WETHERBY TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT 7PM ON TUESDAY 10TH MAY 2022 IN WETHERBY METHODIST CHURCH, BANK STREET, WETHERBY

Present:	**North Ward**	**Cllr N Harrington** **Cllr R V Hawkins** **Cllr C Mulhall** **Cllr N O'Byrne (Mayor)**
	West Ward	**Cllr D Buckle** **Cllr D Frame** **Cllr P Rowden**
	East Ward	**Cllr A Lamb** **Cllr J Maltby** **Cllr D Payne (Deputy Mayor)**
In Attendance:		**Margaret Holmes (Deputy Town Clerk)** **Iona Taylor (Town Clerk)**

193 21-22 **Questions or comments from members of the public**
No members of the public were in attendance.

194 21-22 **Code of Conduct**
a) Declarations of interests and requests for dispensations – None.

195 21-22 **Apologies.**
It was **RESOLVED** that apologies be received, and reasons for absence approved, from Councillors Bennett, Bradley, Chapman and Moss.

196 21-22 **Minutes of the last meeting.**
It was **RESOLVED** that the minutes of the last Town Council meeting, held on 12th April 2022 be approved and signed by the Mayor as a true record.

197 21-22 **Matters arising from the minutes** – None.

198 21-22 **Financial reports.**

a) Town Council Payments
It was **RESOLVED** that the list of 46 payments made between 14/04/22 and 11/05/22, totalling £39,826.22, as detailed in the list of payments be approved.

b) Town Hall Payments
Following members attention being drawn to the staged payment to Bullens of £34,099.94, it was **RESOLVED** that the list of 12 payments made between 14/04/22 and 11/05/22, totalling £36,731.17, as detailed in the list of payments be approved.

199 21-22 **Budgets & Governance Committee**
The minutes of the Budgets & Governance Committee meeting held on 12/04/22 were approved by the Committee members and **RECEIVED** by Council (appendix 1, page 3337).

200 21-22 **Planning Committee**
The draft minutes of the Planning Committee meeting held on 25/04/22 were approved by Committee members and **RECEIVED** by Council (appendix 2, page 3338).

201 21-22 **Welcome to Wetherby**

The minutes of the Welcome to Wetherby Committee meeting held on 21/04/22 were **RECEIVED** by Council (appendix 3, page 3340).

202 21-22 **Artisan Market**

The Deputy Clerk reported that the draft Licence from Leeds City Council for the Artisan Sunday Market for 2022/23 had been returned to LCC for amendment. Unfortunately, the amended draft had not yet been received. It was **AGREED** that this item be deferred to the next meeting.

203 21-22 **Climate Emergency**

Councillor Mulhall informed the meeting that the group had been successful in applying for a grant and had just under £1,000 to spend on trees and plants from the Arium.

204 21-22 **Highways**

Councillor Harrington reported that she had spoken to the LCC Traffic Engineer who had informed her that the wrong materials had been used for the resurfacing work required at the junction of Knaresborough Road and Deighton Road. He was arranging for an inspector to visit to check the situation in order that the correct material may be used.

Councillor Harrington confirmed that she had sent 5 emails chasing the work to be undertaken at the Aldi roundabout since the last Council meeting. She was hoping to receive a date for the work shortly.

205 21-22 **Police Matters**

a) Information from PACT meeting

In Councillor Chapman's absence, Councillor Harrington reported that the way in which crime figures were to be reported to the wards was changing. Previously the reports had not included all incidents but only major incidents. Going forward the reports will include all incidents. The new report showed 121 crimes in Wetherby whereas previously it would have shown only 35 serious crimes. The new way of reporting will continue and will give a full picture of all crimes reported in the Ward. It will help when asking for more resources. There have been no major crimes this month. Members of the public are to be reminded to lock their doors even when they are in their garden. If members of the public witness anti-social behaviour they are asked to report it themselves, rather than ask one person in the area to report it. Before a warrant can be issued there needs to be 3 pieces of evidence.

Councillor Hawkins raised the matter of the nearest available breathalyser available to the police is in Wakefield. This had been raised by him at last month's meeting. He also enquired about an alleged robbery at Spofforth Hill and was informed that it was understood that this was still under investigation.

The importance of crimes being reported was again emphasised

206 21-22 **Correspondence**

The Deputy Clerk asked members request any items of correspondence which they had not already received.

