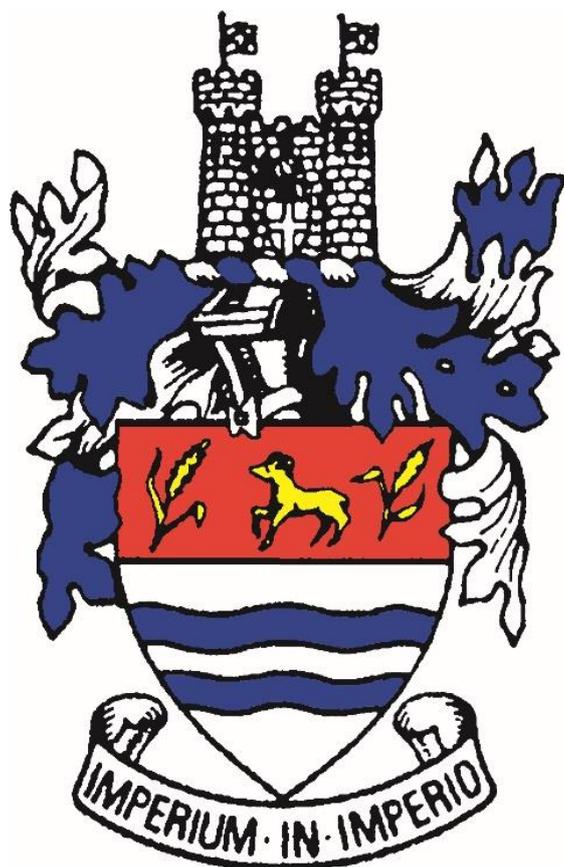


WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE
T: 01937-583584, E:admin@wetherby.co.uk W:www.wetherby.co.uk



ANNUAL REPORT 2018

*A review of the work of the Town Council
during the past twelve months.*

Adopted by the Town Council at its
Annual Meeting on Tuesday 8th May 2018

Presented by the Mayor of Wetherby
Councillor Galan Moss
At the Annual Town Meeting on Thursday 31st May 2018

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THE COUNCIL

Councillors

Councillors, serving throughout the 2017/18 Civic year, were:

North Ward

- Harry Chapman
- Norma Harrington
(Ward Member from
May 2018)
- Nish Kanabar
- Kazia Knight
- Neil O'Byrne

West Ward

- Cindy Bentley
- David Frame
- Victor Hawkins
- Galan Moss
- Gerald Wilkinson (Ward
Member)

East Ward

- Julie Brady
- Alan Lamb (Ward Member)
- John Procter (Ward Member
until May 2018)

Mrs Joanne Maltby resigned from the Council in April 2018. Mrs Maltby was thanked for her contributions during her time as a Councillor. The Council had benefitted from her talents in digital marketing and events management.

At the time of writing this report the Council was waiting to be advised as to whether an election had been requested to fill the vacancy on the Council, or whether it was free to co-opt a new member for the remaining year of the Council's current term. Elections to the Town Council will be held in May 2019.

It has been agreed that, in preparation for compliance with the incoming General Data Protection Regulations, all Councillors will be provided with dedicated e-mail accounts for their work on Wetherby Town Council. E-mail addresses can be found online, but comprise of the following protocol: firstname.lastname@wetherby.co.uk

Mayor

Councillor Norma Harrington was elected as Mayor of Wetherby for the 2017/18 Civic Year on 23rd May 2018. This was the second of her two year term as Mayor.

Councillor Galan Moss was elected as Deputy Mayor of Wetherby for the 2017/18 Civic Year.



Attending the unveiling of a new blue plaque on 23rd July 2017. The plaque commemorates the birthplace of Ginger Lacey, the second world war flying ace whose birthplace was on the site of the new ALDI superstore.



The focus of the Mayor's second year in office has been the emergency services and the uniformed organisations who contribute so much to the Wetherby community. These groups were welcomed to and celebrated at the 2018 Civic Service on 29th April. In addition the Mayor has spent a shift with the Blue Watch Officers of Wetherby Fire Station and participated in West Yorkshire Police's stop and search ride along scheme.

The Mayor can be invited to attend an event by writing to the Council's offices at admin@wetherby.co.uk



Staff

The Council's team of 9 members of staff is headed up by the Town Clerk, Mrs Iona Taylor.

