

# **GREAT AYTON PARISH COUNCIL**

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01/05/19

To the Members of the Council you are hereby summoned to attend the Great Ayton Annual Parish Council meeting in **The Friend's Meeting House** on **Tuesday 7<sup>th</sup> May 2019 at 7.00pm** for the purpose of transacting the following:

## **AGENDA**

**1. Newly elected Parish Councillors – Declaration of Acceptance of Office.**

**2. Election of Chairman and Declaration of Acceptance of Office**

**3. Members of the Public invited to address the Council**

**4. Police Business:**

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

**5. Apologies for Absence**

**6. Election of Vice Chairman and Declaration of Acceptance of Office**

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

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

**9. Adoption of Standing Orders, Regulations & Polices:**

*Standing Orders*

*Financial Regulations*

*Code of Conduct*

*Complaints Policy*

*Archiving and Retention Policy*

*Access to Information Policy*

*Press Policy*

*Co-option Procedure*

**10. Councillor Working Groups:**

To confirm members responsibilities as part of Working Groups.

**11. To Consider Planning Applications Received:**

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

**12. Correspondence and Information:**

To receive details of Correspondence and Information since the last Meeting and decide upon necessary actions.

**13. Council Services Reports:**

To receive the Council Services reports and decide upon necessary actions.

**14. Clerk's Report**

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

**15. Councillors Reports**

To receive Councillors reports and decide upon any necessary actions.

**16. Accounts Report**

To receive and approve items on the Accounts Report.

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

**18. 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 4th June 2019  
in the Children's Room at the Friends Meeting House.

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**PLANNING REPORT**

**PLANNING APPLICATIONS FOR REVIEW**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
19/00665/LBC - 69 High Street	Delegated decision - To replace 3 damaged stone steps, renew rotten joists & floorboards
19/00614/CAT - 5 Old Mill Wynd	Works to trees in conservation area.
19/00614/TPO - 5 Old Mill Wynd	Delegated decision - Works to trees covered by TPO 1998/01
19/00068/FUL - Great Ayton Tennis Club	Delegated decision - Construction of all-weather building to cover 2 No Tennis Courts.
19/00669/FUL - Langbaugh Hall	Delegated Decision - Field enclosure for animals

**PLANNING DECISIONS TAKEN BY HDC**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
18/02453/DCN - Strawberry Fields Pannierman Lane Great Ayton	GRANTED - Application for approval of details reserved by conditions 2 (materials), 5 (detailed landscaping scheme), 6 (landscape and ecological management plan), 7 (external lighting) & 8 (access arrangements) to previously approved application ref: 18/02453/MCR for variation of condition No: 3 (approved plans; elevations SQ-0799-01-2 and floor plan layout SQ-0799-01) attached to previously approved application 16/00915/FUL
19/00384/FUL - Angrove West Farm Great Ayton North Yorkshire	GRANTED - Proposed ground floor extension to rear of existing dwelling.
19/00272/FUL - 24 Linden Avenue Great Ayton North Yorkshire	GRANTED - Single storey rear kitchen extension to existing bungalow. Loft conversion to incorporate 2 dormer windows to front (south) & 2 X roof lights to rear elevation. Demolition of existing blockwork garage & replace with new shed.
19/00311/TPO - OS Field 5700 west of Cleveland Lodge	GRANTED - Proposed work to trees subject to a Tree Preservation Order (1999/03 & 1988/02)
19/00328/CAT - Southview Low Green	GRANTED - Works to trees in a conservation area.
19/00067/TPO - Southview Low Green	GRANTED - Works to trees subject to preservation order.
19/00361/LBC - 2 Low Green Great Ayton North Yorkshire	GRANTED - Listed Building Consent for replacement window on the rear elevation of the dwelling house .

**OTHER ITEMS**

<b>REF/ADDRESS</b>	<b>DESCRIPTION</b>	
<b>The Tannery - Arcade</b>	Variation of a premises licence from 'The Tannery' in the Arcade to sell alcohol at an outside seated area.	

