



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

**Date:** 13<sup>th</sup> April 2026

**Time:** 6:00pm

**Location:** Town Hall, Market Place South, Ripon, HG4 1DD

**Present:**

Cllr B Brodigan (Mayor)

Cllr J Martin-Long

Cllr T Duncan

Cllr S Flatley

Cllr A Williams

Cllr S Hunt

Cllr J Crozier

Cllr S Hawke

Cllr G Camplejohn

Cllr P Horton

Cllr C Hardisty

Cllr P McHardy

**In Attendance:**

Chief Officer

Deputy Chief Officer

Members of the public

Press representative

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Prayers were heard by the Dean of Ripon

**A minutes silence to pay tribute to former Councillor Charlie Powell who died peacefully on the 5th April 2026 was held.**

51/26	<p>i. To receive apologies;</p> <p>ii. To approve reasons for absence.</p> <p><i>No apologies/absences</i></p>
52/26	<p>To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation.</p> <p><i>Cllrs Williams and Brodigan declared an interest in anything that may come before them as a member of NYC's area planning committee and NYC generally, declaring a prejudicial interest as an elected member who will vote on the Area Planning Committee in respect of planning matters.</i></p> <p><i>Cllrs Williams, Hunt and Crozier declared an interest in item 61/26 – Small Grants Request for funds from Ripon Cricket.</i></p>

53/26	<p><b>Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item.</b></p> <p><i>A member of the public started to speak on the matter of pedestrianisation of Kirkgate but as this was not part of the agenda did not continue.</i></p> <p><i>A member of the public discussed Councillor attendance at the recent National Emergency Briefing screening which explained the climate crisis and asked of RCC plans for this.</i></p>
54/26	<p><b>To consider and approve the Minutes of the Meeting held:</b> 9<sup>th</sup> March 2026 as a true and accurate record of proceedings held.</p> <p><b>RESOLVED</b></p>
55/26	<p><b>Financial Matters</b></p> <ol style="list-style-type: none"> <li>1. To receive the Income and Expenditure Report for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026.</li> <li>2. To receive the list of payments for the period 1<sup>st</sup> March 2026 to 31<sup>st</sup> March 2026.</li> <li>3. To note that the bank reconciliations to 31<sup>st</sup> March 2026 have been signed in accordance with Financial Regulations.</li> </ol> <p><i>That items 1,2 and 3 be taken en-bloc with items 1 and 2 being received and item 3 being noted. RESOLVED</i></p> <ol style="list-style-type: none"> <li>4. To approve additional expenditure to purchase Past Mayor badges in accordance with Financial Regulation 6.8.v of the City Council. Quote received for £1495.25 x 5 and £2681.80 x 10 (8 weeks lead time)</li> </ol> <p><i>Note: the approval for above is ONLY granted in the event past Mayoral badges cannot be found.</i></p> <p><b>PAST MAYOR BADGES HAVE BEEN FOUND IN THE SAFE IN THE STRONG ROOM. OMITTED FROM THE 2025 INVENTORY.</b></p> <ol style="list-style-type: none"> <li>5. To approve the annual subscription to Yorkshire Local Councils Associations Annual membership – Subscription: £2109.00</li> </ol> <p><i>Proposal: To defer this decision and seek further options and test the market for costings befitting to a council of this size. RESOLVED</i></p> <p><b>To Note: CO/DCO will look into alternatives for advice, guidance and training and revert to full council.</b></p>
56/26	<p><b>Policies</b></p> <ol style="list-style-type: none"> <li>1. To review and approve the assets policy</li> <li>2. To review and approve the Reserves Policy</li> </ol> <p><i>Both Policies were reviewed and approved - RESOLVED</i></p>
57/26	<p><b>Planning matters:</b></p> <ol style="list-style-type: none"> <li>1. To consider planning matters as detailed.</li> <li>2. To receive the planning appendix.</li> <li>3. To receive a letter from Planning Services and respond accordingly (extension to deadline requested to 14/04/26)</li> </ol> <p><i>No objections made to any planning matters - RESOLVED</i></p>
58/26	<p><b>To receive the minutes from the following Committees for information:</b></p> <ul style="list-style-type: none"> <li>• Hugh Ripley Hall 16<sup>th</sup> March 2026</li> <li>• Alderman TF Spence 9<sup>th</sup> March 2026</li> <li>• Events 16<sup>th</sup> February 2026</li> <li>• HR Committee 16<sup>th</sup> February 2026</li> </ul>

