



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

**Date:** Tuesday 4<sup>th</sup> May 2021

**Time:** 6.00pm

**HELD AT 6PM ONLINE ON MICROSOFT TEAMS**

**Present** Cllr E Parkin – The Right Worshipful the Mayor  
Cllr P McHardy  
Cllr S Craggs  
Cllr C Hardisty  
Cllr M Chambers  
Cllr S Hawke  
Cllr J Bate  
Cllr S Martin  
Cllr A Williams

**In Attendance** Paula Benson, the Clerk  
Rebecca Perrin, Administrator  
One press representative

59/21	<b>To receive apologies and approve reasons for absence.</b>  Apologies were received from Cllrs Davis, Powell and Horton. Reasons for absence were approved.		
60/21	<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.		
61/21	<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>  Cllrs Hawke and Martin declared an interest on any matters that might come before them as members of HBC Planning Committee.		
62/21	<b>To consider and approve the Minutes of the Meeting held on 8<sup>th</sup> March 2021.</b>  That these be approved as a true and accurate record of proceedings. <table border="1"><tr><td><b>Proposed – Cllr Hawke</b></td><td><b>Seconded – Cllr Williams</b></td></tr></table> RESOLVED by a unanimous show of hands.	<b>Proposed – Cllr Hawke</b>	<b>Seconded – Cllr Williams</b>
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63/21	<b>To consider the information received from NYCC on the Transport Pilot scheme and agree appropriate action.</b>  It was noted that this item was placed on the agenda of the meeting that was postponed due to the period of national mourning as the meeting was due to be preceded by a briefing from NYCC on this matter. Following the rearranging of the briefing there were no further discussions on this matter.		
64/21	<b>Harrogate Borough Council Matters</b> <b>1 To consider contacting Harrogate Borough Council regarding the following matters:</b> <b>1. To request the early reopening of Ripon Spa Gardens Bowling Green;</b> It was noted that the bowling green will be open for public use from 19 <sup>th</sup> May 2021. Cllr McHardy advised members that bookings for the tennis courts and the		

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.

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	<p>bowling green can be made via the café in Spa Gardens.</p> <p><b>2. To request the re-filling of Ripon Paddling Pool and establish the timetable for doing so.</b></p> <p>It was established that the paddling pool will be reopened from the end of May. RCC to email HBC for written confirmation of the reopening date.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr McHardy</b></td> </tr> </table> <p>RESOLVED by a show of hands with one abstention.</p> <p><b>2. Ripon Spa Baths:</b></p> <p><b>1. To consider the formation of a working group;</b></p> <p>That RCC create a working group to explore all options pertaining to the retention the Spa Baths as a community facility. The working group to include Cllrs Williams, McHardy, Martin, Parkin (ex-officio). That local partners and stakeholders be invited to join the working group, either for its duration or on an ad hoc basis as required and that the working group members are authorised to invite those considered appropriate to do so. That potential members include Ripon Civic Society, Ripon Together and Ripon YMCA. That the Clerk arrange the first meeting as soon as possible.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr McHardy</b></td> </tr> </table> <p>RESOLVED by a show of hands with one abstention.</p> <p><b>3. To request the early reopening of Ripon Spa Baths.</b></p> <p>RCC to email HBC for written confirmation that the Spa Baths will remain open until the new leisure centre pool opens.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Hardisty</b></td> </tr> </table> <p>RESOLVED by a show of hands with one abstention.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr McHardy</b>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr McHardy</b>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Hardisty</b>
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<b>65/21</b>	<p><b>Strategic Investment Fund and Small Grants.</b></p> <p>That RCC request information from the recipients of funding in 2020 on how the finances were used to support the community, together with the level of information requested in previous years.</p> <p>That the Small Grants Fund be opened for applications to support community groups as they recover from the COVID pandemic and that the scheme is advertised widely with the scheme remaining open for applications which will be reviewed at the meeting of Full Council that follows the application being received.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Martin</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Martin</b>				
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<b>66/21</b>	<p><b>To consider purchasing a mobile CCTV unit and agree appropriate action.</b></p> <p>The information provided by HBC was reviewed and it was agreed to proceed with the purchase of the mobile CCTV unit. It was noted that the newly purchased HBC mobile unit cost in the region of £7,000 and that this camera would be operated under the same regime as those at HBC. It was noted that RCC will purchase and maintain the unit as an available asset to be deployed in Ripon and that North Yorkshire Police, Highways and Harrogate Borough Council will have control of the unit, where it is deployed and operate it in the manner required by the legislation that governs the use of CCTV cameras.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Martin</b></td> </tr> </table> <p>RESOLVED by a show of hands with one abstention.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Martin</b>				
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<b>67/21</b>	<p><b>To consider a request from Ripon Together to use Hugh Ripley Hall and the terms thereof and to consider a request from Ripon City Band.</b></p> <p>That RCC allow Ripon Together and Ripon City Band to use Hugh Ripley Hall at nil cost.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Parkin</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Parkin</b>				
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68/21

