

Clerk – Nola Atkinson
Email: 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 10th May at 7pm 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.

Agenda

- 1. Newly elected Parish Councillors – Declaration of Acceptance of Office.**
- 2. Election of Chair and Declaration of Acceptance of Office**
- 3. Apologies for absence**
To receive apologies for absence received in advance of the meeting and to consider the reasons for absence provided
- 4. Police Business**
To receive the North Yorkshire Police report including the monthly statistics
- 5. NYCC and HDC Reports**
To receive reports from the NYCC Local Councillor and the HDC Local Councillor
- 6. Declaration of interests in items on the agenda**
- 7. Minutes from the Parish Council Meeting held on Tuesday 5th April 2022**
To approve minutes from the ordinary Parish Council Meeting held on Tuesday 5th April 2022
- 8. Planning and licensing Applications Received (Appendix One)**
To receive and comment on the Planning and Licensing applications and review planning notifications per the Planning report attached.
- 9. Correspondence and Information (Appendix Two)**
To receive and review the correspondence and information details of Correspondence and Information and decide upon necessary actions
- 10. Council Services and Working Group Reports (Appendix Three)**
To receive the Council's Working Group reports and decide upon necessary actions
- 11. Councillor's Report (Appendix Four)**
To receive Councillors reports and decide upon any necessary actions
- 12. Clerk's Report (Appendix Five)**
To receive the clerks report and decide upon necessary actions
- 13. Account's Report (Appendix Six)**
To received and approve items on the Account Report
- 14. Adoption of Standing Orders, Regulations & Polices (Appendix Seven)**
- 15. Councillor Working Groups:**
To confirm members responsibilities as part of Working Groups.
- 16. Exclusion of the Press and Public**
In accordance with Paragraph 1 (2) of The Public Bodies (Admissions to Meetings) Act 1960, the Parish Council can RESOLVE that the press and public be excluded from the meeting if required.

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Appendix One

Planning and Licensing Report

Planning Applications for review

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
22/00692/FUL – 3 The Mill, School Lane, Great Ayton	Delegated Decision - Removal of Juliet Balcony and addition of three stone steps for evacuation purposes
22/00921/FUL – Herdholt, Little Ayton	Delegated Decision - Rear Ground floor porch, side first floor bedroom extension, side main entrance lobby extension and rear car port
22/00730/FUL – Angrove Country Park, Greystones Hills	Delegated Decision – Application for the construction of two quadrosphere structures for use as bar and restaurant, siting of a geodome for use as sales office with associated works and landscaping including the formation of mini golf facility
22/00805/FUL – Stanley Grange Stud, Great Ayton	Delegated Decision – Construction of horse isolation unit together with associated hardstanding
22/01010/DPN – Garages 1 – 4 adjacent to 18 Church Drive, Great Ayton	Delegated Decision - Application to determine if prior approval is required to the proposed demolition of two single storey buildings containing 14 garages

HDC/NYMNP Planning Decisions

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
22/00263/FUL – Mr & Mrs Ford, 39 Newton Road	Granted – single storey rear extension and demolition of a small brick and tile store building
22/00466/FUL – Mr V Powell, Airdbreck House, 39 Station Road, Great Ayton	Granted – Single storey rear extension
21/02937/FUL – Strawberry Fields, Pannierman Lane, Great Ayton	Refused – Alterations to siting and appearance of approved lodges and car parking area, construction of outdoor seating, outdoor bench area, cinema screen and pergola. Internal road layout and all hard and soft landscaping and associated works.
22/00667/FUL – Mr & Mrs Murphy, Tree Bridge Cottage, Nunthorpe,	Granted – Single storey extension to the side, rear with garage conversion into habitable room. Front bay extensions and porch with internal fenestration changes and rendered façade and partial cladding to the front.
22/00663/FUL – Elaine Perry 56 Marwood Drive, Great Ayton	Refused – Single storey rear extension
22/00410/FUL – Sally Coles, 22 Bridge Street, Great Ayton	Granted - Listed building consent for the installation of secondary glazing to existing wooden sash bay and standard sash window of the dwelling.

