



Skipton Town Council

Thursday 3rd July 2025

All Members of the Public Services Committee

Dear Councillors, K McIntyre, P Madeley, B McDaid, C Nash, L Morgan, A Heseltine, M Pickard, S Bentley & J Woollacott

You are hereby summoned to attend an ordinary meeting of the **Public Services Committee**

Date: 10th July 2025

Time: 6:30 pm

Venue: Skipton Town Council Office, 45a Otley Street, Skipton, BD23 1EL

The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972

Yours sincerely,

Mrs Louise Close

Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Members of the public are entitled to attend this meeting, by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1, as observers for those items taken in open session. Please contact the Town Council for further details if you would like to find out more.

This meeting is being held as an in-person meeting that will be recorded, Full Council meetings will also be videoed and live streamed. Recording is allowed at Council and Committee meetings please give due regard to the Councils procedure on the recordings of meetings. Please contact the Council for further information.

A copy of this agenda is available in larger print on request.

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Business

2526/001 ITEM 1 – Welcome and Chairmans remarks

2526/002 ITEM 2 – Apologies for Absence

To accept the reason(s) for the absence of any Members from the meeting.

2526/003 ITEM 3 – Disclosures of Interest

To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days.

Members are to ensure that their Register of Interests form is kept up to date with the Monitoring Officer.

2526/004 ITEM 4 – Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2526/005 ITEM 5 – Representations from public

Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.

Questions / observations from members of the public

2526/006 ITEM 6 –Health and Safety [Appendix 1 & 2](#)

To receive further information regarding WorkNest from Peter Murphy, who will join the meeting online.

To resolve whether to move forward with the WorkNest quotation.

2526/007 ITEM 7 – Minutes [Pages 4-6](#)

To approve the minutes of the ordinary Public Services Committee meeting held on the 27th February 2025.

2526/008 ITEM 8 – Budget [Pages 7-8](#)

To receive and note the budget.

To receive an update from the Finance Manager

2526/009 ITEM 9 – Estate Team Update [Pages 9-10](#)

To receive and note the Estate Team Update

2526/010 **ITEM 10 – Ginnel Park** [Appendices 3,4 and 5](#)

To receive the quotes for replacement of equipment in the Ginnel Park, and to resolve whether to move forward with the installation of new equipment

2526/011 **ITEM 11 – Replacement Equipment in Parks and Recreation Grounds**

[Appendix 6](#)

To consider the list of equipment in Town Council managed parks that will require updating, and resolve to approve the purchase of new equipment.

2526/012 **ITEM 12 – Street Lighting** [Page 13](#)

To receive a request from residents for streetlight STC040 to be reinstated, and to resolve whether to approve this request including the associated costs.

2526/013 **ITEM 13 – Allotment Skip Day** [Page 14-15](#)

To consider whether to hold a skip day on the allotments.

2526/014 **ITEM 14 - Notification of Business for a Future Agenda**

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.

Next meeting of the Public Services Committee will be held on the 9th October 2025

Minutes of the Public Services Committee meeting, Held on Thursday 8th May 2025, at 6.30pm at the Town Council Offices, Otley Street, Skipton.

Present: Councillor McIntyre (Chairman), Councillor C Nash, Councillor P Madeley, Councillor L Morgan. Councillor S Bentley, Councillor A Heseltine & Councillor M Pickard
Mrs Louise Close, Chief Officer
Mrs Helen Marshall, Finance Manager
1 member of the public.

2425/064 ITEM 1 – Chairman's Remarks

Councillor McIntyre welcomed everyone to the meeting and thanked those who had attended.

2425/065 ITEM 2 – Apologies for Absence

Councillor B McDaid had a prior commitment; reasons accepted.

2425/066 ITEM 3 – Disclosures of Interest

None

2425/067 ITEM 4 – Dispensations

None

2425/068 ITEM 5 – Representations from the public

The Broughton Road allotment association secretary spoke to members and advised that she had held a recent meeting with staff regarding the allotments, which was very positive. She also suggested that she could see the agenda item requesting a discount for plot holders that had water butts and advised that if this was passed, she would hope this would be for all plot holders and not just the Middletown association who had requested it.

A request had been received from a resident on Neville Street, this was read out and would be an agenda item at the next meeting.

