

# **GREAT AYTON PARISH COUNCIL**

Assistant Clerk – Cllr A Snowdon  
29/03/2022

E-mail: [clerk@great-ayton.org.uk](mailto:clerk@great-ayton.org.uk)

To the Members of the Council, you are hereby summoned to attend a Meeting of Great Ayton Parish Council which will take place in the Great Ayton Discovery Centre on Tuesday 5<sup>th</sup> April 2022 at 7.00pm for the purpose of transacting the following:

## **Notice of Meeting**

Public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

## **A G E N D A**

### **1. Apologies for Absence**

To receive the apologies for absence received in advance of the meeting and to consider the reasons for absence provided.

### **2. Police Business:**

To receive the North Yorkshire Police report including the monthly statistics.

### **3. NYCC and HDC Reports**

a. To receive reports from the NYCC Local Councillor

b. To receive reports from the HDC Local Councillor.

### **4. Declaration of Interests in items on the agenda**

### **5. Minutes from the ordinary meeting held on 1<sup>st</sup> March 2022 & the extraordinary meeting of 10<sup>th</sup> March 2022.**

To approve the minutes from the ordinary Parish Council Meeting held on 1<sup>st</sup> March 2022.

To approve the minutes from the extraordinary Parish Council Meeting held on 10<sup>th</sup> March 2022.

### **6. To Consider Planning & Licensing Applications Received:**

To receive and comment on the Planning & Licensing Applications and review planning notifications per the Planning Report attached. **See Appendix 1.**

### **7. Correspondence and Information:**

To receive and review the correspondence and information details of Correspondence and Information and decide upon necessary actions attached. **See Appendix 2.**

### **8. Council Services / Working Group Reports:**

To receive the Council Working Group reports and decide upon necessary actions. **See Appendix 3.**

i) Motion to sign the 'Minor Works Building Contract with contractors design 2016' terms with AL Robinson for the specified refurbishment works to the public WCs per the specialist advice in para 3.2 of the SPA Architect report of 18/02, this report having been adopted by GAPC at the meeting of 01/03/22.

ii) Motion to approve the payment of £623.08(Inc VAT) for the Building Regs application to NYBCP for the WC refurb project.

iii) Motion to approve that the services of GFrankish Grounds Maintenance are retained for 2022/23 at a cost of £909.66 per month.

### **9. Councillors' Reports**

To receive Councillors' Reports and decide upon any necessary actions. **See Appendix 4.**

Motion to purchase 1 off Field Mower @ £1,750.00+VAT and 1 off Honda Petrol Lawn Mower HRX426 C QX @ £692.71+VAT from Sam Turners per their quotation for £2710(inc VAT) and as requested by the Cemetery & Services Superintendent.

### **10. Clerk's Reports**

To receive the Clerk's report and decide upon necessary actions. **See Appendix 5.**

i) Motion to establish the 'Parish Council Centre' as the registered office for Great Ayton Parish Council.

ii) Motion to approve that the authorised signatories in the current bank mandate be amended to include Nola Atkinson (Clerk/RFO) and to include access to the online banking function.

### **11. Accounts Report**

To receive and approve items on the Accounts Report. **See Appendix 6.**

To review the completed year expenditure against budget for 2021/22.

To review the YTD expenditure against budget for April 2022.

Motion to review & sign the 2022/23 budget as approved at the December 2021 parish council meeting.

### **12. 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.

**APPENDIX 1**

**PLANNING & LICENCING REPORT**

**PLANNING APPLICATIONS FOR REVIEW**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
22/00466/FUL - Airdbreck House 39 Station Road Great Ayton	Delegated Decision - Single storey rear extension
22/00410/LBC - 22 Bridge Street Great Ayton	Delegated Decision - Listed Building Consent for the installation of secondary glazing to existing wooden sash bay and standard sash window of the dwelling
22/00515/ADV - Howard Court East Angrove Farm Great Ayton	Delegated Decision - Application for consent to display 2no freestanding externally illuminated (intermittent) signs either side of the site entrance
22/00663/FUL - 56 Marwood Drive Great Ayton	Delegated Decision - Single storey rear extension
22/00667/FUL - Tree Bridge Cottage Nunthorpe	Delegated Decision - Single Storey extension to side, rear with garage conversion into habitable room. Front bay extensions and porch with external fenestration changes and rendered facade with partial cladding to front
22/00565/TPO - 3 Swathmoor House School Lane Great Ayton	Delegated Decision - Works to trees subject to a Tree Preservation Order 1998/01
21/02937/FUL - Strawberry Fields Pannierman Lane Great Ayton <b><u>PLANNING COMMITTEE MTG – HDC 07/04/21</u></b>	Alterations to siting and appearance of approved lodges and car parking area, construction of outdoor seating, outdoor beach area, cinema screen and pergola. Internal road layout and all other hard and soft landscaping and associated works.

