



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

**Date:** Monday 8<sup>th</sup> November 2021  
**Time:** 6:30pm  
**Location:** The Council Chamber, the Town Hall, Ripon, HG4 1DD

**Present:** Councillor E Parkin, The Right Worshipful the Mayor  
Councillor J Bate  
Councillor S Craggs  
Councillor C Hardisty  
Councillor P Horton  
Councillor C Powell  
Councillor A Williams  
Councillor S Hawke

**In Attendance:** Paula Benson, Clerk to the Council  
Mr A Skidmore, Ripon Military Project (*part of the meeting*)  
Mrs J Furse, Ripon Military Project (*part of the meeting*)  
One press representative  
One member of the public

Prior to the start of the meeting a minute's silence was held in remembrance of Former Mayor and RCC Councillor David Parnaby who has recently passed away.

164/21	<b>To receive apologies and approve reasons for absence.</b>  Apologies were received from Cllrs McHardy, Martin, Chambers and Davis. The Clerk advised that RCC had previously resolved to approve reasons for absence during the period to which the COVID pandemic applies and that that resolution continues today.		
165/21	<b>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.</b>  None		
166/21	<b>To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) &amp; to consider any written requests for dispensation.</b>  Cllr Hawke declared an interest as a member of HBC Planning Committee.		
167/21	<b>To receive a presentation on the Ripon Military Project and to consider pledging support for the project.</b>  The Mayor introduced Mr Skidmore and Mrs Furse who advised that they are seeking support from RCC for the Ripon Military Project, not funding. It was noted that a number of other community groups have offered their support to the project. A presentation was given on the historical interest around the structures at the Barracks site. Mr Skidmore stressed that this project is a once in a lifetime chance to add to the City's heritage offering by preserving the significantly historical part played by the military in the City's history.  That the council support this project in principle. <table border="1"><tr><td>Proposed – Cllr Williams</td><td>Seconded – Cllr Craggs</td></tr></table> RESOLVED by a unanimous show of hands.	Proposed – Cllr Williams	Seconded – Cllr Craggs
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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.

RCC/SHAREPOINT/FULL COUNCIL/081121

168/21	<p><b>To consider and approve the Minutes of the Meeting held on 11<sup>th</sup> October 2021.</b></p> <p>That the minutes of the meeting held on 11<sup>th</sup> October 2021 be accepted and approved as a true and accurate record of proceedings.</p> <table border="1" data-bbox="284 237 1455 277"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Hawke															
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169/21	<p><b>Financial and Governance Matters</b></p> <ol style="list-style-type: none"> <li><b>To receive the Income and Expenditure report dated 30<sup>th</sup> September 2021;</b></li> <li><b>To approve the list of payments and receipts for;</b> <table border="1" data-bbox="376 479 1426 663"> <thead> <tr> <th>Month/account</th> <th>Payments</th> <th>Receipts</th> </tr> </thead> <tbody> <tr> <td>August 2021 Month 5 HSBC</td> <td>5171.91</td> <td>Nil</td> </tr> <tr> <td>August 2021 Month 5 UTB</td> <td>24803.92</td> <td>200910.00</td> </tr> <tr> <td>September 2021 Month 6 HSBC</td> <td>5800.69</td> <td>Nil</td> </tr> <tr> <td>September 2021 Month 6 UTB</td> <td>34611.37</td> <td>530.33</td> </tr> </tbody> </table> </li> <li><b>To note that the bank reconciliation statements for the total period ending 30<sup>th</sup> September 2021 have been signed by the Mayor.</b> That the above be received, approved and noted as appropriate.</li> </ol> <table border="1" data-bbox="284 815 1455 855"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Month/account	Payments	Receipts	August 2021 Month 5 HSBC	5171.91	Nil	August 2021 Month 5 UTB	24803.92	200910.00	September 2021 Month 6 HSBC	5800.69	Nil	September 2021 Month 6 UTB	34611.37	530.33	Proposed – Cllr Williams	Seconded – Cllr Hawke
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170/21	<p><b>To receive a verbal and/or written update on the ongoing matters detailed below if appropriate and agree appropriate action:</b></p> <ol style="list-style-type: none"> <li><b>Joint approach with Knaresborough Town Council on HBC Markets;</b> No update, Clerk to check with KTC on the result of their recent resolution on this matter.</li> <li><b>Bus service;</b> No update, Cllr Horton agreed to contact NYCC and obtain an update to return to the December meeting.</li> </ol> <table border="1" data-bbox="284 1196 1455 1236"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <ol style="list-style-type: none"> <li><b>Ripon Barracks Re-Development;</b> No update.</li> <li><b>Highways;</b> It was agreed that the Clerk writes to Karl Battersby to thank him for the time of him and his officers for what was a very constructive meeting, advising that we will look forward to a meeting in the spring of 2022.</li> </ol> <table border="1" data-bbox="284 1518 1455 1559"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <ol style="list-style-type: none"> <li><b>CCTV – Written update – HBC Letter dated 20<sup>th</sup> October 2021 enclosed;</b> That an urgent meeting is arranged with HBC Safer Communities to discuss the terms outlined, Cllrs Parkin, Horton, Craggs and Williams to attend. That clarification is sought from HBC as to whether NYP are charged for the time taken to review CCTV coverage. It was noted that the decision on the PFCC fund application is due in November, but also that the scheme documents seem to state that funding is not allowed for CCTV camera installation although Mr Allot advised that the cameras would be funded by the PFCC grant fund.</li> </ol> <table border="1" data-bbox="284 1836 1455 1877"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Hawke	Proposed – Cllr Williams	Seconded – Cllr Hawke	Proposed – Cllr Williams	Seconded – Cllr Hawke											
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**6. Christmas Lights;**

