

**Minutes of the Meeting of Great Ayton Parish Council
held on Tuesday 5th June 2018 at 7.00 pm**

Present: - Cllr Mrs A Taylor, Cllr Mrs J Brown, Cllr G Readman, and Cllr J Robinson.

Andrew Snowdon (Parish Clerk), Cllr Mrs H Moorhouse (NYCC), PC Geraghty, PC Arfan

Min No.	Business
1	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr J Fletcher, Cllr R Hudson & Cllr R Kirk</p>
2	<p><u>Declaration of Interest in items on the Agenda</u></p> <p>None.</p>
3	<p><u>Members of the Public invited to address the Council</u></p> <p>Two residents representing the “North Hambleton Bridleways Group” addressed the Parish Council by way of request for support to outline problems with the persistently water logged & often flooded sections of the local bridleway from Tunstall lane to the A172 past Greenhow Moor. It was described that for most of the year the bridleway is impassable due to the wet conditions & riders, including young and disabled individuals need to re-route along the A172 from the Cooks View roundabout travelling in a Southerly direction to enable them to access the rest of the bridleway that passes Greenhow Hill and Manor Grange Farm. The problems with flooding had been addressed to HDC & NYCC over a period of 14 years including evidence that the bridleway had been re-routed in the past to avoid fishing ponds.</p> <p>Cllr Heather Moorhouse (NYCC) gave guidance as to who the group should contact within North Yorkshire County Council in order to seek remedial action, though it was clarified that funding was limited. Cllr Moorhouse further agreed to speak with colleagues at NYCC to see if progress could be made internally.</p> <p>It was agreed that the Parish Council would write a letter of support as requested. Agreed</p>
4	<p><u>Minutes of the previous meeting of the Parish Council.</u></p> <p>The minutes of the Meeting of the Parish Council held on Tuesday 8th May 2018 were approved and signed. Agreed.</p>
5	<p><u>Police Report</u></p> <p>There had been 6 incidents reported in the period 9th May to 3rd June 18</p> <p>2 reports of anti-social behaviour / 1 report of Auto crime / 2 reports of burglary / 1 report of criminal damage Noted</p>

	<p>https://www.police.uk/north-yorkshire/northallerton-and-stokesley/crime/</p> <p>PC Geraghty Confirmed that suspects had been arrested in connection with the Co-Op burglary and that same individuals were suspected in connection with two other local burglaries in recent months.</p>
6	<p><u>Council Services Report</u></p> <p>Cemetery Progress with the application for consecration of the 'new' cemetery land is ongoing and the decision of the formal planning application for 'change of use' (18/00593/FUL) is due by 20th July. Ongoing</p> <p>A combination of odd weather conditions and the change of operational approach following the (Semi)retirement of the Cemetery Superintendent, meant that the grass in the cemetery looked in very poor order after cutting in mid-spring. The Parish Council agreed that the appearance of the cemetery during this time was not of the high standard that the village had come to expect but were reassured that improvements were being seen. Noted.</p> <p>Captain Cook Garden The decision date for the LEADER bid is 03/07/18. Cllr Robinson requested that that some weeding and other garden maintenance be carried out ASAP to prevent the garden from becoming over-run. Cllr Mrs Taylor advised that the BUGA's had no availability for the time-being, hence it was agreed that the Clerk should contact the Grounds Maintenance contractor to carry out some hedge trimming and weed killing. Ongoing</p> <p>For clarification Cllr Robinson confirmed that disabled parking did not form part of the LEADER bid as implied in the May 18 PC meeting minutes. Noted</p> <p>Public Conveniences Following review, it was agreed that the Public WC's would benefit from significant overhaul in order to vastly improve their appearance, to install auto lights & locks, replace tiles & fittings and to be ergonomic in terms of cleaning/maintenance. To deliver the standard required of this expanded scope it was further agreed that a formal specification should be sought from a professional organisation specialising in such. The Clerk was asked to enquire with Stokesley TC regarding the contractor to be used for their refurbishment project. Ongoing</p> <p>Grass Cutting / Green Works The deadline for submission of the tender for the 'Phase 2' green works was 15/05/18 and although 3 local contractors agreed that they would submit bids, only one company did so. The bid received was from the contractor who has worked for the Parish Council over a number of years and it was agreed that the 'Phase 2' contract should be awarded to G Frankish Grounds Maintenance for 2018. Agreed.</p> <p>Village Fete An informal Village Fete Sub-Committee has been formed to deliver the event. The Bi-Annual Village Fete will take place on Saturday 9th June with the Parade commencing at 2:15pm from the Low Green. Ongoing</p> <p>Whitbread / Waterfall Bridge Cllr Fletcher had previously confirmed that the Parish Council would be responsible for the replacement of the Whitbread Bridge and as such three outline tenders had been sought. Funding options were being reviewed in conjunction with HDC in the hope that grant funding would be available for the project. Potential funding for the project was being sought from the 'Impetus' organisation. (BF April18) Ongoing</p>

