

GREAT AYTON PARISH COUNCIL

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29/04/21

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 4th May at 7.00pm** for the purpose of transacting the following:

AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office**
2. **Police Business**
3. **NYCC & HDC Reports**
4. **Apologies for Absence**
5. **Election of Vice Chairman and Declaration of Acceptance of Office**
6. **Declaration of Interest in items on the Agenda**
7. **To confirm the minutes of the Ordinary Parish Council Meeting held on 6th April 2021.**
8. **To confirm adoption of Standing Orders, Regulations & Polices**

Standing Orders

Financial Regulations

Code of Conduct

Complaints Policy

Archiving and Retention Policy

ICO Model Access to Information Policy

Press Policy

Co-option Procedure

Allotments Regulations

Cemetery Regulations

9. **To Consider Planning & Licencing Applications Received:**

To receive and comment on the Planning & Licensing Applications and review planning notifications per the Planning Report.

10. **Correspondence and Information:**

To receive details of Correspondence and Information and decide upon necessary actions.

11. **Council Services / Working Group Reports:**

To receive the Council Working Group reports and decide upon necessary actions.

12. **Councillors Reports**

To receive Councillors reports and decide upon any necessary actions.

13. **Clerk's Reports**

To receive the Clerk's report and decide upon necessary actions.

14. **Accounts Report**

To receive and approve items on the Accounts Report & review YTD budget expenditure.

15. **Such other business as in the opinion of the Chairman, should by reason of special circumstances be considered as a matter of urgency.**

16. **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 1st June 2021.

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PLANNING REPORT

PLANNING APPLICATIONS RECEIVED FOR CONSULTATION

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
21/00941/TPO - 11 California Grove Great Ayton North Yorkshire TS9 6RW	Works to trees subject to Tree Preservation Order 1997/6 - T1 western red cedar, T2 holly, G1 nine laurel trees
21/00889/FUL - 10 High Green Great Ayton North Yorkshire TS9 6BJ	The removal of a glazed canopy/porch & a bay window and the erection of a single storey garden room extension to the rear
21/00890/LBC - 10 High Green Great Ayton North Yorkshire TS9 6BJ	The removal of a glazed canopy/porch & a bay window and the erection of a single storey garden room extension to the rear
21/00874/FUL - 3 Linden Crescent Great Ayton North Yorkshire TS9 6AF	Proposed single storey extension to rear of house
21/00775/FUL - 14 Langbaugh Close Great Ayton North Yorkshire TS9 6QH	Removal of existing conservatory, erection of two storey rear extension, alterations to house and pitched roof to attached garage
21/00752/TPO - 3 Overbrook Race Terrace Great Ayton North Yorkshire TS9 6NX	Works to trees covered by Tree Preservation Order No 2004/03

ADDITIONAL ACTIVE APPLICATIONS PER HDC PLANNING PORTAL

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
21/00980/FUL - 4 Easby Lane Great Ayton North Yorkshire TS9 6JS	Raising roof line, new roof, double storey extension to front and rear of the dwelling and single storey extension to the rear
21/00925/OUT - OS Field 5800 Land Adjoining Skottowe Crescent Great Ayton North Yorkshire	Outline planning application with all matters reserved for a residential development of up to 30 dwellings

PLANNING DECISIONS TAKEN

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
21/00400/FUL - 39 Easby Lane Great Ayton North Yorkshire TS9 6JX	GRANTED - Delegated Decision - Single storey side extension, replacement porch to front & relocation of fencing

LICENSING APPLICATIONS / VARIATIONS

REF/ADDRESS	DESCRIPTION

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CORRESPONDENCE AND INFORMATION REPORT

Who	For Consideration
Resident	Additional request for memorial bench for Low Green.
HDC Waste & Street Scene	Request to affix littering signs supplied by HDC to discourage increased littering after lockdown.
Various Residents	Request for login details to attend parish council meeting – Skottowe planning item.

Who	For Information
NYCC	Confirmation of (partial) closure of High Street from 14/06 – 18/06 for the installation of a new memorial footbridge to Waterfall Park.
HDC	Details of the 6th May polling stations for the election of Police, Fire and Crime Commissioner for the North Yorkshire Police Area.
Resident / GAPC	Mail from a resident regarding school related speed limits.
NYCC	Confirmation that Park Square (to Park Rise) will be closed from 10/05 for two days for highway maintenance.
Cllr Heather Moorhouse (NYCC)	Update regarding NyNet
NYCC & HDC	Weekly Covid updates
ITV	Confirmation of filming at Gribdale Gate on 27th April as part of a docu-drama.
Maynard Nurseries	Concern expressed regarding excessive ivy growth in roadside trees.

