

# **GREAT AYTON PARISH COUNCIL**

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25/11/20

To the Members of the Council you are hereby summoned to attend the Great Ayton Parish Council meeting which will take place online on **Tuesday 1st December 2020 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 3<sup>rd</sup> November 2020.**

### **6. To Consider Planning & Licencing Applications Received:**

To receive and comment on the Planning & Licensing Applications and receive other 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 5<sup>th</sup> January 2020.

**GREAT AYTON PARISH COUNCIL – MEETING 1<sup>st</sup> DECEMBER 2020**

**PLANNING REPORT**

**PLANNING APPLICATIONS FOR REVIEW**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
20/02502/FUL - 8 Oaklands Great Ayton North Yorkshire TS9 6BB	Single storey rear extension, first floor rear extension and alterations to form access to the loft space to create habitable accommodation on the second floor
20/02431/FUL - 3 Addison Road Great Ayton North Yorkshire TS9 6AP	Demolition of Sunroom and construction of a single storey extension to rear of dwelling as amended on 11 November 2020
NYM/2020/0918/FL - Southbrook House, Dikes Lane, Great Ayton	Application for variation of condition 2 (material amendment) of planning approval/2020/0390/FL to allow the addition of a bay window at Southbrook House, Dikes Lane, Great Ayton
20/02393/CAT - Hollybrook Easby Lane Great Ayton North Yorkshire TS9 6JT	Works to trees in a Conservation Area
20/02484/FUL - OS Field 3541 Yarm Lane Great Ayton North Yorkshire	Revised application for the construction of a single dwelling. (See 20/00491/FUL - which was withdrawn)

**PLANNING DECISIONS TAKEN**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
20/01955/FUL - 1st Great Ayton Scouts Scout Hut Guisborough Road Great Ayton North Yorkshire TS9 6AA	GRANTED - Applying cladding to 3 sides of existing Scout Hut and installation of guttering with two down pipes
20/01245/LBC - Somerset Cottage, Langbaugh Farm, Great Ayton, TS9 6QQ	GRANTED - Application for a proposed extension affecting the setting of a listed building
20/02159/FUL - Hunters Lodge 3 Station Road Great Ayton North Yorkshire TS9 6HA	GRANTED - Part two storey & single storey rear extension, porch to front facade & internal alterations
20/02147/RPN - 56 Marwood Drive Great Ayton North Yorkshire TS9 6PD	REFUSED - Notification for a proposed larger home extension. Extending 1m beyond the existing rear wall. Max height measured externally 2.665m and max height to the roof 4 metres as amended on 16 October 2020

**LICENSING APPLICATIONS / VARIATIONS**

<b>REF/ADDRESS</b>	<b>DESCRIPTION</b>

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**CORRESPONDENCE AND INFORMATION REPORT**

<b>Who</b>	<b>For Consideration</b>
Non-resident / Funeral Director	Request for a former resident be allowed to be buried in the parish cemetery as an exception to the stated cemetery regulations.
HDC / GAPC / NYMNP	Proposal to supply 240l dog waste bin for Gribdale Gate car park at circa £600.
Non-Resident	Request to affix double sized plaque in memory of 2 parents to replace standard plaque to one parent already on memorial wall as an exception to stated regulations.
Visitor	Request for consideration of supplying electric vehicle charge points in the village for the convenience of family visits, etc.
HYDC Vibrant Market Town Project Officer	Request for details of issues and/or suggestions for HDC to implement as we exit Lockdown2.

<b>Who</b>	<b>For Information</b>
NYCC	Request to repair a pothole to the tarmac around the High Green which is parish council property not part of the adopted highway.
NYCC	Details of Richmond (Yorks) Area Constituency Committee meeting on 25th November.
NYCC	North Yorkshire County Council update for the Esk Valley Railway Line - Section 106 Project.
Cleveland Mountain Rescue Team	Details of the proposal for the scaled back 'Santa's Sleigh' run which is organised by Peter Greenwell & the Cleveland Mountain Rescue Team.
Ryedale District Council	Councillor Keane Duncan of Ryedale DC who asks for GAPC input in relation to the unitary debate.
Resident	Request for info/guidance in relation to neighbour's cat.
GADC	Report received to give details of Discovery Centre activity and specifically describing the importance of the £25k annual donation.
Carl Les Leader of NYCC	Letter of update regarding the proposed Local Government re-organisation of North Yorkshire.

