



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

Date: 1st June 2026

Time: 6:00pm

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

Present:

Cllr A Williams (Mayor)

Cllr J Crozier

Cllr P McHardy

Cllr J Martin-Long

Cllr S Flatley

Cllr C Hardisty

Cllr P Horton

Cllr G Camplejohn

Cllr B Brodigan

Cllr T Duncan

Cllr S Hunt

In Attendance

Chief Officer

Deputy Chief Officer

7 Public

1 Press

**Prior to the commencement of the formal meeting prayers were
said by the Chief Officer**

	Housekeeping note: • Please ensure any mobiles are put on silent • There are no planned fire drills, if the alarm does sound please make your way downstairs and out of the building to the Market Place
94/26	i. To receive apologies; Apologies were received from Cllr Hawke ii. To approve reasons for absence. Reasons for Absence were approved
95/26	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation. Cllrs Williams and Brodigan declared an interest in anything that may come before them as 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 (109/26). Cllr Martin-Long declared an interest in respect of planning 109/26 as a property on the list is on the same street as her current address Cllr Brodigan declared an interest in respect of item 103/26 being an allotment holder herself.
96/26	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item. Mr Prince spoke on the value of Ripon History and Archaeology Trust, item 106/26
97/26	To consider and approve the Minutes of the Meeting held: 6th May 2026 – <i>pages 6-8 in councillors pack</i> as a true and accurate record of proceedings held. The Chief Officer noted an amendment to the minutes from May – item 90/26 missed Cllr Horton from the Committee of Alderman TF Spence and that these were to be corrected. COUNCIL NOTED AND APPROVED
98/26	Transfer of Town Hall 1. To Receive a verbal update from Rachel Joyce Assistant Chief Executive (Local Engagement) and agree appropriate action <i>An update was received with regard to Ripon Town Hall, Hugh Ripley Hall and The Wakemans House.</i> <i>RTH – the legalities around the lease are in progress, a repair licence before lease has been received.</i> <i>HRH/Wakemans – Partially agreed, progressing under revised Community Asset Transfer process, will go to panel in June and then executive in July.</i>
99/26	Community Asset Transfers 1. To approve delegated authority for the Deputy Chief Officer, in consultation with the Chief Officer, to take the necessary steps to explore, create and register a charitable fundraising vehicle for these projects, provisionally titled Ripon Civic Renewal Trust. <i>pages 9-12</i> RESOLVED 2. To approve a programme of public engagement days relating to the future use, management and development of the assets, to be held in July, August and September 2026. <i>pages 13-20</i> RESOLVED
100/26	AGAR (Annual Governance and Accountability Return) 1. To approve the Governance and Accounting statements for 2025-26 <i>pages 21-24</i> 2. To receive the year end accounting reports <i>pages 25-38</i> 3. To receive the year end internal audit report for 2025-26, noting the recommendations therein <i>pages 39-56</i> RESOLVED

101/26	Financial Matters 1. To receive the Income and Expenditure Report for the period 1st April 2026 to 30th April 2026. <i>Pages 57-61</i> 2. To receive the list of payments for the period 1st April 2026 to 30th April 2026. <i>Pages 62-64</i> 3. To note that the bank reconciliations to 30th April 2026 have been signed in accordance with Financial Regulations. 4. To approve the annual subscription to Scribe Accounts and Bookings £1668.00 +VAT <i>Page 65</i> 5. To consider appointment of Internal Auditor for a further 5 years (confirmation received that rates are fixed for the full term) – We currently use Mulberry, obtaining quotes has proven very difficult, Mulberry have taken on several other clients in Yorkshire. <i>Pages 66-67</i> 6. To approve the movement of money (£10,638.99) from general reserves to the CIL Reserve as previously not ring fenced. RESOLVED
102/26	Policies 1. To review and approve the Scheme of Delegation. <i>Pages 68-73</i> <i>Remove all reference to 'The Leader of the council' - APPROVED</i> 2. To adopt the RCC IT Policy. <i>Pages 74-76</i> <i>Query over monitoring of emails – this is Staff related - APPROVED</i> 3. To adopt the RCC Website Accessibility Statement. <i>Pages 77-81</i> APPROVED 4. To adopt the Safeguarding Children and Adults at Risk Policy. <i>Pages 82-93</i> <i>Query on DBS checks for Councillors, the policy covers this on a case by case basis - APPROVED</i>
103/26	Allotments 1. To recommend that RCC increases allotment fees to £840 per year from £550 in line with inflation as of 01.05.2027. <i>Pages 94-97</i> <i>Council resolved to increase from 2025 only in line with inflation (April 2026 RPI figure of 3.03%)</i> 2. To approve the change in signatories for the deed of variation. <i>Pages 98-99</i> APPROVED
104/26	Freedom of the City To discuss and agree provision of visual recognition for holders of the Freedom of the City. <i>Page 100</i> <i>The Chief Officer to get design and costs back to FC.</i> RESOLVED
105/26	National Emergency Briefing To approve the establishment of a Climate, Food and Community Resilience Working Group. <i>Pages 101-103</i> <i>Proposed that Terms of Reference are drafted and brought to the next meeting - RESOLVED</i>
106/26	Small Grants Scheme Applications To review and consider the following applications: 1. Jervaulx Singers. <i>Pages 104-108</i>

