



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### MEETING OF THE FULL COUNCIL SUMMONS

### Monday 16<sup>th</sup> October 2023

**To Members of the Town Council,**

Councillors, Philip Holder, Alison Laws, Richard Sanderson, Mandy Spenceley

You are summoned to attend the meeting of Leyburn Town Council that will be held at 7pm on Monday 16<sup>th</sup> October, 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: 10.10.23



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### AGENDA

- 23.162 PUBLIC REPRESENTATIONS**
- 23.163 APOLOGIES** - To receive apologies for absence and consider approving reasons given.
- 23.164 DECLARATION OF INTEREST** -To receive any **Declaration of Interest** under the Council's Code of Conduct or Members' Register of Interest.
- 23.165 MINUTES OF MEETING held on Monday 18<sup>th</sup> September 2023**– To approve the Minutes of the meeting as a correct record.
- 23.166 REPORTS**
- Leyburn Police Report.**
  - Reports from Meetings Attended By Councilor's.**
  - Update from the Leyburn Town Plan Groups.**
  - Update from the Clerk on Upcoming Events.**
- 23.167 CO-OPTION**
- Applications**-To discuss the written applications received for the office of Town Councillor.
  - Appointment of new Members**- To take decision on the co-option of a candidate to fill the existing vacancy.
- 23.168 PLANNING INFORMATION**
- Proposal:** Remove Existing Conservatory from Rear of Property and Replace it with Full Width Single Storey Flat Roof Extension  
**Location:** 21 Cliff Drive, Leyburn, DL8 5EX **GRANTED**
  - Proposal:** Installation of 2 no Fixed Glazed UPVC Frame Windows, Colour Matched to Existing Windows to be Installed into an Existing Steel Frame, Oak Clad First Floor Balcony **Location:** Kirkwood Hall, Harmby Road, Leyburn, DL8 5BX **GRANTED**
  - Proposal:** Proposed Low Level Solar Panels **Location:** Mason Cottage, Wensley Road, Leyburn, DL8 5ED **GRANTED**
  - Proposal:** Dormer Extension to the Rear



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**Location:** 125 Dale Grove, Leyburn, DL8 5GA

**GRANTED**

### 23.169 PLANNING APPLICATIONS AND DECISIONS

- 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, North Yorkshire, DL8 5EX
- b. **Ref:** ZD23/00492/**Full Proposal:** Conversion of Garage to Form Additional Living Accomodation, 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, North Yorkshire, DL8 5EX
- c. **Ref:** ZD23/00518/**Other & ZD23/00522/Other Proposal:** Temporary Holiday Site from 02.08.24 to 11.08.24 (9 Nights only) Maximum Number of Units per night 50, 23.08.24 – 01.09.24 (9 Nights only) Maximum Number of Units per Night 150 Including all Tents and Caravans **Location:** Craken House Farm, Rally Field, Leyburn, DL8 5HF
- d. **Ref:** ZD23/00361/**Full Proposal:** Two Storage Buildings, Reducing of Land Levels to Work to New Yard Level, Additional Tree Planting to Screen Buildings **Location:** Washfold Farm, Moor Road, DL8 5JZ

### 23.170 CHANGING PLACES TOILET

- a. **Update-** To receive an update.
- b. **NPG Quotation-** To consider the quotation received.

**23.171 EVENTS-** To receive an update from Cllr Laws on the Christmas Festival.

### 23.172 HR RECRUITMENT

- a. **Update from the Staffing Committee-** The Staffing Committee met in a closed session to discuss the arrangements for the appointment of a new Assistant Clerk following the resignation of Ms R Hurst. Six applications had been received, with all candidates interviewed.



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- b. **Appointment of Assistant Clerk-** To seek approval to offer the preferred candidate the part-time, permanent position of Assistant Clerk at salary point SCP10.

**23.173 IT MICROSOFT 365-** To discuss the recent software issues and consider subscription to Microsoft 365.

### **23.174 KELBERDALE TOILETS**

- a. **Legionella Assessment** – To note the report and take decision on the quotations received for the recommended remedial work needed.
- b. **Deep Clean** – To discuss and take decision on quotation received.

**23.175 LAND-** To discuss and take decision on the quotations received for additional parking signage.

**23.176 LOCAL PLANS-** To receive an update on the Department of Levelling Up Housing and Communities (DLUHC) consultation and take appropriate action.

### **23.177 THORNBOROUGH HALL**

- a. **Legionella Assessment** - To note the report and take decision on the quotations received for the recommended remedial work needed.
- b. **Annual gutter cleaning-** To discuss and take decision on quotations received.

### **23.178 PLAY AREAS**

- a. **ROSPA reports-** To note reports and discuss remedial actions.

### **23.179 FINANCE**

- a. To discuss and consider a budget towards the Christmas Festival.
- b. To **approve** Bank Reconciliation Statement dated 29<sup>th</sup> September 2023.
- c. To **note** budget situation detailed in the current net position.
- d. To approve payments list and note receipts list.
- e. To discuss **approval** of invoices awaiting payment.

