



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

Date: 2nd June 2025

Time: 6:00pm

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

Present:

Cllr G Camplejohn Deputy Mayor (Meeting Chairman)

Cllr A Williams

Cllr P Horton

Cllr B Brodigan

Cllr T Duncan

Cllr S Flatley

Cllr C Hardisty

Cllr S Hawke

Cllr J A Martin-Long

Cllr P McHardy

In Attendance:

Chief Officer

5 members of the public

1 press representative

73/25	<p>1. To receive apologies; Apologies were received from Cllrs Bate and Crozier.</p> <p>2. To approve reasons for absence. Reasons for absence were approved.</p>
74/25	<p>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.</p> <p>Cllrs Williams and Brodigan declared an interest in anything that may come before them as a member 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.</p>
75/25	<p>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.</p> <p>A member of the public spoke about the market and the 'Save Ripon Market' campaign referring to meeting held on 21st November 2024.</p> <p>A member of the public spoke about Ripon Market and asked for reassurance that the city will continue to support market traders with the erection of market stalls until double devolution is resolved.</p> <p>A member of the public spoke about how the majority of traders at Ripon market rely on the council stalls to allow them to have a stall at the market. They also expressed their</p>

	disappointment in respect of the lack of communication to market traders and lack of willingness to help.
76/25	To consider and approve the Minutes of the Meeting held on the 7th May 2025. That these be approved as a true and accurate record of proceedings held. RESOLVED.
77/25	Annual Governance and Accountability Return and other Governance Matters <ol style="list-style-type: none"> 1. To approve the Annual Governance Statement for 2024-25 as found on the Annual Return; That this be approved and signed by the Chairman. RESOLVED. 2. To approve the Accounting Statements for 2024-25 as found on the Annual Return; That these be approved and signed by the Chairman. RESOLVED. 3. To receive the year end accounting reports. That these be received. RESOLVED. 4. To receive the Annual Internal Audit Report for 2024-25 as found on the annual return and to receive the final Internal Audit Report for 2024-25, noting the recommendations therein. That this be received and recommendations noted. RESOLVED.
78/25	Finance, Policies and Governance Matters <ol style="list-style-type: none"> 1. To receive the Income and Expenditure report for the following periods <ol style="list-style-type: none"> i. 1st April 2025 to 30th April 2025. That this be received. RESOLVED. 2. To receive the list of payments for the following periods <ol style="list-style-type: none"> i. 1st March 2025 to 31st March 2025. ii. 1st April 2025 to 30th April 2025. That these be received. RESOLVED. 3. To note that the bank reconciliations for the period 30th April 2025 have been signed in accordance with the requirements of Financial Regulations. That this be noted. RESOLVED. 4. To receive an update on the following matters: <ol style="list-style-type: none"> i. Asset Register; ii. Insurance renewal process. That these be received. RESOLVED. 5. To consider the Reserves - Earmarked Reserves and to consider transfers as appropriate; That these be received as written without amendment. RESOLVED. 6. To receive and approve the list of direct debits on the Unitary Trust Bank Account.

	<p>That these be received and approved. RESOLVED.</p>						
79/25	<p>Small Grants and Partnership Funding</p> <p>1. To receive a report on Small Grants awarded in 2024-25 following completion of a review on how monies have been spent. That this be received and noted. RESOLVED.</p> <p>2. To receive the Small Grant's Applications detailed below and agree appropriate action.</p> <table border="1"> <tr> <th>Organisation</th><th>Amount Requested</th></tr> <tr> <td>Ripon Men's Shed</td><td>£1000.00</td></tr> <tr> <td>Ripon Military Heritage Trust</td><td>£975.00</td></tr> </table> <p>That these applications be received and the grants awarded in the sums requested. RESOLVED.</p> <p>3. To receive an update on Partnership Funding following completion of the annual review and to agree to award funding for the 2025-26 financial year. That this be received and funding to be awarded for 2025-26 to the bodies that RCC have previously agreed to fund. RESOLVED.</p> <p>4. To receive an update from the St Wilfrid's Procession Committee following their prior application to the Partnership Funding Scheme and former resolution to recommend. That this be received and that delegation is provided to the Chief Officer to negotiate an agreeable position with St Wilfrid's Committee to try and agree a way forward given time sensitivities. That the Committee is required to ring fence the provision of ride (s) on the market square that are free at the point of use, publicly acknowledging the provision of free rides through RCC funding at the event, subject to the terms of the SLA. It was noted that Cllr Williams pledged assistance from his NYC locality budget if required. RESOLVED.</p> <p>5. To consider the terms of crowd barrier loan to Partnership Funded Organisations. That all organisations are required to pay for the loan of crowd barriers, irrespective of funding opportunities they have been given by RCC. RESOLVED.</p>	Organisation	Amount Requested	Ripon Men's Shed	£1000.00	Ripon Military Heritage Trust	£975.00
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80/25	<p>Double Devolution</p> <p>To receive an update on Double Devolution if received and to agree appropriate action. It was noted that the Heads of Terms were being progressed in tandem with valuations and asset condition surveys and that these will be returned to the next available meeting of RCC for review once received. RESOLVED.</p>						
81/25	<p>To receive correspondence and agree appropriate action:</p>						

