



# 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 15<sup>th</sup> January 2024 at 7pm.

Present: Cllr Henry   Cllr Laws   Cllr Sanderson   Cllr Spenceley   NYC Cllr Sedgewick  
PCSO Watson   Clerk Mrs C Smith   6 Members of the public

#### 24.0 PUBLIC REPRESENTATIONS

A member of the public lodged a complaint about the gritters, can they slow down or stop gritting when they pass pedestrians? As it not pleasant as a pedestrian getting covered in grit. This was raised with Cllr Sedgewick to report back to NYC Highways.

The Council were asked if a grit bin can be placed on Station Rise.

**Action: Clerk to ask NYC Highways if they will provide a grit bin.**

Cllr Sedgewick commented that the negative publicity in the recent Darlington & Stockton Times article was incorrect- more people are in favour of the new Hill Top housing development than against.

24.1 APOLOGIES – Received from Cllr Holder.

24.2 DECLARATION OF INTEREST -None.

24.3 MINUTES OF MEETING held on Monday 11<sup>th</sup> December 2023-  
Approved and signed as a correct record.

#### 24.4 REPORTS

**Leyburn Police Report-(full report in the Appendix)** PCSO Watson updated the Council that parked cars totally obstructing the pavement is a police issue and this can be reported to 101 for enforcement. He also updated the Council on the 159 fraud hotline. 159 works in the same way as 101 for the police or 111 for the NHS. It's the number you can trust to get you through to your bank safely and securely, every time. So, if you think someone is trying to trick you into handing over money or personal details - stop, hang up and call 159 to speak directly to your bank.

Signed:

Date:



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- a. **Reports from meetings attended by Councilor's-** Cllr Henry met with the Black Swan hotel to discuss the work required to the tree and the area rented for pub tables. The Black Swan will work with the Council to tidy up the area and to permit clear access to the tree.
- b. **Update from the Leyburn Town Plan Groups-** Cllr Sanderson read out the report from A Better Leyburn Group (full report in appendix). The group had a productive litter pick held on Sunday 7<sup>th</sup> January and there are now 16 volunteers willing to assist. Cllr Sedgewick gave thanks to all the group members for their work.

**Next workday Sunday 4<sup>th</sup> February-** meet at the Market Store (opposite the Fire Station), Golden Lion Car Park at 9AM.

***Actions following the group meeting: Cllr Sanderson will enquire about sandblasting and painting the metal benches, organize clearing out of the Market Store and obtain a catalogue for the group to create a list of tools required.***

- c. **Update from the Clerk on upcoming Events-** None.

### 24.5 PLANNING INFORMATION

- a. **REF: ZD/23/00569 Proposal:** extension and loft conversion  
**Location:** 17 Riseber, Leyburn **GRANTED**

### 24.6 PLANNING APPLICATIONS AND DECISIONS

- a. **REF: ZD23/00639/VAR: Proposal:** Variation to 18/00455/FULL to reduce the size of the new building **Location:** Maythorne Farm, Leyburn. **No comments**
- b. **REF: ZD23/00364/Full Proposal:** Change an Existing Dwelling into Bedsits and Flats to Provide Staff Accommodation  
**Location:** Washfold Farm Moor Road Leyburn **No comments**
- c. **REF: ZD23/00637/FULL Proposal:** Porch on side elevation  
**Location:** 41 Brentwood Leyburn DL8 5HW ***The Council commented that this is a garage (not porch) and this may impact street parking.***

### 24.7 CHANGING PLACES TOILET

- a. **Update on progress since last meeting-** report contained in the Appendix.

**Action: Cllr Spenceley to contact NYC re the CPT land agreement.**

Signed:

Date:



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- b. **Quotes-** Awaiting more information on groundworks.
- c. **Planning permission-** The Council *resolved* to approve the application for planning permission.

### 24.8 LAND

- a. **Town Squares Land rent review of rates for 2024-25–** The Council *resolved* to increase the rate by 2p to 37 pence per square metre for the pub tables and shops from 1st April 2024.

