



MINUTES OF A MEETING OF THE COUNCIL OF THE CITY OF RIPON

Date: 4th June 2018

Time: 6:30 pm

Location: The Council Chamber, the Town Hall, Ripon, HG4 1DD

Present: Cllr P McHardy – The Right Worshipful The Mayor
Cllr J Bate
Cllr M Chambers
Cllr S Craggs
Cllr C Davis
Cllr C Hardisty
Cllr S J Hawke
Cllr P M Horton
Cllr S A Martin
Cllr C E Powell
Cllr E Parkin
Cllr A Williams

In attendance: Mrs P Benson, the Clerk
Mr J Vauvert, Serjeant at Mace
Eight members of the public.

Prior to the commencement of the meeting The Very Reverend Dean John Dobson, opened the proceedings with Prayer. A minutes silence was held to remember Mr Barry Dodd, CBE, DL.

85/18	To receive apologies and approve reason for absence. None received, Full Council present.		
86/18	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item as listed below. A member of the public spoke on item 98-18 j. Cllr McHardy advised that the public toilets had been reported to HBC. Cllr Williams advised that HBC manage the market square and any requests for mobile banking must be referred to them. Cllr Chambers advised that he is in touch with the Area Manager of Lloyds Bank and they will be liaising with HBC.		
87/18	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation. Cllr Williams questioned the redaction of individual correspondent's details on the papers accompanying the Full Council agenda, advising that members could not take an informed view on disclosure of interests without full information. The Clerk acknowledged that the point was relevant, advising that she was not confident that some of the permissions required under the new General Data Protection Regulations had been obtained.		
88/18	To approve the Minutes of the Meeting held on 23rd May 2018. That the minutes be accepted as a true and accurate account of proceedings. <table border="1" data-bbox="319 1971 1460 2016"><tr><td>Proposed – Cllr Williams</td><td>Seconded – Cllr Chambers</td></tr></table>	Proposed – Cllr Williams	Seconded – Cllr Chambers
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The right to record, film and to broadcast meetings of Ripon City Council is permitted under the Openness of Local Government Regulations 2014. The rules of this council must be observed when recording is planned or is taking place. A copy of these rules is available from the Clerk, on our website and on the notice board. Anyone wishing to record is deemed to have accepted these rules. Any member of the public who does not wish to be recorded should make this known prior to commencement of the meeting.

	RESOLVED by a show of hands with two abstentions								
89/18	<p>To consider the following matters</p> <p>a) structure of the committees of the Council; Cllr Williams spoke to explain to the members of public present that the council will be working in a different way with items that would have been dealt with in F&GP and Planning Committees being dealt with in Full Council. Cllr Martin spoke in support of the amended structure, advising that it was much more inclusive with all members being involved in the majority of decisions.</p> <p>b) note that an amendment to standing orders will be presented at the July 2018 meeting of Full Council; This was noted.</p> <p>c) to consider an amendment to the structure of the public session. Cllr Martin spoke to advise that he would like the structure of the public session opened up to include a 15 minute slot for members of the public to bring their concerns forward with a written response being provided within a reasonable timeframe. Cllr Williams advised that he supported this proposal and would like to see standing orders amended to include for a written question being provided seven days in advance of a council meeting to allow for a response to be given at the meeting. Questions raised at the meeting to receive a response within seven days.</p> <table border="1" data-bbox="290 801 1434 840"> <tr> <td>Proposed – Cllr Martin</td> <td>Seconded – Cllr Williams</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Martin	Seconded – Cllr Williams						
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90/18	<p>To consider and approve the membership of each committee of the Council as follows:</p> <p>a) Hugh Ripley Hall Committee: 6 members of the Council plus up to 6 non-voting, non-council members; That Councillors Williams, Hawke, Hardisty Powell, Craggs and Martin be nominated to the Committee plus Mr Richard Willis as a non-voting, non-council member. Cllr Williams asked that the Council's thanks to former Councillor Willis be recorded for all the work he did on Hugh Ripley Hall during his term as a Ripon City Councillor.</p> <table border="1" data-bbox="290 1193 1434 1232"> <tr> <td>Proposed – Cllr Horton</td> <td>Seconded – Cllr Martin</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>b) City Plan Committee: 6 members of the Council plus up to 8 non-council members; That Councillors Williams, Powell, Parkin, Horton, Davis and Martin be nominated to the Committee.</p> <table border="1" data-bbox="290 1442 1434 1480"> <tr> <td>Proposed – Cllr Horton</td> <td>Seconded – Cllr Martin</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>c) Alderman Spence Committee: 6 members of the Council plus up to 6 non-voting, non-council members. That Councillors Parkin, Hardisty, Horton, Hawke, Davis and Martin be nominated to the Committee plus Mrs P Wilson, a representative from Littlethorpe Parish Council, Mr R Adams and Mr S Walker as a non-voting, non-council members.</p> <table border="1" data-bbox="290 1760 1434 1798"> <tr> <td>Proposed – Cllr Horton</td> <td>Seconded – Cllr Martin</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>To confirm the membership of the following working groups:</p> <p>a) Emergency Plan Working Group. That Councillors Parkin, Bate, Hardisty, Powell, Chambers and Craggs be nominated to the Group.</p> <table border="1" data-bbox="290 2009 1434 2047"> <tr> <td>Proposed – Cllr Horton</td> <td>Seconded – Cllr Chambers</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Horton	Seconded – Cllr Martin	Proposed – Cllr Horton	Seconded – Cllr Martin	Proposed – Cllr Horton	Seconded – Cllr Martin	Proposed – Cllr Horton	Seconded – Cllr Chambers
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- b) Town Hall Lease Working Group.
That Councillors Williams, Parkin, Hawke, Bate, Craggs and Martin be nominated to the Committee.