	<ol style="list-style-type: none"> Email dated 9th May 2025 - North Yorkshire Council, BT Payphone Consultation, noting that an application to adopt the fourth phone box on it becoming available has been submitted to BT. That RCC write to BT to object to the removal of the fourth phone box and that RCC have submitted an application to adopt the box in the event that it is decommissioned. RESOLVED. Email dated 13th May 2025 - North Yorkshire Council, Pedestrianisation in Ripon; That this be received. RESOLVED. Email dated 19th May 2025 – North Yorkshire Council, North Yorkshire Local Plan: our first conversation. That this be received and that it is returned to the July meeting of RCC for a corporate response. RESOLVED. Email dated 28th April 2025 – Ripon Together, RCC Gazebo That an offer is made to gift the gazebo to Ripon together, subject to their acceptance RCC will meet the cost of repairs to the gazebo before it is handed over. RESOLVED.
82/25	<p>To receive the Electoral Review of North Yorkshire Council: Draft Recommendations from The Local Government Boundary Commission for England dated 1st April 2025 and agree to formulate a response. That Ripon City Council write to the Local Government Boundary Commission giving reasons why the revised Parish & Unitary boundaries should be reviewed again and to register our objections to the current proposals.</p> <p><u>Parish Boundaries</u> We recommend that the development of 390 dwellings at West Lane, Ripon, known as Fountains Walk, be redesignated from Littlethorpe parish to Ripon City by redrafting the boundary line. Reasons for this: The site has no direct road link to Littlethorpe village and no affinity with it. All services, schools, doctors, shops are situated within the city. The overall effects upon the city are significant and it is therefore appropriate that the parish precept from this estate be paid to Ripon City Council and not to a remote rural parish. Upon completion of the site the electorate is estimated at around 1,000 people and the Boundary Commission should consider the long-term effects and act accordingly. To compensate for this increase in the electorate of the Moorside Ward minor adjustments to the boundaries of the adjacent wards would achieve close to the desired number of electors per ward.</p> <p><u>North Yorkshire Council Divisions</u> Boundary Commission proposals to include a large section of the east of the city into a new "Canal & Ure Bank" division are not advisable. The area is very urban with masses of terraced housing. The proposed boundaries go right into the centre of the city and even split several roads down the middle. This urban area should remain within the appropriate Ripon City Division as it has no affinity whatsoever with the surrounding</p>

	<p>rural villages. This proposal agrees with the submission made by North Yorkshire Council.</p> <p>To assist in reducing the number of Ripon electors to the optimum we recommend that the north-west extremity of Ripon Cathedral & Spa Division be transferred into the Masham & Fountains Division to include the military estate where personnel are largely transient and seldom form long-term connections with the City of Ripon. This proposal also broadly coincides with the map produced in the NYC report.</p> <p>RESOLVED.</p>
83/25	<p>To consider a request to set up a RCC Markets Working Group.</p> <p>That RCC form a Working Group to work towards developing a business plan for the management of the market to return to Ripon City Council.</p> <p>FAILED –PROPOSAL DID NOT RECEIVED THE REQUIRED NUMBER OF VOTES</p>
	<p>The Chairman addressed the meeting, advising that as it was now 8:00pm a resolution to suspend Standing Order 3-v is required to allow the meeting to continue.</p> <p>That Standing Order 3-v. be suspended and that the meeting duration be extended by 30 minutes.</p> <p>RESOLVED.</p>
84/25	<p>To re-visit RCC's Civility and Respect Pledge and to consider re-affirming the Council's commitment to the project.</p> <p>That RCC re-affirm the Council's commitment to the project.</p> <p>RESOLVED.</p>
85/25	<p>To consider requesting the reinstatement of the car park at the Skate Park/Camp Close.</p> <p>That RCC request that NYC reinstate the hard standing area that was available for car parking prior to swimming pool erection and leisure centre remedials.</p> <p>RESOLVED.</p>
86/25	<p>To consider the recommendations from the Alderman T F Spence Committee for co-option of members and to formalise co-option.</p> <p>That RCC accept the nomination to co-opt NYC Cllr Felicity Cunliffe-Lister representing Littlethorpe Parish Council, Mick Stanley and Tanya Bahrouni as non-voting members of Alderman TF Spence Committee.</p> <p>RESOLVED.</p>
87/25	<p>To receive the minutes from the following committees for information:</p> <p>1. Alderman T F Spence Committee – minutes dated 14th April 2025.</p> <p>That these be received.</p> <p>RESOLVED.</p>
88/25	<p>To receive and approve the Annual Report for 2024-25.</p> <p>That this be received and approved.</p> <p>RESOLVED.</p>
89/25	<p>To receive advice in relation to the Alderman T F Spence Charity and to agree appropriate action.</p> <p>That for the remainder of the current financial year that RCC resolve to incur costs directly in relation to the grant funding budgeted for the Quarry Moor site given that the Council has powers under the Open Spaces Act 1906 to maintain any open space that</p>

