



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### MEETING OF THE FULL COUNCIL SUMMONS

#### Monday 20<sup>th</sup> November 2023

**To Members of the Town Council,**

Councillors, Bill Henry, Philip Holder, Alison Laws, Richard Sanderson,  
Mandy Spenceley (Chairman).

You are summoned to attend the meeting of Leyburn Town Council that will be held at 7pm on Monday 20<sup>th</sup> November, in the Oak Room, Thornborough Hall, Leyburn, DL8 5AB.

Your presence is summoned for transacting the business outlined in the Agenda below.

The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter a closed session where members of the public and press are excluded. Please note members of the public are invited to address the Council at this meeting at 7pm.

Signed 

Clerk to Town Council

Date: 14.11.2023



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### AGENDA

#### 23.191 PUBLIC REPRESENTATIONS

**23.192 APOLOGIES** - To receive apologies for absence and consider approving reasons given.

**23.193 DECLARATION OF INTEREST** -To receive any **Declaration of Interest** under the Council's Code of Conduct or Members' Register of Interest.

**23.194 MINUTES OF MEETING** held on Monday 18<sup>th</sup> September (amended) & Monday 16<sup>th</sup> October 2023.

#### 23.195 REPORTS

- a. **Leyburn Police Report.**
- b. **Reports from Meetings Attended By Councilor's.** (Bus services- to receive an update from Cllr Bill Henry).
- c. **Update from the Leyburn Town Plan Groups.** (Changing places toilet update).
- d. **Update from the Clerk on Upcoming Events-** Wensleydale Young Musician of the year Saturday 2<sup>nd</sup> December 2023, St Matthews Church. Leyburn. Entry from 9.30am, competition begins 10.30am. More information available at <https://www.wensleydale.org/>

#### 23.196 PLANNING INFORMATION

- a. **REF:** ZD23/00484/**FULL PROPOSAL:** Internal Alterations to Ground Floor Layout to Relocate Bathroom and Extend Kitchen, Addition of Dormer Roof at Rear for First Floor Bathroom and Alterations to First Floor Layout to Provide Access to Loft Space Over Garage, New Bathroom from Existing First floor Bedroom, New Windows and Drainage etc  
**LOCATION :** 19 Cliff Drive Leyburn DL8 5EX **GRANTED**
- b. **REF:**ZD23/00492/**FULL PROPOSAL:** Conversion of Garage to Form Additional Living Accommodation, Installation of Multifuel Stove and Flue, Installation of Solar PV on the Roof, Change of Porch Roof to GRP and Porch Timber Windows Replaced with Upvc. **LOCATION :** 13 Cliff Drive Leyburn, DL8 5EX **GRANTED**



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### 23.197 PLANNING APPLICATIONS AND DECISIONS

- a. **REF:** ZD23/00555/Full **PROPOSAL:** Replacement Wooden Windows with UpVC Windows Location: 2 Manor Court, Leyburn, North Yorkshire
- b. **REF:** ZD23/00569/FULL Officer Date Harriet Westwood 31 October 2023 Dear Sir/Madam **PROPOSAL:** Proposed extension and loft conversion **LOCATION:** 17 Riseber Leyburn DL8 5DF

**23.198 EVENTS-** Christmas event update.

### 23.199 HIGHWAYS INFORMATION- PLANNED ROAD CLOSURE NOTIFICATION - 42595 - Brentwood, Leyburn

The Closure will be in place for a period of 5 days between 27th November 2023 and 1st December 2023 to allow Northern Powergrid to provide a new electric connection. Road plates will be on site to provide access as needed, as there is no diversion route available.

**23.200 KELBERDALE TOILETS-** Update the annual deep steam clean of the toilets has been completed.

**23.201 LAND-** To consider the tree report and take appropriate action.

**23.202 MARKET –** To discuss approval of the suggested dates for the Little Bird Artisan Markets for 2024.

### 23.203 THORNBOROUGH HALL

- a. **LTC and Thornborough Hall Building Christmas Opening Hours -** To discuss and take decision on Christmas Opening hours.
- b. **Automatic Door Service contract-** To discuss and take decision on the quotations received.

**23.204 UNITARY AUTHORITY –** To discuss and formulate a response to the Lets Talk Money Consultation.

**23.205 WORKING GROUPS-** To Discuss Terms of Reference (TOR).

**23.206 S137 GRANTS-** To consider the request received from the Wensleydale tournament of song.



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### 23.207 FINANCE

- a. **Payments by QR code**- To discuss and take decision on the different payment options available.
- b. To **approve** Bank Reconciliation Statement dated 30<sup>th</sup> October 2023.
- c. To **note** budget situation detailed in the current net position.
- d. To approve payments list (Regular Payments made since last meeting) and note receipts list.
- e. To note the NJC Payscales increase for 2023-24.
- f. To discuss **approval** of invoices awaiting payment.

### 23.208 EXCHANGE OF INFORMATION

**23.209 PRECEPT MEETING DATES**- To set a meeting date to discuss the budget and parish precept.

**23.210 DATE OF NEXT MEETING: Monday 11<sup>th</sup> December 2023**, in the Oak Room, Thornborough Hall at 7.00 p.m.



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### Appendix

#### Monthly Police Report – October 7th – November 4th

We do not report crimes whereby victims could be identified, for example Domestic Violence or Harassment although they are included in the totals below.

Crimes of note; Overnight 7th October a Quad bike was stolen from the Marske area. Reported 8th October, theft of money from the parking honesty box at Gunnerside. Overnight 3rd November a container belonging to Wensleydale Railway was broken into and approx. £6,000 of tools and equipment was stolen.

- 10 - Concern for Safety
- 3 – Fraud (on line /phone)
- 10 - Road Traffic Collision (minor)
- 4 – Theft
- 2 – Burglary
- 7 – Violence (including animals)
- 2 – Hoax Emergency calls
- 15 – Abandoned Calls
- 7 – Anti Social Behaviour (personal)
- 2 – ASB (nuisance)
- 3 – Lost/Found Property (Dogs and Bikes)
- 4 – Wildlife (Raptors)
- 1 – Stalking/Harassment
- 6 - Road related offences (manner of driving/vehicles without tax or insurance and possible OPL)
- 1 – Drug related offence
- 3 – Reports of missing Persons
- 14 – Suspicious Circumstances
- 10 – Highway Disruptions (Floods/Trees/Animals)

In total 118 calls were received reporting either the above or making General enquiries.

The Team continue attending Parish/ Council meetings and local Community groups, duties permitting. You can sign up to North Yorkshire Community messaging by visiting the NYP site or if you wish contact me, Donald.watson@northyorkshire.police.uk providing your First Name, Last Name, House Number/Name, Postcode, Mobile number and email address and I will sign you up.

Stop Scams UK. Call 159 if you think someone is trying to trick you into handing over money or personal details – stop, hang up and ring 159 to speak directly to your Bank. It works in the same way as 101 for the Police or 111 for the NHS.

PCSO 5232 Don Watson, PC355 Heather Campbell, PCSO 5777 Sharon Diamond, PCSO 5550 Tracie Taylor-Page.

#### Planning

**REF:** ZD23/00569/FULL Officer Date Harriet Westwood 31 October 2023 Dear Sir/Madam **PROPOSAL:** Proposed extension and loft conversion **LOCATION:** 17 Riseber Leyburn DL8 5DF

<https://planning.richmondshire.gov.uk/onlineapplications/applicationDetails.do?activeTab=externalDocuments&keyVal=S2Q9N9NAGHA00>



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### **HIGHWAYS INFORMATION- PLANNED ROAD CLOSURE NOTIFICATION - 42595 - Brentwood, Leyburn**

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The Road Closure and any associated Diversion Routes can be viewed using this URL link <https://one.network/?tm=136361418>

### **Little Bird Market Dates 2024**

Hi Charlotte,

Would you be able to see if these dates are ok for 2024 please:

23 march

27 april

25 may

22 june

27 july

24 august

21 sept

26 oct

23 nov (xmas light switch on maybe?)

