



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

Date: 8th September 2025

Time: 6:00pm

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

To members of the Council

You are summoned to attend a meeting of Ripon City Council for the purposes of determining the agenda items listed below:

P M Benson

Chief Officer

2nd September 2025

**Prior to the commencement of the formal meeting prayers will be said by the Mayor's
Chaplain**

121/25	<ol style="list-style-type: none">1. To receive apologies;2. To approve reasons for absence.
122/25	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.
123/25	<ol style="list-style-type: none">1. To receive a Petition.2. 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.
124/25	To consider and approve the Minutes of the Meeting held on the 28 th July 2025.
125/25	<p>Finance and Governance Matters</p> <ol style="list-style-type: none">1. To receive the Income and Expenditure report for the period ending 31st July 2025.2. To receive the list of payments for the following period<ol style="list-style-type: none">i. 1st June 2025 to 31st July 2025.3. To note that the bank reconciliations for the period ending 31st July 2025 have been signed in accordance with the requirements of Financial Regulations.

126/25	Small Grants and Partnership Funding	
	1. To receive the Small Grant's Applications detailed below and agree appropriate action.	
	Organisation	Amount Requested
	Age UK	£900.00
	Dementia Forward	£520.00
	Ripon City FC	£1,000.00
127/25	To consider the Democratic Arrangements detailed in Standing Order 27. and to agree appropriate action.	
128/25	To receive correspondence relating to the construction generated by the Taylor Wimpey development at Fountain's Walk, Ripon and to agree appropriate action.	
129/25	To receive an email regarding conditions on Somerset Row and the Skellgates and agree appropriate action.	
130/25	To receive correspondence and agree appropriate action: <ol style="list-style-type: none"> 1. Letter dated 26th June 2025 – North Yorkshire Council 'Second Release of Information on the North Yorkshire Local Plan 'Call for Sites'. 2. Email dated 30th July 2025 – Ripon Bid. 3. Email dated 7th August 2025 – Ripon Bid. 4. Email dated 20th August 2025 - Licensing Act 2003 – Annual Fees for premises licences and club premises certificates. 	
131/25	To receive the expressions of interest received from Ripon community groups in respect of the donation of the RCC owned CPR dummies.	
132/25	To consider the formation of a working group to review the council's position on Civic matters and agree a remit and membership numbers.	
133/25	To receive the Asset Policy (amended) and to consider its adoption.	
134/25	To receive notification of the change to the operations of the public toilets in Ripon and the availability of accessible toilets in Ripon and to agree appropriate action.	
135/25	To receive a request to support a significant event from the RAF Air Cadets and to agree appropriate action.	
136/25	To receive an update on negotiations with Lower Ure Conservation Trust, Full Council resolution 93/25 1.	
137/25	To consider the recommendations from the Alderman T F Spence Committee for co-option of non-voting members and to formalise co-option.	
138/25	To receive the minutes from the following committees for information: <ol style="list-style-type: none"> 1. Alderman T F Spence Committee – minutes dated 9th June 2025. 	
139/25	Planning matters: <ol style="list-style-type: none"> 1. To consider planning matters as detailed overleaf; 2. To receive the planning appendix. 3. To note the Council's decision to not object to planning application DCPARISH 25/02421/LB 20 Fishergate, Ripon, HG4 1DY for improvement to the existing retail store, including alterations to access steps, creation of lowered courtyard with retaining wall and railings, application of render and timber-effect cladding to west elevation, 	

	erection of bin-store, changes to fenestration and installation of canopy.
140/25	To receive the following verbal reports: <ol style="list-style-type: none"> 1. Reports from North Yorkshire County Councillors if appropriate – for information only; 2. Reports from members and/or the Chief Officer on external organisations; 3. Report from Ripon Together; 4. Report from Ripon Bid; 5. Mayoral Announcements.
141/25	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. 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 and events which include the
142/25	Commercial Matters; <ol style="list-style-type: none"> 1. To receive an update on Double Devolution and to agree appropriate action; 2. To receive an update on the appointment of a legal advisor and report on initial discussions held.
143/25	To receive the Internal Audit 2025-26 Terms of Engagement letter dated 10th July 2025 and to agree to appoint April Skies Accounting for the financial year dated 2025-26.
144/25	To receive a request from a Freeman of the City and agree appropriate action.

139/25	<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>
25/02504/DVCMAJ	<p>Section 73 application to allow for Photovoltaic Panels on all dwellings, amended first floor window sill heights, corrections to boundary with commercial site and change of levels to Plots 8 & 9 through the variation of condition 2 (approved drawings) of Section 73 permission ZC24/02123/DVCMAJ in respect of the reserved matters permission 21/02991/REMMAJ for the erection of 37 dwellings with details of appearance, landscaping and scale considered together with the creation of serviced employment plots (Use Class E(g)(iii) formerly B1c) pursuant to outline planning permission 18/04504/OUTMAJ.</p> <p>Please note trickle vents are now also to be incorporated in the window heads, those being provided to Units 13-29.</p> <p>Land At Hutton Bank Ripon North Yorkshire 25/02504/DVCMAJ Section 73 application to allow for Photovoltaic Panels on all dwellings, amended first floor window sill heights, incorporation of trickle vents into window heads on Plots 13-29, corrections to boundary with commercial site and change of levels to Plots 8 & 9 through the variation of condition 2 (approved drawings) of Section 73 permission ZC24/02123/DVCMAJ in respect of the reserved matters permission 21/02991/REMMAJ for the erection of 37 dwellings with details of appearance, landscaping and scale considered together with the creation of serviced employment plots (Use Class E(g)(iii) formerly B1c) pursuant to outline planning permission 18/04504/OUTMAJ. Land At Hutton Bank Ripon North Yorkshire</p>
25/02413/FUL	<p>Maintenance works to trees, parking areas and perimeter wall as follows: Crown reduction of two large trees (see plan - Trees T19 and T32), Maintenance to existing self-draining parking area, 3) Temporary removal of a street seat to repair the perimeter stone wall.</p> <p>Land Enclosed By Road The Crescent Ripon North Yorkshire 25/02413/FUL Maintenance works to trees, parking areas and perimeter wall as follows: Crown reduction of two large trees (see plan - Trees T19 and T32), Maintenance to existing self-draining parking area, 3) Temporary removal of a street seat to repair the perimeter stone wall. Land Enclosed By Road The Crescent Ripon North Yorkshire</p>
DCPARISH 25/02615/LB	<p>Listed Building Consent for New external signage. 1 Market Place Ripon North Yorkshire HG4 1BP 25/02615/LB Listed Building Consent for New external signage 1 Market Place Ripon North Yorkshire HG4 1BP</p>
DCPARISH 25/01572/LB	<p>Listed building consent for the removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of 1no. GPS node, installation of 6no. Triplexors and ancillary development thereto. 25/01572/LB Listed building consent for the removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of 1no. GPS node, installation of 6no. Triplexors and ancillary development thereto. Ripon Cathedral Minster Road Ripon North Yorkshire HG4 1QT</p>
DCPARISH 25/01571/FUL	<p>Removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of</p>

	<p>1no. GPS node, installation of 6no. Triplexors and ancillary development thereto.</p> <p>Ripon Cathedral Liberty Court House Minster Road Ripon HG4 1QT 25/01571/FUL Removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of 1no. GPS node, installation of 6no. Triplexors and ancillary development thereto. Ripon Cathedral Liberty Court House Minster Road Ripon HG4 1QT</p>
DCPCAMEN 6.31.28 62.B.CO.U 25/01270/COU	<p>Conversion of residential care home (Use Class C2) and annexed flats to form single dwelling (Use Class C3). EXPANDED DESCRIPTION]</p> <p>Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN 25/01270/COU Conversion of residential care home (Use Class C2) and annexed flats to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN</p>
DCPARISH 25/02628/ADV	<p>External signage</p> <p>1 Market Place Ripon North Yorkshire HG4 1BP 25/02628/ADV External signage 1 Market Place Ripon North Yorkshire HG4 1BP</p>
DCPARISH 25/02700/FUL	<p>Proposed demolition of existing side extension and detached garage and erection of two storey side extension with replacement attached garage. Application of EWI Insulation and render system to external walls.</p> <p>Haven Cottage 25 Whitcliffe Lane Ripon North Yorkshire HG4 2JN 25/02700/FUL Proposed demolition of existing side extension and detached garage and erection of two storey side extension with replacement attached garage. Application of EWI Insulation and render system to external walls Haven Cottage 25 Whitcliffe Lane Ripon North Yorkshire HG4 2JN</p>
DCPARISH 25/02180/LB	<p>Listed building consent for replacement of two rotten wooden sash windows at the front. To be replaced with sash UPV the same as already there. Like for like.</p> <p>1 St Marygate Ripon North Yorkshire HG4 1LX 25/02180/LB Listed building consent for replacement of two rotten wooden sash windows at the front. To be replaced with sash UPV the same as already there. Like for like. 1 St Marygate Ripon North Yorkshire HG4 1LX</p>
DCPARISH 25/02823/FUL	<p>Removal of existing hedgerow and replacement with new security fence and new hedgerow.</p> <p>Larkhill Nurseries Studley Road To Galphay Lane Ripon North Yorkshire HG4 2QR 25/02823/FUL Removal of existing hedgerow and replacement with new security fence and new hedgerow Larkhill Nurseries Studley Road To Galphay Lane Ripon North Yorkshire HG4 2QR</p>
DCPARISH 25/02692/FUL	<p>Small flat roofed rear extension with lantern light.</p> <p>3 Mallorie Close Ripon North Yorkshire HG4 2QE 25/02692/FUL Small flat roofed rear extension with lantern light. 3 Mallorie Close Ripon North Yorkshire HG4 2QE</p>
DCPARISH 25/02847/FUL	<p>Replacement windows</p> <p>Borrage House Borrage Lane Ripon North Yorkshire HG4 2PZ 25/02847/FUL Replacement windows Borrage House Borrage Lane Ripon North Yorkshire HG4 2PZ</p>
DCPARISH 25/02922/FUL	<p>Roof recovering works of the Martindale Building comprise of the following works; Removal of the existing slate roof covering, replacement of the dilapidated/damaged tiles with new 7mm thick Welsh Natural Slates with chamfered edges, replacement of damaged clay ridge and hip tiles with new to match the existing, removal of the 8nr rooflights to the roof and replacement with new from the Rooflight Conservation Company to match the existing size, fenestration and material.</p> <p>Ripon And District Hospital Firby Lane Ripon North Yorkshire HG4 2PR</p>

	25/02922/FUL Toof recovering works of the Martindale Building comprise of the following works; Removal of the existing slate roof covering, replacement of the dilapidated/damaged tiles with new 7mm thick Welsh Natural Slates with chamfered edges, replacement of damaged clay ridge and hip tiles with new to match the exisitng, removal of the 8nr rooflights to the roof and replacement with new from the Rooflight Conservation Company to match the existing size, fenestration and material. Ripon And District Hospital Firby Lane Ripon North Yorkshire HG4 2PR
DCPARISH 25/02874/DVCON	Section 73 application for variation of Condition 2 (approved plan) of planning permission HGTZC23/03975/FUL Single storey side and rear extension to allow for alterations to approved plans. 30 Whitcliffe Lane Ripon North Yorkshire HG4 2JL 25/02874/DVCON Section 73 application for variation of Condition 2 (approved plan) of planning permission HGTZC23/03975/FUL Single storey side and rear extension to allow for alterations to approved plans. 30 Whitcliffe Lane Ripon North Yorkshire HG4 2JL
DCPARISH 25/02953/LB	New internal stud portion wall and painting to front bay. 25 Westgate Ripon North Yorkshire HG4 2BQ 25/02953/LB New internal stud portion wall and painting to front bay 25 Westgate Ripon North Yorkshire HG4 2BQ



MINUTES OF AN EXTRAORDINARY MEETING OF THE COUNCIL OF THE CITY OF RIPON

Date: 28th July 2025

Time: 6:00pm

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

Present:

Cllr J Crozier

Cllr B Brodigan

Cllr C Hardisty

Cllr P McHardy

Cllr P Horton

Cllr T Duncan

Cllr S Flatley

Cllr J Martin-Long

Cllr S Hawke

Cllr A Williams

The Right Worshipful the Mayor

In Attendance

Chief Officer

One member of the public.

One press representative.

Prior to the commencement of the formal meeting prayers were said

by Canon Wendy Dalrymple

114/25	<p>1. To receive apologies; Apologies were received from Cllrs Bate and Camplejohn.</p> <p>2. To approve reasons for absence. Reasons for absence were approved.</p> <p>RESOLVED.</p>
115/25	<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. Cllrs Williams and Brodigan declared a non-prejudicial interest as NYC elected members in respect of anything that relates to NYC owned Hugh Ripley Hall.</p>
116/25	<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. A member of the public requested to speak about a matter not listed on the agenda and was advised to make a request in writing in the first instance when he will be welcome to address a future meeting.</p>

117/25	<p>To consider and approve the Minutes of the Meeting held on the 7th July 2025.</p> <p>That these be approved as a true and accurate record of proceedings held.</p> <p>RESOLVED.</p>
118/25	<p>Finance, Policies and Governance Matters</p> <p>1. To receive the following draft policies and to consider their adoption:</p> <p>i. Equality and Diversity Policy.</p> <p>That this be received and adopted.</p> <p>RESOLVED.</p>
	<p>The Chairman agreed to item 120/25 1. being brought forward.</p>
120/25	<p>1. To receive an update on the development of the applications to the York and North Yorkshire Combined Authority Community Building Programme Fund.</p> <p>The Chief Officer provided an update on the schemes under development following consultation with Council by email in the first instance, followed by discussions with the relevant committee Chairs.</p> <p>Hugh Ripley Hall – a scheme is being developed to make the first floor of the hall accessible, with the installation of a commercial stairlift, widening of the doorway into the bar room and creation of an accessible toilet/bathroom.</p> <p>Quarry Moor – a scheme is being developed to make the graded footpath at the top of the site more accessible with the installation of benches of different types at 50m intervals in accordance with guidance. Bench types would include ‘perch’ benches and accessible benches for wheelchair users.</p> <p>Ripon Disability Forum have assisted with the development of plans.</p>
119/25	<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>RESOLVED.</p>

120/25	<p>Commercial Matters</p> <p>2. To receive commercial quotations to support the applications.</p> <p>Commercial quotations obtained to date were received and noted. It was noted that bids are still being developed and are required to be submitted on 4th August 2025. Further appointments with contractors have been arranged in the coming days to allow the number of quotes required to be obtained.</p> <p>3. To agree to submit applications to the York and North Yorkshire Combined Authority Community Building Programme Fund and the extent of those applications in respect of schemes to improve the accessibility at the following sites:</p> <p>i. Quarry Moor;</p> <p>ii. Hugh Ripley Hall.</p> <p>That the Council approve the submission of applications to the York and North Yorkshire Combined Authority Community Building Programme Fund in respect of the schemes described above, agreeing to provide match funding from cost centre specific ear marked reserves as detailed below:</p> <p>i. Quarry Moor - £2,500:</p> <p>ii. Hugh Ripley Hall - £6,000.</p> <p>RESOLVED.</p>
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With business concluded the Chairman closed the meeting at 6:28pm

Signed

Dated

Ripon City Council

125-25 1

Summary of Receipts and Payments

2 September 2025 (2025-2026)

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Advertising				500.00		500.00	500.00 (100%)
4001	Postage				150.00	34.17	115.83	115.83 (77%)
4002	Telephones and Internet				2,250.00	766.19	1,483.81	1,483.81 (65%)
4003	Stationery				750.00	214.39	535.61	535.61 (71%)
4004	Photocopier				1,750.00	389.94	1,360.06	1,360.06 (77%)
4005	Mobile Phone				300.00	39.59	260.41	260.41 (86%)
4006	Subscriptions				4,500.00	3,930.46	569.54	569.54 (12%)
4007	Office Sundries				500.00	8.40	491.60	491.60 (98%)
4010	Legal and Professional Fees				5,000.00	3,121.16	1,878.84	1,878.84 (37%)
4011	Audit and Accountancy				4,000.00	305.00	3,695.00	3,695.00 (92%)
4012	Bank Charges				450.00	93.95	356.05	356.05 (79%)
4013	IT Costs				7,000.00	2,210.82	4,789.18	4,789.18 (68%)
4015	Insurance				10,000.00	9,416.86	583.14	583.14 (5%)
4017	Communications				1,000.00		1,000.00	1,000.00 (100%)
4018	Consultancy Fees							(N/A)
4020	Maintenance Contracts				500.00		500.00	500.00 (100%)
4058	Recruitment Agency Fees							(N/A)
4059	Temporary Salaries							(N/A)
4086	Staff Travelling				1,000.00	15.12	984.88	984.88 (98%)
4088	Councillor Training				1,100.00	127.80	972.20	972.20 (88%)
4090	Other Costs					1,573.90	-1,573.90	-1,573.90 (N/A)
4111	Building IT							(N/A)
4610	Staffing Administration							(N/A)
SUB TOTAL					40,750.00	22,247.75	18,502.25	18,502.25 (45%)

Alderman T F Spence Grant Ex

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4156	Water QM					20.79	-20.79	-20.79 (N/A)
4505	Alderman TF Spence Grant Expe				30,000.00	3,467.59	26,532.41	26,532.41 (88%)
4506	Electricity Hut							(N/A)
SUB TOTAL					30,000.00	3,488.38	26,511.62	26,511.62 (88%)

Cabmans Shelter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4600	Cabmen's Shelter Restoration							(N/A)
4609	Cabmen's Shelter General Costs							(N/A)
SUB TOTAL								(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

Christmas Lights

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4163	Christmas Lights Expenditure				41,500.00	39,520.00	1,980.00	1,980.00 (4%)
SUB TOTAL					41,500.00	39,520.00	1,980.00	1,980.00 (4%)

Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4009	Laundry				500.00	60.00	440.00	440.00 (88%)
4150	Mayors Allowance				3,250.00	1,040.16	2,209.84	2,209.84 (68%)
4151	Civic Expenses				500.00		500.00	500.00 (100%)
4152	Mayors Christmas Cards				230.00		230.00	230.00 (100%)
4155	Mayor Making				2,725.00	1,505.37	1,219.63	1,219.63 (44%)
4160	Civic Services							(N/A)
4161	New Years Eve				300.00		300.00	300.00 (100%)
4162	Remembrance Sunday				3,000.00		3,000.00	3,000.00 (100%)
4164	Battle of Britain				500.00		500.00	500.00 (100%)
4165	Other Events				2,000.00	2,137.55	-137.55	-137.55 (-6%)
4171	Clr Uniforms & Insignia				550.00	556.55	-6.55	-6.55 (-1%)
4172	MO Uniforms & Insignia				600.00	727.21	-127.21	-127.21 (-21%)
4173	Road Closures				7,000.00	2,385.82	4,614.18	4,614.18 (65%)
SUB TOTAL					21,155.00	8,412.66	12,742.34	12,742.34 (60%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4169	August Events				20,000.00	5,050.00	14,950.00	14,950.00 (74%)
4175	Events Cost General				2,500.00	7,642.40	-5,142.40	-5,142.40 (-205%)
4178	New Years Eve				20,000.00		20,000.00	20,000.00 (100%)
4179	Christmas Light Switch On				20,000.00		20,000.00	20,000.00 (100%)
4184	Coronation Event 2023							(N/A)
4605	V E Day Event				10,000.00	4,389.73	5,610.27	5,610.27 (56%)
4607	Summer Entertainment					300.00	-300.00	-300.00 (N/A)
SUB TOTAL					72,500.00	17,382.13	55,117.87	55,117.87 (76%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	Small Grants Scheme				8,000.00	3,945.00	4,055.00	4,055.00 (50%)
4202	Partnership Funding				26,000.00	26,259.82	-259.82	-259.82 (-1%)
4203	Strategic Investment Fund				7,500.00	914.60	6,585.40	6,585.40 (87%)
SUB TOTAL					41,500.00	31,119.42	10,380.58	10,380.58 (25%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

Hugh Ripley Hall

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1200	Hugh Ripley Hall Room Hire	21,800.00	12,065.88	-9,734.12		66.04	-66.04	-9,800.16 (-44%)
4101	Business Rates				5,500.00	1,657.70	3,842.30	3,842.30 (69%)
4105	Electricity				2,725.00		2,725.00	2,725.00 (100%)
4106	Gas				6,500.00		6,500.00	6,500.00 (100%)
4107	Water				1,100.00	201.12	898.88	898.88 (81%)
4110	Maintenance Contracts				550.00		550.00	550.00 (100%)
4113	Fire and Safety							(N/A)
4500	Hugh Ripley Hall Caretaking				7,500.00		7,500.00	7,500.00 (100%)
4501	Alarm Line Security				250.00	195.05	54.95	54.95 (21%)
4502	Trade Waste				550.00	229.07	320.93	320.93 (58%)
4503	HRH Maintenance Costs				10,000.00	2,345.30	7,654.70	7,654.70 (76%)
4504	PAT Testing				175.00		175.00	175.00 (100%)
4511	Legionella Treatment				550.00		550.00	550.00 (100%)
4520	HRH Music Licence - PPL - PRS		635.04	635.04	2,200.00	1,552.48	647.52	1,282.56 (58%)
4521	HRH Internet				750.00		750.00	750.00 (100%)
4522	HRH Cleaning Supplies				545.00	207.05	337.95	337.95 (62%)
4525	HRH Renovations				5,000.00		5,000.00	5,000.00 (100%)
4550	Bid Levy				225.00		225.00	225.00 (100%)
4551	Energy Direct Debit					2,088.31	-2,088.31	-2,088.31 (N/A)
SUB TOTAL		21,800.00	12,700.92	-9,099.08	44,120.00	8,542.12	35,577.88	26,478.80 (40%)

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept	483,200.00	241,600.00	-241,600.00				-241,600.00 (-50%)
1100	Allotment Rental Income	550.00	550.00					(0%)
1163	Christmas Lights Income							(N/A)
1190	Interest Received	2,500.00	1,029.59	-1,470.41				-1,470.41 (-58%)
1199	Miscellaneous Income		150.00	150.00				150.00 (N/A)
4603	VAT Control							(N/A)
4608	1195:4604		912.50	912.50				912.50 (N/A)
SUB TOTAL		486,250.00	244,242.09	-242,007.91				-242,007.91 (-49%)

Market Place

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4180	Market Place Costs				75.00	70.00	5.00	5.00 (6%)
SUB TOTAL					75.00	70.00	5.00	5.00 (6%)

Marketing and Promotions

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

4220 Marketing Expenses		4,000.00	4,000.00	4,000.00 (100%)
SUB TOTAL		4,000.00	4,000.00	4,000.00 (100%)

Personnel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1160	HBC Recharge	5,000.00		-5,000.00				-5,000.00 (100%)
4050	Salaries				156,657.00	38,389.86	118,267.14	118,267.14 (75%)
4051	Employers NI				18,783.00	5,259.53	13,523.47	13,523.47 (72%)
4052	Employers Pension				32,680.00	8,618.57	24,061.43	24,061.43 (73%)
4054	Employees NI					2,108.12	-2,108.12	-2,108.12 (N/A)
4055	Payroll Processing				730.00	292.00	438.00	438.00 (60%)
4057	Employees Pension					3,019.84	-3,019.84	-3,019.84 (N/A)
4080	Recruitment Costs				500.00		500.00	500.00 (100%)
4085	Staff Training				4,500.00	319.80	4,180.20	4,180.20 (92%)
4606	Employees PAYE					6,295.47	-6,295.47	-6,295.47 (N/A)
SUB TOTAL		5,000.00		-5,000.00	213,850.00	64,303.19	149,546.81	144,546.81 (66%)

Premises

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4008	Cleaning Materials				100.00	268.33	-168.33	-168.33 (-168%)
4023	Market Place Furniture							(N/A)
4025	Alarm Contract and Alarm Line T				2,500.00	1,170.00	1,330.00	1,330.00 (53%)
4091	Other Costs				500.00	243.79	256.21	256.21 (51%)
4100	Rent				6,500.00		6,500.00	6,500.00 (100%)
4108	Temporary Toilets				8,500.00		8,500.00	8,500.00 (100%)
4109	Office Furniture					393.00	-393.00	-393.00 (N/A)
SUB TOTAL					18,100.00	2,075.12	16,024.88	16,024.88 (88%)

Strategic Investment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4611	Telephone Kiosk Refurbishment					3,888.13	-3,888.13	-3,888.13 (N/A)
SUB TOTAL						3,888.13	-3,888.13	-3,888.13 (N/A)

Summary

NET TOTAL	513,050.00	256,943.01	-256,106.99	527,550.00	201,048.90	326,501.10	70,394.11 (6%)
V.A.T.		17,554.00			15,255.19		
GROSS TOTAL		274,497.01			216,304.09		

Ripon City Council

PAYMENTS LIST

125-25 2i

2 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
54	Staff Training	05/06/2025	Fin Regs 6.8	Unity Trust Bank		Training costs	SLCC	S	30.00	6.00	36.00
60	V E Day Event	02/06/2025	Events 07-25 2	Unity Trust Bank		Event Entertainment	Ultimate Artistes	S	525.00	105.00	630.00
66	Clr Uniforms & Insignia	05/06/2025	Fin Regs 6.8	Unity Trust Bank		Mayor's hat and gloves	Michaels Civic Robes	S	524.45	104.89	629.34
69	Councillor Training	04/06/2025	Fin Regs 6.8	Unity Trust Bank		Training costs	Yorkshire Local Councils As	Z	54.80		54.80
71	Other Events	11/06/2025	Events 07-25 3	Unity Trust Bank		Event Medical Provision	Medics UK	Z	1,095.30		1,095.30
72	V E Day Event	11/06/2025	Events 07-25 2	Unity Trust Bank		Event Medical Provision	Medics UK	Z	319.50		319.50
75	Subscriptions	27/06/2025	Fin Regs 6.8	Unity Trust Bank		Subscription	Starboard Systems Ltd	S	1,380.00	276.00	1,656.00
82	Subscriptions	30/06/2025	Fin Regs 6.8	Unity Trust Bank		Membership Subscription	Chartered Institute of Pers	Z	191.00		191.00
89	Photocopier	18/06/2025	Fin Regs 6.8	Unity Trust Bank		Photocopier	Konica Minolta Business (U	S	104.73	20.95	125.68
90	Office Furniture	20/06/2025	Fin Regs 6.8	Unity Trust Bank		Office Furniture	Viking	S	393.00	78.60	471.60
91	V E Day Event	10/06/2025	Events 07-25 2	Unity Trust Bank		Event Security	Active Security Solutions	S	140.00	28.00	168.00
95	Alderman TF Spence Grant Exp	10/06/2025	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.60		613.60
96	V E Day Event	26/06/2025	Events 07-25 2	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	S	95.20	19.04	114.24
96	V E Day Event	26/06/2025	Events 07-25 2	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	38.50		38.50
97	Business Rates	02/06/2025		Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	414.00		414.00
98	IT Costs	02/06/2025	Fin Regs 6.8	Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	400.20	80.05	480.25
99	Events Cost General	10/06/2025	Full Council 22-25 2	Unity Trust Bank		Bunting	Bradford Council	S	3,152.00	630.40	3,782.40
100	Employers NI	13/06/2025	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	1,379.92		1,379.92
100	Employees NI	13/06/2025	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	526.80		526.80
100	Employees PAYE	13/06/2025	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	1,589.27		1,589.27
101	Employers Pension	18/06/2025	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	2,137.22		2,137.22
101	Employees Pension	18/06/2025	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	754.96		754.96
102	Audit and Accountancy	27/06/2025	Fin Regs 6.8	Unity Trust Bank		Audit	April Skies Accounting	Z	305.00		305.00
103	Strategic Investment Fund	12/06/2025	Full Council 31-25 4	Unity Trust Bank		Gazebo	TFH Gazebos	S	394.60	78.91	473.51
104	Stationery	02/07/2025	Fin Regs 6.8	Unity Trust Bank		Stationary	YPO	S	53.49	10.70	64.19
105	HRH Maintenance Costs	12/06/2025	Fin Regs 6.8	Unity Trust Bank		Window Cleaning	Green Clean	Z	120.00		120.00
106	Market Place Costs	03/07/2025	Fin Regs 6.8	Unity Trust Bank		Premises Licence Fee	North Yorkshire Council	Z	70.00		70.00
112	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Library Action Group	Z	1,900.00		1,900.00
113	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon in Bloom	Z	3,500.00		3,500.00
114	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon YMCA	Z	3,470.00		3,470.00
115	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Together	Z	2,000.00		2,000.00
116	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon City Festival Trust	Z	2,000.00		2,000.00
117	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Friends of Hell Wath	Z	1,000.00		1,000.00
118	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Poetry Festival	Z	2,000.00		2,000.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
119	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	HADCA	Z	3,000.00		3,000.00
120	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Community Link	Z	1,950.00		1,950.00
121	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Ripon Disability Forum	Z	1,800.00		1,800.00
122	Partnership Funding	13/06/2025	Full Council 79-25 3	Unity Trust Bank		Partnership Funding	Open Country	Z	1,639.82		1,639.82
123	Telephones and Internet	06/06/2025	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	S	44.53	8.90	53.43
124	HRH Maintenance Costs	24/06/2025	HRH 6-25 3 SOD 4.4	Unity Trust Bank		Hugh Ripley Hall Maintenance	M S Services	Z	820.00		820.00
125	Trade Waste	20/06/2025	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	57.75		57.75
126	Telephone Kiosk Refurbishmen	17/06/2025	Full Council 9-25	Unity Trust Bank		Telephone Kiosk Refurbishmen	X 2 Connect Ltd	S	66.59	13.32	79.91
127	Telephone Kiosk Refurbishmen	17/06/2025	Full Council 9-25	Unity Trust Bank		Telephone Kiosk Refurbishmen	Signs of the Times LTD	S	249.55	49.91	299.46
128	Small Grants Scheme	18/06/2025		Unity Trust Bank		Small Grants	Ripon Military Heritage Tru	Z	975.00		975.00
129	Other Costs	18/06/2025		Unity Trust Bank		Call Out Fee	Mr Martin Rodgers	Z	50.00		50.00
132	Telephone Kiosk Refurbishmen	20/06/2025	Full Council 9-25	Unity Trust Bank		Telephone Kiosk Refurbishmen	Paul Scott	Z	800.00		800.00
133	Summer Entertainment	28/07/2025	Events 22-25	Unity Trust Bank		Active Future Funded Sessions	Active Future	Z	300.00		300.00
136	Telephone Kiosk Refurbishmen	25/06/2025	Full Council 9-25	Unity Trust Bank		Telephone Kiosk Refurbishmen	Paul Scott	Z	434.56		434.56
137	Energy Direct Debit	23/06/2025	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	24.90	1.24	26.14
138	Energy Direct Debit	23/06/2025	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	233.12	11.66	244.78
139	Energy Direct Debit	23/06/2025	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	134.02	6.70	140.72
140	Alarm Line Security	23/06/2025	Fin Regs 6.8	Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	54.61	10.92	65.53
141	Employers Pension	18/07/2025	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	2,137.22		2,137.22
141	Employees Pension	18/07/2025	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	754.96		754.96
142	Employers NI	14/07/2025	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	1,378.85		1,378.85
142	Employees NI	14/07/2025	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	526.80		526.80
142	Employees PAYE	14/07/2025	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	1,486.07		1,486.07
143	Legal and Professional Fees	25/06/2025		Unity Trust Bank		Legal advice	Blacks Solicitors	S	629.00	125.80	754.80
144	Telephone Kiosk Refurbishmen	25/06/2025	Full Council 9-25	Unity Trust Bank		Telephone Kiosk Refurbishmen	X 2 Connect Ltd	S	447.43	89.48	536.91
145	IT Costs	23/07/2025	Fin Regs 6.8	Unity Trust Bank		IT services	Colour It In	S	20.00	4.00	24.00
146	Salaries	25/06/2025		HSBC	Staff Costs Month	Staff Costs	Staff Costs	E	9,548.97		9,548.97
146	Mayors Allowance	25/06/2025		HSBC	Staff Costs Month	Staff Costs	Staff Costs	E	270.83		270.83
147	Bank Charges	21/06/2025		HSBC	Fin Regs 6.8	Bank Charges	HSBC	E	8.00		8.00
148	Small Grants Scheme	26/06/2025	Full Council 79-25 2	Unity Trust Bank		Small Grants	Ripon Men's Shed	Z	1,000.00		1,000.00
149	Telephones and Internet	26/06/2025	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	151.12	30.22	181.34
150	Bank Charges	30/06/2025		Unity Trust Bank		service charge	Unitary Trust Bank	Z	13.50		13.50
151	Bank Charges	30/06/2025		Unity Trust Bank		Handling Charge	Unitary Trust Bank	Z	0.30		0.30
152	Interest Received	30/06/2025		Unity Trust Bank Ins		credit interest	Unitary Trust Bank	Z			
153	Alderman TF Spence Grant Exp	01/07/2025	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.60		613.60

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
154	Telephone Kiosk Refurbishmen	25/07/2025	Full Council 9-25	Unity Trust Bank		Telephone Kiosk Refurbishmen	ReEntry Locksmiths	Z	270.00		270.00
155	IT Costs	01/07/2025	Fin Regs 6.8	Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	400.20	80.05	480.25
156	Business Rates	01/07/2025		Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	414.00		414.00
157	Alderman TF Spence Grant Exp	01/07/2025	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z			
158	Legal and Professional Fees	11/07/2025	Fin Regs 6.8	Unity Trust Bank		Legal advice	Blacks Solicitors	S	592.00	118.40	710.40
159	Telephones and Internet	07/07/2025	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	British Telecommunication	S	44.53	8.90	53.43
160	Partnership Funding	08/07/2025	FC 87-24 4	Unity Trust Bank		Partnership Funding	St Wilfrid's Procession Com	Z	2,000.00		2,000.00
161	Strategic Investment Fund	31/07/2025	Fin Regs 6.8	Unity Trust Bank		VAS Sign Movement	DTMS Limited	S	260.00	52.00	312.00
162	Small Grants Scheme	16/07/2025	FC 101-25 1	Unity Trust Bank		Small Grants	Ripon Young Musicians	Z	400.00		400.00
163	Small Grants Scheme	16/07/2025	FC 101-25 1	Unity Trust Bank		Small Grants	Ripon City Panthers Footba	Z	1,000.00		1,000.00
164	Trade Waste	23/07/2025	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	38.50		38.50
166	Hugh Ripley Hall Room Hire	17/07/2025		Unity Trust Bank		Deposit Refund for HRH room I	Active Future	Z	66.04		66.04
167	Payroll Processing	22/07/2025	Fin Regs 6.8	Unity Trust Bank		Payroll processing	Yorkshire Accountants Rip	S	292.00	58.40	350.40
170	Bank Charges	17/06/2025	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Bank Commercial C	Z	3.00		3.00
171	Subscriptions	13/06/2025	Fin Regs 6.8	Commercial Multipay		Subscription	Canva	S	83.33	16.66	99.99
172	Energy Direct Debit	22/07/2025	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	13.98	0.70	14.68
173	Energy Direct Debit	22/07/2025	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	72.48	3.62	76.10
174	Energy Direct Debit	22/07/2025	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	132.32	6.62	138.94
175	Alarm Line Security	22/07/2025	Fin Regs 6.8	Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	43.39	8.68	52.07
176	Small Grants Scheme	22/07/2025	FC 101-25 1	Unity Trust Bank		Small Grants	Ripon Photographic Society	Z	570.00		570.00
177	HRH Maintenance Costs	22/07/2025	HRH 19-25	Unity Trust Bank		Decoration of HRH	CMS Plastering	Z	1,195.60		1,195.60
178	Staff Training	22/07/2025	Fin Regs 6.8	Commercial Multipay		Training costs	National Association of Loc	S	35.00	7.00	42.00
181	Salaries	25/07/2025	Fin Regs 6.8	HSBC	Month 4 staff costs	Staff Costs	Staff Costs	E	9,410.19		9,410.19
181	Mayors Allowance	25/07/2025	Fin Regs 6.8	HSBC	Month 4 staff costs	Staff Costs	Staff Costs	E	270.83		270.83
182	Bank Charges	21/07/2025	Fin Regs 6.8	HSBC	Bank Charges Mon	Bank Charges	HSBC	Z	8.00		8.00
183	Telephones and Internet	31/07/2025	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	151.33	30.27	181.60
184	IT Costs	31/07/2025	Fin Regs 6.8	Unity Trust Bank	IT Costs July 2025	IT services	Nexus IT Consultancy Ltd	S	400.20	80.05	480.25
185	Bank Charges	31/07/2025	Fin Regs 6.8	Unity Trust Bank	Bank Charges July	Bank Charges	Unitary Trust Bank	Z	14.55		14.55
196	Subscriptions	18/07/2025	Fin Regs 6.8	Commercial Multipay		Credit	Adobe Systems Software I	S	-1.09	-0.22	-1.31
197	Subscriptions	17/07/2025	Fin Regs 6.8	Commercial Multipay		Subscription	Adobe Systems Software I	S	149.22	29.84	179.06
198	Stationery	24/07/2025	Fin Regs 6.8	Commercial Multipay		Stationary	Stuff 4 Offices	Z	4.25		4.25
200	IT Costs	18/06/2025		Commercial Multipay		Ethernet cable	Amazon	S	11.06	2.22	13.28
201	Stationery	18/06/2025	Fin Regs 6.8	Commercial Multipay		Batteries	Amazon	S	19.40	3.88	23.28
202	Events Cost General	19/06/2025	Fin Regs 6.8	Commercial Multipay		Quarry Moor Banners	Peckham Banners	Z	90.03		90.03
202	Alderman TF Spence Grant Exp	19/06/2025	Fin Regs 6.8	Commercial Multipay		Quarry Moor Banners	Peckham Banners	Z	53.86		53.86

Ripon City Council
PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
203	Postage	19/06/2025	Fin Regs 6.8	Commercial Multipay		Stamps	Sainsbury's	Z	27.68		27.68
204	Stationery	24/06/2025	Fin Regs 6.8	Commercial Multipay		Cable Ties	Screw Fix	S	13.20	2.64	15.84
205	Postage	16/07/2025		Commercial Multipay		Badges and Buttons - Postage	Post Office	Z	6.49		6.49
206	Stationery	16/07/2025	Fin Regs 6.8	Commercial Multipay		Batteries	Amazon	S	12.65	2.53	15.18
207	Bank Charges	17/07/2025		Commercial Multipay		Bank Charges	Lloyds Bank Commercial C	Z	3.00		3.00
Total									82,864.86	2,302.93	85,167.79



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2025/26 APPLICATION FORM

Please ensure that you have read the accompanying guidance before filling in this form.
Please note that your application will not be processed if the form is not fully completed or the required supporting evidence is not supplied.
Please complete the form in BLOCK CAPITALS using black ink.
Ripon City Council's Small Grants Scheme is designed to be an easy to access source of funding for local organisations. Please do not hesitate to contact the Chief Officer if you have any questions or require help filling in this form. Contact details can be found in the accompanying guidance.

