

**Minutes of a Monthly Meeting of Great Ayton Parish Council
Held on Tuesday 29th March 2011 at 7.00 pm**

Present

Cllrs: R Kirk (Chairman), Mrs J Imeson, Mrs F Greenwell, G Readman, J Fletcher, and D Conroy.

Ms J S Cumbor (Parish Clerk), H Atkinson (Cemetery Superintendent)

Others Present: 1 Member of the Public.

1. **Apologies** – Cllr Neal Waters
2. **Declaration of Interest in items on the Agenda** – None
3. **Members of the Public invited to address the Council**
 - 3.1 Library Consultation – Jennifer Roberts advised the Parish Council that NYCC's response to the Consultation was awaited; results were not expected until May. In the meantime the Save Great Ayton Library Group (SGALG) were exploring the opportunity of setting up a Group possibly called "Friends of Great Ayton Library", charitable status would be sought and the intention was to form a Joint Venture with NYCC to run the Library on a partnership basis. It is not intended that the Community Group will employ the staff or find funds to run the core library services, NYCC should continue to do this; but the Group will provide some additional volunteers and raise money to improve the services and increase income. Many ideas for improving and generating income had been received, all would be considered. 3 Members for the SGALG are attending a Meeting with NYCC on Friday 1st April. The Stream, SGALG website and the SGALG notice board in the Library would be updated with information; SGALG would attend as Guest Speakers the Annual Parish Meeting on 12th April. A further Public Meeting would be held in May. The Parish Council welcomed the update and efforts of the Group.
4. **Minutes**
The minutes of the meeting for Tuesday 1st March 2011 were approved and signed.
5. **Police Business**
 - 5.1 The Statistics for February showed a large increase (11 v. 1) over February 2010. There was no Police presence at the Meeting; PCSO Lloyd had attended the 1st March Meeting and commented thefts had increased.
 - 5.2 Cllr Kirk reported that a resident had lodge a complaint relating to Youths causing a nuisance in and around the car park of the Workingmen's Club; the resident has been encouraged to log all occurrences with the Police. Cllr Kirk would forward written complaints for the Clerk to send to the Police.
 - 5.3 In general it was felt Police presence around the Village appeared to be low. The Clerk was asked to communicate to the Police regarding this, lack of presence at the Meeting and the new Structure of the Team at Great Ayton.
6. **Council Services Report** - The Report was received; it was resolved to accept the decisions and recommendations detailed in the Report.
7. **Matters arising from the minutes** (for information only)
 - 7.1. Village Hall – Cllr Kirk advised that the stain glass window would shortly be repaired (production was under way). He went on to say that it would be sensible to move towards setting up a Village Hall Committee; the Youth Services were keen for this approach as it would tie into grant awards more comfortably. Cllr Mrs Greenwell advised she had visited the Hall with Members of the Problem Solving Group to view the requirements for decorating the Hall, it had been advised that this work would not be suitable for the Youths to carry out. Broadacres offered to provide paint and labour to decorate the rear of the Hall. It was noted that the garden areas would need attention and the railings needed painting; Cllr Mrs Greenwell thought Broadacres may do the painting, *Minute continued.*
 - 7.2 Environmental Agency Flood Defences
 - 7.2.1 Update - Bob Carrick advised that he had carried many visits to the flood defence locations, including a meeting with the Cricket and Football Club which had been successful in determining access. Work had commenced at The Riverside, this would continue for 3 to 4 weeks. Good progress was being made with Kildale Estates concerning opportunities to build defences further up stream. It was hoped the landowners at Little Ayton would agree to another pipe in their fields. Communications had been made with a resident concerning the culvert at Dump Corner and drainage through to Park Square. Further updates would be provided through the Clerk.
 - 7.2.2 Community Flood Group - Sarah McCrae discussed the desire to set up a Community Flood Group, one resident had already lodged interest. It was agreed that this opportunity should be put on the Agenda for

Property Protection Scheme Meeting to be held in April/May. Leaflets concerning Flood Groups were left with the Council.