Best wishes,

Jackie

Good afternoon,

### **Christmas Opening Hours**

Suggested closed w/c 25.12.23 re opening on 02.01.24 NYC are closed from 23<sup>rd</sup> – 1<sup>st</sup> January (back to work Tuesday 2<sup>nd</sup> January).

### **Lets talk money-Comms brief and toolkit for Parish and Town Councils**

#### **Introduction**

Let's Talk North Yorkshire is North Yorkshire Council's biggest ever countywide conversation.

Let's Talk is helping us to reach a broad and diverse range of groups and communities, giving us a better understanding of how residents feel about their local areas and priorities.



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As a council we are building 'local' into how services are designed and delivered and Let's Talk is used to inform the council's decisions, policies and services moving forward.

From Monday 23 October, Let's Talk Money is the next conversation we will be having with residents. This is our annual statutory consultation with the public and stakeholders to help inform the council's budget for next year and council plan for 2024-2028. The online survey is here [Have Your Say Today - Let's Talk North Yorkshire - Commonplace](#) and there are several other ways to take part.

We would like to invite you to respond to the consultation on behalf of your parish or town council (details of how to do this can be found in this document) and we would also appreciate your help in sharing the consultation information with your communities.

### **Working groups Terms of reference (TOR)**

Terms of reference are in place normally for standing committees of a council as this sets out delegated powers and responsibilities.

Terms of Reference outline the aims, purpose and structure of a working group or committee as a rule LTC have not had TOR for all working parties as they have previously had any delegated powers.

Parties are formed to assist the Full Council and Standing Committees to oversee a 'task and finish' project or to champion an initiative with a smaller membership of specialized or interested members. The Full Council may form or disband a Working Party who will carry out tasks as defined by Full Council.

Specific Terms of Reference, including if necessary delegated powers, prepared by the Clerk are attached for ratification.

*"A local council is empowered to appoint one or more committees for the purpose of discharging any of its functions; and unless the local council otherwise directs, a committee may itself arrange for the discharge of its functions by a sub-committee. It is not necessary for the local council to ratify committee decisions where delegation applies (s.101). The membership and terms of office of committees are fixed by the council, and of sub-committees by the appointing committee. A council may establish its own criteria for appointing members to its committees in standing orders and may remove members who fail to satisfy the criteria: R v Newham LBC ex.p. Haggerty (1986) 85 LCR 48.*

*Working parties should only be used for consideration of specific projects or schemes, not for the usual business of the local council. There is no power to delegate any function to a chair or to any individual councillor, but most functions can be delegated to the clerk, with or without a rider that the clerk shall exercise that power in consultation with the chair (or whomever). LGA 1972, s.101(1)(a)."*



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**DRAFT Terms of Reference for Town Council Working Groups** – for the council’s consideration.

The Town Council as the parent body can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers. Full Council may form or disband a Working Party who will carry out tasks as defined by Full Council.

### 1. Membership

Members of the working party will be appointed by the Town Council and will consist of a minimum of 2 elected members of the council unless otherwise specified.

With the authority of the Full Council the working group can co-opt up members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited for a period of 6 months.

The Annual Meeting of the Council can re-confirm the working group’s membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

### 2. Leader

A leader will be appointed for the working party by the Town Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be an elected member of the Council unless otherwise agreed by the Full Council.

### 3. Powers

Working Groups cannot make decisions on behalf of the Town Council, and any recommendations made by working parties will be subject to approval by the Full Council.

### 4. Responsibilities and Areas of Operation

The Full Council will establish the role of the working group and its full terms of reference.

This may include:

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council.
- To act as experts and/or liaise with experts to then report back to the full Council.
- To make recommendations to Council.

Signed:

Date:

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- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement. The working group will arrange its own meetings and schedule of work at its inaugural meeting. The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

### 5. Meetings of Working Groups

A Working Party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of the working party.

Formal agendas and Minutes are not required.

The Clerk to the Council will be notified of any meeting with at least 3 working days' notice. The quorum of the group shall be 2 elected members co-opted members will not count towards the quorum. The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting. The working group will report formally to the Full Council at its Annual Meeting if required.

Frequency of Meetings will be as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on a 6 monthly basis unless otherwise specified.