

**Minutes of the Meeting of Great Ayton Parish Council
held on Tuesday 4th December 2018 at 19:00**

Present: - Cllr Mrs A Taylor, Cllr J Robinson, Cllr J Fletcher, Cllr G Readman, Cllr Mrs J Brown, Cllr R Kirk

Andrew Snowdon (Parish Clerk), Sam Hutchinson (Community Mapping Project Officer), 2 residents, Cllr Mrs H Moorhouse (NYCC)

Min No.	Business
1	<p><u>Apologies for Absence</u> Cllr R Hudson</p>
2	<p><u>Declaration of Interest in items on the Agenda</u> None.</p>
3	<p><u>Members of the Public invited to address the Council</u></p> <p><u>Member of the public – Public footpaths</u> Having sent a mail to the Parish Council, a resident expressed concerns about the dirty condition of the footpath between Romany Road and the High Street. The resident specifically requested that the Parish Council gave consideration as to how dogs could be controlled such that they were stopped from urinating on the footpaths. Cllr Taylor explained that the condition of public footpaths was an ongoing matter for consideration, especially with regards to dog mess, it was felt that no additional (reasonable) action could be taken in relation to the resident's request. As previously noted, the Parish Council would be pleased to encourage the formation of an action group to look at the ongoing issues with dog mess & footpaths.</p> <p><u>Yatton House Trustee</u> The trustees of Yatton House express their sincere thanks to Cllr Kirk for his help in preparing a new 'draft' lease to be brought to the Parish Council for consideration at a future meeting.</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 6th November 2018 were approved and signed. Agreed.</p>
5	<p><u>NY Police - Community Mapping</u> The Community Mapping Project Officer explained that the department were currently building a database of stakeholders and points of communication within local communities. Thus far they have found that rural communities have different needs to heavily populated residential areas in terms of their concerns. Councillors described Great Ayton as a residential community with strong rural links and as such residents were concerned with all crimes. Being close to the border between North Yorkshire & Cleveland, it is felt that Great Ayton and the surrounding area is vulnerable to criminals moving between areas controlled by two police forces and as such would expect a joined-up approach. Councillors confirmed that they had asked that the local Police report include details of rural crime, updates about ongoing investigations as well as matters relating to the village itself. Concern was expressed that by centralising the operational centres for police forces, long journeys were required to run back and forth and this led to an absence of police presence for long periods. The Community Mapping Project Officer confirmed that all points of discussion would be taken on board and his report would be forthcoming in the new year.</p>

NY Police Report

There had been 5 reports of anti-social behaviour, 1 report of autocrime, 1 report of burglary, 1 report of theft & 1 report of suspicious circumstances detailed on the NY Police report in the period 5th November to 3rd December 2018. **Noted**

Councillors expressed concern that the level of detail was not of a high level and some crimes were still not being reported to the Parish Council. The Clerk was asked to write to NY Police and request that all incidents be included within the police report along with updates of ongoing investigations.

www.northyorkshirecommunitymessaging.org/

www.police.uk/north-yorkshire/northallerton-and-stokesley/crime/

www.facebook.com/northyorkshirepolice

www.twitter.com/nyorkspolice

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Council Services Report**Cemetery**

The Diocese of York is to propose suitable dates for the consecration process. **Ongoing**

Captain Cook Memorial Garden

Cllr Robinson confirmed that stonework which had been exposed as part of the on-site works had been inspected by an NYMNP archaeologist who confirmed them to be part of the original foundation to the Cook family cottage. It was agreed that 2-3 days of further archaeological excavation should take place over a limited area of the floorplan. Councillors further agreed to utilise up to £3k of the Councils reserves to employ proper persons to carry out such works. Additional information boards would likely be required to mark the newly discovered areas of historical interest. **Agreed**

Public Conveniences

The Parish Council's decision to carry out a significant overhaul of the Public WC's requires that a formal specification be sought from a professional organisation specialising in such. It was agreed that the refurbishment works should be deferred until such time that works to replace the Whitbread bridge had been completed.