	2. Ripon History and Archaeology Trust. <i>Pages 109-113</i> 3. Ripon City Photographic Society. <i>Pages 114-118</i> RESOLVED (all 3)
107/26	Footfall in Ripon on Thursdays 1. To discuss and agree appropriate action RESOLVED – <i>to provide a program of entertainment from first Thursday in July to end of September using the budget from the cancelled Amplified event.</i>
108/26	Community Infrastructure Levy 1. To propose and consider areas of spend. <i>Page 119</i> RESOLVED – <i>to move forward with proposed outdoor gym facility at the Skate Park.</i>
109/26	Planning matters 1. To consider planning matters as detailed. (<i>pages 4-5 of Agenda</i>) RESOLVED 2. To receive the planning appendix. <i>Pages 120-122</i> RESOLVED
110/26	To receive the minutes from the following Committees for information: 1. Alderman TF Spence 20th April 2026. <i>Pages 123-124</i> 2. HR Committee 20th April 2026. <i>Pages 125-126</i> RESOLVED
111/26	To receive the following verbal reports: 1. Reports from North Yorkshire Councillors if appropriate – for information only. <i>An update was made regard to the Access to Services Group (Uredale Community Partnership), two events planned.</i> <i>An update was made with regard to Dallamires Lane being resurfaced from July onwards.</i> 2. Reports from members and/or the Chief Officer on external organisations. None 3. Report from Ripon Together. None 4. Report from Ripon Bid. <i>Arrangements moving forward re Yorkshire Show, further update next meeting.</i> 5. Mayoral Announcements/Engagements <i>Thanks made to Leah for running and hand over of Mayoral Secretary</i> <i>A process was outlined for any planning matters to be sent by email for consideration during the summer break, any queries would instigate an extraordinary meeting to be convened by the Mayor for discussion.</i>
112/26	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. RESOLVED
113/26	To receive an update in relation to an overpayment (item 16/26 FC) <i>Referred back to HR Committee for follow up.</i> RESOLVED

109/26	Planning matters: Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority. <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	
	DCPARISH 26/01967/LB	Listed Building consent to fully replace of all existing roofing clay pan tiles with new, like for like matching clay pan tiles. 30 Heckler Lane Ripon North Yorkshire HG4 1PU 26/01967/LB Listed Building consent to fully replace of all existing roofing clay pan tiles with new, like for like matching clay pan tiles. 30 Heckler Lane Ripon North Yorkshire HG4 1PU
	DCPARISH 26/02009/LB	Listed Building consent for the reconstruction of the outer leaf of brickwork to the north elevation above first floor lintel level, including replacement of the failed outer-leaf lintel; replacement of two timber sash windows to the north elevation consequent upon the reconstruction of the outer leaf and the reforming of the window openings to their correct dimensions; repointing of the remainder of the north elevation in lime mortar; and inspection and repair of the rainwater goods above the north elevation. Hemingways 23 Kirkgate Ripon North Yorkshire HG4 1PB 26/02009/LB Listed Building consent for the reconstruction of the outer leaf of brickwork to the north elevation above first floor lintel level, including replacement of the failed outer-leaf lintel; replacement of two timber sash windows to the north elevation consequent upon the reconstruction of the outer leaf and the reforming of the window openings to their correct dimensions; repointing of the remainder of the north elevation in lime mortar; and inspection and repair of the rainwater goods above the north elevation. Hemingways 23 Kirkgate Ripon North Yorkshire HG4 1PB
	DCPARISH 26/01867/FUL	Installation of 1no. 75kW electric vehicle charging unit serving two parking bays, with associated electrical cabinet and ancillary infrastructure. Street Record Low Skellgate Close Ripon North Yorkshire 26/01867/FUL Installation of 1no. 75kW electric vehicle charging unit serving two parking bays, with associated electrical cabinet and ancillary infrastructure. Street Record Low Skellgate Close Ripon North Yorkshire
	DCPARISH 26/01940/FUL	Conversion of offices to holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB 26/01940/FUL Conversion of offices to holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB
	DCPARISH 26/01941/LB	Provision of partition walls to new en-suites, in line ridge vent, relocated door, concealing of pipes and retention of secondary glazing in association with use as a holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB 26/01941/LB Provision of partition walls to new en-suites, in line ridge vent, relocated door, concealing of pipes and retention of secondary glazing in association with use as a holiday let. 38A Kirkgate Ripon North Yorkshire HG4 1PB

DCPARISH 26/01486/FUL	New driveway construction including dropped kerb and associated drainage. 60 Skellbank Ripon North Yorkshire HG4 2PT Link to planning application
DCPARISH 26/02205/DVCMAJ	Section 73 application to allow alterations to ground floor frontages and installation of PV panels to rear roofslopes through the variation of Condition 2 (Approved drawings) of Planning Permission HGTZC23/02034/FULMAJ for the demolition of existing buildings and erection of thirteen dwellings, realigned access onto Trinity Lane, and associated parking and landscaping. North Yorkshire Timber Company Limited Trinity Lane Ripon North Yorkshire HG4 2AL 26/02205/DVCMAJ Section 73 application to allow alterations to ground floor frontages and installation of PV panels to rear roofslopes through the variation of Condition 2 (Approved drawings) of Planning Permission HGTZC23/02034/FULMAJ for the demolition of existing buildings and erection of thirteen dwellings, realigned access onto Trinity Lane, and associated parking and landscaping. North Yorkshire Timber Company Limited Trinity Lane Ripon North Yorkshire HG4 2AL

Cllr A Williams.....

Date:.....