Other staff include:

- A part time Deputy Clerk whose responsibilities include the Property Committee, the weekly Thursday market and cemetery administration.
- A part time administrative assistant who is the first point of contact at the Council's offices and deals with enquiries from members of the public. The Paths Partnership Committee is run by the Office Administrator.
- A full time Cemetery Superintendent.
- A full time Town Handyman who is responsible for the general maintenance and upkeep of the Council's green spaces.
- A part time Town Hall caretaker who is responsible for the day-to-day management of this facility.
- A part time cleaner who looks after the Town Hall and also acts as a part-time caretaker for bookings.
- 2 other part time caretakers who service bookings in the Town Hall.



GOVERNANCE

Over the past two years the Council has been working to ensure that it adheres to best practice, with a view to achieving Foundation status in the Local Council Award Scheme early in the 2018/19 Civic Year.

Standard Documents

The Council has now adopted the following, updated documents:

- [Standing Orders](#) – a document which acts as the Council's constitution.
- [Financial Regulations](#) – these set out how the Council manages its finances.
- [Publication Scheme](#) – a list of information routinely published by the Council and where it can be found.
- [Complaints Procedure](#) – a framework setting out how the Council will deal with any formal complaints that it receives.
- [Audit Plan and Internal Controls](#) – The Town Council undergoes three stages of audit each year and this document sets out how those phases are made up and details the everyday checks and controls in place within the Council to safeguard public money.

The Council is continuing this improvement work and Officers are currently working to compile a comprehensive list of the Council's assets and an updated risk assessment of the Council's general activities.

The Council's efforts were rewarded when its Internal Audit report for 2016/17 concluded that: "Overall we found very good systems and controls in place for both Wetherby Town Council and Wetherby Town Hall. The new accounting system and records were both kept to a high standard and no negative results appeared from our internal audit tests."

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development.

This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres.

A proportion of CIL payments collected by Leeds City Council are passed on to the Town Council. The Town Council has a duty to spend CIL income on providing, improving, replacing, operating or maintaining infrastructure that supports the development of the Council area or anything else concerned with addressing the demands that development places on the area.

During the past year Wetherby Town Council has received a significant amount of CIL funding, which it holds in its ear marked reserves (£113,500.62). At the Annual Town Council Meeting on 8th May 2018 the Council will be deciding on an administrative structure to ensure that the funds are used appropriately. It is expected that this will consist of a group of Councillors made up of representatives of the Council's committees.

Markets

The Town Council has continued to operate the Thursday market, held weekly in the Market Place.

During the year significant work was carried out to update the license agreement between the Council and each stallholder. This was adopted in February 2018 and rolled out from 1st April



and sees the introduction of a new 'loyalty' scheme. This means that traders who attend for 11 consecutive weeks are rewarded with a toll free week of trading. It is hoped that the new license will help achieve the Council's ambition of having a full market each and every week.

The Farmers' Market continues to be run by Otley Town Partnership as part of the Yorkshire Farmers' Market Group, which includes the markets in Harrogate, York and Otley.

2018/19 Budget

For the first time, and using recently implemented financial management software, the Town Council has set a balanced budget for the 2018/19 financial year.

Information about the Council's finances, including the 2018/19 budget, can be found online at: http://www.wetherby.co.uk/Accounts_3767.aspx



PROPERTY

General

The Council continues to manage its wide portfolio of property including:

- Town centre gardens.
- Three playgrounds.
- Adult exercise equipment in Sandringham Park.
- The 'Little Toe' bike skills area at Millennium Field, off Quarry Hill Lane.
- Skate park at the Ings.
- The Hallfield Lane Cemetery.
- Sandringham Park, in conjunction with the Friends of Sandringham Park.
- Over 15 other sites in and around Wetherby town centre.

Wetherby Cemetery

- There have been 21 interments in the past year, split fairly evenly between full burials and interments of ashes.
- There have been regular additions of plaques to the memorial wall, which is becoming a well loved feature of the cemetery.
- The majority of maintenance in the cemetery is undertaken by the Cemetery Superintendent who is always happy to help visitors to the site.
- In a change to arrangements in previous years the Town Handyman began to assist with grasscutting and strimming during the 2017 summer season.
- The Church on the Corner / Cemetery Chapel continues to be used regularly by St James' Church for their Tuesday afternoon service.
- The Deputy Town Clerk remains the main point of contact for cemetery enquiries, including the sale of new plots.