In respect of Correspondence Item E4.5.22 (town information sign on the A1) Councillor Lamb had responded on behalf of the whole Council. Councillor Lamb had been in touch with LCC Planning to check what would be required. Whilst the idea is a good one, the delivery is very complicated but Councillor Lamb will continue to explore on behalf of the Council. It will be necessary to check who owns the land; to work with two authorities – North and West Yorkshire; Highways and Planning. Erection of the sign will need to be costed; agreement reached as to who is to pay for the sign and the wording of the sign. It was **AGREED** that this matter should be included on the Issue Log.

207 21-22 **Reports from Councillors**

(a) Painting of Trompe l'oeuil on temporary boardings at Bath House

Councillor Hawkins reported that a friend of Margaret Dabell had agreed, if approved by Council, to paint the temporary boardings covering the broken windows at the Bath House to give the impression of the window frames. Councillor Hawkins confirmed that the purchase of the paint would be the total cost of the exercise. The suggestion was approved in principle.

208 21-22 **Staffing**

The draft minutes of the Staffing Committee meeting held on 03/05/22 were approved by Committee members and **RECEIVED** by Council (appendix 4, page 3342).

209 21-22 **Items for information only.**

Councillor Harrington confirmed that she will seek further information with regard to a more permanent solution to the problem with the Bridge Lights. It was **AGREED** that this matter be deferred to the next meeting.

The meeting closed at 7.22pm.
These minutes were recorded and prepared by Margaret Holmes, Deputy Town Clerk.

SIGNED: **..... (Chair)**

DATE: **.....**

APPENDIX 1
MINUTES OF A MEETING OF THE BUDGETS & GOVERNANCE COMMITTEE

Date: **Tuesday 12th April 2022**
Time: **5.30pm**
Location: **Wetherby Town Hall**

Present: **Councillor Alan Lamb**
Councillor Dawn Payne

In attendance: **Iona Taylor, RFO**

1. Apologies.
It was **RESOLVED** that apologies be received and reasons for absence accepted from Councillors Harrington and O'Byrne.

2. Declarations of interest in items on the agenda and requests for dispensations – none.

3. Town Council payments to be made.
Supporting information for the following sample of payments was reviewed by Members:
3.1 £454.90 – Leeds City Council – York Road Depot Rates (direct debit)
3.2 £102.00 – Dan Firth Creative Ltd – Jubilee Event Artwork
3.3 £250.00 – Cllr N. O'Byrne – Leaving Gift Reimbursement
3.4 £1,405.15 – Microshade – IT Hosting Service
3.5 £1,385.00 – J. Hudson – Stall Erection, February
3.6 £3,000.00 – Montwhelan – York Road Depot Rental.

4. Town Council bank reconciliations.
Members checked bank reconciliations to 31st March 2022 against bank statements for the following accounts:
4.1 Unity Trust Current a/c ****7706 - £69,408.43
4.2 Unity Trust Deposit a/c ****7719 - £333,907.33.

5. Town Hall payments to be made.
Supporting information for the following sample of payments was reviewed by Members:
5.1 £26.50 – Wetherby Healing – Refund of Overpayment
5.2 £85.00 – Business Stream – Water
5.3 £2,689.16 – Wetherby Town Council – Salary Re-charge, April

6. Town Hall bank reconciliations.
Members checked bank reconciliations to 31st March 2022 against bank statements for the following accounts:
6.1 HSBC Current a/c ****4628 - £17,789.67
6.2 HSBC Business Money Manager a/c ****2730 - £152,498.14

The meeting closed at 6.33pm.
These minutes were recorded and prepared by Iona Taylor, Town Clerk.

