

GREAT AYTON PARISH COUNCIL

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02/09/21

To the Members of the Council, you are hereby summoned to attend the Great Ayton Parish Council meeting which will take place at the Discovery Centre on **Tuesday 7th September 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 3rd August 2021.

6. To Consider Planning & Licencing Applications Received:

To receive and comment on the Planning & Licensing Applications and review 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 5th October 2021.

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PLANNING REPORT

PLANNING APPLICATIONS FOR REVIEW

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
21/01889/FUL - 7 High Green Great Ayton	Delegated Decision - Proposed two storey side extension and alterations to existing garage
21/01891/FUL - 37 Easby Lane Great Ayton	Delegated Decision - Proposed Rear Extension, Side Extension, First Floor Extension and Porch
21/01790/FUL - 12 John Street Great Ayton	Delegated Decision - Single storey rear extension and retrospective application for front porch
21/02061/TPO - Street Record Marwood Drive Great Ayton	Delegated Decision - Works to trees subject to a tree preservation order 2000/10

HDC PLANNING DECISIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
21/01497/FUL - 2 Wheatlands Great Ayton Middlesbrough North Yorkshire TS9 6ED	GRANTED - Single storey rear extension.
21/01507/FUL - 14 Langbaugh Close Great Ayton Middlesbrough North Yorkshire TS9 6QH	GRANTED - Retrospective application for the replacement of existing fences with new timber fences
21/00841/FUL - La Bella Pizzeria 1 The Arcade High Street Great Ayton North Yorkshire TS9 6BW	GRANTED - Alterations to the door and windows to the property
21/01550/FUL - 5 Easby Lane Great Ayton Middlesbrough North Yorkshire	GRANTED - New single storey sunroom on rear elevation to include sitting accommodation and an area for hot tub, the latter separated by an internal wall.
21/01554/FUL - East Angrove Farm Great Ayton Middlesbrough North Yorkshire	GRANTED - Change of use of part existing bed & breakfast accommodation to provide additional floorspace to support the sites current wedding venue
21/01618/FUL - 66 Roseberry Crescent Great Ayton	GRANTED - Single storey rear extension & raised deck to rear
21/01690/FUL - 78 Wheatlands Great Ayton	GRANTED - Extension to garage at front of house
21/02040/DDD - Ayton Hall Great Ayton	GRANTED - Work to make safe some dangerous & diseased trees

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CORRESPONDENCE AND INFORMATION REPORT

Who	For Consideration
4 Residents of Park Square	Request from residents that the Parish Council writes to the District Council on behalf of their complaints about noise disturbance.
NY Police	Request from Police that the parish council assists by asking the GA Workingmen’s Club to reduce the height of a bush in front of the smoking shelter to discourage drug use.
4 Resident emails	Request from residents that the Parish Council writes to the District Council to express concern regarding noise from the Roseberry View caravan park music events.
NYCC on behalf of Fry Court residents	Request for bench to be purchased for siting on Newton Road near to bus stop outside Cleveland Lodge / Fry Court.
Low Green Resident	Request that the Parish Council take action towards implementing restrictions for large motorhomes parking alongside the Low Green overnight.

Who	For Information
Northern Gas	Details of road works to gas mains on High Street & Guisborough Road.
Transport for the North	Details of stakeholder forum to look at the Esk Valley Railway Line project on Friday 17 September in conjunction with North Yorkshire County Council.
North Yorks Moors National Park	Details of the next Northern Area Parish Forum to be held on Tuesday 5th October.
NYCC	Details of Richmond Area Constituency Committee meeting to be held on 8th September.
HDC	Confirmation that the tennis courts will be removed from HDC’s ‘Register of Assets of Community Value’ with effect from 2 September 2021 following 5 year period.
HDC	Weekly Briefing reports for Town and Parish Councils.
Beaver Bridges	Several emails confirming changes of dates for site works to remedy bridge height issues.
GAPC / GAVH CIO / Zurich	Clarifications regarding the spec & supplier details for GAPC insurances for installation of a chairlift to the Village Hall by the premise’s occupants Great Ayton Village Hall CIO.
GAPC / GAVH CIO / HDC	Clarification of planning permission requirements for installation of Chairlift to Village Hall by the premise’s occupants Great Ayton Village Hall CIO.
NY Police	Confirmation of Police cover for 2021 Remembrance Sunday parade.
GAPC / HDC	Application for rolling road closure for Remembrance Sunday parade.
NYCC	North Yorkshire County Council Weekly Bulletins
Non-resident	Complaint that part of the cemetery is being left to grow in a wild state over their relative’s grave.
GAPC / HDC	Formal application for name change to Ex-TIC to become the ‘Parish Council Centre’.
Resident	Enquiry regarding the potential to replace the Dragon Swing that was removed being beyond repair.
North Yorks Moors National Park	Letter and supporting documents for parish consultation on a proposed woodland creation project at Ayton Banks, Great Ayton
Climate Action Stokesley and Villages	Confirmation of response to consultation on a proposed woodland creation project at Ayton Banks, Great Ayton
Saddington Taylor	Details of a proposed planning application for the Whinstone View holiday park.