**To receive correspondence and agree appropriate action:**

1. **Letter dated 24<sup>th</sup> March 2021 - Harrogate Borough Council - model Code of Conduct for Councillors;**
2. **Email from YLCA dated 19<sup>th</sup> March 2021 - LGA Model Councillor Code of Conduct;**  
Items 1 and 2 – That RCC follow HBC model Code of Conduct.

**Proposed – Cllr Martin**

**Seconded – Cllr McHardy**

RESOLVED by a unanimous show of hands.

3. **Email - member of the public dated 15<sup>th</sup> March 2021 regarding the telephone boxes on Ripon Market Place;**

That RCC do not wish to adopt the telephone boxes on the market square at this time. It was noted that they are still in use as telephone boxes.

**Proposed – Cllr Williams**

**Seconded – Cllr Hawke**

RESOLVED by a unanimous show of hands.

4. **Email - North Yorkshire County Council Highways dated 16<sup>th</sup> March 2021 - Highway works in Ripon;**

That RCC write to NYCC to ask why funds have been made available to prioritise laybys but not the previously reported roads in Ripon.

**Proposed – Cllr Williams**

**Seconded – Cllr Parkin**

RESOLVED by a unanimous show of hands.

5. **Letter - Ripon Community Link dated 3<sup>rd</sup> March 2021;**

That RCC advise Ripon Community Link and Walled Garden that the Small Grants Fund is now open for applications to support community projects.

**Proposed – Cllr Williams**

**Seconded – Cllr McHardy**

RESOLVED by a unanimous show of hands.

6. **To receive the YLCA email dated 2nd March 2021 – Ministry of Housing, Communities and Local Government Consultation proposals for locally led reorganisation of Local Government in North Yorkshire.**

That the public consultation is now closed but RCC wish to record the following comments. That the East/West split proposal is the best option although neither options are desirable. That a closer look into the way in which the reorganisation is being proposed would have allowed communities to be better put together.

**Proposed – Cllr Williams**

**Seconded – Cllr Hardisty**

RESOLVED with 3 in favour and four abstentions.

69/21

**To receive an update and consider the future of remote meetings and agree appropriate action including the extension of the scheme of delegation if appropriate.**

It was noted that the provisions of s.78 (3) of the Coronavirus Act 2020 applies only in relation to local authority meetings required to be held, or held, before 7 May 2021 and that in person meetings must resume after that date.

It was agreed to minimise the number of meetings in the short term and resolved that the scheme of delegation agreed in minute reference 59/20 is extended to apply until 30<sup>th</sup> September 2021 with a review undertaken at the September 2021 meeting of Full Council.

