



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

**Date:** Monday 13<sup>th</sup> June 2022

**Time:** 6:00pm

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

**Present:** Cllr S Hawke – The Right Worshipful The Mayor  
Cllr J Bate  
Cllr J Crozier  
Cllr T Duncan  
Cllr C Hardisty  
Cllr P Horton  
Cllr P McHardy  
Cllr J A Martin-Long  
Cllr E Parkin  
Cllr A Williams

**In Attendance:** Paula Benson – Chief Officer  
Jonathan Owens – Serjeant At Mace  
One press representative

<b>75/22</b>	<b>To receive apologies and approve reasons for absence.</b> Apologies were received from Cllrs Brodigan and Flatley. Reasons for absence were approved. <table border="1"><tr><td>Proposed – Cllr Williams</td><td>Seconded – Cllr McHardy</td></tr><tr><td colspan="2">RESOLVED by a unanimous show of hands.</td></tr></table>	Proposed – Cllr Williams	Seconded – Cllr McHardy	RESOLVED by a unanimous show of hands.	
Proposed – Cllr Williams	Seconded – Cllr McHardy				
RESOLVED by a unanimous show of hands.					
<b>76/22</b>	<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 present.				
<b>77/22</b>	<b>To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation.</b>  Cllr Hawke declared an interest as a member of HBC Planning Committee who may receive supplementary information on the items detailed under 87/22 therefore retains the right to alter his opinion on anything considered hereunder.				
<b>78/22</b>	<b>To consider and approve the Minutes of the Meeting held on 23<sup>rd</sup> May 2022.</b>  That the minutes are accepted as a true and accurate record of proceedings. <table border="1"><tr><td>Proposed – Cllr Williams</td><td>Seconded – Cllr McHardy</td></tr><tr><td colspan="2">RESOLVED by a unanimous show of hands.</td></tr></table>	Proposed – Cllr Williams	Seconded – Cllr McHardy	RESOLVED by a unanimous show of hands.	
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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 Chief Officer, 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/13062022

79/22

**Annual Governance and Accountability Return**

**1. To consider and approve the Annual Return for the period ending 31st March 2022;**

That the Annual Return be approved as presented.

Proposed – Cllr Williams

Seconded – Cllr McHardy

RESOLVED by a unanimous show of hands.

**2. To consider and approve the 2021-22 accounts to include signing of the signing of the bank reconciliation and balance sheet to 31st March 2022 by the Mayor;**

That the 2021-22 accounts be approved as presented.

Proposed – Cllr Williams

Seconded – Cllr McHardy

RESOLVED by a unanimous show of hands.

**3. To approve the Annual Governance Statement for 2021-22 as found on the Annual Return;**

That the Annual Governance Statement for 2021-22 be approved as presented.

The Chief Officer asked members to note the response to item 7. *'We took appropriate action on all matters raised in reports from internal and external audit'*.

The Council resolved to outsource re-categorisation of the asset register in March 2022 (45/22 2. Refers), the work has been instructed but not yet undertaken.

Proposed – Cllr Williams

Seconded – Cllr McHardy

RESOLVED by a unanimous show of hands.

**4. To approve the Accounting Statements for 2021-22 as found on the Annual Return;**

That the Accounting Statements for 2021-22 be approved as presented.

Proposed – Cllr Williams

Seconded – Cllr McHardy

RESOLVED by a unanimous show of hands.

**5. To receive the final Internal Audit Report for 2021-22 and to consider the recommendations therein.**

That the Internal Audit Report be received and approved, it was noted that the amendments to the Financial Regulations and Risk Assessment as drafted incorporate the applicable recommendations from the Internal Auditor.

Proposed – Cllr Williams

Seconded – Cllr McHardy

RESOLVED by a unanimous show of hands.

**Financial and Governance Matters:**

1. **To note that the bank reconciliations for April 2022 have been prepared for signature in accordance with Financial Regulations, refer to 9.4 under this agenda item.**

That this be noted, it was noted that the revised Financial Regulations provide for the Chair of Staffing and/or Leader and/or Deputy Leader of the council to inspect and authorise bank reconciliations within ten days of month end as recommended by the Internal Auditor.

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

2. **To approve the list of payments and receipts for;**

Month/account	Payments	Receipts
March 2022 Month 12 HSBC	20,158.73	77,992.63
March 2022 Month 12 UTB	92,999.49	9,226.51
April 2022 Month 1 HSBC	31,829.54	0.00
April 2022 Month 1 UTB	35,186.46	206,795.00

That these be received and approved.