Councillor P Madeley spoke to members regarding the sad passing of Mr P Whittaker and expressed the Council's condolences to his family for such a sad loss.

2425/069 ITEM 6 – Minutes

Proposed by Councillor P Madeley

Seconded by Councillor L Morgan

Resolved in favour that the meeting minutes held on the 27th of February 2025 were a true and accurate record of the meeting.

2425/070 ITEM 7 – Budget

The finance manager gave an overview of the budget. This was received and noted.

2425/071 ITEM 8 – Estate Team update

The Estate team update was received and noted.

2425/072 ITEM 9 – Holy Trinity Church Wall

It was received and noted that the contract for the monitoring of the wall continues with the additional points added.

2425/073 ITEM 10 – Raikes Road burial ground tree

Proposed by Councillor C Nash, seconded by Councillor L Morgan and resolved in favour for the delegation to the Chief Officer for the approval of the contractor and report back to the next meeting when the work is completed.

425/074 ITEM 11 – Health & Safety

Information was received from a company called Worknest regarding proposals for a Health and Safety audit and control for the Council. Members asked for more information. How could performance be measured? was there a presentation available for members, or a Zoom call for questions to be asked? Is there a break clause?

It was confirmed that, in principle, members agreed with the proposal.

2425/075 ITEM 12 – Cenotaph

Councillor P Madeley addressed the meeting regarding the proposal presented for a survey to take place of the cenotaph to establish what cleaning and work was required.

Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and resolved in favour to go ahead with the quotation and to vire the funds from the churchyard and burials budget heading.

2425/076 ITEM 13 – Carleton Road Grazing Land

Members considered a request from AMCO to use Carleton road grazing land as a storage and rest facility whilst conducting work on behalf of net work rail.

Members raised the following queries.

Safety concerns for accessing the site as a very busy road.

Have NYC Highways been consulted? This is a commercial business, so need to pay commercial rent.

Had discussions with residents been held?

How would the stream be protected from any potential damage or pollution?

These questions would be asked and reported back.

2425/077 ITEM 14 – Allotments – Water butts

Proposed by Councillor P Madeley, seconded by Councillor M Pickard and resolved in favour to give a £5 reduction for all plot holders that have a water butt on their plot for all sites starting next year.

2425/078 ITEM 15 – Allotment tree policy

Proposed by Councillor C Nash, seconded by Councillor P Madeley, and resolved in favour to adopt the tree policy for allotment tenants.

2425/079 ITEM 14 – Notification of Business for a future agenda

The meeting closed at 19.13pm
Date of next meeting – to be confirmed

03/07/2025

Skipton Town Council 2025-2026

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Detailed Income & Expenditure by Budget Heading 03/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Estates							
1078 Public Conveniences Donations	234	1,500	1,266			15.6%	
1284 Skipton BID (Skipton in Bloom)	0	5,000	5,000			0.0%	
1300 Other/Miscellaneous Income	1,950	0	(1,950)			0.0%	
Estates :- Income	2,184	6,500	4,316			33.6%	0
4000 Staff Salaries	19,854	81,841	61,987		61,987	24.3%	
4260 Recreation Grounds	2,241	55,933	53,692	29	53,663	4.1%	
4261 Wildflowers	0	500	500		500	0.0%	
4265 Tractor & Trailer Expenses	1,045	4,500	3,455		3,455	23.2%	
4266 Estates Vehicle -Electric Van	2,128	4,000	1,872		1,872	53.2%	
4270 Churchyard and Burials Grounds	323	7,000	6,677	400	6,277	10.3%	
4280 Street Furniture	0	2,000	2,000		2,000	0.0%	
4290 Street Lighting	2,228	8,000	5,772	5,506	266	96.7%	
4310 Statues and Memorials	0	3,500	3,500		3,500	0.0%	
4320 Public Conveniences	3,506	35,000	31,494		31,494	10.0%	
4340 Skipton in Bloom	0	1,000	1,000		1,000	0.0%	
Estates :- Indirect Expenditure	31,324	203,274	171,950	5,936	166,014	18.3%	0
Net Income over Expenditure	(29,140)	(196,774)	(167,634)				
Grand Totals:- Income	2,184	6,500	4,316			33.6%	
Expenditure	31,324	203,274	171,950	5,936	166,014	18.3%	
Net Income over Expenditure	(29,140)	(196,774)	(167,634)				
Movement to/(from) Gen Reserve	(29,140)	(196,774)	(167,634)				