Proposed – Cllr Horton	Seconded – Cllr Martin
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RESOLVED by a unanimous show of hands.

- c) Market Working Group
That this working group be disbanded. That the agendas and minutes of the HBC Market Working Group be circulated to Full Council by the Clerk and included on both the RCC webpage and noticeboard.

Proposed – Cllr Williams	Seconded – Cllr Martin
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RESOLVED by a show of hands with one abstention.

- d) Transport Working Group.
That Councillors Williams, Hawke, Hardisty, Horton, Craggs and Chambers be nominated to this group.

Proposed – Cllr Horton	Seconded – Cllr Martin
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RESOLVED by a unanimous show of hands.

91/18

To review the Council Representatives on outside bodies:

a) Age Concern (Mayor)	Cllr McHardy
b) Ripon in Bloom (1 member)	Cllr Powell
c) Visit Ripon	Cllrs McHardy and Powell
d) Ripon Museum Trust (Mayor)	Cllr McHardy
e) Harrogate & District Access Group (Mayor)	Cllr McHardy
f) Ripon Municipal Charities (Mayor plus 3 nominated representatives)	Cllrs Powell, Bate and Parkin
g) YLCA Harrogate Branch (1 member - Chairman plus one other nomination)	Cllrs McHardy and Powell
h) Ripon Festival Trust (2 members)	Cllr Hardisty plus one vacant
i) Spa Gardens Forum (1 member)	Cllr Parkin
j) Council of the Cathedral (1 member)	Cllr McHardy, Cllr Chambers also volunteered to undertake this role. Cllr McHardy was nominated by a vote with 8 in favour.
k) Harrogate & District Transport Forum (1 member)	Cllr Horton was nominated for this role with 8 in favour.
l) Ripon Grammar School Foundation Governors	Deferred, Clerk to write to RGS to ask them to reduce membership numbers from RCC.
m) Ripon Chapels & Hospitals Trust	Former Cllr Stanley to remain in this role.
n) Ripon Girls Club Charitable Trust – Ex-Officio Trustee (Constitution states must be the Mayor)	Cllr McHardy
o) White Rose Sailing Association.	Cllr Craggs

Unless stated above the vote was taken en-block.

Proposed – Cllr Hawke	Seconded – Cllr Bate
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RESOLVED by a unanimous show of hands.

92/18

To confirm the signatories on the Bank Mandate for the next Council year; any two members to sign.

That Cllr Martin be added to the current list of signatories which include Cllrs Horton, Powell and McHardy.