	<p>Public Footpaths Having been agreed at the March PC meeting, a Community Protection Notice approach will be taken as a first step towards managing the 'dog mess' problem in the village and any formal request for a PSPO would only follow out of necessity should this method fail to tackle to the problem to the satisfaction of all Parish Councillors. The Clerk was asked to write to HDC to request an update as to how action should be triggered and when the CCTV would become available. Ongoing</p>
7	<p><u>Planning Applications</u></p> <p>18/00926/FUL - 20 Linden Road Delegated Decision - Proposed single & two storey extension to rear of house. <i>No objections / comments</i></p> <p>18/00846/FUL - 35 Addison Road Delegated decision - Retrospective application for first floor extension and canopy <i>No objections / comments</i></p> <p>18/01073/LBC - The Chapel 4A High Street Delegated decision - Listed building consent for Conversion of existing ground floor workshop to one-bedroom self-contained flat & alterations to layout of first floor. <i>No material objections.</i> <i>The property is within the conservation area and works should carried out in full compliance.</i> <i>Please note that there is an ongoing issue with parking in the vicinity.</i></p> <p>18/00949/FUL - 19 Linden Avenue Delegated Decision - Proposed single storey rear extension <i>No objections / comments</i></p> <p>18/01017/FUL - Great Ayton STW Delegated Decision - Installation of kiosk building (control room) <i>No objections / comments</i></p> <p><u>Applications Approved / Rejected</u></p> <p>18/00508/FUL - 25 Roseberry Road GRANTED - Garage conversion to form a ground floor bedroom.</p> <p>NYM/2017/0789/FL – Aireyholme Cottage GRANTED - Construction of two storey rear extension.</p> <p><u>Other Planning Information</u></p> <p>None</p>

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Correspondence and Information Report

North Hambleton Bridleways Group: Attendance at the June Parish Council Meeting with regards to flooding of local bridleways. *See section 3*

Vintage Tractor Rally organiser: Request for annual vintage tractor rally parking up on the High Green for an hour or so on Wednesday 20th June. *It was agreed that this longstanding event should be encouraged and that a donation be made. The Rally organiser has confirmed that he is collecting for 'Cancer Research & the Air Ambulance'.* **Agreed**

Resident: Email received in relation to proposed disabled parking around Bridge Street/Easby Lane/Race Terrace in front of Cooks Memorial Garden. *It was agreed that the Clerk should write to confirm that no decision or action has been taken regarding disabled parking.* **Agreed**

Resident: Request for remedial action to be taken towards the sycamore tree which drops residue onto a property backing onto the cemetery. (Via APM) It *was established that the tree is healthy and therefore the PC cannot support removal.* **Noted**

Resident: Request for letter to be sent to Broadacres re rats and gritting issues. *The Clerk was asked to write to Broadacres Chief Executive regarding this matter and general complaints from their elderly residents.* **Noted**

Resident: Request for remedial action to weed covered area adjacent to Scottowe Drive. *This area is cut by GAPC on behalf of NYCC, hence it was agreed that the Clerk should write to Highways to ask if they could remove stumps & seed the area.* **Agreed**

Residents: Email & letter received regarding the area adjacent to Myrtle House being used for parking. *Following receipt of various correspondences and after extensive discussion it was decided that a working group of 3 Parish Councillors (JR, GR, JF) should be formed to investigate all issues relating to the area of Common Land being used for parking adjacent to Myrtle House. The Clerk was instructed to ask Highways whether removal of the 'unauthorised' yellow lines was possible. Cllr Moorhouse agreed to investigate potential for removal with NYCC also.* **Agreed**

Residents: Several emails expressing concern at the condition of the cut grass in the cemetery since the (semi)retirement of the Cemetery Superintendent. *Ongoing monitoring of condition of cemetery after changed operational approach.* **Noted**

Resident / Cllr Readman: Unofficial dog waste bin had been placed in Suggitt's field next to the Hollygarth gate, at the end of the footpath leading from Waterfall Park. *Subsequent removal organised by Cllr Readman.* **Noted**

NYCC Highways: Press release regarding the surface dressing programme in Area 2 which will commence on Wednesday 6 June

HDC: Confirmation of the changes to bin collection days across Hambleton from June 4

Great Ayton Discovery Centre: Update regarding the building works funded by LEADER grant.