Update on the Big Toe (Cycle Track) Project

- Throughout the year both Full Council and the Property Committee have liaised with Wetherby Bike Trails and continued to offer support for the project to provide a bike skills track on disused land off Quarry Hill Lane, known as the Devil's Toenail / Big Toe.
- This follows on from the success of the provision of a junior skills area on the Millennium Field.
- At its meeting on 8th May 2018 Wetherby Town Council agreed to take over ownership of the area of land, currently in private ownership, on which the majority of the skills area will be sited.
- This will help to facilitate the progression of a funding application to Sport England for which the Town Council is now the applicant. It is hoped that the project can be brought to a swift and successful conclusion early in the new civic year.



PLAYGROUND UPGRADE PROJECT

The Town Council owns and maintains three children’s equipped play areas located at Scour Bank (off Linton Road), Masons Field (off Hallfield Lane) and Nidd Approach (off Aire Road).

A need to improve the three playgrounds was identified and a preliminary public survey took place at the end of 2016 when feedback was received from over 300 people. A brief was prepared and provided to playground suppliers who used the information in this document and the results of a site visit with the Clerk and Deputy Clerk to prepare preliminary designs.

The designs were the subject of a second, public consultation which took place between 6th and 20th November 2017. The Town Council consulted the public in a number of ways, including an exhibition in the Town Hall, an online display and hosting visits from local primary school councils.

Representatives of each playground company met with the Council’s Property Committee who considered the public’s views when agreeing to appoint Kompan (<http://www.kompan.co.uk/>) as its preferred supplier.

The Clerk and Deputy Clerk have subsequently worked with Kompan to refine the initial designs. Work is now progressing on a funding package to allow the schemes to be implemented. A generous commitment of £12,446 to fund equipment at the Masons Field site has been received from the Wetherby and District Lions Club.

Information about the project can be viewed on the Council’s website, wetherby.co.uk

Scour Bank (King George’s Field) – Off Linton Road



Masons Field – Off Hallfield Lane

Masons Field
Wetherby Town Council

KOMPAN!

KOMPAN Ltd.
27 Park Road, Wetherby
West Yorkshire, LS23 7BQ
UK
Tel: 01937 546464
www.kompan.com

Nidd Approach – Off Aire Road

Nidd Approach Play Area
Wetherby Town Council

Product Key

- 1 Clamber Stack Passo
- 2 Seesaw with Springs

Passo and Seesaw with Springs to be surfaced with rubber bonded mulch onto existing grass with wear pads for existing equipment.

Existing Slide, Swings and Springers to be surfaced with rubber bonded mulch.

KOMPAN!

KOMPAN Ltd.
27 Park Road, Wetherby
West Yorkshire, LS23 7BQ
UK
Tel: 01937 546464
www.kompan.com



PLANNING AND DEVELOPMENT

Planning and development has been one of the hot topics in Wetherby over the past year, with the Council responding to several, significant extraordinary consultations on proposed developments, strategies for inclusion in the Local Plan and licensing issues.

Planning Committee

The Council's Planning Committee has continued to meet on a three-weekly basis, usually on a Monday afternoon in Wetherby Town Hall, to consider consultations on planning applications being carried out by Leeds City Council.

In the past year it has met 13 times to consider 114 planning applications ranging from extensions to properties, to change of use of buildings, to works to protected trees, to the provision of a new car wash and a variety of other proposals.

Consultations on significant applications are considered at Full Council meetings.

Details of all planning applications can be viewed on Leeds City Council's website: <https://publicaccess.leeds.gov.uk/online-applications/>

Local Plan

The Local Plan sets out policies and proposals that will be used to guide decisions and investment on development and regeneration. It will help make sure that the whole of the Leeds City Council area is developed in the right way.

The plan sets out how and where homes, jobs, community facilities, shops and infrastructure will be delivered and the type of places and environments we want to create. It also identifies land to be protected from development, such as open space.

Wetherby Town Council has responded to two consultations, carried out by Leeds City Council, during the past year:

- Core Strategy Selective Review
- Leeds Site Allocations Plan – Revised Submission Draft

The Council has continued to assert that housing targets for this area are too high and that it continues to support the delivery of a single strategic development site in the Outer North East Area.

Wetherby Town Council shares local residents' concerns about the amount of housing being proposed and developed in this area.