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

3. **To note the position on Staffing Levels and to receive and approve a request to transfer funds from general reserves to the staffing budget;**

That this be approved and that the underspend of £39,131 from the 2021-22 staffing budget be transferred from General Reserves to the 2022-23 staffing budget to allow for recruitment.

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

4. **To transfer receive an update on the repainting of the mayoral lamppost together with approval of the provisional cost and agreement to increase the budget under item 4090 – Other Costs, if necessary to enable the works to be completed satisfactorily;**

That Dee Dee decorations are instructed to undertake the work required on the Mayoral Lamppost once it has been moved and that additional funds are made available to complete the works if required.

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

5. **To consider the Earmarked Reserves and transfers as appropriate;**

That these be approved and noted.

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

6. **To approve the engagement of the military tailor to make new uniforms for all municipal officers;**

That this item is not approved, all members of staff have frock coats that have been tailored to fit them and that the supply of replacement uniforms is not authorised.

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

7. **To receive and approve the list of direct debits on the Unitary Trust Bank Account;**

That this be received and approved.

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

**8. To agree to retain Farsight Consulting as the Council’s Internal Auditor for the 2022-23 Financial Year;**

That Farsight Consulting be retained for the 2022-23 financial year.

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

**9. To receive and approve the following updated documents:**

**1. Staffing Committee Terms of Reference;**

That these be received and approved.

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

**2. Event Committee Terms of Reference;**

That these be amended as follows: 5.iv. to refer to 5.i.; 5.v. remove reference to Jubilee Event; 5.vi to be removed and a schedule of regular annual events to be inserted to allow forward planning.

Spring Bank Holiday	Fairground and concert on the Market Place with usual RCC Event infrastructure and closure of Market Place South. Car park closure.
Yorkshire Day	Fairground and concert on the Market Place with usual RCC Event infrastructure and closure of Market Place South. Car park closure
August Bank Holiday	Fairground and concert on the Market Place with usual RCC Event infrastructure and closure of Market Place South. Car park closure
Christmas Lights Switch on	Fairground, seasonal attractions and concert on the Market Place with usual RCC Event infrastructure and closure of Market Place South. Car park closure
New Year’s Eve	Concert on the Market Place with usual RCC Event infrastructure and closure of Market Place South. Car park closure

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

**3. Risk Assessment;**

That this be approved.

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

**4. Financial Regulations;**

That these be approved and that the authorisation of payments by Two officers of the council, removing Council Members from that process. It was noted that the Internal Auditor is content that this is appropriate and reflects good practice.

Proposed – Cllr Williams	Seconded – Cllr McHardy
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	<p>RESOLVED by a unanimous show of hands.</p> <p><b>5. Scheme of Delegation.</b> That this be approved.</p> <table border="1"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Bate</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Bate		
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81/22	<p><b>To appoint members to serve on the under mentioned Working Groups:</b></p> <p><b>1. Transport;</b> That Councillors Hardisty, Williams, Horton, Duncan, Flatley and Crozier are appointed to the Transport Working Group.</p> <table border="1"> <tr> <td>Proposed – Cllr Horton</td> <td>Seconded – Cllr Williams</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p><b>2. Christmas Lights.</b> That Councillors Parkin, McHardy, Williams Bate and Flatley be appointed to the Christmas Lights Working Group.</p> <table border="1"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Hardisty</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Horton	Seconded – Cllr Williams	Proposed – Cllr Williams	Seconded – Cllr Hardisty
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82/22	<p><b>To receive a verbal update Events including a verbal review of the Platinum Jubilee event and to agree when the bunting across the city will be removed.</b> The success of the Platinum Jubilee event was noted with thanks to all involved. It was agreed to leave the bunting up until the Autumn and to enquire when the Platinum Jubilee signs would be taken down from the Welcome to Ripon signs.</p> <table border="1"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Bate</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Bate		
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83/22	<p><b>To consider re-opening the Small Grants Scheme for 2022-23 and the terms thereof.</b> That the scheme be re-opened with applications welcomed until the £20,000 fund is exhausted.</p> <table border="1"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Bate</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Bate		
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84/22	<p><b>To receive correspondence regarding concerns around the discharge of surface water from the West Lane development into the River Skell and pollution of the river system.</b> That the Council raise strong objections to the proposal to discharge surface water into the River Skell as this is not a satisfactory solution to the issue of water run off. That this proposal constitutes a wider risk to the City's flood defence schemes and that HBC, Yorkshire Water and the Environment Agency are requested to review this plan and its potential effect on flooding, wildlife and the ecological effect on the local area.</p> <table border="1"> <tr> <td>Proposed – Cllr Horton</td> <td>Seconded – Cllr Williams</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Horton	Seconded – Cllr Williams		
Proposed – Cllr Horton	Seconded – Cllr Williams				