It was noted that the lighting scheme is being progressed with final installation after 17<sup>th</sup> November once the tree has been installed. The Clerk advised that there has been a delay in obtaining the information required to place the static display on the market square and that that was being progressed.

**7. VAS Signs;**

It was noted that the faulty column in Palace Road was due to be repaired in the next week or so, after which Westcotec will return to Ripon to install the plug/infrastructure. That the Clerk publishes a rotation schedule on the webpage to allow residents to see when and where the cameras will be deployed and that a list of other additional locations be compiled for future use/the procurement of an additional camera in the future. The Clerk advised that NYCC policy was to allow two VAS cameras in each parish and that whilst Ripon was a large parish the rule of two maximum still applies.

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

**8. Quarry Moor;**

The Clerk advised that the Ranger had arranged for the trees and bushes in the car park to be trimmed to provide a lighter space. The rat issue was discussed. Clerk to progress this with HBC. It was noted that the Council’s tree consultant is arranging to visit site and review the condition of the ash trees referred to at the October meeting. Clerk to chase for a response.

**9. Re-organisation of Local Government in North Yorkshire;**

The Clerk advised that she had not progressed this since the last meeting.

**10. Ripon Town Hall.**

The Clerk advised that HBC had now responded on the lease but that she has advised that her response will be delayed due to more pressing matters.

171/21

**To consider the following matters and agree appropriate action:**

**1. Leaning wall at Bondgate Green Close;**

After a lengthy discussion it was resolved that the Clerk writes to NYCC to request that they arrange for the demolition of the wall due to the fact that it is leaning and unsafe whilst next to a walkway.

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

**2. Welcome to Ripon Signs;**

A discussion took place around the proposed change of Welcome to Ripon signs from wood to powder coated metal. It was felt that RCC should have been consulted on this change and that the Clerk communicates this to the organiser to request that this project is paused to allow RCC to receive plans/designs for review.

Proposed – Cllr Williams	Seconded – Cllr Craggs
RESOLVED by a unanimous show of hands.	

**3. Notice Boards.**

The Clerk advised that Cllr Davis had asked for this item to be placed on the agenda. The noticeboards are in a poor condition, both glazed area and mechanics. RCC did resolve to carry out work to them in 2017 before discovering that the ownership of the boards was under question. Clerk to review old agreements between HBC and GRIP to establish whether the maintenance provision remains current and details of who they might have transferred to post GRIP ceasing to exist.