The detail of minute 59/20 is listed in italics below:

1. *That the Council empowers Paula Benson as the Clerk/Responsible Finance Officer to do anything expedient and necessary to ensure the continuous business of the Council and to deal with all mandatory undertakings in order to prevent the authority from incurring liability for the period of time that the Coronavirus pandemic and anything arising therefrom affects the routine meetings of Ripon City Council.*

*Proposed – Cllr Williams*

*Seconded – Cllr McHardy*

*RESOLVED by a unanimous show of hands.*

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	<p><i>It was noted that resolution 59/20 2. - 3. is designed to formalise a route for the Clerk to seek the opinion of designated councillors on matters where it is considered that that would assist. However, it is acknowledged that Paula Benson, as Clerk and Responsible Finance officer, is the sole person designated to make decisions on behalf of Ripon City Council during the period of time to which this resolution 59/20 applies.</i></p> <p>Further, that Cllrs Williams, Parkin, Chambers, Martin and the Clerk meet to prepare a plan for the safe return of meetings and explore the use of Hugh Ripley Hall which offers a larger space to allow for social distancing.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Martin</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Martin</b>
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70/21	<p><b>1. To note the position on the appointment of an internal auditor.</b> The Clerk advised that an experienced CIPFA qualified, former Audit Commission consultant has been appointed as internal auditor through the SLCC Advisory Service.</p> <p><b>2. To approve the YLCA membership invoice for 2021-22.</b> That the invoice has been received and approved for payment.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Hawke</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Hawke</b>
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71/21	<p><b>To consider the re-opening of the office and the working location of staff.</b></p> <p>That the office remains closed to the public and that the Clerk be authorised to decide on the working location of staff to meet the Council's needs. That the situation be reviewed in September 2021.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Martin</b></td> <td><b>Seconded – Cllr Williams</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Proposed – Cllr Martin</b>	<b>Seconded – Cllr Williams</b>
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72/21	<p><b>To note the position on the following matters:</b></p> <p><b>1. VAS Signs;</b> The Clerk confirmed that the process with NYCC is almost finalised and that a legal agreement is awaited from NYCC with the decision on type of sign outstanding. NYCC have two options available and the Highways Engineer's recommendation is awaited.</p> <p><b>2. Christmas Lights.</b> That the Clerk advised the tender documents have been delayed due to the quality of information provided by the existing contractor. A trial subscription of Parish Online has been entered into to provide for detailed mapping of type and location of installation together with a detailed tender document. Other work has had to take priority, however, staff are working towards the tender being live on the Government's contract website in the coming days.</p>		
73/21	<p><b>To consider the provision of seating on the Market Place.</b> The provision of additional seating on the market place was discussed. The Chairman agreed to this item to being combined with item 79/21 1.</p> <p>After a lengthy debate it was agreed that RCC should explore the possibility of funding additional seating on the Market Place and that RCC reopen negotiations with HBC for the takeover of Market Place South as soon as possible.</p> <p>Items 73/21 and 79/21 1 (Market Place South) combined.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Craggs</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>Cllr Hardisty left the meeting at 19:39.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Craggs</b>
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74/21	<p><b>To receive a verbal report regarding two trees on the riverside path to the rear of the former</b></p>		