**HDC /NYMNP PLANNING DECISIONS**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
22/00206/CAT - 4 West Terrace Great Ayton	GRANTED - Works to tree in a conservation area

**HDC LICENCING**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
The Quarry Stone, 4 Park Square, Great Ayton	Application for a Pavement Licence under the Business and Planning Act 2020.

**1 MARCH 2022**

**APPENDIX 2**

**CORRESPONDENCE AND INFORMATION REPORT**

<b>Who</b>	<b>For Consideration</b>
Resident	Request for action/support regarding parking issues on Little Ayton Lane.
YLCA	Request from NALC Smaller Councils Committee asking what issues of relevance to smaller councils they would like this committee to address and what services they would like NALC to provide.

<b>Who</b>	<b>For Information</b>
YLCA	Details of various training courses for Chairman, Councillors & Clerk
NYCC Highways	Confirmation of road closure request for Roseberry Road for a street party on the Jubilee Sunday.
Studio Botez	Email by way of introduction to new Clerk & reminder that the new website still needs review/approval.
Zurich Insurance	Mail confirming that insurance cover is already in place for Jubilee events that are intended to attract less than 500 people as long as a risk assessment is carried out
YLCA	Copy of the NALC/LGA briefing regarding the conflict in Ukraine.
Resident	CC'd into mail from resident to SaddingtonTaylor regarding their proposed planning application for School Farm.
Residents	Mails requesting that GAPC supports resident concerns and objects to the proposed planning application for School Farm being circulated by SaddingtonTaylor.
Friends School	Request for help/support regarding ambiguous signage to residential properties.
20's Plenty	Request for support of the 20's Plenty initiative in North Yorkshire.
YLCA	'White Rose Update' circulated to parish/town councils
NYCC	Details of how to complete the NYCC online survey regarding local community pharmaceutical services.
PKF Littlejohn	Annual mail from PKF Littlejohn (Gov't appointed external auditor) giving details of AGAR submission deadline for town & parish councils.

**COUNCIL SERVICES / WORKING GROUP REPORTS**

ITEM	INFORMATION	ACTION/COMMENTS	GROUP
Cemetery	To receive reports & recommendations from the Cemetery Working Group and consider actions as required.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Prep/Paint Cemetery railings.</li> <li>- Inspection of trees with potential health issues.</li> <li>- Flower barrels for the front gates.</li> <li>- Refresh gravel to paths.</li> <li>- Ongoing inspection of headstones.</li> </ul>	<i>(Cemetery WG)</i>
Cemetery Buildings	To receive report & recommendations from the Buildings Working Group and consider actions as required.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Potential for covered outside area for working in rain.</li> </ul>	<i>(Buildings WG)</i>
Cook Family Memorial Garden	To receive reports & recommendations from the Cooks Family Memorial Garden trustees and consider actions as required.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Potential for covered outside area for working in rain.</li> <li>- Repair loose paving to footpath. (Postponed until funding is available.)</li> <li>- Website improvements &amp; maintenance. <a href="https://www.captcook-greatayton.com/">https://www.captcook-greatayton.com/</a></li> </ul>	<i>(Open Spaces WG)</i>
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- To sign 'Minor Works Building Contract with contractors design 2016' terms with AL Robinson for the refurbishment works to the public WC's following specialist advice in para 3.2 of the SPA Architects report of 18/02, this report having been adopted by GAPC at the meeting of 01/03/22.</li> </ul>	<i>(TRIP WG)</i>
Allotments	To receive report & recommendation from the Allotments Working Group and consider actions as required.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- To establish reliable method for locking of security gates.</li> <li>- Price for additional security gate at Skottowe entrance.</li> <li>- Removal of above ground water pipes prone to leaks &amp; not compliant with WRAS/regs.</li> <li>- To establish suitable management group / committee structure.</li> <li>- Apply for Local Authority Membership of the National Allotment Society.</li> </ul>	<i>(Allotments WG)</i>
Children's Play Park	To receive report & recommendations from the Play Park Working Group and consider actions as required.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Simple maintenance/painting to be carried out in-house.</li> <li>- Revised/improved in-house inspection document.</li> <li>- Replacement of swing removed due to damage.</li> <li>- Security fencing relocation from Cemetery.</li> </ul>	<i>(Play Park WG)</i>
Riverside Flood Field	To receive report & recommendations from the Open Spaces Working Group and consider actions as required.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Project underway in conjunction with CASV</li> </ul>	<i>(Open Spaces WG)</i>
Wimpey owned areas	To receive report & recommendations from the Open Spaces Working Group and consider actions as required.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Execute repairs to Bowls Club Bridge (Timber purchased &amp; received).</li> </ul>	<i>Parish Council</i>
High Green	To receive reports & recommendations regarding the upkeep & improvements to the Village Greens and open spaces.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Modification/renewal of bench &amp; paving around the Linden tree.</li> </ul>	<i>(Open Spaces WG)</i>
Benches & Memorials	To receive report & recommendation regarding the maintenance, repair & replacement of benches. (Circa 50off)	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Painting/repair schedule for steel &amp; wooden benches to be undertaken by service team at cemetery workshop.</li> <li>- Price required to replace all old-style benches in poor condition.</li> </ul>	<i>(Open Spaces WG)</i>
Parish Council Website	To receive report & recommendations regarding the development of the new PC website.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Review of content wording &amp; approval required</li> </ul>	<i>(AS / AT)</i>
Summer Fete & Platinum Jubilee	To receive updates regarding the plans for the Platinum Jubilee weekend of 2 <sup>nd</sup> to 5 <sup>th</sup> June.	Outstanding / Ongoing items; <ul style="list-style-type: none"> <li>- Village Fete to be held on Saturday 4<sup>th</sup> June.</li> <li>- Beacon to be lit beneath Cooks Obelisk 2<sup>nd</sup> June.</li> <li>- Organise Big Lunch event on High Green 5<sup>th</sup> June.</li> </ul>	<i>Events WG / Clerk</i>

