

GREAT AYTON PARISH COUNCIL

Andrew Snowdon, Clerk to the Council

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25/02/20

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 3rd March 2020 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 4th February 2020

7. To Consider Planning & Licencing Applications Received:

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

8. Correspondence and Information:

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

9. Council Services / Working Group Reports:

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

10. Councillors Actions & Reports

To receive Councillors reports and decide upon any necessary actions.

11. Clerk's Actions & Reports

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

12. Accounts Report

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

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 April 2020.

PLANNING REPORT

PLANNING APPLICATIONS FOR REVIEW

| PLANNING REF/ADDRESS | DESCRIPTION OF WORK |
|---------------------------------------|---|
| 20/00326/CAT - 8 Hollygarth Close | Works to trees in a conservation area |
| 20/00259/FUL - 140 Roseberry Crescent | Delegated Decision - Alterations and two storey extension to the rear of the existing house together with additional car parking at the front |
| 20/00235/FUL - 21 High Green | Change of use from residential first floor flat to office accommodation |
| NYM/2020/0088/LB - 2 Dikes Lane | Application for listed building consent for replacement of clay tiles to single storey extension. |
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PLANNING DECISIONS TAKEN

| PLANNING REF/ADDRESS | DESCRIPTION OF WORK |
|---|---|
| 19/02709/CAT - Great Ayton Tennis Club, Mill Terrace | GRANTED - Works to trees in a conservation area |
| 19/02663/TPO - Friends School, School Lane | GRANTED - Works to trees subject to a tree preservation order. |
| 19/02354/FUL - The Tannery, 4 The Arcade, High Street | REFUSED - Alterations to enclose a small courtyard by means of alterations to wall and addition of plastic roofing. |
| 19/02673/LBC - 39 Bridge Street, Great Ayton | GRANTED - Listed building application for the installation of timber sliding sash windows |
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LICENSING APPLICATIONS / VARIATIONS

| REF/ADDRESS | DESCRIPTION |
|---------------------|---|
| Great Ayton WM Club | Application for variation of a club premises certificate to allow alcohol outdoors alongside Cleveland Street |

CORRESPONDENCE AND INFORMATION REPORT

| Who | For Consideration |
|------------------|--|
| Resident | A request has been made for the supply of a memorial bench to be placed at a suitable location. |
| Resident | Concerns expressed by resident regarding the volume of Karaoke music played at the Quarry Stone pub including a request to the Parish Council to ask for support in dealing with the matter. |
| Resident | A request has been made for the supply of a memorial plaque to be placed on the hexagonal bench on the Low Green. |
| Maximus UK | Request for work opportunities for supervised offenders or those on probation working in the community as part of court order or suspended sentence orders. |
| Teesside Hospice | Request to talk to Parish Council with regards to local collecting opportunities in particular “Great Ayton Open Gardens”. |

| Who | For Information |
|----------------------------------|--|
| NY Police | Clarification of changes to parish reports and explanation of difficulties attending all PC meetings in the Stokesley / Great Ayton beat area. |
| GAPC / NYCC / Arriva / MP | The Parish Council has had written communications with NYCC, Arriva & Local MP by way of expressing serious concerns at the potential loss of the Stokesley – Great Ayton – Guisborough 81 Arriva bus (See Clerks Report). |
| GAPC / NYCC | Written request for the cleaning of the bus shelter near to the Buck pub. |
| Resident | Confirmation that the annual pancake races were to take place on the High Green. |
| GAPC / HDC | Request that HDC liaise with NY Police with regards to the use of their mobile CCTV in the village. |
| NYCC Highways | Confirmation of closure to Easby Lane for pot-hole repairs 20/02. |
| HDC | Supplier / location details for sandbags in the event of a flood https://www.hambleton.gov.uk/flooding/site/index.php |
| HDC Environmental Health Officer | The EHO has requested that GAPC provide details of the allotments landowner so he can make them aware of their duty under the Prevention of Damage by Pests Act 1949. |
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GREAT AYTON PARISH COUNCIL – MEETING 3rd MARCH 2020