85/22	<p><b>Highways Matters</b></p> <p><b>1. To consider requesting the imposition of a weight restriction on Quarry Moor Lane;</b> That the council write to NYCC to request the imposition of a weight restriction at this junction.</p> <table border="1" data-bbox="300 293 1479 331"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Bate</td> </tr> </table> <p>RESOLVED by a show of hands with two abstentions.</p> <p><b>2. To consider requesting that yellow lines are painted on the junction of Lead Lane and Highfield Road.</b> That the council write to NYCC to request that yellow lines are painted on this junction as it is extremely busy at school drop off and pick up times with poor visibility and an increased accident risk.</p> <table border="1" data-bbox="300 577 1479 616"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Duncan</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Bate	Proposed – Cllr Williams	Seconded – Cllr Duncan
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86/22	<p><b>To receive correspondence and agree appropriate action:</b></p> <p><b>1. 30<sup>th</sup> May 2022 – Update on the New Council for North Yorkshire;</b> That this be received and noted.</p> <p><b>2. 30<sup>th</sup> May 2022 – Parish Councillor Code of Conduct Training, HBC;</b> That this be received and noted.</p> <p><b>3. 30<sup>th</sup> May 2022 – Ripon Leisure Centre litter and anti-social behaviour – member of the public;</b> That HBC are requested to remove the fencing and re-commence grass cutting and that the response of North Yorkshire Police be raised at the forthcoming meeting with the PFCC and the Chief Constable.</p> <table border="1" data-bbox="300 1059 1479 1097"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr McHardy</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p><b>4. 8<sup>th</sup> April 2022 – Litter Bin Information for Ripon City Council, HBC.</b> That HBC are invited to a face to face meeting to discuss this matter. It was noted that there was a new HBC cabinet member for Parks and Gardens. Discussions around the new bin on the square being an eyesore and it requiring re-siting behind Sainsburys were discussed.</p> <table border="1" data-bbox="300 1346 1479 1384"> <tr> <td>Proposed – Cllr McHardy</td> <td>Seconded – Cllr Williams</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr McHardy	Proposed – Cllr McHardy	Seconded – Cllr Williams
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87/22	<p><b>Planning matters:</b></p> <p><b>1. To consider planning matters as detailed in the attached Appendix.</b></p>				
88/22	<p><b>To receive the following reports:</b></p> <p><b>1. Reports from Harrogate Borough Councillors if appropriate – for information only;</b> None.</p> <p><b>2. Reports from North Yorkshire County Councillors if appropriate – for information only;</b> Cllr Williams asked if HBC Councillors had been made aware of the proposed development/alteration at Ripon Cathedral. HBC Members advised that they had not been made aware. Cllr Williams requested that Ripon Cathedral seek to engage with RCC as a matter of urgency, advising that as the elected body for the City it is unimaginable that the Council has not been consulted.</p> <p><b>3. Reports from members and/or the Chief Officer on external organisations;</b> The Chief Officer advised that the lease on the allotments was due for renewal and</p>				

	<p>that she was about to engage with the Allotment Society on that and some other minor lease changes required following changes in personnel.</p> <p><b>4. Report from Ripon Together;</b> Noted that the latest update was included within the pack of papers.</p> <p><b>5. Report from Ripon Bid.</b> Cllr Williams advised that the activities of the Bid were not heading in the direction in which he envisaged and that instead of them investing in small scale activity that might duplicate the work of other organisations he would expect them to be looking at significant investment in major projects, Christmas Lights, Tourism and Marketing. Whilst not the subject of a resolution due to the nature of the agenda item, Council members expressed their agreement with Cllr Williams who will arrange a further meeting with Ripon Bid to review their priorities.</p>				
<b>89/22</b>	<p><b>Mayoral Announcements – for information.</b> The Mayor thanked Council members and staff for the support shown to him and the Mayoress, Mrs Linda Hawke since his election.</p>				
<b>90/22</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> That this resolution be passed.</p> <table border="1" data-bbox="331 987 1522 1077"> <tr> <td data-bbox="331 987 922 1032">Proposed – Cllr Williams</td> <td data-bbox="922 987 1522 1032">Seconded – Cllr Bate</td> </tr> <tr> <td colspan="2" data-bbox="331 1032 1522 1077">RESOLVED by a unanimous show of hands.</td> </tr> </table>	Proposed – Cllr Williams	Seconded – Cllr Bate	RESOLVED by a unanimous show of hands.	
Proposed – Cllr Williams	Seconded – Cllr Bate				
RESOLVED by a unanimous show of hands.					

