WETHERBY TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT 7PM ON TUESDAY 12TH JANUARY 2021 ONLINE AT ZOOM VIDEO COMMUNICATIONS, MEETING ID: 841 3132 4871

Present:

North Ward	**Cllr H Chapman**
	Cllr N Harrington
	Cllr R V Hawkins
	Cllr C Mulhall
	Cllr N O'Byrne (Mayor)
West Ward	**Cllr D Buckle**
	Cllr D Frame
	Cllr G Moss
	Cllr P Rowland
	Cllr T Smith
East Ward	**Cllr S Bennett – until**
	Cllr P Bradley
	Cllr A Lamb
	Cllr J Maltby – from 7.08pm
	Cllr D Payne (Deputy Mayor)

In Attendance: **Iona Taylor (Town Clerk)**
2 members of the public.

148 20-21 **Questions or comments from members of the public.**

a) Bathing Status – River Wharfe
It was noted that Ilkley has applied for bathing water status for their section of the River Wharfe. An application for Wetherby could be considered by the Climate Emergency Group, however the work and scope involved in this was noted. The Ward Councillors are working closely with local stakeholders on improving water quality in the Wharfe.

b) Transport Conversation – Leeds City Council Climate Newsletter
To be forwarded to Councillor Mulhall.

c) Clean Air Zone
It was noted that the Clean Air Act 1965 applies to the Leeds City area, but there is no clean air zone for Wetherby. Air quality and particulate monitoring would indicate if a Clean Air Zone would be necessary and can be looked at as part of the Climate Emergency Working Group's remit.

d) Hydro Electric Generator at Weir
Councillor Mulhall advised that he has already begun to look at this suggestion. Caution in respect of the weir's historical status was noted.

149 20-21 **Declarations of interests and requests for dispensations** – none.

150 20-21 **Apologies** – none.

151 20-21 **Minutes of previous meetings.**
It was **RESOLVED** that the minutes of the following meetings be approved as a true record and signed by the Mayor:
a) 8th September 2020
b) 8th December 2020

152 20-21 Matters arising from the minutes.

a) Town Hall Administration Ltd.

It was **RESOLVED** that Jean Chapman, Barbara Hartland and Edna Hilditch be put forward for consideration as Directors of Wetherby Town Hall Administration Ltd.

b) Professional Fees – Bath House Project

Councillor Hawkins commented on the cost of professional fees associated with the Bath House project.

The meeting was adjourned for 4 minutes from 7.26pm.

153 20-21 Financial reports.

Town Council

a) Payments.

It was **RESOLVED** that the list of 53 payments, totalling £42,664.07, as detailed in appendix 1 on page 3119 be approved.

b) Income and expenditure.

It was **RESOLVED** that the income and expenditure report to 31st December 2020 be received and approved.

The report included a narrative explanation of the Council's progress against the agreed budget, including the significant impact of the current unprecedented circumstances on the Council's finances.

c) Expenditure on Covid-19

It was **NOTED** that the Council has incurred £2,187.84 of costs which are directly attributable to the Coronavirus pandemic. These include items such as market signage, hand gel and PPE.

The true cost to the Council is much higher in terms of lost income, for example the £16,964 reduction in market tolls income, and projects and events which have not been able to go ahead as planned.

d) Budget Virements

It was **RESOLVED** that the virements as detailed at the Budgets Committee meeting on 5th January 2021 (see item 154 20-21b) be approved. The process of viring between nominal codes seeks to address financial issues such as over or underspends which occur during the year.

e) Ear Marked Reserves

It was **RESOLVED** that the proposals for ear marking funds as detailed at the Budgets Committee meeting on 5th January 2021 be approved. This includes transactions to be undertaken at the end of the financial year and which are required to regularise the situation with capital receipts from the sale of Cemetery Lodge.

f) External Auditor's opinion on the 2019/20 financial year.

PKF Littlejohn, the Council's External Auditor for the 2019/20 financial year, has reported the following:

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." There were no other matters to be drawn to the Council's attention.

It was **RESOLVED** that the auditor's opinion be received and noted.

Town Hall

g) Payments.

