



## OFFICIAL NOTICE OF A MEETING OF THE COUNCIL OF THE CITY OF RIPON

**Date:** Monday 5<sup>th</sup> June 2017  
**Time:** 7pm  
**Location:** The Council Chamber, the Town Hall, Ripon, HG4 1DD

**Present:** Cllr P McHardy – The Right Worshipful The Mayor  
 Cllr L Barnes  
 Cllr M Chambers  
 Cllr A Gaskin  
 Cllr S Hawke  
 Cllr P Horton  
 Cllr S Martin  
 Cllr A Morgan  
 Cllr P Pearson  
 Cllr C E Powell  
 Cllr M Stanley  
 Cllr A Williams  
 Cllr R T Willis

**In attendance:** Mrs P Benson, the Clerk  
 Mr J Vauvert, Serjeant at Mace

Prior to the commencement of the meeting the Canon Wendy Wilby, said Prayers.

76-17	<p><b>To receive apologies and approve reason for absence.</b></p> <p>Apologies were received and accepted from Cllrs Bate and Jones.</p>		
77-17	<p><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></p> <p>None present.</p>		
78-17	<p><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></p> <p>None declared.</p>		
79-17	<p><b>To approve the Minutes of the Annual Meeting held on the 8<sup>th</sup> May 2017.</b></p> <p>That the minutes be accepted as a true and accurate account of proceedings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Proposed – Cllr Stanley</td> <td style="width: 50%; text-align: center;">Seconded – Cllr Horton</td> </tr> </table> <p>RESOLVED by a show of hands with 7 in favour and 4 abstentions.</p>	Proposed – Cllr Stanley	Seconded – Cllr Horton
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80-17	<p><b>To consider and approve the membership of each committee of the Council as follows:</b></p> <p>a) <u>Finance &amp; General Purposes Committee: 9 members of the Council, 3 from each Ward.</u>          Proposed by Cllr Horton and approved unanimously by a show of hands:          “that Cllr Powell, Cllr Hawke and Cllr Bate be appointed Minster Ward representatives, and that Cllr Horton, Cllr Morgan and Cllr Williams be appointed Moorside Ward representatives on the Finance &amp; General Purposes Committee.</p> <p style="text-align: center;"><b>RESOLVED</b></p> <p>Proposed by Cllr Chambers and approved unanimously by a show of hands:          “that Cllr Martin, Cllr Pearson and Cllr Chambers be appointed Spa Ward representatives on the Finance &amp; General Purposes Committee.”</p> <p style="text-align: center;"><b>RESOLVED</b></p> <p>b) <u>Planning Committee: 9 members of the Council, 3 from each Ward.</u></p>		

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Proposed by Cllr Horton and approved unanimously by a show of hands:  
“that Cllr Bate, Cllr Hawke and Cllr Powell be appointed Minster Ward representatives, and Cllr Horton, Cllr Gaskin and Cllr Williams be appointed Moorside Ward representatives on the Planning Committee.”

**RESOLVED**

Proposed by Cllr Martin and approved unanimously by a show of hands:  
“that Cllr Barnes, Cllr Pearson and Cllr Willis be appointed Spa Ward representatives on the Planning Committee.”

**RESOLVED**

- c) Hugh Ripley Hall Committee: 6 members of the Council plus up to 6 non-voting, non-council members.

Proposed by Cllr Horton and approved unanimously by a show of hands:  
“that Cllr Hawke, Cllr Morgan, Cllr Powell and Cllr Williams be members of the Hugh Ripley Hall Committee.

**RESOLVED**

Proposed by Cllr Chambers and approved unanimously by a show of hands:  
“that Cllr Martin and Cllr Willis be members of the Hugh Ripley Hall Committee.”

**RESOLVED**

- d) City Plan Committee: 6 members of the Council plus up to 9 non-council members.

Proposed by Cllr Stanley that the current committee members continue their membership of this committee in view of the time left to finalisation of the City Plan.

**RESOLVED** by a unanimous show of hands.

- e) Civic Events Committee: 6 members of the Council, two from each ward

Proposed by Cllr Horton and approved unanimously by a show of hands:  
“that Cllr Bate, Cllr Hawke, Cllr Powell and Cllr Morgan be members of the Civic Events Committee.

**RESOLVED**

Proposed by Cllr Stanley and approved unanimously by a show of hands:  
“that Cllr Martin and Cllr Chambers be members of the Civic Events Committee.”

Cllr Stanley advised that The Alderman Spence Committee was missing from the agenda.

**To confirm the membership of the following working groups:**

- a) Emergency Plan Working Group.
- b) Town Hall Lease Working Group.
- c) Market Working Group.

That the current membership of these groups continues unchanged in the 2017/18 civic year.