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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.	Outstanding matters; - Planting of bulbs along fence-line. - Prep/Paint Cemetery railings. - Inspection of trees with potential health issues. - Inspection of headstones. - Requirement for new trench covers for open graves Ongoing items; - Refresh gravel to paths. - Reduce height to leylandii to between 6'-8' - Rabbit culling via appointed marksman. - Bench to price for new area of cemetery. - Repair to drains due to root ingress.	(Cemetery WG)
Cemetery Buildings	To receive report & recommendations from the Buildings Working Group and consider actions as required.	Ongoing items; - Storage shed refurb as workshop. - Installation of DB, lighting & sockets.	(Buildings WG)
Cook Family Memorial Garden	To receive reports & recommendations from the Cooks Family Memorial Garden trustees and consider actions as required.	Outstanding matters; - Repair loose paving to footpath. Ongoing items; - Website improvements & maintenance. https://www.captcook-greatayton.com/ - Withdrawal of Land Registry title denoting the 'Captain James Cook Memorial' Trust as leasehold tenant of the public toilets.	(Open Spaces WG)
Whitbread / Waterfall Bridge	The WW1 memorial bridge over the Leven at Waterfall terrace is to be replaced.	Outstanding matters; - Entrance handrails with laser cut WW1 motif commissioned with Daniel van den Toorn and supplied FOC by SM Thompson Ltd. - Replace memorial plaque. Ongoing items; - Lowering of bridge by circa 200m (W/c 06/09). - Impetus aware of project restart. - 1:20 ramped paving to south (Waterfall Park). - NYCC Highways compliant tarmac infill to north (High Street)	(Open Spaces WG)
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's.	Ongoing matters; - Agree specification for refurbishment of public WC's. (Working Group to make proposal.) - Architect to produce design for approval. - Architect to produce tender specification. - Issue spec for tender to suitably qualified contractors in accordance with Financial Regs - Add tender to Gov't 'Contracts Finder' website in accordance with The Public Contracts Regulations 2015.	(Buildings WG)
Allotments	To receive report & recommendation from the Allotments Working Group and consider actions as required.	Outstanding matters; - Locking of security gates to B1292 entrances. - Price for additional security gate at Skottowe entrance. - Removal of above ground water pipes prone to leaks & not compliant with WRAS/regs. - Management methodology discussion.	(Allotments WG)
Waterfall Park	Waterfall Park is accessed via the Whitbread Bridge.	Outstanding matters; - Replace plaque to urinal to match 'blue' from Sign Art	(Open Spaces WG)