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**CORRESPONDENCE AND INFORMATION REPORT**

**CORRESPONDENCE**

<b>Who</b>	<b>Consideration Required</b>
12+ Residents	Numerous emails of objection/concern received regarding the proposed tennis dome. Parish Council asked to take residents views into consideration when considering the application. – <i>See Planning review</i>
Citizens Advice	Request from Citizens Advice with regards to their Mid North Yorkshire Rural Advice Bus visiting Great Ayton as a means of ‘reaching out’ to the local community. – <i>recommend accept</i>
GA Scouts	Request from the Scouts to hold their annual duck race in the Leven & associated activities on the Low Green on Sunday 9th June. – <i>recommend accept</i>
Yatton House Society	Yatton House are seeking permission to utilise the un-used area of the cemetery or part of the Play Park for parking during their Gala Day on Saturday 13th July – <i>recommend accept</i>
Leven Swords	Leven Sword group are asking if they can dance on the High Green on Monday 6th May at 4:30pm & Monday 15th July at 8:45pm. – <i>recommend accept</i>

<b>Who</b>	<b>For Information</b>
NYCC	NYCC enquiry regarding PROW registration application made in 1996.
Resident	Resident requesting information regarding the green double decker bus parked on the camp site off the B1292. – Matter in hand with HDC planning enforcement.
Resident	Mail of concern regarding anti-social behaviour on Frankfield Mews – Resident advised as being that police matter
Resident	Enquiry from resident regarding the Cooks Garden cottage foundations – The formal decision to back-fill was taken at a previous PC meeting (6-month rule).
GAPC / HDC Planning	Request for redaction of Parish Council ‘support’ reference from Tennis Club Community Statement relating to 19/00068/FUL planning application.
Resident	Request for grass to be cut at the end of Byemoor Close.
HDC Waste & Street	Confirmation that recycle bin removed due to contamination with dog faeces.
Resident	Enquiry regarding removal of recycle bin from outside of Velveteen Rabbit.
NYMNP	Details of potential funding for improvements to the Village Hall with 80% match finding required.
Studio Botez	Confirmation of <a href="https://www.visitgreatayton.com/captain-cook">https://www.visitgreatayton.com/captain-cook</a> & <a href="https://www.visitgreatayton.com/news-events/news/2019/03/19/cook-family-memorial-garden-reopening">https://www.visitgreatayton.com/news-events/news/2019/03/19/cook-family-memorial-garden-reopening</a>
HDC Electoral Services	Confirmation the PC elections were uncontested & 6 Parish Councillors duly elected
HDC	Details of a free heating scheme recently launched which can help eligible homeowners and private landlords. <a href="https://www.hambleton.gov.uk/info/20036/housing/797/energy_company_obligation/3">https://www.hambleton.gov.uk/info/20036/housing/797/energy_company_obligation/3</a>
AMEY	Information relating to the Allerton Waste Recovery Park
NYCC	Details of the planned road closure on the A173 between 23rd April 2019 and 26th April 2019
Grounds Maintenance	Details of damage to one of the NYCC grassed verges on Wainstones Close
HDC	Confirmation of monies due from HDC as a contribution from their Community Infrastructure Levy.
Tolent	Details of upcoming works to Newton Road in relation to the Cleveland Lodge
NYMNP	Latest version of the NYMNP draft Local Plan received
GAPC – NYCC	Bollard on A173 at Stokesley end of village reported as broken.
Frees Askew Bunting	Clarifications received from Parish Council solicitor regarding Lease matters.

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**COUNCIL SERVICES**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
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.	Ongoing
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.	Open
Captain Cook Garden	An improvement project has been established for the Captain Cook Memorial Garden. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	Opening day planning (16 <sup>th</sup> May) is ongoing via the Working Group.	Ongoing
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.	Ongoing
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.	Ongoing
PROW Footpaths	Great Ayton has various PROW footpaths which are reported as requiring maintenance.	As the responsible authority, NYCC have agreed to take action towards improving the Easby Lane – Suggitt's Field PROW.	Ongoing
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.	Ongoing
Allotments	Establishment of Working Group incorporating Councillors, PC employees and Allotment Association.	A safe working method should be developed to remove the waste which is of unknown origin. The Working Group is to agree a meeting date with the local Allotment Association. (6pm Friday May 10 <sup>th</sup> proposed.)	Ongoing
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' has started Newton Road.	Open
Village Hall	Maintenance of the Village Hall remains the Parish Council's responsibility.	Inspection of the building has identified that work is require to outside buildings where lintels and brickwork are missing.	Open

