



PATELEY BRIDGE TOWN COUNCIL
The Council Chamber, King Street
Pateley Bridge, HG3 5LE

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

MINUTES OF THE MEETING HELD ON TUESDAY 14 MAY 2019

Present:

Cllr C Skaife (Chairman)	Cllr H Jefferson
Cllr D Brackley	Cllr J Leggett
Cllr C Hawkesworth	Cllr S Lumley
Cllr S Hesselden	Cllr D Marshall
Cllr M Holt (Deputy Chairman)	Cllr I Skaife

Clerk: Mrs S Adamson

In attendance: four Parishioners.

The Mayor, Cllr Christine Skaife, in the Chair

- 1 **Election of Mayor and Chairman for the forthcoming Civic Year**
Cllr Christine Skaife had previously been nominated as Mayor Elect and had agreed to continue in the role for a second year; this was now formally proposed, seconded and agreed unanimously.
- 2 **Mayor's Declaration of Acceptance of Office:** Cllr Skaife read aloud and signed the Declaration of Acceptance of Office (attached to these Minutes).
- 3 **Election of Deputy Mayor:** Cllr Holt had previous been nominated by the Mayor; the nomination was proposed, seconded and agreed unanimously and Cllr Holt took the badge of office.
- 4 **To accept Apologies and reason for absence:** Cllr Thompson
- 5 **Parishioners' Representations**
 - (a) written representation about the bus shelter at the terminus: a Parishioner who often contacted the Council about the bus shelter, had written to the Clerk pointing out that the interior needed deep cleaning and repainting, and that the 'No Smoking' sign had been taken. The Clerk had let her know that these jobs were on the Caretaker's current job sheet. The Parishioner had also suggested that the new sign should explain why it was illegal to smoke in the bus shelter, but the Council felt that a simple 'No Smoking' sign was sufficient.
 - (b) written representation about large amount of traffic on Old Church Lane due to road closure at top of High Street: the Parishioner had complained to Highways about this chaotic situation which had lasted for two days, but was pleased to receive a prompt reply and apology. Old Church Lane with its 7.5T weight restriction had not formed part of the official diversion route and the Contractors were quite wrong to have directed drivers to it.
 - (c) A parishioner congratulated Cllr Skaife on her election as Mayor for a second consecutive term and was pleased that the Council was in good hands. He also thanked all the councillors for all the hard work and time they spent looking after the interests of local residents.

- (d) A parishioner asked Cllr Lumley if he could use his influence on the Borough and County Councils to get the Tour de Yorkshire routed down Old Church Lane and Park Road in order to get long outstanding and badly needed road repairs and gulley cleaning carried out.
- (e) A Parishioner thanked the Mayor for visiting Barclays Bank to put the case for keeping the branch open but he wondered why Cllr Lumley had not gone as well to support her. Cllr Lumley said he had full confidence in the Mayor.

There were several representations from the parishioners present, plus one in writing, about the role and behaviour of the Chamber of Trade:

- (f) A parishioner was aware that, despite it being a conservation area, planning permission was not required for bunting in the High Street. However, many residents, whilst happy for the bunting to be hung for special events, were not happy that it remained up for months at a time, often getting dirty and bedraggled and giving a poor impression to visitors. He asked if the Council could use its influence to get the Chamber of Trade to act upon this for the benefit of residents. Another Parishioner also complained about the bunting and asked why the town had not been consulted, and although Cllr Lumley said he hadn't personally received any complaints during the last year, the Parishioner said it was common talk in the town, however he did understand that the Council was in a difficult position. Cllr Lumley said it was a question of getting the balance right and the Mayor added that the Chairman of the CoT had said that the bunting would remain up until the World Cycling Championships and would then be taken down.
- (g) A parishioner noted that the Nidderdale website run by the Chamber of Trade was described as a community website, but many local events and activities were not included. The Chamber of Trade held a number of website domain names with Nidderdale or Pateley Bridge in them which could be more appropriately used by other groups, and he asked the Council to raise this with the Chamber of Trade. A further written representation had been received from a Parishioner who asked for clarification about the website www.nidderdale.co.uk which claimed to be 'the original and official website for Nidderdale and Pateley Bridge' and had the appearance of a tourist information website for the whole area, as did their social media accounts. If it was confined to the CoT and its members, then the website should clearly state this so that visitors were not misled. It was perfectly reasonable for the CoT to have its own online presence showcasing members, but other businesses and community groups were at a significant disadvantage. If new businesses and ideas were to flourish, Nidderdale's online presence should include the whole community. The Mayor said that she would ask Cllr Thompson, who attended meetings of the Chamber of Trade, to broach this subject with the Chamber Chairman.
- (h) a Parishioner complained that the Chamber of Trade had removed the town's Christmas lights from the river Bridge without the permission of the Council. The Clerk said she would find out where they were and retrieve them.
- (i) A parishioner complained that the local newspaper was dominated by one person and the Chamber of Trade. Often the information was repeated three times which meant other news and activities were not included. There were many other people and organisations doing good work in the town and Upper Dale and this should be covered in the local paper. He suggested that the Council should