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	<p><b>Jewson's site and agree appropriate action.</b> The condition of the trees identified was discussed, the developer has advised that they have struggled to identify who is responsible for the large sycamore trees that appear to be dead/deteriorating. It was agreed that RCC write to NYCC, HBC and the Environment Agency to raise concerns and to identify who is responsible for the trees/that appropriate remedial action is taken.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr McHardy</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr McHardy</b>		
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75/21	<p><b>Planning matters:</b></p> <p>1. <b>To receive the Planning Appendix;</b> That this be received and noted.</p> <table border="1"> <tr> <td><b>Proposed – Cllr McHardy</b></td> <td><b>Seconded – Cllr Williams</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>2. <b>To receive details of the consultation on planning application for the purposes of the erection of a single storey extension to form a Rebound Room (86 sq.metres) with 2 No. external emergency lights, creation of footpath, removal of 2 No. trees, replanting and landscaping works on land at Mowbray School (Ripon), Harrogate Road, Ripon, HG4 1SU;</b> That RCC oppose the application to remove mature trees which are then to be replaced with saplings. That this is not sustainable development.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Hawke</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>3. <b>To receive an email dated 7<sup>th</sup> April 2021 on the proposed development of the land at West Lane, Ripon.</b> That this be received and noted.</p>	<b>Proposed – Cllr McHardy</b>	<b>Seconded – Cllr Williams</b>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Hawke</b>
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76/21	<p><b>To receive the following reports:</b></p> <p><b>Reports from Harrogate Borough Councillors if appropriate – for information only;</b> Cllr Hawke advised the new leisure centre swimming pool is to be open by the end of the year. The chairman allowed for RCC to write to HBC to request a map of litter bins and dog waste bins under this item. Cllr Martin advised the Choir School development had previously applied to demolish the original school building, however, this has now been withdrawn and an application to convert it to four town houses is expected.</p> <p><b>Reports from North Yorkshire County Councillors if appropriate – for information only;</b> None.</p> <p><b>Reports from members and/or the Clerk on external organisations.</b> Cllr Williams advised Ripon Together are planning on holding an event on Saturday 4th September 2021 to make up for the loss of the Boxing Day Pilgrimage to Fountains Abbey. National Trust to host events in the afternoon to try and encourage visitors to come to Ripon. Ripon Together and the Cathedral are organising the walk from the Cathedral to Fountains Abbey.</p>				
77/21	<p><b>Mayoral Announcements – for information.</b> None.</p>				
78/21	<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"> <tr> <td><b>Proposed – Cllr Martin</b></td> <td><b>Seconded – Cllr Williams</b></td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	<b>Proposed – Cllr Martin</b>	<b>Seconded – Cllr Williams</b>		
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79/21	<p><b>Commercial matters:</b></p> <p>1. <b>Town Hall Lease and Market Place South;</b> <b>To receive an update on the position of lease negotiations with HBC if appropriate and</b></p>				

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	<p><b>to agree appropriate action.</b></p> <p>The Clerk advised there is no progress on the Town Hall Lease at present due to staff having other priorities and both the Clerk and the HBC surveyor being involved in the events process. It was agreed to await further updates.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Hawke</b></td> </tr> </table> <p><b>RESOLVED by a unanimous show of hands.</b></p> <p><b>2. Ripon Spa Baths;</b></p> <p><b>To consider commercial matters.</b></p> <p>That the terms of reference for the working group include the exploration of all options in the retention of the Spa Baths as a community facility and that the working group co-opt such external organisations as considered appropriate to assist its work.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr Martin</b></td> </tr> </table> <p><b>RESOLVED by a unanimous show of hands.</b></p> <p><b>3. Ripon Market.</b></p> <p>That RCC consult with Knaresborough Town Council, Hambleton District Council and others in North Yorkshire who provide markets to allow for a joint approach in discussions with HBC. That Ripon City Council agree to take over the Ripon Thursday and Saturday Markets in principle subject to satisfactory negotiations.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr McHardy</b></td> </tr> </table> <p>RESOLVED by a show of hands with one abstention.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Hawke</b>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr Martin</b>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr McHardy</b>
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<b>80/21</b>	<p><b>To receive legal and specialist advice in relation to a development matter if appropriate.</b></p> <p>It was noted that there was nothing to report.</p>						
<b>81/21</b>	<p><b>To receive quotations in respect of the proposed new website and agree appropriate action.</b></p> <p>That the quote from Colour It In be accepted.</p> <table border="1"> <tr> <td><b>Proposed – Cllr Williams</b></td> <td><b>Seconded – Cllr McHardy</b></td> </tr> </table> <p>RESOLVED by a show of hands with one abstention.</p>	<b>Proposed – Cllr Williams</b>	<b>Seconded – Cllr McHardy</b>				
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With business concluded the chairman closed the meeting at 9:08 pm.

Signed

The Right Worshipful the Mayor

Date: