

# **GREAT AYTON PARISH COUNCIL**

Andrew Snowdon, Clerk to the Council

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01/08/19

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 6<sup>th</sup> August 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. NYCC & HDC Reports**

To receive the NYCC & HDC reports from local Councillors and other speakers.

**4. Apologies for Absence**

**5. Declaration of Interest in items on the Agenda**

**6. To confirm the minutes of the Parish Council Meeting held on 2<sup>nd</sup> July 2019**

**7. 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)*

*Co-option Procedure (ADOPTED 07/05/19)*

*Complaints Policy (ADOPTED 04/06/19)*

*Archiving and Retention Policy (ADOPTED 04/06/19)*

*Access to Information Policy (ADOPTED 02/07/19)*

*Press Policy (ADOPTED 02/07/19)*

*Trees & Hedges Policy (Draft for review Aug 19)*

*Allotments Regulations & Tenancy Agreement (Draft for review Sept 19)*

**8. To Consider Planning & Licencing Applications Received:**

To receive and comment on the Planning Applications and receive other planning notifications per the Planning Report.

**9. Correspondence and Information:**

To receive details of Correspondence and Information and decide upon necessary actions.

**10. Council Services / Working Group Reports:**

To receive the Council Working Group reports and decide upon necessary actions.

**11. Councillors Actions & Reports**

To receive Councillors reports and decide upon any necessary actions.

**12. Clerk's Actions & Reports**

To receive the Clerk's report and decide upon necessary actions.

**13. Accounts Report**

To receive and approve items on the Accounts Report & review YTD budget expenditure.

**14. Such other business as in the opinion of the Chairman, should by reason of special circumstances be considered as a matter of urgency.**

**15. 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 3<sup>rd</sup> September 2019.

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**PLANNING REPORT**

**PLANNING APPLICATIONS FOR REVIEW**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
19/01337/FUL - 6 Yarm Lane	Delegated Decision - Proposed single storey extension.
19/01227/FUL - 4 Park Square (Ex fruit & veg)	Delegated Decision - Change of use from fruit & veg shop to small bar (Class A4)
19/00275/TPO - Molyneux Low Green	Delegated Decision - Proposed work to trees subject to a Tree Preservation Order (1982/05) T1 Red Oak - pruning and crown lift. T2 Grand Fir - remove tree and replace with new species.
19/01394/FUL - 5 Rowan Drive	Delegated Decision - Formation of 1 dormer window.
19/01349/FUL - 5 Park Rise	Delegated Decision - Single Storey Extension/Orangery to replace old conservatory
NYM/2019/0307/FL - Aireyholme Cottage	Application for construction of replacement garage (grid ref 457652 511727)
NYM/2018/0732/FL - 20 Dikes Lane	Amended application for conversion & extension to stable to become bike hire shop & café at ground floor, 2 holiday lets on first floor, construction of Plant Room.

**PLANNING DECISIONS TAKEN**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
18/02112/ADV - 3 Guisborough Road	GRANTED - Application for advertisement consent for 1 No. externally illuminated fascia sign to show business name
19/01057/LBC - 7 Richardson Hall School Lane Great Ayton	GRANTED - Listed building consent for installation of a gas fire and associated external alterations
19/00669/FUL - Langbaugh Hall	GRANTED - Field enclosure for animals

**OTHER ITEMS**

<b>REF/ADDRESS</b>	<b>DESCRIPTION</b>	
<b>4 Park Square</b>	Application for premises licence.	

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**CORRESPONDENCE AND INFORMATION REPORT**

**CORRESPONDENCE**

<b>Who</b>	<b>For Consideration</b>
Non-Resident	Request for price for memorial plaque to bench on Low Green.
Non-Resident	Request for price for replacement plaque to bench in Waterfall Park.
NY Police	Clarification as to whether the 2019 Remembrance Day event will be usual format.
Catch Design Mgmt.	Request to be removed as admin from Cooks Family Memorial Garden social media.

