

GREAT AYTON PARISH COUNCIL

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30/09/21

To the Members of the Council, you are hereby summoned to attend the Great Ayton Parish Council meeting which will take place at the Discovery Centre on **Tuesday 5th October at 7.00pm** for the purpose of transacting the following:

AGENDA

1. Police Business:

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

2. NYCC & HDC Reports

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

3. Apologies for Absence

4. Declaration of Interest in items on the Agenda

5. To confirm the minutes of the Ordinary Parish Council Meeting held on 7th Sept 2021.

6. To Consider Planning & Licencing Applications Received:

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

7. Correspondence and Information:

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

8. Council Services / Working Group Reports:

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

9. Councillors Reports

To receive Councillors reports and decide upon any necessary actions.

10. Clerk's Reports

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

11. Accounts Report

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

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

13. 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 November 2021.

PLANNING REPORT

PLANNING APPLICATIONS FOR REVIEW

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
21/01770/FUL - 39 Newton Road Great Ayton	Delegated Decision - Application for dropped kerb, removal of part of existing railings to allow off road parking to the front of property.
21/02027/FUL - 1 Rosehill Great Ayton	Delegated Decision - Side extension to dwelling
21/02131/FUL - 106 Guisborough Road Great Ayton	Delegated Decision - Proposed Kitchen Extension to rear of house.
21/02319/CAT - 71 High Street Great Ayton	Delegated Decision -Works to fell a tree in a conservation area.
21/02157/FUL - 7 Wainstones Close Great Ayton	Delegated Decision - Internal alterations, installation of staircase and dormer roof extension to form 1st floor habitable accommodation to the dwelling.

HDC PLANNING DECISIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
21/01891/FUL - 37 Easby Lane Great Ayton	GRANTED - Delegated Decision - Proposed Rear Extension, Side Extension, First Floor Extension and Porch
21/01889/FUL - 7 High Green Great Ayton	GRANTED - Delegated Decision - Proposed two storey side extension and alterations to existing garage
21/00925/OUT - OS Field 5800 Land Adjoining Skottowe Crescent Great Ayton North Yorkshire	REFUSED - Outline planning application with all matters reserved for a residential development of up to 30 dwellings
21/01593/FUL - Great Ayton Tennis Club Mill Terrace Great Ayton	GRANTED - Delegated Decision - The installation of new low level LED floodlighting to three existing outdoor tennis courts (Nrs 1 to 3 inclusive)
21/01790/FUL - 12 John Street Great Ayton	GRANTED - Delegated Decision - Single storey rear extension and retrospective application for front porch

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CORRESPONDENCE AND INFORMATION REPORT

Who	For Consideration
Resident	Request for significant repairs to tarmac surface in front of properties on High Green (This being a designated PROW on the definitive map & part of the defined footprint of the Village Green VG69.)
Resident	Request for improvement to play park & enquiry regarding 2022 Village Fete.

Who	For Information
North Yorks Moors National Parks	Details of Parish Planning Training with the National Parks Authority on 21/10
North Yorkshire County Council	Chief Executive's weekly update report / bulletin.
Yorkshire Local Councils Associations	Details of 'Code of Conduct' webinar session / training.
Yorkshire Local Councils Associations	Details of 'Chairmanship Skills' webinar session / training.
Hambleton District Council	Hambleton Local Plan: Schedule of Main Modifications available for viewing and comment between 28/09/21 - 09/11/21. https://consult.hambleton.gov.uk/kse/event/36309
Northern PowerGrid	Details of power outages in TS9 between 07:30 – 08:00 and 17:00 - 17:30 on 30th Sept
Resident / GAPC	Request for info as to whether Parish Cllrs/Clerk would be speaking 'in-person' at Skottowe Planning Committee Mtg 21/00925/OUT. (Clarified that written submission made by GAPC reflecting the 10/05 consultation response & May Mtg minutes.)
Campaign Group	Canvassing for Parish Councils in North Yorks to resolve to support 20mph limits in place of 30mph "where people live, work, shop, play and learn".
Post Office Limited	Confirmation of Great Ayton's post office moving from Worthy Pearsons to Thompsons Hardware.
PKF Littlejohn	Final report from PKFLittleJohn as the Gov't appointed external auditor of the parish council's accounts.
Transport For the North	Info relating to 17/09/21 Esk Valley Railway Line Stakeholder Forum.
Hambleton District Council	Confirmation of name change of ex Tourist Information Centre to become the 'Parish Council Centre'.
GAPC / GA Workingmen's Club	Mail asking for bush to be cut in front of smoking shelter as requested by NY Police.
Hambleton Environmental Team / GAPC	Endorsement of any (reasonable) residents' complaints in regard to noise from licenced premises (Roseberry View caravan park, East Angrove wedding venue, Quarry Stone pub.)
Freer Askew Bunting Solicitor	Request for details of new solicitor & potential for meeting.
Hambleton District Council	Request for parish precept to be advised to HDC Finance Team by 31/12/21.
Climate Action Stokesley & Villages	Circulation of action list originating from the 'Friends-of-the-earth' website https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency
Hambleton District Council	details of 'workshops' that are being run in Bedale via HDC to help businesses become more cycle friendly.
Studio Botez	Request for update regarding the 'proof reading' of the new parish council website. (Discussion from Sept GAPC mtg summarised.)