7.2.3 Property Protection Scheme – Bob Carrick told the Council that the Agency was very excited about the Scheme; the collaboration with a Parish Council would be the first of its kind within the EA. Good progress concerning the Project Scope had been made with the Clerk, including finding a method to identify some of the low income households; although further criteria needed to be identified. The EA were trying to produce an Agreement that would be approximately 15 pages in length. The EA and Representative/s of the Parish Council would hold a Meeting for all 50 households; this would explain the process and obtain sign up to the initial survey. Cllr Mrs Greenwell commented that as this was a Pilot it should be recognised that not everything would go smoothly but the Parish Council were keen and would work to get the right results.

7.3 Youth Club Update – Cllr Kirk had met with Youth Service Representatives from HDC and NYCC. Each Council had grant opportunities that might be possible for both the Village Hall and for equipment in the Play Area. NYCC intended to carry out a survey with the Youths to see what they wanted.

8. **Planning Report** - The Report was received; it was resolved to accept decisions made in the Report.

9. **Correspondence and Information Report** - The Report was received; it was resolved to accept the decisions and recommendations detailed in the Report.

10. **Clerk's Report** - The Report was received; it was resolved to accept the decisions and recommendations detailed in the Report.

11. **Accounts Report** - The Report was received; it was resolved to accept the decisions and recommendations detailed in the Report.

12. **Councillors' Reports**

12.1 It was agreed that the venue for Annual Parish Meeting would be The Friends Meeting House on 12th April 2011 at 7pm.

12.2 It was agreed to bring the Annual General Meeting of the Parish Council and the May Parish Council Meeting forward to Tuesday 17th May 2011 at 7pm.

The date of the next meeting will be Tuesday 26th April 2011, venue to be advised when the Agenda published.

GREAT AYTON PARISH COUNCIL – MEETING 29th MARCH 2011

COUNCIL SERVICES REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	Grass seeding will take place shortly to the old flower beds and in front of the Memory Wall.		Closed.
	The Clerk was asked to discuss with the Cemetery Superintendent ramped access at the entrance close to Yatton House.		Open.
Allotments	Cllr Waters report concerning the car park in the Allotment at the Skottowe entrance was received.	The Parish Council asked the Clerk to Thank Cllr. Waters for the report. For the time being the Council would not take action.	Closed.
Play Area	Some of the repair from the ROSPA completed.	Cllr Readman to meet with the Cemetery Superintendent.	Open.
The Riverside	Laying of stone to pathways. The EA will move the stone closer to the working area and The Chairman of the Cricket Club and a group of Volunteers have offered to lay the stone (one day a week over a period of weeks).		Closed.
	Replacement beech tree and planting.	Scheduled to be planted w/com 28/03/11.	Closed.
River	Nothing to Report.		
Cook Trail Signs	Cleaning and painting to the Up-stands of the signs.	Completed.	Closed.
Outstanding Painting	Waterfall Terrace completed. The bridge into Waterfall Park remains outstanding,	Advised Highways of 4 loose railing up stands and coping stones where pointing is an issue.	Open.
	Cllr Readman proposed that the railings on the Low Green were painted.	The railings belong to Highways; however the Parish Council asked the Clerk to explore these being painted by the Probation Services.	Open.
Waterfall Park	Parish Council suggested they would arrange to fill the pot holes if PROW would reimburse the Council. PROW stated this is not a Public Right of Way, they have said the Parish Council could dedicate it to be one.	The Parish Council agreed to fill the holes at the Parish Council's expense, the Clerk was asked to arrange.	Closed.
Pump, High Green	It was noted that this need painting and treatment.	Completed.	Closed.

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PLANNING REPORT

PLANNING APPLICATIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK	COUNCIL RESPONSE
10/02963/FUL – 30 Marwood Drive	Proposed alterations and extensions to existing dwelling amended Plans 1 st March 2011. Copy of Letter of Objection sent to HDC by Mr and Mrs Thompson. Notification from HDC 15 th March 2011 that the rear extension has been deleted from the scheme, the other alterations remain as proposed.	CLlr Mrs Greenwell advised that the remainder of the proposal had already been approved by HDC.
11/00423/FUL – 4 California Grove	Proposed alterations and extensions to existing dwelling.	No Observations.
11/00435/FUL – 44 Guisborough Road	Proposed rear extension to existing dwelling.	No Observations.
11/00451/FUL – 9 Captain Cooks Way	Proposed rear single storey extension to existing dwelling.	No. Observations.
11/00517/FUL – 16 Farm Garth	Rear garden room extension to existing dwelling.	No Observations.
11/00547/FUL – Stanley House, Yarm Lane	Revised application for alterations and extensions to existing dwelling to form ancillary accommodation.	Refused, based on: <ul style="list-style-type: none"> • Previous application (withdrawn) for a second dwelling was smaller. • Outside of development limits; the original development was to follow the footprint of the original 2 cottages; the present house is larger than the original footprint, a second property would increase the size considerably. • This is in an open countryside location and would change the landscape. • It would appear no attempts made to modify the main house for assisted living. • It should not be capable of being for separate ownership.

APPLICATIONS APPROVED

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
10/02884/FUL – 118 Newton Road	Application for replacement domestic garage to existing dwelling.
10/01704/FUL – 12 Rosehill	Demolition of existing domestic garage, alterations and extensions to existing dwelling and construction of a dwelling with detached domestic garage and formation of a new vehicular access as amended by plan received by HDC on 31 st August 2010.
11/00134/FUL – Langbaurgh Hall	Proposed installation of solar panels.

OTHER PLANNING INFORMATION

PLANNING REF/ADDRESS	DESCRIPTION	STATUS
10/00167/CAT3 – 8 High Street	Unauthorised signs to front and side of property. Planning Officer writing to the Owners to take down the signs on the side and apply for planning permission for the front.	Outstanding.
Stanley House	Alleged excessive car transporter activity early/late in the day. Planning Enforcement Officer spoken with the owner who had confirmed the cars were for personal use; should people still feel business activities continue proof would be required.	Outstanding.
Bank Flow Farm	HDC has confirmed that planning permission is required for the wall and advertising consent required for the signs at the entrance. Advice is being sought from HDC's Legal Manager and the Owners will be contacted.	Outstanding.
39 Linden Grove	Alleged car business run from premises. Broadacres and HDC have been advised. Both writing to the occupant. The Clerk was asked to write to Broadacres and ask to be kept informed.	Outstanding.

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CORRESPONDENCE AND INFORMATION REPORT

CORRESPONDENCE

Sender	Information	Action
Mr W T Kirby	Letter about the origins of the Trod and past importance to the Village.	Hold in Archives.
Mr W T Kirby	Letter about the history of Dump Corner.	Hold in Archives.
Cllr Bob Mullen, Vice Chair Nunthorpe PC	Notification of proposed development of 295 houses on Grey Towers Farm, Dixon Bank. Concerns over anticipated high increase in traffic to an already fragile road system. If we feel this will affect our parishioners, we are requested to consider submitting an objection statement to Middlesbrough Council Development Control at developmentcontrol@middlesbrough.gov.uk The Plans can be viewed at http://www.middlesbrough.gov.uk/ccm/portal/ under reference M/OUT/0226/11/P.	The Clerk was asked to write to HDC and ask if this development was compliant with the original LDF statement.
Mike Newton	Feedback on history documents of Great Ayton Shops on http://greatayton.wikidot.com/shops	Received.
PSG	Minutes of Meeting on 19 th January 2011; Agenda for Meeting on 16 th March 2011.	Received.
Glenn McGill	Offered to come to a Parish Council Meeting to provide a Presentation re the Localism Bill & Big Society (did something similar for Seamer Parish Council).	Hold for future consideration.
Ingleby Greenhow Parish Council	Copy of letter sent to NYCC requesting that they reconsider the proposal to close Great Ayton Library and keep this open along with the continued use of Mobile Libraries.	Noted.
Mr and Mrs McGough	Copy of letter sent to NYCC questioning the proposals to close Libraries in the Region; suggesting this is reconsidered and the right decisions made to secure the future of the Libraries and Communities.	Noted.
HDC	Adoption of Open Space, Sport and Recreation SPD – Summary. Full statement can be downloaded from http://www.hambleton.gov.uk/openspace HDC ask that Parish Councils review the Open Space, Sport and Recreation Action Plan for their area, the Plan identifies projects that may qualify for money secured through new development as part of a S106 Agreement.	Received.
	New Property Name – land adjacent to Ayton House East to be known as Potager House.	Received.
	Notices: Referendum on the Voting System, Council Elections, Bank Holiday Bin Collections, Change 4 Life.	Received.
	Candidates Guidance for Parish Council Elections.	Received.
	HDC Spring Newsletter. Grant Scheme information (up to £15,000) for 5play areas in the District.	Received.
NYCC	April Bus Service Changes; from 17 th April 2011.	Noted.
Redcar & Cleveland BC	Notification of LDF Consultation on Draft Affordable Housing SPD between 18 th March and 27 th April 2011. Documents can be viewed at http://www.redcar-cleveland.gov.uk/ldf	Received.