### 24.9 MARKET

- a. **Market rental rates-** The Council *resolved* to increase the rates from the 1<sup>st</sup> April to:
  - 90p per square metre plus a £5.00 surcharge for casual traders.
  - 90p per square metre for permanent traders paying weekly in cash.
  - 80p per square metre for permanent traders paying monthly by BACS.
- b. **Market electric rates-** Review the electric charges taking into consideration the current electric rates. Leave as the same.

### 24.10 RIPON CATHEDRAL RURAL FORUM

- a. **Membership-** The Council *resolved* to join become a member of the Rural Forum.
- b. **Representative-** The Council *resolved* to nominate the Chairman as the point of contact and representative at the Forum.

### 24.11 THORNBOROUGH HALL

- a. **Next Committee meeting date-** 5<sup>th</sup> February 2023 at 7pm.

### 24.12 EXCLUSION OF THE PRESS AND PUBLIC – The Council *resolved* to pass the following resolution:

***“That in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matter on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.”***



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### 24.13 TENDERS

- a. **Tender 310 Shawl Playing fields-** The Council *approved* the amendments to the contract from the 1<sup>st</sup> April 2024.
- b. **Tender 314-** The Council *resolved* to appoint E & P electrics for the installation & Maintenance of the 2024 Christmas Lighting display.
- c. **Tender 316-**The Council *resolved* to appoint MR Allan Morris for the Cleaning of the Market Shelter 2024-25.

### 24.14 FINANCE

- a. **Bank Reconciliation Statement dated 29<sup>th</sup> December 2023-** approved.
- b. **Budget situation detailed in the current net position-** noted.
- c. **Payment's list (Regular Payments made since last meeting) approved and receipts list** noted.
- d. Invoices awaiting payment- **approved.**
- e. **2024-25 Budgets-** approved.
- f. **Precept Demand-** The Council *resolved* that the 2024-25 precept demand required from North Yorkshire Council in accordance with Section 41 of the Local Government Finance Act 1992 will be £80,787.00.
- g. **Internal audit review** – The 6-month audit review will be presented at the next meeting.

### 24.15 EXCHANGE OF INFORMATION

Cllr Laws updated the Council on work planned by NYC to examine the drop in footfall from tourism in Hawes. Recommended improvements will positively impact other towns in Wensleydale also.

**24.16 ANNUAL PARISH MEETING-** Monday 29<sup>th</sup> April 2024.

**24.17 DATE OF NEXT ORDINARY MEETING: Monday 19<sup>th</sup> February 2024,** in the Oak Room, Thornborough Hall at 7.00 p.m.

Signed:

Date:



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### Appendix

#### Monthly Police Report – 4th Nov 2023 – 5th Jan 2024

Firstly let me wish you all Happy and prosperous New Year.

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

- 13 – Theft
- 39 – Suspicious Circumstances
- 30 – Road Traffic Collisions (minor)
- 2 – RTC (serious)
- 15 – Road Related offences (manner of driving / vehicles without tax or insurance and possible OPL)
- 18 – Violence
- 16 – Concern for Safety
- 8 – Antisocial behaviour nuisance
- 3 – ASB personal
- 34 - Abandoned Calls (misdialled / pocket dials)
- 1 – Industrial accident
- 7 – Criminal damage
- 3 – Missing Persons
- 21 – Highway Disruptions (Floods/Ice/Trees/Animals)
- 6 – Burglary (Quad bikes taken)
- 2 – Poaching (the latest of which had equipment and vehicle seized)
- 2 – Fraud (online/phone)
- 1 – Drugs
- 2 – Stolen motor vehicles (1x motorcycle, 1 x Quad not as a result of Burglary)

In total 183 calls were received reporting either the above or making General enquiries. The numbers may seem high, however they are this time over a two monthly period.

If you wish to receive Information and updates of events/incidents, sign up to North Yorkshire Community messenger either by visiting the NYP website or 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. If you think as a result of a phone call that 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 111for the NHS.

The Team will continue attending Parish/Council meetings and local Community Groups duties permitting.

PCSO 5232 Don Watson, PC 355 Heather Campbell, PCSO 5777 Sharon Diamond, PCSO 5550 Tracie Taylor-Page

Signed:

Date:



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### ABL Newsletter January 2024

**Hello. We hope you had a good Christmas and will have a happy and healthy new year.**

The beginning of the new year starts with our first litter pick/weeding/tidying up session on Sunday 7<sup>th</sup> January at 9.00am. We will meet at the Town Hall steps. If you want to start a little later let us know then we can arrange to meet up with high-vis jackets, pickers, and tools etc. We are making progress and communicating to the residents of Leyburn what we are trying to do each time we meet.

