



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### Minutes of the meeting of the above named Council convened by the Council to be held in the Oak Room, Thornborough Hall on Monday, 16<sup>th</sup> September 2019 at 7.00pm.

**PRESENT:** Cllr Alderson            Cllr Beswick            Cllr Holder            Cllr Medley  
Cllr Sanderson            Cllr Spenceley            Cllr Waites            Cllr Walker  
Cllr Wood  
District Councillors Sedgwick & Amsden  
Clerk Mrs C Smith    Deputy Clerk Ms R Hurst  
One Member of the public

#### 4264. PUBLIC REPRESENTATIONS

Cllr Sedgwick informed the Council that Judith Bromfield – Richmondshire RCVA has been appointed as a case worker for the Two Ridings Community Foundation Fund. Immediate payments of £300 will be given to flooded households and the second phase of funding will be granted to those most in need (Information in Appendix 1). Drop in sessions are going to be held in Reeth and similar to follow in Leyburn.

Cllr Amsden reported to the Council that there is currently no planning application submitted for the proposed Hill Top Farm development.

#### 4265. GUEST SPEAKER

Amanda Madden from Richmondshire District Council gave feedback to the Council of the results of the housing needs survey; the survey will be available on the Town Council Webpage as soon as it is published.

#### 4266. APOLOGIES -None.

#### 4267. DECLARATION OF INTEREST –None.

#### 4268. MINUTES OF MEETING held on Monday 19<sup>th</sup> August 2019, signed as a true record.

#### 4269. REPORTS

a. **Leyburn Police Report (Report Attached in Appendix 2).**

b. **Reports from Meetings Attended By Councillors.**

Cllr Medley attended the Library management meeting and reported back to the Council that the Summer Reading Challenge went well.

c. **Update from the Leyburn Town Plan Groups.**

Cllr Holder reported that the Housing Sub-Committee met and informed the Council that they are seeking more volunteers to join the Committee.

d. **Update from the Clerk on Upcoming Events-None**

#### 4270. PLANNING

##### PLANNING INFORMATION

a. **RDC Ref: 19/00445/FULL Proposal: Full Planning Permission for the Installation of a Platform Lift and Associated Works to Enable a Disabled Person Access to their Property.**

**Location:** 9 Woodside Leyburn, DL8 5DX

**GRANTED**



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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- b. **RDC Ref: 19/00424/FULL Proposal:** Full Planning Permission for the Replacement Windows to First Floor in PVC and Installation of New Glazing into the Existing Timber Second Floor Window Frames.  
**Location:** 6a Manor Court (North), Moor Road, Leyburn, DL8 5DD **GRANTED**  
**PLANNING APPLICATIONS AND DECISIONS**
- c. **RDC Ref: 19/00158/FULL Proposal:** Full Planning Permission for Proposed 2 No Industrial Units and Associated Parking & Landscaping.  
**Location:** Harmby Road Industrial Estate, Harmby Road, Leyburn, North Yorkshire, DL8 5QA  
**NO OBJECTIONS.** *The Council noted that there wasn't much parking for the number of units and that the flood report needs to be thorough considering the recent floods.*
- d. **RDC Ref: 19/00581/FULL Proposal:** Full Planning Permission to Replace Two Windows.  
**Location:** 6 Quarry Hills Lane, Leyburn, North Yorkshire, DL8 5EJ  
**NO OBJECTIONS -As long as they comply with the conservation area guidelines.**

### 4271. EVENTS

- a. **Request from the UCI Committee** –The Council **resolved** to make the toilets free of charge for the event.
- b. **Land Art Request-** The Council **resolved** to grant use of the Shawl Playing Field to display for land art for the UCI, on the conditions that they are responsible for the safeguarding of the artwork.  
**Action: Clerk to inform RDC of the approval but also suggest larger areas highlighted at the top of Leyburn.**

### 4272. MARKET

- a. **Additional lines of goods to be sold Request-** The Council **resolved** to allow Mr Williams to add jewelry to his stall, on the condition that if a dedicated jewelry stall holder applied to come to the Market this line of goods would have to be removed.
- b. **Pitch Request-** The Council **resolved** to grant permission for the Army Outreach Team to pitch a recruitment trailer in the Market place from 17 February 2020 to 21 February 2020.

### 4273. TOWN SQUARES

- a. **Permission request to dig up cobbles** – The Council resolved to grant permission to AR Calvert to dig up cobbles outside 28 Market Place to lay new water pipes, as long as they are reinstated as they were before.
- b. **Reported Damage to Cobbles outside the Dalesman**– The Council **resolved** that the cobbles are not in need of immediate repair, but this area will be looked at when the Market Squares are resurfaced.