### **23.180 EXCHANGE OF INFORMATION**

**23.181 DATE OF NEXT MEETING: Monday 20<sup>th</sup> November 2023,** in the Oak Room, Thornborough Hall at 7.00 p.m.



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### Appendix

#### Police Report

##### Monthly Police Report – September 8<sup>th</sup> – October 7<sup>th</sup>

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 19<sup>th</sup> Sep Theft of GPS system and Tablet screen from a tractor in the Garriston area. 10<sup>th</sup> Sep report received of Theft of Quad bike and 3 x Air Source Heaters from Middleham area.

2 – Road Traffic Collision (Serious)

13 – RTC (Minor)

2 – Fraud (On Line)

12 – Concern for Safety

2 – Wildlife (Raptors) possibly persecution

20 – Violence

16 – Suspicious Circumstances (sus vehicles or persons)

9 – Road related offences (manner of driving/vehicles without tax or insurance)

2 – Theft

2 - Criminal Damage

2 – Lost/Found property

1 – Burglary

3 – Anti Social Behaviour (nuisance)

1 – ASB (personal)

1 – Missing Person

In total 142 calls were received reporting either the above or making General enquiries. The Team continue attending Parish/Town council meeting sand 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](mailto: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 159 to speak directly to your Bank. It works in the same way as 101 for the Police or 111for the NHS.

If you ARE REPORTING AN INCIDENT PLEASE REPORT VIA THE Force Control Room on 101 or 999 for Emergency. PCSO 5232 Don Watson, PC 355 Heather Campbell, PCSO Sharon Diamond, PCSO Tracie Taylor – Page.



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### Planning Applications

[ZD23/00484/FULL | Full Planning Permission for 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 | 19 Cliff Drive Leyburn North Yorkshire DL8 5EX \(richmondshire.gov.uk\)](#)

[ZD23/00492/FULL | Full Planning Permission for 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 | 13 Cliff Drive Leyburn North Yorkshire DL8 5EX \(richmondshire.gov.uk\)](#)

### ZD23/00518/Other

**Re: Temporary Holiday Site No. THS1989/2024 at Craken House Farm Rally Field, Leyburn, North Yorkshire, DL8 5HF.**

The Camping and Caravanning Club holds a Certificate of Exemption under the Caravan Sites and Control of Development Act 1960. Using the Club's Paragraph 4 of the First Schedule status, we propose to operate a Temporary Holiday Site, as detailed below.

LOCATION: Craken House Farm Rally Field, Leyburn, North Yorkshire, DL8 5HF.

O.S. MAP REFERENCE: 99/121899

DURATION: From 02/08/24 to 11/08/24 (9 nights only)

UNITS: Maximum number of units per night 50  
Including all tents and caravans

WATER SUPPLY AND DISPOSAL: Mains

REFUSE DISPOSAL: Skip, Landowner Arranging

SANITATION: Elsan Point

Please be aware that this event is permitted development as defined in Class A, Part 5, Schedule 2 of the Town and Country General Permitted Development Order, and planning permission is therefore not required.

Should the Local Authority have any comments or objections regarding the proposed camping event, please send them within 28 days from the date of this letter to the Exempted Camping Department at the address at the top of the letter, or to the following email address:

[exemptions@campingandcaravanningclub.co.uk](mailto:exemptions@campingandcaravanningclub.co.uk). Please also quote the following reference number

**THS1989/2024.**

In the meantime, should you require any further information, please do not hesitate to contact us directly on 024 7647 5198.



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### **ZD23/00522/Other**

#### **Re: Temporary Holiday Site No. THS846/2024 at Craken House Farm, Leyburn, North Yorkshire, DL8 5HF.**

The Camping and Caravanning Club holds a Certificate of Exemption under the Caravan Sites and Control of Development Act 1960. Using the Club's Paragraph 4 of the First Schedule status, we propose to operate a Temporary Holiday Site, as detailed below.

LOCATION: Craken House Farm, Leyburn, North Yorkshire, DL8 5HF.

O.S. MAP REFERENCE: 99/121899

DURATION: From 23/08/24 to 01/09/24 (9 nights only)

UNITS: Maximum number of units per night 150  
Including all tents and caravans

WATER SUPPLY AND DISPOSAL: Mains

REFUSE DISPOSAL: Skip, Organiser Arranging

SANITATION: Elsan Point

Please be aware that this event is permitted development as defined in Class A, Part 5, Schedule 2 of the Town and Country General Permitted Development Order, and planning permission is therefore not required.

Should the Local Authority have any comments or objections regarding the proposed camping event, please send them within 28 days from the date of this letter to the Exempted Camping Department at the address at the top of the letter, or to the following email address:

[exemptions@campingandcaravanningclub.co.uk](mailto:exemptions@campingandcaravanningclub.co.uk). Please also quote the following reference number

**THS846/2024.**

In the meantime, should you require any further information, please do not hesitate to contact us directly on 024 7647 5198.

[ZD23/00361/FULL | Full Planning Permission for Two Storage Buildings, Reducing of Land Levels to Work to New Yard Level, Additional Tree Planting to Screen Buildings | Washfold Farm Moor Road Leyburn North Yorkshire DL8 5JZ \(richmondshire.gov.uk\)](#)