Section 1 – Applicant Details

Name of Organisation: To whom a cheque will be paid if an award is made.	AGE UK NORTH YORKSHIRE & DARLINGTON
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	NICOLA HENDERSON - BEGG
Position in Organisation: E.g. Chair / Secretary.	MANAGER
Address of Organisation: Please include your postcode.	BRADBURY HALL BEAUMONT STREET WEST DARLINGTON DL1 5SX.
Telephone Number:	[REDACTED]
E-mail Address:	NICOLA.BEGG@AGEUKYND.ORG.UK.

Section 2 – Organisation Details (refers to organisation named in Section 1)

Is your organisation based in Ripon?	Yes		No	
How is your organisation best described? Please tick one only.				
A registered charity.				✓
A voluntary sector organisation.				
A social enterprise.				
A Community Interest Company.				
Other, please state:				
How many trustees / members of your organisation's management committee are there?				7
How many volunteers does your organisation benefit from?				23

How many other members does your organisation have?			
How many paid staff does your organisation employ? Please give a full time equivalent.		9	
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?		£ 265 K.	
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	INCLUDES THE FACT THAT WE OWN OUR OWN BUILDING. AND 3 MONTHS RUNNING COSTS.		
Section 3 – Project Details			
Project Title:	INFORMATION & ADVICE.		
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	FREE SERVICE FOR OVER 50'S. HELPS SO PEOPLE CAN GET ASSISTANT WITH HOUSING, CARE, WELFARE, POWER OF ATTORNEY, BENEFIT ENTITLEMENT & HOME LIFE.		
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	RIPON AREA.		
How many people do you expect to benefit from this project? Please give an estimate of numbers.	100 +.		
<p>Will it be Ripon residents who benefit from your project? Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents). Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:</p>			
Wholly	<input checked="" type="checkbox"/>	Mainly	
Partly	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Which sectors of the Ripon community will your project benefit? Please tick all that apply.</p>			
Community	<input checked="" type="checkbox"/>	Welfare	<input checked="" type="checkbox"/>
Health	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>
Culture	<input type="checkbox"/>	Leisure	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Families	<input checked="" type="checkbox"/>
Commerce	<input type="checkbox"/>	Sport	<input type="checkbox"/>
		Arts	<input type="checkbox"/>
		Minority Groups	<input type="checkbox"/>
		Elderly	<input checked="" type="checkbox"/>

How will your project benefit Ripon?	MORE PEOPLE WITH THE RIGHT AMOUNT OF INFORMATION TO IMPROVE LIFE.		
What evidence do you have to show that there is a need for your project in Ripon?	through existing 1 & A service.		
Project Start Date: 1st August 2025	Project End Date: (If Applicable) 1st July 2026.		

Section 4 – Costs & Funding

Please set out the estimated costs of the project:

Important - Ripon City Council requires sight of at least 3 quotes for single items or projects costing £1,000 or above. Please remember to attach these; otherwise your application **will not** be processed.

Item	£
Volunteer costs over a year period for more hours to help people in Ripon.	£ 900

Total Cost of Project
Figure to match total funding, below. £ 900.

How will your project be funded?

Name of Funder	Funding Confirmed Yes / No	£
Ripon City Council – Small Grants Scheme		£ 900.
Not to exceed £1,000		
Organisation's Financial Contribution (if any).		
in kind / OFFICE / volunteer costs already given from AGE UK NYD.		

Total Funding
Figure to match total costs, above. £ 900.

If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:

How do you intend to continue to fund the project if there will be ongoing running costs?	through more fundraising activities and grants.
Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.	OFFICE SPACE - LINE MANAGEMENT support & training.
Section 5 - Other Information	
Is there any other information that you would like Ripon City Council to know about your project or organisation when considering your application?	
<p>one aim is to enable older people to receive support from the first call they make. we provided help for 3,500 in Ripon area. A large part of our work is to maximise peoples benefit entitlement. older people wish to remain as independent as possible for as long as possible in their own homes and navigate life.</p>	
Section 6 - Checklist	
Have you included:	Yes / No
A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?	yes.
The most recent set of audited accounts for your organisation?	yes
3 quotations for costs or items over £1,000?	/
Details of any consents required (e.g. planning permission)?	/
Documents which show how you have evidenced the need for your project in Ripon?	yes.
Details of lease / rental agreements if your project involves a building or premises?	/
Any other relevant documentation? Please detail below:	
<p>If you have answered 'No' to any of the above please attach a letter explaining the reason why. It is in your own interest to provide Ripon City Council with sufficient information to be able to properly evaluate your application. Failure to do so could lead to an unsuccessful application.</p>	

Section 7 - Declaration (to be signed by the contact listed in Section 1).

By signing this declaration I declare that:

- I have read the accompanying guidance before completing this application form.
- The information given in this form, on behalf of the organisation listed in Section 1, is correct to the best of my knowledge.
- I am authorised to apply for a grant on behalf of the organisation named in Section 1.
- If the information in the application changes I will notify Ripon City Council as soon as possible.
- The organisation listed in Section 1 complies with all relevant legislation.
- The organisation listed in Section 1 has due regard to equalities legislation.
- The organisation listed in Section 1 has appropriate safeguarding policies and procedures in place for working with children, young people and vulnerable adults.
- The organisation listed in Section 1 has insurance and safety measures in place including public liability insurance.
- I will ensure, on behalf of the organisation listed in Section 1, that the financial assistance, or such part of it as Ripon City Council may determine, will be repaid in the event of the organisation being in breach of the assurances given above, or the facilities / project cease to be used for the purpose for which assistance is given within 5 years of a grant being awarded.
- I confirm that the organisation listed in Section 1 will take part in the monitoring exercise to be carried out at the end of the grant programme.

The Freedom of Information Act 2000 gives members of the public the right to request any information that the Council holds. This includes information received from third parties, including grant applications. If information is requested under the Freedom of the Information Act, we the Council will release it, subject to being satisfied that none of the relevant exemptions apply.

We will treat personal details as private and confidential and not disclose them to anyone unconnected to the Council unless you give us permission to do so, or in circumstances where we are legally obliged to do so. Any information that you give us will be held securely and in accordance with the rules on data protection.

If your application is submitted by, or your organisation is connected to, a serving member of Ripon City Council then please use this space for the declaration of any relevant disclosable personal or pecuniary interests:

Signature:

Printed Name: *NJ Henderson - BEUG*.

Date: *02/06/25*.

Please return this form by post to:

SGS Applications
c/o Chief Officer
Ripon Town Hall
RIPON
HG4 1DD



Information Advice is a free, impartial and confidential service open to anyone aged 50+. Our team assists with a range of enquiries which older people may need help with in later life including housing, care, power of attorney, welfare rights, and benefit entitlement and maintaining a manageable home life.

Last financial year we assisted over 3,500 people across Ripon area and brought 2.4 million in benefit entitlement into the Ripon area.

Our aim is to enable older people to receive support from the first call. We provide the help they require or signpost appropriately when required. A large part of our work is to maximize benefit entitlement. Older people wish to remain as independent as possible in their own homes with funds to pay for any support requirements.

We provide telephone and face-to-face appointments wherever possible. We also provide home visits to people who are housebound. Customers will regularly visit the office, email our enquiries or call to book appointments.

Alignment with Ripon City Council Priorities

This project aligns with Ripon City Council's priorities by addressing key issues such as social isolation, financial insecurity, and access to essential services for older residents. By providing free, impartial, and confidential advice, we aim to improve the quality of life for older people in Ripon, ensuring they receive the support they need to remain independent and active members of the community.

Community Impact in Ripon

The Information & Advice (I&A) Service has a significant impact on the Ripon community. By assisting over 3,500 people last year and bringing £2.4 million in benefit entitlement into the area, we have helped improve the financial stability and wellbeing of older residents. Our service ensures that older people receive support from the first call, providing direct help or appropriate signposting to maximize benefit entitlement and support independence at home.

From: [Nicola Henderson-Begg](#)
To: [Anzhelika Kumurzhy](#)
Subject: Re: RCC - Small Grants Scheme Application
Date: 18 June 2025 10:33:49
Attachments: [image001.png](#)
[image006.png](#)
[image814644.png](#)
[Outlook-15rewfou.png](#)

People ring a helpline number for age uk north Yorkshire and Darlington and we sign post to our workers in that area (Claire will keep a list all of Ripon is sent to our worker) I Ripon - we don't have an office for one day a week currently- but this is our goal

**Nicola
Henderson-Begg**
Income Generation
Manager

Age UK North Yorkshire & Darlington

Head Office:
Bradbury House,
Beaumont Street West
Darlington DL1 5SX

Phone: 0

Mobile: [REDACTED]

[www.ageuk.org.uk](#)



Donate online
<http://localgiving.com/charity/ageukdarlington>

From: Anzhelika Kumurzhy [REDACTED]
Sent: Wednesday, June 18, 2025 9:12 AM
To: Nicola Henderson-Begg <nicola.henderson-begg@ageuknyd.org.uk>
Subject: RE: RCC - Small Grants Scheme Application

Hi,

Could you clarify how the interaction with Ripon residents will be conducted? Specifically, will it be carried out via telephone or during in-person meetings in Ripon?

Regards

Anzhelika Kumurzhy
Senior Administration Officer



Ripon City Council
Clerk's Office
Town Hall
Ripon
North Yorkshire
HG4 1DD

Office 01765 604097

The office telephones will be answered between the hours of 9:30am and 2:30pm Monday - Friday. If we are unable to answer the telephone, please leave a message and we will get back to you as soon as we can.

Staff work in a hybrid manner and visitors to the Town Hall are invited to make an appointment in advance.

<https://www.riponcity.gov.uk/>

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Ripon City Council

From: Nicola Henderson-Begg <nicola.henderson-begg@ageuknyd.org.uk>

Sent: 18 June 2025 09:05

To: Anzhelika Kumurzhy [REDACTED]

Subject: Re: RCC - Small Grants Scheme Application

Good morning,

Yes of course,

We can ring fence in our finance department (coded to Ripon)to Ripon only and our worker from Ripon will be allocated the budget to access and will keep a track on how this is spent as and when she requires it. I can go towards her payroll so she can help more people in Ripon But let me know if you require anything else .

Nicola

**Nicola
Henderson-Begg**
Income Generation
Manager

Age UK North Yorkshire & Darlington

Head Office:
Bradbury House,
Beaumont Street West
Darlington DL1 5SX



Phone: 0

Mobile: [REDACTED]

www.ageuk.org.uk



Donate online

<http://localgiving.com/charity/ageukdarlington>

From: Anzhelika Kumurzhy [REDACTED]
Sent: Wednesday, June 18, 2025 8:49 AM
To: Nicola Henderson-Begg <nicola.henderson-begg@ageuknyd.org.uk>
Subject: RE: RCC - Small Grants Scheme Application

Good morning Nicola,

Can you please provide details on how you plan to ensure that the grant will be ring-fenced for Ripon residents?

Thank you

Regards

Anzhelika Kumurzhy
Senior Administration Officer



Ripon City Council
Clerk's Office
Town Hall
Ripon
North Yorkshire
HG4 1DD

Office [01765 604097](tel:01765604097)



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Ripon City Council

From: Nicola Henderson-Begg <nicola.henderson-begg@ageuknyd.org.uk>

Sent: 17 June 2025 08:13

To: Anzhelika Kumurzhly [REDACTED]

Subject: Re: RCC - Small Grants Scheme Application

Yes, I can do that.

No problem at all

Nicola

**Nicola
Henderson-Begg**
Income Generation
Manager

Age UK North Yorkshire & Darlington

Head Office:
Bradbury House,
Beaumont Street West
Darlington DL1 5SX

Phone: 0 [REDACTED]

Mobile: [REDACTED]

www.ageuk.org.uk



Donate online

<http://localgiving.com/charity/ageukdarlington>

From: Anzhelika Kumurzhy [REDACTED]
Sent: Monday, June 16, 2025 1:14 PM
To: Nicola Henderson-Begg <nicola.henderson-begg@ageuknyd.org.uk>
Subject: RE: RCC - Small Grants Scheme Application

Good afternoon,

Thank you for your email.

The grant cannot be used for Ripon and the surrounding areas; the project must be exclusively intended to benefit Ripon residents.

Would you be able to ring-fence the grant from RCC specifically for the Ripon community?

Kind regards

Regards
Anzhelika Kumurzhy
Senior Administration Officer



Ripon City Council
Clerk's Office
Town Hall
Ripon
North Yorkshire
HG4 1DD

Office [01765 604097](tel:01765604097)



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and you wish to request information under either the Freedom of Information Act, the Data Protection Act or the Environmental Information Regulations please forward your request by e-mail to clerk@riponcity.gov.uk who will process your request.

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Ripon City Council

From: Nicola Henderson-Begg <nicola.henderson-begg@ageuknyd.org.uk>

Sent: 16 June 2025 10:04

To: Anzhelika Kumurzhynskaya [REDACTED]

Subject: Re: RCC - Small Grants Scheme Application

Goodmorning ,

Just to make you aware.....

At AGE UK North Yorkshire and Darlington, we cover all of Ripon and the surrounding area including Harrogate etc.

we currently fund and provide an I and A advisor one day a week for the sole purpose of Ripon .

We do not get supported by fund raised in the charity shops and have an annual donation of 7,000 from age uk itself - we operate as separate local charity in the areas but as a whole with divided funds spread over the areas. So, everything helps, and we would certainly like to increase the provision in Ripon - but cant at the moment .

We assisted 16 people in *Ripon*.

Of these customers we completed

- 9 Attendance Allowance claim forms
- 1 Pension Credit Claim
- 3 Benefit calculations were completed.
- provided 7 information/ signposting guidance

Here are the Charity Log number of those customers (if required)

25536		
31023		
30829		
31136		

31311		
30535		
30406		
16375		
30562		
30374		
30846		
25491		
30808		
24546		
30883		
30812		
16 records found		

Clare Hardie
I and A Manager

Age UK North Yorkshire & Darlington

Age UK NYD
Bradbury House
West Beaumont Street
Darlington
DL1 5SX

Phone: 01325 357345

**Nicola
Henderson-Begg**
Income Generation
Manager

Age UK North Yorkshire & Darlington

Head Office:
Bradbury House,
Beaumont Street West
Darlington DL1 5SX

Phone: 0

Mobile: [REDACTED]

www.ageuknyd.org.uk



Donate online

<http://localgiving.com/charity/ageukdarlington>

From: Anzhelika Kumurzhy <[REDACTED]>
Sent: Wednesday, June 11, 2025 2:13 PM
To: Nicola Henderson-Begg <nicola.henderson-begg@ageuknyd.org.uk>
Subject: RCC - Small Grants Scheme Application

Good afternoon Nicola

Unfortunately, your Small Grants application cannot be presented to the Full Council as it does not meet the eligibility criteria.

As outlined in our guidance:

“Funding applications must clearly be of benefit to the people of Ripon as the Council’s Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents). If the applicant is not a wholly Ripon based organisation it may be necessary to ring-fence any grant from the Council towards a Ripon based event, project or activity.”

Your organisation is not Ripon-based, and the project is neither located in Ripon nor exclusively intended for the benefit of Ripon residents.

Please do not hesitate to contact me if you have any questions.

Regards

Anzhelika Kumurzhy

Senior Administration Officer



Ripon City Council
Clerk's Office
Town Hall
Ripon
North Yorkshire
HG4 1DD

Office [01765 604097](tel:01765604097)



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Ripon City Council

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RIPON CITY COUNCIL SMALL GRANTS SCHEME 2025/26 APPLICATION FORM

Please ensure that you have read the accompanying guidance before filling in this form.

Please note that your application will not be processed if the form is not fully completed or the required supporting evidence is not supplied.

Please complete the form in BLOCK CAPITALS using black ink.

Ripon City Council's Small Grants Scheme is designed to be an easy to access source of funding for local organisations. Please do not hesitate to contact the Chief Officer if you have any questions or require help filling in this form. Contact details can be found in the accompanying guidance.