Ongoing

Whitbread / Waterfall Bridge

The planning application for the installation of a new bridge has been started though additional information is required to allow this to proceed to completion. Discussions with the EA remain ongoing but is not expected that there will be any material objections. External grant funding is still to be approved though HDC remains confident that this can be approved via the 'Impetus' organisation. **Ongoing**

Public Footpaths

Cllr Fletcher confirmed that that posters were being affixed in the worst affected locations to try to trigger a positive reaction from irresponsible dog owners. Cllr Mrs Moorhouse suggested the use of tiny flags to mark the individual dog mess on the footpaths. Cllr Kirk agreed to ask HDC whether any suitable posters, flags or similar campaign materials might be available. **Ongoing**

PROW Footpaths

Cllr Mrs Moorhouse confirmed that NYCC were prepared to take action in relation to the Easby Lane PROW path and as such would organise a meeting of stakeholders. It was agreed that NYCC should write to residents/landowners along the PROW who have responsibility for maintaining their overhanging greenery.

Children's Play Park

Maintenance & repairs identified within the October RoSPA inspection were taking place. **Ongoing**

7	<p>Planning Applications</p> <p>18/02470/FUL - 12 Easby Lane Delegated Decision - Revised application for demolition of existing garage and construction of 2no side extensions, new roof to existing dormers & timber porch with two storey rear extension and alterations to conservatory (previously 18/01672/FUL). <i>No objections / No observations</i></p> <p>18/02461/CAT - Riverside Low Green Delegated Decision - Works to trees in conservation area. <i>No objections / An arboreal report is required with regards to tree works in the conservation area.</i></p> <p>18/02360/MRC - Great Ayton SWT Delegated Decision - Application for variation / removal of condition related to Planning Application 18/01017/FUL - Installation of kiosk building to allow for increase in height of kiosk and change of material used for the platform from steel to concrete. <i>No objections / Please ensure that the building is painted a colour which is sympathetic to the rural surroundings.</i></p> <p>18/02537/FUL - 16 Rosehill Delegated Decision - Demolition of existing porch and construct new. Alteration and new roof over sun room. Dormer extension to rear with balcony. New pitched roof over dormer. <i>No objections / No observations</i></p> <p>18/02022/FUL - Land adjacent to Angrove Plantation, Yarm Lane - Amended plans / updated site location drawing issued 27/11/18. Delegated Decision - Proposed agricultural building for cattle, farm machinery and other equipment. <i>The revised application (amended drawing) does not change the material concerns of Great Ayton Parish Council previously expressed in October 18 & November 18.</i></p> <ul style="list-style-type: none"> <i>i) The Parish Council wishes to see further evidence to show that a sustainable business can be run from these premises.</i> <i>ii) The unusual nature of the proposed building contents and numerous vehicular movements remains a cause for concern.</i> <i>iii) We request that a formal site visit take place to review the proposal(s) & associated concerns.</i> <p>Licence Applications</p> <p>105 High Street - Premises licence application <i>No objections / The application should be considered on the basis of other similar licenced premises within Great Ayton.</i></p>
8	<p>Correspondence and Information Report</p> <p>Resident - Mail received requesting that consideration be given to cleaning of the pavements due to dog fouling and other detritus. <i>See Item 3.</i></p> <p>1st Great Ayton Scouts - Thanks for donation & general enquiry as to whether GAPC would like to formalise the 'sponsorship' of the bonfire night event in the future. <i>Since a donation was made on an annual basis, it was agreed that the Parish Council should formalise this arrangement for future events.</i></p> <p>Resident - Request for reduction of overhanging branches obstructing the street lights alongside the cemetery on Guisborough Road. <i>It was agreed that the matter should be referred to Bilsdale Trees for inspection / attention.</i></p> <p>Resident - Request for support to improved visibility of signage at the dropped kerb crossing point on the High Street for Hollygarth residents. <i>It was agreed that the Parish Council should investigate contact NYCC Highways to see what/whether improvements can be made at the crossing point.</i></p> <p>Resident - Concern regarding parking disruption on Newton Rd due to Cleveland Lodge works.</p>