<b>Who</b>	<b>For Information</b>
Residents x 2	Request for allotment when vacancy arises.
Yatton House Society	Letter of thanks for £50 donation for use of facilities at consecration event.
Beaver Bridges	Confirmation of successful supply of replacement bridge to Waterfall Park.
GAPC / LEADER	Submission of grant funding request.
Citizens Advice	Poster advertising local services, times & locations.
Peter Scrope VLL	Letter of thanks for invitation to consecration ceremony.
NYMNP	Copy of draft local plan.
Velo29	Confirmation that a non-competitive cycle event passing through on 13/07.
HDC	Details of 18/07 HDC Parish Liaison Meeting in Northallerton.
NYLL	Request for details of 2019 Remembrance Day event.
Resident	Mail canvassing for support to make Great Ayton a 'Fair Trade' village.

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**COUNCIL SERVICES / WORKING GROUPS**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Cemetery	To receive reports & recommendations from the Cemetery Working Group and consider actions as required.	Consideration of how to enlarge the wall of remembrance or other means of affixing more plaques in memory. <i>Cemetery Working Group to meet &amp; recommend.</i>	Ongoing (Cemetery Working Group)
Cook Family Memorial Garden	An improvement project has been completed for the Cooks Family Memorial Garden. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	The LEADER Grant funding has been provisionally approved in accordance with agreement. <i>No further action required at this stage</i>	Complete (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>	The Planning application 19/00329/FUL requires a dimensional/design drawing to allow validation by HDC. <i>Awaiting drawings from Beaver Bridges. Opportunities for grant funding to be sought. Working Group / RFO action required.</i>	Ongoing (Whitbread Bridge Working Group)
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 at t date to be confirmed. – <i>No action required at this time.</i>	Open (Buildings Working Group)
Allotments	To receive report & recommendation from the Allotments Working Group and consider actions as required.	Consideration to be given to 2 X tenant's complaints/concerns regarding actions of neighbouring allotment holders. <i>Allotments Working Group to recommend.</i> Proposal to adopt revised Allotment Regulations & Tenancy Agreement for Oct 19. <i>Allotments Working Group to recommend for September meeting.</i>	Ongoing (Allotments Working Group)
Village Hall	To receive report & recommendations from the Buildings Working Group and consider actions as required.	To establish maintenance responsibility and other terms for a peppercorn lease between the Village Hall CIO (tenants) and the Parish Council (Landlord). <i>Meeting of Buildings Working Group required.</i>	Ongoing (Buildings Working Group)
Children's Play Park	To receive report & recommendations from the Play Park Working Group and consider actions as required.	The 2019 RoSPA inspection will take place in September. <i>Play Park Working Group to recommend following inspection.</i>	Ongoing (Play Park Working Group)
Xmas 2019	To receive reports & recommendations regarding the Xmas 2019	Additional cabling works and paving improvements around the trees on the High Green. <i>(Update required)</i> Discussion regarding 2019 Xmas festivities. <i>Meeting of Village Events Working Group</i>	Open (Village Events Working Group)

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**COUNCILLOR'S ACTIONS & REPORTS**

<b>ITEM</b>	<b>ORIGINATOR / ACTIVE CLLR</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Endeavour Way	Cllr John Fletcher	GAPC has agreed to make the formal planning application for the Endeavour Way cycle path from Great Ayton to Stokesley on behalf of the local interest group.	Ongoing
Pollinators – BUGAS	Cllr Angela Taylor	The Parish Council have agreed to support the Brighten Up Great Ayton 'Action for pollinators' project.  The Tannery have kindly confirmed that their July cheese appeal will be in aid of the BUGA project.  Consideration to be given to approve purchase of a bespoke App. (Circa £300 annually)	Ongoing
River & bank	Cllr Angela Taylor	A volunteer day to clear debris and invasive plants from the river and bank side is to be organised on 10 <sup>th</sup> / 11 <sup>th</sup> August 19.	Open
Captain Cooks Day of Sail	Cllr John Fletcher	Cllr Fletcher has requested that consideration be given to supporting the Captain Cooks Day of Sail which is organised by the Cook Schoolroom Museum. Traditionally lunch is provided for invited dignitaries, hence it is proposed that a budget be approved accordingly.	Open
Management of Parish Council service activities	Open Spaces Working Group	Cllr Fletcher has made recommendations for consideration in relation to management of Parish Council Service activities including the maintenance of grassed areas.	Open

