Minutes of the Meeting of Great Ayton Parish Council held on Tuesday 7th August 2018 at 19:00

Present: - Cllr R Kirk, Cllr Mrs J Brown, Cllr J Robinson & Cllr J Fletcher.

Andrew Snowdon (Parish Clerk), Cllr Mrs H Moorhouse (NYCC), NY Police Sgt Ross

Min	Business
No. 1	Apologies for Absence
	Cllr Mrs A Taylor, Cllr G Readman, Cllr R Hudson
2	Declaration of Interest in items on the Agenda
	None.
3	Members of the Public invited to address the Council
	No members of the public attended the meeting.
4	Minutes of the previous meeting of the Parish Council.
	The minutes of the Meeting of the Parish Council held on Tuesday 3rd July 2018 were approved and signed. Agreed.
5	Police Report
	There had been 9 incidents reported in the period 1st July to 6th August 18
	2 reports of anti-social behaviour / 1 report of criminal damage / 1 reports of theft / 5 reports of suspicious circumstances Noted
	https://www.police.uk/north-yorkshire/northallerton-and-stokesley/crime/
	It was noted that anti-social behaviour was generally improved, though youths on the High Green had caused some nuisance to residents in terms of inappropriate language and some noise from loud cars. Sgt Ross confirmed that NY Police sought to maintain their proactive approach in order to further improve the anti-social behaviour issues and it was further confirmed that youths on the High Green had been spoken to for using foul language. It is important that the public help in reporting matters of concern.
	Cllr Fletcher thanked NY Police for attending the Parish Council meetings in order to deliver detailed feedback of issues that affect the local community and actions that NY Police have taken.

6 Council Services Report

Cemetery

Progress with the application for consecration of the 'new' cemetery land remains ongoing and the formal planning approval for 'change of use' (18/00593/FUL) has now been received. The diocese of York has been approached for clarification of the next points of action. **Ongoing**

Captain Cook Memorial Garden

The formal decision to award the LEADER grant funding of £15,953.06 to Great Ayton Parish Council now been confirmed. The Parish Council agreed unanimously to accept the terms and scope of the agreement allowing the formal document to be signed (10/08) and hand delivered thereafter. Having previously received (9) supplier tenders as part of the LEADER bid process (& in accordance with financial procedures) the Parish Council agreed that 3 suppliers should be confirmed to the project as per the LEADER terms. Formal orders would be place by the Clerk once the signed LEADER agreement had been issued & accepted by the awarding body. **Ongoing**

Public Conveniences

The Public WC's would benefit from significant overhaul in order to vastly improve their appearance, to install auto lights & locks, replace tiles & fittings and to be ergonomic in terms of cleaning/maintenance. To deliver the standard required of this expanded scope it was previously agreed that a formal specification should be sought from a professional organisation specialising in such. **Ongoing**

Whitbread / Waterfall Bridge

Cllr Fletcher had previously confirmed that the Parish Council would be responsible for the replacement of the Whitbread Bridge and as such three outline tenders had been sought. Funding options were being reviewed in conjunction with HDC and that there was optimism that grant funding could be sourced. **Ongoing**

Public Footpaths

Having been agreed at the March PC meeting, a Community Protection Notice approach will be taken as a first step towards managing the 'dog mess' problem in the village and any formal request for a PSPO would only follow out of necessity should this method fail to tackle to the problem to the satisfaction of all Parish Councillors. The Clerk has written to HDC several times to request an update as to how action should be triggered and when the CCTV would become available, but no response has been forthcoming since the initial meeting. **Ongoing**

Allotments

Due to the mild winter, issues with rats have become more of a problem than in previous years. Changes in legislation means that the Parish Council can no longer purchase 'professional' grade pest control bait and instead must revert to 'home owner' grades with lesser content (at higher prices). Having received a quote for investigation/action it was agreed that the Parish Council should engage HDC pest control to support its own activities towards controlling the rat problems. It remains a matter for future consideration as to whether any additional costs should be passed to allotment holders with pigeons, poultry, etc. **Ongoing**

Public Footpaths / Public Rights of Way.