	<p>Restarting Hearts In Northallerton (Charity) - Inspection of defib showed no pads & hence some added from charity stock. <i>It was agreed that the Parish Council should make a £40 donation to reimburse for the pads.</i></p> <p>Marwood School - Enquiry regarding funding/support for School Crossing Patrol for Guisborough Road. <i>The Parish Council agreed to write to NYCC by way of support for the School Crossing Patrol.</i></p> <p>PKF Littlejohn - 2 X queries regarding external audit answered & audit report received with excepts.</p> <p>GAPC / HDC - Confirmation of responsibility regarding rubbish in ex-Tourist Info carpark.</p> <p>Resident - Telephone call of concern regarding potential disruption to local business during lane closure of Newton Road due to Cleveland Lodge construction works.</p> <p>HDC - HDC Local Development Scheme document for review. http://consult.hambleton.gov.uk/portal/planning/lds-nov-2018</p> <p>Allotment Holder (resident) - Formal complaint about the condition of a neighbouring allotment. <i>The Parish Council agreed to write to the resident in line with the Allotment regulations.</i></p> <p>GAPC / Wallgate - Meeting regarding lack of maintenance parts for Wallgate dispensers in public WC's.</p> <p>Former resident - Request for replacement bench plaque in memory.</p> <p>YLCA - Details of 2019 YLCA Hambleton Branch meetings.</p> <p>YLCA - November 'White Rose Update'.</p> <p>ChristChurch - December / January edition of the Spire.</p>
9	<p><u>Clerks Report</u></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 once workload permits. (Cllr Mrs Taylor & Cllr Mrs Brown). Ongoing</p> <p>Potential Expansion of Councillor Numbers: As the Authority for such matters, HDC has advised how this should be actioned through a Community Governance Review. The Parish Council will not trigger the process ahead of the 2019 elections since it is not possible to complete the consultation process prior to this. Ongoing</p> <p>Parish Precept Arrangements for 2019/20 Through extensive review of previous years accounts, projections for the current year and detailed budget process it was resolved through majority vote that the Precept for 2019/20 should be increased to £93,000.</p> <p>Trees A draft policy for the management of trees is to be prepared for consideration. Ongoing</p> <p>Cemetery The control of rabbits and other pests in the Parish Council cemetery cannot be dealt with in an informal manner until proper risk assessment is undertaken by an authorised individual. Noted</p> <p>Allotments The Parish Council does not wish to introduce an administrative fee for late payment of allotment rents for 2018/19. The Clerk is to write to allotment tenants who are in arrears and in accordance with allotment regulations. Noted</p> <p>January PC Meeting It was agreed that the January Parish Council currently due to fall on 01/01/19 should be rescheduled to Tuesday 08/01/19, time & location to be as usual. Agreed</p>
10	<p><u>Councillors Reports</u></p> <p>Endeavour Way Cllr Fletcher had confirmed at a previous meeting that the Endeavour Way cycle track project from Stokesley to Great Ayton was moving slowly due to land lease and/or purchase discussions. Discussion was still required between Great Ayton PC & Stokesley TC to confirm agreement of a joint understanding regarding maintenance. Ongoing</p> <p>Easby Lane flooding This item will remain on the Agenda/Minutes until such time as an effective solution is reached. Noted</p>