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**COUNCIL SERVICES / WORKING GROUPS REPORTS**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>GROUP</b>
Cemetery	To receive reports & recommendations from the Cemetery Working Group and consider actions as required.	Outstanding matters; <ul style="list-style-type: none"> <li>- Refresh gravel to paths.</li> <li>- Wildflower planting along fence-line.</li> <li>- Remove excess soil mound from grave excavations.</li> <li>- Removal of overgrowth from perimeter of cemetery.</li> <li>- Prep/Paint Cemetery railings.</li> <li>- Recycling of wreaths to suitable location.</li> <li>- Purchase of noticeboard.</li> </ul>	<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"> <li>- Establish formal relationship between GAPC as owner &amp; Cook Family Memorial Garden Trust as management entity.</li> <li>- CFMG trustees to prepare trust constitution for review.</li> </ul>	<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"> <li>- Process grant funding via Impetus &amp; HDC MaD.</li> <li>- 10% 3<sup>rd</sup> party funding to be paid to Highfield Environmental.</li> <li>- Place order for manufacture &amp; installation of bridge.</li> <li>- Entrance arch proposed along with laser cut WW1 motif commissioned with Daniel van den Toorn</li> </ul>	<i>(Open Spaces WG)</i>
Waterfall Park	Waterfall Park is accessed via the Whitbread Bridge.	Outstanding matters; <ul style="list-style-type: none"> <li>- Replace plaque to urinal.</li> <li>- Remove old PROW finger sign</li> <li>- Fill riverbank</li> </ul>	<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"> <li>- Agree extent &amp; specification for refurbishment of public WC's.</li> <li>- Dissolve remainder of 20-year lease with Cook Family Memorial Garden trust.</li> </ul>	<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"> <li>- Locking of security gates to B1292 entrances.</li> <li>- Road chippings required to fill deep holes in roads/paths supplied by Todd's.</li> <li>- Revision to Regulations required to clarify that dogs must not be left unattended on allotment.</li> </ul>	<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"> <li>- Establish maintenance responsibilities.</li> <li>- Solicitor to produce standard peppercorn lease between the Village Hall CIO (tenants) and the Parish Council (Landlord).</li> </ul>	<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"> <li>- Spec required for refurbishment of building internally.</li> <li>- Small sign to exterior.</li> <li>- Repair to external noticeboard.</li> </ul>	<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"> <li>- Simple maintenance/painting to be carried out in-house.</li> <li>- Revised/improved in-house inspection document.</li> </ul>	<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"> <li>- Reinstate paths along riverside.</li> <li>- Dig in gravel path from sports fields.</li> <li>- Repair steps &amp; wooden structure.</li> <li>- Cut back overgrowth.</li> <li>- Bilsdale trees to carry out tree maintenance works.</li> <li>- Make good the fencing around flood outlets.</li> <li>- Caryn Loftus and Martin Allen (local botanist) discussions regarding effective planting and cultivation.</li> <li>- Suggestion for interpretation board for certain, less common trees/shrubs/plants.</li> <li>- Suggestion to engage with local sculptors to create a sculpture trail through the woodland.</li> </ul>	<i>(Open Spaces WG)</i>

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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"> <li>- Price for modification to bench around the Linden tree.</li> <li>- Repair to paved area around Linden tree.</li> <li>- Work to trees on High Green</li> <li>- Suggestion to plumb pump to mains water</li> <li>- Addition of boulder proposed to grassed island</li> <li>-</li> </ul>	<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"> <li>- Painting/repair schedule for steel &amp; wooden benches in place.</li> <li>- Agree replacement of benches beyond repair.</li> <li>- Painting &amp; repair to be undertaken by in-house team.</li> <li>-</li> </ul>	<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"> <li>- Review of content &amp; wording required ASAP.</li> </ul>	<i>(TBC)</i>
Council Services Management & Execution	A full time Cemetery & Services Superintendent is to be recruited	Outstanding matters; <ul style="list-style-type: none"> <li>- Selection following interviews</li> <li>- Consideration to provide service vehicle.</li> <li>- Consideration of tooling / equipment.</li> <li>- Consideration of workshop area / container</li> <li>-</li> </ul>	<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; <ul style="list-style-type: none"> <li>- Establish whether GABF wishes to donate their 2016/17 Xmas collection for lighting improvements.</li> <li>- Learning experience / potential for improvement 2021</li> <li>-</li> </ul>	<i>(Xmas WG)</i>

**COUNCILLOR REPORTS (inc Charities / Trusts / Local Volunteer Groups)**

<b>ITEM</b>	<b>ORIGINATOR / ACTIVE COUNCILLOR</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Endeavour Way	Cllr John Fletcher	To receive any 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
Cook Family Memorial Garden trust	Cllr John Robinson / Cllr Ron Kirk	To receive updates from trustees in relation to the Cook Family Memorial Garden.	Open
Village Hall	Cllr Ron Kirk / Cllr Judith Brown	To receive updates from trustees in relation to the Village Hall.	New
Great Ayton Discovery Centre	Cllr Angela Taylor	Report received to give details of Discovery Centre activity and specifically describing the importance of the £25k annual donation.	New

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**CLERK'S ACTIONS & REPORTS**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Village Hall	A standard 'peppercorn' lease is being prepared between GAPC & the Village Hall CIO trust.	Update requested from Solicitor 26/11.	Ongoing
Yatton House	A new (21 year) lease is being prepared for Yatton House as tenants within Cemetery boundary.	Update requested from Solicitor 26/11.	Ongoing
Public Conveniences 20year Lease	It has been established that a 20yr lease exists between the parish council (landlord) & the Cook Family Memorial Trust (tenant) dated July 2011.	As the lease serves no obvious purpose the parish council should consider to dissolving the remaining tenure of the lease by serving notice on the Cook Family Memorial Garden in accordance with the stated terms. For the avoidance of doubt the trustees of the Cook Family Memorial Garden should be asked to formally acknowledge their agreement in writing.	Open
Whitbread Memorial Bridge Funding	As a condition of the IMPETUS grant funding a 10% donation to the project is to be made to Highfield Environmental.	Hambleton District Council has confirmed that they will make payment of their donation from the Making a Difference fund directly to the parish council and not to Highfield Enviro. Approval for the payment of £2351 which represents the 10% 3 <sup>rd</sup> party funding received from others is to be considered as a down-payment for the part purchase of the bridge and not a donation to a 'for profit' entity which would be precluded by S137 of the regs.	Open
Cemetery & Services Superintendent	The Parish Council established a requirement for an additional full-time recruit as part of the 2020/21 budget process though interviews were initially halted due to Covid19.	Having completed the recruitment process on 04/11, the interview panel have reported their recommendation to the parish council for consideration. It is proposed that the new recruit should be employed from 1 <sup>st</sup> January 2021.	Open
Parish Precept	Hambleton District Council have forwarded the formal request for precept submission to be made by the end of Dec 20.	Discussion / decision required to establish precept requirements for 2021/22.	New
Councillor Vacancy	Cllr Botez has resigned as of 16/11/20.	HDC Electoral services has issued notice that a parish councillor vacancy has occurred. The notice period runs to 10/12/20 whereafter if an election is not called then co-option will be applicable.	Open
Community Governance Review	YLCA Guidance recommends that a parish council of Great Ayton's electoral size should be represented by 11 councillors.	Being only 7 councillors means it is difficult to form formal Committees and therefore consideration should be given to expanding numbers in accordance with YLCA guidance. A Community Governance Review would be triggered with HDC Electoral Services via a simple petition of 10% of the parish electorate.	New
Memorial Benches	The Parish Council receives requests for benches / plaques in memory of loved ones each year.	The parish council has been notified that Mr Ward (Carlton Blacksmith) has semi-retired and is no longer supplying/affixing plaques though benches could still be fabricated.	Open

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**ACCOUNTS REPORT**

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Type</u>	<u>Cost £</u>
A Snowdon (Zoom Account)	Zoom Video Communications Monthly subscription 06/11/20 - 05/12/20	General Admin	£14.39
H Atkinson	Mobile Phone Top-Up	General Admin	£20.00
Gary Frankish Grounds Maintenance	Grounds maintenance November 2020	Grass Cutting	£863.50
Gary Frankish Grounds Maintenance	Supply & install new battery for ride on mower	General Maintenance	£55.44
Gary Frankish Grounds Maintenance	Repair wooden structure to flood field	General Maintenance	£20.00
Gary Frankish Grounds Maintenance	To remove turf, dig trench, backfill with sand then soil, reinstate turf - 75m across High Green	Grass Cutting	£370.00
HOME FIX COMPUTERS	1 Black ink, 1 X multipack ink, 1 ream A4 paper	General Admin	£67.00
Thompsons Hardware Ltd	Toilet Rolls, bleach, bin bags, Hand Gel, Toilet Seat, Toilet cleaner	Public Conveniences	£98.99
Maynard's Nursery	29 ft Spruce Xmas tree collected 23/11/20	Village Events (S145)	£378.00
<b>TOTAL</b>			<b>£1,887.32</b>

Receipts

<u>Customer</u>	<u>Description</u>	<u>Type</u>	<u>Value £</u>
MW Weatherill	Erection of Headstone X 4 off	Cemetery	£460.00
M&B Rea	Interment of Ashes, Plaque to memorial Wall X 2	Cemetery	£165.00
M&B Rea	Burial Fee	Cemetery	£750.00
Allotment Rents	Payment of allotment rents Nov 20	Allotments	£770.00
<b>TOTAL</b>			<b>£2,145.00</b>