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Appendix Two

Correspondence and Information Report

WHO	FOR CONSIDERATION
Resident	Request for action/support regarding motorhomes parking overnight on the low green
Trainline	Request to add link to GAPC website to The Trainline page
Resident	Request for overgrown verge at the end of Byemoor Avenue to be cut, following bushes being taken down last year
Resident	Request to renew lines for car parking along High Street (Outside Amethyst and opposite NRG Cycle shop)
Moors Bus	Request has been made for a grant towards the running of the Moorsbus service
P Greenwell	Request for a donation of £50 towards the catering at the beacon lighting

WHO	FOR INFORMATION
Girl Guides	On the High Green to display and try out new equipment for the international Jamboree on 10 th July
YLCA	Details for various training courses for Chair, Councillors and Clerk
YLCA	White Rose Update circulated to Parish/Town councils
Rural Services Bulletin	Monthly funding update circulated to Parish council and town councils
20's Plenty	Request for support of the 20's plenty initiative in North Yorkshire
Tour de Yorkshire	Route for stage four to come through the village
NALC	Chief Executive bulletin circulated to councillors

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Appendix Three

Council Services and Working Group Reports

ITEM	INFORMATION	ACTION/COMMENTS	GROUP
Cemetery	To receive reports and recommendations from the cemetery working group and consider actions as required	Prep/paint cemetery railings Health inspection of trees 4 Flower barrels orders for front gates Refresh gravel to the paths Ongoing inspection of headstones	Cemetery
Cemetery Buildings	To receive reports and recommendations from the cemetery working group and consider actions as required	Potential for cover area for working in the rain	Buildings
Cook Family Memorial Garden	To receive reports and recommendations from the Cook's Family Memorial Garden trustees and consider actions as required	Repair to loose paving stones on footpath Website improvement and maintenance	Open Spaces
Public Conveniences	To receive report from SPA and Trip working group	Update on renovations/refurbishments (Cllr A Taylor)	TRIP
Allotments	To receive reports and recommendations from the allotment working group and consider actions as required	To establish reliable method for locking of security gates Price for additional security gate at Skottowe entrance Removal of above ground water pipes prone to leaks Establish a management group Apply for local authority membership of the National Allotment Society	Allotments
Children's Play Park	To receive reports and recommendations from the Play Park working group and consider actions as required	Inhouse maintenance/painting Revised/improved in house inspection document Replacement of swing due to damage Security fencing relocation from the cemetery	Play Park
Riverside Flood Field	To receive reports and recommendations from the open spaces working group and consider actions as required	Project underway with conjunction with CASV	Open Spaces
Wimpey Owned Areas	To receive reports and recommendations from the open spaces working group and consider actions as required	Execute repairs to Bowls Club Bridge Ownership/lease agreement – with solicitors	Parish Council

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High Green	To receive reports and recommendations regarding the upkeep and improvements to the village greens and open spaces and consider actions as required	Removal and replacement of seating and paving around the Linden Tree	Open Spaces
Benches and Memorials	To receive report and recommendation regarding the maintenance, repair and replacement of benches	Repair and maintain benches where possible Removal and replacement of benches where needed	Open Spaces
Parish Council Website	To receive report and recommendations regarding the development of the new PC website	Review of content and wording approval needed Training on how to update and maintain (clerk)	AS/AT/Clerk
Summer Fete & Platinum Jubilee	To receive updates regarding the plans for the jubilee weekend and village Fete (2 nd – 5 th June)	Beacon lighting – 2 nd June (Mr Greenwell & CMRT) Mr Scrope to light beacon Village Fete – 4 th June – stalls x 20 Children’s races (Conservative Club) Dog show Children’s crafts Music/entertainment Jubilee Bench? Community Lunch - 5 th June – to confirm	Events/Clerk
Bowls Club Field	To make safe the Bridge going in to the flood field	All planks removed and replaced by maintenance team	Open Space
Tour de Yorkshire	Held on Wednesday 7 th September and route passing through the village	Update HDC if we wish for Parish council to organise event to engage and celebrate event	Events