03/07/2025

Skipton Town Council 2025-2026

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Detailed Income & Expenditure by Budget Heading 03/07/2025

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Allotments</u>							
1120 Allotments Rents	25,989	24,500	(1,489)			106.1%	
1121 Allotment Key Deposits	5	50	45			10.0%	
Allotments :- Income	<u>25,994</u>	<u>24,550</u>	<u>(1,444)</u>			<u>105.9%</u>	<u>0</u>
4000 Staff Salaries	4,397	18,613	14,216		14,216	23.6%	
4250 Allotments Expenditure	(167)	13,000	13,167		13,167	(1.3%)	
Allotments :- Indirect Expenditure	<u>4,231</u>	<u>31,613</u>	<u>27,382</u>	<u>0</u>	<u>27,382</u>	<u>13.4%</u>	<u>0</u>
Net Income over Expenditure	<u>21,763</u>	<u>(7,063)</u>	<u>(28,826)</u>				
Grand Totals:- Income	25,994	24,550	(1,444)			105.9%	
Expenditure	4,231	31,613	27,382	0	27,382	13.4%	
Net Income over Expenditure	<u>21,763</u>	<u>(7,063)</u>	<u>(28,826)</u>				
Movement to/(from) Gen Reserve	<u>21,763</u>	<u>(7,063)</u>	<u>(28,826)</u>				

Skipton Town Council
10th July 2025 at 6.30pm

Meeting:	Public Services Committee				Date:	08/05/25
Paper Title:	Estates Update				Agenda Item:	9
Author of Paper:	Emma Wakley					
Purpose of Paper:	Information to note	*	Draft policy for feedback		Motion for Decision	

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p><i>To receive and note the Estates Update</i></p>
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<p>Key points:</p> <p>To include</p> <ul style="list-style-type: none"> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment) 	<p style="text-align: center;"><u>Parks</u></p> <ul style="list-style-type: none"> • North Parade family fun day is scheduled for Friday 8th August from 10am – 3pm. Kanga will be attending to demonstrate to families what games can be played in the newly refurbished MUGA. There will also be a free bouncy castle, refreshments and other activities provided on site. • North Parade park has had two sample boreholes input by Eastwood Consulting Engineers for the Newett Homes development. There are now lockable flush covers over them for ongoing monitoring. <p style="text-align: center;"><u>Allotments</u></p> <ul style="list-style-type: none"> • There are currently no vacant plots at any sites. • All allotment payments for the new tenancy year have now been made. • All allotment inspections have been completed and letters sent to tenants not complying with their tenancy agreement. <p style="text-align: center;"><u>Trees</u></p> <ul style="list-style-type: none"> • A request was submitted to North Yorkshire Council for the felling of a Sycamore Tree within Raikes Road Burial Ground due to safety concerns surrounding the trees condition. The request has been rejected by North Yorkshire Council (report included), which is currently being appealed by the Technical Arborist who submitted the request on our behalf. <p style="text-align: center;"><u>Other</u></p> <ul style="list-style-type: none"> • Following a change of proposals, AMCO have stopped corresponding with us regarding access requirements to Carleton Road Grazing Land. It is assumed that access is no longer needed. • Grass cutting and Skipton in Bloom watering schedules have commenced.
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Skipton Town Council
10th July 2025 at 6.30pm

Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: - Note (no discussion is required but receipt of information should be noted)
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
10th July 2025 at 6.30pm

Meeting:	Public Services Committee			Date:	10 July 2025
Paper Title:	The Ginnel Park Play Equipment Replacement			Agenda Item:	10
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback	Motion for Decision	x

