

Great Ayton Parish Council

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Draft Minutes of the meeting of Great Ayton Parish Council held on Wednesday 8 December 2021 at 7 pm in The Discovery Centre, Great Ayton.

Present: Councillors J Fletcher (Chairman), R Kirk, A Taylor, J Brown, T Snowdon.

In Attendance: Mrs J McLuckie (Locum Clerk)
Mr A Snowdon (RFO)
Mr L Marley (Cemetery Superintendent)
Mr R Hudson, District Councillor.

Apologies received from: County Councillor H Moorhouse.

Agenda Item No.	Business transacted:
01/08/12/21	<u>Notice of Meeting</u> RESOLVED that the public notice of the meeting had been provided in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.
02/08/12/21	<u>Apologies for Absence</u> 1. RESOLVED that the apologies for absence from Cllr D Matuszak be received. 2. RESOLVED that the reasons for absence provided be approved.
03/08/12/21	<u>Police Business</u> RESOLVED that the report from North Yorkshire Police be received and noted.
04/08/12/21	<u>NYCC and HDC Reports</u> District Cllr Hudson reported that the work clearing the site on B1292 is nearing completion and that HDC Planning enforcement will continue to monitor the situation.
05/08/12/21	<u>Declarations of Interests on the Agenda</u> None declared.
06/08/12/21	<u>Co-option of a Parish Councillor</u> Deferred to be considered in camera.
07/08/12/21	<u>Minutes of the Extraordinary Meeting held on 23 November 2021</u> RESOLVED that the minutes of the extraordinary meeting of Great Ayton Parish Council held on 23 November 2021 be approved as a true and accurate record.
08/08/12/21	<u>Proper Officer</u> RESOLVED to appoint Cllr J Fletcher as the proper officer in the interim period until a Clerk is in post.

09/08/12/21	<p><u>Member / Clerk Protocol</u> RESOLVED that the Member / Clerk protocol circulated on 7.12.21 be approved and adopted with immediate effect.</p>
10/08/12/21	<p><u>Planning</u> To Consider Planning and Licencing Applications received:</p> <p>NYM/2021/0853/FL - Cockshaw Cottage, Dikes Lane, Gribdale - Application for alterations and extensions to outbuilding to form home office. RESOLVED no observations.</p> <p>21/02774/MBN - The Field Tunstall Lane, Nunthorpe - Prior Notification of Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3) and for Associated Operational Development. RESOLVED that members do not agree with this development as it is in open countryside and they do not agree that the building is an agricultural building as its appearance is such that it is a sectional building similar to that used for a garage. This particular area of land has been subject to several planning applications over the years and member would like reassurance from HDC that this application fully complies with the regulations associated with change of use to C3.</p> <p>HDC /NYMNP PLANNING DECISIONS</p> <p>Applications Granted</p> <p>21/02409/FUL - 3 Pearson Ville Great Ayton - Delegated Decision - Single storey rear extension.</p> <p>21/02494/FUL - 11 Roseberry Crescent Great Ayton - Delegated Decision - Proposed first floor side extension.</p> <p>20/00124/DCN - 92 Marwood Drive Great Ayton - Discharge of conditions attached to Planning Consent 20/00124/FUL-First Floor extension and two storey extension to rear as amended 13 February 2020.</p> <p>21/02468/DDD - 88B Marwood Drive Great Ayton - Felling of Nine dead trees adjacent to the above location.</p> <p>Applications Withdrawn</p> <p>NYM/2021/0813/FL - Overbridge, Dikes Lane, Great Ayton - Application for removal of car port, relocation of oil tank and shed, alterations to dwelling and construction of porch to front elevation, two storey side extension and dormer window.</p>
11/08/12/21	<p><u>Correspondence and Information</u> To receive details of correspondence and Information and decide upon necessary actions.</p> <p>To receive the request from North Yorkshire Police to be provided with the meeting dates for 2022. RESOVLED that the Clerk would confirm that the meetings would take place on the first Tuesday of each month at 7 pm in the Discovery Centre, with the</p>