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**CLERK'S ACTIONS & REPORTS**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Village Hall	The CIO 'Great Ayton Village Hall' are tenants within the building which is owned by the Parish Council.	Lease terms to establish maintenance responsibilities, etc to be provided to Solicitor to enable progress.	Open
Yatton House	A new (21 year) lease is being prepared for Yatton House as tenants within Cemetery boundary.	Recommend approval of annual rent of £500 as part of lease terms.	Ongoing
Ex-Tourist Information building	The Parish Council are seeking to lease the Ex TIC building from HDC.	The PC's Solicitor has confirmed that the lease terms have been completed, the terms are to be formally approved upon receipt.	Ongoing
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 2019/20	B/F
Scouts Bonfire Night Event	The Parish Council has agreed to sponsor the annual bonfire night event run by the local Scouts	Recommend approval of £150 donation to event.	Open
Microsoft Office 365	The Parish Councils Microsoft Office subscription has lapsed.	Monthly cost of £7.90 to be considered for a single business subscription to Microsoft Office 365.	Open
Parish Council Social Media presence.	The Parish Council does not have a social medial presence other than via the Clerk.	Consideration for formal social media presence to advertise PC activities.	Open

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**ACCOUNTS REPORT**

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £ (Inc VAT)</u>
Yatton House Society	Donation as thanks for refreshments & use of reception room following cemetery consecration.	S137 Donation	£50.00
Caryn Loftus	Plants & trees purchased for BUGA project	Trees & Planting	£256.02
A Snowdon	6 X 1st Class Large Letter stamps	General Admin	£6.36
NYCC Waste Management	Waste charges Great Ayton Cemetery 01/09 - 30/09/19	Cemetery	£52.52
NYCC Waste Management	Waste charges Great Ayton Cemetery 01/07 - 31/07/19	Cemetery	£56.46
NYCC Waste Management	Waste charges Great Ayton Cemetery 01/08 - 31/08/19	Cemetery	£52.64
Sam Turner & Sons Ltd	Rodex Rat Bait X 25, Safety Gloves	Allotments	£120.72
Thompson Timberworks Ltd	Replace climbing rope and mounting brackets to play equipment	Play Park	£180.00
Hambleton District Council	Salary recharges 01/04 to 30/06/19	Salaries	£9,424.39
Friends Meeting House	Hire of Meeting House Apr/May/June 2019	General Admin	£60.00
Gary Frankish	Cutting grass in the cemetery	Cemetery	£360.00
Gary Frankish	Strimming around head stones	Cemetery	£240.00
Gary Frankish	Cut & strim Play area	Play Park	£49.92
Gary Frankish	Cut grass in Yatton House	Cemetery	£49.92
Gary Frankish	Grass cutting in the village	Grass Cutting	£460.00
Gary Frankish	Grass cutting river banks	Grass Cutting	£180.00
Gary Frankish	Cut Cooks garden X 5	Grass Cutting	£50.00
Gary Frankish	Grass cutting village greens	Grass Cutting	£150.00
Gary Frankish	Grass cutting waterfall park and cutting around the trees and bench's high and low green.	Grass Cutting	£60.00
Mr Alan Dale	Dig & backfill graves (13/06 @ £340, 18/06 @ £310, 22/07 @ £280)	Cemetery	£930.00
James C Pearson	Repairs & new door to the village hall	Village Hall	£841.50
James C Pearson	Repairs to the Cemetery Wall	Cemetery	£280.50
Lupton Fawcett LLP	Diocese of York - Consecration of Cemetery & associated professional charges	Cemetery Infrastructure	£923.82
Hambleton District Council	Parish recharge for uncontested election 02/05/19	General Admin	£100.00
<b>TOTAL</b>			<b>£14,934.77</b>

Receipts

<u>Customer</u>	<u>Description</u>	<u>Other data</u>	<u>Value £</u>
Relph / Dignity Funerals	Funeral Burial Fee	Cemetery	£750.00
Carters / Coop Funerals	Interment of ashes & plaque on memorial wall	Cemetery	£120.00
NYCC	Brighten Up Great Ayton / Bee Pollinator Grant from NYCC Councillor Locality Budget	Grants	£885.00
<b>TOTAL</b>			<b>£1755.00</b>