



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

Date: 11th November 2024

Time: 6:00pm

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

Present:

Cllr J Crozier

Deputy Mayor

Cllr A Williams

Cllr B Brodigan

Cllr C Hardisty

Cllr P McHardy

Cllr P Horton

Cllr T Duncan

Cllr J Martin-Long

Cllr S Flatley

Cllr G Camplejohn

In Attendance

Locum Clerk,

Senior Administration Officer

Administrator

Four members of the public.

One press representative.

Prior to the start of the meeting Cannon Michael said prayers

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| 95/24 | To receive apologies and approve reasons for absence. Apologies were received from Cllrs Bate and Hawke. Reasons for absence were not approved. |
| 96/24 | 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. Cllrs Williams and Brodigan declared an interest in anything that may come before them as members of NYC's area planning committee and NYC generally, declaring a prejudicial interest as an elected member who will vote on the Area Planning Committee in respect of planning matters. |
| 97/24 | 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. None. |
| 98/24 | To consider and approve the Minutes of the Meeting held on the 7th October 2024. That these be approved as a true and accurate record of proceedings. RESOLVED. |

99/24

Financial, Operational and Governance Matters:

1. **To receive the Income and Expenditure Report for the period 1st September 2024 – 30th September 2024.**

That this be received and noted.

RESOLVED.

2. **To receive the list of payments for the period 1st September 2024 – 30th September 2024.**

That this be received and approved.

RESOLVED.

3. **To receive Small Grants Scheme applications and to make decisions on awards:**

- i) **Application from North Yorkshire Citizens Advice & Law requesting a grant in the sum of £988.00.**

That this be received and the grant be awarded.

RESOLVED.

- ii) **Application from Henshaws Society for Blind People requesting a grant in the sum of £907.50.**

That this be received and that the grant is not awarded as the project would not provide a direct benefit to people within the parish. The project is a ticketed fundraising event and there is no guarantee that the money raised will directly benefit the residents of Ripon.

RESOLVED.

- iii) **Application from Ripon Young Musicians requesting a grant in the sum of £400.00.**

That this be received and that the grant is not awarded because it is retrospective award, which contradicts Guidance Notes & Criteria.

RESOLVED.

- iv) **Application from Jennyruth Workshops Ltd requesting a grant in the sum of £890.00.**

That this be received and that the grant is not awarded because it is retrospective award, which contradicts Guidance Notes & Criteria.

RESOLVED.

Cllr Camplejohn arrived at 6:11pm.

4. **To receive the draft Ear Marked Reserve recommendations and to consider their approval.**

That these be received and adopted by the Council:

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| EMR Royal | £50,000 |
| Civic | £10,000 |
| Uniforms | £10,000 |
| Premises | £5,000 |
| Hugh Ripley Hall | £95,000 |
| EMR Events | £25,000 |
| Strategic Investment Fund | £150,000 |
| Ripon City Bus Service | £72,000 |
| Alderman T F Spence | £100,000 |
| Furniture / Premises Renewal | £50,000 |

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| Partnership Funding | £8,000 |
| Capital Reserve | £55,000 |
| Cabmen's Shelter | £25,000 |
| Legal Fees | £25,000 |

RESOLVED.

5. **To receive the Investment review and to formulate a decision on where to invest funds.**

That the ear marked reserves are deposited in the Unity Trust Bank 12-month fixed rate investment listed at 4.5% at the time of publishing. Noting that early closure of the account attracts a reduced rate of interest for the period and that a minimum balance of £85,000 must be maintained otherwise the account will be closed and an alternative account will be required.

All remaining funds are deposited in the Unity Trust Bank instant access savings account listed at 2.60-2.62% at the time of publishing, to allow for month end transfers to meet expenses during the financial year.

The regular bank accounts are operated as follows:

Ripon City Council

Unity Trust Bank Current Account - working balance of £60,000 which is topped up at month end on bank reconciliation.

HSBC Current Account – working balance of £20,000 which is topped up at month end on bank reconciliation.

Alderman T F Spence Charity (Ripon City Council as sole corporate trustee)

New Unity Trust Bank Current Account which is in the process of being set up – balance of RCC grant funding for 2024-25 financial year.

HSBC account is closed in accordance with previous resolution.

Agreement to opening a new Unity Trust Bank instant access savings account listed at 2.60-2.62% at the time of publishing to allow transfers to meet expenses as required.

RESOLVED.

6. **To agree to instruct a valuation of council assets in accordance with the recommendation of the internal auditor.**

That this be agreed.