COUNCIL SERVICES / WORKING GROUPS REPORTS

| ITEM | INFORMATION | ACTION/COMMENTS | GROUP |
|------------------------------|---|---|-------------------------|
| Cemetery | To receive reports & recommendations from the Cemetery Working Group and consider actions as required. | Outstanding matters; <ul style="list-style-type: none"> - Refresh gravel to paths. - Wildflower planting along fence-line. - Meadow area to be enlarged in 2020. - Remove excess soil mound from grave excavations. - Inspection of trees along perimeter. - Specialist report from CCTV & Jetting of SW drain 19/02. - Remove plaque on 'memory wall'. - Prep/Paint Cemetery railings. - Recycling of wreaths to suitable location. - Cemetery rates review. - Cemetery regulation review per WG recommendation. | <i>(Cemetery WG)</i> |
| Cook Family Memorial Garden | To receive reports & recommendations from the Cooks Family Memorial Garden trustees and consider actions as required. | Outstanding matters for review; <ul style="list-style-type: none"> - Establish formal relationship between GAPC as owner & Cook Family Memorial Garden Trust as management entity. | <i>(Open Spaces WG)</i> |
| Whitbread / Waterfall Bridge | The WW1 memorial bridge over the Leven at Waterfall terrace is to be replaced. | Outstanding matters; <ul style="list-style-type: none"> - Establish grant funding via Impetus & HDC MaD. - Place order for manufacture & installation of bridge. | <i>(Open Spaces WG)</i> |
| Public Conveniences | It was agreed to carry out extensive refurbishment of the public WC's. | Outstanding matters; <ul style="list-style-type: none"> - Agree extent & specification for refurbishment of public WC's. - Seek improved electricity charge rates. - Ensure sanitary disposal contract/service adequate. - Fit timer to water heater for potential saving. | <i>(Buildings WG)</i> |
| Allotments | To receive report & recommendation from the Allotments Working Group and consider actions as required. | Outstanding matters; <ul style="list-style-type: none"> - Locking of security gates to B1292 entrances. - Digger/ skips required for rubbish removal. - Removal of fly-tipped waste dumped on 23/10 & 11/11. - Road chippings to fill deep holes in roads/paths required. - Improved housekeeping & other actions to overcome rat infestation. - Reclaim/restore allotments for allocation to new tenants. | <i>(Allotments WG)</i> |
| Village Hall | To receive report & recommendations from the Buildings Working Group and consider actions as required. | Outstanding matters; <ul style="list-style-type: none"> - Establish maintenance responsibilities. - Solicitor asked to produce standard peppercorn lease between the Village Hall CIO (tenants) and the Parish Council (Landlord). - Cost of roof repair to be reimbursed to trust upon receipt of details/invoice. - Establish any repairs required to water damaged floor. | <i>(Buildings WG)</i> |
| Ex TIC Building | To receive report & recommendations from the Buildings Working Group and consider actions as required. | Outstanding matters; <ul style="list-style-type: none"> - Establish use for building. - Decide upon internal layout modifications. - Repair to external noticeboard. | <i>(Buildings WG)</i> |
| Children's Play Park | To receive report & recommendations from the Play Park Working Group and consider actions as required. | Outstanding matters; <ul style="list-style-type: none"> - Simple maintenance/painting to be carried out in-house. - Technical repairs to be passed to Thompson Timberworks. - Revised/improved in-house inspection document. - Trust to be dissolved or held dormant as applicable. | <i>(Play Park WG)</i> |
| Riverside Flood Field | To receive report & recommendations from the Open Spaces Working Group and consider actions as required. | Outstanding matters; <ul style="list-style-type: none"> - Reinstate paths along riverside. - Dig in gravel path from sports fields. - Repair steps & wooden structure. - Replace handrails to bridge at 'bowls' field. - Cut back overgrowth. - Bilsdale trees to carry out tree maintenance works. | <i>(Open Spaces WG)</i> |

GREAT AYTON PARISH COUNCIL – MEETING 3rd MARCH 2020

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| Village Fete 2020 | To discuss matters relating to the bi-annual Village Fete due to take place on 13/06/20 and consider actions as required. | Outstanding matters; - Establish Fete Working Group (including Councillors & local volunteers.) - Meeting of working group. | <i>(Events WG)</i> |
| High Green | To receive reports & recommendations regarding the upkeep & improvements to the Village Greens and open spaces. | Outstanding matters; - Price for replacement bench around the Linden tree. - Work to trees on High Green ahead of Village Fete. | <i>(Open Spaces WG)</i> |
| Benches & Memorials | To receive report & recommendation regarding the maintenance, repair & replacement of benches. (Circa 50off) | Outstanding matters; - Painting/repair schedule for steel & wooden benches in place. - Agree replacement of benches beyond repair. | <i>(Open Spaces WG)</i> |
| Parish Council Website | To receive report & recommendations regarding the development of the new PC website. | Outstanding matters; - Establish whether working group or full council approach. - Request for greatayton.gov.uk address submitted. | <i>(TBC)</i> |
| Council Services Management & Execution | A full time Supervisor is to be recruited to oversee/execute work as part of the existing team. | Outstanding matters; - Establish person specification. - Establish short list criteria. - Position advertised in D&S, DWP, Indeed & GAPC websites. - Consideration to provide service vehicle (eg Van/Quad). | <i>(Parish Council / Interview Panel)</i> |
| Xmas 2020 | To discuss matters relating to Xmas tree/lighting/decoration/events and consider actions as required. | Outstanding matters; - Cabling works to High Green ASAP - Discussion regarding lighting/decorations for Xmas 2020. - Establish Xmas Working Group (including Councillors, GABF & resident representatives.) - Establish whether GABF wishes to donate their 2016/17 Xmas collection to GAPC for future improvements. | <i>(Xmas WG)</i> |