Consultation Responses

In addition to responses on consultations about the Local Plan the Council has also made representations on the following key issues:

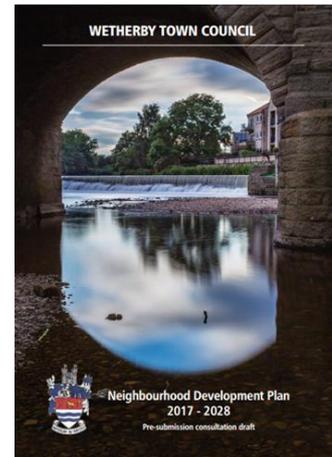
- Objecting to the MINT Festival being held at Stockeld Park. The organisers of this event have subsequently surrendered their license and will not be using this venue again.
- Objecting to an outline planning application for 210 houses on land at the top of Spofforth Hill.
- Objecting to an outline planning application for 800 dwellings on land off Racecourse Approach.
- At its meeting in March 2018 the Town Council considered Leeds City Council's community engagement survey on the provision of secondary schools in this area. The Council voted to support the proposal put forward in the survey that there is a need for only one secondary school in the area and that Wetherby, as the local town, should be the location for an outstanding school serving the town and surrounding areas.



Neighbourhood Plan

Since 2013, the Wetherby Neighbourhood Planning Group has been working to formulate a plan, based upon input from the Wetherby community. The Group, which is chaired by Town and Ward Councillor Alan Lamb, consists of 15 members including four Town Councillors.

At its meeting on 12th September 2017 the Town Council approved the Submission Draft version of the document meaning that it can now be submitted to Leeds City Council for independent examination and finally a public referendum before, subject to a successful referendum outcome, coming in to force as part of the statutory development plan for this area.



Spofforth Hill Consultative Forum

The Town Council has maintained strong representation on this forum, being represented by the three Ward Councillors as well as Councillors Moss, Chapman and on occasion the Mayor. The group has met three times during the past year to consider issues associated with the Bellway housing development off Spofforth Hill.



LINKS WITH OTHER ORGANISATIONS

Wetherby Town Council's work in the wider community is varied, with strong connections to other local organisations in the voluntary and private sectors as well as with other local authorities.

Grant Funding

In 2017/18 the Council awarded £1,500 of grant funding to other local organisations:



£250 was given to Wetherby Musical Theatre Group to help with the costs of their November 2017 production of *Return to the Forbidden Planet*. The Council's grant funding assisted the Group to continue their work in the Wetherby community which involves over 65 members.

£750 was given to the Wetherby Festival. October 2017's Festival was a great success with over 2000 attendees at the 35 events over the course of 10 days. Although the Festival concentrates on the performing arts there were also visual events such as art exhibitions and social occasions as well.

For the first time some of the events, including a successful ceilidh, were held in Wetherby Town Hall.

£500 was given to the Wetherby Riverside Bandstand Trust to assist with their 2017 programme of Sunday afternoon concerts.

The concerts run from 2.30-4.30pm each week during the summer months.

The grant from the Town Council helped to assist with the costs of bringing in a wide variety of local brass and silver bands to play in the town.



During the year the Council agreed to standardise the application procedure for its grants by adopting an application form for use by all applicants. The form can be obtained from the Council's offices or online at: http://www.wetherby.co.uk/Grants_17124.aspx

Use of the Council's York Road Depot

The Council's York Road Depot continues to be used by Wetherby in Bloom volunteers as a base for storage and water facilities.

A similar arrangement also exists with Wetherby Business Association whose group of volunteers use the Council's York Road Depot as a workshop and storage facility for their Christmas lights which adorn the town each year.



Wetherby Twinning Association

Although the Twinning Association now operates independently of the Town Council it was agreed to continue to support the work of this organisation via a financial contribution of £500.

West Yorkshire Police

A police representative continues to attend each monthly Town Council meeting at which the crime statistics for the preceding month are considered.

In April 2018 the Town Council welcomed PC Jess Lane as the new Ward Manager for Wetherby. She is working alongside PC Ben Chamberlain who has been temporarily deployed outside the town.

Wetherby District Lions Club

Permission has been given for the siting of an honours board to commemorate the Townsperson of the Year. The board will be located in the Bramham Room of the Town Hall and will echo the one already celebrating Jubilee Award winners.

Wetherby and District Foodbank

The Foodbank doesn't think anyone in our community should have to face going hungry. That's why they provide three days' nutritionally balanced emergency food and support to local people who are referred to them in crisis. They are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

Members of the public donated over 27kg of food to the Foodbank via a collection box located in the Town Hall.

The Royal British Legion – Wetherby & District Branch



In 2017, as in previous years, the Town Council worked with representatives of the Royal British Legion to organise the Remembrance Sunday parade, wreath laying at the war memorial and service at St. James' Church.

The town's commemoration continues to grow each year with hundreds of representatives of local organisations, civic dignitaries and members of the public turning out to pay their respects.