Friends of GA Station: Invitation to the Grand re-opening of Glaisdale Station Toilets - see attached.

NYCC: Information regarding the renewal of subsidised local bus services in the area.

NYMNP: Letter received explaining the decision to grant the planning permission for the extension at Aireyholme Cottage.

NYCC: Confirmation that Newton Road will be closed 29th May to 2nd June (5 days) for Northumbrian Water connections.

NYMNP: Invitation to the NYMNP Planning Training on 5th June

HDC Planning: Notification from HDC that application being processed for change of use Playpark to Cemetery.

9	<p><u>Clerks Report</u></p> <p>Grave Reservation Fees The Parish Council writes to residents with grave reservations to request reservation payments every 5 years. The Clerk asked if consideration could be given to a single payment rather than 5 yearly for the practical purposes of not chasing elderly residents for money. Open</p> <p>Yorkshire LCA membership. The Clerk requested that consideration be given to membership of YLCA which would enable the Parish Council to gain access to guidance information along with NALC membership. It was explained that the membership fees were proportional to the size of electorate. The Councillors agreed that the Parish Council should join YLCA as a matter of good practice. Agreed</p> <p>Review all 2018/19 pricing of PC Services. The Clerk sought clarification as to whether an annualised % uplift was appropriate with regards to the Cemetery fees. It was agreed that a rounded 2% uplift was appropriate for 2018/19 going forward. Agreed.</p> <p>GDPR: In order to make progress with requirements as part of the GDPR legislation the Clerk suggested that a working group or sub-committee be formed. It was agreed that the (sub)committee should be formed (AS/AT/others). Agreed</p>
10	<p><u>Accounts Report</u></p> <p>The total payments made were £2,208.72 The total income received was £41.00</p>
11	<p><u>Councillors Reports</u></p> <p>Play Park Works associated with the ROSPA report will result in action though none are thought to be of an urgent nature. Cllr Mrs J Brown requested that the Clerk forward contact details for the local contractor in order that progress can be made. Ongoing</p> <p>Easby Lane flooding Cllr Fletcher has previously reported in detail that the drains in Easby Lane are unable to cope with excessive volumes of water during heavy downpours which also run off local farmland. NYCC have been informed and confirm a lack of capacity at peak. HDC have inspected for build-up in the gullies & have found no issues. This item will remain on the Agenda/Minutes until such time as an effective solution is reached. Ongoing</p> <p>Schedule of Capital Expenditure Cllr Robinson requested that the Schedule of Capital Expenditure be discussed to establish capital works to be actioned in 2018/19. It was agreed that a working group be formed in order to generate proposals / priorities for Capital Expenditure (AT/JR/JF). Agreed</p> <p>Parish Council Assets: Cllr Robinson requests that the Asset Register be brought up to date & include Common Land and other implied assets. The register identifying and summarising assets in the ownership or control of the Council requires bringing up-to-date. Ongoing</p>

	<p>Potential Expansion of Councillor Numbers: Whilst in position as Chair, Cllr Fletcher had requested information regarding the process to follow should the Parish wish to expand the numbers of Parish Councillors. The Clerk explained that as the authority for such matters HDC had confirmed that a Community Governance Review would be required as a means of establishing whether the Parish wished to expand Councillor numbers. The consultation process would take time to complete and as such it was not possible to reach a conclusion ahead of the 2019 elections. Following discussion, it was agreed that the Clerk should contact HDC and request that the Community Governance Review be set in motion. Agreed</p> <p>Chain & Bars: Work is required to bring the Parish Council chains of office up to date. Noted</p> <p>Battle's Over: Planning is required to deliver the "Battle's Over" celebration event in November 18. Ongoing.</p> <p>Solution for summer bins: Cllr Hudson had previously requested that the problem of excessive rubbish / lack of bins for summer be discussed. 2 X wheelie bins have since been supplied by HDC to supplement the bins on the Greens, these will be trialled during the summer period. Noted</p> <p>Pest Control on Allotments: Cllr Hudson had previously reported that the problem with rats in and around the allotments are increasing. A suggestion to add a surcharge to allotment holders with livestock was suggested along with potential for outsourcing pest control. The Clerk was tasked with contacting HDC Pest Control to ascertain costs / service levels for outsourcing. Noted</p> <p>Bus Subsidies Cllr Robinson requested that consideration be given to writing in support of continuation of the subsidy for the service 80. (Northallerton to Stokesley route.) NYCC Cllr Mrs Moorhouse confirmed that the 80 service would continue under a new supplier arrangement and there was no immediate need to write. Noted</p>
12	<p><u>Such other business as, in the opinion of the Chairman, should, by reason of special circumstances, be considered as a matter of urgency.</u></p>
13	<p><u>Exclusion of the Press and Public</u> In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council RESOLVED that the press and public be excluded from the meeting.</p>

GREAT AYTON PARISH COUNCIL – MEETING 5th JUNE 2018

COUNCIL SERVICES REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	The consecration of the 'new' Cemetery area to take place.	Full planning application for change of use has been submitted on 15/03/18. Notification from HDC that application being processed.	Ongoing
Captain Cook Garden	An improvement project has been established for the Captain Cook Memorial Garden.	CLlr Robinson has submitted the full application for LEADER funding for capital improvement items with the decision date confirmed as 03/07/18	Ongoing
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's.	Review of requirements for refurbishment to follow (auto locks / PIR lighting / new ceramic & tiles). To deliver the standard required of this expanded scope it was further agreed that a formal specification should be sought from a professional organisation. Wallgate service contract has now lapsed.	Ongoing
Grass Cutting / Ground Maintenance	The Parish Council is to formally review the specification/scope with regards to grass cutting/weeding under PC control.	The scope of green works has now been issued to 3 X local contractors and tender submissions received prior to the 15/05/18 deadline should be considered.	Ongoing
Village Fete	The bi-annual Village Fete will be held on 9 th June 2018.	An informal Village Fete Sub-Committee has been formed to deliver the event. Meetings have taken place on 13th Feb, 26th March and 4th May to establish points of action.	Ongoing
Whitbread / Waterfall Bridge	The memorial bridge over the Leven at Waterfall terrace is showing signs of age.	Engineering study & discussions for options regarding the replacement/refurbishment of the bridge. HDC confirm a favourable response from Impetus & suggest an application for funding.	Ongoing
Public Footpaths	The footpaths in Great Ayton are regularly reported as being in a poor state of cleanliness especially with regards to dog mess.	Following discussion at the March Mtg it was agreed that the 'Community Protection Notice' approach should be taken. Further update due from HDC.	Ongoing

GREAT AYTON PARISH COUNCIL – MEETING 5th JUNE 2018

PLANNING REPORT

PLANNING APPLICATIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
18/00926/FUL - 20 Linden Road	Delegated Decision - Proposed single storey & two storey extension to rear of house. (response 01/06/18)
18/00846/FUL - 35 Addison Road	Delegated decision - Retrospective application for first floor extension and canopy
18/01073/LBC - The Chapel 4A High Street	Delegated decision - Listed building consent for Conversion of existing ground floor workshop to one-bedroom self-contained flat & alterations to layout of first floor.

PLANNING DECISIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
18/00508/FUL - 25 Roseberry Road	GRANTED - Garage conversion to form a ground floor bedroom.
NYM/2017/0789/FL	GRANTED - Construction of two storey rear extension at Aireyholme Cottage, Aireyholme Lane, Great Ayton

OTHER PLANNING INFORMATION

PLANNING REF/ADDRESS	DESCRIPTION	

GREAT AYTON PARISH COUNCIL – MEETING 5th JUNE 2018

CLERK'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Grave Reservation Fees	The Parish Council writes to residents with grave reservations to ask for additional payments every 5 years.	Can we consider a single payment rather than 5 yearly for practical purposes of not chasing elderly residents for money.	Open
Yorkshire LCA membership	The Clerk has enquired about LCA membership.	Membership of YLCA enables the Parish Council to gain access to guidance & good-practice information. NALC membership is not possible without YLCA membership.	Open
Review all 2018/19 pricing of PC Services.	The Clerk seeks confirmation of whether a % uplift is required to PC service pricing.	The Cemetery pricing has not been increased in 2018/19 as yet.	Open
GDPR	Requirement to progress the GDPR compliance.	A notice has been placed on the PC website for guidance. The Parish Council is a Data Controller and as such is required to take appropriate steps in order to comply.	Open