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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 matters; - Planting of bulbs along fence-line. - Prep/Paint Cemetery railings. - Inspection of trees with potential health issues. - Inspection of headstones. - Requirement for new trench covers for open graves. Ongoing items; - Refresh gravel to paths. - Reduce height to leylandii to between 6’-8’ - Rabbit culling via appointed marksman. - Bench to price for new area of cemetery. - Repair to drains due to root ingress.	(Cemetery WG)
Cemetery Buildings	To receive report & recommendations from the Buildings Working Group and consider actions as required.	Ongoing items; - Storage shed refurb as workshop. - Installation of DB, lighting & sockets.	(Buildings WG)
Cook Family Memorial Garden	To receive reports & recommendations from the Cooks Family Memorial Garden trustees and consider actions as required.	Outstanding matters; - Repair loose paving to footpath. Ongoing items; - Website improvements & maintenance. https://www.captcook-greatayton.com/ - Withdrawal of Land Registry title denoting the ‘Captain James Cook Memorial’ Trust as leasehold tenant of the public toilets.	(Open Spaces WG)
Whitbread / Waterfall Bridge	The WW1 memorial bridge over the Leven at Waterfall terrace is to be replaced.	Outstanding matters; - Entrance handrails with laser cut WW1 motif commissioned with Daniel van den Toorn and supplied FOC by SM Thompson Ltd. - Replace memorial plaque. - Peter Derwent to supply/fit new handrails. Ongoing items; - Impetus funding claim upon completion of bridge.	(Open Spaces WG)
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC’s.	Ongoing matters; - Architect to produce tender specification. - Issue spec for tender to suitably qualified contractors in accordance with Financial Regs - Add tender to Gov’t ‘Contracts Finder’ website in accordance with The Public Contracts Regulations 2015.	(Buildings WG)
Allotments	To receive report & recommendation from the Allotments Working Group and consider actions as required.	Outstanding matters; - Locking of security gates to B1292 entrances. - Price for additional security gate at Skottowe entrance. - Removal of above ground water pipes prone to leaks & not compliant with WRAS/regs. - Management methodology discussion.	(Allotments WG)
Waterfall Park	Waterfall Park is accessed via the Whitbread Bridge.	Outstanding matters; - Replace plaque to urinal to match ‘blue’ from Sign Art	(Open Spaces WG)
Children’s Play Park	To receive report & recommendations from the Play Park Working Group and consider actions as required.	Outstanding matters; - Simple maintenance/painting to be carried out in-house. - Revised/improved in-house inspection document. - Replacement of Dragon swing removed due to damage. - Hop-Scotch squares to be reinstated or filled. - Damage to toddler area matting to be repaired.	(Play Park WG)

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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"> - Cut back overgrowth. - Bilsdale trees to carry out tree maintenance works. - Suggestion for interpretation board for interesting items, less common trees/shrubs/plants. Ongoing items; <ul style="list-style-type: none"> - Martin Allen (local botanist) discussions regarding effective planting and cultivation. 	<i>(Open Spaces WG)</i>
Wimpey owned areas	To receive report & recommendations from the Open Spaces Working Group and consider actions as required.	Outstanding matters; <ul style="list-style-type: none"> - Work to install land drains (on hold) Ongoing items; <ul style="list-style-type: none"> - Repairs to Bowls Club Bridge (Timber ordered). 	<i>Parish Council</i>
High Green	To receive reports & recommendations regarding the upkeep & improvements to the Village Greens and open spaces.	Outstanding matters; <ul style="list-style-type: none"> - Modification/renewal of bench & paving around the Linden tree. - Mole infestation around Cook Statue / Wicker Soldier. - Pot-Hole repairs required to metalled surfaces. 	<i>(Open Spaces WG)</i>
Benches & Memorials	To receive report & recommendation regarding the maintenance, repair & replacement of benches. (Circa 50off)	Outstanding matters; <ul style="list-style-type: none"> - Painting/repair schedule for steel & wooden benches. - Price required to replace all old-style benches in poor condition. - Painting & repair to be undertaken by in-house team at cemetery workshop. 	<i>(Open Spaces WG)</i>
Parish Council Website	To receive report & recommendations regarding the development of the new PC website.	Outstanding matters; <ul style="list-style-type: none"> - Review of content wording & approval required 	<i>(AS / AT / JR)</i>
Environment	To receive report & recommendations regarding Environmental improvement actions.	Outstanding matters; <ul style="list-style-type: none"> - Potential to establish Enviro Working Group - Review action list originating from the 'Friends-of-the-earth' website. 	<i>Parish Council</i>
Service Vehicle	The current service vehicle was/is on 6 months hire to the end of September.	Consideration to be given to; <ul style="list-style-type: none"> - Long term leasing - Purchase new from reserves, loan, hp - Purchase 2nd hand from reserves - Extended hire 	<i>Parish Council</i>