COUNCIL SERVICES / WORKING GROUPS REPORTS MATTERS FOR CONSIDERATION

| ITEM | INFORMATION | ACTION/COMMENTS | STATUS |
|-----------------------------|---|---|---------------|
| Cemetery Regulations | The Cemetery Working Group has proposed changes to working methods which impact upon the current regulations. | Consideration to be given to changing the cemetery regulations to reflect current practice & to accommodate suggested changes to combine the purpose of the two memorial walls. | Open |
| Grass Cutting / Green Works | The incumbent green works contractor has confirmed pricing and availability. | Consideration to be given to confirming to green works contractor including NYCC verges on ad-hoc basis for 1 year. | Open |
| Allotments | As part of the housekeeping exercise a large amount of rubbish needs clearing. | Consideration to be given to utilising a grab wagon or large excavator & skips to remove the build-up of debris from the allotments which includes broken glass & heavy wet carpet. | Open |
| Allotments | Pest Control | The Parish Council has received an offer of pest control by way of licenced / insured shooting of vermin with air rifles. | Open |
| Parish Council Website | The new .gov web address needs to be formally agreed. | Formal approval of the new domain greatayton.gov.uk following emailed notification. | Open |

COUNCILLOR'S ACTIONS & REPORTS

| ITEM | ORIGINATOR / ACTIVE COUNCILLOR | ACTION/COMMENTS | STATUS |
|-------------------------------|---------------------------------------|---|---------------|
| Endeavour Way | Cllr John Fletcher | To receive an update regarding the Endeavour Way cycle path. | Ongoing |
| Pollinators – BUGS volunteers | Cllr Angela Taylor | To receive updates regarding the Brighten Up Great Ayton 'Action for pollinators' project. | Ongoing |
| Marwood School | Cllr Sarah Botez | To receive updates regarding the Marwood School Guisborough Road crossing point improvements. | Ongoing |
| Environmental improvements | Cllr Angela Taylor | To receive updates regarding the potential for a multi-user route improvements to Station Road and proposals from the Climate Action Stokesley and Villages group. | Ongoing |
| Great British Spring Clean | Cllr Angela Taylor | To recruit volunteers for Keep Britain Tidy / Great Ayton's 'Big Spring Clean' events on Saturday 21st March and/or Sunday 5th April | Open |
| Gribdale Gate | Cllr Ron Kirk | A solution to the provision of dog waste bins at Gribdale Gate is being sought with GAPC / HDC / NYCC / NYMNP co-operation. GAPC will be making a NYMNP 'Village Improvement Scheme' grant application in their new financial year. | Ongoing |
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GREAT AYTON PARISH COUNCIL – MEETING 3rd MARCH 2020