Section 1 – Applicant Details

Name of Organisation: To whom a cheque will be paid if an award is made.	Dementia Forward
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	Debby Lennox
Position in Organisation: E.g. Chair / Secretary.	Head of Community Operations
Address of Organisation: Please include your postcode.	George Armitage House, Church Lane, Burton Leonard HG3 3SD
Telephone Number:	01765 601224
E-mail Address:	Debby.lennox@dementiaforward.org.uk

Section 2 – Organisation Details (refers to organisation named in Section 1)

Is your organisation based in Ripon?	Yes			
How is your organisation best described? Please tick one only.				
A registered charity.				Yes
A voluntary sector organisation.				
A social enterprise.				
A Community Interest Company.				
Other, please state:				
How many trustees / members of your organisation's management committee are there?	8			
How many volunteers does your organisation benefit from?	280			

How many other members does your organisation have?		9,000 clients	
How many paid staff does your organisation employ? Please give a full time equivalent.		280	
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?		£1,485.781	
If this is more than 6 months running costs, please provide an explanation of what these funds are for?			
Section 3 – Project Details			
Project Title:		Dementia Inclusive Ripon	
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.		We would like to celebrate and acknowledge businesses in the Ripon area that go above and beyond for people affected by dementia. We would like to give an award and a gift to businesses as nominated by the people of Ripon for commitment to supporting people with dementia. In addition, we will offer dementia awareness sessions in Ripon for any members of the community (businesses and individuals) to attend to increase their dementia awareness. The aim is to create a community that has a good understanding of dementia and where people feel supported. We will also have our information on display throughout the city so that everyone knows where to turn for support and advice.	
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.		Across the city.	
How many people do you expect to benefit from this project? Please give an estimate of numbers.		This will vary on the take-up, but we would hope to provide training for 100 people and the knock-on effect will be that anyone affected by dementia will feel better supported.	
Will it be Ripon residents who benefit from your project? Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents). Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:			
Wholly	yes	Mainly	Partly
Which sectors of the Ripon community will your project benefit? Please tick all that apply.			
Community	Yes	Welfare	Yes
Health	Yes	Education	Yes
Culture		Leisure	
Youth		Families	
Commerce	Yes		
		Sport	
		Arts	
		Minority Groups	
		Elderly	Yes

<i>How will your project benefit Ripon?</i>	We are a North Yorkshire charity with our Head Office in Burton Leonard. It makes sense that the people of our closest city should benefit from our knowledge and support, and that people affected by dementia should be aware of the support that is on their doorstep. We also want to celebrate those fantastic Ripon businesses that are doing brilliant work already.		
<i>What evidence do you have to show that there is a need for your project in Ripon?</i>	We support 100s of people in the Ripon area and are regularly getting requests from Ripon businesses, such as Specsavers, the Museums, the Cathedral, to provide education so they can support their customers.		
<i>Project Start Date:</i>	September 2025	<i>Project End Date:</i> (If Applicable)	

Section 4 – Costs & Funding

Please set out the estimated costs of the project:

Important - Ripon City Council requires sight of at least 3 quotes for single items or projects costing £1,000 or above. Please remember to attach these; otherwise your application **will not** be processed.

<i>Item</i>	<i>£</i>
Trophies (from local store Timpsons) approx. £6 per item – 20 trophies	120
Gifts for the celebrated businesses	200
Promotional materials	200

How will your project be funded?

<i>Name of Funder</i>	<i>Funding Confirmed Yes / No</i>	<i>£</i>
Ripon City Council – Small Grants Scheme		520
Not to exceed £1,000		
Organisation's Financial Contribution (if any).		
We will provide the training and staff for free. We are asking for Ripon City Council to fund the direct costs of the scheme.		
<i>Total Funding</i>		520
Figure to match total costs, above.		

If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:

<i>How do you intend to continue to fund the project if there will be ongoing running costs?</i>	We are hoping that this funding will allow us to run the project for three years.
<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	

Section 5 - Other Information

Is there any other information that you would like Ripon City Council to know about your project or organisation when considering your application?

Section 6 - Checklist

<i>Have you included:</i>	<i>Yes / No</i>
A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?	Yes
The most recent set of audited accounts for your organisation?	Yes
3 quotations for costs or items over £1,000?	n/a
Details of any consents required (e.g. planning permission)?	n/a
Documents which show how you have evidenced the need for your project in Ripon?	Can provide stats if needed
Details of lease / rental agreements if your project involves a building or premises?	n/a
Any other relevant documentation? Please detail below:	

If you have answered 'No' to any of the above please attach a letter explaining the reason why. It is in your own interest to provide Ripon City Council with sufficient information to be able to properly evaluate your application. Failure to do so could lead to an unsuccessful application.

Section 7 - Declaration (to be signed by the contact listed in Section 1).

By signing this declaration I declare that:

- I have read the accompanying guidance before completing this application form.*
- The information given in this form, on behalf of the organisation listed in Section 1, is correct to the best of my knowledge.*
- I am authorised to apply for a grant on behalf of the organisation named in Section 1.*
- If the information in the application changes I will notify Ripon City Council as soon as possible.*
- The organisation listed in Section 1 complies with all relevant legislation.*
- The organisation listed in Section 1 has due regard to equalities legislation.*
- The organisation listed in Section 1 has appropriate safeguarding policies and procedures in place for working with children, young people and vulnerable adults.*
- The organisation listed in Section 1 has insurance and safety measures in place including public liability insurance.*
- I will ensure, on behalf of the organisation listed in Section 1, that the financial assistance, or such part of it as Ripon City Council may determine, will be repaid in the event of the organisation being in breach of the assurances given above, or the facilities / project cease to be used for the purpose for which assistance is given within 5 years of a grant being awarded.*
- I confirm that the organisation listed in Section 1 will take part in the monitoring exercise to be carried out at the end of the grant programme.*

The Freedom of Information Act 2000 gives members of the public the right to request any information that the Council holds. This includes information received from third parties, including grant applications. If information is requested under the Freedom of the Information Act, we the Council will release it, subject to being satisfied that none of the relevant exemptions apply.

We will treat personal details as private and confidential and not disclose them to anyone unconnected to the Council unless you give us permission to do so, or in circumstances where we are legally obliged to do so. Any information that you give us will be held securely and in accordance with the rules on data protection.

If your application is submitted by, or your organisation is connected to, a serving member of Ripon City Council then please use this space for the declaration of any relevant disclosable personal or pecuniary interests:

Signature:	Debby Lennox
Printed Name:	Debby Lennox
Date:	15/08/25

Please return this form by post to:

SGS Applications
c/o Chief Officer
Ripon Town Hall
RIPON
HG4 1DD

From: [Debby Lennox](#)
To: [Admin](#)
Subject: Re: Grant Application
Date: 19 August 2025 09:10:01
Attachments: [image033719.png](#)
[image259981.png](#)
[image231132.png](#)
[image543344.png](#)
[image464362.png](#)
[image363089.png](#)
[image310135.png](#)
[image981416.png](#)
[image821588.png](#)

Hi

I think that will very much depend on the uptake. We would start with one open public session, and I was thinking either at the Town Hall or at Ripon Museums. For larger organisations, we can offer to run an awareness session at their premises, so that they can invite as many staff as they like. We would also like to offer awareness to community groups and the council as well, so this could be done on a case by case basis. The sessions usually run for an hour, and we can take as many people as are interested. We did one for the Cathedral congregation last year at Thorpe Perrow and had over 30 people attend.

Thanks

Debby

Debby Lennox

Head of Community Operations

Dementia Forward

Helpline : 03300 578 592

Extension 400

e: Debby.Lennox@dementiaforward.org.uk

w: www.dementiaforward.org.uk



Book your tickets now for our 3rd Annual Young Onset Conference at Elland Road
www.youngonsetdementia.org.uk

Dementia Forward is a charity registered in England and Wales under number 08010259. Registered office: George Armitage House, Church Lane, Burton Leonard, Harrogate, HG3 3SD

Dementia Forward is registered with the Charity Commission under number 1148225

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From: Admin [REDACTED]
Sent: 18 August 2025 15:52
To: Debby Lennox <Debby.Lennox@dementiaforward.org.uk>
Subject: FW: Grant Application

Dear Debby,

Thank you for your email.

In your application form you stated the following:

“In addition, we will offer dementia awareness sessions in Ripon for any members of the community (businesses and individuals) to attend to increase their dementia awareness. The aim is to create a community that has a good understanding of dementia and where people feel supported. We will also have our information on display throughout the city so that everyone knows where to turn for support and advice.”

Could you please clarify how many sessions you plan to deliver, where and when they will be held, and how many

people you expect to attend?

Thank you

Regards

Admin

Administration



Ripon City Council
Clerk's Office
Town Hall
Ripon
North Yorkshire
HG4 1DD

Office 01765 604097



Please note my working hours are 9:15am - 2:45pm Monday, Wednesday and Friday and 9:15am-5pm Tuesday and Thursday.

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Ripon City Council

From: Debby Lennox <Debby.Lennox@dementiaforward.org.uk>

Sent: 18 August 2025 10:47

To: Admin 

Subject: Grant Application

Dear Ripon City Council

Please see attached grant application from Dementia Forward.

If you require any further information, please let me know.

Best wishes

Debby

Debby Lennox

Head of Community Operations

Dementia Forward

Helpline : 03300 578 592

Extension 400

e: Debby.Lennox@dementiaforward.org.uk

w: www.dementiaforward.org.uk





RIPON CITY COUNCIL SMALL GRANTS SCHEME 2025/26 APPLICATION FORM

Please ensure that you have read the accompanying guidance before filling in this form.
Please note that your application will not be processed if the form is not fully completed or the required supporting evidence is not supplied.
Please complete the form in BLOCK CAPITALS using black ink.
Ripon City Council's Small Grants Scheme is designed to be an easy to access source of funding for local organisations. Please do not hesitate to contact the Chief Officer if you have any questions or require help filling in this form. Contact details can be found in the accompanying guidance.

Section 1 – Applicant Details

Name of Organisation: To whom a cheque will be paid if an award is made.	Ripon City FC
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	Daniel Metcalfe
Position in Organisation: E.g. Chair / Secretary.	Secretary
Address of Organisation: Please include your postcode.	Mallorie Park Mallorie Park Drive Ripon HG4 2QD
Telephone Number:	
E-mail Address:	info@riponcifyafc.co.uk

Section 2 – Organisation Details (refers to organisation named in Section 1)

Is your organisation based in Ripon?	Yes	✓	No	
How is your organisation best described? Please tick one only.				
A registered charity.				
A voluntary sector organisation.				
A social enterprise.				
A Community Interest Company.				
Other, please state: Community Amateur Sports Club (CASC) - Equivalent to a charity				✓
How many trustees / members of your organisation's management committee are there?				4
How many volunteers does your organisation benefit from?				20

How many other members does your organisation have?	100
How many paid staff does your organisation employ? Please give a full time equivalent.	Zero
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?	£ 2,000
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	N/A

Section 3 – Project Details

Project Title:	Winter 3G Training.				
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	<p>We are hoping to provide winter training (32 weeks) for our U18's and Adult players in order to; improve health and fitness, technical ability and social cohesion.</p> <p>Due to a lack of facilities locally, this would need to be at the Ripon Grammar 3G pitch which comes at a cost of £96 per session.</p> <p>This cost is a signifant barrier to our community led Club which strives to making football available to our community.</p>				
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	Ripon Grammar School 3G pitch				
How many people do you expect to benefit from this project? Please give an estimate of numbers.	50-75 each week				
<p>Will it be Ripon residents who benefit from your project?</p> <p>Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents).</p> <p>Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:</p>					
Wholly	<input type="checkbox"/>	Mainly	<input checked="" type="checkbox"/>	Partly	<input type="checkbox"/>
Which sectors of the Ripon community will your project benefit? Please tick all that apply.					
Community	<input checked="" type="checkbox"/>	Welfare	<input type="checkbox"/>	Sport	<input checked="" type="checkbox"/>
Health	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>	Arts	<input type="checkbox"/>
Culture	<input type="checkbox"/>	Leisure	<input checked="" type="checkbox"/>	Minority Groups	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>	Families	<input type="checkbox"/>	Elderly	<input type="checkbox"/>
Commerce	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

How will your project benefit Ripon?		It will benefit Ripon by providing a structured training session for our young people. The sessions will help with physical and mental health and also helps transition our younger players (16-18) from junior to senior football.	
What evidence do you have to show that there is a need for your project in Ripon?		Winter training has a wider reach than just the session itself. Having offered this for the last few seasons we can really see the benefits on and off the field. It brings the Club together during the dark winter months and it enables us to build a really good Club ethic which improves the vibrancy of the Club enabling us to function and grow.	
Project Start Date:	Sept 2025	Project End Date: (If Applicable)	April 2026
Section 4 – Costs & Funding			
Please set out the estimated costs of the project: Important - Ripon City Council requires sight of at least 3 quotes for single items or projects costing £1,000 or above. Please remember to attach these; otherwise your application <u>will not</u> be processed.			
Item		£	
RGS 3G Pitch Hire - 32 sessions @ £96 per session		£3,072	
Total Cost of Project Figure to match total funding, below.		£3,072	
How will your project be funded?			
Name of Funder	Funding Confirmed Yes / No	£	
Ripon City Council – Small Grants Scheme	No	£1,000	
Not to exceed £1,000			
Organisation's Financial Contribution (if any).	Yes	£2,072	
Total Funding Figure to match total costs, above.		£3,072	
If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:		N/A	

<i>How do you intend to continue to fund the project if there will be ongoing running costs?</i>	In order to provide this without funding we would need to either raise funds through other means or reduce /remove the scope.
<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	N/A

Section 5 - Other Information

Is there any other information that you would like Ripon City Council to know about your project or organisation when considering your application?

This grant funding will make a huge difference to us as it would relieve some of the pressure of the costs of winter training.

We have around 100 players from all backgrounds, young, and old, and one of our main objectives is to ensure football is at the least cost we can make it so there is no barrier to participation.

By providing this grant it ensures that our players can access high quality facilities and training delivered by our FA qualified volunteer coaches. This in turn maximises the output from the volunteer hours given.

We expect that the direct benefit is around 2000 hours of sport along with 150 hours of volunteer coaching time provided in support.

A side benefit is that this funding creates financial headroom for us to help the Wider community by diverting some of our fundraising efforts to other causes such as the Yorkshire Air Ambulance, local foodbanks or individual cases.

We take pride in our place in the community, delivering what we do and also helping others and we feel that this funding is exceptional value for money for the community.

Section 6 - Checklist

<i>Have you included:</i>	<i>Yes / No</i>
A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?	Yes
The most recent set of audited accounts for your organisation?	Pending
3 quotations for costs or items over £1,000?	N/A
Details of any consents required (e.g. planning permission)?	N/A
Documents which show how you have evidenced the need for your project in Ripon?	N/A
Details of lease / rental agreements if your project involves a building or premises?	N/A
Any other relevant documentation? Please detail below:	N/A

If you have answered 'No' to any of the above please attach a letter explaining the reason why. It is in your own interest to provide Ripon City Council with sufficient information to be able to properly evaluate your application. Failure to do so could lead to an unsuccessful application.

Section 7 - Declaration (to be signed by the contact listed in Section 1).

By signing this declaration I declare that:

- I have read the accompanying guidance before completing this application form.*
- The information given in this form, on behalf of the organisation listed in Section 1, is correct to the best of my knowledge.*
- I am authorised to apply for a grant on behalf of the organisation named in Section 1.*
- If the information in the application changes I will notify Ripon City Council as soon as possible.*
- The organisation listed in Section 1 complies with all relevant legislation.*
- The organisation listed in Section 1 has due regard to equalities legislation.*
- The organisation listed in Section 1 has appropriate safeguarding policies and procedures in place for working with children, young people and vulnerable adults.*
- The organisation listed in Section 1 has insurance and safety measures in place including public liability insurance.*
- I will ensure, on behalf of the organisation listed in Section 1, that the financial assistance, or such part of it as Ripon City Council may determine, will be repaid in the event of the organisation being in breach of the assurances given above, or the facilities / project cease to be used for the purpose for which assistance is given within 5 years of a grant being awarded.*
- I confirm that the organisation listed in Section 1 will take part in the monitoring exercise to be carried out at the end of the grant programme.*

The Freedom of Information Act 2000 gives members of the public the right to request any information that the Council holds. This includes information received from third parties, including grant applications. If information is requested under the Freedom of the Information Act, we the Council will release it, subject to being satisfied that none of the relevant exemptions apply.

We will treat personal details as private and confidential and not disclose them to anyone unconnected to the Council unless you give us permission to do so, or in circumstances where we are legally obliged to do so. Any information that you give us will be held securely and in accordance with the rules on data protection.

If your application is submitted by, or your organisation is connected to, a serving member of Ripon City Council then please use this space for the declaration of any relevant disclosable personal or pecuniary interests:

Signature:



Printed Name:

Dan Metcalfe

Date:

29/08/2025

Please return this form by post to:

SGS Applications
c/o Chief Officer
Ripon Town Hall
RIPON
HG4 1DD

From: [Pauline McHardy](#)
To: [Paula Benson RCC](#)
Date: 26 August 2025 15:53:19
Attachments: [image522583.png](#)

Item reviewing the leader and that the vote on that item is held by paper ballot.

Sent from my iPhone

Regards,

Councillor Pauline McHardy



<https://www.riponcity.gov.uk/>

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Ripon City Council

From: [Victoria Kirkman](#)
To: [Paula Benson RCC](#)
Subject: Fw: Email to NYC Highways, Taylor Wimpey and Andrew Williams
Date: 14 August 2025 12:30:02
Attachments: [image001.png](#)

Good afternoon, Paula.

Please take this email and confirmation of an agenda item for the RCC Mtg on Monday 8th September at 6pm in the Town Hall.

Can you also please forward the below email from Mr Matthew O'Sullivan to be included in the paper for the mtg so this is read by all in attendance prior to the mtg.

Please confirm receipt of this email and below paper.

Warmest regards,

Victoria Kirkman

From: Matthew O'Sullivan <Matthew.OSullivan@northyorks.gov.uk>
Sent: Thursday, August 14, 2025 12:20 PM
To: Victoria Kirkman [REDACTED]
Subject: Email to NYC Highways, Taylor Wimpey and Andrew Williams

Dear North Yorkshire Council Highways, Taylor Wimpey North Yorkshire and Councillor Andrew Williams,

I am writing on behalf of residents of **Whitcliffe Lane, Ripon** regarding the heavy construction traffic generated by the Taylor Wimpey development at **Fountains Walk, Ripon**, with further plans to use Whitcliffe Lane to transport up to 30 lorry loads daily for 6 months. While I understand that the current access arrangements were agreed as part of the planning process, the real-world impact on our community is creating serious safety and amenity concerns that require urgent review.

Key issues currently affecting residents:

- Continuous flow of HGVs and construction vehicles along a narrow, built-up residential road, with a particularly dangerous blind spot at the entrance of St Wilfred's Crescent (**I was involved in a near miss incident involving a lorry which, made me swerve off the road hitting the curb, puncturing my tyre, if I hadn't then it would have been a head on collision, all with my two young children in the car**). Please also see attached photos of disruption and damage to a resident's wind mirror.
- High levels of dust, dirt, and debris being deposited on the road and pavements.
- Persistent noise and vibration during working hours.

- Increased road safety risks, particularly to children, cyclists, and pedestrians, especially given the proximity of the recently completed St Wilfred's Crescent formerly The Choir School site.

These conditions are unsustainable and present an ongoing hazard. We request that North Yorkshire Council Highways, in collaboration with Taylor Wimpey, urgently review and amend the Construction Traffic Management Plan for the site.

Proposed solution:

Implement a one-way HGV routing system, with lorries entering via **Whitcliffe Lane** and exiting via **South Grange Road**. This will:

- Reduce congestion and conflicts on **Whitcliffe Lane**.
- Improve visibility and safety for all road users.
- Minimise dust, noise, and disruption to residents and protect amenity.