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COUNCILLOR REPORTS & MOTIONS

ITEM	ORIGINATOR / ACTIVE COUNCILLOR	ACTION/COMMENTS	STATUS
Endeavour Way	Cllr John Fletcher	To receive updates 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
Community Speedwatch Programme	Cllr Daniel Matuszak	To receive a report with regards to the Community Speedwatch Programme	Ongoing
Taylor Wimpey Land & Building	Cllr John Robinson	The PC is seeking guidance from FAB Solicitors on matters relating to the “land and building comprising a playing field and pavilion”, proposal to discuss future arrangements with the registered owners, Taylor Wimpey UK Limited.	Open
Village Hall	Cllr John Robinson Cllr Angela Taylor Cllr John Fletcher	To receive updates regarding the review of proposed lease terms between the occupants of the Village Hall & GAPC as premises owner.	Ongoing
Community Governance Review	Cllr John Fletcher	To receive a report/recommendation to describe the potential advantages and/or disadvantages of expanding the size of membership in accordance with NALC/YLCA Advice Note 14.	Open
Xmas 2021	Cllr Daniel Matuszak	Request to discuss possibility of Xmas Fayre & other festivities for 2021.	Open
Motion for consideration	Cllr Angela Taylor	That the Council immediately request the Clerk to remain in position on an extended notice period, working 10 hours per week and with the rolling notice period to be reviewed/agreed by both parties in accordance with UK employment law at each subsequent ordinary Parish Council Meeting (Terms more generally to remain as per the prevailing contract of employment for simplicity)	New
Motion for consideration	Cllr Angela Taylor	That the Council urgently seek to recruit a replacement Clerk, initially to work 10 hours per week but with a view to working 15/20 hours depending on whether they take on RFO duties alongside Clerk/PO duties.	New
Motion for consideration	Cllr Angela Taylor	That the Council immediately begin the processes to trigger a Community Governance Review to allow expansion to 11 Councillors in accordance with NALC guidelines as recommended by YLCA Advice note 14	New

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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'.	Heads of terms to be prepared & Lease drawn up by Solicitor. Premises to be recorded on land registry by Solicitor.	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 to replace the current licence which has now lapsed.	Ongoing
Community Governance Review	YLCA Guidance recommends that a parish council of Great Ayton's electoral size should be represented by 11 councillors.	Consideration to be given to expanding Cllr numbers in accordance with YLCA recommendation. (A report is to be presented by Cllr Fletcher.)	Open
Code of Conduct	A new Code of Conduct has been produced by The Local Government Association	Consideration to be given to adopting a new code of conduct either as supplied by YLCA/NALC or via the HDC Monitoring Officer. (Awaiting HDC to debate matter.)	Open
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.	Awaiting advice from YLCA/NALC regarding the status of the land/lease in order to provide certainty to the GAC&FC for future funding applications. (Position to be regularised.)	Open
Allotment Management	The Clerk has advised that there is no Allotment Manager in place.	Consideration to be given to the long-term aspirations of the parish council for the management of the allotments, the enforcement of published regulations and the education of the 130+ tenants.	Open
Employee Grievance Procedure	It has become apparent that there is no formally adopted grievance procedure in place to address significant employee concerns to/about their employer.	Consideration to be given to adopting the NALC derived procedure as supplied via the YLCA member website.	New
Clerk's Resignation	The Parish Clerk has resigned from position on 13/09/21 giving one month's notice in accordance with contractual terms.	Consideration to be given to appropriate course of action to enable proper function of the parish council beyond 13/10/21.	New
Personnel Committee	Great Ayton Parish Council has no appropriately delegated means of dealing with personnel matters specific to the Clerk who cannot lawfully report to the Chair as 'Line Manager'.	Consideration to be given to appointing a duly delegated Personnel Committee to manage formal employment matters, appraisals, pay reviews & develop HR policies on behalf of GAPC.	New