	<p><i>Hugh Ripley Hall, Events and HR minutes were <b>APPROVED</b></i></p> <p><i>A query was raised over the Alderman TF Spence minutes, CO to liaise outside of meeting and resubmit to Alderman Spence for approval.</i></p>
59/26	<p><b>Update from Cttee Chairs [please note that this item does not allow for the introduction of new matters]:</b></p> <ul style="list-style-type: none"> <li>• Hugh Ripley Hall <ul style="list-style-type: none"> <li>• <i>Bookings have continued to be made, cameras will be installed for security, Cllr Flatley has been looking after the gardening at the front of the building and it looks much better.</i></li> </ul> </li> <li>• Alderman TF Spence <ul style="list-style-type: none"> <li>• <i>Quarry Moor has seen some positive improvements and the site is looking great, work continues on clearing out the hut.</i></li> </ul> </li> <li>• Events <ul style="list-style-type: none"> <li>• <i>We received great feedback from the RAF Cadets 85<sup>th</sup> Anniversary parade, details have been sent on to Full Council.</i></li> </ul> </li> </ul>
60/26	<p><b>To receive the following verbal reports:</b></p> <ol style="list-style-type: none"> <li>1. Reports from North Yorkshire Councillors if appropriate – for information only. <i>The final meeting for Double Devolution takes place in Ripon Town Hall next week (Tuesday 21st April) and also there is a meeting with regard to the New Cinema development in Ripon.</i></li> <li>2. Reports from members and/or the Chief Officer on external organisations. <i>Nothing to report</i></li> <li>3. Report from Ripon Together. <i>Nothing to report</i></li> <li>4. Report from Ripon Bid. <i>Ripon Bid has received a successful ballot so remains in operation for a second term of 5 years</i></li> <li>5. Mayoral Announcements. <i>The Mayor summarised her tenure and reflected over some of the events she attended and enjoyed.</i></li> </ol>
61/26	<p><b>Small Grants Scheme</b></p> <ol style="list-style-type: none"> <li>1. To consider a small Grants Request from Ripon Cricket Club <i>Council resolved to grant the money requested - <b>RESOLVED</b></i></li> </ol>
62/26	<p>To consider a proposal from Ripon Bid (under brand Visit Ripon) and request for funds to enable attendance at the Great Yorkshire Show <i>Council resolved to grant the funds to Ripon Bid – <b>RESOLVED</b></i></p>
63/26	<p>To Review the updated Council's Standing Orders <i>Council Accepted – <b>RESOLVED</b></i></p>
64/26	<p>To consider funding for Ripon at War film Further to 47/26 (<i>To consider a further update from the Ripon Military Heritage Trust in relation to the funding from RCC. requests costing information.</i>) <i>Council resolved to write to Ripon Military Trust to give them a 12 month period in which to raise the additional required funds and if they are unable to raise the required amount then the small grant funds already received (£975 18.06.25) need to be returned to us - <b>RESOLVED</b></i></p>