#### **Litter/Weeding**

This is ongoing and costs nothing other than our time. We have been given money to buy brushes, dustpans and buckets and other tools some have already been donated at the Council office in Thornborough Hall. The wearing of the high-vis jackets has been noted and the fact we do these sessions regularly is greatly appreciated. It would be useful to know if you go out litter picking on other occasions and where you go so it can be noted on the register. There are a lot of areas to cover over a relatively small space. We can expect to find a lot of litter around Leyburn after the incessant wind, Christmas, and New Year activities, together with the fact that we have not been out since November.

Open Reach is to be contacted by Councillor Sedgwick to ask if the constant bits of coloured plastic covered copper wires could be cleared every time work is carried out at the telephone junction boxes and not left on the ground. The waste bits are extremely difficult to pick up.

An area near one of the cafes has been weeded and another area in front of one of the public houses awaits attention when weather permits. There are still other areas in the squares needing weeding, but these could wait until spring. Before if the weather permits!!!!!!!

#### **Benches**

We are still expecting all the wooden benches to be repaired and painted by those who will be using the new community shed as soon as it opens. Thank you to Rose for drawing up the list which will guide us as to which ones should be done first. The metal benches will need to be shot blasted, galvanised, and painted which will cost. Rough estimates suggest the price could be in the region of £300 per bench. Once such work is done the benches would last for a considerable number of years. Of course, the council would not be able to fund this work so discussions need to take place to consider how we could help. It has been suggested that perhaps there are too many benches to maintain and whether they are in the best places. Are there individuals, groups, businesses who would support this work? The majority of the benches in the squares are well used so it would be a shame to leave them in the state they are in now.

#### **Trees**

Derek has completed two very thorough and useful reports which have been presented at the council meetings recently. Thank you, Derek, for all your work. Councillor Henry and Derek are going to work together to follow some of the actions suggested in the reports. Derek may need help from some of us in the near future. A few of the trees will need money spending on them to adjust/replace the guards around them. The majority of the work can be done by volunteers with little or no cost.

#### **Signage**

The report written by Rose has been sent to Highways, discussions have been had and actions are being taken at last. Not all things on the list are the responsibility of Highways. We are optimistic that these can be done in the near future by those responsible. Thank you Rose.

Signed:

Date:





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### **Tourist Information**

Unfortunately, we cannot write that anything has been done about improving tourist information other than the signs will be adjusted or removed. Those of you who came to the public meeting last February will be aware how important many of us thought a tourist facility, however small, was for the prosperity of Leyburn. Could existing boards be improved? Are there enough information boards with the appropriate information?

### **The Pod**

Communications have been established with people in the authority who have knowledge of how this resource can be supported and repaired. They are now aware of what needs repairing and have suggested names of funds which could be applied to make it safe and attractive for the young ones of Leyburn to use. Hopefully we can involve the young ones in improving this facility.

### **Buildings**

We all very aware of the increasing number of buildings empty and falling into disrepair. Things can be done. Letters can be written!!!! We feel sure there are societies, charities, companies, and groups who can offer advice and suggestions as to what we can do. Sheila is very concerned about the state of the Market Shelter and is looking to get funding to repair and restore this to its former glory. We do not want it to follow the same fate as the HSBC building.

### **Market Store**

This very useful building will be where we will store all our equipment when it has been sorted, emptied, and cleaned out. Rose and Melanie have keys. We look forward to having a home!!

### **Going Forward**

We decided the occasional meeting may be useful to pool our ideas and plan what we can do to make a better Leyburn and this meeting will take place next week. The most important item on the agenda would be funding our activities. The Precept had not been set at the last Council meeting so we do not know if there will be any money available for us to use.

Importantly the councillors made it clear at the last meeting that they appreciate what we are doing and will support us as much as they can.

Thank you to everyone for your support. We look forward to a busy year.  
Rose and Melanie

Signed:

Date:



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### Planning

**REF: ZD23/00639/VAR:** Variation to 18/00455/FULL to reduce the size of the new building at Maythorne Farm, Leyburn DL8 5HL.