172/21	<p><b>To consider the constitution of the Alderman T F Spence Charity and to agree to explore its amendment if appropriate.</b></p> <p>That the Clerk explores whether it is possible to amend the constitution of the Charity, consulting with the Charity Commission and others to establish whether it can be amended it to encompass other similar 'leisure and wellbeing' purposes within the Ripon parish boundary. It was noted that subject to the above any amendment to the constitution would need to be sanctioned by the Council as Sole Corporate Trustee (determined in a meeting of the Ald. T F Spence Charity).</p> <table border="1" data-bbox="280 376 1455 412"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Craggs</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Craggs		
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173/21	<p><b>To receive correspondence and agree appropriate action:</b></p> <p><b>1. Letter dated 12<sup>th</sup> October 2021 and associated correspondence – Bedern Court;</b> That the Clerk writes to NYCC to request their immediate action and that they arrange for demolition of the building as a matter of public safety as if the building were to collapse into Peacock's passage there is a danger to the highway and other surrounding buildings.</p> <table border="1" data-bbox="280 667 1455 703"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p><b>2. Email dated 15<sup>th</sup> October 2021 – Ripon Community Alcohol Partnership;</b></p> <p>That this be received and noted and that Cllr Horton is nominated as the RCC representative to this group. Clerk to forward details of the meeting.</p> <table border="1" data-bbox="280 913 1455 949"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p><b>3. Letter received 28<sup>th</sup> October 2021 – parking sign on Finkle Close.</b></p> <p>The Clerk advised that she had spoken to Cllr Chambers this afternoon who is progressing this matter and that it does not require RCC's intervention.</p>	Proposed – Cllr Williams	Seconded – Cllr Hawke	Proposed – Cllr Williams	Seconded – Cllr Hawke
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174/21	<p><b>To review the applications made to the Small Grants Scheme if appropriate and to make a decision on award.</b></p> <table border="1" data-bbox="280 1238 1455 1274"> <tr> <td><b>Ripon City Panthers Junior Football Club</b></td> <td style="text-align: right;"><b>1,000.00</b></td> </tr> </table> <p>That this item be deferred. That RCC are wholly supportive of Ripon City Panthers but that the Clerk reviews the planning consent and enquires about the rates of hire to community clubs vs commercial rates as this facility was provided as a result of loss of facility at the Choir School site and that the facility must be affordable to grass roots clubs who so do much for their communities.</p> <table border="1" data-bbox="280 1417 1455 1453"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hawke</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Ripon City Panthers Junior Football Club</b>	<b>1,000.00</b>	Proposed – Cllr Williams	Seconded – Cllr Hawke
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	<p><b>To receive a verbal update on Events and the Christmas promotional brochure.</b></p> <p>The Clerk advised that events were being progressed with five remaining in 2021. Documentation is being submitted to HBC as it is complete but it should be noted that it is later than prescribed deadlines.</p> <p>Remembrance Sunday preparations are in hand in what is expected to be a very busy event; Christmas Lights switch on paperwork was submitted on 7/11 and there are some loose ends to tie up; Two Christmas markets on 5<sup>th</sup> and 12<sup>th</sup> December and New Year's Eve event management plans/associated documents are outstanding.</p> <p>The Christmas Brochure is set to be delivered between 17<sup>th</sup> November and 24<sup>th</sup> November with 20,000 being delivered to a wide local geographical area. A member of staff is delivering a supply to all schools in Ripon, local businesses, pubs and cafes.</p>				

RCC/SHAREPOINT/FULL COUNCIL/081121

Clerk's Office, Town Hall, Ripon, North Yorkshire, HG4 1DD, admin@riponcity.gov.uk, 01765 604097

	<p>Cllr Williams advised that following consultation with Cllr Bate as Chair of Staffing we are hoping to bring in a temporary administrator to assist with collating the content of the Jubilee event, adding that this person could look into Easter and May bank holiday 2022 events. It was noted that those events were not within the terms of reference of the committee and that any plans for additional events would need to be placed on the next agenda of RCC.</p>				
<b>176/21</b>	<p><b>Planning matters:</b></p> <p><b>To consider planning matters as detailed in the attached Appendix.</b></p> <p>That these be received and noted as appropriate.</p> <table border="1"> <tr> <td>Proposed – Cllr Horton</td> <td>Seconded – Cllr Williams</td> </tr> <tr> <td colspan="2">RESOLVED by a unanimous show of hands.</td> </tr> </table>	Proposed – Cllr Horton	Seconded – Cllr Williams	RESOLVED by a unanimous show of hands.	
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<b>177/21</b>	<p><b>To receive the following reports:</b></p> <p><b>Reports from Harrogate Borough Councillors if appropriate – for information only;</b> None.</p> <p><b>Reports from North Yorkshire County Councillors if appropriate – for information only;</b> None present.</p> <p><b>Reports from members and/or the Clerk on external organisations.</b></p> <p>The Clerk advised that there was a significant backlog of work in the office with focus being given to the more urgent items of work on a daily basis. Clearly it was hoped that the two new temporary members of staff that were due to start before Christmas would provide assistance. It was noted that the backlog of work covers all areas of the Council's operations.</p>				
<b>178/21</b>	<p><b>Mayoral Announcements – for information.</b></p> <p>The Mayor thanked the staff for their continued efforts.</p>				
<b>179/21</b>	<p><b>To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</b></p> <p>That this resolution be passed.</p> <table border="1"> <tr> <td>Proposed – Cllr Hawke</td> <td>Seconded – Cllr Williams</td> </tr> <tr> <td colspan="2">RESOLVED by a unanimous show of hands.</td> </tr> </table>	Proposed – Cllr Hawke	Seconded – Cllr Williams	RESOLVED by a unanimous show of hands.	
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<b>180/21</b>	<p><b>Commercial matters:</b></p> <ol style="list-style-type: none"> <li><b>To receive a verbal update from the members of the Spa Baths Working Group and to consider matters of a commercial nature in relation to Ripon Spa Baths;</b> In the absence of other members of the working group Cllr Williams provided an update following the meeting with RCC's consultant and Irena Bauman. A discussion took place around the future use of the building and whilst a vote was not taken on this matter as due diligence is continuing the overriding view of members was that any form of housing on the site was unacceptable.</li> <li><b>To receive quotations in respect of a sound system in the Council Chamber and agree appropriate action.</b></li> </ol> <p>That a sound system is procured for the council chamber, it was noted that both members and public have expressed that they cannot hear proceedings, repeatedly for a long period</p>				