### 4274. POLICY REVIEWS – The Council **resolved** to adopt all policies listed below:

- a. **Records Management Policy**
- b. **Equal Opportunities Policy**
- c. **S137 Grant Application Form**

### 4275. FINANCE

- a. To **approve** Bank Reconciliation Statement dated **31<sup>st</sup> August 2019- approved**
- b. Budget situation- **noted**
- c. Invoices awaiting payment- **Approved.**
- d. **Town Plan Website Domain Renewal-** The Council resolved to not renew the domain name for the Town Plan.



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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- e. Payments list **approved** receipts list **noted**.
- f. The Clerk updated the Council that the amount of £7.99 has been reimbursed by Barclays following the fraudulent transaction on Monday 19<sup>th</sup> September.
- g. **Go Cardless** - The Council resolved to use Go Cardless for regular payments.

### 4276. EXCHANGE OF INFORMATION

Cllr Beswick reported the state of the pavement outside Costa Coffee due to pigeon fouling.

Cllr Alderson – Updated the Council that LTFC is looking into the possibility of alternative grounds for the club as future access to the Wensleydale School Pitches with use of the changing facilities is uncertain at the moment.

Cllr Wood reported that the path into the Shawl Wood is getting overgrown and that following the recent flooding Low Wood Lane has sustained considerable damage. Cllr Wood also reported that the grounds work in the cemetery is still unsatisfactory.

Cllr Medley reported that the LED column lights are still not working raised concerns over the recent re marking and visibility of the zebra crossing on the High St.

**Action: Clerk to report to NYCC Highways and to ask if they would consider upgrading the post top beacon to LED lights.**

Cllr Sanderson updated the Council on the progress of the roofing repairs, the front section is completed, and they are now repairing the side sections. The work has taken longer than anticipated due to having to replace the majority of the valley gutter.

Cllr Waites reported that the sign at the end of Smithy Lane has disappeared and that the bollard near to the mini roundabout has been damaged again.

**Action: Clerk to report to NYCC highways.**

Cllr Walker reported that the dog waste bag dispensers needed filling.

**Action: Clerk to re fill dispensers.**

4277. **DATE OF NEXT MEETING: Monday, 21<sup>st</sup> October 2019** in the Oak Room, Thornborough Hall at 7.00 p.m.

Meeting closed at 21.01

By Order of the Council.



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### Appendix

#### Appendix 1

# North Yorkshire Recovery Fund (Swaledale & Wensleydale)

## Frequently Asked Questions (FAQ)

2<sup>nd</sup> September 2019 version 2

This document will be updated on a regular basis.

### 1. What is the North Yorkshire Recovery Fund

#### **What is the North Yorkshire Recovery Fund Appeal?**

The fund and appeal was originally set up by Two Ridings Community Foundation on 31<sup>st</sup> December 2015 in response to the devastating floods in North Yorkshire but the appeal reopened on 2<sup>nd</sup> August 2019) in response to the flooding in Swaledale & Wensleydale in the vicinity of Leyburn, Reeth & Bellerby during week commencing 29<sup>th</sup> July 2019.

Due to the localised nature of the flooding we are calling the fund the Swaledale & Wensleydale Recovery Fund.

#### **How much is in the Swaledale & Wensleydale Recovery Fund (the fund)?**

The fund currently stands at £148,000 in donations (this includes the £82,000 from the previous donations back in 2015/16) but we are receiving donations on a daily basis so we will update this total fortnightly.

#### **How much has been awarded so far?**

As of 30<sup>th</sup> August we had awarded 111 grants of £300 and are due to make more in September.

#### **What is the fund for?**

The fund will help the following by making grants to:

- ☑ Households where water came into houses or attached garages/outhouses (but not where it only went into gardens or garages). We are also awarding £300 to homes where access to homes were severely damaged;
- ☑ Small businesses where personal hardship\* has arisen as a result of premises being flooded

\*Note as a charity we are constrained by charity law with regard to funding private, for profit businesses. We can only fund individual business people experiencing personal hardship and where the turnover is under £100,000. Funds for businesses were made available from the Local Enterprise Partnership.

### 2. Applying for help through the fund

#### **How do I apply?**

To streamline the application process, we are encouraging applicants to visit our website at [www.tworidingscf.org.uk](http://www.tworidingscf.org.uk) and download an application form, complete it and send it back to us. This can either be via email [grants@tworidingscf.org.uk](mailto:grants@tworidingscf.org.uk) or via post to Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York YO30 4XT.

You can contact the Foundation office (01904 929 500 or email [grants@tworidingscf.org.uk](mailto:grants@tworidingscf.org.uk)) and we will happily put an application form in the post to you or email it to you.

Applications will be considered on a rolling basis subject to available funds so anyone who has been flooded and hasn't yet put in an application in is urged to do it asap.

#### **How much can I apply for?**

Anyone whose home has been flooded should apply - and will be eligible for - an initial award of £300. We call this a **phase one** award



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

---

Applicants who meet additional criteria and priorities for the fund, such as those on low income, without insurance or with very high excess and limited savings, will be assessed and may be awarded further assistance to help with the replacement of essential household items, costs associated with living in temporary accommodation and help with the costs of making homes liveable again. These might include white goods, floor coverings, essential furniture like tables, chairs and beds and building repair work. We are calling this **phase two** awards.

If you think you might meet these criteria please get in touch to start the phase 2 application process.

### **When will phase two awards be available?**

You need to apply to us and then we will arrange an assessment visit. We are aiming to process applications as quickly as possible but we do ask you to be patient. Our case worker has started seeing people for phase two awards this week (w/c 2<sup>nd</sup> September).

### **Is there a maximum amount that one household or business can receive?**

The fund is limited so we will have to prioritise those in most need which is why every phase two assessment will be done via a face to face meeting.

### **Will you be replacing like for like items that I lost in the floods?**

Our priority is to ensure that we provide residents affected by floods with essential household items or repairs to enable people to move back into their homes. We are not an insurance company, therefore cannot replace like for like, or replacement of valuables or non-essential items like games consoles.

### **I've lost all my furniture, carpets and white goods in the flood – can I apply to the fund to have them all replaced?**

Yes, if these items are identified as being essential.

### **What kinds of things can I get replaced?**

We will provide new, basic essential items to allow you to get back on your feet in your home. We will replace floor coverings, essential furniture like tables, chairs and beds & bedding and white goods like cookers, washing machines and fridges.

### **I have lost my car and garage contents, can I apply to you for funds?**

No, we do not fund cars or items stored in garages unless essential items were stored there and were affected by flooding – e.g. white goods. We may consider public transport costs or other hardship issues if there are additional costs due to the loss of a car for example where the car is used for purposes of self-employment or is essential due to disability.

### **I am a tenant, can I apply?**

Yes, as a tenant you are entitled to the £300 phase one payment and depending on needs, you can also apply for a phase two award.

### **How quickly can I receive my replacement essential items?**

You need to apply to us and then we will arrange an assessment visit. We are aiming to process applications as quickly as possible but we do ask you to be patient. We will prioritise people we know who are moving back into their homes so we would urge anyone considering making an application to apply as soon as possible and then please give us as much notice as possible when they get a date for moving home.

### **What do you mean by essential items?**

We mean items that are essential to daily living, for example white goods like fridges, cookers, washing machines and furniture like beds, bedding, table and chairs. The fund also covers items such as the loss of school uniforms, school shoes or other essential items for children.

It does not cover like for like replacement of items or other losses such as antiques, ornaments or other valuables or non-essential items like games consoles.

### **Will the fund cover my electricity bills because I have been running dehumidifiers?**

Yes it will and it will cover the costs of renting a dehumidifier. We will require copies of electricity bills to evidence increased consumption. We will consider such costs for a maximum period of 3 months at a time.

### **Will I get new goods?**

We will give you a financial award, it is up to you to decide how to spend the money.

### **My landlord has just told me I can move back in, what do I do?**

Let us know asap so we can assist with any essential items.



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

---

### 3. Who qualifies and how they qualify

#### **Who can apply?**

We need proof that your home or business was flooded and will check addresses received against the list held by the relevant local council. If you are not on this list but can prove your home or business was flooded we can consider your application but it may need a visit to confirm.

#### **What do I need to provide on the application form?**

The phase one form asks for information on your address, if it is your primary residence, details of where you are living now. It also asks who else lives at the property and what damage was caused by the flooding. We ask for proof of address and bank details. The form is not very long.

The phase two form goes into more details of your financial circumstances and asks you to detail what was lost.

#### **How do you decide who meets your criteria?**

We use the relevant local authority list of areas flooded to ascertain which properties were affected – and how badly. Flooded householders are eligible for council tax relief & if you have not had your flood damage confirmed by Richmondshire District Council please contact them asap to qualify for this relief.

#### **Can someone else apply on my behalf?**

We know from speaking to some applicants that, understandably, many people who are suffering hardship as a result of flooding may be reluctant to apply. We would urge anyone who has been flooded to apply for funds as the money was donated to help people and be used for that purpose.

If you don't want to apply in person an application can be made by one person (e.g. clergy) on behalf of another.

#### **I'm a tenant, can I apply to the fund?**

Yes for replacement of essential items. We will not fund repairs as that is the responsibility of your landlord.

#### **My second home was flooded can I apply?**

No

#### **My business is holiday cottages/lettings, can I apply?**

Yes if you meet the criteria for the business fund.

#### **I need to do repairs to my home can I apply to the fund to do this?**

If you meet our criteria regarding hardship (low income, little or no savings, no insurance or high insurance excess), and you are not a tenant you can apply to the fund for repairs to your home.

#### **I've got insurance can I apply?**

We will consider applications from someone with insurance but would need to know your personal circumstances, savings, income, any excess on your policy. When we have this information we would make a decision on any award. We do know everyone's circumstances are unique so try to recognise that, but our priority will always be to people experiencing financial hardship as a result of the floods. For example, where there is low income and a very high insurance excess, a person may be considered for support.

#### **I don't want to claim on insurance and risk increased premiums, can I apply to you instead?**

No.

#### **Can I apply if I have been refused flood insurance cover?**

Yes

#### **Can I apply for things I have already spent money on?**

Yes in the phase two award

#### **I've already had an award from you can I apply again?**

If you have applied and your circumstances change (for example you are ready to move back into your home) you can contact the office and we will consider a further application.

#### **Do I need to provide proof of spending?**

We will request invoices etc on a sample.

#### **Will any of the money go to the local councils?**

No, as a charity we cannot fund statutory organisations for work that is their statutory responsibility. We are going to fund parish councils for work to recover and repair becks as this is work that will benefit local homes and currently is underfunded by government.



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

---

### **Can you help my business which was flooded?**

We can help business people who are suffering personal financial hardship as a result of their business being flooded. Please apply to the fund if you are in this position but please note there are criteria regarding turnover and personal hardship.

### **Can charities apply?**

Yes, front line services who provide essential and practical support to people who have been flooded can apply. In addition we can make grants to charitable organisations that have themselves suffered flooding to ensure that they can get back up and running to support local people as soon as possible.

### **4. What funds are available?**

#### **Where did the money come from?**

The original North Yorkshire Recovery appeal money came in early 2016 in response to the flooding and was from a variety of sources, including individuals, businesses, other charities and donations from other appeals. By the end of 2017 we had £82,000 unspent and closed the fund for applications. We reopened the Recovery Fund on 2<sup>nd</sup> August 2019 using the money not spent as the starting fund for the Swaledale & Wensleydale Recovery Fund. This meant we could make initial awards straightaway (first awards made 2<sup>nd</sup> August)

#### **Can I donate to specific areas or for specific needs?**

Depending on the size of the donation we can “ring fence” donations so that they can only be used in specific areas. We currently have some funds donated for the Swaledale & Arkengarthdale areas. Due to the complexity this can bring to the management of the funds we can only do this for donations of a certain size

We also have a small business fund (£11,000) which we will use for businesses affected in the area. This was leftover from the last floods but we will also allocate some of the donated funds for personal hardship experienced by businesses as we recognise there are a number affected in the area.

#### **Are you needing donations of money?**

Yes! We re-opened the appeal following the flash flooding in July 2019 and have already received donations in excess of £66,000 and know more is to follow but we do expect the fund to be extremely stretched and we need more donations to help all the people affected.

The 2015 appeal had been closed in 2017 and we were holding the residual funds just in case of circumstances like these so we can immediately start helping people affected.

**How are you trying to encourage people to apply to the fund?** We have worked with a number of people providing information so we have put details of the fund on our website and circulated it to North Yorkshire County Council and Richmondshire District Council. We have had articles in the local media. We are also working with local residents, local charities and community leaders to promote the fund. This FAQ is also a way to promote the fund and make it clear how to apply and what for.

We are planning to hold regular drop in sessions in local venues where case workers, and other support agencies will be there to answer questions and share what is happening.

#### **How do I keep up to date with the activity of the fund?**

We will provide a regular update to this FAQ document and post it on our website, Facebook etc. We will also send regular updates to key local agencies and media and we would hope they would share the information.

#### **Why aren't you doing more to help people?**

We are doing as much as we possibly can to award funds to people affected by flooding. We have distributed over 100 awards of £300 to people and businesses and the case worker is now seeing people to start making phase two awards.

The fund is a relatively small fund and can't fund everything and our priority has to be addressing issues faced by households, which was the aim of our fundraising appeal.

