) NYC Emergency Planning Officer offer to attend a future Emergency Committee meeting to brief on flood risk mitigation Members felt this would be a good idea further down the line and agreed the Clerk should make contact to see if something could be scheduled in later in the year.</p> <p>d) NYC Recommendation that an emergency drill be carried out It was agreed that this was something that should be done after the NYC officer had attended a future Committee meeting.</p> <p>e) Key holders for the sandbag stores Members were happy with the status quo and just needed to ensure that this information was accurately recorded in the Resilience Plan. Cllr. Dave Marshall and William Hickson both hold keys for both sandbag stores at Bewerley Green and Yorkshire Mart. Jim Benson holds a key for the Cemetery store and there is also a key in the key safe at the Council Chamber. It was agreed that Cllr. Skaife would request more sandbags from NYC for the Cemetery store.</p> <p>f) Alternative to Nidderdale High School as a Welfare and Rest Centre, as advised by NYC. Members agreed that NYC should first be asked why the school was not suitable. In particular, the Nidderdale High sports centre would be a good location, and it was difficult to think of alternatives that would work as well.</p> <p>g) Inventory of the contents of the 'emergency boxes' at The Council Chamber (already done) and The Royal Oak Cllr. Hancock said that in fact there never was an emergency box at the Royal Oak. The Clerk said she would remove that from the Resilience Plan. Members felt it would make sense to do the emergency planning training before deciding whether to introduce an emergency box on the Bewerley side of the river and what to include in both boxes.</p>

	<p>h) Other matters relating to emergency response preparedness in the two parishes</p> <p>Members questioned reference to a property register in the Resilience Plan. Members were not sure exactly what type of register was meant, as the electoral roll was strictly controlled. Cllr. Dawson said he would ask the Clerk to Bewerley Parish Council to find the register he thought was on the BPC laptop.</p> <p>Meanwhile the Clerk agreed to check with the NYC Emergency Response officer whether the register was necessary.</p>
6.	<p>Date of next meeting</p> <p>Tuesday 4th March – 6.30pm (subject to change if needed).</p>

Terms of Reference

Bewerley and Pateley Bridge Joint Emergency Committee

Purpose

The Joint Emergency Committee exists to:

1. Maintain the Community Resilience Plan.
2. Identify the most significant emergency risks facing the two parishes and develop plans to mitigate them.
3. Share information on emergency response with relevant partners and community groups.
4. Provide warnings and information to the public in the event of an emergency.
5. Coordinate an initial response to an emergency until the Emergency Services assume responsibility.
6. Organise and mobilise local volunteers in emergency situations.

Delegated Authority

The Bewerley and Pateley Bridge Joint Emergency Committee has delegated authority from both Bewerley Parish Council and Pateley Bridge Town Council to:

1. Amend the Community Resilience Plan as necessary to ensure accuracy and alignment with current policies.
2. Manage an allocated training budget, with the amount to be recommended by the committee and approved by each council at the start of each financial year.

Membership

1. Members shall be elected annually at the Annual Meeting of each council in May.
2. The committee shall comprise a minimum of three councillors from each council, with the option to include non-councillor members where appropriate.
3. If a committee member is unable to attend a meeting, they should, where possible, arrange for a substitute from their respective council.
4. The Chairman may invite representatives from other organisations to attend meetings to discuss specific issues.

Operation

1. The committee shall meet at least twice a year.
2. Meetings will generally be held in the Council Chamber, Pateley Bridge, and will be open to the press and public, unless otherwise agreed.
3. A meeting shall be quorate if at least two members from each council are present.
4. The agenda, along with any supporting papers, shall be circulated at least three clear days before each meeting.