appoint a Press Officer to get more publicity for the work of the Council and other residents and organisations. The Mayor said that Cllr Thompson had recently taken on the role of Press Officer for the Council and had been successful in sending press releases to the Nidderdale Herald, and she herself had been featured in the coverage of the Tour de Yorkshire.

A discussion followed about the impact of these cycling races on the town. One Parishioner suggested that the Council should hold a consultation meeting for parishioners to discuss cycling; Cllr Hawkesworth said that locals were fed up with road closures, but Cllr Lumley said in defence of the TdY and the UCI that they brought huge benefits to the whole district, and there was a consensus that these events were hugely enjoyable for the majority.

- (j) A Parishioner had several queries about the accounts:
- (i) He asked for confirmation that the garage rental in Glasshouses had gone up and the Clerk confirmed that it was reviewed every three years and with effect from 1st April 2019 the rental had increased from £31 to £35 a month.
 - (ii) He also suggested that instead of going to the expense (£80) of hiring the meeting room at Nidd Plus to sell parking permits, the Council Chamber could be used. The Mayor explained that this had been tried in the past but a number of parishioners had remarked that they struggled when walking up the hill on King Street. The Clerk said that HBC intended to put the scheme online next year or at the latest the following year so this cost would not be incurred in the future. The Parishioner said that selling permits face-to-face created an opportunity for councillors to listen to residents and the Mayor said that the Council was planning to hold a number of regular surgeries at Nidd Plus which would serve this purpose.
 - (iii) He enquired as to whether the cost of the Christmas Lights was reimbursed by HBC as it wasn't clear from the Minutes. The Clerk said that this was the case at the moment.
- (k) A Parishioner wished to know about the status of the Cemetery Field, and why Bewerley Parish Council received a proportion of the annual rental. The Mayor explained that in due course HBC would buy the Cemetery Field from the two councils when it needed more land to expand the Cemetery.

Two parishioners left at this point in the meeting.

6 **Councillors' Declarations of Interest and Consideration of Dispensations:**

Cllr Hawkesworth declared a DPI in Items 15(a)(i), (ii), (vi) and (vii). There were no requests for dispensations.

- 7 **Minutes of the Meeting held on the 16 April 2019:** it was resolved that the Minutes were a true record of the proceedings and they were signed by the Chairman. Cllr Holt abstained as he had been absent.

8 **Matters Arising**

- (a) Min 5(a): to agree to ask NYCC to carry out a site assessment for a VAS as a preliminary step, as per the new protocol: the various stages involved in deploying a third party-owned VAS on the Highway had been explained at the previous meeting which included a site assessment by NYCC before any legal agreement was made. It was resolved that the Council should submit a request

for this to be carried out to inform future decision making. Cllr Jefferson and Cllr I Skaife to attend any meetings with NYCC.

9 **County Matters**

Cllr Lumley said that the A59 had been closed since the previous day but it would open in time for Otley Show. Cllr Jefferson said that although it was not in the parish, she would like Cllr Lumley to push for urgent repairs to the B6165 outside Darley Mill. Cllr Hawkesworth pointed out that the surface on the High Street was starting to deteriorate and Cllr Lumley said he would enquire if Highways had plans to repair it.

10 **District Matters**

- (a) Local Lottery: Cllr Lumley said that this was doing very well and he would encourage everyone to support their chosen local charity by playing it. 60% of the money raised went to local charities nominated by the players.
- (b) there was a further discussion about the state of the recycling site and the request made to HBC for greater capacity in the High Street bins. Cllr Leggett said that the response from HBC that their MRC vehicle had broken down half round the route had not been good enough; he would be happy to meet any officer from HBC on site and the Clerk was asked to request a local meeting.