It was **RESOLVED** that the list of 13 payments, totalling £32,049.00, as detailed in appendix 2 on page 3121 be approved.

h) Income and expenditure.
It was **RESOLVED** that the income and expenditure report to 31st December 2020 be received and approved.

154 20-21 Budgets Committee

It was **RESOLVED** that following minutes of the Budgets & Governance Committee meetings be approved by Committee Members and received by Council:
a) 8th December 2020
b) 5th January 2020
The minutes can be found as appendices 3 and 4 from page 3122.

155 20-21 Planning & Development

a) Planning Committee Meeting – 21st December 2020
It was **RESOLVED** that the minutes of the Planning Committee meeting held on 21st December 2020 be received by Council. The minutes can be found as appendix 5 from page 3126.

b) Planning Committee Meeting – 11th January 2021
It was **RESOLVED** that the minutes of the Planning Committee meeting held on 11th January 2021 be approved by Committee Members and received by Council. The minutes can be found as appendix 6 from page 3128.

c) Leeds City Council Site Allocations – Main Modifications Consultation
It was **NOTED** that this consultation does not affect any sites within the Wetherby Ward and it was not therefore considered necessary for the Town Council to submit a response.

d) Swinnow Park (Racecourse Approach / Taylor Wimpey) – no update.

156 20-21 Staffing Committee

It was **RESOLVED** that updated terms of reference be adopted for the Staffing Committee. These do include any reference to gender with reference to the make up of the committee, but does include the following clause:
"When making appointments to the Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee."

157 20-21 Climate Emergency

Councillor Mulhall **COMMENTED** on the following points:

- The Climate Emergency Working Group's next meeting takes place on 19th Janaury 2021. The focus of this meeting will be implementing the action plan by dividing the Group in to smaller teams who will be able to focus on specific items and areas of work.
- Barry Riley, the Council's Temporary Project Administrator, is helping the Working Group especially in respect of building relations between Wetherby Town Council and Leeds City Council.
- Councillor Mulhall had found the Climate Webinar, provided by Friends of the Earth through the Yorkshire Local Councils Association, very useful. Wetherby Town Council was ahead of many the Councils represented as the majority had not yet declared a Climate Emergency and even fewer had drawn up an action plan.

158 20-21 Highways

a) Speed Indicator Device (SID) data.
Prior to the meeting Councillor Hawkins had circulated information showing that the SID on Deighton Road had recorded 40.3% violations with the average over 30mph at 44mph with the maximum speed at 67mph and 74 vehicles over 50mph.

b) Issue Log.

Councillor Harrington provided the following updates on listed issues:

i. HGV Signage

It was **NOTED** that the signage has been manufactured and is waiting to be erected by Leeds City Council's contractor. Ward Councillors will be advised when this is to take place and will disseminate this information to the Town Council.

ii. Signage to HGV drop-off point.

Leeds City Council are endeavouring to expedite this item.

iii. *Parking at junction of Hallfield Lane and York Road and also at junction of Deighton Rd and Northfield Approach.*

It was **NOTED** that double yellow lines were painted at the junction of Deighton Road and Northfield Approach in November 2020. Leeds City Council had expected the ones on York Road to be done at the same time, but this was not the case. They will be done as soon as possible and Ward Councillors advised when work is to take place.

iv. Roundabout – junction of Deighton Road and Sandbeck Lane.

Details of the proposed scheme will be brought back to the group that met with the Leeds City Council Highways Officer in November 2020 as he is keen to progress the scheme before the end of the financial year.

v. Street Lighting, the Ginnel.

These were thought to have been installed as part of the Westgate improvement scheme, but are still not in place. SSE are to be contacted by Leeds City Council for more information.