	Proposed – Cllr Williams	Seconded – Cllr McHardy
	RESOLVED by a unanimous show of hands.	
93/18	To consider the Cycle Racks on the Market Square and agree appropriate action.	
	That the local cycle clubs be approached for recommendations on racks. That Cllrs McHardy, Martin and Williams be authorised to approve the design, quotations and spend on the Cycle Rack	
	Proposed – Cllr Chambers	Seconded – Cllr Williams
	RESOLVED by a unanimous show of hands.	
94/18	To consider and approve the Annual Return for the period ending 31st March 2018.	
	<ul style="list-style-type: none"> a) To consider and approve the 2017/18 accounts to include signing of the signing of the bank reconciliation and balance sheet to 31st March 2018 by the Mayor; b) To receive and consider the Internal Auditor's opinion on the 2017/18 accounts; c) To approve the Annual Governance Statement for 2017/18 as found on the Annual Return; d) To approve the Accounting Statements for 2017/18 as found on the Annual Return. 	
	That items a)-d) are approved.	
	Proposed – Cllr Hawke	Seconded – Cllr Bate
	RESOLVED by a unanimous show of hands.	
95/18	Financial Matters:	
	<ul style="list-style-type: none"> a) To approve the list of payments and receipts for April 2018; b) To receive the income and expenditure report for the month of April 2018; c) To note that the bank reconciliation statement for the month ending April 2018 has been signed by the Mayor. 	
	That items a)-c) are approved.	
	Proposed – Cllr Hawke	Seconded – Cllr Bate
	RESOLVED by a unanimous show of hands.	
96/18	To receive a verbal update on Yorkshire Day 2018 and to consider approving further delegated spend in respect of the events planned.	
	The Clerk gave a brief update on Yorkshire Day plans. That the council make a further £15,000 available to provide a Yorkshire Day 'festival' for the people of Ripon. Entertainment to include Ripon City Band and another band on the evening of 1 st August with free children's rides and entertainment being provided on the market square during the daytime. Further entertainment to be provided on the evening of 4 th August after St Wilfrid's Parade.	
	Proposed – Cllr Williams	Seconded – Cllr Martin
	RESOLVED by a unanimous show of hands.	
97/18	To receive an update on GDPR.	
	The Clerk advised that the GDPR review of process was underway but not complete.	
98/18	To receive the following correspondence:	
	<ul style="list-style-type: none"> a) Email dated 26th May 2018 regarding a proposal for Orange/EE Mobile Phone Base Station; 	

b) Letter dated 13th May 2018 regarding Planning Application 17/05273/OUTMAJ;

That items a) and b) be referred to HBC Planning Department.

Proposed – Cllr Williams

Seconded – Cllr Horton

RESOLVED by a unanimous show of hands.

- c) NYCC Area Constituency Committees Briefing;
- d) NYCC Renewal of Subsidised Local Bus Services;
- e) YLCA - Shaping Our Future;
- f) Email dated 22nd May 2018 - Introduction of Disabled Parking Bay;
- g) Letter dated 30th May 2018 - Ministry of Housing, Communities & Local Government;

That items c)-g) be referred to HBC Planning Department.

Proposed – Cllr Williams

Seconded – Cllr Horton

RESOLVED by a unanimous show of hands.

- h) Email dated 30th May 2018 - Morrisons Supermarkets;
That the Clerk writes to the CEO of Morrisons Supermarkets expressing the Council's concern that they are operating on a monopoly basis in Ripon which means that those people on low incomes are paying a levy. Prices in store are the same in both York and Ripon, prices on the forecourt are virtually 10% more expensive.

Proposed – Cllr Williams

Seconded – Cllr Horton

RESOLVED by a show of hands with one abstention.

Cllr Powell left the meeting at 8:04pm.

- i) Letter dated 10th April 2018 - Ripon Municipal Charities;

That this be received and noted.

- j) Letter dated 18th May 2018 – Lloyds Mobile Banking and Public Toilets;

It was noted that this item was dealt with in the public session.

99/18

To consider the HBC Community Infrastructure Levy and agree how the Council's response will be formulated.