91/22

**Commercial matters:**

**1. To consider the provision of Christmas Lights, the invitation and prescription of tenders;**

That a meeting of the working group is arranged and that the group focus on developing a tender for a five year period and report back to the next meeting of Full Council.

Proposed – Cllr McHardy
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Seconded – Cllr Bate
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RESOLVED by a unanimous show of hands.
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**2. To consider the provision of Events and review the basis of key service providers;**

Following a review of the Jubilee event it was agreed to engage a new contractor to undertake road closures and stewarding at RCC's events and to make HBC of the change soonest;

Cllr Williams to engage with Area 6 to establish the procedure for amending the provider.

Proposed – Cllr McHardy
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Seconded – Cllr Bate
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RESOLVED by a unanimous show of hands.
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**3. To receive legal advice.**

The report was received and it was agreed that the Chief Officer brings back a report advising on minimum levels of governance expected when members are nominated to represent the Council on external organisations.

Proposed – Cllr Williams
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Seconded – Cllr McHardy
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RESOLVED by a unanimous show of hands.
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With business concluded the Chairman closed the meeting at 8:52pm.

Signed \_\_\_\_\_  
Cllr S Hawke, The Right Worshipful the Mayor of Ripon

Date \_\_\_\_\_



87/22	<p><b>Planning matters:</b></p> <ol style="list-style-type: none"> <li><b>To receive the Planning Appendix;</b></li> <li><b>Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority.</b></li> </ol> <p><i>Details of all planning applications listed below can be viewed online prior to the meeting at:</i></p> <p><a href="http://www.harrogate.gov.uk/plan/Pages/New%20Plan/Find-an-application.aspx">http://www.harrogate.gov.uk/plan/Pages/New%20Plan/Find-an-application.aspx</a></p>		
21/02560/FUL	<p><b>Ripon Cathedral Minster Road Ripon North Yorkshire HG4 1QT</b>  <b>Erection of three sculptures on the following sites:</b></p> <ol style="list-style-type: none"> <li><b>Ripon Market Place - a 5m high bronze outline form of St Wilfrid and monk to include paving, benches, information plaque and lighting.</b></li> <li><b>Minster Road, opposite the West End of the Cathedral - a 1.3m high bronze representation of a medieval boat with monks, on stone plinth, to include new paving, benches, information plaque and lighting.</b></li> <li><b>Roundabout between A61 Ripon bypass and B6265 Boroughbridge Road - a 5m high cast resin sculptural montage of the ancient buildings of Rome, to include information plaque and lighting.</b></li> </ol> <p><a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QUN50MHYIGL00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QUN50MHYIGL00</a>.</p> <p>That the council object to this application in the strongest terms other than in respect of the item situated outside the Cathedral.</p> <table border="1" data-bbox="507 1115 1479 1160"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Martin-Long</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Williams	Seconded – Cllr Martin-Long
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22/01742/PC BSR	<p><b>Leeds Building Society 17 Market Place Ripon North Yorkshire HG4 1BW</b>  <b>Conversion of the upper floors to form two flats.</b></p> <p><a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R B3TBEHY0EK00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R B3TBEHY0EK00</a>.</p> <p>That the Council does not have any comments on this application.</p> <table border="1" data-bbox="507 1462 1479 1507"> <tr> <td>Proposed – Cllr McHardy</td> <td>Seconded – Cllr Horton</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr McHardy	Seconded – Cllr Horton
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22/02078/TP O	<p><b>10 Magdalens Road Ripon North Yorkshire HG4 1HX</b>  <b>Works to Tree Preservation Tree R11/2022 P T1 Beech - Fell 1no. Beech and replant with Beech at alternative location</b></p> <p><a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R CE1D1HY0JB00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=R CE1D1HY0JB00</a>.</p> <p>That the Council does not have any comments on this application.</p> <table border="1" data-bbox="507 1821 1479 1865"> <tr> <td>Proposed – Cllr McHardy</td> <td>Seconded – Cllr Horton</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr McHardy	Seconded – Cllr Horton
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22/02147/FU L	<p><b>Primrose Cottage 20 Primrose Close Ripon North Yorkshire HG4 1EH</b></p> <p>First floor extension over existing garage to form ancillary studio office to house solar panels to south and east roof slopes</p> <p><a href="https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RCJUIVHYFUC00">https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RCJUIVHYFUC00</a>.</p> <p>That the Council does not have any comments on this application.</p>	
	Proposed – Cllr McHardy	Seconded – Cllr Horton
	RESOLVED by a unanimous show of hands.	