[ZD23/00639/VAR | Variation of Condition No 1 Attached to North Planning Permission 18/00455/FULL to reduce the size of the new building | Maythorne Farm Leyburn Yorkshire DL8 5HL \(richmondshire.gov.uk\)](#)

**REF: ZD23/00364/Full** Full Planning Permission to Change an Existing Dwelling into Bedsits and Flats to Provide Staff Accommodation - Amended Layout Plan / Reduction in bedsits / flats from 8 to 7 at Washfold Farm Moor Road, Leyburn North Yorkshire DL8 5JZ - AMENDED PROPOSAL

<https://planning.richmondshire.gov.uk/onlineapplications/applicationDetails.do?activeTab=externalDocuments&keyVal=RWCMYWNAFY700>

**REF: ZD23/00637/FULL PROPOSAL:** Full Planning Permission for Porch on side elevation LOCATION: 41 Brentwood Leyburn North Yorkshire DL8 5HW APPLICANT: Mr & Mrs Jackson

<https://planning.richmondshire.gov.uk/onlineapplications/applicationDetails.do?activeTab=externalDocuments&keyVal=S4U9PINAGNP00>

### **Leyburn Changing Places Toilet - Update to Leyburn Town Council for Meeting on Mond 15 January 2024**

To : Cllr Richard Sanderson, Leyburn Town Council (LTC) Charlotte Smith, LTC Clerk  
From : Diane Howarth, Cottage in the Dales, accessibility volunteer to LTC

Outlined below is the update regarding the Leyburn Changing Places Toilet since the December 2023 Leyburn Town Council meeting.

#### **1. Grant Deadline**

The extended deadline to 30 June 2024 is not a blanket extension but agreed with Fiona Jefferies, Govt Levelling-Up Dept on an individual basis. Leyburn must provide confirmation that:

- \* (1) Full funds are in place
- \* (2) Project update forms submitted to the Levelling Up Department to show project timescales
- \* (3) Any required planning permissions are in place
- \* (4) The CPT supplier has been booked and confirmed the supplier will be on site by mid-March, with delivery of the CPT module, including approvals will be done before the 30 June 2024. A draft contract will suffice.

#### **2. Funding**

UKSPF funding have recommended the approval of the submitted 'Accessibility Improvements to Leyburn' providing matched funding of £49,200. Hence total committed funds are £98,400 to cover the CPT and the Accessibility Audit. All grants standard terms are to claim the funds back at the end of the project, though now learned that UK Govt levelling up grant of £39,200 was provided to Hawes CPT ahead of the project.

Signed:

Date:





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Reviewing feasibility of smaller deposits & interim payments. Audit project will not commence until CPT project is fully funded.

### 3. Outstanding Actions

- \* (1) Groundworks clarification to ensure detailed end-to-end responsibilities & actions are clear to all parties involved. Draft email being sent today 15th or tomorrow 16th January after civil engineer volunteered to review the quotes received from NPG / Yorkshire Water / Two suppliers RiseAdapt & Innova. Delayed due to holidays before & over festive period \* illness last week. Request clarification and detailed drawings by Monday 22 January to enable a detailed review and choice of supplier by Friday 26 January.
- \* (2) Actions to support grant deadline extension to 30 June - as described above
- \* (3) Planning process agreed and put in place with NYC - aim to be in place by end of Jan
- \* (4) Agree affordable lower deposit to suppliers to enable project to commence
- \* (5) Review feasibility & agree up-front and interim payments of grants due to cash flow

**4. Most importantly, Leyburn Town Council to provide project approval TODAY with the following caveats that must be in place before any funds are committed. The approval cannot wait until the February council meeting as the required deadlines set by the Levelling Up Department will be missed.**

In chronological order:

- (1) Groundworks final costs / actions / responsibilities agreed to show end to end delivery
- (2) Planning process is agreed with NYC and in process to meet the project schedule
- (3) Affordable deposit payment is agreed with one of the two suppliers and/or Levelling Up Dept Grant (£39,200) is provided in advance, same as Hawes CPT
- (4) Supplier is appointed and provide project schedule to meet deadlines
- (5) Grant extension deadline is approved

Signed:

Date: