

GREAT AYTON PARISH 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.

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
20/00009/TPO - 3 Old Mill Wynd, Great Ayton	GRANTED - Application for works to trees all subject to group Tree Preservation Order No: 1998/01
19/02605/TPO - 52 Guisborough Road Great Ayton North Yorkshire TS9 6AD	GRANTED - Works to a tree covered by Tree Preservation Order No 2000/09

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
Woodhouse Farm, Little Ayton	Application for Premises Licence

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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".
Stokesley and Great Ayton FairTrade Steering Group	A request for support to endorse Great Ayton to become a Fair Trade town & invitation to the local action group meeting at the Royal Oak at 4pm on Friday 6th March.

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.
Housing 21	Invitation to open day to view the newly completed residential apartments 'Fry Court'.

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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>

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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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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>
NatWest	BANK CHARGES JAN 2020	Bank Charges	£25.55
NatWest	BANK CHARGES FEB 2020	Bank Charges	£17.19
NatWest	BANK CHARGES MAR 2020	Bank Charges	£16.80
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
Thompsons Hardware Ltd	Key cut, floor cleaner, toilet rolls, toilet cleaner	Public WC's	£65.46
ICO	Information Commission Levy	General Admin	£35.00
Scottish Hydro	Electricity for toilet block – Credit for overcharge	Public WC's	-£667.78
Scottish Hydro	Electricity for toilet block – DD via est	Public WC's	£1,624.76
TOTAL			£7,192.45

Receipts

<u>Customer</u>	<u>Description</u>	<u>Type</u>	<u>Value £</u>
NatWest Bank	Interest earned to Feb 2020	Bank Interest	£62.33
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
TOTAL			£345.73