GREAT AYTON PARISH COUNCIL – MEETING 5th JUNE 2018

COUNCILLOR'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Great Ayton Play Park	Cllr Mrs Brown advised that the play park will need some remedial attention following the ROSPA inspection/report.	To establish works required and allocate to HW / volunteers / contractor for completion.	Ongoing
Endeavour Way	Cllr Fletcher to update regarding the Endeavour Way the cycle track project from Stokesley to Great Ayton proposed by Sustrans.	Discussion required with Stokesley TC to confirm agreement of a joint understanding regarding maintenance of a cycleway within the normal scope of services provided by the PC's.	Ongoing
Easby Lane flooding	Cllr Fletcher reports that the drains in Easby Lane are unable to cope with excessive volumes of water during heavy downpours which also run off local farmland	NYCC have been informed and confirm a lack of capacity at peak. HDC have inspected for build-up in the gullies & have found no issues.	Ongoing
Schedule of Capital Expenditure	Cllr Robinson requests that the Schedule of Capital Expenditure be discussed to establish capital works to be actioned in 2018/19.	Following consultation with Councillors the Parish Clerk produced a summary programme of "Great Ayton Parish Council Approved Infrastructure Projects (2018-2022)." This was subsequently endorsed by the PC and re-circulated with the Agenda for the Council meeting which took place on 8 May.	Open
Parish Council Assets	Cllr Robinson requests that the Asset Register be brought up to date & include Common Land and other implied assets.	The register identifying and summarising assets in the ownership or control of the Council requires bringing up-to-date in an accessible digital format.	Open
Expansion of Councillor Numbers	Cllr Fletcher requested info regarding the process to follow should the Parish wish to expand the numbers of councillors.	As the Authority for such matters, HDC has confirmed that a Community Governance Review would be required.	Open
Chain & Bars	Cllr Fletcher	Work required to bring the Parish Council chains of office up to date.	Open
11/11/18 Battle's Over event	Cllr Fletcher	Planning required to deliver the "Battle's Over" celebration event in November 18.	Open
Solution for summer bins	Cllr Hudson requested that the problem of excessive rubbish / lack of bins for summer be discussed.	2 X wheeled bins to supplement the bins on the Low Greens to be trialled during the summer period (bins stored with Clerk).	Open
Pest Control on Allotments	Cllr Hudson has reported that the problem with rats in and around the allotments is increasing.	Suggestion to add a surcharge to allotment holders with livestock. Discuss potential for outsourcing pest control.	Open
Bus Subsidies	Cllr Robinson	Request to consider writing in support of continuation of the subsidy for the service 80. (Northallerton to Stokesley route.)	Open

GREAT AYTON PARISH COUNCIL – MEETING 5th JUNE 2018

ACCOUNTS REPORT

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
NATWEST	Bank Charges April 2018	Bank Charges	TBC
NATWEST	Bank Charges May 2018	Bank Charges	TBC
Yorwaste Ltd	Waste collection - CHEQUE PAYEE WRONG	Cemetery	-£163.52
NYCC	Waste collection - CORRECTED PAYEE	Cemetery	£163.52
Scottish Hydro	Electricity to Toilet block (03/01/18 to 04/05/18)	Open Space / Public Conveniences	£151.03
MOLE Trading Ltd	Roundup Biactive weed killer	Open Spaces	£140.64
Yatton House Printing Services	15 X A3 Posters X £0.50 & 30 X A4 Posters @ £0.25	S145 Village Events	£15.00
1st Great Ayton Scouts	Donation to upkeep of Scouts Marquee	#N/A	£50.00
Gary Frankish	General cutting of verges & riverbank	Open Spaces	£640.00
Gary Frankish	Grass cutting & strimming to cemetery	Cemetery	£720.00
Gary Frankish	Cutting Village greens, playground, Yatton, Cooks	Open Spaces	£254.02
Royal Oak Hotel	Coffee & tea for meeting 23/05	S145 Village Events	£6.55
Royal Oak Hotel	Coffee for meeting 04/05	S145 Village Events	£6.00
Royal Oak Hotel	Coffee for meeting 11/05	S145 Village Events	£4.65
TOTAL			£1,987.89

Receipts

<u>Customer</u>	<u>Description</u>	<u>Other data</u>	<u>Value £</u>
Resident	Plaque onto wall of Cemetery		£41.00
TOTAL			£41.00

Other

<u>ITEM</u>	<u>INFORMATION</u>	<u>ACTION/COMMENTS</u>	<u>STATUS</u>