That the City Plan team draft the response from Council which is circulated by email to all Council members for review.

Proposed – Cllr Martin

Seconded – Cllr McHardy

RESOLVED by a unanimous show of hands.

100/18

To note that the period for Small Grants Applications closed on 31st May 2018 and to agree how the grants applications will be decided and agreed upon.

That an additional meeting of Full Council be convened on 11th June to review and agree the small grant applications.

Proposed – Cllr Williams

Seconded – Cllr McHardy

RESOLVED by a unanimous show of hands.

101/18	<p>Christmas Lights</p> <p>To note the conditions report and agree appropriate action.</p> <p>That the report be received and noted and that leasing lights as opposed to purchasing them is investigated. That a report is returned to the next meeting of Full Council</p> <table border="1" data-bbox="292 349 1433 387"> <tr> <td data-bbox="292 349 863 387">Proposed – Cllr Martin</td> <td data-bbox="863 349 1433 387">Seconded – Cllr McHardy</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>		Proposed – Cllr Martin	Seconded – Cllr McHardy
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102/18	<p>To receive a verbal update on the position of the Cabmen’s Shelter and agree appropriate action.</p> <p>That the contract with the existing contractor is terminated due to lack of progress. That the 21 Engineers are asked if they can help with the structure required to lift the shelter as they have done so in the past. That Heritage Painting are appointed as contractor and that an appropriate haulier is engaged to move the shelter to their premises. That Financial Regulation 10.4 applies in respect of the works on the Cabmen’s Shelter and that financial regulations are waived in this regard to allow for the employment of specialists. That a planned programme of maintenance is adopted in future years.</p> <p>That Cllrs Martin, McHardy and Williams are given delegated authority to make decisions on spend.</p> <table border="1" data-bbox="292 958 1433 996"> <tr> <td data-bbox="292 958 863 996">Proposed – Cllr Williams</td> <td data-bbox="863 958 1433 996">Seconded – Cllr Horton</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>		Proposed – Cllr Williams	Seconded – Cllr Horton
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103/18	<p>Planning Matters</p> <p>That Ripon City Council adopt a planning policy whereby all minor matters are waived and not responded to, with only changes of use and creation of a significant dwellings referred to Council for review. That the Clerk advises HBC of this revised position.</p> <p>Cllr Hawke declared an interest as a member of HBC’s planning committee.</p> <p>That all applications other than 18/01340/FULMAJ – 6.31.338.Q.FULMAJ and 18/02002/FUL 6.31.703.A.FUL are returned to HBC under this new policy.</p> <table border="1" data-bbox="292 1462 1433 1500"> <tr> <td data-bbox="292 1462 863 1500">Proposed – Cllr Williams</td> <td data-bbox="863 1462 1433 1500">Seconded – Cllr Martin</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>		Proposed – Cllr Williams	Seconded – Cllr Martin
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	<p>18/01845/TPO 6.31.2494.A.TPO</p> <p>18/01340/FULMAJ 6.31.338.Q.FULMAJ</p>	<p>22 HELL WATH GROVE RIPON Crown reduction (by 15ft) of 1 Pine tree within Tree Preservation Order 30/1994. Refer to above resolution.</p> <p>WOLSELEY UK LTD BONDGATE GREEN RIPON Change of use of Warehouse (Use Class - B8) to Warehouse/Sausage Manufacturing Place (Use Class – B8/B2); Part demolition of existing office block and demolition of outbuilding; Erection of boundary wall; Formation of parking; Associated minor works and Landscaping. That the council supports this application as it provides employment within Ripon.</p> <table border="1" data-bbox="592 2033 1417 2072"> <tr> <td data-bbox="592 2033 1002 2072">Proposed – Cllr Williams</td> <td data-bbox="1002 2033 1417 2072">Seconded – Cllr Horton</td> </tr> </table>	Proposed – Cllr Williams	Seconded – Cllr Horton
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		RESOLVED by a unanimous show of hands.		
	18/02002/FUL 6.31.703.A.FUL	<p>17 PRINCESS ROAD RIPON Conversion of 1 no. dwelling house to create 2 no. dwelling houses; Removal of 2 no. chimney stacks; Demolition of single storey extension and porch; Erection of single storey extension and porch; Alterations to access and driveway; Formation of fenestration; Installation of 6 no. rooflights. That the council do not object to this application.</p> <table border="1"> <tr> <td>Proposed – Cllr Martin</td> <td>Seconded – Cllr McHardy</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Martin	Seconded – Cllr McHardy
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	18/01811/FUL 6.31.770.O.FUL	<p>36-37 THE ROYAL OAK KIRKGATE RIPON Conversion of existing outbuilding to form function room. Refer to above resolution.</p>		
	18/01812/LB 6.31.770.N.LB	<p>36-37 THE ROYAL OAK KIRKGATE RIPON Listed building consent for the conversion of existing outbuilding to form function room to include removal of 2 internal walls and insertion of 2 steel beams. Modifications to gent's toilets to allow access from main area and raising the ceiling level. External alterations including raising 1 door head for fire safety and repositioning of extract fan outlet. Refer to above resolution.</p>		
	18/01984/FUL 6.31.1518.H.FUL	<p>24 MAGDALENS ROAD RIPON Erection of single storey outbuilding. Refer to above resolution.</p>		
	18/01768/FUL 6.31.2577.A.FUL	<p>15 CYPRESS GARDENS RIPON Erection of two storey and single storey extension. Refer to above resolution.</p>		
	18/01502/FUL 6.31.2722.B.FUL	<p>56 ALLHALLOWGATE RIPON Part demolition of outbuilding and erection of replacement outbuilding Refer to above resolution.</p>		
	18/01503/LB 6.31.2722.C.LB	<p>56 ALLHALLOWGATE RIPON Part demolition of outbuilding and erection of replacement outbuilding. Refer to above resolution.</p>		
	18/01408/FUL 6.31.2752.FUL	<p>13 BELLMAN WALK RIPON Erection of single storey extension; Erection of first floor extension. Refer to above resolution.</p>		
	18/01956/FUL 6.31.2753.FUL	<p>9 HORNBLLOWER CLOSE RIPON Demolition of conservatory and erection of 2 storey extension. Refer to above resolution.</p>		
	Application for Certificate of Lawfulness			
	18/01922/CLOPUD 6.31.451.	<p>2 LITTLE STUDLEY CLOSE RIPON Application for a certificate of lawfulness for the raising of roof height of single storey wrap around extension and enlargement of dormer window. Refer to above resolution.</p>		
104/18	<p>To receive a report from Harrogate Borough Councillors if appropriate – for information only.</p> <p>No report from HBC Councillors.</p> <p>Cllr Williams requested to speak under this item advising that Cllr Lumley had declined to attend</p>			