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

81-17

**To appoint the Chairman and the Vice-Chairman of the following committees:**

*(Please note that the approved Terms of Reference allow the Hugh Ripley Hall Committee and the Civic Events Committee to elect their own Chairman and Vice-Chairman; all other committee Chairman and Vice-Chairman are elected by the Council.)*

- a) Finance & General Purposes Committee

**Chairman:** there were two nominations: Cllr Horton proposed that Cllr Morgan be appointed as Chairman of the Committee and Cllr Martin proposed that Cllr Pearson be appointed as Chair. Cllr Morgan was duly appointed by a majority vote by a show of hands.

**RESOLVED**

- b) Planning Committee

**Chairman:** there were two nominations: Cllr Powell proposed that Cllr Horton be appointed as Chairman of the Committee and Cllr Martin proposed that Cllr Willis be appointed as Chair. Cllr Horton was duly appointed by a majority vote by a show of hands.

**RESOLVED**

- c) City Plan Committee

That Cllr Horton continue as the Vice Chair of this committee in line with 80-17 d. above.

RESOLVED by a unanimous show of hands.

That the second nominations for the Chairmen of the committees referred to in 80-17 a) and b) be appointed as Vice Chairmen of those committees.

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

82-17

**To review the Council Representatives on outside bodies:**

- a) Age Concern (Mayor)
- b) Ripon in Bloom (1 member)
- c) Visit Ripon (Mayor & 1 member)
- d) Ripon Museum Trust (Mayor)
- e) Harrogate & District Access Group (Mayor)
- f) Ripon Municipal Charities (Mayor plus 3 nominated representatives)
- g) YLCA Harrogate Branch (1 member - Chairman F&GP with D/Chair as Deputy)
- h) Ripon Festival Trust (2 members)
- i) Spa Gardens Forum (1 member)
- j) Council of the Cathedral (1 member)
- k) Harrogate & District Transport Forum (1 member)
- l) Ripon Fairtrade Action Group
- m) Ripon Grammar School Foundation Governors
- n) Ripon Chapels & Hospitals Trust
- o) Ripon Girls Club Charitable Trust – Ex-Officio Trustee (Constitution states must be the Mayor)
- p) White Rose Sailing Association.

That the existing nominations be carried forward for the 2017/18 Civic Year unless the outside body stipulates that the Mayor or committee Chairman (and or Vice Chairman) is the nominated representative.

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

83-17	<p><b>To confirm the signatories on the Bank Mandate be the Chairman and Vice-Chairman of the Council, and the Chairman and Vice-Chairman of the Finance &amp; General Purposes Committee for the next Council year; any two to sign.</b></p> <p>That the signatories on the Bank Mandate be Cllr McHardy, The Right Worshipful The Mayor, Cllr Powell, Deputy Mayor, Cllr Morgan, Chairman of F&amp;GP and Cllr Pearson, Vice Chairman of F&amp;GP.</p> <table border="1" data-bbox="272 371 1418 405"> <tr> <td>Proposed – Cllr Chambers</td> <td>Seconded – Cllr Martin</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Chambers	Seconded – Cllr Martin						
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84-17	<p><b>To receive correspondence</b></p> <p><b>1. A Robertson email dated 1 April 2017 and 17 May 2017;</b> That the emails are passed onto the City Development Manager who is requested to organise the following:</p> <ul style="list-style-type: none"> <li>• a three month rolling programme of current events on the notice boards which are kept up to date;</li> <li>• a meeting on littering, collection and dog fouling with the Cabinet Member and relevant officers at HBC;</li> <li>• the condition of the Welcome to Ripon signs was discussed, Cllr Martin to establish who is responsible for them and pass on to the City Development Manager.</li> </ul> <table border="1" data-bbox="272 808 1418 842"> <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. CAB letters dated 12 April 2017 and received 25 May 2017;</b> That this should be received and noted.</p> <table border="1" data-bbox="272 1025 1418 1059"> <tr> <td>Proposed – Cllr Stanley</td> <td>Seconded – Cllr Martin</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p><b>3. Littlethorpe Parish Council letter dated 24 April 2017 and email dated 11 May 2017;</b> That the Clerk writes to Littlethorpe Parish Council requesting that should they have a preferred route then RCC would be pleased to receive it and will pass their suggestion onto the consultants tendering for the reinstatement study.</p> <p>Cllr Martin requested that Cllr Morgan provide the Clerk with the CVs of the individuals involved in the drawing up of the scope of works to allow an audit trail to be created for future reference and to allow the Council to demonstrate that properly qualified persons were involved in the drawing up of the scope.</p> <table border="1" data-bbox="272 1458 1418 1491"> <tr> <td>Proposed – Cllr McHardy</td> <td>Seconded – Cllr Stanley</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p><b>4. Ministry of Defence letter dated 4 May 2017 – Fly the Flag This Armed Forces Day;</b> That the Clerk communicates with HBC to arrange for the Flag to be Flown in accordance with the letter received from Harrogate Borough Council. It was noted that the building is owned by Harrogate Borough Council and therefore their permission must be sought.</p> <p>Cllr Chambers advised that he is currently working with other groups in Ripon and that Ripon will be celebrating Armed Forces Day.</p> <table border="1" data-bbox="272 1827 1418 1861"> <tr> <td>Proposed – Cllr Williams</td> <td>Seconded – Cllr Chambers</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p><b>5. HBC email dated 19 May 2017 – Ripon Governance Review.</b></p> <p>That the Council re-submit the position determined recently (Minute reference Full Council 16-17) and that this be received and noted.</p>	Proposed – Cllr Williams	Seconded – Cllr Hawke	Proposed – Cllr Stanley	Seconded – Cllr Martin	Proposed – Cllr McHardy	Seconded – Cllr Stanley	Proposed – Cllr Williams	Seconded – Cllr Chambers
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Proposed – Cllr Williams	Seconded – Cllr Chambers								