	<p>it holds an interest in including land that it holds in trust. That the item in respect of the review of the constitution is returned to a future meeting of the council for consideration.</p> <p>RESOLVED.</p>
90/25	<p>Planning matters:</p> <ol style="list-style-type: none"> 1. To consider planning matters as detailed overleaf; 2. To receive the planning appendix. <p>That this be received.</p> <p>RESOLVED.</p>
91/25	<p>To receive the following verbal reports:</p> <ol style="list-style-type: none"> 1. Reports from North Yorkshire County Councillors if appropriate – for information only; Cllr Williams advised that NYC have agreed in principal to dispose of the land behind hospital car park and Black Swan Yard (former snooker club site). Therefore the land will be sold and will be open for development. The Scrutiny Committee has been looking at property that North Yorkshire Council owns across North Yorkshire to see what can be disposed of and bring Capital into the Council. Cllr Brodigan advised that she has been elected as Deputy Leader of the Liberal Democrats on North Yorkshire Council which is now reflected in her register of interest. 2. Reports from members and/or the Chief Officer on external organisations; None. 3. Report from Ripon Together; None. 4. Report from Ripon Bid; Cllr Williams advised that there are five businesses set to open in the city in the coming weeks which means that floor vacancy rate in Ripon city centre is set to fall below 6%, which is below the national average. 5. Mayoral Announcements; None.

92/25	<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 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>Noting that the nature of the exempt information as defined is in respect of the consideration of professional advice received, tenders, leases and acquisition of assets.</p> <p>That the press & public be excluded in accordance with the Public Bodies Admissions to Meetings Act 1960.</p> <p>RESOLVED.</p>								
93/25	<p>To consider quotations received in respect of the following at the site at Quarry Moor and agree appropriate action.</p> <p>1. Management Contractor;</p> <p>That the tenders be received and that the Council resolve to engage Lower Ure Conservation Trust (LUCT) with delegation provided to the Chief Officer to negotiate with LUCT to carry out the items detailed below from the tender response, with the option to bring the remaining costed items detailed in the tender response to Full Council for a further resolution once LUCT's work is underway. That the delegation includes the negotiation of either a traditional contract award or Partnership Funding Agreement with agreement to the budget being vired from the Quarry Moor Grant cost code to the Partnership Funding cost code in the sum committed following negotiations. That following completion of negotiations a report confirming the agreed position and either contract terms or service level agreement is returned to Full Council for information.</p> <table border="1" data-bbox="443 1223 1473 1375"> <tr> <td>Core work</td><td>Skilled staff – practical conservation</td></tr> <tr> <td></td><td>Volunteer team supervised by team leader</td></tr> <tr> <td></td><td>Specialist ecology advice</td></tr> <tr> <td>Optional added value</td><td>Funding bid development</td></tr> </table> <p>RESOLVED.</p> <p>The Chairman proposed that the remaining items on the agenda be deferred to the next meeting of Full Council.</p> <p>2. Car park re-surfacing.</p> <p>Cllr Williams commented that the Quarry Moor Committee should be tasked with temporary repairs and getting the car park re-opened. Note that a resolution was not taken on this item due to the deferral above.</p>	Core work	Skilled staff – practical conservation		Volunteer team supervised by team leader		Specialist ecology advice	Optional added value	Funding bid development
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	Volunteer team supervised by team leader								
	Specialist ecology advice								
Optional added value	Funding bid development								
94/25	<p>To consider quotations received in respect of works required to the Cabmen's shelter and to agree to award the contract for external decoration.</p>								
95/25	<p>To receive an update on the refurbishment of the telephone kiosks and to consider the quotations received in respect of a Hornblower penny press and agree appropriate action.</p>								