The Parish Council have received a number of mails of concern, specifically in relation to the 'Public Right of Way' footpath from Central Way to Guisborough Road as the only means of access to the children's Play Park. The Clerk has written to NYCC to with regards to maintenance of PROW footpaths, but no formal response has been received. Cllr Heather Moorhouse (NYCC) confirmed that although PROW's were an NYCC responsibility generally, it fell to the adjacent property owner to maintain overhanging greenery and as such suggested that the Parish Council write in the first instance. The Clerk was asked to write to residents regarding overgrown hedges/shrubs along the PROW path which passes beyond Suggitt's field and joins Easby Lane. **Agreed**

Children's Play Park

Maintenance works are to take place where issues have been identified. The next annual RoSPA inspection is due in September. The Parish Council agreed that improvements will be made over a sensible timeframe to ensure that all older play equipment meets the current ISO BSI Standards.

7 Planning Applications

18/01299/LBC - 2 Low Green

Listed building consent for replacement windows and front door.

No objections / Works to be carried out in compliance with requirements of conservation area.

18/01261/FUL - The Mill, Great Ayton

Construction of orangery, first floor extension and internal alterations.

No objections / No observations

18/01386/TPO - 1 Old Mill Wynd

Works to tree subject to Preservation Order 1998/01.

An arboreal report is required to ascertain the health of the tree.

18/01521/FUL - 7 Guisborough Road

Demolition of existing single storey bathroom & construction of kitchen extension to rear.

No objections / No observations

18/01537/RPN - 66 Wheatlands

Notification for prior approval for rear conservatory.

No objections / No observations

Applications Approved / Rejected

18/00593/FUL - Great Ayton Cemetery

GRANTED - Change of use of former Play Park to Cemetery for the purposes of burials.

18/00604/FUL - 1 High Street

GRANTED - Delegated decision - Change of use from A1 to A3 to provide hot and cold refreshment to be consumed on premises.

18/00605/ADV - 1 High Street

GRANTED – Application for advertising consent to display 2No decals on bay windows.

18/00926/FUL - 20 Linden Road

GRANTED - Delegated Decision - Proposed single storey & two storey extension to rear of house.

18/00949/FUL - 19 Linden Avenue

GRANTED - Proposed single storey extension to rear of house.

18/00038/FUL - 6 West Terrace

GRANTED - Delegated decision – increase the roof pitch to the front elevation with dormer to the rear.

18/00846/FUL - 35 Addison Road

GRANTED - Delegated decision - Retrospective application for first floor extension and canopy.

18/01214/CAT - Hollygarth Close

GRANTED - Works to trees in conservation area.

18/01017/FUL - Great Ayton SWT

GRANTED - Delegated Decision - Installation of kiosk building (control room)

8 Correspondence and Information Report

NYCC / GAPC - Proposal to replace the footbridge crossing the River Leven near Marwood School / Cons Club. The Parish Council requested that bridge replacement include modifications to enable safe access & exit for disabled,

pushchairs & young users.

NY Police - Confirmation of attendance at the Remembrance Day parade. Request for confirmation of format. *It was confirmed that the parade format/route would remain the same as previous years.*

Resident - Request for action regarding BBQ's taking place on the Low Green.

Following discussion, it was agreed that no action was required though the use of BBQ's would be monitored.

NYMNP - Request for comments regarding Woodland Creation Proposal 201802.

The Clerk was asked to write to NYMNP regarding Woodland Creation Proposal to insist that historical remains / Ash trees are maintained.

Resident - Request to lease cemetery buildings should they become available.

It was confirmed that the buildings remained in use and were therefore not available for lease.

Resident - Concern expressed regarding dead & dying trees on the grassed area adjacent to Guisborough Road / Langbaurgh Close. *NYCC have been advised that work is required to trees on this designated 'verge' area.*

Middlesbrough Council Middlesbrough Consultation: Draft Master Plan for Land at Nunthorpe Grange.

