

GREAT AYTON PARISH COUNCIL

Andrew Snowdon, Clerk to the Council

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28/05/19

To the Members of the Council you are hereby summoned to attend the Great Ayton Parish Council meeting in **The Great Ayton Discovery Centre** on **Tuesday 4th June 2019 at 7.00pm** for the purpose of transacting the following:

AGENDA

- 1. Members of the Public invited to address the Council**
- 2. Police Business:**
To receive the North Yorkshire Police report including the monthly statistics.
- 3. Apologies for Absence**
- 4. Declaration of Interest in items on the Agenda**
- 5. To confirm the minutes of the Parish Council Meeting held on 7th May 2019**
- 6. Adoption of Standing Orders, Regulations & Polices:**
Standing Orders (ADOPTED 07/05/19)
Financial Regulations (ADOPTED 07/05/19)
Code of Conduct (ADOPTED 07/05/19)
Complaints Policy – To Review
Archiving and Retention Policy – To Review
Access to Information Policy
Press Policy
Trees & Hedges Policy
Co-option Procedure (ADOPTED 07/05/19)
- 7. To Consider Planning & Licencing Applications Received:**
To receive and comment on the Planning Applications and receive other planning notifications per the Planning Report.
- 8. Correspondence and Information:**
To receive details of Correspondence and Information since the last Meeting and decide upon necessary actions.
- 9. Council Services / Working Group Reports:**
To receive the Council Services reports and decide upon necessary actions.
- 10. Councillors Reports**
To receive Councillors reports and decide upon any necessary actions.
- 11. Clerk's Report**
To receive the Clerk's report and decide upon necessary actions.
- 12. Accounts Report**
To receive and approve items on the Accounts Report.
To review and accept the 2019/20 accounts prior to formal audit.
- 13. Such other business as in the opinion of the Chairman, should by reason of special circumstances be considered as a matter of urgency.**
- 14. Exclusion of the Press and Public**
In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council can RESOLVE that the press and public be excluded from the meeting if required.

The next Parish Council Meeting will take place on Tuesday 2nd July 2019.

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PLANNING REPORT

PLANNING APPLICATIONS FOR REVIEW

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
19/00846/FUL - Land adjacent to Ayton House, Easby Lane	Delegated Decision - Construction of a 2-storey dwelling
19/01057/LBC - 7 Richardson Hall School Lane Great Ayton	Listed building consent for installation of a gas fire and associated external alterations
NYM/2019/0337/NM - 12 Dikes Lane	Non material amendment to application NYM/2018/0785/FL for construction of first floor side extension, entrance canopy, dormer windows and linked car port

PLANNING DECISIONS TAKEN BY HDC

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
19/00608/FUL - The Spinney, 33 Station Road	GRANTED - Demolition of conservatory, new extension to front, reinstate chimney, alter garage door & internal alterations.
19/00665/LBC - 69 High Street	GRANTED - To replace 3 damaged stone steps, renew rotten joists & floorboards
19/00543/FUL - Cedar Barn 114A Newton Road	GRANTED - Extension to first floor of house at rear and construction of carport to front.

OTHER ITEMS

REF/ADDRESS	DESCRIPTION	
18/02022/FUL - Land adjacent to Angrove Plantation, Yarm Lane	Invitation to Planning Committee site visit on 30 th May 2019	

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COUNCIL SERVICES / WORKING GROUPS

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	The consecration of the 'new' Cemetery area to take place. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	The consecration event is due to take place on 01/07/19. Consecration stones required. Invitations to the event. Catering & refreshments. – <i>Proposal from Cemetery Working Group</i>	Ongoing (Cemetery Working Group 1)
Cemetery Wall of Remembrance	The Cemetery Superintendent has reported that the wall of remembrance will require enlarging as plaques are becoming obscured.	Consideration of enlarging the wall or other means of affixing plaques in memory. – <i>Recommendations from Cemetery Working Group</i>	Open (Cemetery Working Group 1)
Cook Family Memorial Garden	An improvement project has been established for the Captain Cook Memorial Garden. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	Completion of outstanding tasks following successful re-opening. LEADER Grant funding to be claimed prior to 30/06/19. – <i>Clerk dealing with claim.</i>	Ongoing (Garden Working Group)
Whitbread / Waterfall Bridge	The memorial bridge over the Leven at Waterfall terrace is showing signs of age. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	Tenders from 3 suitable bridge manufacturing specialists should be considered to enable selection as part of the Impetus grant funding application. – <i>Awaiting report from Working Group</i>	Open (Whitbread Bridge Working Group 7)
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	A formal specification to be sought from a professional organisation/architect prior to commencement in 2019/20. – <i>Awaiting meeting of Buildings Working Group</i>	Open (Buildings Working Group 3)
Allotments	The Allotments Working Group and members of the Allotment Association are working towards improving the allotments.	Removal of fly-tipped waste, clearing vacant plots, regular inspections, renewed lease terms, renewed regulations, revised pricing have been discussed at the meeting of 15/05/19. – <i>Reports from Working Group</i>	Ongoing (Allotments Working Group 2)
Dog Fouling Public Footpaths	Hambleton District Council Waste & Street Scene department has confirmed action towards dog fouling.	The Keep Britain Tidy 'We're Watching You campaign' continues on Newton Road.	Ongoing (Open-Spaces Working Group 4)
Village Hall	Maintenance of the Village Hall remains the Parish Council's responsibility.	A request for remedial works & fitting of a new door to the outside buildings has been made to a local contractor. – <i>Awaiting report from Working Group</i>	Open (Buildings Working Group 3)