We are not asking for construction to cease — only that it is managed in a way that balances the needs of the developer with the safety and wellbeing of the local community.

Please confirm receipt of this request and outline the next steps for review. We would also appreciate being informed of any scheduled meetings or site visits so residents can participate.

Yours sincerely,

Matthew O'Sullivan

Health & Wellbeing Development Officer

Active North Yorkshire – Fairfax
Fairfax Avenue
Harrogate
North Yorkshire
HG2 7RX

Mobile: [REDACTED]

Telephone: [01423 500600](tel:01423500600) Ext. 58339

Email: matthew.osullivan@northyorks.gov.uk

Web: www.northyorks.gov.uk/active

From: [Leah Crawford](#)
To: [Paula Benson RCC](#)
Subject: FW: Somerset Row and High /Low Skellgate
Date: 13 August 2025 13:11:04
Attachments: [image635394.png](#)
[image236965.png](#)

Hi Paula

Please see below from Julieann for September Full Council.

Regards

Leah Crawford
 Administrator



Ripon City Council
 Clerk's Office
 Town Hall
 Ripon
 North Yorkshire
 HG4 1DD

Office 01765 604097

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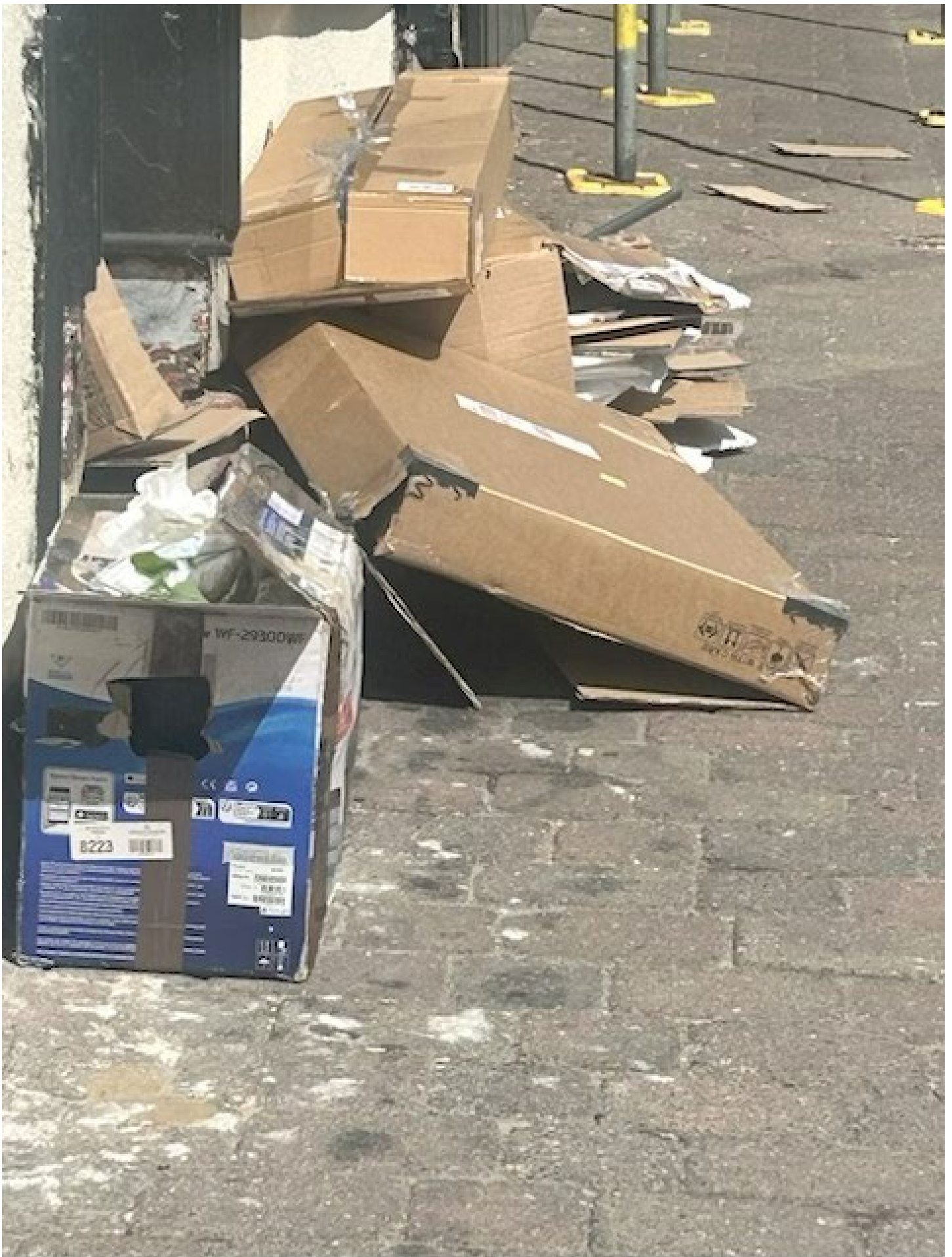
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Ripon City Council

From: Julie Ann Martin-long <cllr.julieann.martin-long@riponcity.gov.uk>
Sent: 13 August 2025 09:46
To: Leah Crawford [REDACTED] Stuart Flatley
 <cllr.stuart.flatley@riponcity.gov.uk>
Subject: Somerset Row and High /Low Skellgate

Hi Leah

can I have the following agenda item for discussion and action on September agenda



From: [parishliaison](#)
Subject: North Yorkshire Council Parish Liaison: Update on Call for Sites Map for Parish Councils
Date: 26 June 2025 13:36:24
Attachments: [image002.png](#)
[Public release of CFS map - June 2025.pdf](#)
[Changes log - for notification.pdf](#)

Dear City/Town/Parish Clerk,

Please see the message below (and documents attached) from Henry Cumbers, Senior Planning Policy and Place Officer at North Yorkshire Council, which provides an update on the development of the North Yorkshire Local Plan. I would be grateful if you could share this message with your Councillors for information.

If you or your councillors have any further questions please do not hesitate to get in touch with a member of the Planning Policy & Place Team at callforsites@northyorks.gov.uk

Kind regards

Peter

Email: parishliaison@northyorks.gov.uk
Web: northyorks.gov.uk



Dear City/Town/Parish Clerk,

The North Yorkshire Local Plan – Second Public Release of ‘Call for Sites’ Submissions (sites submitted up to and including 14th May 2025)

You will recall that we contacted you in January with regards to an important milestone in the preparation of the local plan for North Yorkshire (the emerging Local Plan covers all of North Yorkshire apart from those areas within the two National Parks of the North York Moors and the Yorkshire Dales). We started with the ‘call for sites’ in April 2024 when we invited landowners, site promoters and developers to submit sites for consideration as allocations in the local plan. These submissions are for a range of uses. The majority are for residential use with additional submissions for employment, retail, and so on.

We made the first release of sites submitted through the Call for Sites on our public facing map (Maptionnaire) in January 2025. We have now updated the public facing

map so that it includes information on all registered sites (those considered a valid submission for assessment) submitted up to and including 14th May 2025. The attached letter provides further explanatory detail.

Please note, we are not consulting on the release of the sites at this stage and are not currently accepting comments on them. We are making the information available to ensure greater levels of transparency and to allow you, the community and other interested parties the opportunity to have sight of the submitted sites as early as possible.

A comprehensive consultation will take place later that will seek the views of the community on all sites – at which stage further work will have been completed to give a greater direction as to whether such sites are likely to be recommended for allocation or dismissed. You will be able to share your views at that time.

If you have any queries on this, please do not hesitate to get in touch with a member of the Planning Policy & Place Team by contacting us on callforsites@northyorks.gov.uk

Regards

Henry Cumbers
Senior Planning Policy and Place Officer
North Yorkshire Council
Local Plans team

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Schedule of changes

The table below presents a list of changes applied to sites presented on the first release of the public map.

It presents changes to proposed uses, site codes and site extents.

Site Code	Settlement	Address	Issue type	Change
TM-AMP-0002	Ampleforth	Land at Back Lane, Ampleforth (1)	Site extent	Site incorrectly omitted from first publish
SR-BEC-0002	Beckwithshaw	Land at Moor Park, Beckwithshaw	Site code	Site originally incorrectly coded as HK-BEC-0002
SR-BEC-0003	Beckwithshaw	Land off Otley Road, Beckwithshaw	Site code	Site originally incorrectly coded as HK-BEC-0003
SR-BEC-0001	Beckwithshaw	Land East of Howhill Road, Beckwithshaw	Site code	Site originally incorrectly coded as SR-HAV-0001
SR-BEC-0004	Beckwithshaw	Land to south of Lady Lane	Site code	Site originally incorrectly coded as SR-HAV-0003
SR-BEC-0005	Beckwithshaw	Land East of Beckwith Head Road, nr Harrogate	Site code Use	Site originally incorrectly coded as SR-HAV-0004 Other proposed use changed from Green Space to Residential - site to be considered both as

Site Code	Settlement	Address	Issue type	Change
				employment and separately as residential
SA-CFAB-0001	Church Fenton Air Base	RAF Church Fenton	Site code	Site originally incorrectly coded as SA-CHU-0001
SR-CLI-0002	Clint cum Hamlets	Land off Pye Lane, Shaw Mills, Harrogate (1)	Site code	Site originally incorrectly coded as HK-HAR-0019
RM-COL-0006	Colburn	Land at Harley Hill, Catterick Garrison	Site extent	Vertical stretch of approximately seven fields at the most eastern extent removed
SR-DRA-0001	Draughton	Land to the North East of Chelker Reservoir, Draughton	Use	Other used indicated Residential and Open space, which was incorrect. Changed to Renewable energy.
HK-HAM-0006	Hampsthwaite	Land off Brookfield Garth, Hampsthwaite	Site extent	Much larger area now presented
HK-HAM-0010	Hampsthwaite	Land off Elton Lane, Hampsthwaite	Site extent	Much larger area now presented

Site Code	Settlement	Address	Issue type	Change
HK-HAR-0033	Harrogate	Land North of Oak Beck Park, Ripon Road	Site extent	Parcel of land to east of A61 removed
HK-KIL-0019	Killinghall	Land adjacent to Levens Hall Business Park and Lund Lane, Killinghall	Site extent	Minor adjustment
SA-KDE-0006	Kirk Deighton	Land East of Harrogate Road, nr Wetherby	Use	Proposed use for SA-KDE-0005 was presented, and visa versa
SA-KDE-0005	Kirk Deighton	Land at Ruddings Farm, north of Wetherby Lane, Kirk Deighton	Use	Proposed use for SA-KDE-0006 was presented, and visa versa
SR-LTP-0004	Littlethorpe	Land west of Harrogate Road	Site code	Site originally incorrectly coded as SR-RIP-0013
HK-MAR-0005	Marton cum Grafton	Land West of Grafton Lane, South of Limebar Lane, Marton cum Grafton	Site extent	Small area of land in neighbouring property removed
SR-MIL-0001	Milby/Langthorpe	Land between Leeming Lane and Boroughbridge Road	Site code	Site originally incorrectly coded as HK-BOR-0009

Site Code	Settlement	Address	Issue type	Change
TM-NAW-0008	Nawton	Land to East of Ashton Green, Nawton	Site extent	Site incorrectly omitted from first publish
SR-NSS-0002	North Stainley	Land off Watermill Lane, North Stainley	Site extent	Minor adjustment
RM-NOR-0003	Northallerton	Land to south of Yafforth Road	Site extent	Property and two parcels of land removed
SA-BAO-0002	Osgodby	Land North of Hull Road, Osgodby	Site extent	Much larger area now presented
RM-SCR-0003	Scorton	Land at Tancred Gravel	Site extent	Site incorrectly omitted from first publish
HK-SCO-0006	Scotton	Knaresborough Caravan and Motorhome Club	Site code	Site originally incorrectly coded as HK-KNA-0002
HK-SCO-0007	Scotton	Land at Hydale Farm, Knaresborough	Site code	Site originally incorrectly coded as HK-KNA-0004

Site Code	Settlement	Address	Issue type	Change
TM-SET-0001	Settrington	Couch House field	Site extent	Site incorrectly omitted from first publish
SR-SHA-0010	Sharow	Land at Hutton Mount, Hutton Bank, Hutton Lane, Ripon	Site code	Site originally incorrectly coded as SR-RIP-0014
TM-SHH-0012	Sheriff Hutton	Land south of Sheriff Hutton Road, Ashfield Farm	Site code	Site originally incorrectly coded as TM-LIL-0001
SW-SNA-0002	Snainton	Pear Street House, High Street, Snainton	Site extent	Original polygon replaced with larger, more encompassing one
SA-SDU-0002	South Duffield	Land to the South Of Moor Lane, South Duffield	Use	Other use showed something incorrect, deleted
RM-STO-0006	Stokesley	Land north east of Stokesley Leisure Centre	Use	Alternative use (employment/commercial) added
SA-SWH-0001	Stutton	Land at Beckfield Farm, Weedling Gate	Use	Other use showed something incorrect, deleted

Site Code	Settlement	Address	Issue type	Change
SA-ULL-0008	Ulleskelf	Land West of Church Fenton Airbase, East of Busk Lane	Site code	Site originally incorrectly coded as SA-CHU-0008
SA-ULL-0002	Ulleskelf	Land at Highfield House, Ulleskelf	Site extent	Minor adjustment
SW-WHI-0002	Whitby	Land At Whitby Roundabout South East Of The A169	Use	Use was presented as residential, changed to commercial
SA-WHT-0008	Whitley	Land adjacent to Copper Beech Drive	Use	Other use showed something incorrect, deleted

Schedule of sites withdrawn

The table below presents a list of sites which have been withdrawn from the process.

It includes two sites which have been withdrawn since the 14 May and therefore are still presented on the public map. These are TM-AMP-0001 and SA-BOL-0001.

Site Code	Settlement	Address	Issue type	Change
TM-AMP-0001	Ampleforth	Land west of Station Road, Ampleforth	Withdrawn	Withdrawn at promoter request Note: this site is still visible on the latest release of the public map as the request for withdrawal came after 14 May
SA-BKA-0001	Barkston Ash	Land and buildings at Wood End Farm, Barkston Ash	Withdrawn	Withdrawn at promoter request
HK-BEC-0004	Beckwithshaw	Land at Beckwith Head Road	Withdrawn	Withdrawn as duplicate
SA-BOL-0001	Bolton Percy	Land to East of Old Road	Withdrawn	Withdrawn at promoter request Note: this site is still visible on the latest release of the public map as the request for withdrawal came after 14 May

Site Code	Settlement	Address	Issue type	Change
SA-CAM-0002	Camblesforth	New Oak Farm Homestead, Camblesforth	Withdrawn	Withdrawn as duplicate
TM-CAM-0006	Carlton Miniott	Land south of Sandhutton Lane, north of Carlton Miniott	Withdrawn	Withdrawn at promoter request
RM-CAT-0004	Catterick Village	Land at Marne Barracks, Catterick Village	Withdrawn	Withdrawn at promoter request
SA-CHU-0014	Church Fenton	Land North of Main Street	Withdrawn	Withdrawn as duplicate
SR-GIG-0010	Giggleswick	Land near Watery Lane, Giggleswick	Withdrawn	Withdrawn at promoter request
SR-GIG-0011	Giggleswick	Land opposite Gildersleets Farm House, Giggleswick	Withdrawn	Withdrawn at promoter request
HK-HAR-0020	Harrogate	Land off Pye Lane, Shaw Mills, Harrogate (2)	Withdrawn	Withdrawn as duplicate

Site Code	Settlement	Address	Issue type	Change
SR-HAV-0002	Haverah Park with Beckwithshaw	Corner of Howe Hill Quarry Road and Howe Hill Road	Withdrawn	Withdrawn as duplicate
SA-HEM-0004	Hemingbrough	Land to the north of Hull Road	Withdrawn	Withdrawn as duplicate
SA-HEM-0005	Hemingbrough	Land west of Chapel Balk Road	Withdrawn	Withdrawn as duplicate
RM-HIP-0004	Hipswell	Land at Munster Barracks West	Withdrawn	Withdrawn at promoter request
RM-HIP-0005	Hipswell	Land at Munster Barracks East	Withdrawn	Withdrawn at promoter request
SR-LTH-0002	Langthorpe	Land West of Leeming Lane, Langthorpe	Withdrawn	Withdrawn at promoter request
RM-NCO-0002	North Cowton	Land at Cleve View, Main Road, North Cowton	Withdrawn	Withdrawn at promoter request

Site Code	Settlement	Address	Issue type	Change
RM-SCT-0003	Scorton	Land north of Loos Road	Withdrawn	Withdrawn at promoter request
RM-SCT-0009	Scorton	Land at Somme Barracks	Withdrawn	Withdrawn at promoter request
RM-SCT-0010	Scorton	Land south of Loos Road	Withdrawn	Withdrawn at promoter request
HK-SCO-0002	Scotton	South of Low Moor Lane, Scotton (2)	Withdrawn	Withdrawn as duplicate



Local Plan Consultation
Document Management Service
North Yorkshire Council
County Hall
Northallerton
DL7 8AD

Our Ref: CfS/

26 June 2025

Dear Sir/Madam,

Second Release of information on the North Yorkshire Local Plan 'Call for Sites'

You will recall that we contacted you in January with regards to an important milestone in the preparation of the local plan for North Yorkshire. We started with the 'call for sites' in April 2024 when we invited landowners, site promoters and developers to submit sites for consideration as allocations in the local plan. These submissions are for a range of uses. The majority are for residential use with additional submissions for employment, retail, and so on.

In January 2025 we released information about the first batch of submitted sites to the public. At that time, we let you know that we would be releasing further iterations of the public sites map every 6 months to provide an updated picture of the sites submitted to date. We have now updated the public sites map with sites submitted up to and including 14th May 2025. Any sites submitted following this date will be included on a future update of the map in November/December 2025. We are also proposing that all sites should be submitted to the 'call for sites' by the end of November 2025 for them to be considered for allocation in the North Yorkshire Local Plan. The 'call for sites' will not officially close, however we cannot guarantee that sites submitted after November 2025 will be considered going forward.

Please note, we are not consulting on the release of the sites at this stage and are not currently accepting comments on them. We are making the information available to ensure greater levels of transparency and to allow you, the community and other interested parties the opportunity to have sight of the submitted sites as early as possible. A comprehensive consultation will take place later that will seek the views of the community on all sites – at which stage further work will have been completed

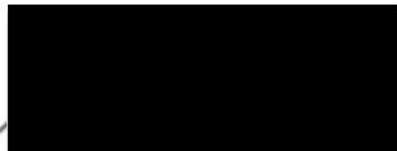
to give a greater direction as to whether such sites are likely to be recommended for allocation or dismissed. You will be able to share your views at that time.