65/26	<p>To discuss ways the council can encourage and support new stall holders onto Ripon Market</p> <p><i>Proposal: to set up a new working group for Ripon Markets. <b>This has been proposed before under agenda items 83/25 (02.06.25) and the motion failed.</b></i></p> <p><i>A second and third motion were proposed as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>To write to North Yorkshire Council to suggest that free trials on Ripon Market continue and to raise concerns over the parking of vans.</i></li> <li>• <i>To write again to Tesco CEO with regard to the parking in Ripon, the restrictions of which have a negative impact on the dwell time in Ripon.</i></li> </ul> <p><b>RESOLVED</b></p>																								
66/26	<p><b>Mayoral Lamp Post</b></p> <p>To consider a quote for removal and storage of the Mayoral Lamp Post via NYC (Electrical Engineering Department)</p> <p><b>RESOLVED</b></p>																								
67/26	<p><b>Christmas Lights (further to 31/26)</b></p> <p>To consider the quotation for further Christmas Lighting on Queen Street, North Street and tree in Hospital Car Park</p> <p><i>Council asked for a recorded vote on the proposal to accept the quote for further Christmas Lights – <b>RESOLVED</b></i></p> <table border="1" data-bbox="347 969 906 1641"> <tr><td><i>B. Brodigan</i></td><td><i>Against</i></td></tr> <tr><td><i>J. Martin-Long</i></td><td><i>Against</i></td></tr> <tr><td><i>T. Duncan</i></td><td><i>Against</i></td></tr> <tr><td><i>P. McHardy</i></td><td><i>Against</i></td></tr> <tr><td><i>A. Williams</i></td><td><i>In Favour</i></td></tr> <tr><td><i>J. Crozier</i></td><td><i>In Favour</i></td></tr> <tr><td><i>S. Hunt</i></td><td><i>In Favour</i></td></tr> <tr><td><i>S. Flatley</i></td><td><i>In Favour</i></td></tr> <tr><td><i>P. Horton</i></td><td><i>In Favour</i></td></tr> <tr><td><i>C. Hardisty</i></td><td><i>Against</i></td></tr> <tr><td><i>G. Camplejohn</i></td><td><i>In Favour</i></td></tr> <tr><td><i>S. Hawke</i></td><td><i>In Favour</i></td></tr> </table>	<i>B. Brodigan</i>	<i>Against</i>	<i>J. Martin-Long</i>	<i>Against</i>	<i>T. Duncan</i>	<i>Against</i>	<i>P. McHardy</i>	<i>Against</i>	<i>A. Williams</i>	<i>In Favour</i>	<i>J. Crozier</i>	<i>In Favour</i>	<i>S. Hunt</i>	<i>In Favour</i>	<i>S. Flatley</i>	<i>In Favour</i>	<i>P. Horton</i>	<i>In Favour</i>	<i>C. Hardisty</i>	<i>Against</i>	<i>G. Camplejohn</i>	<i>In Favour</i>	<i>S. Hawke</i>	<i>In Favour</i>
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68/26	<p><b>To consider adding the following posts to the civic list</b></p> <ul style="list-style-type: none"> <li>• Chief Executive of North Yorkshire Council</li> <li>• Leader of North Yorkshire Council</li> </ul> <p><i>Council resolved to add both of the above to the Civic List - <b>RESOLVED</b></i></p>																								
69/26	<p>To discuss the NYC Warehouse in the Cathedral Car Park</p> <p><i>Council resolved to support the proposal from the bid and encourage North Yorkshire Council to look into demolishing the Warehouse in cathedral Car Park with a view to creating more parking. - <b>RESOLVED</b></i></p>																								

	<b><i>The council proposed to suspend the standing orders at this point to allow the meeting to continue past the Two Hour allotted time. - RESOLVED</i></b>
70/26	To discuss the arrangements regarding Public Questions <i>Council resolved to prepare a Public Questions procedure to allow members of the public to submit questions in writing on agenda items up to midnight on Sunday before a Full Council meeting. A process is to be drawn up for this proposal. RESOLVED</i>
71/26	To consider revising the Neighbourhood Plan in partnership with Ripon Civic Society and engagement of planning consultants to facilitate <i>Council proposed to see if it was financially viable to engage planning consultants to revisit the existing neighbourhood plan and revert to the council with details - RESOLVED</i>
72/26	<b>Yorkshire day</b> To agree that RCC works in partnership with St Wilfrid's Procession Committee and Ripon BID to deliver a Yorkshire Day programme of events <i>Council proposed to delegate the responsibility of this item to the Events Committee and that any spend shall be taken from the Events Reserve. - RESOLVED</i>
73/26	To consider providing funding to maintain Citizens Advice Bureau presence in Ripon Community House <i>Action: Chief Officer to enquire about the needs, is this simply space or are their further costs to consider – please provide a breakdown.</i> <i>Council proposed to offer space for the CAB to run from one of the buildings based on the outcome of the enquiry - RESOLVED</i>
74/26	<b>To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</b>
75/26	To consider updates to membership of the North Yorkshire Pension Scheme To confirm Deputy Chief Officer as a member of the NY Pension Scheme <b>RESOLVED</b>
76/26	<b>To confirm start dates for the following staff members (Pension fund requirement)</b> <ul style="list-style-type: none"> <li>• Administrator – 01.12.2025</li> <li>• Deputy Chief Officer – 13.04.2026</li> </ul> <b>RESOLVED</b>