<p><b>85-17</b></p>	<p><b>To consider having a title engraved on the glazing behind the Mayor's stall in the Cathedral.</b></p> <p>That this be investigated and agreed in principle subject to any cost implication being returned to Full Council for consideration.</p> <table border="1" data-bbox="304 311 1449 344"> <tr> <td>Proposed – Cllr Stanley</td> <td>Seconded – Cllr Williams</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Stanley	Seconded – Cllr Williams
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<p><b>86-17</b></p>	<p><b>To consider drafting a response to the Harrogate Borough Council Draft Economic Growth Strategy 2017-35 Consultation.</b></p> <p>That the City Development Manager's recommendations be adopted. Cllr Morgan to speak to the City Development Manager to confirm required amendments to text.</p> <table border="1" data-bbox="304 591 1449 624"> <tr> <td>Proposed – Cllr Stanley</td> <td>Seconded – Cllr Barnes</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p>	Proposed – Cllr Stanley	Seconded – Cllr Barnes
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<p><b>87-17</b></p>	<p><b>To approve the letter of support request from the National Trust Skell Landscape Project HLF Bid.</b></p> <p>That the Council writes in support of this bid, Cllr Stanley pointed out that the date for submission had passed.</p> <table border="1" data-bbox="304 871 1449 904"> <tr> <td>Proposed – Cllr Willis</td> <td>Seconded – Cllr Williams</td> </tr> </table> <p>RESOLVED by a unanimous show of hands.</p> <p>Cllr Stanley left the meeting at 8.13pm.</p>	Proposed – Cllr Willis	Seconded – Cllr Williams
Proposed – Cllr Willis	Seconded – Cllr Williams		
<p><b>Adjournment</b></p> <p>The meeting was adjourned at 8:13pm to allow the newly appointed Finance and General Purposes Committee to take place to consider the 2016/17 accounts.</p>			
<p><b>88-17</b></p>	<p><b>2016/17 Accounts</b></p> <ul style="list-style-type: none"> <li>a) To consider and approve the previously circulated 2016/17 accounts, to include signing of the bank reconciliation and balance sheet to 31st March 2017 by the Mayor.</li> <li>b) To receive and consider the Internal Auditor's opinion on the 2016/17 accounts.</li> <li>c) To approve the Annual Governance Statement for 2016/17 as found on the Annual Return.</li> <li>d) To approve the Accounting Statements for 2016/17 as found on the Annual Return.</li> </ul> <p>That the items listed in 88-17 a), c) and d) be approved by Full Council, it was noted that item 88-17 b) had not been received from the Internal Auditor who completed his audit of the council on 2 June 2017.</p>		
<p>The newly appointed Planning Committee then considered the following Planning Application.</p> <p><b>17/00853/ADV</b> <i>11-12 Market Place, Ripon, HG4 1BP, Westcourt Group Limited</i></p> <p><i>Display of 3 non-illuminated fascia signs to shop front.</i></p> <p>That the Council have no objection to this application subject to HBC Signage Policy.</p> <table border="1" data-bbox="145 1854 1315 1888"> <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		
<p><b>The Mayor to re-open the meeting.</b></p>			

The meeting of the Full Council resumed at 8:23pm.

<b>89-17</b>	<b>To receive a report from Harrogate Borough Councillors if appropriate – for information only.</b> None received.
<b>90-17</b>	<b>To receive a report from North Yorkshire County Councillors if appropriate – for information only.</b> None received.
<b>91-17</b>	<b>Mayoral Announcements – for information.</b> The Mayor advised that she was very sorry to learn that a former member of staff was unwell.

The meeting closed at 8.42 pm

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

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

THE RIGHT WORSHIPFUL THE MAYOR