Middlesbrough Council Middlesbrough Consultation: Brackenhoe draft development brief.

Middlesbrough Council Middlesbrough Consultation: Draft development brief for Hemlington North.

Tolent Cleveland Lodge / Newton Road works delayed beyond summer.

Resident / Cllr Readman / NYCC Complaint regarding Arriva not able to find temporary bus-stop on Newton Road, thus stopped on High Street only.

HDC Details of how to vote for Hambleton Sports Awards prior to 10th Sept 2018

HAAK (Video production) Request for permission to film in Great Ayton as part of Taylor Wimpey's Stokesley Grange promotion.

Resident Mail of concern regarding anti-social and abusive behaviour of some youths assembling on the High Green on an evening.

Resident Request for clarification of PC's actions in connection with Myrtle House parking.

YLCA White Rose Update July 2018.

GADC Confirmation of acceptance of siting 3rd memorial bench outside GADC.

NY Police Details of proposed introduction of various traffic restrictions throughout the Hambleton District by means of Traffic Regulation Orders

NYCC Proposal to amend the existing Traffic Regulation Order (TRO) to reflect the waiting restrictions currently in place on High Street during the day.

Environment Agency Confirmation of addition works to take place on flood defence at 'Riverside' field.

9 Clerks Report

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. It was agreed that the (sub)committee should be formed once workload permits (AS/AT/others). **Agreed**

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 is to decide whether to trigger the process ahead of the 2019 elections since it is not possible to complete the consultation prior to this. **Ongoing**

Insurance Policy:

It was agreed that 'Zurich' should be confirmed as insurer for the Parish Council and that renewal would therefore take place in October 18. Agreed

10 Accounts Report

The total payments made were £10,755.46 The total income received was £510.00

11 Councillors Reports

Endeavour Way

Cllr Fletcher is to update regarding the 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 maintenance of a cycleway within the normal scope of services provided by the PC's. **Ongoing**

Easby Lane flooding

Cllr Fletcher has previously reported in detail that 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. This item will remain on the Agenda/Minutes until such time as an effective solution is reached. **Ongoing**

Parish Council Assets: Cllr Robinson has previously requested that the Asset Register be brought up to date & include Common Land and other implied assets. Having been provided with a copy of the current asset register, Cllr Fletcher agreed add other items per the above request. **Ongoing**

Chain & Bars: Work is required to bring the Parish Council chains of office up to date. It was agreed that the chains & bars should be brought to the September PC meeting for inspection & review of requirements. **Ongoing**

Battle's Over: Planning is required to deliver the "Battle's Over" celebration event in November 18. A small meeting had taken place to establish how this event should be approached and the Clerk was asked to prepare a list of local individuals / organisations who should be asked to contribute to ideas for the event. A Working Group may be needed to act upon suggestions. **Ongoing**

Support Personnel: The Parish Council seeks to recruit a flexible Part Time Support person to work as a Handyperson for an average of 20hrs per week across the year. The job has been advertised through social media & the Parish Council website & the Clerk was tasked with advertising the position on noticeboards and the Job Centre website. The payscale was agreed to fall in line with LGA SCP11 to SCP19 depending upon skills/experience. **Agreed**

Ex Tourist Information Building: Cllr Mrs Taylor & Cllr Kirk have investigated 'leasing' the Ex TIC building from HDC and it was agreed that the Head of Terms & lease agreement supplied by HDC should be progressed with a view to leasing the building at a 'peppercorn' rent for Parish Council use. Terms would be referred to the PC solicitor prior to agreement. **Ongoing**

Great Ayton Sign: Cllr Mrs Taylor proposed that the village sign on the B1292 be relocated to the green area opposite the junction with Guisborough Road, this being a more visible location and in so doing new signage with additional words of welcome could be added. Having made contact with NYCC regarding location of the sign on the large grassed 'verge' area, a number of actions / clarifications were required prior to making further progress. **Ongoing**

Defibrillator: Cllr Fletcher confirmed that the Clerk should seek a supplier for consumable items since the defibrillator outside the GADC was now not being serviced by others. **Agreed**

Twinning Tree: Cllr Fletcher advised that trees had been planted ahead of the Twinning ceremony.