	<p>a second meeting for the time being and that he could be assured of a warm and polite welcome from the new Council. Cllr Chambers suggested that Cllr Williams write directly to Cllr Chambers to extend a personal invite to meet.</p>
105/18	<p>To receive a report from North Yorkshire County Councillors if appropriate – for information only.</p> <p>Cllr Martin advised that a number of roads had been surfaced dressed recently.</p> <p>Cllr Chambers advised that the Area Committees have been re-aligned to take into account the new constituency boundaries although it would be possible to discuss Ripon matters at the Harrogate and Knaresborough Area Committee.</p>
106/18	<p>Mayoral Announcements – for information.</p> <p>Cllr McHardy advised that the HBC Chief Executive’s comments on the swimming pool at the AGM were unwelcome and people spoke to her about it after the event.</p> <p>The efforts of the Town Hall caretaker were noted, he had come back from his holiday to fly the flag on the death of the Lord Lieutenant and again the next day to raise the flag for Coronation Day.</p> <p>The Council would like to record its thanks to Martin Rodgers which will be expressed to him in person by Cllr McHardy and the Clerk. That the Council look into compensating Martin for his time and look into acknowledging Martin’s contribution at a future meeting.</p>

With business concluded the meeting was closed at 9:15 pm.

These minutes were recorded and prepared by Paula Benson, Clerk to the City Council.

SIGNED _____

DATE _____

THE RIGHT WORSHIPFUL THE MAYOR