



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

Tel: 07751 571 374 Email: clerk@pateleybridgecouncil.org.uk

02 May 2018

To: All Pateley Bridge Town Councillors

You are hereby summoned to attend the **Annual Meeting** of the Town Council to be held in the Council Chamber, King Street, Pateley Bridge on Tuesday 08 May 2018 at 7.15pm.

Sarah Adamson
Clerk to the Council

AGENDA

The retiring Mayor, Cllr Chris Hawkesworth, in the Chair

- 1 **Election of Mayor and Chairman for the forthcoming Civic Year**
(Mayor Designate: Cllr Christine Skaife)

The new Mayor to take the Chair

- 2 **Mayor's Declaration of Acceptance of Office**
- 3 **Election of Deputy Mayor**
- 4 **To accept Apologies and reason for absence**
- 5 **Parishioners' Representations**
- 6 **Councillors' Declarations of Interest and Consideration of Dispensations**
- 7 **Minutes of the Meeting held on the 03 April 2018**
- 8 **Matters Arising**
 - (a) Min 7(b): Confirmation of Tree Preservation Order No 17/2018 at Byrill Farm
- 9 **Appointment of Council representatives and membership of sub-committees and to formally agree the disbandment of the Millennium Green Committee**
- 10 **To receive the dates of council meetings and those of committees/working groups for the coming year**
- 11 **To confirm current Risk Assessment**
- 12 **To receive the updated Asset Register**
- 13 **Planning Matters**
 - (a) Applications to Harrogate Borough Council
 - (i) DCPARISH 6.49.210.A.FUL 18/01230/FUL. *Conversion of two dwellings to create three apartments and one dwelling; demolition of conservatory; erection of two-storey extension and alterations to fenestration; at Chews Cottage, Old Church Lane, Pateley Bridge HG3 QS.*
 - (ii) DCPARISH 6.49.30.B.DVCON 18/01039/DVCON. *Variation of Condition 2 (approved drawings) of planning permission 17/03006/FUL at Cliffe House Farm, Blazefield Bank, Fellbeck HG3 5EQ.*

- (iii) DCPARISH 6.49.259.C.CO.U 18/01295/CO.U. *Change of use from guesthouse (C1) to dwelling (C3) at Roslyn House, King Street, Pateley Bridge HG3 5AT.*
- (b) Decisions by Harrogate Borough Council
 - (i) DCPCDEC 6.49.573.B.PNAFUL 17/04700/PNAFUL. *Erection of replacement agricultural storage building at North Syke Farm, Fellbeck HG3 5ER.* Approved subject to conditions.
 - (ii) DCPCDEC 6.49.250.K.FUL 18/00184/FUL. *Erection of new cart shed at West Barn, Lupton Bank, Glasshouses HG3 5EA.* Approved subject to conditions.
- (c) Enforcement matters:
 - (i) ENCOMRES 18/00168/PR15 Quarry Farm (Crossgates Quarry) Fellbeck, report from Enforcement Officer
- (d) Appeals:

Any planning matters received after publication of the Agenda may be considered if the deadline for response falls before the next meeting.

14 **Financial Matters**

- (a) Accounts for Payment
 - (i) Clerk's Expenses: travel, parking permits, banking, training: £55.62
 - (ii) Clerk Working at Home Allowance and contribution to internet connection 01 Oct 2017 to 31 March 2018: £129
 - (iii) Upper Nidderdale P C: annual contribution to Wath Play Area: £75
 - (iv) Bewerley Parish Council, annual share of Cemetery Field rent: £40
 - (v) Adrian Newbould Computer Services: repair to HMRC PAYE software database: £48 inc VAT
 - (vi) Memorial Hall: 1/3 share of landline rental 2018: £83.96
 - (vii) Cllr C Skaife: annual mayoral allowance for expenses: £350
 - (viii) HBC trade waste: £79.24 inc VAT
 - (ix) Clerk's salary payable 31 May 2018: Gross £657.18 Net £585.92 (includes a retrospective payment of £10.54 following national salary award to be implemented from 1st April 2018)
- (b) Receipts
 - (i) Platt and Bajic: garage rental April: £31
 - (ii) HBC Parish Precept 1st instalment: £10,875
 - (iii) Allotment Society: rental for 2018: £285
 - (iv) VAT repayment (December 2016 – March 2018): £2,794.28
 - (v) Northern Powergrid: Wayleaves Agreements: £31.44
- (c) To discuss recommendations from the Finance Working Group
 - (i) to agree amendment to 10(i) of the Financial Regulations
 - (ii) to agree to continue the current bank mandate
 - (iii) to review the rental of the garage at Glasshouses
- (d) Annual Return
 - (i) to receive bank reconciliation 2017-2018
 - (ii) to approve Annual Governance Statement
 - (iii) to approve Annual Statement of Accounts
 - (iv) to approve level of reserves
 - (v) to approve appointment of internal auditor

15 Correspondence

- (a) Complaint from a visitor about the public toilets
- (b) Complaint from a resident about recycling centre in Southlands
- (c) HBC Parish Consultation on 28 June 2018 – to discuss questions
- (d) ‘Back on the Beat Cycle Sportive’ to pass through the town on Sunday 20 May 2018 – for information
- (e) HBC consultation on their Welfare Support Strategy
- (f) To nominate delegates to HBC meeting to discuss their proposals to remove single use plastic within 12 months
- (g) Request from Citizens Advice for funding.

16 Play Area

17 Council Business

- (a) Caretaker Tasks for May
- (b) To agree budget for Civic Service on 24 June 2018 and to review the guest list
- (c) To discuss financial contribution and guest list to the ‘Battle’s Over – a Nation’s tribute and WW1 Beacons of Light 11th November 2018’
- (d) General Data Protection Regulation (GDPR) – update from Cllr Leggett and the Clerk
- (e) Duty of Care Regulations 1992 – Waste Transfer Note
- (f) Vandalism in the Recreation Ground – for information.
- (g) Britain in Bloom – request from Cllr C Skaife

18 Reports from Committees

- (b) Landscape Partnership Board Meeting (previously circulated)

19 Exchange of Information

20 Parishioners’ Representations

21 Dates of next meetings

- (a) The next meeting will be on Tues 05 June 2018