of time.

That the quotation from ATSound is accepted and that the system is procured.

Proposed – Cllr Craggs	Seconded – Cllr Hawke
RESOLVED by a show of hands with one against. Cllr Williams requested that his vote against this item be formally recorded in the minutes.	

With business concluded the Chairman closed the meeting at 8:32pm

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**Signed Cllr E Parkin**

**The Right Worshipful the Mayor of Ripon**

**Dated**

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

176/21	That RCC register a response of 'no objections' to all applications on the planning appendix.	
	Proposed – Cllr Horton	Seconded – Cllr Williams
	RESOLVED by a unanimous show of hands.	
21/03371/LB	<b>3 Smithsons Court, Hillcrest Cottage North Street Ripon HG4 1DT</b> Roof repairs including replacement of rafters and purlins and brick repairs to gable end and chimney. Renew all roof tiles with old style clay pantiles. Install satellite dish. Erection of small sky satellite dish (intended location to rear of property). <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QX0L6RHYIXW00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QX0L6RHYIXW00</a> .	
21/03979/LB	<b>30 And 30A Market Place Ripon North Yorkshire HG4 1BN</b> Form a new opening in the existing wall between the first floor offices of 30 and 30A Market Place West, Ripon. <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZ6D6HHYJIO00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZ6D6HHYJIO00</a> .	
21/04191/FUL	<b>Holy Trinity Vicarage 3 College Road Ripon HG4 2AE</b> Demolition of existing prefabricated garage and construction of new garage in existing location. <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZUFUXHYJQ700">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZUFUXHYJQ700</a> .	
21/04380/FUL	<b>2 Westgate Ripon HG4 2AT</b> Alterations to shop front and internal alteration to form passage. <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R0KD6CHYJY700">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R0KD6CHYJY700</a> .	
21/04364/FUL	<b>Former Spa Cottage Park Street Ripon North Yorkshire HG4 2BX</b> Demolition of existing garage and replacement with new single storey side extension. Addition of steps. <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R0IIHXHYJXE00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R0IIHXHYJXE00</a> .	
21/04024/FUL	<b>Ripon City Band Room 1A High St Agnesgate Ripon North Yorkshire HG4 1QR</b> Conversion of Band Room to 2 bed holiday let with new windows and flue, and removal of external fire escape <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZ8BWXHY0B000">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZ8BWXHY0B000</a> .	
21/04086/LB	<b>The Yorkshire Rose 35 Low Skellgate Ripon HG4 1BG</b> Change of use of a public house to a residential dwelling involving the creation of an archway in the rear wall for vehicular access, the construction of a rear porch and the re-instatement of a two-storey extension. <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHH6IHYJM500">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHH6IHYJM500</a> .	
21/04622/LB	<b>Palace Road Lodge 36 Palace Road Ripon HG4 1ET</b> Demolition of outbuilding and erection of single storey rear extension <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R1DZTWHYK7W00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R1DZTWHYK7W00</a> .	
21/04631/FUL	<b>69-70 The Golden Lion Allhallowgate Ripon HG4 1LE</b> Removal of existing wall and ceiling panels to conservatory and exposure of the existing metal framework. Removal of cladding to existing boundary walls to expose existing stone and/or brickwork. Stripping out of existing gents WC to create external drinking area. New lighting. <a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R1DZVOHYK8H00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R1DZVOHYK8H00</a> .	