With business concluded the Chairman closed the meeting at 8:52pm

Signed _____
Dated 17.07.25

90/25	<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:</i> https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area</p>
ZC25/01027/FUL	<p>Conversion of vacant garage / store with erection of first floor extension and side carport with first floor extension over to form 1 no. two storey detached dwelling (revised scheme) Garage At Fishers Court High Skellgate Ripon North Yorkshire ZC25/01027/FUL Conversion of vacant garage / store with erection of first floor extension and side carport with first floor extension over to form 1 no. two storey detached dwelling (revised scheme) Garage At Fishers Court High Skellgate Ripon North Yorkshire That RCC do not object to this application. RESOLVED.</p>
ZC25/01105/FUL	<p>Erection of garage and increased height of existing wall (revised scheme) 27 Princess Road Ripon North Yorkshire HG4 1HW ZC25/01105/FUL Erection of garage and increased height of existing wall (revised scheme) 27 Princess Road Ripon North Yorkshire HG4 1HW That RCC do not object to this application. RESOLVED.</p>
ZC25/01100/FUL	<p>Replacement workshop. Erection of replacement fencing, gates and brick wall. Land To The Rear Of 47-50 Priest Lane Ripon North Yorkshire HG4 1LL ZC25/01100/FUL Replacement workshop. Erection of replacement fencing, gates and brick wall. Land To The Rear Of 47-50 Priest Lane Ripon North Yorkshire HG4 1LL That RCC do not object to this application. RESOLVED.</p>
25/01270/COU	<p>Conversion of residential care home (Use Class C2) to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN 25/01270/COU Conversion of residential care home (Use Class C2) to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN That RCC do not object to this application. RESOLVED.</p>
HGTZC25/00697/FULMAJ	<p>Erection of 27no. dwellings including associated access and infrastructure Land Comprising Field At 430655 472220 Springfield Close Ripon North Yorkshire HGTZC25/00697/FULMAJ Erection of 27no. dwellings including associated access and infrastructure Land Comprising Field At 430655 472220 Springfield Close Ripon North Yorkshire That RCC do not object to this application. RESOLVED.</p>
HGTZC25/01126/FUL	<p>Single storey pitched roof extension to rear and formation of walk-in bay window to front. 5 Freemantle Place Ripon North Yorkshire HG4 1UR HGTZC25/01126/FUL Single storey pitched roof extension to rear and formation of walk-in bay window to front. 5 Freemantle Place Ripon North Yorkshire HG4 1UR That RCC do not object to this application. RESOLVED.</p>

25/01252/FUL	<p>Extension to existing storage and packaging facilities. Ripon Select Foods Ltd Dallamires Way North Ripon North Yorkshire HG4 1TL 25/01252/FUL Extension to existing storage and packaging facilities. Ripon Select Foods Ltd Dallamires Way North Ripon North Yorkshire HG4 1TL That RCC do not object to this application. RESOLVED.</p>
25/01312/LB	<p>Replacement single glazed steel window within existing timber frame. 1 Market Place Ripon North Yorkshire HG4 1BP 25/01312/LB Replacement single glazed steel window within existing timber frame. 1 Market Place Ripon North Yorkshire HG4 1BP That RCC do not object to this application. RESOLVED.</p>
25/01317/FUL	<p>Installation of 2.no rapid ev chargers together with ancillary electrical equipment to serve Marshall Way Car Park. Area Adjacent To Marshall Way Car Park Marshall Way Ripon North Yorkshire 25/01317/FUL Installation of 2.no rapid ev chargers together with ancillary electrical equipment to serve Marshall Way Car Park. Area Adjacent To Marshall Way Car Park Marshall Way Ripon North Yorkshire That RCC do not object to this application. RESOLVED.</p>
25/01316/LB	<p>To create a new staff facilities area to the existing basement and erect a new stud wall to the ground floor for staff access. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP 25/01316/LB To create a new staff facilities area to the existing basement and erect a new stud wall to the ground floor for staff access. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP That RCC do not object to this application. RESOLVED.</p>
25/01361/LB	<p>Repair works to a small lean to and adjoining brick internal passageway due to age and dilapidation and includes small brick boundary walls. 5B Kirkgate Ripon North Yorkshire HG4 1PA 25/01361/LB Repair works to a small lean to and adjoining brick internal passageway due to age and dilapidation and includes small brick boundary walls. 5B Kirkgate Ripon North Yorkshire HG4 1PA That RCC do not object to this application. RESOLVED.</p>
DCPARISH25/01455/FUL	<p>Demolition of existing garage building & failed rear extension and the erection of a new extension to replace them for additional accommodation 12 Lead Lane Ripon North Yorkshire HG4 2NE 25/01455/FUL Demolition of existing garage building & failed rear extension and the erection of a new extension to replace them for additional accommodation 12 Lead Lane Ripon North Yorkshire HG4 2NE That RCC do not object to this application. RESOLVED.</p>