The sites information is available from the Call for Sites webpage which can be found using the link below:

<https://www.northyorks.gov.uk/planning-and-conservation/planning-policy/call-sites-north-yorkshire-local-plan>

The map allows you to move around the whole of North Yorkshire and see what sites have been submitted for consideration. By clicking on each site, you will see a brief description including the location, site size and the proposed uses that have been put forward by the site promoter.

If you have any queries on this, please do not hesitate to get in touch with a member of the Planning Policy & Place Team at callforsites@northyorks.gov.uk



Yours Faithfully,

Linda Marfitt
Head of Planning Policy and Place

From: Manager@riponbid.co.uk
To: [Andrew Williams](#)
Cc: [Jackie Crozier](#); [Paula Benson RCC](#)
Subject: Proposal for collaborative Street Art project
Date: 30 July 2025 12:29:54
Attachments: [Outlook-guownvv1.png](#)
[Proposal.docx](#)
[Design concept LB.png](#)

Dear Andrew

Please find attached a proposal for a street art project which I would like Ripon City Council's and Ripon Civic Society's support on. I also attach a rough concept sketch.

I would be grateful if this could be discussed at the next suitable Council meeting. I will be putting the same proposal to Ripon Civic Society.

I have copied in Jackie and Paula for ease.

With best wishes

Lilla

Lilla Bathurst, Manager
Ripon BID / Visit Ripon
01765 530 910

BID Levy Payers: Tell us what you think and have your say! Complete our survey here: <https://www.surveymonkey.com/r/RiponBIDSurvey2025>



visitripon.co.uk

Proposal for “RIPON: Discover All My Treasures” Street Art Trail

Submitted by Ripon BID

Project Overview

Ripon BID is seeking the support of **Ripon City Council** and **Ripon Civic Society** for an exciting, high-impact **Street Art Trail** to be submitted as part of **Phase 3 of the Vibrant & Sustainable High Streets Fund**.

This creative project proposes the installation of five large-scale, artist-designed letters spelling “**RIPON**” in striking black and white. Each letter will be filled with detailed artwork celebrating Ripon’s unique landmarks, traditions, and quirky treasures—including the **Town Hall, Obelisk, Cathedral, Fountains Abbey, Newby Hall, Hornblower, Bellman**, and distinctive features like the **Joseph Webb Destructor Lamp** on Victoria Grove.

Above the installation, a bold strapline will read:

“Will you discover all my treasures?”

This call to action is designed to spark curiosity, encouraging residents and visitors alike to find all five letters and explore the historical and cultural icons illustrated within them. The result will be an engaging, family-friendly, self-guided trail that draws footfall across the city centre, supports local businesses, and deepens connection with Ripon’s heritage.

Vision & Impact

This street art trail is designed to be:

- **Permanent**, yet sensitive to Ripon’s **conservation area status**
- **Locally rooted**, celebrating Ripon’s **architecture, culture, and stories**
- **Accessible and interactive**, inspiring **discovery and participation**
- A **destination attraction** that supports **economic vitality**

The project aligns directly with the goals of the Vibrant & Sustainable High Streets Fund by enhancing public spaces, promoting tourism, and fostering civic pride.

Collaboration & Artist Involvement

To fulfil funding and planning criteria, the project will be delivered in partnership. We are formally inviting **Ripon City Council** and the **Ripon Civic Society** to join Ripon BID in shaping and endorsing this initiative.

- A minimum of **two proposals from local artists** will be commissioned
 - Designs will respect and reflect Ripon's **architectural and cultural heritage**
 - All installations will adhere to relevant planning regulations and permissions
-

Proposed Locations

(Subject to landlord permission and listed building consent, where applicable)

1. **71 North Street** (*permission granted by landlord; listed building*)
 2. **The Arcade** (*existing mural on mounted boards; listed building*)
 3. **6 Westgate** (*not listed*)
 4. **3 Park Street** (*not listed*)
 5. **Allhallowgate Flats** (*owned by North Yorkshire Council*)
-

Next Steps

We welcome the opportunity to discuss this proposal further and explore how Ripon BID, Ripon City Council and Ripon Civic Society can collaborate in bringing this vibrant, locally-celebratory project to life. A rough concept sketch is below for initial reference.

Together, we can create a lasting, inspirational art trail that highlights the best of Ripon—its past, its people, and its promise.

Will you discover all my treasures?



Will you discover all my treasures?



Will you discover all my treasures?



Will you discover all my treasures?



Will you discover all my treasures?



From: Manager@riponbid.co.uk
To: [Andrew Williams](#)
Cc: [jackie crozier](#); [Paula Benson RCC](#)
Subject: Endorsement of Ripon BID
Date: 07 August 2025 09:54:13
Attachments: [Outlook-43f52gzq.png](#)

Dear Andrew

As we head into our campaigning phase for the 2nd Term BID Ballot I would be really grateful if Ripon City Council could write us a testimonial along the lines of:

“Ripon City Council recognises the positive impact Ripon BID has had on our city. Their initiatives have brought tangible benefits to businesses and the wider community alike. We appreciate their proactive engagement and their dedication to making Ripon a better place to live, work, and visit. We fully endorse their bid for a second term and look forward to seeing their continued success.”

Our next stage will be a proposal document for levy payers and a 2nd newsletter before we move to producing a business plan.

With best wishes

Lilla

Lilla Bathurst, Manager
Ripon BID / Visit Ripon
01765 530 910

BID Levy Payers: Tell us what you think and have your say! Complete our survey here: <https://www.surveymonkey.com/r/RiponBIDSurvey2025>



visitripon.co.uk

Ripon City Council
Town Hall
Market Place
Ripon
North Yorkshire
HG4 1DD

Licensing (Harrogate Area)
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2 131
Email: licensing.har@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your Ref:**Our Ref:** C24/01514/LAPRXX**Contact:****Date:** 20 August 2025**Licensing Act 2003 – Annual Fees for premises licences and club premises certificates**

Dear Licence Holder,

Under the Licensing Act 2003, the annual fee for licensed premises is payable in full on each anniversary of the licence grant date. The responsibility for ensuring timely payment lies with the licence holder.

Currently, North Yorkshire Council issues an invoice each year for this fee. From 1 January 2026, this process will change.

Change in Notification Process

Starting 1 January 2026, invoices will no longer be issued. Instead, the Licensing Team will send a reminder notice approximately one month prior to your licence anniversary date.

This notice will include:

- The due date for payment
- The amount owed
- Accepted methods of payment
- The premises licence number to use as a reference number

Please note:

- There is no legal requirement for the Council to issue reminders under the Licensing Act 2003
- Annual fees are not subject to VAT

Consequences of Non-Payment

A licence must be suspended if the annual fee has not been paid on or before it becomes due. The law says that the licence holder must be given notice of at least two working days of any suspension, so if an annual fee has not been paid by the due date, we will write to the licence holder to let them know on what date their licence will be suspended (usually 21 days from the

date of the letter). We will inform the Police, Trading Standards and the other responsible authorities of this suspension.

Once suspended, no licensable activities may be carried out. Doing so constitutes a criminal offence under Section 136 of the Licensing Act 2003, punishable by:

- An unlimited fine
- Up to 6 months' imprisonment upon summary conviction

What You Need to Do

If the email address that you previously provided to us has changed, please contact your local licensing office on the email address above, to update us and to ensure you receive your annual reminder without issue.

Important Information

We are aware that several scams have been attempted across the country, targeting licensees in an effort to fraudulently collect fees.

We will always have written or emailed or had a discussion before we try to collect a fee. Unsolicited calls should be ended and the licensee should contact us via our web contact or phone. We will verify whether the call was legitimate.

Thank you for working with the Licensing Team to support a streamlined transition. Your cooperation is greatly appreciated.

Kind regards

North Yorkshire Licensing Team

From: [Faye Atherley](#)
To: [Admin](#)
Cc: [Bev Skaife](#)
Subject: Mini Anne CPR dummies
Date: 31 July 2025 12:23:15

Good afternoon,

I hope this message finds you well. My name is Faye Atherley, and I work at Evolve in Ripon, which is part of Craven college, Skipton. Evolve is a small college in the heart of Ripon.

Evolve College was founded in Ripon in 2001 for young people who often had barriers to progression and those who preferred to learn in a small inclusive and nurturing environment. The students benefit from bespoke timetables with embedded Industry work placements matched to their aspirational career goals.

Evolve attached to Craven College in 2014 and together we have a mission statement of 'Proudly serving our communities by delivering high quality education and training'. The Evolve curriculum has nested qualifications and enrichment strands that ensure young people have a focus on kindness and creativity whilst they study.

Evolve has a positive focus on community involvement and many of our students, also, select a Core Aim of a Work Experience placement at Level 1 and Level 2. This is a weekly placement for the whole academic year for one or two days per week. This allows students to be fully immersed in the industry of their choice. We have been fortunate enough to have students placed within care homes, nurseries and primary schools.

In the new academic year Evolve will be introducing a new curriculum enrichment strand of 'Health and Social Care' lead by myself. For this we hope to get involved with projects and visits linked to industry specific settings across the city and welcome Guest Speakers from industry specialists. Our joined Colleges' vision is 'To be exceptional in everything that we do'.

As part of this new curriculum enrichment strand I am planning a lessons on basic life support first aid and would like to apply for one of the new mini Anne CPR dummies. Additionally, every year we include first aid lessons to all of our students to help them keep themselves and others safe. This dummy would greatly enrich our lessons and support learning through practical and hands on activities as well as theory.

I'd be happy to provide more details or answer any questions you may have.

Thank you for considering Evolve for this opportunity, and I look forward to hearing from you.

Yours sincerely,

Faye Atherley
Progress Coach (Health and social care)
Evolve College
fatherley@craven-college.ac.uk

From: [Tyler](#)
To: [Admin](#)
Subject: Expression of Interest – Mini Anne CPR Dummies
Date: 03 August 2025 19:55:13

Hi there,

My name is Tyler, and I'm a Director at North Yorkshire Road Events, a local event medical company based in Ripon.

We would be very interested in the opportunity to be considered for one of the Mini Anne CPR dummies. Our team regularly provides medical cover at a wide variety of events in and around Ripon, including charity fundraisers, tractor runs, community fetes, and galas—many of which are held in rural and hard to reach areas.

We would love to incorporate free CPR training at these events to help raise awareness and improve lifesaving skills across a wide demographic. In addition to event-based training, we're also looking to offer this service to local organisations and groups outside of event settings.

Please let us know if there is any further information you require from us as part of the selection process. I'd be happy to provide more details or discuss further via phone - feel free to contact me on [REDACTED].

Many thanks for your consideration, and I look forward to hearing from you.

Kind regards,
Tyler Parker
North Yorkshire Road Events
Northyorkshireroadevents.co.uk
[REDACTED]

From: [Martin O'Neill](#)
To: [Admin](#)
Subject: Mini Annie CPR Dummies
Date: 05 August 2025 12:35:42

Good afternoon,

I have seen on the Ripon City Facebook page that the council are offering local organisations the opportunity to receive Mini Annie CPR dummies.

I am the Detachment Commander at Ripon Army Cadet Force on Clotherholme Road and I would like to bid to be considered for the donation of 2 of the Mini Annies.

i have spoken to my counterpart in the Air Training Corps, Wayne Cobbett, who we share our building with, and we would be able to utilise these Mini Annies to enable us to offer more and varied first aid training scenarios to our cadets.


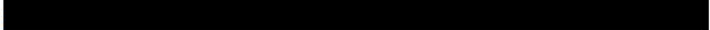
The Cadet Forces provide first aid training to all cadets up to the St John Ambulance First Aid at Work qualification.

Thank you for your consideration.

Kind regards.,

Martin

--

2Lt Martin J O'Neill | Detachment Commander - Ripon | A Company | Yorkshire (N&W)
ACF | Cadet Building | Clotherholme Road | Ripon | North Yorkshire | HG4 2DW | 
: 

<div data-bbox="20 67 271 150" data-label="Text"> <p>53-25</p> </div>	<div data-bbox="617 67 3817 284" data-label="Text"> <p>To receive an update regarding the creation of facsimile civic regalia and agree appropriate action.</p> </div> <div data-bbox="617 429 4025 771" data-label="Text"> <p>The quotations for facsimile chains was received, a discussion took place and it was agreed that this item would be placed on the agenda of Full Council in September 2025 under a wider item regarding the creation of a working group for Civic Matters.</p> </div> <div data-bbox="617 916 1147 999" data-label="Text"> <p>RESOLVED.</p> </div>
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RIPON CITY COUNCIL

Asset Policy

Adopted by the Council on the meeting of Full Council 4 th March 2025	
Last updated	4 th March 2025
Date of Review	2028

INTRODUCTION

The Council maintains its asset register to ensure that fixed assets are appropriately safeguarded. Refer to Joint Panel on Accountability and Governance Practitioners' Guide 2024 (JAPG) para 5.57-59.

The Council's Fixed Asset Register has four main purposes. It

- forms a basis for completion of the AGAR Box 9 (with the exception of assets held on trust);
- forms a basis for decisions on risk and insurance issues;
- provides information on the age and potential lifespan of certain items;
- provides assurance of the continued existence of Council property.

The asset register is adopted by the Council at the end of each year but is a working document throughout the financial year which the RFO will update and amend as necessary.

SCOPE OF THE ASSET REGISTER

In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council;
- community assets;
- vehicles, plant and machinery;
- assets considered to be portable, attractive or of community significance;
- assets estimated or known to have a minimum purchase or resale value of £150.00

The following items fall outside the definition for inclusion and are, therefore, excluded from the Council's asset register and will not be separately identified for insurance purposes.

- land and buildings held on short term lease or rented;
- land and buildings maintained or serviced but not owned by the Council;
- assets rented by, or loaned to, the Council;
- boundaries of land owned, ie fences, hedges and gates;
- floor or land surfaces and drainage;
- plants and trees;
- assets estimated or known to have a minimum purchase or resale value of less than £150.00
- repairs;
- cash, short term investments and other current assets;

[https://riponcitycouncil.sharepoint.com/sites/RCC/Council 2017/POLICIES & DOCUMENTS/Asset Policy/Asset-Policy.docx](https://riponcitycouncil.sharepoint.com/sites/RCC/Council%2017/POLICIES%20&%20DOCUMENTS/Asset%20Policy/Asset-Policy.docx)

- intangible assets, ie trademarks, internet domain names, contingent assets;
- negative assets, ie borrowings, creditors and contingent liabilities.

A separate section of the asset register will contain a schedule of disposals.

ASSET VALUATION

Once recorded on the asset register, the value of assets must not change from year to year until disposal. Depreciation and impairment adjustments are not appropriate for local councils. For accounting purposes, acquisitions and disposals of fixed assets will be treated as any other purchase or sale and recorded as part of annual payments or receipts, expenditure or income.

The Council's assets are valued by one of the following means:

- purchase price net of VAT (if VAT can be reclaimed);
- purchase price gross of VAT (if VAT cannot be reclaimed or where the VAT status of the purchase is unclear.

Where it is not possible to trace the purchase price of the asset, the insurance valuation will be applied. As a last resort, a nominal value of £1.00 will be applied - this will also be used for assets gifted to the Council.

In exceptional circumstances, where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost and in order to avoid renovation and improvement work being separately recorded on the asset register, a market value supplied by a qualified surveyor will be entered.

UPDATING THE ASSET REGISTER

The start point will be the asset register that has been agreed at the end of the previous financial year. The RFO will:

- review the purchase ledger for all purchases made during the year that meet the criteria stated above along with any assets gifted to the Council. These will be added to the asset register with their values recorded at the purchase price (net of VAT if VAT can be reclaimed or at £1.00 if gifted to the Council);
- review the sales ledger will be reviewed for all asset sales made during the year along with those assets that have been lost, disposed of or gifted by the Council. Any assets which fall into these categories will be removed from the asset register and recorded in the schedule of disposals. The asset register will also record any assets loaned by the Council, including the individual or organisation borrowing the asset, its location and the date when the loan period ends.

The RFO will make an annual inspection of asset register items to ensure that all such items can be physically verified.

The RFO will present the asset register and schedule of disposals for annual review by Full Council before 1st September each year. Full Council will approve the asset register by the end of the financial year so that the agreed total figure can be entered as Box 9 on the

[https://riponcitycouncil.sharepoint.com/sites/RCC/Council 2017/POLICIES & DOCUMENTS/Asset Policy/Asset-Policy.docx](https://riponcitycouncil.sharepoint.com/sites/RCC/Council%202017/POLICIES%20AND%20PROCEDURES/Asset%20Policy/Asset-Policy.docx)

AGAR.

ASSET LIFE SPAN

New assets will be assessed at the time of purchase to determine their expected life span. These assets will be expected, in general, to reflect the life spans of the existing assets as detailed below:

- | | |
|---------------------------|--------------|
| • power tools | 3 years |
| • computers & electronics | 5 years |
| • mechanical tools | 5 – 10 years |
| • furniture | 5 – 10 years |
| • christmas decorations | 10 years |

INSURANCE

The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items (index linked) and not the purchase price as per the asset register.

The Council will ensure that land and buildings are valued accurately for insurance purposes - this is particularly important for assets which may be acquired during the financial year. All buildings should be valued every ten years. All valuations should be by suitably qualified surveyors to ensure the appropriate insurance is held. Insurance valuations for property are limited to the rebuilding costs of the property.

From: [Paula Benson RCC](#)
To: [Full Council](#)
Subject: FW: Public toilets
Date: 21 August 2025 12:13:00
Attachments: [image115830.png](#)

Dear Councillors

Please find an update on the toilets in Ripon below. To confirm that there are not any accessible toilets available after 8pm (6pm in the winter) until 8am. Stephanie has confirmed to Leah that this applies to the changing places toilet.

I've contacted Jeremy Dunford who became aware of this yesterday, Lynette Barnes will be in touch regarding RDF's position on it, their initial response is pasted below:

What I can say is that we have been made aware that in Leyburn they have a code access with fobs available to local residents to bypass this and a telephone number for the code so no radar key needed and therefore 24 hour access.

We were not consulted on the access arrangements and have challenged the current arrangement which is now even more limited and it is frustrating that the options in Leyburn have not been made available in Ripon.

From: Leah Crawford [REDACTED]
Sent: 20 August 2025 13:09
To: Paula Benson RCC <paula.benson@riponcity.gov.uk>
Cc: stephanie.hawkesworth@northyorks.gov.uk
Subject: Public toilets

Hi Paula

I have spoken with Stephanie regarding the public toilets in Ripon and their opening times. Stephanie has advised that the external contractors should have all the toilets open by 8:00am and that the toilets are closed by 8:00pm in the summer and by 6:00pm in the winter. The locking system is soon going to be automatic to ensure that all the toilets are open at 8:00am without the contractors needing to be on site which will allow them to spend the time required cleaning the different public toilets without having to make sure that they are at the last site before 8:00am.