**APPENDIX 4**

**COUNCILLOR REPORTS & MOTIONS**

<b>ITEM</b>	<b>ORIGINATOR / ACTIVE COUNCILLOR</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Endeavour Way	Cllr John Fletcher	To receive updates regarding the Endeavour Way cycle path.	Ongoing
BUGS volunteers	Cllr Angela Taylor	To receive updates regarding the Brighten Up Great Ayton 'Action for pollinators' project.	Ongoing
BUGS volunteers	Cllr Angela Taylor	To receive updates regarding the Riverside Floodfield 'wilding' project following receipt of funding notification from the Margaret Mawson Trust.	Open
Yatton House Community Garden	Cllr Angela Taylor	To receive information regarding the Yatton House Society Community Garden allotment project.	Ongoing
Environment	All Cllrs	To receive updates regarding positive actions taken in the parish in accordance with the 'Friends-of-the-earth' action list as put forward by the Climate Action Stokesley & Villages group.	Ongoing
Service Vehicle	Cllr Daniel Matuszak	To receive update regarding potential options for the lease of a van for the GAPC service team.	Open
Service Team Equipment	Cllr Andrew Snowdon	A quote has been received from Sam Turners to supply 1 off Field Mower @ £1,750.00+VAT and 1 off Honda Petrol Lawn Mower HRX426 C QX @ £692.71+VAT.	New

**APPENDIX 5**

**CLERK'S ACTIONS & REPORTS**

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Village Hall	Great Ayton Parish Council are the owners of the Village Hall via the 1919 'Deed of gift'.	Draft lease to be drawn up by Solicitor for discussion with GAVH CIO as occupant. <i>(To receive report by way of advice from solicitor following meeting on 22/03/22)</i>	Ongoing
Yatton House	A new (21 year) lease is being prepared for Yatton House as tenants within Cemetery boundary.	A 21-year lease has been requested from the GAPC solicitor to replace the current license which has now lapsed. <i>(To receive report by way of advice from solicitor following meeting on 22/03/22)</i>	Ongoing
Wimpey Owned Land	The Clerk has provided information regarding the (2000-2017) lease on the Wimpey owned sports fields which establishes uncertainty regarding the current 'holding over' position.	Having received advice from YLCA/NALC this matter has been referred to the parish council's solicitor to clarify the status of the lease and give advice to the council. <i>(To receive report by way of advice from solicitor following meeting on 22/03/22)</i>	Ongoing
Great Ayton Cricket & Football Club	The Clerk has provided information regarding the (2000-2017) lease on the Wimpey owned sports fields which establishes uncertainty regarding the current 'holding over' position.	Having received advice from YLCA/NALC this matter has been referred to the parish council's solicitor to clarify the status of the sub-contract in order to provide certainty to the GAC&FC for future funding applications. <i>(To receive report by way of advice from solicitor following meeting on 22/03/22)</i>	Ongoing
Community Governance Review	YLCA Guidance recommends that a parish council of Great Ayton's electoral size should be represented by 11 councillors.	Following agreement at the Oct 21 meeting the matter of expanding Cllr numbers is to be referred to the electoral services team for advice regarding a Community Governance Review.	Ongoing
Grass Cutting	G Frankish Grounds Maintenance is employed on a rolling basis to cut grass on GAPC owned land and including NYCC Verges for which GAPC receives circa £1300 p.a.	GFGM has confirmed that due to increased fuel & wage costs a 2% increase will apply to the scheduled grass cutting services in 2022/23.	New
Annual Parish Meeting	It is incumbent on the Chair of a parish council to call an 'Annual Parish Meeting' each year between 1st March – 1st June.	Date for the APM to be established after the parish council elections but before 1 <sup>st</sup> June.	New
Parish Council Registered Office	Though by historical quirk GAPC's registered address has been the home address of the Clerk this is not mandatory.	Consideration to be given to appointing the 'Parish Council Centre' as the registered address for Great Ayton Parish Council.	New
Authorised Signatories	Per the Financial Regs, the Parish Clerk should be authorised to sign cheques as one of the 3 signatories	Consideration to be given to passing a resolution that the authorised signatories in the current bank mandate be amended to include Nola Atkinson (Clerk/RFO)	New