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Appendix Four

Councillor Reports ad Motions

ITEM	ORIGINATOR/ACTIVE COUNCILLOR	ACTION/COMMENT	STATUS
Endeavour Way		To receive updates regarding the Endeavour Cycle way	Ongoing
BUGS Volunteers	Cllr A Taylor	Receive report and updates on BUGS projects	Ongoing
Yatton House Community Garden	Cllr A Taylor	To receive report and update on Yatton House Society Community Garden	Ongoing
Environment	All Cllrs	To received 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
WC Refurbishment	Cllr A Taylor	To receive report and update on the refurbishment and to discuss temporary toilet facilities	New
Jubilee Trees	Cllr A Taylor	To receive information about planting trees to commemorate the Queen's Jubilee	New

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Appendix Five

Clerk's Actions and Report

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Village Hall	Great Ayton Parish Council are the owners of the village hall via 1919 'Deed of gift'	Draft lease to be drawn up by the solicitor for discussion with GAVH CIO as occupant (Solicitors report to follow)	Ongoing
Yatton House	A new (21 years) lease is being prepared for Yatton House as tenants within the cemetery boundaries	21 year lease has been requested from the GAPC solicitors to replace the current license which has now lapsed	Ongoing
Wimpey Owned Land	The Clerk 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 GAPC's solicitors to clarify the status of the subcontract in order to provide certainty to GAC&FC for future funding applications	Ongoing
Great Ayton Cricket and Football Club	The Clerk 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 GAPC's solicitors to clarify the status of the subcontract in order to provide certainty to GAC&FC for future funding applications	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 October 2021 meeting the matter of expanding Cllr numbers is to be referred to the electoral services team for advice regarding a community Governance Review	Ongoing
Annual Parish Meeting	It is for the Chair of the Parish Council to call an 'Annual Parish Meeting' before the end of May	Date for the APM to be established and publicised	New
Allotments	Run and managed by the Parish Council via an allotment officer	Motion to reinstate the role of allotment officer to manage the effective running of the allotments	New

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Appendix six

ACCOUNTS REPORT

Payments

<u>Supplier</u>	<u>Details</u>	<u>Type</u>	<u>Cost £</u>
NATWEST	BANK CHARGES	Bank Charges	TBC
A Snowdon	Purchase of 16 first class stamps	General Admin	£15.20
Lee Marley	Diesel for pool vehicle (Great Ayton Filling Station)	Service Vehicle	£40.01
Studio Botez Limited	12 months hosting & servicing of new website.	Allotments	£110.00
Garbutt Brothers (Purple Skip Hire)	8 Cu Yrd Skip in cemetery for allotments 11/02/21 (Missed off cheque 001346 in March 22)	Allotments	£234.00
Thompsons Hardware Ltd	Cleaning products, toilet rolls, etc	Public Conveniences	£41.40
Thompsons Hardware Ltd	Stationary & duplicate book for cemetery	Cemetery	£7.74
Thompsons Hardware Ltd	Padlock, Paint stripper, paint brushed & string	Open Spaces	£15.22
Shield Green Trading	8 Bike Shelter complete with 4 square cycle rack, side panes & anchor bolts	Open Spaces	£1,691.04
Scottish Hydro	Elec charges to cemetery buildings	Cemetery	£13.34
Mole Country Stores	Brom Block Rat Bait 8kg	Allotments	£68.76
Minster Self Drive	39 Days van hire @ £13pd (28/02/22 - 05/04/22) - Combo	Service Vehicle	£608.40
Minster Self Drive	25 Days van hire @ £20pd (05/04/22 - 29/04/22) - Vivaro	Service Vehicle	£600.00
Gary Frankish Grounds Maintenance	Supply E5 fuel for use in cemetery, strimmer, mower, etc	Cemetery	£30.00
Gary Frankish Grounds Maintenance	Monthly Grounds Maintenance Fee - April 2022	Open Spaces	£901.83
Sam Turner & Sons Ltd	Spark plugs, Stihl socket tool 19-16	Open Spaces	£16.40
Sam Turner & Sons Ltd	DR Field Mower & Honda Petrol Lawn Mower	Service Machines Purchase	£2,710.00
Sam Turner & Sons Ltd	DeWalt drill bit DT9521 SDS 6.5mm X 210mm X 150mm	Open Spaces	£3.25
Sam Turner & Sons Ltd	TOR Coatings Tomtastic 1L black	Open Spaces	£11.50
Sam Turner & Sons Ltd	Rainbow brown squirrel tree guard (10 packs of 5)	Open Spaces	£84.50
Hambleton District Council	Insurance recharge for Ex-TIC (Parish Council Centre)	Buildings	£50.34
Catch Design Management	12 months hosting fee for Capt Cook Garden Website	Cook Family Memorial Garden	£90.00
		TOTAL	£7,342.93