RESOLVED.

7. **To receive and approve the engagement letter dated 17th October 2024 from the Internal Auditor.**

That this be received and approved.

RESOLVED.

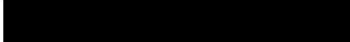
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| 100/24 | <p>Standing Items</p> <p>To receive an update on the following matters if appropriate:</p> <ol style="list-style-type: none"> 1. Highways. <ol style="list-style-type: none"> i. To receive NYC (Various roads, Borough of Harrogate) (Disabled persons parking bays) (No. 13) Order 2023 for information only. That this be received and noted. 2. Christmas Lights. It was noted that the Christmas Lights Switch on event will take place on Saturday, 16th November, between 1:00pm and 6:00pm, with the lights being switched on at 5:00pm. There will be children's rides, reindeer, live entertainment from 3:00pm. The rest of the Christmas lights are to be installed over the next couple of evenings. The Christmas Tree is to be delivered on Wednesday. It was also noted that Royal Mail has started delivering this year's Christmas brochure, produced by Ripon Bid, which advertises the Council's Christmas Lights and New Year's Eve events. The brochure will be distributed to 27,000 properties around Ripon. 3. Quarry Moor – to receive a written update from the Alderman T F Spence Committee. That this be received and noted. 4. Events – to receive the amended terms of reference for the Events Committee and to consider and approve the amendments therein. The Chairman agreed to this item being received later in the meeting. 5. Double Devolution. It was noted that furthering RCC's bid has stalled temporarily due to the fact that North Yorkshire Council is not in a position to provide detailed information on the assets requested. |
| 101/24 | <p>To receive the minutes from the following committees for information:</p> <ol style="list-style-type: none"> 1. Events Committee – minutes dated 11th March 2023. That these be received and noted. RESOLVED. 2. Hugh Ripley Hall Committee – minutes dated 18th September 2023. That these be received and noted. RESOLVED. 3. Alderman T F Spence Committee – minutes dated 25th September 2023 and 20th May 2024. That these be received and noted. RESOLVED. |
| 102/24 | <p>To receive an update on the Parish Boundary review.</p> <p>It was noted that a North Yorkshire boundary review is currently in progress. As a consequence, any requests for alterations to parish boundaries are on hold until that boundary review process is completed. It is anticipated that that process will be completed by autumn next year. An election would be required in the event that the parish boundaries are altered before the next parish elections, scheduled for May 2027..</p> |
| 103/24 | <p>To receive an update on S.106 Commuted Sums.</p> <p>It was noted that the NYC Councillors had received an update regarding Commuted Sums in October. Funds are available for different locations across the city.</p> |

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| | <p>That a working group be set up and that Cllrs Williams, Brodigan, Camplejohn, McHardy, Hardisty and Horton be nominated to it.</p> <p>RESOLVED.</p> |
| 100/24 | <p>4. Events – to receive the amended terms of reference for the Events Committee and to consider and approve the amendments therein.</p> <p>The recommendation from the Events Committee be received and approved, that the Terms of Reference be amended to include Civic events and that the Civic element be removed from New Year's Eve event.</p> <p>RESOLVED.</p> |
| 104/24 | <p>Ripon Barracks Re-Development</p> <p>1. To receive an email dated 23rd October 2024 – Ripon Barracks Redevelopment, notifying the identification of land for allotments as part of this development and to make a resolution on the provision of allotments on the site.</p> <p>That RCC accept the offer of land from the developer. That a further item be returned to a future meeting regarding extending the allotments at the Kirkby Road site.</p> <p>RESOLVED.</p> <p>2. To receive a letter dated 16th October to Sir Julian Smith MP from the Defence Minister.</p> <p>That this be received and noted.</p> <p>RESOLVED.</p> |
| 105/24 | <p>To receive a letter dated 8th October 2024 – Nomination for an Asset of Community Value – Minster Gardens, Ripon, HG4 1QT.</p> <p>It was noted that this letter has been superseded by a decision made by North Yorkshire Council last Monday to list the Minster Gardens as an asset of community value.</p> |
| 106/24 | <p>To note that the transfer of the Telephone boxes on Market Place South has been completed with an effective date of 18th October 2024.</p> <p>That this be noted, and that RCC write a letter to Fountains Church to express gratitude for withdrawing their application.</p> <p>RESOLVED.</p> |
| 107/24 | <p>To receive a written request from the Alderman T F Spence Committee in respect of the decision of Full Council dated 26th June 2023 detailed in resolution 113/22 7., that the decision to demolish the hut on the site at Quarry Moor is re-visited and/or to review resolution 113/22 further if appropriate.</p> <p>To issue a tender invitation to engage a professionally qualified consultant to undertake a full options appraisal and formulate a strategy for the site, pausing the plans to demolish the hut in the interim, in accordance with an outstanding resolution 140/22.</p> <p>Proposal FAILED, with 4 votes in favour and 6 against.</p> <p>That RCC reverse the decision to demolish the hut and that the future of the hut be considered after the strategy that has been produced voluntarily for the Quarry Moor site is completed.</p> <p>Cllr Williams requested that his vote against this proposal be registered in the minutes.</p> <p>RESOLVED with 4 against.</p> |
| 108/24 | <p>To receive an email dated 23rd October 2024 – Royal Garden Party 2025 and to agree appropriate action.</p> <p>That Cllr Horton and Cllr Bate be offered the opportunity to attend.</p> <p>RESOLVED with one abstention.</p> |