	<p>Parish Council Assets: Cllr Robinson has previously requested that the Asset Register be brought up to date and include land within the report. The clerk was asked to forward the current asset list to Cllr Fletcher for review. Ongoing</p> <p>Ex Tourist Information Building: Cllr Kirk confirmed that the legal agreements remain outstanding until remedial action & inventory has taken place by HDC prior to occupancy. Ongoing</p> <p>Xmas lighting improvements to Village Green: The Parish Council suggested to deal with improvement of Christmas lighting for 2019 well in advance of the festive season.</p> <p>Any other Business:</p> <p>Xmas Tree: The Parish Council wishes to express thanks to volunteers Andrew Johnson, David Fox and Mike Sharman who helped Alan Petch to erect the Xmas tree on the High Green. Special thanks go to Alan Petch for collecting, delivering and erecting the tree, utilising his own equipment and in his own time. Noted</p> <p>GA Business and Community Forum: Cllr Fletcher has provided Councillors with a report outlining suggestions/observations relating to the ways in which the Parish Council might support a local Business Forum. Cllr Taylor proposed that a 'new' forum should include Business and Community representatives and should be encouraged to form in the new year. Through discussion it was agreed that a contingency fund of £5k should be set aside for any future initiatives/events/investments that the Parish Council saw as beneficial to both the community and local businesses alike. Agreed</p> <p>Parish Council Dinner: The annual Parish Council dinner will take place on Friday 25/01/18. It was agreed that Sarah Botez and her husband should be invited as special guests as thanks for the significant and enthusiastic help with the organisation & delivery of village events. Agreed</p>
11	<p><u>Accounts Report</u></p> <p>The total payments made were £1,482.24 The total income received was £412.00</p> <p>Parish Budget: Budget costs and income for the delivery of Parish Council services were reviewed for 2019/20. Following detailed discussion the formal budget was agreed and therefore requires authorisation at the January Parish Council meeting ahead of publication. Agreed</p> <p>Parish Precept: Through extensive review of previous years accounts, projections for the current year and detailed budget process it was resolved that the Precept for 2019/20 should be increased to £93,000. Agreed</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> <p>None</p>
13	<p><u>Exclusion of the Press and Public</u></p> <p>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 4th DECEMBER 2018

COUNCIL SERVICES REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	The consecration of the 'new' Cemetery area to take place. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	The formal file has been opened with the Diocese of York and dates for the ceremony are to be advised.	Ongoing
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>	The LEADER funded works for capital improvement are ongoing.	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>	To deliver the standard required of it has been agreed that a formal specification should be sought from a professional organisation/architect.	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>	Engineering study & discussions for options regarding the replacement of the bridge including external funding opportunities. Planning application to proceed.	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.	Suggestion to form action group with wider community involvement. Community Protection Notices requires Dog Warden & evidence.	Ongoing
Great Ayton Play Park	The play park requires ongoing maintenance and repairs.	The 2018 RoSPA inspection has been received and items for remedial action have been identified.	Ongoing

PLANNING REPORT

PLANNING APPLICATIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
18/02470/FUL - 12 Easby Lane	Delegated Decision - Revised application for demolition of existing garage and construction of 2no side extensions, new roof to existing dormers & timber porch with two storey rear extension and alterations to conservatory (previously 18/01672/FUL).
18/02461/CAT - Riverside Low Green	Delegated Decision - Works to trees in conservation area.
18/02360/MRC - Great Ayton SWT	Delegated Decision - Application for variation / removal of condition related to Planning Application 18/01017/FUL - Installation of kiosk building to allow for increase in height of kiosk and change of material used for the platform from steel to concrete.

PLANNING DECISIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK

LICENCING ITEMS

REF/ADDRESS	DESCRIPTION	
105 High Street	Premises licence application	

CORRESPONDENCE AND INFORMATION REPORT

CORRESPONDENCE

Who	Consideration Required
Resident	Mail received requesting that consideration be given to cleaning of the pavements due to dog fouling and other detritus.
1st Great Ayton Scouts	Thanks for donation & general enquiry as to whether GAPC would like to formalise the 'sponsorship' of the bonfire night event in the future.
Resident	Request for reduction of overhanging branches obstructing the street lights alongside the cemetery on Guisborough Road.
Resident	Request for support to improved visibility of signage at the dropped kerb crossing point on the High Street for Hollygarth residents.

Who	For Information
PKF Littlejohn	2 X queries regarding external audit. Audit report received with excepts.
GAPC / HDC	Confirmation of responsibility regarding rubbish in ex-Tourist Info carpark.
Resident	Telephone call of concern regarding potential disruption to local business during lane closure of Newton Road due to Cleveland Lodge construction works.
HDC	HDC Local Development Scheme document for review. http://consult.hambleton.gov.uk/portal/planning/lds-nov-2018
Allotment Holder (resident)	Formal complaint about the condition of a neighbouring allotment.
GAPC / Wallgate	Meeting regarding lack of maintenance parts for Wallgate dispensers in public WC's.
Former resident	Request for replacement bench plaque in memory.
YLCA	Details of 2019 YLCA Hambleton Branch meetings.
YLCA	November 'White Rose Update'
ChristChurch	December / January edition of the Spire