APPENDIX 2
MINUTES OF A MEETING OF THE PLANNING COMMITTEE

Date: **Monday 25 April 2022**
Time: **4.00pm**
Location: **Micklethwaite Room, Wetherby Town Hall**

Present: **Cllr Victor Hawkins (Chair).**
Cllr Norma Harrington
Cllr Galan Moss

In attendance: Barry Riley, Acting Clerk

1. Apologies from Cllrs Paul Bradley, Harry Chapman and Dawn Payne, were received and the reasons were accepted.

2. Declarations of interests and requests for dispensations
None declared

3. **It was RESOLVED that there are no objections to the following applications subject to the proposals meeting or exceeding the requirements 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) 22/02448/LI | Listed Building Application to replace existing wooden gutters with extruded aluminium gutters, including new fascia boards | The Old Vicarage 34 Walton Road Wetherby LS22 6JJ.
   b) 22/02455/FU | Alterations to first floor window to create enlarged bedroom and small gable within existing footprint | 85 Aire Road Wetherby LS22 7FJ
   c) 22/02461/ADV | One non illuminated sign | River View Court 1 Castle Gate Wetherby

   d) It was **RESOLVED** that there were no objections to the following applications, received for consideration since 20 April 2022
   e) 22/02554/FU | Garden wall and gate to side | 8 Caxton Street Wetherby LS22 6RU.

4. **It was RESOLVED that there were no objections to the following applications for works to trees**
   a) 22/02573/TR | T1 Conifer - Fell due to no amenity value, dwarf tree that has grown too big T2 Yew - Fell, this drive is very tight and it is awkward to reverse out, we wish to fell this tree to make way for a new driveway. The tree has low amenity value for the general public as I don' t think it can be seen from a public road but felling it would make a great difference to the property owner. We are happy to replace these two trees and are open to suggestions on species and locations of the two trees. We were thinking Himalayan birch in the rear garden. T3 Purple Leaf Plum - Lateral reduction to the red line in the attached photo by up to 2.5m to prune this tree away from the
   property. Maximum pruning cuts 70mm | 3 Broadacres Drive Wetherby LS22 6GR
   b) 22/02617/TR | T1 Apple - Reduce canopy as needed, 0.5-1 metres length reduction, growing toward drive. Remove suckering growth as needed, growing toward inner canopy. Remove lower branches to crown lift to 3m as needed, entire canopy. T2 Cherry - Remove Suckering branches as needed, base of stem Remove large, twisted sucker growth as needed, growing through the canopy. Reduce canopy 1.5-2 metres, growing toward property. Reduce right side of canopy 2-2.2 metres, growing toward crab apple. Reduce canopy 1-1.5 metres, growing toward lawn. Remove all dead and broken branches. | 17 Oak Ridge Wetherby LS22 6GT

c) 22/02660/TR | T1 Ash - Crown thinning 30%. Crown reduction by 2m and removal of deadwood Works due to encroachment creating excessive shading to garden and the house. | 16 Noble Crescent Wetherby LS22 7DU.

5. It was noted that a list of updates and outcomes on applications, appeals and enforcement investigations received from planning authorities could be viewed online at https:publicaccess.leeds.gov.uk/online-applications/

6 Items of information.
No items received.

7 The date of the next Planning Committee was **AGREED** as being 16 May 2022.

The meeting closed at 16.25
Theses minutes were recorded and prepared by Barry Riley Acting Clerk.

APPENDIX 3
MINUTES OF A MEETING OF WELCOME TO WETHERBY

Date: Thursday 21 April 2022
Time: 7.00pm
Location: Deighton Room, Town Hall

Present **Councillors;** Dean Buckle,
Galan Moss
Connor Mulhall

Members Elaine Smith.
Claire Stubbs

In attendance Barry Riley (Acting Clerk).
Simon Donkin

In the absence of the Chair, Cllr Connor Mulhall was appointed as Chair of the meeting.

1.Welcome.
The Chair welcomed all in attendance.

2. Public Participation
Simon Donkin enquired how the profile of the Committee could be raised so that it was more inclusive. Following discussion, it was agreed that the groups and societies identified on the Community page of the web site be invited to future meetings.

3. Apologies.
Cllr; Victor Hawkins
Apologies were accepted

4. Declarations of interest.
None declared.

5. Minutes of the previous meeting.
The minutes of the previous meeting were approved and signed by the Chair of the meeting.

6. Matters arising from the previous minutes.
The quotes for the replacement maps had not yet been received (see also minute 6 March 2022). Clarification would be sought from Cllr Hawkins on how the mugs would be sold, this would enable a price to be agreed. Cllr Buckle suggested that he could make arrangements for them to be sold, but would liaise with Cllr Hawkins concerning this.