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| 109/24 | <p>To receive an email dated 25th October 2024 – New Skell Valley walking routes promotion, for information. That this be received and noted. RESOLVED.</p> |
| 110/24 | <p>Cabmen’s Shelter</p> <ol style="list-style-type: none"> 1. To consider obtaining an indication of labour rate and awarding a contract in respect of making good of the exterior paintwork to the Cabmen’s Shelter and to commission the work in the Spring of 2025. That RCC obtain quotes for making good of the exterior paintwork to the Cabmen’s Shelter with a view to commissioning it in 2025. RESOLVED. 2. To consider making the Cabmen’s Shelter available for hire and to determine the general principles around the hire to allow terms of hire to be formulated and returned to a future meeting of Council for approval. That the Chief Officer prepare a report on potential uses for the Cabmen’s Shelter and return it to a future meeting for approval. RESOLVED. |
| 111/24 | <p>Planning matters:</p> <ol style="list-style-type: none"> 1. To consider planning matters as detailed overleaf; 2. To receive the planning appendix; That this be received. RESOLVED. |
| 112/24 | <p>To receive the following reports:</p> <ol style="list-style-type: none"> 1. Reports from North Yorkshire County Councillors if appropriate – for information only; Cllr Brodigan advised that Save Ripon Market Petition will be considered at the Skipton and Ripon Area Committee meeting on 21st November in Ripon. 2. Reports from members and/or the Chief Officer on external organisations; None. 3. Report from Ripon Together; Cllr Williams advised that a well-attended Uredale Partnership meeting took place on 24th October. Further meetings will take place in January and February. Cllr Brodigan noted that both Cllr Brodigan and Cllr Williams are in the working group regarding youth matters and that Cllr Brodigan is a member of the working group focused on developing cycling paths around the city. 4. Report from Ripon Bid; Cllr Williams advised that the meeting will take place next Monday, part of which will be a review of what has been done over the last three years, along with a ballot for business community to decide if they wish to continue with Ripon Bid. 5. Mayoral Announcements. None. |
| 113/24 | <p>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</p> |

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| | <p>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.</p> <p>That the press & public be excluded in accordance with the Public Bodies Admissions to Meetings Act 1960.</p> <p>RESOLVED.</p> |
| 114/24 | <p>To receive an update from the Staffing Committee, if received.</p> <p>None.</p> |

With business concluded the Chair closed the meeting at 7:56pm.

Signed . 