11 **Appointment of Council representatives and membership of sub-committees:** there were one or two minor adjustments to the list (attached to these Minutes).

12 **To receive the dates of council meetings and those of committees/working groups for the coming year:** Cllr Hawkesworth said that as a NYCC community volunteer he would be attending several training sessions on potential emergency situations that might arise during the World Cycling Championships and a meeting of the Joint Bewerley and Pateley Bridge Emergency Committee was added to the schedule for Tuesday 3rd September so that the Committee could be briefed.

13 **To confirm current Risk Assessment:** it was resolved to accept this and it was signed by the Chair.

14 **To receive the updated Asset Register:** the addition of a seat in the Millennium Green and replacement Christmas lights, to replace vandalised items, was noted.

15 **Planning Matters**

Cllr Lumley said that before Cllr Hawkesworth left the room during the discussion of the applications relating to Glasshouses Mill, he would like to put some questions on behalf of residents to Cllr Hawkesworth:

1. residents were concerned that the number of dwellings, having been reduced, was starting to creep up again: Cllr Hawkesworth said that the number of dwellings had increased by two, because although the Planning Authority had originally specified that several buildings on the site should be retained for employment purposes, the demand was not there, so it was proposed to turn the stable block (originally offices) into two residences with parking; in addition further applications had had to be submitted in respect of the Mechanics' Shop and the Pug Mill which had to be demolished and rebuilt as their foundations had failed; the Boys' Brigade 'Hut' also had to be rebuilt as it had emerged that the banking on which it sat was unstable and, being above the old gas works, contaminated.
2. residents had asked why the goit had been drained: Cllr Hawkesworth said that this was in order to repair the sluice gate and he hoped to see it refilled as soon as possible.

Cllr Hawkesworth then left the room at 8.55pm and was called back in after discussion of the Glasshouses Mill applications which were taken first.

(a) Applications to Harrogate Borough Council

- (i) DCPARISH 6.49.145.N.LB 19/01781/LB. *Listed Building Consent for the conversion of warehouse to create 6 no. dwellings, conversion of stables to form 2 no. dwellings and the erection of 6 no. townhouses with associated external works and parking, at Glasshouses Mill HG3 5QH.* The Council had no objections with the proviso that the number of residential units had not significantly increased.
- (ii) DCPARISH 6.49.145.M.DVCMAJ 19/01779/DVCMAJ. *Variation of condition 2 (approved plans) and deletion of condition 34 (footbridge) to allow alterations to approved plans of planning permission 17/02093/DVCMAJ at Glasshouses Mill HG3 5QH.* No objections.
- (iii) DCPARISH 6.49.732.PNAFUL 19/01321/PNAFUL. *Prior notification for the erection of agricultural building on land to west of OS Field 4858 Summerbridge, E420485 N464586.* Application withdrawn.
- (iv) DCPARISH 6.49.546.C.FUL. *Erection of 2 no. single storey extensions and porch, conversion of loft to form additional living accommodation, alterations to fenestration and demolition of existing extensions (revised scheme), at Hillcrest, Panorama Walk, HG3 5NH.* No objections.
- (v) DCPARISH 6.49.399.A.FUL 19/01705/FUL. *Extension of balcony at Daleside, Ripon Road, Pateley Bridge HG3 5NL.* No objections.
- (vi) 19/01807/LB *Listing Building Consent for the conversion of industrial building to form a 2 bedroom dwelling with associated external works at Glasshouses Mill.* No objections.
- (vii) 19/01806/FUL *Conversion of industrial building to form a 2 bedroom dwelling with associated external works at Glasshouses Mill.* No objections.
- (viii) 19/00442/PNA *High Wild Carr, Pateley Bridge, HG3 5NE. Erection of 1 agricultural shed.* A prior notification application – for information only.
- (ix) DCPARISH 6.49.546.D.FUL 19/01881/FUL. *Demolition of garage and erection of garage/store (revised scheme) at Hillcrest, Panorama Walk, Pateley Bridge HG3 5NH.* No objections.