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Payments

<u>Supplier</u>	<u>Reason</u>	<u>Type</u>	<u>Cost £</u>
NATWEST	BANK CHARGES SEPTEMBER	Bank Charges	£12.95
Cllr Mrs A Taylor	80l Compost for flowertubs - Lidl	Open Spaces	£4.58
1st Great Ayton Scouts	Donation to 5th November fireworks display	GADC Donation (S137)	£150.00
NYCC Waste Management	Monthly bin charges for cemetery 01/11/21 - 30/11/21	Cemetery	£54.92
Sam Turner & Sons Ltd	10kg Grass Seed	Cemetery	£32.18
Sam Turner & Sons Ltd	Plas 20mm pipe coupling / Plas 25mm pipe liner	Allotments	£4.38
Sam Turner & Sons Ltd	60kg Postfix mix / 2 X fenceposts 6"X3"X3"	Open Spaces	£27.14
Sam Turner & Sons Ltd	2.5l pine disinfectant, 500ml jug, 18cm funnel, 7mX9m tarpaulin	Public Conveniences	£51.09
Sam Turner & Sons Ltd	12v 30Ah Rh+ battery	Cemetery	£51.58
Sam Turner & Sons Ltd	72 toilet rolls	Public Conveniences	£21.44
Sam Turner & Sons Ltd	Dewalt SDS drill bits, Castle Brooke HSS drill bits	Open Spaces	£17.46
Sam Turner & Sons Ltd	Dewalt 5mX160mmX100mm drill bit	Open Spaces	£2.88
Sam Turner & Sons Ltd	Stone cutting discs, metal cutting discs, grinding discs	Open Spaces	£8.86
Mole Country Stores (North)	5l domestos, 5l hand sanitizer	Public Conveniences	£48.98
Mole Country Stores (North)	5l Roundup bioactive	Allotments	£73.06
Zurich Municipal	Insurance Policy renewal 01/10/21 - 30/09/22	Insurance	£2,582.60
Northumbrian Water	Water & Sewer charges Public WC's 09/06/21 - 08/09/21	Public Conveniences	£151.57
Northumbrian Water	Water charges Allotments 09/06/21 - 08/09/21	Allotments	£313.63
Northumbrian Water	Water charges Cemetery 09/06/21 - 08/09/21	Cemetery	£12.28
PKF Littlejohn LLP	External Audit AGAR for year ending 31/03/21	Audit	£480.00
Scottish Hydro	Elec charge Cemetery building Aug21	Cemetery	£4.38
RoSPA Playsafety Limited	Annual RoSPA inspection of play equipment Sept 21	Play Park	£103.20
The Boston Bulb Company	5000 mixed daf bulbs, 1000 crocus, 500 leucojum Aestivum	Cemetery	£504.00
Gary Frankish Grounds Maintenance	Grounds Maintenance - Month charge September 2021	Open Spaces	£891.83
Minster Self Drive	62 Days van hire @ £13pd (30/07 - 30/09/21)	Service Vehicle	£967.20
Beaver Bridges Limited	Installation bridge as per item 5 £1198.80, item 6 £3898.80, item 8 £650.00, item 9 £2340.00 from quote Q001058/1 and £4550 traffic management all plus VAT	Waterfall Park & Bridge	£15,165.12
Great Ayton Discovery Centre	6 Month donation to Great Ayton Discovery Centre (Oct21 - Mar22)	GADC Donation (S137)	£12,500.00
Scottish Hydro	Elec for PCC	Buildings	£92.28
J. Wilson & Sons	Access path waterfall park to new memorial bridge	Waterfall Park & Bridge	£5,160.00
J. Wilson & Sons	Cancel cheque 001227 - Repair to cemetery wall Apr21 cheque not arrived	Cemetery	-£768.00
J. Wilson & Sons	Re-issue new cheque - Repair to cemetery wall Apr21	Cemetery	£768.00
J. Wilson & Sons	Retaining wall & tarmac infill to highways side of Bridge	Waterfall Park & Bridge	£2,760.00
		TOTAL	£42,249.59

Receipts

<u>From</u>	<u>Description</u>	<u>Type</u>	<u>Value £</u>
Mr & Mrs Marshall	Plaque installed on to memorial wall	Cemetery	£48.00
Lords Monumental	Errect headstone & install inscription	Cemetery	£178.00
M&B Rea	Plaques installed on to memorial wall	Cemetery	£141.00
Hambleton District Council	Precept payment @ 50% - Oct21 - Mar22	Precept	£52,500.00
		TOTAL	£52,867.00