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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. - Revised/improved in-house inspection document. - Replacement of Dragon swing removed due to damage. Ongoing items; <ul style="list-style-type: none"> - Hop-Scotch squares to be reinstated or filled. - Damage to toddler area matting to be repaired. 	(Play Park WG)
Parish Council Centre	To receive report & recommendations from the Buildings Working Group and consider actions as required.	Outstanding matters; <ul style="list-style-type: none"> - Renaming of building via HDC (Enquiry sent to HDC) 	(Buildings WG)
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"> - Cut back overgrowth. - Bilsdale trees to carry out tree maintenance works. - Suggestion for interpretation board for interesting items, less common trees/shrubs/plants. Ongoing items; <ul style="list-style-type: none"> - Martin Allen (local botanist) discussions regarding effective planting and cultivation. 	(Open Spaces WG)
Wimpey owned areas	To receive report & recommendations from the Open Spaces Working Group and consider actions as required.	Outstanding matters; <ul style="list-style-type: none"> - Work to install land drains (on hold) Ongoing items; <ul style="list-style-type: none"> - Repairs to Bowls Club Bridge (Timber ordered). 	Parish Council
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"> - Modification/renewal of bench & paving around the Linden tree. 	(Open Spaces WG)
Benches & Memorials	To receive report & recommendation regarding the maintenance, repair & replacement of benches. (Circa 50off)	Outstanding matters; <ul style="list-style-type: none"> - Painting/repair schedule for steel & wooden benches. - Price required to replace all old-style benches in poor condition. - Painting & repair to be undertaken by in-house team at cemetery workshop. 	(Open Spaces WG)
Parish Council Website	To receive report & recommendations regarding the development of the new PC website.	Outstanding matters; <ul style="list-style-type: none"> - Review of content wording & approval required 	(AS / AT / JR)
Environment	To receive report & recommendations regarding Environmental improvement actions.	Outstanding matters; <ul style="list-style-type: none"> - Potential to establish Enviro Working Group 	TBC

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COUNCILLOR REPORTS & MOTIONS

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	Ongoing
www.captcook-greatayton.com	Cllr John Robinson	To receive an update & recommendations regarding the CaptCook website in terms of 10 Cook related locations update, technical & editorial maintenance & improvements.	Ongoing
Taylor Wimpey Land & Building	Cllr John Robinson	The PC has sought guidance from YLCA/NALC on matters relating to the “land and building comprising a playing field and pavilion”, proposal to discuss future arrangements with the registered owners, Taylor Wimpey UK Limited.	Open
Village Hall	Cllr John Robinson Cllr Angela Taylor Cllr John Fletcher	To receive updates regarding the review of proposed lease terms between the occupants of the Village Hall & GAPC as premises owner.	Ongoing
Community Governance Review	Cllr John Fletcher	To receive a report/recommendation to describe the potential advantages and/or disadvantages of expanding the size of membership in accordance with NALC/YLCA Advice Note 14.	Open
Parish Council Solicitor	Cllr Angela Taylor	Proposal to employ a new solicitor to act on behalf of outstanding lease/land/tenancy matters for which the Parish Council has a statutory responsibility to act.	Open
Xmas 2021	Cllr Daniel Matuszak	Request to discuss possibility of Xmas Fayre & other festivities for 2021.	New

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CLERK'S ACTIONS & REPORTS

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Village Hall	Great Ayton Parish Council are the owners of the Village Hall via the 1919 'Deed of gift'.	Heads of terms to be prepared & Lease drawn up by Solicitor. Premises to be recorded on land registry by Solicitor. Retrospective permission to be considered for the installation of the chairlift as purchased by Great Ayton Village Hall CIO the premises occupants.	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 report is to be presented by Cllr Fletcher.)	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. (Awaiting HDC to debate matter.)	Open
Great Ayton Cricket & Football Club	The Clerk has provided information regarding the (2000-2017) lease on the Wimpey owned sports fields which establishes uncertainty regarding the current 'holding over' position.	Awaiting advice from YLCA/NALC regarding the status of the land/lease in order to provide certainty to the GAC&FC for future funding applications. (Position to be regularised.)	Open
Allotment Management	The Clerk has advised that there is no Allotment Manager in place.	Consideration to be given to the long-term aspirations of the parish council for the management of the allotments, the enforcement of published regulations and the education of the 130+ tenants.	Open
Insurance Renewal	The 5 year LTA with Zurich Insurance is due for renewal in October 2021	Consideration to be given to renewing insurance with Zurich <ul style="list-style-type: none"> • A 5-year LTA premium of £2565.13 (1% p.a increase) • A 3-year LTA premium of £2645.72 (6% p.a increase) • A 1-year premium of £2726.30 (10% p.a increase) <i>NB: All prices include vehicle insurance at £582.57.</i>	New
Petty Cash	The current Financial Regulations do not allow for a petty cash float to be utilise.	Consideration to be given to adopting a change to the Financial Regulation (Section 6) to allow a petty cash float to reimburse minor expenses incurred by employees, members & volunteers.	New
Employee Appraisals	The Clerk was asked to provide a suitable format for annual employee appraisals.	Consideration to be given to adopting the YLCA derived Appraisal Policy & recording format.	Open