(b) Decisions by Harrogate Borough Council

- (i) DCPCDC.6.49.395.E.FUL 19/00609/FUL. *Erection of single and two storey extensions to provide additional living accommodation and retail/storage space with green roof canopy to lower store, at 21 High Street, HG3 5AP.* Refused, on the grounds that its form, scale and appearance would present an incongruous and alienated development that would be visually harmful resulting in loss of special character, failing to preserve the historic interest and character of the building, street scene and Conservation Area; it would cause harm to neighbouring properties by overshadowing them, and would constitute development which is harmful to the character, appearance and setting of the neighbouring Grade II Listed Building 19 Park Parade.
- (ii) DCPCDEC 6.49.165.F.REM 19/00752/REM. *Reserved matters application for plot 2 with appearance, landscaping, and scale considered under outline permission 15/05195/OUT – for the erection of two dwellings with access and layout considered, on land adjacent to Old Church Lane Cottage, Old Church Lane, Pateley Bridge HG3 5LY.* Approved subject to conditions.

- (iii) DCOCDEC 6.49.731.FUL 19/01138/FUL. *Conversion of ground floor stores and garage to form an annexe/holiday cottage, at The Flat, Cliff Farm, Fellbeck HG3 5EL.* Approved subject to conditions.
- (c) Enforcement matters:
 - (i) Case No 19/00254/PR15 Planning Ref 05/03295/FUL. Possible breach of planning control at Chapel House, Glasshouses HG3 5QY – change of use from residence to Art Gallery.
 - (ii) The Clerk was asked to chase NYCC about the retrospective planning application at Cross Gates Quarry.
- (d) Appeals: none.
- (e) To receive information from HBC about neighbourhood area designation of Kirkby Malzeard, Laverton and Dallowgill: noted.

16 Financial Matters

The Clerk requested that two further invoices which had arrived whilst she was on holiday be added to the list for approval: £378.68 inc VAT to Glasdon UK Ltd for a vandal-proof bin for the Millennium Green (purchase previously approved), and £44.28 inc VAT to Wel Medical for new electrode pads for the defibrillator on the High Street. It was resolved to include these two with the following, and to authorise them all for payment by BACS.

- (a) Accounts for Payment
 - (i) Clerk's Expenses: printer toner, postage, stationery £48.52 inc VAT
 - (ii) Cllr C Skaife: annual mayoral allowance for expenses: £350
 - (iii) HBC trade waste, including 'Duty of Care' notice: £57.14 inc VAT
 - (iv) Mr Ben Crosby: tree work at Play Area: £70
 - (v) Clerk's salary payable 31 May 2019: Gross £999 Net £855.80
- (b) Receipts: noted. The Clerk added that this was the last time the Council would receive a Grounds Maintenance Grant from HBC.
 - (i) Platt and Bajic: garage rental April & May: £70
 - (ii) HBC Parish Precept 1st instalment: £13,375
 - (iii) HBC Grounds Maintenance Grant 2018: £627.72
 - (iv) Northern Powergrid: Wayleaves Agreements: £31.44
- (c) To agree to recommendations from the Finance Working Group
 - (i) to agree to continue the current bank mandate: it was resolved that the current mandate which included Cllr I Sakife, the Clerk and Cllr Jefferson should continue.
- (d) Annual Return 2018-2019
 - (i) to receive bank reconciliation 2018-2019: received and approved.
 - (ii) to approve level of reserves: at £31,576 the general reserves were equal to 12 months' operating costs and as such were approved unanimously.
 - (iii) to approve Annual Governance Statement: the Chairman read each part of the Governance Statement to the Council; the questions were answered in the affirmative and the Return was signed by the Chair and the Clerk.
 - (iv) to approve Annual Statement of Accounts: this was approved unanimously and signed by the Chair and the Clerk. The Clerk pointed out that the percentage variances from the previous year were all very low apart from the salary increase of 18% awarded to the town clerk following the job evaluation carried out by the Yorkshire Local Councils Associations.

17 Correspondence

- (a) To consider a request from St Cuthbert's PTA to hold their Summer Fair on the Recreation Ground: the request had been made to Beverley Parish Council and Pateley Bridge Town Council as joint owners of the Recreation Ground. For its part, Pateley Bridge Town Council was more than happy to grant permission.
- (b) To receive information from Highways re consolidation of Traffic Regulation Orders (TROs) in Glasshouses and Wilsill: these proposals, already approved by North Yorkshire Police, would be advertised in the press and in situ so that any person wishing to object could do so, although none was envisaged as the revised signage was intended to remove inconsistencies which restricted the Police's ability to effectively enforce the speed limit.