159 20-21 Police Matters

a) Crime Statistics

The crime statistics for December 2020 were **RECEIVED AND NOTED.**

They showed a significant reduction on the previous month to a total of 38 crimes across the whole Wetherby ward:

- Criminal Damage – 4
- Residential Burglary – 2
- Business / Community Burglary – 2
- Theft of motor vehicle – 1
- Vehicle Interference – 1
- Assault – 6
- Theft (non-specific) – 2
- Public Order / Drunk & Disorderly – 14
- Drug offences – 2
- Theft from Shop - 4

b) Police and Communities Together (PACT)

It was **NOTED** that discussions at the meeting on 5th January 2021 had centred around the new method of reporting crime figures to local communities with feedback generally indicating that the recommended website is not working as it is not user-friendly. This will be forwarded to one of the Wetherby Ward Officers.

160 20-21 Correspondence

The Clerk **REPORTED** on items received, including:

a) Leeds City Council – 21/22 Budget Consultation

Councillor Lamb advised that he is happy to answer any questions that Councillors may have about this consultation.

161 20-21 Items for information.

a) Erosion of Riverbank.

Councillor Hawkins again **REPORTED** that the bank of the River Wharfe near the Ings is eroding with a danger that the flood defences could be undermined.

Ward Councillors advised that they have raised this with the Flood Relief Officer who will in turn liaise with the Environment Agency.

b) Coronavirus Vaccinations

Councillor Harrington **REPORTED** that that medical centre on Hallfield Lane is operating as the vaccination hub for local GP surgeries within the Wetherby Primary Care Network. Patients are being invited to attend as supplies allow and are encouraged not to contact their practices directly.

The meeting closed at 8.12pm.
These minutes were recorded and prepared by Iona Taylor, Town Clerk.

SIGNED: ..... (Chair)

DATE: .....

APPENDIX 1
TOWN COUNCIL
LIST OF PAYMENTS

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/12/2020	DVLA (Paid to Post Office Ltd)	300651	265.00	Van Tax
15/12/2020	PCM Systems Ltd	DD23 12-20	140.40	27420, IT Support
15/12/2020	Opus Energy	DD24 12-20	30.38	69641783, Cemetery Electricity
15/12/2020	Opus Energy	DD25 12-20	8.86	69641782, OMP Electricity
15/12/2020	Opus Energy	DD26 12-20	20.67	69641784, Weir Lights Electric
15/12/2020	Opus Energy	DD27 12-20	7.94	69641780, Depot Electricity
15/12/2020	Business Stream	DD28 12-20	1.00	Water - Garden of Rest
15/12/2020	Business Stream	DD29 12-20	8.50	Water - Cemetery
16/12/2020	Market Place Caterers	300652	85.00	Catering @ Training Day
22/12/2020	Touch Telecom	DD30 12-20	191.90	19393, Telephone & Internet
24/12/2020	Sage Global Services Ltd	DD31 12-20	12.24	801827, Payroll Software
29/12/2020	ABC Digital Solutions Ltd	DD32 12-20	108.00	174101, Print Contract
31/12/2020	Unity Trust Bank	33 12-20	19.60	Credit Handling Charge
31/12/2020	Unity Trust Bank	34 12-20	47.55	Service Charge
04/01/2021	Leeds City Council	DD1 1-21	454.00	Rates - York Road Depot
04/01/2021	Leeds City Council	DD2 1-21	269.00	Rates - Cemetery
04/01/2021	Leeds City Council	DD3 1-21	337.00	Rates - Market
04/01/2021	Viking Direct	IB4 1-21	126.16	286987, Stationery & Postage
04/01/2021	W Bradley	IB5 1-21	742.00	Plot Re-Purchase
07/01/2021	Grenke Leasing Ltd	IB6 1-21	362.38	Printer Rental Contract
11/01/2021	Business Stream	DD11 1-21	6.15	Water - Sandringham Park
13/01/2021	Trustees of Wetherby Town Hall	IB7 1-21	800.01	Office Rent & Grant
13/01/2021	ELAS Business Support	IB8 1-21	297.60	HR and H&S Support
13/01/2021	Trustees of Wetherby Town Hall	IB9 1-21	942.27	2nd Quarter VAT Reimbursement
13/01/2021	HM Revenue & Customs	IB10 1-21	2,935.35	NI & PAYE
13/01/2021	Yorkshire Local Councils Assoc	IB11 1-21	15.00	1101-2021, Climate Training
13/01/2021	Yorkshire Local Councils Assoc	IB12 1-21	15.00	1128-2021, Council Powers
13/01/2021	Yorkshire Local Councils Assoc	IB13 1-21	15.00	1074-2021, Time Management
13/01/2021	Pear Technology Services Ltd	IB14 1-21	102.00	Pear 2021 Support
13/01/2021	Fen Regis Trophies Ltd	IB15 1-21	29.95	34705, Jubilee Award Trophy
13/01/2021	Rocco Industries Ltd	IB16 1-21	1,519.04	B.Riley - Project Management
13/01/2021	Montwhelan Limited	IB17 1-21	3,000.00	Rent - York Rd Depot
13/01/2021	J. Hudson	IB18 1-21	1,800.00	Market Stall Erection - Dec
13/01/2021	PKF Littlejohn LLP	IB19 1-21	960.00	2019/20 External Review
13/01/2021	Abbotts Memorial Company	IB20 1-21	545.00	11581, Gravedigging (1)
13/01/2021	Kompan Ltd	IB21 1-21	476.85	233212, Butterfly Play Panel
13/01/2021	Staff Salaries	IB22 1-21	9,479.34	Wages - January 2021
13/01/2021	Zoom Video Communications Ltd	IB23 1-21	14.39	Subscription (Pd. to I. Taylor
13/01/2021	West Yorkshire Pension Fund	IB24 1-21	2,376.34	Pension Contributions - Jan
13/01/2021	Prudential	IB25 1-21	35.00	Pension Contributions - Jan