57/26	<b>Planning matters:</b> <b>Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority.</b>  <i>Details of all planning applications listed below can be viewed online prior to the meeting at:</i> <a href="https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area">https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area</a>
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DCPARISH 26/01133/FUL	Demolition of existing conservatory and erection of replacement single storey rear/side extension. Recladding and roofing of annexe. 2 Princess Road Ripon North Yorkshire HG4 1HW <a href="#">26/01133/FUL   Demolition of existing conservatory and erection of replacement single storey rear/side extension. Recladding and roofing of annexe.   2 Princess Road Ripon North Yorkshire HG4 1HW</a>
DCPARLDC 26/01155/CLEUD	Lawful Development Certificate for the existing conversion of the integral single garage into a habitable reception room. Removal of the existing garage door. Installation of a new window in the former garage-door opening, matching the existing windows in design, material, and appearance. Construction of a brick infill wall beneath the window. 19 Doublegates Avenue Ripon North Yorkshire HG4 2TP <a href="#">26/01155/CLEUD   Lawful Development Certificate for the existing conversion of the integral single garage into a habitable reception room. Removal of the existing garage door. Installation of a new window in the former garage-door opening, matching the existing windows in design, material, and appearance. Construction of a brick infill wall beneath the window.   19 Doublegates Avenue Ripon North Yorkshire HG4 2TP</a>
DCPARISH 26/01235/COU	Change of use to create single dwelling 35 Bondgate Green Lane Ripon North Yorkshire HG4 1QQ <a href="#">26/01235/COU   Change of use to create single dwelling   35 Bondgate Green Lane Ripon North Yorkshire HG4 1QQ</a>
DCPARISH 26/01112/FUL	Change of use of upper floors from commercial storage (Class E) to create two holiday lets (sui generis). New shopfront to ground floor. 3 North Street Ripon North Yorkshire HG4 1JY <a href="https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TBDISLLTMWF00">https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TBDISLLTMWF00</a>
DCPARISH 26/01253/ADV	Display of 1no. halo-illuminated aluminium fascia sign (infinity symbol and 'sustain' lettering) and non-illuminated acrylic lettering (Halls of Ripon) to rear elevation of shop. 20 Fishergate Ripon North Yorkshire HG4 1DY <a href="#">26/01253/ADV   Display of 1no. halo-illuminated aluminium fascia sign (infinity symbol and 'sustain' lettering) and non-illuminated acrylic lettering (Halls of Ripon) to rear elevation of shop.   20 Fishergate Ripon North Yorkshire HG4 1DY</a>
DCPARISH 26/01334/LB	Internal alterations. 26 Westgate Ripon North Yorkshire HG4 2BQ <a href="#">26/01334/LB   Internal alterations   26 Westgate Ripon North Yorkshire HG4 2BQ</a>
DCPARISH 26/01508/FUL	Change of Use from retail (Use Class E) to cinema (Sui Generis), including repairs to flat roof. Shop frontage to remain with structural repairs. Existing openings remain the same. 16 Fishergate Ripon North Yorkshire HG4 1DY <a href="#">26/01508/FUL   Change of Use from retail (Use Class E) to cinema (Sui Generis), including repairs to flat roof. Shop frontage to remain with structural repairs. Existing openings remain the same.   16 Fishergate Ripon North Yorkshire HG4 1DY</a>

Meeting ended 20:27

## Ripon City Council – Legal & Governance Support Review

### Briefing Note for RCC Members

#### 1. Purpose of this Note

Following the Council's resolution (55/26 (5)) to test the market for legal and governance support currently provided via Yorkshire Local Councils Associations, this note sets out key considerations to ensure the review is undertaken on a robust, informed, and like-for-like basis.

#### 2. Current Position

The Council currently accesses legal and governance support through YLCA at an annual cost of approximately £2,100.

This provides an integrated package tailored to parish and town councils, including:

- Ongoing legal and governance advice (including informal queries)
- Model policies, templates, and documentation
- Sector-specific updates and interpretation
- Officer and member training
- Access to national resources and collective political lobbying via National Association of Local Councils (See 4.1. for General Power of Competence implications)

This model is nationally recognised and supports both day-to-day operational decision-making and strategic governance assurance.

