



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

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MINUTES OF THE MEETING HELD ON TUESDAY 16 JANUARY 2018

Present:

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

- 1 **To accept Apologies and reason for absence:** The Clerk; Cllr T Brown.
- 2 **Councillors' Declarations of Interest and Consideration of Dispensations:** Cllr Hawkesworth declared a non-pecuniary interest in Item 6(a)(i).
- 3 **Parishioners' Representations**
 - (a) Request from a Parishioner to retouch paint damage to interior of Youth Shelter: Council decided that it was not sufficiently damaging to warrant action.
 - (b) Wheelie bins left out on Park Road causing an obstruction o traffic: the Clerk to write to HBC.
- 4 **Minutes of the Meetings held on Tuesday 02 January 2018:** there were two minor amendments: Item 7(c), Cllr Jefferson said that this referred to a request for permanent parking space to be provided on the Green; and Item 11(a), Cllr Leggett had suggested that issues over the Millennium Green Trust were more appropriate to Cllrs Hesselden and I Skaife rather than the Finance Committee; and with these amendments it was proposed, seconded and agreed by all that the Minutes were a true record of the proceedings, to be signed by the Chair at the next meeting.
- 5 **Matters Arising**
 - (a) Min. 3(c): Parking of cars at Southlands: the residents had asked if car parking spaces could be provided on the Green at Southlands because of insufficient room on one side of the road. Council felt that this would be an expensive task but as the residents were tenants of HBC, the Clerk should write to HBC with the request.
- 6 **Planning Matters:** there was a discussion about the adequacy of the paper plans provided by HBC which showed only the proposed developments and not the existing arrangement, so it was not possible to judge the impact. Clearly this was part of the move to a paperless system but it was considered to be unsatisfactory for those not able to access the internet, or those who could not devote the time it takes. This topic was also relevant to the debate about meeting schedules at Item 9(c) and will need to be considered further in this context.

- (a) Applications to Harrogate Borough Council
- (i) DCPARISH 6.49.477.K.FUL 17/05503/FUL. *Erection of single and two-storey extensions, formation of access to basement, store and alterations to fenestration (revised scheme) at Knott House Farm, Panorama Walk, Pateley Bridge HG3 5NH, for Mr & Mrs Smith.* The Council did not object to or support the application but wished to express concern that developments in this area might be becoming over intensive.
- (ii) DCPARISH 6.49.186.C.FUL 17/05549/FUL. *Erection of detached stables and tack room at 3 Harewell View, Harewell Close, Glasshouses HG3 5QJ for Mr Ainsworth.* No objections.
- (b) Decisions by Harrogate Borough Council: none.
- (c) Enforcement matters: a complaint had been received about an unauthorised barn development on Top Wath Road. Council felt that this may have been covered by a planning application but there was also confusion as to which barn it was, so it was agreed that the Parishioner should be asked to put the matter in writing.
- (d) Appeals: none.

7 **Correspondence**: none.

8 **Reports from Committees**

- (a) The Chairman and Cllr I Skaife reported back from the Flood Risk exhibition held the previous Saturday with the Environment Agency. It had been a success with about 40 people attending and eight registering with the EA warning system. Parishioners had welcomed the information about items they could buy to protect their property.

9 **Council Business**

- (a) Parking Permits 2018: Although numbers sold were gradually reducing, and there was a cost involved in renting a room at Nidd Plus, Council agreed that this was a very popular service and should be continued. It was agreed to follow recent practice and have volunteers selling tickets for the last two Fridays and Saturdays in March, from 1000 hrs to 1300 hrs viz 23 and 24 March and 30 and 31 March. Cllr I Skaife to reserve the room at Nidd Plus. Cllr Skaife also volunteered to on the two Saturdays and Cllr Holt on Saturday 24 March. Cllr Leggett offered to cover both Fridays.
- (b) Mayor's Charity Ball: there had been one comment about the £5 price increase. Support was slow in coming and it was important to have much more help on the day, Saturday 10 February, in the Memorial Hall.
- (c) Meeting Schedule for 2018: the main purpose of this item was to discuss the age old question of whether the Council should have one or two main meetings with agendas each month. Cllr Lumley opened the debate by pointing out that in his roles as County and District Councillor he attended meetings of 14 parish councils, and although they were smaller than the Town Council, they all managed successfully with one meeting a month. He stressed that a necessary condition for an organised meeting was the need for all councillors to prepare themselves before each meeting. Cllrs Holt and Leggett fully supported this latter view mentioning that it was doubly important for the Chairman to fully familiarise him or herself with all the papers covered by the Agenda.

There then followed a full debate with all councillors taking part and covering a wide number of points including:

- The procedure for councillors to prepare themselves needs to be agreed. Some councillors supported the Green Box method, as they were not entirely happy with emails, but the majority felt that, if convenient to the Clerk, the practice of circulating the straightforward papers by email was the best.
- However papers should be included with the agenda in the 'three working days' timetable' on a Thursday to give councillors the time at the weekend to browse through them.
- This could include the weekly planning list (see item 6 above).
- If the PBTC website needs updating to facilitate such distribution it should be looked at.
- The timetable for replying to Planning Applications presents a particular problem, and one councillor suggested that we should consider having the mid-monthly meeting as a 'Full Council Sub-committee' (to avoid the need for an agenda) but this did not gain support as it would be somewhat pointless to meet for a couple of minutes to discuss say a couple of non-controversial plans.
- Similar the idea of having a planning sub-committee was challenged by one councillor who felt this would be illegal as the whole council was elected to take the responsibility of dealing with such matters.
- The council recognised that the role of the clerk was ever increasing but strident efforts should be made to reduce this rather than, for instance, considering an increase of hours as this would have a very difficult impact on balancing the budget.
- The point was made that meetings could be shortened if councillors reduced the amount of waffle and stuck to the items on the agenda, but an observation was made that this had been raised by almost every Chairman over the past 30 or so years!
- One suggestion to reduce the agenda was that the clerk could be advised to automatically respond to every item about crown lifting of trees by the standard comment of defer to the arboriculturalist.
- Another suggestion was that more preliminary discussion could be undertaken by an E Mail exchange between councillors.
- Meetings of sub-committees presented a problem and the general feeling was that , if we went to one meeting a month, the present practise of holding these before and after meetings would need reviewing as this would extend the meetings unacceptably. The alternative would be to hold a range of sub-committee meetings say once every two or three months on the mid Tuesdays. There could also be scope for reducing the number of sub-committees by giving some wider responsibilities.
- Whatever the outcome there was universal agreement that no meeting should extend beyond 10.00pm!
- A number of councillors said that we had been going around this loop for a number of years so we should give the idea of a single meeting a try. The Mayor Elect said that she would be happy to go along with this.

Eventually a proposal was made and passed that with effect from March 2018 we should only hold one meeting on the first Tuesday of each month.

However, this simple proposal did not address the points mentioned of councillors preparations, planning matters outside the timescale and sub committees so these will need to be discussed further at an agenda item next month.

10 **Exchange of Information**

- (a) Cllr Brackley reported that the missing bin at the end of Harewell Close had been restored.
- (b) Cllr Leggett asked councillors to have a look at the Glasshouses Bus Shelter before the next meeting as he felt that the wooden fascia was rotting.

11 **Parishioners' Representations:** none.

12 **Dates of next meetings**

The next meeting will be held on Tuesday 06 February 2018

The following meeting will be held on Tuesday 20 February 2018

The meeting closed at 20.35 pm and was followed by a meeting of the Mayor's Fund Committee.