## APPENDIX 6

## ACCOUNTS REPORT

## Payments

<u>Supplier</u>	<u>Details</u>	<u>Type</u>	<u>Cost £</u>
NATWEST	BANK CHARGES APRIL	Bank Charges	£21.14
Lee Marley	Diesel for service vehicle 22/03 & 30/03	Service Vehicle	£40.01
Sam Turner & Sons Ltd	Xpert Safety boots size 43	Cemetery	£39.99
Sam Turner & Sons Ltd	Fence board 1.8m X 6" - 12 off	Service Vehicle	£33.96
Sam Turner & Sons Ltd	Postfix - 20kg - 4 off	Open Spaces	£18.00
Sam Turner & Sons Ltd	Postfix - 20kg - 2 off	Open Spaces	£9.00
Gary Frankish Grounds Maintenance	Monthly Grounds Maintenance Fee - March 2022	Open Spaces	£891.83
Yorkshire Local Councils Associations	Annual Membership Fee 2022/23	General Admin	£864.00
Yorkshire Local Councils Associations	Additional £10 due for underpayment of Invoice 953 which was for £30 not £20.	General Admin	£10.00
J. Wilson & Sons	To install the safety railings on the High Street end of the Memorial Bridge.	Open Spaces	£1,399.20
HOME FIX COMPUTERS	Purchase of Lenovo AMD Ryzen 3 Laptop, Epson Eco-Tank Printer & MS Office subscription.	General Admin	£947.00
NYCC Waste Management	Monthly bin charges for Cemetery (01/04 - 30/04/21)	Cemetery	£58.62
Thompsons Hardware Ltd	Mops, Padlock, Toilet Rolls, dishcloths, bin bags, hand wash, bucket, bleach, hasp, bolt	Public Conveniences	£54.61
PH Greenwell Contractors	To supply, replace & test the circular lighting tube to the disabled WC's.	Public Conveniences	£92.23
Holey Moley	To trap moles on the High Green (03/03, 04/03, 08/03, 09/03, 10/03, 11/03)	Open Spaces	£450.00
Northumbrian Water	Water charges to cemetery (09/12/21 - 08/03/22)	Cemetery	£12.02
Northumbrian Water	Water charges to Public WC (09/12/21 - 08/03/22)	Public Conveniences	£125.60
Northumbrian Water	Water charges to Allotments (09/12/21 - 08/03/22)	Allotments	£149.35
Hambleton District Council	Non-Domestic Rates - Public WC's (£1497 - full small business relief => £0)	Public Conveniences	£-
Hambleton District Council	Non-Domestic Rates - Office Premises (£704 - Exempt below £2900 => £0)	General Admin	£-
Hambleton District Council	Non-Domestic Rates - Cemetery (£848 - No exemption)	Cemetery	£848.30
Scottish Hydro	Cemetery Buildings (1.3 units - 03/02 to 01/03/22)	Cemetery	£13.47
NY Building Control Partnership	Building Regs application 22/07431/OTH for refurb of public WC.	WC Refurb project	£623.08
Peter Derwent	Supply steel & fabrication of memorial bridge handrails	Projects	£1,440.00
Mr Alan Dale	Dig & backfill graves on 4th March 2022	Cemetery	£375.00
		<b>TOTAL</b>	<b>£8,516.41</b>

## Receipts

<u>From</u>	<u>Description</u>	<u>Type</u>	<u>Value £</u>
Lords Monumentals	Intallation of headstone	Cemetery	£118.00
Lords Monumentals	Inscription added to headstone	Cemetery	£60.00
M&B Rea	Burial Fee	Cemetery	£770.00
		<b>TOTAL</b>	<b>£948.00</b>