13/01/2021	Pullan Landscape, Construction	IB26 1-21	1,038.82	6555, Grounds Maintenance Dec
13/01/2021	Addplant Limited	IB27 1-21	107.64	T/62622, Cemetery Portaloo
13/01/2021	Waudby's of Wetherby	IB28 1-21	173.23	31866, Van MOT
13/01/2021	Greens Contractors	IB29 1-21	3,532.50	Part 327 Plant & Operator Hire
13/01/2021	Farm & Land Services Ltd	IB30 1-21	248.40	5854, Maintenance Services
13/01/2021	Farm & Land Services Ltd	IB32 1-21	658.00	5834, Maintenance Services
13/01/2021	Farm & Land Services Ltd	IB33 1-21	3,048.44	5846, Grasscutting
13/01/2021	Farm & Land Services Ltd	IB34 1-21	918.00	5853, Maintenance Services
13/01/2021	Farm & Land Services Ltd	IB35 1-21	702.00	5825, Clear Flood Debris
13/01/2021	Farm & Land Services Ltd	IB36 1-21	3,048.44	5758, Grasscutting
13/01/2021	Viking Direct	IB37 1-21	17.23	471222, Visors
13/01/2021	Viking Direct	IB38 1-21	130.46	571632, Stationery / Cleaning
13/01/2021	Viking Direct	IB39 1-21	19.04	578224, String
		TOTAL	**42,664.07**	

APPENDIX 2
TOWN HALL
LIST OF PAYMENTS

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/12/2020	HSBC BMM Bank A/c	T1 12-20	26,549.28	Current to Savings account
15/12/2020	Opus Energy	DD8 12-20	313.10	25890097, Gas
15/12/2020	Business Stream	DD9 12-20	117.56	Water
22/12/2020	Touch Telecom	DD10 12-20	17.40	169382, Lift Phone Line
06/01/2021	Opus Energy	DD1 1-21	400.68	69772980, Electricity
13/01/2021	Timpson Locksmith	IB2 1-21	90.00	Lock Repair (Pd. A Waterfield)
13/01/2021	Jet Aire (DC) Ltd	IB3 1-21	1,560.00	9349, Drainage Survey
13/01/2021	Professional Paper Supplies Lt	IB4 1-21	80.22	605001, Hand Gel & Bin Bags
13/01/2021	Wetherby Town Council	IB5 1-21	2,239.36	Salary Re-charge, Jan
13/01/2021	PHS Group	IB6 1-21	625.86	68014326, Dust Mat
13/01/2021	Wetherby Town Council	IB7 1-21	26.94	Re-charge for Viking, Flash
13/01/2021	Touchwood	IB8 1-21	5.90	3217, Drills & Hooks
13/01/2021	Screwfix Direct Ltd	IB9 1-21	22.77	Light Bulbs
		TOTAL	**32,049.00**	