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To receive the quotes for replacement of equipment in the Ginnel Park, and to resolve whether to move forward with the installation of new equipment</p>
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Key points: To include	<p>The Ginnel Park Has a springer vandalized in 2022 which we had to remove. Some residents have enquired with us about having this piece of equipment replaced.</p> <p>Two further quotes in separate documents, and from Streetscape as follows:</p> <p style="text-align: center;">The R4613 Inclusive Springer would be £2125 +VAT</p> <div style="text-align: center;">  </div> <p style="text-align: center;">The R4640 Frog Springer would be £2005 +VAT</p> <div style="text-align: center;">  </div>
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	<p>The SR040 Sturdy Tricky Stick would be £3875 +VAT – this would include a base extension and a wetpour overlay in black.</p>  <p>The SR103/AP Sturdy Inclusive Flying Saucer would be £5255 +VAT – this would include a base extension and a wetpour overlay in black.</p> 
<p>Recommendation:</p>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>The Council/Committee is recommended to:</p> <ul style="list-style-type: none"> - <i>Decide if a piece of the above equipment can be replaced on the footprint of the previously vandalised equipment.</i>
<p>Appendices:</p>	<p><i>List in numerical order.</i></p>

Skipton Town Council
10th July 2025 at 6.30pm

Meeting:	Public Services Committee			Date:	10 July 2025
Paper Title:	Streetlight Number 40 – Harewood Drive			Agenda Item:	12
Author of Paper:	Emma Wakley				
Purpose of Paper:	Information to note		Draft policy for feedback	Motion for Decision	x

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p><i>To receive a request from residents for streetlight STC040 to be reinstated, and to resolve whether to approve this request including the associated costs.</i></p>
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Key points: To include	(Harewood Drive) STC040 – Residents have enquired to see if this can be re-instated. North Yorkshire Council cost estimate £2,100.00 + Vat
Recommendation:	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p>The Council/Committee is recommended to:</p> <p><i>- To decide if this streetlight asset can be re-instated.</i></p>
Appendices:	<i>List in numerical order.</i>

Skipton Town Council
10th July 2025 at 6.30pm

Meeting:	Public Services Committee				Date:	10/07/25
Paper Title:	Allotment Skip Days				Agenda Item:	13
Author of Paper:	Jenny Dean					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To consider whether to hold a skip day on the allotments.</p>
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Key points: To include <ul style="list-style-type: none"> - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment) 	<p>Approximately 3 years ago an allotment skip day was held at the allotments. Members are asked to consider holding another skip day.</p> <p>We can only use 4 yard skips at Middletown due to big waggon NOT being able to fit under the bridge, these would also have a 2 tonne weight limit due to the size of the wagon delivering them. But 8 yard skips, lockable can be used at BR. We could keep them max of 2 weeks.</p> <p>4yard - £197.40 + VAT. (Last time x3 skips were used)</p> <p>8yard enclosed - £299.64+VAT. (This would need to be padlocked over night to prevent flytipping)</p> <p><i>Terms and conditions of Blackburn Skips:</i> <i>No Plasterboard, Asbestos, Gas Bottles, Fridges, Fertilisers or their empty containers, Aerosols of any kind, containers that have had any in, Oil Drums – Full or Empty, Paint Tins – Full or Empty, Batteries, any form of hazardous chemicals, Gripfull Tubes – Full or Empty, Fluorescent Tubes, Freezers, Pesticides, Mattresses, Tree Stumps, Machine Tyre Tracks, Televisions, or tyres.</i> <i>Should any of these items be found in a skip when on site then you will be contacted and advised to remove the items or if they are found when tipped, you will be contacted and asked to collect the items from the recycling centre. If the items are not removed or collected then we will charge you and the Environment Agency may be informed.</i></p> <p><i>TERMS AND CONDITIONS – It is an offence to overload skips or to set fire to materials in the skip. Any damage caused to skips will be charged to the hirer, the minimum charge will be £100.</i> <i>Blackburn Skips must be notified if the skip is to be left on the highway because a permit will be required and lights and cones to be supplied. Skips must not be moved</i></p>
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Skipton Town Council
10th July 2025 at 6.30pm

	<i>without consent to Blackburn Skips Ltd. Non-payment could result in a similar material being returned and tipped on hirers property. SKIPS WILL NOT BE REMOVED FROM SITE IF THEY HAVE BEEN MOVED OR LOADED ABOVE THE SIDES.</i>
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to: <i>Make a decision without an officer recommendation.</i>
Appendices:	<i>List in numerical order.</i>