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**CLERK'S REPORT**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Expansion of Councillor Numbers	The Parish Council has decided to move forward with a Community Governance Review.	Community Governance Review (consultation) to be moved if thought to be required after the 2019 elections.	Ongoing
Chairman's chains of office	The ribbon of the Chairman's chains of office is full and the last 7 Chair's are not therefore included.	The Chair's pendant has been sent to Fattorini, Birmingham who have provided several options. A decision is required as to the type of refurbishment required – <i>Max £750 budget proposed</i>	Ongoing
Village Hall	The CIO 'Great Ayton Village Hall' are tenants within the building which is owned by the Parish Council.	A formal Lease is required to give clarity of responsibility for internal / external maintenance, duration of tenure and applicable rent.	Open
Annual Parish Meeting	The Annual Parish Meeting must take place between 01/03/19 and 01/06/19, but it is recommended that it is scheduled after the local elections.	May 28 <sup>th</sup> has been confirmed for the Annual Parish Meeting.	Open
Annual Risk Assessment	As an annual obligation the Parish Council should carry out a financial risk assessment.	Proposal to adopt previous years approach with a view to reviewing the process further for 2019/20	Open
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.	Open

**COUNCILLOR'S REPORT**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
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. (Costs to be borne by others)	Ongoing
Xmas lighting improvements to Village Green	The Parish Council have agreed to improve Xmas lighting on the High Green.	Additional cabling works and paving around the tree in hand.	Ongoing
Yatton House	Cllr Kirk has helped to prepare a draft lease for Yatton House.	The draft lease is with the PC's Solicitor for review.	Ongoing
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.	Ongoing
Parish Council Meeting Venue	Cllr Taylor has advised that GADC has suggested that Parish Council meetings can take place in the newly refurbished premises.	Proposal to hold the 4 <sup>th</sup> June meeting at GADC to establish suitability/size. (Potential saving of £240 per annum)	Ongoing
Pollinators – BUGAS	Cllr Taylor has forwarded the preliminary report from Action for pollinators.	Monies received from Broadacres, etc to be put to use in line with suggestions in the report.	Ongoing

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**ACCOUNTS REPORT**

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £ (Inc VAT)</u>
NATWEST	Bank Charges April 19	Bank Charges	£13.30
Cllr Mrs A Taylor	Purchase of plants, bin bags, 36 x 2nd class stamps	Cooks Garden	£57.71
Peter Derwent	Repair to jubilee memorial plaque	Cemetery	£60.00
Thompsons Hardware Ltd	Cleaning materials, sand & cement, painting sundries	Public Conveniences	£93.01
Thompsons Hardware Ltd	Toilet rolls & floor cleaning polish	Public Conveniences	£74.98
Gary Frankish	Grass cutting & strimming cemetery, verges, greens, river banks, play area, Yatton House, Cooks Garden.	Grass Cutting	£1269.84
NYCC Waste Management	Cemetery general waste removal (01/04 - 30/06)	Cemetery	£163.63
Catch Design Management	Cooks Garden website balance, Map Styling, Maintenance package, Leaflet Design	Cooks Garden	£2,097.50
Sam Turner & Sons Ltd	Rodex 25 Whole Wheat bait - 150g	Allotments	£84.50
JM Barnfather Limited	Removal & haulage of 8.9 tonnes of mixed waste from the Cemetery	Cemetery	£1,449.60
<b>TOTAL</b>			<b>£5,364.07</b>

Receipts

<u>Customer</u>	<u>Description</u>	<u>Other data</u>	<u>Value £</u>
Hambleton District Council	Payment of 50% annual precept	Precept	£46,500.00
Northern Power Grid	Wayleave payment	Wayleave Agreement	£17.25
M&B Rea Funeral Services	Interment of ashes X 2, plaque on memorial wall X 3 & additional inscription to plaque x1	Cemetery	£321.00
Carters Funeral Services	Funeral fee	Cemetery	£715.00
B Readman	Scattering ashes / Plaque onto wall	Cemetery	£84.00
D Bailey	12 months rental of Garage	Cemetery	£360.00
<b>TOTAL</b>			<b>£47,997.25</b>