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Payments

<u>Supplier</u>	<u>Reason</u>	<u>Type</u>	<u>Cost £</u>
NATWEST	BANK CHARGES SEPTEMBER		
Lee Marley	2 X Spanner sets (Aldi) @ £19.98, Fuel for Pool vehicle @ £20, Screwdrivers & Socket Set (Aldi) @ £42.98, Erbauer Screwdriver bit set (Screwfix) @ £4.99	Open Spaces / Buildings / Cemetery / Allotments	£87.95
Machine Mart (Paid A Snowdon)	1 pair 500kg folding steel ramps (051710199) £130.80, Delivery £5.99	Open Spaces / Buildings / Cemetery / Allotments	£136.79
Screwfix (Paid A Snowdon)	Dewalt 18v Toolkit (Drill, driver, torque, torch) @ £549.99, Dewalt 5" Angle grinder @ £119.99	Open Spaces / Buildings / Cemetery / Allotments	£669.98
Thompsons Hardware Ltd	Toilet Rolls, Hand Gel, Bin Bags, Bleach, Toilet Cleaner, Litter Picker, Spray Bottle	Public Conveniences	£119.82
Thompsons Hardware Ltd	Cable Ties, Plants	Open Spaces	£22.25
Mr Alan Dale	Dig & backfill graves, 17th May, 6th August	Cemetery	£630.00
Mr Alan Dale	Dig & backfill graves, 16th August (Casket), 27th August	Cemetery	£800.00
Lanes Group Plc	Robotic cutting equipment, camera, vacuumation to attempt cemetery drains clearance. (Quote ST5093)	Cemetery	£2,910.00
Mole Country Stores (North)	Rat Bait X 5kg	Allotments	£34.02
HSG Engineering Ltd (T/A HSG Plant Hire)	CEMETERY WORKS: Excavator & Driver @ £220, 21/05, 02/08 & half day 16/06. Dumper Hire @ £60, 21/05. Rotavator Hire @ £50, 11/08. (Excl VAT)	Cemetery	£792.00
Sam Turner & Sons Ltd	Husqvarna helmet for use with woodchipper	Open Spaces	£27.90
Sam Turner & Sons Ltd	1 Roll Red & White Hazard Tape, Nylon Rope	Open Spaces	£9.55
Sam Turner & Sons Ltd	Husqvarna helmet for use with woodchipper	Open Spaces	£27.90
Sam Turner & Sons Ltd	Bulldog wrecking bar	Open Spaces	£5.40
Sam Turner & Sons Ltd	68mm downpipe bracket, Masonry Drill bit 5mm X 85mm	Cemetery	£7.09
Duncombe Sawmill	60 X 45.25" X 6" X 2.5" sawn tanalised timber planks	Open Spaces	£630.00
Hambleton District Council	Fee for (postal) name change from ExTIC to Parish Council Centre.	Buildings	£41.00
Gary Frankish Grounds Maintenance	Grounds Maintenance - Month charge August 2021	Open Spaces	£891.83
Gary Frankish Grounds Maintenance	Supply fuel for GAPC equipment	Open Spaces	£54.80
Bilsdale Tree Services	Tree Works to High Green - Remove dead Rowan @ £150, Remove dead limbs from Birch @ £40, Grind out 22" stump @ £100.	Open Spaces	£348.00
NYCC Waste Management	Monthly bin charges for cemetery 01/10/21 - 31/10/21	Cemetery	£55.04
Scottish Hydro	Elec for Toilet Block Park Rise.	Public Conveniences	£136.09
		TOTAL	£8,437.41

Receipts

<u>From</u>	<u>Description</u>	<u>Type</u>	<u>Value £</u>
TBC	Interment of ashes	Cemetery	£75.00
M&B Rea	Burial Fees X 2	Cemetery	£1540.00
M&B Rea	Installation of headstone X 2	Cemetery	£236.00
M&B Rea	Interment of ashes X 2	Cemetery	£154.00
M&B Rea	Wall plaque affixed	Cemetery	£124.00
M&B Rea	Burial Fee (Casket)	Cemetery	£1,070.00
North Yorkshire County Council	Highways Cutting Contract 2021 (PO30991)	Open Spaces	£1,355.74
		TOTAL	£4,554.74