CLERK'S ACTIONS & REPORTS

| ITEM | INFORMATION | ACTION/COMMENTS | STATUS |
|----------------------------------|---|--|---------------|
| Annual Risk Assessment | As an annual obligation the Parish Council should carry out a financial risk assessment. | In hand with Clerk. | B/F |
| Village Hall | A standard 'peppercorn' lease is being prepared between GAPC & the Village Hall CIO trust. | In hand with solicitor. | Ongoing |
| Yatton House | A new (21 year) lease is being prepared for Yatton House as tenants within Cemetery boundary. | In hand with solicitor. | Ongoing |
| Annual Parish Meeting | A date is required to be set for the Annual Parish Meeting. | By law an Annual Parish Meeting is required to take place between 1st March and the 1st June each year. | Open |
| Cemetery Rates | The annual review of cemetery rates is due in April. | Consideration to be given to the 2020/21 uplift to the cemetery rates to cover reasonable operational costs. | Open |
| Parish Council owned garage | The Parish Council owns a run-down garage on the pinfold off the High Street. | Consideration to be given to the future use of the garage. The garage is currently rented without a tenancy agreement at £360 per year to a local resident. | Open |
| Working Group Reports | Reports from informal Working Group meetings are not currently distributed. | Consideration to be given to uploading the WG reports to the PC website for the purposes of transparency / freedom of information. | Open |
| Donation to Moor Sustainable CIC | At the June 2019 meeting it was agreed to give financial support to the Bee Pollinator / Bugs Trail augmented reality app. | Consideration to be given to making a donation of £2500 to cover 5 years of IT servicing of "The story of Great Ayton through the eyes of pollinators" app and web related costs under S137 Power. | Open |
| Arriva 81 bus | The Parish Council has written to NYCC, Arriva & Local MP by way of expressing serious concerns at the potential loss of the Stokesley – Great Ayton – Guisborough 81 Arriva bus. | Consideration to be given to completing the NYCC / DfT Funding for Supported Bus Services application as a means to try to save/reinstate the 81 service. | Open |
| Memorial Benches | The Parish Council receives requests for benches / plaques in memory of loved ones each year. | Memorial benches remain the property of GAPC hence consideration should be given to the level of donation which the PC requests in order that memorial plaques can be supplied/affixed. | Open |
| Maximus UK | Maximus UK are bidding for a Ministry of Justice contract. | Consideration to be given to signing the letter of intent provided by Maximus UK in relation to their request for support. | Open |

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ACCOUNTS REPORT

Payments

| <u>Supplier</u> | <u>Reason</u> | <u>Type</u> | <u>Cost £</u> |
|--|--|------------------------|------------------|
| H Atkinson | £20 phone top-up & 12 X 2nd class stamps - RECEIPTS LOST | Cemetery | £27.32 |
| Mrs D Robinson | Refund for overpayment of grave reservation | Cemetery | £15.00 |
| Mrs T Snowdon | Ground Maintenance Supervisor job advert in D&S newspaper via Credit Card | General Admin | £204.00 |
| Sam Turner & Sons Ltd | 80 X Rodex 25, 1 X WD40 spray | Allotments | £146.16 |
| Sam Turner & Sons Ltd | 80 X Rodex 25, 4 pairs safety gloves | Allotments | £144.32 |
| Sam Turner & Sons Ltd | 2 X Galvanised gates, 2 X Galv gate-posts, 4 X Galv slam posts, 32 bags postfix, 2 fenceposts | Allotments | £546.14 |
| A Bainbridge | Collect & Install two galvanised gates and associated fixings for the B1292 entrances to the Allotments | Allotments | £400.00 |
| NYCC Waste Management | Advance charges for bin at cemetery 01/03 - 31/03 | Cemetery | £63.58 |
| Freers Askew Bunting | Solicitor acting on behalf of Great Ayton Parish Council to deal with enquiries, telephone calls, correspondences and give advice in relation to the Ex-TIC peppercorn lease with HDC. | Miscellaneous | £993.60 |
| The Royal Oak | Drinks for brass band after the Carols on the Green event 18/12/19 | Village Events (\$145) | £85.35 |
| Gary Frankish | Gravel & shuttering for paths at Riverside Flood field | Open Spaces | £750.00 |
| Jet-Aire Drain Care | Jetting cemetery SW drains to clear root build up | Cemetery | TBC |
| Moor Sustainable CIC | Donation for 5 years maintenance of augmented reality app & web related items for Bugs Trail. (Financial support agreed June 2019) | S137 Donations | £2500.00 |
| Stokesley and Villages Community Partnership | Donation towards leaflets for the Climate Action Stokesley and Villages group (a sub-group of S&V Community Partnership) as agreed at the January 2020 parish council meeting. | S137 Donations | £200.00 |
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| TOTAL | | | £6,118.21 |

Receipts

| <u>Customer</u> | <u>Description</u> | <u>Type</u> | <u>Value £</u> |
|--------------------|---|-------------------|----------------|
| Allotment Tenant | Late payment of allotment rent Mr Bulman | Allotments | £70.00 |
| Mrs D Robinson | Standing Order for Annual grave reservation no longer due | Cemetery | £15.00 |
| Parish Councillors | Payment for PC Dinner and drinks | Chair's Allowance | £198.40 |
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| TOTAL | | | £283.40 |

Other

| <u>ITEM</u> | <u>INFORMATION</u> | <u>STATUS</u> |
|-------------|--------------------|---------------|
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