Yorkshire Ambulance Service – Town Hall Defibrillator

At the request of the Yorkshire Ambulance Service the Town Council has agreed to take over ownership of, and responsibility for, the public access defibrillator located on the side of the Town Hall. This will ensure its continued availability for persons in medical distress in the town.

Outer North East Parish and Town Council Forum

The Outer North East Parish and Town Council Forum provides an opportunity for the parish and town councillors from Alwoodley, Harewood and Wetherby Wards to:

- Receive presentations and hold discussions on issues of common interest;
- Share information and good practice;
- Raise any issues of concern;

The forum meets quarterly, with Wetherby Town Council being represented by Ward Members and Councillor Harry Chapman who reports relevant information to the following meeting of the Council.



WELCOME TO WETHERBY

The Welcome to Wetherby team, which is a committee of the Council, was formed in the summer of 2012, with the aim of encouraging visitors to our beautiful town.

There are currently nine Welcome to Wetherby members including representatives of the Town Council, the Old Men's Parliament, local business owners and talented individuals who all want to work for the benefit of their town.

The group has focussed on a number of initiatives during the past year including:

- Starting work on designing and seeking quotations for the printing of Wetherby shopping bags.
- Re-printing its 'Walking in Wetherby' book which is available to purchase from the Town Hall, Castlegate Stationers and Wetherby library.
- Updating the town map for inclusion in the reprinted walking book.
- Working with Ward Councillor Gerald Wilkinson to secure permission for coach parking at The Station car park, with a view to promoting Wetherby as a destination to local and national coach companies.



Christmas Window Dressing Competition

The aim of this competition is to complement Wetherby's wonderful Christmas lights by having some stunning window displays, all of which encourages our local residents and visitors alike to spend time and, hopefully, money in the town over the festive season.

The 2017 year competition saw a record 22 entries; boosted by the attraction of prizes worth over £400 in local advertising generously donated by Handpicked Local, Wetherby Now and Tempo FM.

The entries, ranging from toy shops to beauty parlours to stationers and estate agents were judged by the Mayor, Councillor Norma Harrington, representatives from the competition's sponsors and pupils from local schools, including art students at Wetherby High School.

Criteria included enticeability, imaginative use of stock, relevance to the festive season, creativity and overall impression.



The overall winner of the Wetherby Business Association trophy was Furnish & Fettle of High Street, Wetherby.



The Junior Judges' award went to Nicolla Florist of Bank Street.
The Senior Judges' award went to Peter Jones of Market Place.

Eleanor Goddard, director of Furnish & Fettle, said:

"I am so proud of our wonderful team. The display was designed and constructed by three of my colleagues from our Wetherby showroom, Donna Schofield, Steve Watling and Della Pool. It's great that their creativeness and hard work has been recognised in this way."

Awards were presented at a special ceremony held in the Town Hall on Thursday 15th December. The Mayor of Wetherby, Councillor Harrington, said that "it had been a delight to be able to visit all the stunning entries and see the best that Wetherby shops have to offer at this festive time of year."

Nish Kanabar, outgoing Chairman of the Wetherby Business Association, presented the winner's trophy and a £250 voucher for advertising with Handpicked Local.



JUBILEE AWARD



James Eaton, 18, was announced as the 2017 winner of the Town Council's Jubilee Award on 20th December.

The annual Jubilee Award is presented by the Town Council to an individual, under the age of 20, to recognise the value and outstanding contributions that young people make to the Wetherby community.

James was nominated for the award by his former teachers at Wetherby High School who said that he is "a truly remarkable young man both as a highly promising scientist and in his character as an individual."

James is a true success story for Wetherby High School. As a consequence of his hard work, talent and diligence James received 3 A* at 'A' level and went on to take up his place at Jesus College, Oxford where he is progressing well.

But James also gives credit to his teachers at Wetherby High School and used the prizegiving ceremony to thank them:

"I'd like to thank Wetherby High School for this nomination and Mr Dinsdale [science teacher] for all his help throughout the 4 years he taught me.

It was his idea to aspire to go to Oxford University, even helping me to choose the right institutions to include on my UCAS form.

All my teachers throughout my final 2 years at Wetherby High School were inspirational."

James was presented with his award by the Mayor of Wetherby, Councillor Norma Harrington and local Police Constable Ben Chamberlain of West Yorkshire Police.

P.C. Chamberlain, who had been part of the panel who considered the 6 nominations, commented:

"It has been fantastic to be part of such a positive process which seeks to recognise the best in Wetherby's young people. Too often teenagers can get a bad press, but tonight we've seen that there are some amazing young people within our community."

The judging panel, comprising of the Mayor of Wetherby (Councillor Norma Harrington), Lieutenant Yvonne West of Wetherby Salvation Army, 2015 Townsperson of the Year (Dean Buckle) and P.C. Ben Chamberlain, considered six nominations.

Other nominees were:

- Catherine Parascandolo – perseverance and resilience in the face of illness – Jubilee Award runner up.
- Niamh Hutton - double world kickboxing champion.
- Bradley Triffit - Wetherby Tennis Club member and under 14 team Captain.
- Evie Burns - Royal British Legion fundraiser and poppy seller.
- Jemima and Tabitha Browning - Equal opportunities in sport pioneers.



MAYORAL FUNDRAISING ACTIVITIES

Councillor Harrington chose Leonard Cheshire Disability as her Mayoral charity for 2017/18, to support their work at Wharfedale House in Wetherby.



A total of £783.94 has been raised during the year, comprised as follows:

Event	£
Talk – Yorkshire Countrywomen’s Association	25.00
Talk – Tadcaster Ladies’ Forum	35.00
Talk – Wetherby District Lions Club	50.00
Wetherby Town Councillors – Christmas Card Contribution	95.00
Mayor’s Tea Party – 22 nd March 2018	210.00
Talk – Martha & Mary Meeting	70.00
Civic Service Collection – 29 th April 2018	298.94
TOTAL	783.94

A cheque, representing the unpaid balance of these funds, is to be paid to a representative of the charity at the Annual Town Meeting on 31st May 2018.

The Mayor’s Tea Party – 22nd March 2018



SHOP APPY

Led by social entrepreneur Jackie Mulligan, ShopAppy is the local alternative that is changing the game for online shoppers and local shops.

Wetherby Town Council received a presentation from Dr Mulligan at its meeting in October 2017 when it was agreed to give support to this initiative which aims to revive our high streets and markets using an online platform and marketing to drive footfall into town centres. ShopAppy.com and ShopAppy was already live in Northallerton, Thirsk, Skipton, Otley, Ilkley, Saltaire, Shipley, Silsden, Guiseley, Tickhill, Barnsley and launched in Wetherby in February 2018.

It allows people to order their shopping from local shops easily and collect it at any time – day or night – thanks to a three-step model for website visitors:

- Customers place their orders on the ShopAppy website
- Their local shops pick and bag customer orders
- Orders are collected from either the shop in question or from Wetherby Town Hall in the evening

No matter if you are ordering your lambchops from your local butcher, your brunch from a cafe, fresh fruit and vegetables from your greengrocers, wine from your local off-license, toys and cards from a stationery shop, your salmon from a fishmongers, a new outfit from a clothes shop, your gadgets from a computer shop, a city get-away from your local travel agent, a cycle helmet from the local bike shop – you can get lovely shops in one place online and collect all your shopping from one place after the shops are closed.



Keeping the character and community feel of Wetherby is important to the Council which wants the independent, local shops and services to be viable businesses. ShopAppy's mission is simple, to help more people to shop closer to home and feel happier about where they shop. You can have a browse on ShopAppy.com/Wetherby or download the newly launched app.

OTHER INFORMATION



It is difficult to encompass the Town Council's work fully in one report. In addition to the information already given the Council has also:

- Pressed for the repair of the collapsed wall on Boston Road. Works were completed ahead of schedule in late October 2017.
- Requested an extension to the area proposed for a new 'Public Space Protection Order'. Although the extended area was not supported by West Yorkshire Police, the consumption or possession of alcohol in an open container continues to be prohibited in Wetherby town centre.
- Paid for both staff and Councillors to attend training on a variety of subjects. All the Council's staff are now emergency first aiders and the Deputy Mayor, Councillor Galan Moss, has attended training on chairmanship in the context of a Local Council.
- Continued to press West Yorkshire Police to carry out speed enforcement checks in Wetherby. Although this has occurred on a couple of occasions the frequency of checks is restricted by limited police resources. The Council remains aware that it is an issue of concern for local residents and presses for enforcement to take place as often as possible.
- Set a balanced budget for the 2018/19 financial year in preparation for continued improvements in its financial management and reporting procedures.
- Participated in the Great British Spring Clean on 24th March 2018. Of particular note was Councillor Wilkinson's collection of cigarette butts - 874 in 2018, compared to 730 in 2017.
- Continued, in its role as Custodian and Managing Trustee, to operate Wetherby Town Hall in which its offices are located.