7. To discuss and/or confirm arrangements for the following events that are the remit of the Committee;
Christmas Window Competition
Comment was made that some shops had engaged professional services to dress their windows, this had created an imbalance between these shops and those shops whose owners dressed their own windows. It was agreed that a brief be prepared for all shops to adhere to in an effort to create equal competition.

Platinum Jubilee
1. Further to the information received from the Platinum Working Group, members were in agreement with the list of suppliers and the quotes received, this would enable orders to be placed.
2. Cllr Mulhall provided members with information on the cost and type of flags to be purchased. **Resolved;** the flags would be purchased (see minute 9.).

3. Approval was given for £150 towards funding for items such as certificates for participants in the Sports Day run by Wetherby Runners.
4. Following discussion it was agreed that some changes were required to the draft copy of the Souvenir Programme prior to printing. Claire Stubbs would liaise with Cllr Hawkins to identify the changes.
The provision of extra parking to that already shown in the Souvenir Programme was not thought necessary.
5. A meeting held with the WSA Sub Group at the Sports ground on Saturday 16 April, had proved most useful in establishing procedures for car parking provision and the requirements for the orchestra for the Saturday evening event.
6. The Acting Clerk, informed members that the provision of the usual Thursday market was yet to be confirmed for the opening day of the events as it was a Bank Holiday and Council staff were not necessarily available. The stall holders were being contacted to gauge interest prior to any decision being made.
The organization who provided the Sunday market was not able to provide their services for the final day of the events, provision by other organizations were to be made, it was noted that a temporary road closure and a license would be required to enable this.

Bonfire
Nothing to report.

8. To receive a report on any other matters
With regard to comments that the music to be played for the finale of the musical programme for the 'Last Night of the Proms' may not be appropriate, was considered but dismissed.

9. Items for inclusion at the next meeting.
To consider selling the flags purchased (minute 7. 2.).

10. Date of next meeting
It was **AGREED** that the next meeting would be held on Thursday 12 May 2022 at 7pm.

The meeting closed at 8.17pm.
These minutes were prepared by Barry Riley, Acting Clerk.

SIGNED: ……..(Chair)

DATE; ……

APPENDIX 4
MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Date: **Tuesday 3rd May 2022**
Time: **12 Noon**
Location: **Wetherby Town Hall**

Present: **Cllr Harry Chapman**
Cllr Norma Harrington
Cllr Alan Lamb (Chair)

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

1. Apologies – none.

2. Declarations of interest in items on the agenda and requests for dispensations – none.

3. Clerk's Role
It was **AGREED** that Barry Riley be asked to stay as Acting Clerk until after the Platinum Jubilee celebrations are complete in June. At that point Iona Taylor is expected to have returned to full-time work and be ready to resume Town Clerk duties.

4. Town Hall Caretakers
4.1 Exclusion of the press and public.
It was **RESOLVED** that in accordance with Section 1(2) of the public bodies (admission to meetings) Act 1960 as amended – because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted - the meeting be not open to the public during the session of item 4.2.

4.2 Feedback from Town Hall Caretaker appraisals.
Councillor Chapman and the Clerk **REPORTED** on feedback from the appraisals with caretakers that they had undertaken on 23rd March 2022.
The main issue reported was a lack of communication about staffing changes in recent months. This will be addressed through a series of regular meetings, deferred
Other, individual specific, issues were also **NOTED.**

4.3 Caretaker recruitment.
It was **AGREED** that another relief caretaker is required for the Town Hall, and that recruitment should commence on the same terms as the others are employed.
Iona Taylor will oversee the process with input from other Staffing Committee members as required.

5. Staffing review.
The meeting considered two proposals for carrying out the Council's Staffing Review.
It was **RESOLVED** that the Local Council Consultancy (a branch of the SLCC) should be appointed to undertake the review at a quoted cost of £2,000+VAT.
They will be advised of this decision as quickly as possible. They will be asked to start the process with a briefing to include the Mayor, Chair of Staffing and Clerk.

6. Items for information.
It was **AGREED** that the member of staff undertaking cemetery related administration tasks be paid in accordance with SCP 14. Payment will be made upon the production of a monthly timesheet.
A temporary letter of appointment will be sent advising that this arrangement is agreed until the end of 2022.

7. Date of next meeting – to be arranged as required.

The meeting closed at 12.22pm.
These minutes were recorded and prepared by Iona Taylor, Town Clerk.