18 Play Area/Millennium Green

- (a) Play Area: Cllr Brackley reported that all was in order although there were still a few problems with the ties on the goal nets and the football pitch was so well used that the goal mouths were starting to deteriorate again. Cllr Hesselden to carry out the inspections in the next month.
- (b) Millennium Green:
 - (i) the Caretaker had reported that damage to one of the new trees planted last year and funded by a legacy appeared to have been vandalised;
 - (ii) further damage to the fence at the BMX track had taken place;
 - (iii) the Mayor reported that the Scouts were going to look after the pond. Its water level had dropped but the fire station had kindly topped it up by taking water from the Nidd, as part of a training exercise. However it was suspected that there was a leak from the pond lining which needed repairing and if this failed, replacing. Cllr Hawkesworth was asked to obtain advice from the AONB as to the best time of year to carry this out, and whether they could assist in identifying any protected species.
 - (iv) the Scouts had also asked if they could take brash from the woodland areas for fires etc and the Council was happy for them to do that.
 - (v) there was a discussion about the Men's Shed movement as there were several men in the town who would like to start one; however it was felt that the Millennium Green was not a suitable place for this and various other options were discussed. The Mayor asked everyone to let her know if they heard of anything else suitable.

19 Council Business

- (a) Caretaker Tasks for May: standard tasks plus clearing of rubbish under the recycling bins, and a coat of preservative on the Wilsill bus shelter.
- (b) To agree budget for Civic Service & Reception on 23 June 2019: it was resolved that this should remain as last year i.e. £1,050 excl of VAT. As usual councillors would pay for their own and their guests' refreshments as would any previous mayors who were able to attend.
- (c) Town Shields – to nominate recipients: two recipients were agreed upon.
- (d) To agree restoration of In Bloom plaque on the High Street: it was agreed that Mr Stuart Audsley should be asked to do this when he came to Pateley Bridge to update the Mayors' Board in the Council Chamber.

- (e) Duty of Care Regulations 1992 – Waste Transfer Note: the Clerk confirmed to the Council that she had submitted this online on the HBC website.
- (f) Commuted sums re Broadbelt Hall, Glasshouses: after ten years and regular reminders, the £4,200 allocated to the Hall had not been spent and would be returned to the developers. The Officer at HBC had told the Clerk that parish councils could have no say in how commuted sums were awarded, as the money was dependent on a quantity standard within a two-mile radius and an individual quality score awarded by HBC to each Hall.

20 Reports from Committees

- (b) Nidderdale Strategic Partnership meeting on 1st May 2019: Cllr Holt had circulated his notes: it had been agreed at the meeting to amend the controversial Constitution to reflect the fact that the NSP was not a policy making body nor did it have powers, but exists for communication and a forum for discussion. Nidderdale Plus who had until now provided secretarial services free of charge to the NSP intended to ask stakeholders for voluntary contributions due to cuts in their income.

21 Exchange of Information

- (a) Cllr Lumley asked the Clerk to write to the Housing Department at HBC to ask them to mend the wooden hand rails leading to St Mary's from Ripon Road.
- (b) Cllr C Skaife said that Mrs Svenson would be visiting Pateley Bridge in August by which time the bandstand in the Recreation Ground should have been repainted.

22 Parishioners' Representations

- (a) A Parishioner said that the conifers at the top of the Sandy Steps had still not been cut back; the Clerk said that HBC had requested that the map be re-sent as they had not identified the location. Cllr Jefferson said she would be happy to meet the Arboriculturist to show him. The Parishioner said that although the rubbish had been removed from under these conifers, the brash had not.
- (c) A Parishioner said that Panorama Walk from the Old Bandstand to the Cemetery needed clearing; there were also a lot of saplings growing out of the walls.
- (d) a Parishioner asked the Council if it could do anything about a dog owner who was responsible for letting dogs stray on Fellbeck Road. The dogs were not microchipped but the Police, the Dog Warden and the RSPCA seemed reluctant to act. The Clerk to confirm the advice from the Dog Warden.

23 Dates of next meetings

- (a) The next meeting will be on Tues 04 June 2019 at 7.15 pm preceded by a meeting of the Joint Liaison Committee at 6.15 pm in the Council Chamber.

The meeting closed at 10.30pm