	<p>exception of the January meeting which will take place on the 11 January 2022 and that officer attendance would be welcomed.</p> <p>To receive the correspondence from a resident requesting permission to scatter ashes on an area of land adjacent to the river at Little Ayton. RESOLVED that this land belongs to NYCC, however, subject to confirmation that the resident was not wanting erect a plaque or anything then they could simply scatter the ashes in this area. Cllr Fletcher would advise the resident.</p> <p>RESOLVED that the items for information below be noted.</p> <p>Margaret K Mawston Environmental Trust - Confirmation of a donation from the Trust of £1,854 towards the development of the floodplain meadow a part of the pollinator plan for the village circulated on 2.12.21.</p> <p>NYCC - Unitary Authority Presentation - Briefings for Parish and Town Councils and Parish Meetings 1st and 3rd December 2021 circulated on 8.12.21.</p> <p>HDC - Budget Consultation 2022/23 – poster circulated 8.12.21.</p> <p>YLCA - Notice advising that Nicola Moorcroft is due to leave YLCA.</p> <p>YLCA - Training Programme circulated 3.12.21.</p> <p>NYCC - To receive the 'Feastive' Poster and to agree to promote this activity – circulated on 3.12.21.</p>
12/08/12/21	<p><u>Council Services / Working Group Reports:</u> To receive Council Working Group reports and decide upon necessary actions.</p> <p>RESOLVED that the reports and ongoing matters be noted (see page 7 and 8).</p> <p>Cemetery – RESOLVED that the current tractor mower be decommissioned due to the ongoing maintenance costs and that it be converted into a tractor for use around the Cemetery. Mr Frankish be asked to undertake the cutting in the cemetery next season. The Cemetery Superintendent asked that consideration be given to purchasing a new flail mower (estimated cost £2,000), this would be reviewed by the Cemetery Committee.</p> <p>Cemetery Building – RESOLVED that the installation of a new security door which would also allow more light into the building at a cost of £450 be approved.</p> <p>Public Conveniences – RESOLVED that advanced notices be displayed notifying everyone of the toilet closure whilst the refurbishment takes place rather than trying to provide portaloos which would be at a high cost and due to the requirement for regular cleaning and emptying be agreed.</p>
13/08/12/21	<p><u>Councillors Reports</u> To receive the Councillors reports and decide upon necessary actions.</p>

	<p>Endeavour Way Cycle Path – Cllr Fletcher provided a verbal update on this matter.</p> <p>Pollinators – BUGS volunteers – Thanks were passed to the Margaret Mawson Trust for their grant towards the flood meadow project.</p> <p>Village Hall – Cllr R Kirk was due to meet with the Solicitors on 6 January 2022 to discuss the lease prior to their agreed attendance at a Parish Council meeting.</p> <p>Environment – Cllr Taylor enquired if there were any plans to install an Electric Vehicle Charging Point. Cllr Kirk would ascertain if HDC had any plans to install any in the Village and Cllr Moorhouse would be asked to confirm NYCC plans.</p> <p>Xmas 2021 – It was unfortunate that due to the adverse weather the event had to be cancelled.</p> <p>Service Vehicle – it was agreed to lease the bigger van so that all of the equipment could be transported safely and this should be done as soon as possible after Christmas.</p>
14/08/12/21	<p><u>Clerk's Report</u> To receive the Clerk's report and decide upon necessary actions (see page 9 and 10).</p>
15/8/08/12/21	<p><u>Accounts Report</u></p> <p>RESOLVED that the accounts report be received, and the items of expenditure approved:</p> <p>Payments</p> <p>PPL PRS Ltd Music Licence for Xmas Fayre Village Events (\$145) £60.51</p> <p>Sam Turner & Sons Ltd 3.00 NX-BORA Rat Bait Box BORA - LARGE / 1.00 ST-0781 319 STIHL Hp Super 2 Stroke Oil 5L Allotments £45.00</p> <p>Sam Turner & Sons Ltd 1.00 PR-XP500 44 Xpert Safety Hiker Boots Warrior XP500 Black 44 / 1.00 POW-FW29TAN- Portwest Rigger Boot With Scuff Cap S3 Tan 9 / 1.00 SN-101WGO Scruffs Worker Jacket Graphite Orange XXL / 1.00 SN-101WGO XL Scruffs Worker Jacket Graphite Orange XL General Maintenance £129.07</p> <p>Sam Turner & Sons Ltd 2.00 EL-TR10W Cable Ties 370x4.8mm Natural Pack100 / 20.00 JO-DST5 Dahlia Stake Tanalised 1.5mx32mmx32mm / 2.00 BN-C10100-50 Coach Bolt & Nut BZP M10X100 - Box 50 - Kit Variant Open Spaces £63.75</p> <p>Sam Turner & Sons Ltd 12.00 PM-5675-1COL Round Fence Post Tanalised 75mx1.65m Collected Open Spaces £34.10</p> <p>Sam Turner & Sons Ltd 1.00 NL-GRW75B Nails Galv Round Timco 75mm x 3.75 - 1KG PP / 1.00 HK-77850060 Hilka Gel Type Kneepads / 1.00 MM-DI2005 Econo Pine 5L</p>

Disinfectant / 200.00 HA-23191710-1 Washer Spring BZP M10 - Each Open Spaces £22.49

Sam Turner & Sons Ltd 2.00 KS-TR11B Silage Bag Ties 370mm x7.6mm Black Open Spaces £13.32