The accessible toilets are no longer accessible with a radar key. They are on the same opening/locking system as the other toilets so therefore there will not be access to the accessible toilets after 8:00pm in the summer and after 6:00pm in the winter.

Stephanie, I am copying you into this email to ensure that I have relayed the correct information as per our telephone conversation this afternoon.

Regards

From: [Leah Crawford](#)
To: [Paula Benson RCC](#)
Cc: stephanie.hawkesworth@northyorks.gov.uk
Subject: Public toilets
Date: 20 August 2025 13:08:56
Attachments: [image115830.png](#)

Hi Paula

I have spoken with Stephanie regarding the public toilets in Ripon and their opening times. Stephanie has advised that the external contractors should have all the toilets open by 8:00am and that the toilets are closed by 8:00pm in the summer and by 6:00pm in the winter. The locking system is soon going to be automatic to ensure that all the toilets are open at 8:00am without the contractors needing to be on site which will allow them to spend the time required cleaning the different public toilets without having to make sure that they are at the last site before 8:00am. The accessible toilets are no longer accessible with a radar key. They are on the same opening/locking system as the other toilets so therefore there will not be access to the accessible toilets after 8:00pm in the summer and after 6:00pm in the winter.

Stephanie, I am copying you into this email to ensure that I have relayed the correct information as per our telephone conversation this afternoon.

Regards

Leah Crawford
 Administrator



Ripon City Council
 Clerk's Office
 Town Hall
 Ripon
 North Yorkshire
 HG4 1DD

Office 01765 604097



The office telephones will be answered between the hours of 9:30am and 2:30pm Monday - Friday. If we are unable to answer the telephone, please leave a message and we will get back to you as soon as we can.

Staff work in a hybrid manner and visitors to the Town Hall are invited to make an appointment in advance.

<https://www.riponcity.gov.uk/>

WARNING

Any opinions or statements expressed in this e-mail are those of the individual and not necessarily those of Ripon City Council.

This e-mail and any files transmitted with it may be confidential and are solely for the use of the intended recipient. If you receive this in error, please do not disclose any information to anyone, notify the sender at the above address and then destroy all copies.

Although we have endeavoured to ensure that this e-mail and any attachments are free from any virus we would advise you to take any necessary steps to ensure that they are actually virus free.

If you receive an automatic response stating that the recipient is away from the office and you wish to request information under either the Freedom of Information Act, the

From: [Lyon, Richard \(RAFAC-NORTH-CEY-2527-OC\)](#)
To: [Paula Benson RCC](#)
Cc: [Selby, Gary Fg Off \(RAFAC-NORTH-CEY-2434-OC\)](#); [Cobbett, Wayne Fg Off \(RAFAC-NORTH-CEY-886-OC\)](#)
Subject: 20260711: RAF Air Cadets, 85th anniversary parade, [REDACTED]
Date: 11 July 2025 13:55:14
Attachments: [Outlook-41shn4r.png](#)
[RAFAC Ripon Parade \[REDACTED\].road closures.docx](#)

Good afternoon Paula, I hope you're well.

I am Rick Lyon, the project officer for the RAF Air Cadets 85th anniversary parade next year. I believe that you've had discussion/contact from Flying Officer Wayne Cobbett on the subject. Wayne indicated that we might achieve some support from Ripon Council in connection with the matter, financially or otherwise?

I'm looking to move planning forward as I'm acutely aware that time is marching on. I wondered if you had any updates from Ripon councils side as yet?

Wayne will have told you that we're hoping to conduct a parade along similar lines to 21 Royal engineers Freedom parade. I have requested but haven't yet received a copy of their admin order but having spectated the last one, the road closure points would be largely the same. I have taken sight of your traffic management tender and I would hope to use the company since it appears that RCC feels they're appropriate for such events. I intend to put staff on each closure point but they wouldn't be qualified and so an additional staff member from the Traffic management company might be required. You might have a better idea? I have attached a rough copy closure point plan for your initial perusal. It's not definitive, but it should explain what we're after.

[REDACTED]

The event promises to be quite a spectacle for not only Ripon Squadron, the wider Central and East Yorkshire Wing, RAFAC and I very much hope that it'll be a standout event on Ripon's wider community calendar for 2026! Its significant that Ripon is playing host to us and I hope that we can demonstrate our appreciation by making it an event to remember.

Moving forward, of course you can communicate with either Wayne on our behalf, or me directly. I look forward to speaking if not meeting in due course.

Many thanks in anticipation and kind regards,

Ripon City Council



Mayor's Parlour
Town Hall
Market Place South
Ripon
North Yorkshire
HG4 1DD

Tel / Fax: 01765 604097
Email: admin@riponcity.gov.uk

Partnership Delivery Fund: Terms of Agreement and Declarations Period

Summary:

Ripon City Council (the Council) has agreed to provide funding to **Lower Ure Conservation Trust** (the Funded Organisation) to contribute to the organisation in return for the specified output. The sum of up to £8,900.00 is to be paid for the period from 01/09/2025 to 31/03/2026, in accordance with Appendix 1. The sum for the period from 01/04/2026 to 31/03/2027 shall be agreed between the parties by 31/03/2026.

1.0 Period of agreement:

- 1.1 This agreement will commence on 01/09/2025 ending on 31/03/2027, unless terminated earlier in accordance with section 5.0 below.
- 1.2 Payment for each funding year within the funding period is subject to formal approval of the full Council Budget.
- 1.3 Notification in writing will be given to funding organisations at least six months prior to the end of the funding period as to the formal process for the renewal of the Council's Partnership Delivery Fund.

2.0 Strategic objectives of the funding agreement:

- 2.1 One of the Council's strategic objectives is:

To work together and in partnership with other organisations to develop and improve Ripon for the people who live, work and visit the City.

- 2.2 The Partnership Delivery Fund scheme has been introduced to enable the Council to work with a number of identified organisations that can contribute to delivering services, outputs, projects and initiatives to support the Council's priorities and address issues which are deemed by the Council as being of strategic significance to the City.

3.0 Specific outcomes from the Organisation in return for the Funding

- 3.1 The Council is contributing to the costs of the Funded Organisation to act as a partner for works undertaken at the site at Quarry Moor.
- 3.2 A Management and Maintenance Plan must be prepared and approved in accordance with Natural England's requirements by 31/03/2026 to demonstrate a shared commitment to achieving the best possible outcomes for nature and people at Quarry Moor, with a focus on habitat management.
- 3.3 For the period from 01/09/2025 to 31/03/2026, the Funded Organisation is required to deliver the specific outcomes detailed in Appendix 2(a). Additional categories of work may be undertaken under this Agreement, subject to prior written agreement and agreement of terms with the Council.
- 3.4 Operational activities for the period from 01/04/2026 to 31/03/2027 shall be determined by the agreed Management and Maintenance Plan. The scope of work that the Funded Organisation is required to undertake during the period from 01/04/2026 to 31/03/2027 shall be agreed by 31/03/2026.
- 3.5 The Council will work in Partnership with the Funded Organisation to use its knowledge and capacity as appropriate to support the delivery these outcomes.

4.0 Review and monitoring arrangements:

- 4.1 The Funded Organisation will provide monthly reports detailing the work undertaken on the site together with a cost breakdown. Following review, Ripon City Council will transfer funding in accordance with the cost schedule received. Payment will be made within seven working days.
- 4.2 The Funded Organisation will submit to the Council, in each year of this Agreement, a copy of its annual report and annual accounts.

5.0 Termination:

- 5.1 The Council shall be entitled to terminate this Agreement for any reason whatsoever by giving a minimum of three months' notice in writing to the Funded Organisation. In such circumstances, any money which was due to be paid by the Council pursuant to Clause 1 shall, at the end of the notice period, cease to be payable for the remainder of the funding period.

5.2 This agreement may also be immediately terminated in writing by the Council at any time without notice in the event that:-

- a) the Funded Organisation materially fails to perform and observe any of the terms of this agreement;
- b) the Funded Organisation is subject to a change in ownership or control;
- c) a misuse by the Funded Organisation in the reasonable opinion of the Council of any grant payment made by the Council;
- d) unlawful action by the Funded Organisation;
- e) the Funded Organisation is dissolved or ceases to operate for any reason whatsoever.

5.3 In the event of a termination without notice in accordance with clause 5.2 the Council shall be under no obligation to make any further payments to the Funded Organisation under this Agreement and the Funded Organisation shall, within 28 days, account for any payment made by the Council under this Agreement and shall refund any part of such payment which has not yet been expended, or contractually committed, by the Funded Organisation, in providing the services.

6.0 Insurance:

6.1 **Lower Ure Conservation Trust** (the Funded Organisation) agrees to have all necessary insurances in place. These will include, but are not limited to; Employers Liability Insurance to cover the staff employed by it and Public Liability Insurance.

7.0 Data Protection

7.1 Any information provided will be held securely and in accordance with the rules on data protection. The Council will treat personal details as private and confidential and safeguard them. The Council will not disclose them to anyone unconnected with the Council unless the Funded Organisation has consented to their release, or in certain circumstances where:

- a) the Council is legally obliged to do so;
- b) disclosure is necessary for the proper discharge of the Council's statutory functions;
- c) disclosure is necessary to enable the Council to provide the Funded Organisation with a requested service or to deal with its enquiry;
- d) the Council is under a duty to protect public funds.

- e) The Council may use the information the Funded Organisation has provided for the prevention and detection of fraud. The Council may also share this information with other bodies responsible for public funds or for auditing them for these purposes.
- f) The Funded Organisation recognises that the Council may in certain circumstances be under an obligation to provide information requested under the Freedom of Information Act 2000 and/or Environmental Information Regulations 2004 and agrees that the Council may be obliged to disclose information belonging to the Funded Organisation. This disclosure will not occur without consultation but may, in certain limited circumstances, have to take place without consent.

8.0 Organisation Contacts:

Chair or Other Authorised Representative	
Address	
Contact name	
Position in organisation	
Daytime telephone no.	
E mail address	

Treasurer, Secretary or Other Authorised Representative	
Address	
Contact name	
Position in organisation	
Daytime telephone no.	
E mail address	

9.0 Declaration:

9.1 On behalf of **Lower Ure Conservation Trust** (the Funded Organisation)

I confirm that **Lower Ure Conservation Trust** (Funded Organisation):

- a) Agrees to the terms detailed above.
- b) Confirms that the Funded Organisation does not cause negative impact or discriminate against different groups in the community based on age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, socio-economic disadvantage or rural isolation.
- c) Confirms that the Funded Organisation complies with all relevant legislation and has policies in relation to and agrees to provide copies of all organisational policies referred to at the start of the funding year together with a copy of the organisational constitution:
 - a. Equal Opportunities and Diversity
 - b. Safeguarding of children and vulnerable people
 - c. Health and Safety
 - d. Data Protection
 - e. Suitable employment policies and procedures
 - f. Complaints

Signed

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Date

28/08/2025

Position in Funded Organisation

Director

Appendix 1. Agreed budget for works September 2025 to March 2026

Core Work					
Category	Description	Units	Cost / Unit	Total Cost	Notes
Skilled staff	Practical conservation work including chainsaw and brushcutter tasks, and ongoing maintenance	10	£255	£2,550	Based on average cost of a skilled worker, practical equipment, PPE etc all included in day rate
Volunteer team supervised by team leader	Team leader led volunteer work days supervising four experienced volunteers.	7	£450	£3,150	Includes a team leader with four volunteers (and related expenses)
Specialist advice	Ecologist with specialist habitat and species knowledge including SSSI, highly experienced in preparing management and maintenance plans	8	£400	£3,200	Focus on Management Plan preparation, SSSI's, ecological advice and guidance
			Total	£8,900	

Appendix 2.

a. Agreed Execution Plan for April 2025 – March 2026

[illegible]

b. Proposed Execution Plan for April 2026 – March 2027

[illegible]

Alderman T F Spence Committee resolved to make a recommendation to the Full Council to appoint the following individuals as non-voting members of the Committee:

- 1.Mr Jeremy Dunford, Ripon Disability Forum
- 2.Mr David Taylor

56/25	<p>To consider candidates for co-opting as a non-voting members of the Committee and make recommendations to the Full Council.</p> <p>That a recommendation be made to the Full Council to appoint Jeremy Dunford, co-ordinator at Ripon Disability Forum, and David Taylor, Ripon resident, as non-voting members of the Committee.</p> <p>RESOLVED.</p>
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COUNCIL OF THE CITY OF RIPON

MINUTES OF A MEETING OF THE ALDERMAN SPENCE COMMITTEE

Date: 9th June 2025
Time: 6:00pm
Location: Council Chamber, Town Hall, Ripon.

Present	Cllr Martin-Long (Chairman)
	Cllr Duncan
	Cllr Flatley
	Cllr Hardisty
	Cllr Horton
	Cllr McHardy
	Mr M Stanley (non-voting member of the Committee)
In attendance	Chief Officer

39/25	<p>1. To receive apologies for absence. Apologies were received from Tanya Bahrouni.</p> <p>2. To approve reasons for absence. Not applicable.</p>
40/25	<p>To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation. None.</p>
41/25	<p>Members of the public are invited to question, seek clarification or make representation to members of the Committee on any agenda item as listed below. None.</p>
42/25	<p>To receive and approve the minutes of the previous meeting held on 19th May 2025. That these be approved as a true and accurate record of proceedings held. RESOLVED.</p>
43/25	<p>To receive the following reports and agree appropriate action:</p> <p>1. Clerk's report. Refer to update on individual agenda items below.</p> <p>2. Warden's report. The Warden's report was received and noted, with thanks. The Chief Officer advised that we would issue an update online including some of the nature updates reported.</p>
44/25	<p>To receive an update on the award of the contract/partnership agreement following the meeting of Full Council on 2nd June 2025 and to agree appropriate action. The Chief Officer provided an update following the resolution from Full Council that she be delegated to negotiate an agreement with LUCT. A meeting was held with LUCT</p>

on the afternoon of 9th June 2025 when LUCT advised that they are delighted to receive instructions and need to refer the decision and discussion around whether a formal contract is awarded vs a Partnership Funding Agreement under a SLA to their trustees. Further, that they would need to consider what services they can offer in the current financial year due to the delay in appointment and report back to allow a contract/or SLA to be developed. Discussions with LUCT included the instruction to provide the items detailed in their submission detailed below.

Core work	Skilled staff – practical conservation
	Volunteer team supervised by team leader
	Specialist ecology advice
Optional added value	Funding bid development

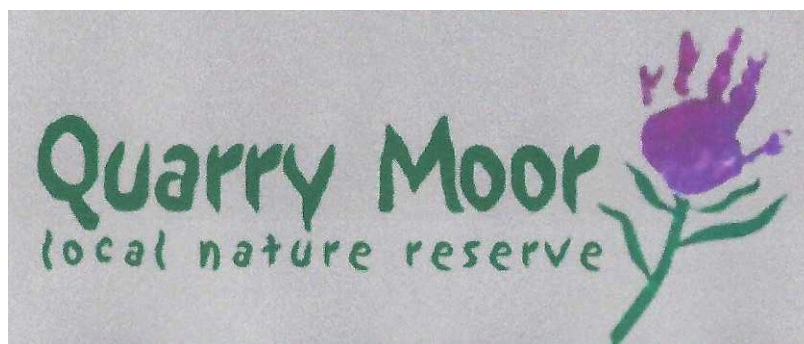
Leading on from the above, a conversation about additional services that could be provided subject to obtaining external funding took place, with LUCT enquiring about whether match funding could be provided to support applications to allow works to be undertaken beyond those detailed in the instruction from Full Council.

That the committee resolve to request that Full Council authorise the release of up to £5,000 from the Alderman T F Spence earmarked reserve at the committee's discretion and subject to a resolution on the purpose of future funding applications, matching up to 25% of each funding bid that might be agreed with LUCT in the first instance. It was noted that the items under these funding bids could relate to examples such as the provision of educational, community engagement or wellbeing activities on the site by LUCT, at a rate of approximately two per month, with the commissioning a Woodland Management Plan being another example discussed. It was noted that the number of activities provided on site would be subject to the amount applied for/match funded.

RESOLVED.

Discussions with LUCT included that the site 'Quarry Moor – local nature reserve' needed to establish its own identity, separate from both RCC and the Alderman T F Spence Charity to build and demonstrate community engagement.

Agreed that the existing Quarry Moor 'logo' pictured below would be used to develop branding/community engagement.



RESOLVED.

	<p>Accessibility was discussed, with LUCT advising that accessibility encompassed a wide range of provisions and that an initial place to start to make a difference to the accessibility of the site could be as simple as the installation of benches along footpaths intermittently to allow people to take a short walk and rest as required.</p> <p>LUCT confirmed that their brief does not include undertaking a tree risk assessment and that whilst their arboriculturist will get involved on the site, they will not be able to do so until late autumn 2025.</p>
45/25	<p>To receive an update on the Natural England and SSSI matters:</p> <ol style="list-style-type: none"> 1. To receive an update on the Natural England Management Plan and Higher-Level Stewardship agreement renewal. That this be noted. RESOLVED. 2. To receive an update on Himalayan Balsam Control and agree appropriate action. It was noted that a quotation had not yet been received from the regular contractor on site, but that following a discussion on the afternoon of this committee meeting, 9th June, they had undertaken to provide one in the next couple of days. 3. To receive correspondence from Natural England dated 29.05.2025 and agree appropriate action. That this be received, Cllr Martin-Long advised that the holes were as a result of criminal activity on the site and that North Yorkshire Police are aware of the issue which seemed to have abated in recent weeks. RESOLVED. 4. To receive correspondence from Environment Agency dated 29.05.2025 and to note that the appeal has been withdrawn (Alderman T F Spence Committee resolution 23/25 3 refers). That this be received and noted. RESOLVED.
46/25	<p>To note the position on the various matters on the site and agree appropriate action:</p> <ol style="list-style-type: none"> 1. Hut. Cllr Martin-Long gave an update following a very positive meeting with the 21 Engineer Regt.. Further developments from the Regiment to be returned to a future meeting of the committee. Community/local business engagement around donations to the site was discussed, the Chief Officer undertook to further that work, raising awareness and potential future buy-in, noting the lengthened timescale. 2. Trees.

i) To consider an undertaking of a tree survey.

That Barnes Consulting be engaged to undertake a tree survey and provide an updated tree risk assessment as a matter of urgency.

RESOLVED.

3. Fencing.

The Chief Officer advised that the meeting with LUCT included a conversation about the condition of the fencing at the entrance to the site and how the appearance might be able to be improved in the short term. A discussion about erecting a banner at the entry using the logo and site colours to start developing the branding took place with LUCT offering to design a banner. Given the timescale of their involvement vs the need to open the car park to visitors the design of a simple 'Welcome to Quarry Moor' banner in house was discussed. That a banner be designed/procured and erected on the fencing of the picnic area, delegated to the Chief Officer.