GREAT AYTON PARISH COUNCIL – MEETING 4th DECEMBER 2018

CLERK'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
GDPR	Requirement to progress the GDPR compliance.	A notice has been placed on the PC website for guidance. Consideration for a Working Group / Sub Committee required to develop a formal GAPC policy.	Ongoing
Expansion of Councillor Numbers	The Parish Council has decided to move forward with a Community Governance Review.	As the Authority for such matters, HDC has advised that this would be actioned through a Community Governance Review. It is not possible to complete a consultation prior to the 2019 elections.	Ongoing
Parish Precept	Arrangements for 2019/20	As part of the budget process the Parish Precept will need to be set by 31/12/18 to align with HDC requirements.	Ongoing
Trees	A number of trees have required attention during high winds. Scheduled inspections of PC owned trees have been recommended by insurers	The Clerk has been asked to prepare a suitable tree policy for consideration.	Ongoing
Control of rabbits	The Parish Council has previously authorised a volunteer to manage rabbit numbers in the cemetery & allotments	Request for re-issue of letter from Parish Council to give authority to use a licenced air rifle on the cemetery & allotments prior to 7am.	Open
Allotments	Late payment of rents admin charge.	The Clerk proposes to add a reasonable 'admin' charge for late payment of allotment fees in place of the 30% penalty previously in place.	Open
January PC Meeting	The January meeting is currently due to fall on 01/01/19.	Please could consideration be given to moving the meeting to 08/01/19	Open

COUNCILLOR'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Endeavour Way	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 any local maintenance requirements.	Ongoing
Easby Lane flooding	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. Remedial action outstanding.	Ongoing
Parish Council Assets	Cllr Robinson requested 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.	Ongoing
Ex-Tourist Information building	The Parish Council are seeking to lease the Ex TIC building from HDC.	HDC to provide formal documents for review / acceptance. Remedial action by HDC prior to occupancy.	Ongoing
Xmas lighting improvements to Village Green	The Parish Council have agreed to investigate options to facilitate improved Xmas lighting on the High Green. (See Schedule of Capital Expenditure 03/07/18)	Further discussions required for action prior to Xmas 2019.	Ongoing
GA Business and Community Forum	Cllr Fletcher has forwarded a report & Cllr Mrs Taylor has made suggestions regarding a future approach.	Discussion regarding the promotion of local businesses and community activities.	Open

GREAT AYTON PARISH COUNCIL – MEETING 4th DECEMBER 2018

ACCOUNTS REPORT

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
NATWEST	Bank Charges November 2018	Bank Charges	
NATWEST	Bank Charges December 2018	Bank Charges	
A Snowdon (Clerk)	24 X First Class Stamps	General Admin	£18.19
Maynards Nursery	34' Xmas Tree for High Green	S145 Village Events	£420.00
The Royal Oak	2 X Tea & 1 X Coffee - Meeting	S145 Village Events	£5.75
The Royal Oak	3 X Coffee - Meeting	S145 Village Events	£7.05
HOME FIX COMPUTERS	Black ink & Colour-black multi	General Admin	£48.00
Mossy Rock	Laying of turf as per quote #103	Cooks Garden	£722.05
TOTAL			£1221.04

Receipts

<u>Customer</u>	<u>Description</u>	<u>Other data</u>	<u>Value £</u>
Various Allotment Rents	Collected as cash since 06/11	Allotments	£337.00
Resident	5 Year Grave Reservation payment	Cemetery	£75.00
TOTAL			£412.00

Other

<u>ITEM</u>	<u>INFORMATION</u>	<u>ACTION/COMMENTS</u>	<u>STATUS</u>
Parish Precept 2019/20	Preparations are required to be able to set the 2019/20 annual budget and in so doing establish a suitable Parish Precept in accordance with HDC requirements.	Clerk to prepare review of budget 2018/2019 for December PC Mtg.	Open