Chairman

Dated 11/2/2025

Clerk's Office, Town Hall, Ripon, North Yorkshire, HG4 1DD
01765 604097

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| 111/24 | <p>Planning matters: Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority.</p> <p><i>Details of all planning applications listed below can be viewed online prior to the meeting at: https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area</i></p> |
| ZC24/03340/FUL | <p>Erection of single storey side extension 58 Doublegates Green Ripon North Yorkshire HG4 2TS ZC24/03340/FUL Erection of single storey side extension. 58 Doublegates Green Ripon North Yorkshire HG4 2TS That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03271/FUL | <p>Installation of photovoltaic panels on the Library Roof and the South Nave Aisle Roof of Ripon Cathedral. The photovoltaic panels on the Library Roof will be secured using a ballasted frame system, mounted at a 10-degree angle to avoid excessive wind loading and minimize ballast requirements. The photovoltaic panels on the South Nave Aisle Roof will be mounted on trisole mounting frames at an optimal 35-degree tilt. The trisoles will be secured to a fixing post system, which will be anchored through the existing modern lead roof covering into the underlying structure. Ripon Cathedral Minster Road Ripon North Yorkshire HG4 1QT ZC24/03271/FUL Installation of photovoltaic panels on the Library Roof and the South Nave Aisle Roof of Ripon Cathedral. The photovoltaic panels on the Library Roof will be secured using a ballasted frame system, mounted at a 10-degree angle to avoid excessive wind loading and minimize ballast requirements. The photovoltaic panels on the South Nave Aisle Roof will be mounted on trisole mounting frames at an optimal 35-degree tilt. The trisoles will be secured to a fixing post system, which will be anchored through the existing modern lead roof covering into the underlying structure. Ripon Cathedral Minster Road Ripon North Yorkshire HG4 1QT That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03291/ADV | <p>Advertisement consent for interpretation signs for the Skell Valley Project Land Situated Across Ripon North Yorkshire ZC24/03291/ADV Advertisement consent for interpretation signs for the Skell Valley Project Land Situated Across Ripon North Yorkshire That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03456/FUL | <p>Change of use of land to storage of cars (Use Class B8). Dallamires Lane Ripon North Yorkshire HG4 1TT ZC24/03456/FUL Change of use of land to storage of cars (Use Class B8). Dallamires Lane Ripon North Yorkshire HG4 1TT That RCC to seek further information on environmental impact, risk of fire, traffic management in/out of the area, impact on residents, general health and safety RESOLVED.</p> |
| ZC24/03506/FUL | <p>Change of use of agricultural field to vehicle storage area to provide extension to existing parking area. Ripon Land Rover Hutton Bank Ripon North Yorkshire HG4 5DT ZC24/03506/FUL Change of use of agricultural field to vehicle storage area to provide extension to existing parking area. Ripon Land Rover Hutton Bank Ripon North Yorkshire HG4 5DT That RCC do not object to this application. RESOLVED.</p> |

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| ZC24/03539/ADV | <p>Advertisement Consent for the installation of Interpretation signs for the Skell Valley Project. Hell Wath Playing Fields Hell Wath Lane Ripon North Yorkshire ZC24/03539/ADV Advertisement Consent for the installation of Interpretation signs for the Skell Valley Project. Hell Wath Playing Fields Hell Wath Lane Ripon North Yorkshire That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03331/FUL | <p>Widening of driveway. Removal of full front wall boundary (between garden and pavement). Dropping of kerb for a further 3m to accommodate additional vehicular access. Removal of lawn and replacement with hardstanding to provide parking. 48 Clotherholme Road Ripon North Yorkshire HG4 2DL ZC24/03331/FUL Widening of driveway. Removal of full front wall boundary (between garden and pavement). Dropping of kerb for a further 3m to accommodate additional vehicular access. Removal of lawn and replacement with hardstanding to provide parking. 48 Clotherholme Road Ripon North Yorkshire HG4 2DL That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03394/FUL | <p>Erection of detached garage following demotion of existing garage 56 Bishopton Lane Ripon North Yorkshire HG4 2QN ZC24/03394/FUL Erection of detached garage following demotion of existing garage. 56 Bishopton Lane Ripon North Yorkshire HG4 2QN That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03551/LB | <p>Listed Building Consent to repair canopy above entrance door like for like Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP ZC24/03551/LB Listed Building Consent to repair canopy above entrance door like for like. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03700/LB | <p>Listed Building Consent for internal alterations to include installation of magnetic secondary glazing to first and second floor level windows, external wall insulation at first and second floor level, insulation quilt between and over existing ceiling joists, installation of 2no. internal stud partition walls, new fire alarm system and refurbishment to bathrooms and kitchen. The Lamb And Flag 9 High Skellgate Ripon North Yorkshire HG4 1BA ZC24/03700/LB Listed Building Consent for internal alterations to include installation of magnetic secondary glazing to first and second floor level windows, external wall insulation at first and second floor level, insulation quilt between and over existing ceiling joists, installation of 2no. internal stud partition walls, new fire alarm system and refurbishment to bathrooms and kitchen. The Lamb And Flag 9 High Skellgate Ripon North Yorkshire HG4 1BA That RCC do not object to this application. RESOLVED.</p> |
| ZC24/03717/LB | <p>Listed Building Consent to upgrade Wi-Fi. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP ZC24/03717/LB Listed Building Consent to upgrade Wi-Fi. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP That RCC do not object to this application. RESOLVED.</p> |