12	Such other business as, in the opinion of the Chairman, should, by reason of special circumstances, be considered as a matter of urgency. None
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 RESOLVED that the press and public be excluded from the meeting.



COUNCIL SERVICES REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	The consecration of the 'new' Cemetery	Planning approval for change of use has been	Ongoing
	area to take place.	received. Application for consecration can be	
		made to the Diocese of York.	
Captain Cook	An improvement project has been	The LEADER funding for capital improvement	Ongoing
Garden	established for the Captain Cook	items has been approved. Formal acceptance	
	Memorial Garden.	of T&C's and allocation of works to	
		Contractors is now applicable.	
Public	It was agreed to carry out extensive	To deliver the standard required of it has been	Ongoing
Conveniences	refurbishment of the public WC's.	agreed that a formal specification should be	
		sought from a professional	
		organisation/architect.	
Whitbread /	The memorial bridge over the Leven at	Engineering study & discussions for options	Ongoing
Waterfall Bridge	Waterfall terrace is showing signs of	regarding the replacement/refurbishment of	
	age.	the bridge. HDC confirm a favourable	
		response from Impetus & suggest an	
Public	The feetneshs in Creek Auton are	application for funding.	Ongoing
	The footpaths in Great Ayton are regularly reported as being in a poor	Following discussion at the March Mtg it was	Ongoing
Footpaths	state of cleanliness especially with	agreed that the 'Community Protection Notice' approach should be taken. Further	
	regards to dog mess.	update due from HDC is required.	
Allotments	Pest Control	Review of requirements due to changes which	Ongoing
Allottilents	Test control	have affected the control of rats within the	Oligoling
		allotments. Review HDC quote to supply pest	
		control services.	
Waterfall Park	General Improvements	Moor Sustainable have received funding to	Ongoing
	- Concret improvements	carry out improvements to Waterfall Park.	0808
Public Rights of	Concerns have been expressed	The Parish Council are seeking to establish	Ongoing
Way	regarding the condition of the Public	who should take responsibility for managing	0.0
,	Right of Way (footpath) between	the upkeep of 'Public Rights of Way' footpaths	
	Guisborough Road and Central Way as	within the village since these do not fall under	
	means of accessing the Play Park.	NYCC 'Highways' remit. (HDC / NYCC / GAPC)	
Great Ayton	The play park required remedial	ABurton Play Parks has been asked to action	Ongoing
Play Park	attention following the ROSPA	works for immediate action on safety	
	inspection/report of Sept 2017.	grounds. Quotes to be sought for	
		improvements to bring equipment in line with	
		required specification.	

PLANNING REPORT

PLANNING APPLICATIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK	
18/01299/LBC - 2 Low Green	Delegated decision - Listed building consent for replacement windows and front door	
18/01261/FUL - The Mill, Great	Delegated decision - Construction of orangery, first floor extension and internal	
Ayton	alterations	
18/01386/TPO - 1 Old Mill	Delegated decision - Works to tree subject to Preservation Order 1998/01	
Wynd		
18/01521/FUL - 7 Guisborough	Delegated decision - Demolition of existing single storey bathroom & construction of	
Road	kitchen extension to rear	