We are aware that the government has allocated £2m for farmers' uninsured losses and £3m was allocated for infrastructure repairs to roads and bridges. In addition the councils can apply to the Government for retrospective funding for their costs. (The Bellwin scheme).

The Local Enterprise Partnership also held £50,000 for businesses affected. This was allocated on a first come first served basis and is all spent.

Unfortunately it is not clear yet what the process is for farmers to apply to the government funding and all the business funding from the LEP has been awarded. This means that many people are looking to the Swaledale and



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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Wensleydale Fund for support. We do appreciate the frustration of some people but we have to prioritise people in need, ensure awards are made within our guidelines and that there is consistency in our approach.

### 5. How decisions are made

#### **Who makes the decisions on grants?**

Requests for financial assistance will be assessed by the Two Ridings Community Foundation's Recovery Fund coordinator. Where applications meet standard and agreed criteria the decision to award will be confirmed by the Chief Executive of Two Ridings Community Foundation. We do have a local panel of residents and community leaders to assist us with our decision making. They have helped us agreed the criteria for households etc. They will meet fortnightly to assist with guidance on funding determinations but ultimate responsibility lies with Two Ridings Community Foundation board of trustees.

#### **How quickly will I get a decision?**

We can process Phase one awards in a matter of days if we have all the information. The stage two applications for homes and businesses will take longer but we would expect to make awards within 2 weeks of an assessment visit. Assessment visits may take a few weeks to arrange depending on your availability and the assessors other visits.

#### **Is there an appeal process?**

When we make any award it is a charitable grant and there is no entitlement to such a grant. As such, there is no right to an appeal process in relation to any application rejected or the size of the award made. We will explain the reasons for any decision not to fund.

### 6. The future of the fund

#### **What happens to any money left over?**

If the Two Ridings Community Foundation's trustees feel that the fund has fulfilled its purpose, then Two Ridings Community Foundation will hold any balance to be used for any future disaster support in Swaledale & Wensleydale. At the current point we expect to spend up before the needs are fully met.

Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York YO30 4XT Telephone 01904 929 500, website [www.tworidingscf.org.uk](http://www.tworidingscf.org.uk), email [grants@tworidingscf.org.uk](mailto:grants@tworidingscf.org.uk) Charity registration number 1166471



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### Appendix 2

#### Police Report October 2019

Following the shocking flooding incidents in the Dales in August I would like to say how impressed we were by the amazing strength and community spirit shown by the numerous people who stood up to assist their friends and neighbours in their hours of need. There is clearly still much work to do with many people still unable to move back to their homes but the Dales Folk have shown they will not be beaten!

The following incidents of note have occurred in the Dales area this month.

On the 10<sup>th</sup> August an unattended blue Honda car parked near Muker was broken into and a handbag stolen from within. Please avoid leaving valuables in unattended cars and certainly not on display.

Around the 10<sup>th</sup> August a number of vehicle batteries were stolen by unknown means from a farm near Marske

Overnight 14<sup>th</sup> August a red Honda TRX quad bike was stolen from a secure container near Muker. Please report any unusual activity involving quad bikes to the police.

Between 14<sup>th</sup> and 16<sup>th</sup> August a lamb creep feeder was stolen from a field at Carperby.

Around 19<sup>th</sup> August a locking yoke cattle crush device was stolen from a farm at Lunds above Hawes. Noone was seen but the theft would have required considerable effort and a possibly some lifting gear.

About lunchtime on 21<sup>st</sup> August a cement mixer was stolen from outside an address in Park Lane at Middleham. It was on hire from Simon Winstanleys of Leyburn.

Overnight 22<sup>nd</sup> August a child's black and red Raleigh mountain bike was stolen from outside a house in Park Lane, Middleham.

Sometime between the middle of May and early September 13 Swaledale shearing sheep were stolen from a field between Hawes and Hardraw. They were all horn marked with the initials AK.

We have taken a variety of reports regarding attempted telephone scams this month. The bottom line is that you should be highly suspicious of anyone calling out of the blue offering you unexpected money, requesting your personal details or demanding unexpected payments from you.

We continue to take reports of some off roaders misusing green lanes and bridleways. Please contact 101 with specific locations where such misuse is occurring so that we can target them alongside our Ranger colleagues in the Yorkshire Dales National Park. Over the autumn and winter months we will be continuing with Operation Byway where we carry out spot checks on off road enthusiasts in the Dales to ensure they are complying with Road Traffic Act legislation.

Julian Sutcliffe PC558

Dales Neighbourhood Police Team