#### 3. Context: Structure of the Sector

The parish and town council support system operates as a nationally coordinated framework:

- National Association of Local Councils develops national policy, guidance, and Legal Topic Notes
- County associations, such as Yorkshire Local Councils Associations, provide:
  - Direct legal and governance advice
  - Training and support

- Access to NALC resources

**Key point:**

Councils cannot typically become members of NALC directly. Membership is accessed via the relevant county association, which also provides the practical advisory service. NALC itself does not provide day-to-day advice to individual councils. Nor can a parish council join an association not of its own locality.

#### **4. Market Testing - Key Considerations**

In testing the market, the RCC should ensure that any alternative options:

- Are fully understood in terms of scope and limitations
- Are assessed on a like-for-like basis
- Provide a similar or improved level of overall support, and moreover better value for public money.

##### **4.1. Critical Requirement/Risk: General Power of Competence (GPC)**

The General Power of Competence, under the Localism Act 2011, enables broader and more flexible council activity.

To qualify, councils must have a qualified Clerk, typically via the Society of Local Council Clerks, at the formation of a new council (post-elections).

**Current position:**

- The Council does not currently meet this requirement, though it can keep GPC until the election.
- Officers have explored qualification routes with SLCC

As part of this, RCC Officers have been told by SLCC that:

- Access to NALC Legal Topic Notes and sector guidance is an essential part of the qualification process
- These resources are accessed via the county association network, including Yorkshire Local Councils Associations (linked to National Association of Local Councils)

**Implication:**

Any alternative support model would need to ensure equivalent access to these resources in order to support officer qualification and maintain eligibility for GPC.

## 5. Alternative Delivery Models – Assessed Against GPC Requirement

### a) Principal Authority Support (e.g. North Yorkshire Council)

- Democratic services advice
- Occasional governance guidance
- It's not a full service
- It's not designed to replace NALC/YLCA
- It's usually light-touch support from officers, if available.
- See also attached correspondence with [REDACTED] from [REDACTED] (also clerk to a number of Parishes) who was asked advice on this matter (See Appendix A)

**GPC Impact:** Would not provide access to NALC materials or structured qualification support

### b) SLCC (Professional Body Support)

- Society of Local Council Clerks provides qualifications and training on a personal basis for clerks alone (no support for councillors or legal support)

**GPC Impact:** Supports qualification route, but does not provide access to NALC Legal Topic Notes, legal support or governance framework independently.

### c) Ad Hoc Legal Support (Pay-as-you-go)

- Likely £250–£1,000+ per query (RCC two per month enquiries to YLCA/NALC in March alone – best case scenario therefore £6,000)
- Reliable and professional advice, likely more varied and diverse experience (outside of standard local gov requirements)
- No queue behind other councils seeking advice
- Better for large project -based queries (though could be procured as part of project funding costs).
- No wider governance ecosystem or sector advice/updates.

**GPC Impact:** Does not support access to required NALC sector materials

<https://www.wellerslawgroup.com/for-town-parish-councils/>

<https://farnfields.com/services-for-businesses/town-council-parishes-and-charity/>

#### **d) Retained Legal Support**

- As 'C' above.
- Estimated £3,600–£18,000+ annually

**GPC Impact:** Does not provide access to NALC framework or qualification resources

#### **e) Internal / “Do Nothing” Model**

- Reliance on internal officer knowledge

**GPC Impact:** High risk of failing to meet or maintain requirements

#### **Contextual Risk:**

With the Council entering a period of double devolution and increased service responsibility, the need for accessible, preventative governance and legal support is likely to increase.

## **6. Summary**

The current YLCA model appears to represent a comprehensive, sector-specific support package at relatively low cost, and forms part of a nationally structured system.



There are alternatives to individual elements of this offer. However:


- There is no single, directly equivalent alternative, least not for the cost.
- Most alternatives do not meet the requirements associated with GPC eligibility

The review should therefore focus on whether any alternative can provide an equivalent or improved overall support model, including:

- Legal advice
- Governance support
- Training
- Access to national guidance frameworks
- Support for officer qualification and GPC compliance

## Appendix A (confidential):

 You forwarded this message on Mon 4/20/2025 5:15 PM


Start reply with:

Hi Mark

Sorry I have been away and am just catching up on everything.

I have only ever used YLCA and to some extent SLCC for sector support other than using local solicitors for ordinary property transactions such as purchase of community shops etc.

So sadly I can't comment on any other provision. I have always found YLCA to be reasonable value for money and haven't ever sought an alternative.

Kind regards 

OFFICIAL