PLANNING DECISIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK	
18/00593/FUL – Great Ayton	GRANTED - Change of use of former Play Park to Cemetery for the purposes of burials	
Cemetery		
18/00604/FUL - 1 High Street	GRANTED - Delegated decision - Change of use from A1 to A3 to provide hot and cold	
	refreshment to be consumed on premises.	
18/00605/ADV - 1 High Street	GRANTED – Application for advertising consent to display 2No decals on bay windows.	
18/00926/FUL - 20 Linden	GRANTED - Delegated Decision - Proposed single storey & two storey extension to rear	
Road	of house. (response 01/06/18)	
18/00949/FUL - 19 Linden	GRANTED - Proposed single storey extension to rear of house.	
Avenue		
18/00038/FUL - 6 West Terrace	GRANTED - Delegated decision – increase the roof pitch to the front elevation with	
	dormer to the rear.	
18/00846/FUL - 35 Addison	GRANTED - Delegated decision - Retrospective application for first floor extension and	
Road	canopy	
18/01214/CAT - Hollygarth	GRANTED - Works to trees in conservation area.	
Close		
18/01017/FUL - Great Ayton	GRANTED - Delegated Decision - Installation of kiosk building (control room)	
SWT		

OTHER PLANNING INFORMATION

PLANNING REF/ADDRESS	DESCRIPTION	

GREAT AYTON PARISH COUNCIL – MEETING 7th AUGUST 2018

CORRESPONDENCE AND INFORMATION REPORT

CORRESPONDENCE

Who	Consideration Required		
NYCC / GAPC	Proposal to replace the footbridge crossing the River Leven near Marwood School / Cons		
	Club.		
NY Police	Confirmation of attendance at the Remembrance Day parade. Request for confirmation		
	of format.		
Resident	Request for action regarding BBQ's taking place on the Low Green.		
NYMNP	Request for comments regarding Woodland Creation Proposal 201802		
Resident	Request to lease cemetery buildings should they become available.		

Who	For Information
Middlesbrough Council	Middlesbrough Consultation: Draft Master Plan for Land at Nunthorpe Grange.
Middlesbrough Council	Middlesbrough Consultation: Brackenhoe draft development brief.
Middlesbrough Council	Middlesbrough Consultation: Draft development brief for Hemlington North.
Tolent	Cleveland Lodge / Newton Road works delayed beyond summer.
Resident / Cllr Readman /	Complaint regarding Arriva not able to find / stop at temporary bus-stop on Newton
NYCC	Road.
HDC	Details of how to vote for Hambleton Sports Awards prior to 10 th Sept 2018
HAAK (Video production)	Request for permission to film in Great Ayton as part of Taylor Wimpey's Stokesley
	Grange promotion.
Resident Mail of concern regarding anti-social and abusive behaviour of some youths ass	
	on the High Green on an evening.
Resident	Request for clarification of PC's actions in connection with Myrtle House parking.
YLCA	White Rose Update July 2018.
GADC	Confirmation of acceptance of siting 3 rd memorial bench outside GADC.
NY Police	Details of proposed introduction of various traffic restrictions throughout the Hambleton
	District by means of Traffic Regulation Orders
NYCC	Proposal to amend the existing Traffic Regulation Order (TRO) to reflect the waiting
	restrictions currently in place on High Street during the day.
Environment Agency	Confirmation of addition works to take place on flood defence at 'Riverside' field.

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 the GAPC policy compliance further.	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 how this should be actioned through a Community Governance Review. The Parish Council is to decide whether to trigger the process ahead of the 2019 elections since it is not possible to complete the consultation prior to this.	Ongoing
Insurance	Zurich Insurance	Confirmation required that the Parish Council intend to renew insurance with existing specialist provider.	Open
Remembrance Parade	The road closure application to be made.	Ensure that the parade route is unchanged from previous years.	Open