Sam Turner & Sons Ltd 1.00 ST-3636 000 STIHL Chain Loop PM3 3/8 Picco Micro 3 14" 35cm / 1.00 ST-0000 890 STIHL Combination socket tool 19-16 Open Spaces £18.13

Sam Turner & Sons Ltd 10.00 JO-FRT1235125 Fencerail Tanalised 12`X3.5X1.25" / 4.00 JO-FPT5633 Fencepost Tanalised 5 6"x3"x3" pointed Open Spaces £71.63

NYCC Waste Management Monthly bin charges for cemetery 01/01/22 - 31/01/22 Cemetery £45.87

Scottish Hydro Electricity charges Public WC Public Conveniences £135.25

Scottish Hydro Electricity charges Cemetery building Cemetery £15.09

Maynards Nursery 20' Spruce Xmas Tree Village Events (S145) £265.00

Yorkshire Local Councils - Associations Professional services - supply Clerking services of 23rd November ExtraOrdinary meeting & produce minutes. (Inc 2hrs travel from York & return) General Admin £175.50

Environmental Services Ltd Asbestos survey of public WC's for tender advice. WC Refurb project £450.00

Minster Self Drive 30 Days van hire @ £13pd (29/10/21 - 30/11/21) Service Vehicle £390.00

Gary Frankish Grounds - Maintenance Cutting of branches & hedge top to 7ft height in Cemetery. Remove green waste from site. Cemetery £1,023.33

Gary Frankish Grounds - Maintenance Assist with erection of Xmas tree & installing lighting into trees. Village Events (S145) £128.33

Gary Frankish Grounds - Maintenance Grounds Maintenance monthly charge Nov 21 Open Spaces £743.19

Artistic Solutions Hire of 30kva Generator with power distribution @ £257, 60 litres fuel @ £88.80. Village Events (S145) £414.96

Artistic Solutions Provide stage, lighting and audio for Great Ayton Christmas light switch on. Village Events (S145) £3,048.00

PH Greenwell Contractors Repair / renew heater to service team's amenity cabin Buildings £43.20

TOTAL £7,983.47

	<p>Receipts</p> <p>MW Wetherill Add inscription to memorial wall Donations £60.00 AE Paton Interment of Ashes Cemetery £77.00 M&B Rea Interment of Ashes X 2 Cemetery £154.00 M&B Rea Grave Reservation X 2 Cemetery £310.00 M&B Rea Burial Fee Cemetery £770.00 Allotment Rents Collection of allotment rents Oct21 - Sept22</p> <p>RESOLVED that the RFO had circulated a copy of the year to date budget for 2021 / 22 and drafted a budget with three options, low, mid and high for 2022/23 on 7.12.21. Member approved the mid budget option.</p> <p>RESOLVED that based on the mid budget option for 2022 / 23 members agreed that the Precept should be set at £110,000 for 2022/23.</p>
16/08/12/21	<p><u>Exclusion of the Press and Public</u></p> <p>RESOLVED to exclude the press and public in accordance with Paragraph 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.</p>
17/08/12/21	<p><u>Co-option of a Parish Councillor</u></p> <p>RESOLVED to co-opt Mr Andrew Snowdon to the position of a Parish Councillor upon resolution of the grievance against the Council.</p>
18/08/12/21	<p><u>Recruitment of a Parish Clerk and Responsible Financial Officer</u></p> <p>RESOLVED that the Tourist Information office be developed into an office for the Parish Clerk. The Buildings Working Group would oversee this as a matter of urgency and report back to the Parish Council. The Personnel Committee would review the contracts required for both the Clerk role and the role of the Responsible Financial Officer.</p>

It was agreed to move the January Parish Council meeting from 4 January 2022 to 11 January 2022.

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; <ul style="list-style-type: none"> - Prep/Paint Cemetery railings. - Inspection of trees with potential -health issues. - Ongoing items; - Refresh gravel to paths. - Reduce height to leylandii to between 6'-8' – work completed. - Rabbit culling via appointed marksman. - Repair to drains due to root ingress. - Ongoing inspection of headstones. - Request to purchase a new lawn mower for use in the Cemetery. 	<i>(Cemetery WG)</i>
Cemetery Buildings	To receive report & recommendations from the Buildings Working Group and consider actions as required.	Ongoing items; <ul style="list-style-type: none"> - Works completed 	<i>Closed</i>
Cook Family Memorial Garden	To receive reports & recommendations from the Cooks Family Memorial Garden trustees and consider actions as required.	Outstanding matters; <ul style="list-style-type: none"> - 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. 	<i>(Open Spaces WG)</i>
Whitbread / Waterfall Bridge	The WW1 memorial bridge over the Leven at Waterfall terrace is to be replaced.	Ongoing items; <ul style="list-style-type: none"> - Entrance handrails with laser cut WW1 motif commissioned with Daniel van den Toorn and supplied FOC by SM Thompson Ltd. - Replace memorial plaque. - Peter Derwent to supply/fit new handrails. 	<i>(Open Spaces WG)</i>

Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's.	Ongoing matters; <ul style="list-style-type: none"> - 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. 	<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. - 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. 	<i>(Allotments 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. - Revised/improved in-house inspection document. - Replacement of Dragon swing removed due to damage. 	<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"> - 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. 	<i>(Open Spaces WG)</i>
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 footpath (on hold) Ongoing items; <ul style="list-style-type: none"> - Repairs to Bowls Club Bridge (Timber received). 	<i>Parish Council</i>

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. - Mole infestation around Cook Statue / Wicker Soldier. - Pot-Hole repairs required to metalled surfaces. 	<i>(Open Spaces WG)</i>
Benches & Memorials	To receive report & recommendation regarding the maintenance, repair & replacement of benches. (Circa 50 off)	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. 	<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"> - Review of content wording & approval required 	<i>(AS / AT / JR)</i>
Xmas 2021	Carols on the High Green.	<ul style="list-style-type: none"> - Carols on the High Green organised for 20/12/21. Cllr Fletcher to confirm nominated charity. - Tim Hall Brass band confirmed attendance. 	<i>Parish Council</i>

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. Cllr Kirk is scheduled to meet with the Solicitors on 6 January 2022 prior to their attendance as agreed at a Parish Council meeting.	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. Cllr Kirk would discuss this with the Solicitors on 6 January 2022 prior to their agreed attendance at a Parish Council meeting.	Ongoing
Community Governance Review	YLCA Guidance recommends that a parish council of Great Ayton's electoral size should be represented by 11 councillors.	Following agreement at the Oct 21 meeting the matter of expanding Cllr numbers is to be referred to the electoral services team for advice regarding a Community Governance Review. (Likely via new Unitary Authority)	Ongoing
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 as supplied by YLCA/NALC. Adopted 23.11.21.	Closed.
Member/Officer Protocol	It is recommended we consider adopting protocol	Consideration to be given to adopting a member/officer protocol which will enable us to move forward in a positive way. Adopted on 8.12.21.	Closed.
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.	Having received awaiting from YLCA/NALC this matter has been referred to clarify the status of the land/lease in order to provide certainty to the GAC&FC for future funding applications whereby ideally the position to be regularized. Cllr Kirk to discuss this with the Solicitors on 6 January 2022 prior to their agreed attendance at a Parish Council meeting.	Ongoing
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
Personnel Committee	The Clerk has submitted a formal grievance to his employer on 24/09/21	Consideration to be given to adopting the draft 'Terms of Reference' and appoint members to the Personnel Committee to manage formal employment matters, appraisals, pay reviews,	Closed.

	which requires a formal response sinceno grievance policy or responsible committee was in place at the time.	develop HR policies and to deal with the Clerk's formal grievance. Adopted on 23.11.21.	
Resignation of Clerk	The Clerk tendered his resignation with immediate effect on 9 th Nov 2021	To formally accept the Clerks resignation and instigate all necessary actions arising To make arrangements for temporary/permanent replacement asap. To make arrangements to ensure we are able to continue to meet our legal responsibilities To clarify RFO position. Resignation accepted on 23.11.21. Clerk / RFO appointments ongoing.	Ongoing.
Captain James Cook Memorial Garden	The cement bond of path in the gardenis failing due to substandard workmanship during the 2019 refurbishment.	Consideration to be given to approving the quote of £6831 (inc VAT) from J.Wilson & Sons to lift & clean all paving, dig and relay the bed with type1 stone, supply & install edging blocks, SBR backed, flowpointjoints. (A single supplier approach would necessitatesuspension of financial regulation 11.1.h which otherwise requires at least three quotes.) This item is deferred until later in the financial year 2022/23 when the budget can be reviewed to see if funds are available.	Ongoing.
Allotment Regulations	Complaints have been received regarding CCTV cameras that have been installed by an allotment tenant in contravention of the Data Protection Act 1998 & Human Rights Act 1998 which insist that cameras must not point at neighbouring land or public paths.	Consideration to be given to updating the AllotmentRegulations to preclude the use of CCTV cameras byallotment tenants without express permission of Great Ayton Parish Council. Agreed that this be added to the tenancy agreement with immediate effect and that this amendment be circulated to all tenants. RESOLVED that a notice board be purchased to be installed on the allotment site where the tenancy agreement can be displayed.	Ongoing.
Working Group Volunteer	(Ex Cllr) John Robinson has kindly agreed to support the Buildings Working Group with the WC refurb project and the CJCM Garden website refurb project.	JR has requested that a formal nod is passed toconfirm the arrangement. Agreed on 23.11.21	Closed.