APPENDIX 3
MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: **Tuesday 8th December 2020**
Time: **5.30pm**
Location: **Online at Zoom Video Communications:**
https://us02web.zoom.us/j/83326228480?pwd=eERHY3VKWTBxWWg5ZVFYUTh1VHZwdz09
Meeting ID: 833 2622 8480

Present: **Cllr Norma Harrington (Chair)**
Cllr Alan Lamb
Cllr Neil O'Byrne (Mayor)
Cllr Dawn Payne

In attendance: **Iona Taylor, Town Clerk**

1. Town Council Payments

The Committee scrutinised the supporting information for the following sample of payments included on the list for approval at the Town Council meeting on 8th December 2020:

a) J.Hudson - Stall Erection, November - £423
It was noted that the charge for stall erection services had been reduced due to the operation of an 'essentials only' market in November. The charge had covered the cost of attendance each morning and evening to put 'road closed' signs out.

b) Rocco Industries Ltd (B. Riley), Project Administration – November - £961.11

c) Maddison James Associates – Bath House Design Work - £2,244.00

The following points were noted:
- As yet, no invoices have been received in relation to the 2020 Christmas Lights project.
- The monthly payment of grant funding to the Trustees of Wetherby Town Hall has not taken account of the reduced amount in the 2020/21 budget. The Clerk has therefore cancelled the monthly Standing Order to ensure that the correct amount is paid over the remainder of the financial year.

2. Town Hall Payments

The Committee scrutinised the supporting information for the following sample of payments included on the list for approval at the Town Council meeting on 8th December 2020:

a) Wetherby Town Council – Salary Re-charge, November - £1,604.33
It was noted that this is significantly less than usual as the Town Council has covered the cost of staff being deployed to alternative tasks during the Town Hall closure in lockdown.

b) Moulds Accountants – Filing of Town Hall Administration Ltd Confirmation Statement - £60

3. Town Hall Bank Reconciliations

Members of the Committee examined and verified the bank reconciliations and statements for the following accounts:

Trustees of Wetherby Town Hall	Current a/c ****4628	30/9/20	£58,182.55
	Savings a/c ****2730	31/410/20	£73,450.72

4. Devil's Toenail – Sport England Claim

It was **NOTED** that a first claim for £26,229.39 has been submitted.

5. Internal Auditor

The Clerk **REPORTED** that she had had a preliminary conversation via zoom with the Internal Auditor on 11th November 2020.

A link will be provided to enable the auditor to inspect the Council's financial records electronically.

A discussion had also taken place about the various Property projects which are ongoing and the best practice for administering them.

These minutes were recorded and prepared by Iona Taylor, Town Clerk.

APPENDIX 4
MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: **Tuesday 5th January 2021**
Time: **5pm**
Location: **Online at Zoom Video Communications:**
https://us02web.zoom.us/j/82265783682?pwd=VnUvYWROZk9yRWJGcnZhQnBmRE9pZz09
Meeting ID: 822 6578 3682

Present: **Cllr Norma Harrington (Chair)**
Cllr Alan Lamb
Cllr Neil O'Byrne (Mayor)
Cllr Dawn Payne

In attendance: **Iona Taylor, Town Clerk**

1. Mid-Year Monitoring Against Budget

The meeting **RECEIVED AND CONSIDERED** the mid-year monitoring against budget report to 30th December 2020. It was noted that this will be presented at next week's Full Council meeting.
The impact of the Covid-19 pandemic on the Council's performance against the 2020/21 budget was noted. Whilst there have been some costs, there are significant underspends where projects have not been able to proceed as expected (e.g. recruitment of new members of staff).

2. Budget Virements

It was **RESOLVED** that the following schedule of virements be undertaken to address budgetary fluctuations identified during the financial year:

Transfer From			Transfer To			Amount
Cost Centre	Code	Detail	Cost Centre	Code	Detail	
Admin.	4102	Stationery	Admin.	4104	IT Costs	£500
Admin	4211	Meeting Room Hire	Admin	5307	Coronavirus	£215 Plus any extra later in year
				4104	IT Costs	Balance of Meeting Room Hire
Admin	4208	Councillor Travel	Admin	4104	IT Costs	£100
Property	4203	Insurance	Property	8887	Contingency	£563
Property	4300	Petrol	Property	8887	Contingency	£40
Property	4309	Electricity	Property	8887	Contingency	£1,000
Property	4314	Materials	Property	8887	Contingency	£200
Personnel	4028	Payroll Software	Personnel	5307	Coronavirus	£300
Personnel	4104	IT Costs	Admin	4104	IT Costs	£687
Civic & Events	5507	Community Events	Admin	4203	Insurance	£2,230
			Property	4204	Legal & Professional Fees	£2,565
Markets	4102	Stationery	Markets	5307	Coronavirus	£193

Markets	5704	Stall Maintenance	Markets	4200	Subs & Memberships	£298

3. Ear-Marked Reserves

a) Year End Ear Marking

It was **AGREED** that the following sums be ear-marked at the financial year-end:

- £965 – Election Costs
- £1,500 – Replacement Van
- Balance of budget funds – Defibrillator
- Balance of budget funds – Lawnmower costs.
- Balance of unspent grant – Paths Partnership funds.

b) Cemetery Lodge Capital Fund

Members were reminded that a further £20,000 requires repaying into this fund, to replace money which was used for preparation of the Neighbourhood Plan.

It was **AGREED** that £10,000 be transferred from the remaining Neighbourhood Plan funds (leaving £3,483.23 as the basis of a fund to review and renew the plan in due course). It was also **AGREED** that a further £10,000 be transferred from the reserves ear-marked for Property projects.

4. 2021/22 Budget

A preliminary discussion about next year's budget was held.

It was agreed that, in principle, a similar budget to this year should be set with an aspiration of achieving the outcomes put on hold by the Coronavirus pandemic.

5. Auditing

a) External Audit 2019/20

It was **NOTED** that a clean outcome was achieved.

b) Internal Audit 2020/21

Matthew Gleadell, the Council's Internal Auditor, has put forward proposals for conducting a remote audit at the 2020/21 year end as it is unlikely that he will be able to visit in person.

As an interim measure he has proposed that a review of the work undertaken under his tenure as auditor be undertaken.

Mr Gleadell's proposals were **ACCEPTED.**

The meeting closed at 6.11pm.

These minutes were recorded and prepared by Iona Taylor, Town Clerk.

APPENDIX 5
MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: 21st December 2020
Time: 4.00 pm
Online: https://us02web.zoom.us/j/5407558507?pwd=RGpVZjFDb1JKeVJvTHVjVU5KY01XZz09
Meeting ID: 540 755 8507
Passcode: 509636

Present: Cllr Paul Bradley
Cllr Harry Chapman
Cllr Victor Hawkins (Chair)
Cllr Galan Moss
Cllr Dawn Payne

1. **Apologies.**
It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillor N Harrington.

2. **Declarations of interests and consider requests for dispensations -** none.

3. **Consultations on planning applications.**
It was **RESOLVED** that there are no objections to the following applications subject to the proposals meeting or exceeding the requirements for listed buildings and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved:
   a) 20/07799/FU | Alterations involving removal of latterly constructed blockwork infill walls and re-establish original openings to convert two apartments into a larger single apartment | 10 Stonedene Park Wetherby LS22 7FZ
   b) 20/07800/LI | Listed building application to carryout alterations involving removal of latterly constructed blockwork infill walls and re-establish original openings to convert two apartments into a larger single apartment | 10 Stonedene Park Wetherby LS22 7FZ
   c) 20/07583/LI | Listed building application for new entrance door to front | Stonedene Lodge 17 Stonedene Park Wetherby LS22 7FZ

4. **Consultations on landscape planning applications.**
It was **RESOLVED** that there are no objections to the following landscape planning applications:
   a) 20/07998/TR | Leyland Cypress (T9) - Fell. Leyland Cypress (T10) - Fell | 9 Raby Park Wetherby LS22 6SA
   b) 20/08070/TR | T1 Lime - Thin crown to remove approximately 20% of live branches to improve light and air penetration through crown. Most thinning cuts will be between 0.25 and 2 centimetres in diameter. Raise lower branches to a height of 4.5-5 metres to improve light penetration to understory plants. T2 Lime - Crown reduce upper canopy by no more than 1 metre. Formatively prune lateral canopy to enhance natural form, no more than 1m height reduction and no more than 0.5m lateral reduction. T3 Hawthorn - Carefully dismantle using rigging techniques where required as close to grade as possible. | Northgates House 17 Northgates Wetherby
   c) 20/08191/TR | T6 and T7 Silver Birch - Remove to ground level due to stem damage G14 Mixed Species - Remove basal growth to crown lift to 2m all round T17 Cherry - Reduce to height of crown break leaving a stump of approx 2.5m and retain as habitat | Crossley Street Primary School Crossley Street Wetherby LS22 6RT

5. **Updates and decisions on applications, appeals and enforcement investigations.**
   A list of updates and outcomes on applications received from planning authorities was **RECEIVED AND NOTED.**
   Information can also be viewed online at: https://publicaccess.leeds.gov.uk/online-applications/

6. **Items for information** - none.

7. **Next meeting.**
   The date of the next Planning Committee meeting was **CONFIRMED** as 11th January 2020.

The meeting closed at 4.11pm.
These minutes were recorded and prepared by Alison Waterfield, Office Administrator.

APPENDIX 6
MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: **11th January 2021**
Time: **4.00 pm**
Online: https://us02web.zoom.us/j/5407558507?pwd=RGpVZjFDb1JKeVJvTHVjVU5KY01XZz09
Meeting ID: **540 755 8507**

Present: **Cllr Paul Bradley**
Cllr Harry Chapman
Cllr Norma Harrington
Cllr Victor Hawkins (Chair)
Cllr Galan Moss
Cllr Dawn Payne

1. **Apologies** – none.

2. **Declarations of interests and requests for dispensations –** none.

3. **Minutes of the last meeting.**
   It was **AGREED** to approve the minutes of the last Planning Committee Meeting held on 21st December 2020.

4. **Consultations on planning applications.**
   It was **RESOLVED** that there are no objections to the following applications subject to the proposals meeting or exceeding the requirements for listed buildings and guidance in the 'Building for Tomorrow Today, Sustainable Design and Construction SPD to ensure that the highest standards of eco-efficiency are achieved:
   a) 20/08307/FU | Single storey side extension | Broadacre Shaw Barn Lane Wetherby LS22 6HF
   b) 20/08635/FU | Single storey front and rear extension | 9 Foxwood Walk Wetherby LS22 7XS
   c) 20/08375/FU | Single storey side extension to existing extension forming a storeroom with pitched roof replacing existing flat roof | 43 Deerstone Ridge Wetherby LS22 7XN

5. **Consultations on landscape applications.**
   It was **RESOLVED** that there are no objections to the following landscape applications for:
   a) 21/00141/TR | T1 Copper Beech - 3 metre all round reduction in crown due to excessive shading and overhang to public path and private property. Crown reduction will reduce "sail" in high winds (which are entirely likely/possible with climate change) and reduce fall from the tree on to public foot path or private properties and will help maintain the health of the tree long term. | 4 Barleyfields Court Wetherby LS22 6FZ

6. **Updates and decisions on applications, appeals and enforcement investigations –** none.

7. **Item for information.**
   Receipt of a letter of objection from MOP in relation to APP/N4720/W/20/3259806 Erection of petrol filling station with new vehicular access, ancillary shop and food outlet; car wash; electric charge points; air and water lines; ATM; underground fuel tanks | Land Off Privas Way Wetherby LS22 6RN was **NOTED.**

8. **Next meeting.**
   The date of next Planning Committee meeting was **CONFIRMED** as 1st February 2021.

The meeting closed at 4.11pm. These minutes were recorded and prepared by Alison Waterfield, Office Administrator.