RESOLVED.

4. Car Park.

Cllr Duncan provided an update to advise that he has spoken to A E Duffield & Sons Limited who have agreed to donate any leftover materials from their work in the short term, using it to level the areas of concern in the car park as a temporary measure to allow the car park to be opened for access.

Cllr Martin-Long requested that the committee's grateful thanks to Duffields be placed on record.

A discussion around the erecting of 'no liability accepted for loss or damage on these premises' signs on the site. That the council do not proceed with this course of action.

RESOLVED.

5. Litter bin.

The uninstalled litter bins that are adjacent to the hut were discussed. That the Warden is requested to tidy up that area of the site and refer to the Chief Officer in the event that he requires any additional assistance.

RESOLVED.

6. Dog fouling.

That the updated position be noted. That advice is sought from the dog warden about professional dog walkers using the site with concerns about them not picking up after the dogs in their charge.

RESOLVED.

The Chief Officer advised that she had discussed the dog fouling problem with LUCT who had advised that their view was that as the site developed a new relationship with local people through the furthering of community engagement

	work they would expect the dog fouling problem to reduce as people regained a sense of ownership of the site.
47/25	To note the time and date of the next meeting – 21st July 2025 at 6:00pm. That this be noted.

With business concluded the Chairman closed the meeting at 7:04pm

Signed _____

Dated _____



RIPON CITY COUNCIL
APPENDIX 1 – September 2025

Updates, notifications & decisions on applications, appeals and enforcement investigations received from North Yorkshire Council since the last Planning Committee meeting.

Ref	Proposal	Update / Decision	Decisions Made Under the Clerk's Delegation
Parish Council Notifications			
25/02504/DVCMAJ	<p>Section 73 application to allow for Photovoltaic Panels on all dwellings, amended first floor window sill heights, corrections to boundary with commercial site and change of levels to Plots 8 & 9 through the variation of condition 2 (approved drawings) of Section 73 permission ZC24/02123/DVCMAJ in respect of the reserved matters permission 21/02991/REMMAJ for the erection of 37 dwellings with details of appearance, landscaping and scale considered together with the creation of serviced employment plots (Use Class E(g)(iii) formerly B1c) pursuant to outline planning permission 18/04504/OUTMAJ.</p> <p>Please note trickle vents are now also to be incorporated in the window heads, those being provided to Units 13-29.</p> <p>Land At Hutton Bank Ripon North Yorkshire</p> <p>25/02504/DVCMAJ Section 73 application to allow for Photovoltaic Panels on all dwellings, amended first floor window sill heights, incorporation of trickle vents into window heads on Plots 13-29, corrections to boundary with commercial site and change of levels to Plots 8 & 9 through the variation of condition 2 (approved drawings) of Section 73 permission ZC24/02123/DVCMAJ in respect of the reserved matters permission 21/02991/REMMAJ for the erection of 37 dwellings with details of appearance, landscaping and scale considered together with the creation of serviced employment plots (Use Class E(g)(iii) formerly B1c) pursuant to outline planning permission 18/04504/OUTMAJ. Land At Hutton Bank Ripon North Yorkshire</p>		
25/02413/FUL	<p>Maintenance works to trees, parking areas and perimeter wall as follows: Crown reduction of two large trees (see plan - Trees T19 and T32), Maintenance to existing self-draining parking area, 3) Temporary removal of a street seat to repair the perimeter stone wall.</p> <p>Land Enclosed By Road The Crescent Ripon North Yorkshire</p> <p>25/02413/FUL Maintenance works to trees, parking areas and perimeter wall as follows: Crown reduction of two large trees (see plan - Trees T19 and T32), Maintenance to existing self-</p>		

	draining parking area, 3) Temporary removal of a street seat to repair the perimeter stone wall. Land Enclosed By Road The Crescent Ripon North Yorkshire		
DCPARISH 25/02615/LB	Listed Building Consent for New external signage. 1 Market Place Ripon North Yorkshire HG4 1BP 25/02615/LB Listed Building Consent for New external signage 1 Market Place Ripon North Yorkshire HG4 1BP		
DCPARISH 25/01572/LB	Listed building consent for the removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of 1no. GPS node, installation of 6no. Triplexors and ancillary development thereto. 25/01572/LB Listed building consent for the removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of 1no. GPS node, installation of 6no. Triplexors and ancillary development thereto. Ripon Cathedral Minster Road Ripon North Yorkshire HG4 1QT		
DCPARISH 25/01571/FUL	Removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of 1no. GPS node, installation of 6no. Triplexors and ancillary development thereto. Ripon Cathedral Liberty Court House Minster Road Ripon HG4 1QT 25/01571/FUL Removal of 3no. existing antennas and installation of 3no. replacement antennas, installation of 6no. Remote Radio Units (RRUs), installation of 1no. GPS node, installation of 6no. Triplexors and ancillary development thereto. Ripon Cathedral Liberty Court House Minster Road Ripon HG4 1QT		
DCPCAMEN 6.31.28 62.B.CO.U 25/01270/COU	Conversion of residential care home (Use Class C2) and annexed flats to form single dwelling (Use Class C3). EXPANDED DESCRIPTION] Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN 25/01270/COU Conversion of residential care home (Use Class C2) and annexed flats to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN		
DCPARISH 25/02628/ADV	External signage 1 Market Place Ripon North Yorkshire HG4 1BP 25/02628/ADV External signage 1 Market Place Ripon North Yorkshire HG4 1BP		
DCPARISH 25/02700/FUL	Proposed demolition of existing side extension and detached garage and erection of two storey side extension with replacement attached garage. Application of EWI Insulation and render system to external walls. Haven Cottage 25 Whitcliffe Lane Ripon North Yorkshire HG4 2JN 25/02700/FUL Proposed demolition of existing side extension and detached garage and erection of two storey side extension with replacement attached garage. Application of EWI		

	Insulation and render system to external walls Haven Cottage 25 Whitcliffe Lane Ripon North Yorkshire HG4 2JN		
DCPARISH 25/02180/LB	Listed building consent for replacement of two rotten wooden sash windows at the front. To be replaced with sash UPV the same as already there. Like for like. 1 St Marygate Ripon North Yorkshire HG4 1LX 25/02180/LB Listed building consent for replacement of two rotten wooden sash windows at the front. To be replaced with sash UPV the same as already there. Like for like. 1 St Marygate Ripon North Yorkshire HG4 1LX		
DCPARISH 25/02823/FUL	Removal of existing hedgerow and replacement with new security fence and new hedgerow. Larkhill Nurseries Studley Road To Galphay Lane Ripon North Yorkshire HG4 2QR 25/02823/FUL Removal of existing hedgerow and replacement with new security fence and new hedgerow Larkhill Nurseries Studley Road To Galphay Lane Ripon North Yorkshire HG4 2QR		
DCPARISH 25/02692/FUL	Small flat roofed rear extension with lantern light. 3 Mallorie Close Ripon North Yorkshire HG4 2QE 25/02692/FUL Small flat roofed rear extension with lantern light. 3 Mallorie Close Ripon North Yorkshire HG4 2QE		
DCPARISH 25/02847/FUL	Replacement windows Borrage House Borrage Lane Ripon North Yorkshire HG4 2PZ 25/02847/FUL Replacement windows Borrage House Borrage Lane Ripon North Yorkshire HG4 2PZ		
DCPARISH 25/02922/FUL	Roof recovering works of the Martindale Building comprise of the following works; Removal of the existing slate roof covering, replacement of the dilapidated/damaged tiles with new 7mm thick Welsh Natural Slates with chamfered edges, replacement of damaged clay ridge and hip tiles with new to match the existing, removal of the 8nr rooflights to the roof and replacement with new from the Rooflight Conservation Company to match the existing size, fenestration and material. Ripon And District Hospital Firby Lane Ripon North Yorkshire HG4 2PR 25/02922/FUL Toof recovering works of the Martindale Building comprise of the following works; Removal of the existing slate roof covering, replacement of the dilapidated/damaged tiles with new 7mm thick Welsh Natural Slates with chamfered edges, replacement of damaged clay ridge and hip tiles with new to match the exisitng, removal of the 8nr rooflights to the roof and replacement with new from the Rooflight Conservation Company to match the existing size, fenestration and material. Ripon And District Hospital Firby Lane Ripon North Yorkshire HG4 2PR		

DCPARISH 25/02874/DVCON	Section 73 application for variation of Condition 2 (approved plan) of planning permission HGTZC23/03975/FUL Single storey side and rear extension to allow for alterations to approved plans. 30 Whitcliffe Lane Ripon North Yorkshire HG4 2JL 25/02874/DVCON Section 73 application for variation of Condition 2 (approved plan) of planning permission HGTZC23/03975/FUL Single storey side and rear extension to allow for alterations to approved plans. 30 Whitcliffe Lane Ripon North Yorkshire HG4 2JL		
Planning Enforcement			
25/00240/PR15	University College Of Ripon And York St John College Road Ripon North Yorkshire Potential unauthorised development (extension of residential curtilage)		
Parish Council Renotification on Amended Applications			
Decisions on Applications			
25/01252/FUL	Extension to existing storage and packaging facilities. Ripon Select Foods Ltd Dallamires Way North Ripon North Yorkshire HG4 1TL	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.	
25/01762/ADV	Advertisement consent application for 1no. set of acrylic letters to existing timber fascia and 1no. projecting sign. 13 Market Place Ripon North Yorkshire HG4 1BP	GRANT EXPRESS CONSENT SUBJECT TO THE FOLLOWING STANDARD CONDITIONS AND THE ADDITIONAL CONDITIONS LISTED THEREAFTER	
25/01763/LB	Listed Building Consent application to replace the external signage to the front elevation. 13 Market Place Ripon North Yorkshire HG4 1BP	GRANT LISTED BUILDING CONSENT SUBJECT TO CONDITIONS.	
25/02093/FUL	Proposed new click and collect parking and single canopy above finished in Red RAL 3020, with galvanized steel post for support. Tesco Marshall Way North Yorkshire Ripon HG4 2BT	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.	
25/02168/ADV	Proposal to install 3x Fascia, 1x gantry, 1x promotional banner, 14x Pole mounted Dibond sign. Tesco Marshall Way North Yorkshire Ripon HG4 2BT	GRANT EXPRESS CONSENT SUBJECT TO THE FOLLOWING STANDARD CONDITIONS AND THE ADDITIONAL CONDITIONS LISTED THEREAFTER	

25/02268/TPO	Various works to 1 no Lime (T1) subject to TPO no. 43/2019. Crown reduce (by 0.5m overall and a 0.5m clearance from streetlight). Crown lift (to 5.2m for highway and 2.7m for footpath). 18 Borrage Lane Ripon North Yorkshire HG4 2PZ	PART APPROVE THE APPLICATION AND PART REFUSE THE APPLICATION. CONSENT GRANTED to the part described below: Crown reduction (to provide 0.5m clearance from streetlight) and crown lift (to 5.2m for highway and 2.7m for footpath) of 1 no. Lime (T1) subject to TPO no. 43/2019. CONSENT REFUSED to the part described below: Overall crown reduction (by 0.5m) of 1 no. Lime tree (T1) subject to TPO no. 43/2019 T1 Lime.	
25/02267/TPO	Crown reduce (by 0.5m all around and create 2m to the main building) of 2 no Sycamore (T167 and T168 on submitted report) subject to TPO no.19/2005 G1 7syc. Studley House Little Studley Road Ripon North Yorkshire HG4 1HD	PART APPROVE THE APPLICATION AND PART REFUSE THE APPLICATION. CONSENT GRANTED to the part described below: Crown reduction (to create 2m to the main building) of 2 no. Sycamore (T167 and T168 on submitted report) subject to TPO no.19/2005 G1 7syc. CONSENT REFUSED to the part described below: Overall crown reduction (by 0.5m) of 2 no. Sycamore trees (T167 and T168 on submitted report) subject to TPO no.19/2005 G1 7syc.	
25/02297/FUL	Conversion with first floor extension of sales site to residential/holiday let, alterations to frontage with formation of new front boundary and provision of cycle/bin store. Sales Or Site Office Cathedral View North Road Ripon North Yorkshire HG4 1FQ	REFUSE PLANNING PERMISSION	

Tree Preservation Orders			
25/02458/TPO	Felling of (T1) Lime. Tree under Order 12/1994. 9 Aismunderby Close Ripon North Yorkshire HG4 1NT 25/02458/TPO Felling of (T1) Lime. Tree under Order 12/1994. 9 Aismunderby Close Ripon North Yorkshire HG4 1NT		
Appeals			
Refusals			
Street Naming Consultation			

Paula Benson
Ripon City Council

10 July 2025

Dear Paula

Internal Audit 2025-26 - Terms of Engagement

I am writing to confirm terms of engagement for the 25-26 financial year. April Skies Accounting Ltd is able to supply Mike Platten to act as internal auditor to Ripon City Council. April Skies Accounting is able to carry out the internal audit for the Council for 25-26 financial year at a cost of £965 . This covers the cost of:

- Two interim audits, one in December and one in March
- The year end audit, to be completed at the Council's convenience after 1 April and in time to permit the Council to approve the AGAR before 30 June.

For 25-26 April Skies Accounting will carry out an interim audit at all councils where we are engaged for internal audit services.

We are writing to confirm the terms of our appointment. This engagement letter sets out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility.

I. Responsibilities of the Council

- I.1 The Council is responsible for ensuring that it maintains an adequate system of internal control, including measures designed to prevent and detect fraud and corruption. For clarity, responsibility for safeguarding the assets of the Council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council.
- I.2 The Council is also responsible for ensuring that accounting statements are prepared in accordance with the requirements of accounting regulations applicable to parish councils.
- I.3 The Council should make available to internal audit, as and when required, all accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to obtain from the Council's members and employees any information or documentation we think necessary for the performance of our duties as internal auditors.



mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

- 1.4 We, as your internal auditors cannot absolve management of responsibility for internal controls and must ensure that we are not involved in the operation of controls or making management decisions as such activities may compromise our objectivity.

2. Responsibility of Internal Audit

- 2.1 It is our duty to complete and sign off section 4 of the Annual Return for Local Councils in England. We must report on the following assertions:

Table 1 – Internal Control Objectives

Source: *Annual Return for Local Councils in England*

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review (smaller councils only)
L	Transparency Code (smaller councils' compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Trust funds (including charitable) The council met its responsibilities as a trustee.



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6 Uplands Road. Farnham GU9 8BP

- 2.2 We will carry out any audit testing we deem necessary to complete section 4 of the Annual Return for Local Councils in England. Internal Audit has a responsibility to report any evidence of what we judge to be material non-compliance with any of the assertions set out in table 1 above via the annual report.
- 2.3 We will also report to you in writing any areas where we judge your systems of internal control may need to be strengthened, on completion of our audit work.

3. Scope of Audit

- 3.1 Our internal audit will be conducted in accordance with current practices and guidelines, specifically those set out in section 4 of "Government and Accountability for Local Councils - A Practitioners Guide."
- 3.2 The scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We will not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council in the course of the financial year.
- 3.3 In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information.

4. Communication

- 4.1 We will contact you by email in order to confirm arrangements for the audit.
- 4.2 We will set out any matters arising from the audit in the following formats:
- by email, on conclusion of the audit, to enable discussion of recommendations
 - a report will be issued by email, in time to enable you to complete the Annual Return
- 4.3 We will, of course, contact you regularly in the course of the financial year with regard to audit and other matters.
- 4.4 Our fees do not include attendance at meetings of the Council. If this is required, an additional charge will be incurred.



mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

5. Electronic Publication

- 5.1 Where audited financial information is published digitally by the Council, it is the responsibility of the Council to ensure that any such publication properly presents the financial information and auditor's report.
- 5.2 It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. The maintenance and integrity of electronically published information is the Council's responsibility, and we accept no responsibility for changes made to audited information after it is first posted.

6. Limitation of liability

- 6.1 The work carried out under the terms of this engagement letter is solely for the use of Ripon City Council . We neither owe nor accept any duty of care to any other third party.

7. Competence

- 7.1 April Skies Accounting Ltd provides the services of Mike Platten to Ripon City Council in respect of the above assignment. Mike Platten is a member of the Chartered Institute of Public Finance and Accountancy (CIPFA). CIPFA maintains a professional disciplinary scheme under which complaints of misconduct by CIPFA members will be investigated. The client has a right to refer to CIPFA any matters affecting professional conduct or competence.

8. Continuity and Substitution

- 8.1 April Skies Accounting Ltd may, with the prior written approval of the Client, appoint a suitably qualified and skilled substitute to perform the services instead of the individual, provided that the substitute shall be required to enter into direct undertakings with the Client, including with regard to confidentiality. If the Client accepts the substitute, the Consultant Company shall continue to invoice the Client and shall be responsible for the remuneration of the substitute.

9. Insurance

- 9.1 April Skies Accounting Limited holds professional indemnity insurance cover to a limit of £250K. The professional indemnity insurer is Simply Business Insurance. The certificate of insurance is attached.



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mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

10. Independence

- 10.1 April Skies Accounting Ltd has no relationship with staff or Councillors of Ripon City Council, beyond that required to carry out a professional internal audit. Furthermore, in line with NALC guidance, April Skies Accounting Ltd will not take on any form of consultancy work with the Council.

11. Period of engagement

- 11.1 This letter is effective for accounting periods ending on or after 31-03-2026. Any matters arising in respect of prior periods will be dealt with in accordance with best practice.

12. Fees

- 12.1 We calculate our fees using a standard hourly rate plus expenses. Mileage will be charged at 45p mile. All other expenses will be charged at cost.
- 12.2 Invoices should be settled within 30 days of submission to the Council.
- 12.3 Our fee assumes a robust level of internal controls at the Council and documented procedures of a high standard. If additional work is required, this is charged at £65 per hour.

13. Agreement of terms

- 13.1 If, having considered the terms of this engagement letter, you conclude they are reasonable, and you wish to engage us on these terms, please let us have your written agreement to these arrangements by returning to us a signed copy of this engagement letter.

Yours faithfully



Mike Platten

April Skies Accounting Ltd

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

**Ripon City Council agrees the appointment of April Skies Accounting Limited
subject to the terms of this engagement letter.**

Signed: _____

Printed Name: _____

Position: _____

Date: _____



Certificate of Insurance

Issue date: 22 June 2025

Simply Business certifies that the information for April Skies Accounting Limited shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	April Skies Accounting Limited
Policy number	[REDACTED]
Trade/Business	Accountant
Professional indemnity	up to £250,000
Policy start date	01 July 2025
Policy end date	30 June 2026

[REDACTED]
David Summers
Group CEO, Simply Business

[REDACTED]
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