



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### Minutes of the Town Council Meeting held in the Oak Room, Thornborough Hall, Monday 16<sup>th</sup> October 2023 at 7pm.

**Present:** Cllr Holder   Cllr Laws   Cllr Sanderson   Cllr Spenceley  
PCSO Watson   Deputy Clerk Ms R Hurst   6 Members of the public

#### 23.162      **PUBLIC REPRESENTATIONS**

A resident expressed concerns about the Dales Bus 856 service which provides the only public transport on a Sunday. The Dales & Bowland Community Interest Company which runs the service are looking for a statement of support to support its grant application which would enable the continuation of the service. Residents reported the state of the pavement outside the old HSBC bank and two broken gates on the Shawl Fields.

**Action – Clerk to draft a letter of support to be discussed with Councillors, contact Street clean regarding pavement cleaning and organise the repair of the Shawl gates.**

#### 23.163      **APOLOGIES – None.**

#### 23.164      **DECLARATION OF INTEREST – Cllr Sanderson item 23.177b.**

#### 23.165      **MINUTES OF MEETING held on Monday 18<sup>th</sup> September 2023–** approved subject to an amendment on TOR for working parties.

#### 23.166      **REPORTS**

- a. Leyburn Police Report (Appendix).**
- b. Reports from Meetings Attended By Councilor's.** Cllr Laws and Spenceley attended meetings for the organisation of the Christmas Event. Cllr Laws also attended the Civic Pride Town Plan Group.
- c. Update from the Leyburn Town Plan Groups-** The Community and Civic Pride Group has changed its name to “A Better Leyburn”.  
The group now needs tools and ask if you have any spare hoes, spades, dustpans and brushes, yard brushes, trowels, buckets and old knives. They can be handed in at Thornborough Hall. The next “Work Day” is



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Sunday 5th November 9-11am- Meet at the Town Hall Steps. (full meeting update in the appendix)

**d. Update from the Clerk on Upcoming Events.**

- Bonfire Night 5<sup>th</sup> November 2023
- Christmas event 25<sup>th</sup> November 2023.

### 23.167 CO-OPTION

- a. Applications** - Councillors discussed the written application received.
- b. Appointment of new Members** - The Council **resolved** to co-opt Mr Bill Henry to the existing Councillor vacancy.

### 23.168 PLANNING INFORMATION

- a. 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**
- b. 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**
- c. Proposal:** Proposed Low Level Solar Panels **Location:** Mason Cottage, Wensley Road, Leyburn, DL8 5ED **GRANTED**
- d. Proposal:** Dormer Extension to the Rear  
**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

*The Council have concerns over the addition of the Dormer roof and feel that this could cause issues with privacy for the neighbouring property.*

- b. Ref:** ZD23/00492/**Full Proposal:** Conversion of Garage to Form Additional Living Accommodation, Installation of Multifuel Stove and



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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

*The Council have concerns over the parking and felt that the plans did not show an additional parking area as requested by Highways. Councillors felt that there needs to be the provision of suitable parking for this application*

- 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, DL8 5HF **No objections**
- 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

*The Council expressed concerns over the proximity of this application to the neighbouring property and expressed concerns if any additional blasting needed to take place to accommodate the buildings.*

### 23.170 CHANGING PLACES TOILET

- a. **Update** – A quotation has been received from Northern Power Grid and we are awaiting a quote from Yorkshire Water to connect to the mains. The application to the National Lottery for capital funding is progressing we are awaiting agreements in writing from North Yorkshire Council for lease/license for the area and quotations for the connection of utilities.
- b. **NPG Quotation** - The Council **resolved** to await the quote from Yorkshire Water before a decision is taken.

**23.171 EVENTS** - Cllr Laws updated the Council on the Christmas Festival- A full schedule of entertainment is planned from 10am-6pm to include live music, Morris Dancers, Christmas Artisan Market, Elf Trail as well as Holly & Ivy the reindeers.

### 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.



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- 23.173 Appointment of Assistant Clerk** - The Council **resolved** that the preferred candidate be offered the part-time, permanent position of Assistant Clerk at salary point SCP10.
- 23.174 IT MICROSOFT 365** – The Council **resolved** to subscribe to Microsoft 365.
- 23.175 KELBERDALE TOILETS**
- a. **Legionella Assessment** – The Council noted the Legionella Assessment report and **resolved** to appoint Genex to carry out the recommended remedial works needed.
  - b. **Deep Clean** – The Council **resolved** to appoint DJ Cleaning LTD to carry out the steam clean.
- 23.176 LAND** - The Council **resolved** to order Parking signage from MR A Boynton, subject to some amendments to be made to the sign.
- 23.177 LOCAL PLANS** - Cllr Holder gave an update on the Department of Levelling Up Housing and Communities Consultation and the Council **resolved** to write to North Yorkshire Council in relation to seeking a Neighbourhood Area Designation.
- 23.178 THORNBOROUGH HALL**
- a. **Legionella Assessment** – The Council discussed the Legionella report received and **resolved** to appoint Genex to carry out the recommended remedial works needed.
  - b. **Annual gutter cleaning** - The Council **resolved** to appoint Bens Gutters Commercial to carry out the annual cleaning.
- 23.179 PLAY AREAS**
- a. **ROSPA reports** - The Council **resolved** to look at the recommended remedial work.
- 23.180 FINANCE**
- a. Budget towards the Christmas Festival- Deferred.
  - b. Bank Reconciliation Statement dated 29<sup>th</sup> September 2023 **approved**.
  - c. Budget situation detailed in the current net position **noted**.
  - d. Payments list **approved** and receipts list **noted**.



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- e. Invoices awaiting payment **approved** with the exception of the ROSPA Report invoice.

### 23.181 EXCHANGE OF INFORMATION

Cllr Sanderson expressed concern about the signage on the Brentwood roundabout, Lamp post 13 on Richmond Road which was installed last year but has never been lit and the Bolton Arms roundabout

Cllr Laws noted that the Yorkshire Flag is the wrong way up.

***Action: Clerk to amend the flag.***

### 23.182 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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### Report - A Better Leyburn Group October 2023

We have changed our name to *A Better Leyburn* which we think is more appropriate. The logo will be the Market Shelter (the bus shelter to many of us) so look out for that in the near future. We had a successful weeding and litter picking session on 1<sup>st</sup> October and were very satisfied with the results. Passers-by appreciated our efforts. "Leyburn is cleaner than Buxton". We were joined by three police cadets and a pupil from Wensleydale School. Other areas have been spruced up too in individual sessions and lamp posts stripped of the various strings and ties left behind by various organisations. The sorry state of some of the trees in the squares has been noted and one member of the group is preparing a report so that we can improve their conditions and appearance. The group needs tools and are asking if you have any spare hoes, spades, dustpans and brushes, yard brushes, trowels, buckets and old knives. These can be handed in at Thornborough Hall. The next *A Better Leyburn* session will be Sunday 5<sup>th</sup> November at 9am meeting at The Town Hall Steps. It is amazing what a group of people can do in two hours. You will see us in our new high vis jackets which are proving to be a conversation stopper. Come along even if it is only for a short time. The buildings and tourist information will become a focus besides the condition of the benches, signage, litter and weeds in Leyburn.

### 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 <u>50</u> Including all tents and caravans
WATER SUPPLY AND DISPOSAL:	Mains
REFUSE DISPOSAL:	Skip, Landowner Arranging
SANITATION:	Elsan Point





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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.

### **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 \(richmondshire.gov.uk\)](#)