COUNCILLOR’S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Endeavour Way	Endeavour Way the cycle track project from Stokesley to Great Ayton proposed by Sustrans.	Cllr Fletcher has requested that consideration be given to GAPC making the formal planning application for the cycleway on behalf of the local interest group. – <i>Resolution required</i>	Ongoing (Local Interest Group)
Xmas lighting improvements to Village Green	The Parish Council have agreed to improve Xmas lighting on the High Green.	Cllr Fletcher has arranged for additional cabling works and paving around the trees on the High Green. – <i>Update required from Working Group</i>	Ongoing (Open-Spaces Working Group 4)
Pollinators – BUGAS	Cllr Taylor has forwarded the preliminary report from Action for pollinators.	Discussion regarding village areas to be maintained for pollinators & wildlife habitats. – <i>Discuss implications</i>	Ongoing (Open-Spaces Working Group 4)

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CLERK’S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Selection of Co-Opted Member	6 Members were elected on an uncontested basis.	Review of applications from applications to be Co-opted into the vacant seat on the Parish Council. – <i>Selection process</i>	Open
Village Hall	The CIO ‘Great Ayton Village Hall’ are tenants within the building which is owned by the Parish Council.	A formal Lease/Licence is required to give clarity of responsibility for internal / external maintenance, duration of tenure and applicable rent. – <i>Awaiting solicitor</i>	B/F
Yatton House	A new (21 year) lease is being prepared for Yatton House as tenants within Cemetery boundary.	The draft lease is with the PC’s Solicitor for review. – <i>Awaiting solicitor</i>	B/F
GA Cricket & Football Fields	It was previously agreed that a new lease should be prepared on the basis of a peppercorn rent.	A request has been made for the PC’s Solicitor to draft a lease on peppercorn basis. – <i>Awaiting solicitor</i>	B/F
Ex-Tourist Information building	The Parish Council are seeking to lease the Ex TIC building from HDC.	Update received from PC solicitor confirming the lease progressing after HDC complete outstanding repair works. – <i>Awaiting solicitor</i>	B/F
Annual Risk Assessment	As an annual obligation the Parish Council should carry out a financial risk assessment.	Action required to establish a suitable format for the annual financial risk assessment as required by the AGAR. – <i>Review required for 2019/20</i>	B/F
Annual Governance and Accountability Return	The annual return and associated reports should be made in a timely manner to enable the dates set for the period for the exercise of public rights. 17/06 - 26/07/19	Exercise of public rights to review the Parish accounts to be announced as 17/06/19 to 26/07/19. The accounts will be submitted to the internal auditor in early May. – <i>Awaiting internal audit</i>	B/F

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ACCOUNTS REPORT

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £ (Inc VAT)</u>
A Snowdon	24 X First Class Stamps	General Admin	£16.80
H Atkinson	Mobile phone top-up	General Admin	£20.00
David Harrison Charity Account	Vintage Tractors - Mr Harrison 19th June between 10am & 11am - 07745 111111	Donations (S137)	£50.00
Catch Design Management	Printing of Cook Cottage Memorial Garden leaflets	CIO Trust - Cooks Garden	£210.00
Thompsons Hardware Ltd	Toilet rolls, cleaning products	WG3 - Public Conveniences	£79.36
Thompsons Hardware Ltd	Bedding plants, perennial plants, bark chips	WG4 - Trees & Planting	£137.40
Mossy Rock Limited	Outstanding balance for works to Cook Cottage Memorial Garden	CIO Trust - Cooks Garden	£3,819.76
Ian McIntyre	Documenting & filming Cook Cottage archaeological dig	CIO Trust - Cooks Garden	£900.00
HOME FIX COMPUTERS	HP364 Black ink cartridge	General Admin	£18.50
Mossy Rock Limited	Landscaping of Millrace to rear of Cook Cottage Memorial Garden	CIO Trust - Cooks Garden	£845.59
Mossy Rock Limited	Supply & install posts & ropes to protect exposed foundations at Cooks Garden.	CIO Trust - Cooks Garden	£215.90
The Royal Oak	Catering for Cook Cottage Memorial Garden dignitaries opening day	CIO Trust - Cooks Garden	£637.70
A Hill & Sons Ltd	Plants for Cook Cottage Memorial Garden	CIO Trust - Cooks Garden	£113.46
Mole County Stores (North)	Roundup bioactive	WG4 - Trees & Planting	£140.64
Sam Turner & Sons Ltd	Rodex, Gloves, Refuse bags	WG2 - Allotments	£118.63
TOTAL			£7,323.74

Receipts

<u>Customer</u>	<u>Description</u>	<u>Other data</u>	<u>Value £</u>
Mr J Allen	Allotment Rent	Allotment Rents	£33.50
M&B Rea Funerals	Burial Fee (£20 short)	Cemetery	£750.00
TOTAL			£783.50

To receive the unaudited accounts for Year Ending 31 March 2019.

To review the Annual Governance Statement for Year Ending 31 March 2019.

To approve additions of authorised signatories to NatWest Bank.