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COUNCIL SERVICES / WORKING GROUP REPORTS

ITEM	INFORMATION	ACTION/COMMENTS	GROUP
Cemetery	To receive reports & recommendations from the Cemetery Working Group and consider actions as required.	<p>Outstanding matters;</p> <ul style="list-style-type: none"> - Wildflower growth to west section / church end. - Planting of bulbs along fence-line. - Prep/Paint Cemetery railings. - Repair to drains / cut root ingress (quote received £3,350.00+VAT & option for £1250+vat for the robotic equipment) - Repair to gate track required. (temporarily removed) - Inspection of trees with potential health issues. - Inspection of headstones. <p>Ongoing items;</p> <ul style="list-style-type: none"> - Re-seed bare soil areas. - Remove overgrowth from perimeter of cemetery - Reduce tree canopy for improved ground & access - Refresh gravel to paths. - Reduce height to leylandii to between 6'-8' - Rabbit culling via appointed marksman. - Noticeboards to affix. - Bench to price for new area of cemetery. - Remove debris from fence line. - Levelling excess soil mound stored at perimeter. - Storage shed refurb as workshop - Skips & digger for heavy debris against fence 	<i>(Cemetery WG)</i>
Cook Family Memorial Garden	To receive reports & recommendations from the Cooks Family Memorial Garden trustees and consider actions as required.	<p>Outstanding matters for review;</p> <ul style="list-style-type: none"> - Parish Council to be appointed as 'Sole Trustee' for Charity number: 523352. - Captain James Cook Memorial Trust Committee to be established with written 'terms of reference' and defined delegation of authority. <p>Ongoing items;</p> <ul style="list-style-type: none"> - Sign to be affixed with garden name (Sign Art). - Website issues to be resolved. https://www.captcook-greatayton.com/ - Withdrawal of Land Registry title denoting the 'Captain James Cook Memorial' Trust as leasehold tenant of the public toilets. 	<i>(Open Spaces WG)</i>
Whitbread / Waterfall Bridge	The WW1 memorial bridge over the Leven at Waterfall terrace is to be replaced.	<p>Outstanding matters;</p> <ul style="list-style-type: none"> - Entrance arch proposed along with laser cut WW1 motif commissioned with Daniel van den Toorn. - Consideration of £4550 quoted by Beaver Bridges to establish road closure & traffic management for bridge installation (14/06 – 18/06/21) <p>Ongoing items;</p> <ul style="list-style-type: none"> - Workflow Gantt diagram received from BB. - Advise Impetus of project restart date. 	<i>(Open Spaces WG)</i>
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's.	<p>Ongoing matters;</p> <ul style="list-style-type: none"> - Agree budget & specification for refurbishment of public WC's. (Working Group to make proposal.) - Architect to produce design for approval. - Architect to produce tender specification. - Architect to produce method statements. - Issue spec for tender to suitably qualified contractors. - Add tender to Gov't website if budget over £25k. 	<i>(Buildings WG)</i>
Allotments	To receive report & recommendation from the Allotments Working Group and consider actions as required.	<p>Outstanding matters;</p> <ul style="list-style-type: none"> - Locking of security gates to B1292 entrances. - Additional security gate required for Skottowe entrance. - Removal of above ground water pipes prone to leaks & non WRAS regs. 	<i>(Allotments WG)</i>

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Waterfall Park	Waterfall Park is accessed via the Whitbread Bridge.	Outstanding matters; - Replace plaque to urinal to match 'blue' from Sign Art - Remove old PROW finger sign for safe storage.	<i>(Open Spaces WG)</i>
Children's Play Park	To receive report & recommendations from the Play Park Working Group and consider actions as required.	Outstanding matters; - Simple maintenance/painting to be carried out in-house. - Revised/improved in-house inspection document. Ongoing items; - Hop-Scotch squares to be reinstated or filled. - Dragon requires replacement. - Damage to toddler area matting.	<i>(Play Park WG)</i>
Ex TIC Building	To receive report & recommendations from the Buildings Working Group and consider actions as required.	Outstanding matters; - Furniture, cabinets etc to collect from Village Hall. - Decorating of building exterior. - Small sign to exterior. - Defining 'purpose' of building. Ongoing items; - Repair to external noticeboard.	<i>(Buildings WG)</i>
Riverside Flood Field & beyond	To receive report & recommendations from the Open Spaces Working Group and consider actions as required.	Outstanding matters; - Cut back overgrowth. - Bilsdale trees to carry out tree maintenance works. - Suggestion for interpretation board for interesting items, less common trees/shrubs/plants. - Suggestion to engage with local sculptors to create a sculpture trail through the woodland. Ongoing items; - Work to install land drains and path beyond flood field to bridge. - Repairs to Bowls Club Bridge. - Martin Allen (local botanist) discussions regarding effective planting and cultivation.	<i>(Open Spaces WG)</i>
High Green	To receive reports & recommendations regarding the upkeep & improvements to the Village Greens and open spaces.	Outstanding matters; - Modification to bench & paving around the Linden tree. - Addition of boulders to grassed island from cemetery	<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. - Consideration to seek price to replace all old-style benches which are in poor condition. - Painting & repair to be undertaken by in-house team at cemetery workshop.	<i>(Open Spaces WG)</i>
Parish Council Website	To receive report & recommendations regarding the development of the new PC website.	Outstanding matters; - Review of content wording.	<i>(AS / AT / JR)</i>

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

ITEM	ORIGINATOR / ACTIVE COUNCILLOR	ACTION/COMMENTS	STATUS
Endeavour Way	Cllr John Fletcher	To receive 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
Community Speedwatch Programme	Cllr Daniel Matuszak	To receive a report with regards to the Community Speedwatch Programme	Open
www.captcook-greatayton.com	Cllr John Robinson	To review the report describing 'Editorial Maintenance' proposals to improve / evolve / amend the website to better represent the original intention. Consideration of technical maintenance to overcome spamming issue (offered by Catch Design at £150) and/or adopt annual maintenance agreement.	Open
Riverside Flood Field	Cllr John Fletcher & Cllr Angela Taylor	To receive an update following a meeting with Martin Allen (Botanist) regarding wildflower potential for Flood field area.	New

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CLERK'S ACTIONS & REPORTS

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Village Hall	Great Ayton Parish Council potentially defined as the 'Sole Trustee' of the Village Hall which was gifted in trust in the 1919 'Deed of Gift'.	Legal advice sought from YLCA / NALC with regards to 'trust' entity and current management structure not properly appointed in accordance with the 'Deed of Gift'.	Ongoing
Yatton House	A new (21 year) lease is being prepared for Yatton House as tenants within Cemetery boundary.	A 21-year lease has been requested to replace the current licence which has now lapsed.	Ongoing
Community Governance Review	YLCA Guidance recommends that a parish council of Great Ayton's electoral size should be represented by 11 councillors.	Consideration to be given to expanding Cllr numbers in accordance with YLCA recommendation. A Community Governance Review would be triggered with HDC Electoral Services via a simple petition of 10% of the parish electorate.	Open
Cemetery Rates	The cemetery fees are levied to cover running costs.	Consideration to be given to rate increases.	Open
Garage Rent	The parish owned garage is rented to a resident.	Consideration to be given to annual rent increase.	Open
Allotments Rents & other charges	Allotment rents are levied to cover running costs.	Consideration to be given to annual rate increase.	Open
Code of Conduct	A new Code of Conduct has been produced by The Local Government Association	Consideration to be given to adopting a new code of conduct either as supplied by YLCA/NALC or via the HDC Monitoring Officer.	Open
Cemetery Drains	The SW drains within the cemetery have become blocked with root ingress over many years to the extent the water backs up and floods the cemetery & Play Park	Consideration to be given accepting the quote received from Lanes for Drains of £3,350.00+VAT with an option of £1250+vat for the robotic equipment. Though this is 'specialist' work, a resolution to suspend Financial Reg 11.1.h should be enacted if a single supplier approach is accepted.	Open
Capital Purchase	The Service Team has asked if a robust chipper can be purchased to allow greenery to be chipped at the point of work and spread appropriately.	Consideration to be given to purchasing a Cobra Chip650L from Sam Turners at £699+VAT.	New
James Cook Memorial Garden Trust	Establishment of Committee to manage the Trust affairs in accordance with NALC LTN28	As the Sole Trustee of the Captain James Cook Memorial Trust it is incumbent on the parish council to appoint a separate Committee to manage the trust affairs in accordance with duly defined terms of reference including delegation of authority.	New
Memorial Bridge Replacement	It has been established that the road closure and traffic management has not been included as part of the 'turn-key' quote Q001058/1.	Consideration to be given to accepting the £4550 quoted by Beaver Bridges to establish road closure & traffic management for bridge installation (14/06 – 18/06/21). This is a continuation of an established contract therefore does not require 3 quotes.	New
Great Ayton Cricket & Football Club	GAC&FC has requested support with a funding application that requires a 10-year lease to be in place.	At the meeting of Jan 2019, it was established that Great Ayton Parish Council would seek to re-establish the lease arrangement with GAC&FC which is currently holding over following legal advice.	New
Allotment Tenant	An allotment tenant has been evicted from his plot in accordance with Reg 16 for burning household derived furniture on his plot.	Consideration to be given to reinstating the allotment tenant in accordance with his letter requesting a reversal of the eviction. Consideration to be given to remove 'with immediate effect' from Reg 15 & Reg 16.	New

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ACCOUNTS REPORT

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Type</u>	<u>Cost £</u>
NATWEST	BANK CHARGES MAY	Bank Charges	
A Snowdon (Zoom Account)	Zoom Video Communications Monthly subscription 06/04/21 - 05/05/21	General Admin	£14.39
A Snowdon (Cash)	Fuel for hire van	General Admin	£20.00
Cllr A Taylor (Thompsons Hardware)	Bedding plants from Thompson's Hardware	Open Spaces	£36.00
Garbutt Brothers (Purple Skip Hire)	Skip Hire Cemetery 07/04, 21/04	Cemetery	£468.00
Garbutt Brothers (Purple Skip Hire)	Disposal of asbestos from Allotments	Cemetery	£420.00
Gary Frankish Grounds Maintenance	Grounds Maintenance - Month charge April 2021	Open Spaces	£891.83
Gary Frankish Grounds Maintenance	Supply 20 litres fuel for cemetery	Cemetery	£26.00
Hambleton District Council	Insurance recharge for ExTIC building	General Admin	£44.95
Hambleton District Council	Recharge for supply of new bin & concrete plinth to Gribdale Carpark	Open Spaces	£787.17
Mole Country Stores (North)	Roundup bioactive X 5l	Cemetery	£66.96
Sam Turner & Sons Ltd	Credit for tuffsafe jacket XLarge	Cemetery	-£37.99
Sam Turner & Sons Ltd	New tuffsafe jacket XXLarge	Cemetery	£37.99
Sam Turner & Sons Ltd	Screws & fence rails to make water bottle bins	Cemetery	£66.76
Sam Turner & Sons Ltd	Safety gloves, fence board, fencepost	Open Spaces	£17.04
Sam Turner & Sons Ltd	Fence posts, rat bait boxes, gravel, fence staples	Open Spaces	£74.19
Sam Turner & Sons Ltd	Fence board, fencepost, screws	Open Spaces	£26.56
Sam Turner & Sons Ltd	Cold lay tarmac 25kg	Open Spaces	£6.10
Sam Turner & Sons Ltd	Cold lay tarmac 50kg	Open Spaces	£12.20
J Wilson & Sons	Repair to cemetery wall as per quotation	Cemetery	£768.00
Todds Highway Maintenance	Supply of road planings	Allotments	£312.00
Mr Alan Dale	Graves dug & backfilled - 04/03/21 & 30/04/21	Cemetery	£600.00
Mr C Robinson	Painting of interior/exterior of ExTIC building	General Maintenance	£680.00
Thompsons Hardware Ltd	3 X gas for burner, 2 X keys, 2 X litter pickers, grass seed	Open Spaces	£66.83
Thompsons Hardware Ltd	Toilet rolls & cleaning products	Public Conveniences	£66.50
		TOTAL	£5,471.48

Receipts

<u>From</u>	<u>Description</u>	<u>Type</u>	<u>Value £</u>
Mrs DA Bailey	Annual Rent for Parish Council owned garage	General Admin	£360.00
M&B Rea - Undertakers	Burial Fee	Cemetery	£750.00
M&B Rea - Undertakers	Plaque on wall & scattering of ashes	Cemetery	£135.00
Mr N Hasson	Payment of 2020/21 allotment fee	Allotment Rents	£40.00
NorthernPowerGrid	Wayleave payment	Wayleave Agreement	£17.25
		TOTAL	£1,302.25