COUNCILLOR'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Endeavour Way	Cllr Fletcher to update regarding the 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 maintenance of a cycleway within the normal scope of services provided by the PC's.	Ongoing
Easby Lane flooding	Cllr Fletcher reports that 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.	Ongoing
Parish Council Assets	Cllr Robinson requests 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
Chain & Bars	Cllr Fletcher	Work required to bring the Parish Council chains of office up to date.	Open
11/11/18 Battle's Over event	Cllr Mrs Taylor / Cllr Robinson / Cllr Fletcher	Planning required to deliver the "Battle's Over" celebration event in November 18. A Working Group is to be formed to deliver recommendations to the Parish Council.	Ongoing
Support Person / Parish Handyperson	It was agreed that a part time employee was required to cover the gap created by the (semi)retirement of the Cemetery Superintendent.	A brief job advert has been placed on the PC website, a link to which has been placed on the local 'Facebook' page.	Ongoing
Ex-Tourist Information building	Cllr Mrs Taylor & Cllr Kirk have investigated 'leasing' the Ex TIC building from HDC.	Head of Terms & lease template supplied by HDC. A Solicitor has been engaged to act on behalf of the PC.	Ongoing
Great Ayton Sign	Cllr Mrs Taylor has suggested relocation of the B1292 Great Ayton Sign.	NYCC have provided details to allow relocation of the Great Ayton sign from the B1292 to the grassed area opposite the junction with Guisborough Road.	Ongoing
Defibrillator	Cllr Fletcher & Cllr Mrs Taylor	Discussion regarding the de-fib sited outside the GADC which requires maintenance & management.	Open
NYMNP - Woodland Creation Proposal 201802	Cllr Robinson requests discussion of the proposal.	Discussion regarding the development of a native woodland planting project falling within the Parish boundary comments before 11/08/2018.	Open

ACCOUNTS REPORT

<u>Payments</u>

<u>Supplier</u>	<u>Reason</u>	Other data	Value £
NATWEST	Bank Charges April 2018	Bank Charges	£5.77
NATWEST	Bank Charges May 2018	Bank Charges	£8.47
NATWEST	Bank Charges June 2018	Bank Charges	£9.45
NATWEST	Bank Charges July 2018	Bank Charges	TBC
Cllr Mrs Taylor	Items for Cooks Garden / Planters / Litter	Open Spaces	£187.28
Howard Atkinson	Mobile phone top-up	General Admin	£20.00
Leven District Scout Council	Donation to Jamboree Scouts	S137 Donation	£100.00
Hambleton District Council	Q1 Salaries 2018/19	Salaries	£6,397.46
Zurich Insurance	2018/19 Insurance renewal	Insurance	£2,181.70
Sam Turner & Sons Ltd	Refuse Sacks X 50	Cemetery	£6.72
Sam Turner & Sons Ltd	Rat bait 100 X 150g	Allotments	£159.60
Northumbrian Water	Water bill Allotments 09/03/18 to 08/06/18	Allotments	£355.60
Royal Oak Hotel	Coffee & 2 X tea - LEADER Meeting	Cooks Garden	£6.00
Royal Oak Hotel	4 X Coffee - Working Group Meeting	S145 Village Events	£8.10
Royal Oak Hotel	4 X Coffee - Working Group Meeting	S145 Village Events	£5.85
Yorwaste / NYCC	NYCC Waste Charges	Cemetery	£156.32
GFrankish Grounds Maintenance	Hedge trimming & clear green waste at Cooks Garden	Cooks Garden	£40.00
GFrankish Grounds Maintenance	Grass cutting cemetery & strimming around headstones	Cemetery	£320.00
GFrankish Grounds Maintenance	Grass cutting to village greens & trimming edges	Open Spaces / Grass Cutting	£115.00
GFrankish Grounds Maintenance	Grass cutting play area	Open Spaces / Grass Cutting	£24.96
GFrankish Grounds Maintenance	Grass Cutting Yatton House	Open Spaces / Grass Cutting	£24.96
GFrankish Grounds Maintenance	Grass cutting Cooks Garden	Cooks Garden	£13.34
GFrankish Grounds Maintenance	Grass cutting to ex NYCC verges	Open Spaces / Grass Cutting	£345.00
GFrankish Grounds Maintenance	Grass cutting on riverbanks	Open Spaces / Grass Cutting	£180.00
TOTAL			£10,671.58

Receipts

<u>Customer</u>	<u>Description</u>	Other data	<u>Value £</u>
TOTAL			£