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Receipts

<u>From</u>	<u>Description</u>	<u>Type</u>	<u>Value £</u>
S Welford	Scattering of ashes	Cemetery	£47.00
M&B Rea	Interment of ashes	Cemetery	£77.00
M Stockdale	Interment of ashes	Cemetery	£77.00
Northern PowerGrid	Annual wayleave payment	Wayleave Agreement	£17.25
		TOTAL	£218.25

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Appendix Seven

Items for adoption by new Parish Council following elections.



<u>Reason</u>	<u>Current Policies, Procedures & Regulations</u>	<u>Type</u>	<u>Date Adopted</u>
Mandatory in Law	Financial Regulations	Formal Regulation	May-19
Mandatory in Law	Standing Orders	Formal Regulation	May-19
Mandatory in Law	LGA Model Councillor Code of Conduct	Member Code of Conduct	Nov-21
Mandatory in Law	Complaints Policy	Policy	Jun-19
Mandatory in Law	Grievance Policy	Policy	05/10/2021
Mandatory in Law	Access to Information - ICO Model Publication Scheme 2014	Policy	Jul-19
Mandatory in Law	GDPR - General Privacy Notice	Statement	May-18
Best Practice Recommended	GAPC Employee Appraisal Policy	Policy	07/09/2021
Best Practice Recommended	Member Officer protocol	Protocol	Nov-21
Good Practice	Allotment Tenancy Agreement & Regulations (rev04)	Local Regulation	02/02/2021
Good Practice	Archiving & Retention Policy	Policy	Jun-19
Good Practice	Cemetery Regulations	Local Regulation	03/11/2020
Good Practice	Co-Option Procedure	Procedure	May-19
Not needed IMHO	Press Policy	Policy	Jul-19
<u>Reason</u>	<u>Not Adopted or Currently in draft</u>	<u>Type</u>	<u>Draft Dated</u>
Mandatory in Law	<i>Disciplinary Policy (NALC Template on file but not properly drafted)</i>	<i>Mandatory Policy</i>	<i>Not complete</i>
Best Practice Recommended	<i>Recruitment & Selection Policy</i>	<i>Policy</i>	<i>16/10/2020</i>
Not especially needed	<i>Tree Inspection & Maintenance Policy</i>	<i>Policy</i>	<i>05/08/2019</i>
<u>Reason</u>	<u>Committees Mandatorily Required by GAPC</u>	<u>Type</u>	<u>Approved</u>
Requirement in Charity Law	Captain James Cook Memorial (Garden) Committee as Sole Trustee	Terms of Reference	03/08/2021
Mandated via Grievance Policy	Personnel Committee	Terms of Reference	23/11/2021