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INFORMATION

Sender	Information
NYMNPA	Spring Newsletter.
CPRE	Spring 2011 Newsletter.
Northern Voice	March Magazine.
Rural Services Network	3 x Weekly News Digests.
CE Electric UK	Invitation to Consultation Event to help shape the future of electricity distribution across the Region, Gateshead 31 st March and Leeds 1 st April.
ICO	Acknowledgement of payment and interactive training DVD concerning our responsibilities under the Data Protection Act.
Play Practice	Notification of new Playground Support Service.
Russell Play	Online Brochure of play area equipment.
Whitehill Direct	Online Brochure of display cases.
SLCC	Resolving Workplace Disputes – Government Consultation due to end 20 th April 2011. SLCC encourages members to provide input towards a collective SLCC response via their website.
	Brochures for notice boards and signs, skate parks, Christmas tree lighting systems
	Notification of various Courses: i.e. Allotments and Cemetery Management, Assertiveness, Press Relations, Managing War Memorials, Charitable Trusts, Common Land and Village Greens and many others.
Glasdon Direct	Brochure of products from office recycling items to dog fouling bins.
Various Suppliers	Payroll Services.
Various Suppliers	Website Services.
Centre of Facilities Management	Invitation to join Public Sector FM Network.

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CLERK’S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Footpath Easby Lane to Suggitt’s Field	Cllr Readman stated residents were complaining that the path was not finished.	It was confirmed PROW would be finishing the work. The Clerk was asked to chase.	Open.
Footpath behind Cliffe Terrace	PROW have inspected again and have indicated they would do next after finishing Easby Lane to Suggitt’s Field; although they have also considered the path up the Hall Fields and have indicated they could do this instead.	The Parish Council agreed that PROW should be asked to carry out works to the path behind Cliffe Terrace next.	Open.
	Cutting back of Hedges/trees belonging to 19b John Street.	The Clerk was asked to contact the Owners.	Open.
Hall Fields Project	Nicky Smith, NDVSA, in communications with EA and the Forestry Commission (Woodland Improvement Grants).	Update from requested.	Open.
	Northumbrian Water Board (NWB) have been approached, they may be able to do something if the present flood defence scheme for Roseberry Crescent is agreed. The EA appear to be involved with NWB and may also assist with grant funding.		Open.
	The Project does not appear to comply with the criteria for North Yorkshire’s Reward Grant Scheme up to £5,000.		Closed.
	Fencing off the footpath in the field before the Wood. NYMNPA have revisited the item with the Farmer and Mrs Ward; they are suggesting that if a new fence is put up a gate is installed in the fence to allow people access should they want to sledge in the winter.	The Parish Council feel that they cannot get involved with this decision. The Clerk was asked to respond and point out the poor state of the path in the field concerned, which they would welcome being repaired.	Closed.
Speeding	Easby Lane awaiting deployment of a data logger. Speed Awareness session at the Primary School to be arranged.	Update requested.	Open.
Maintenance of Trees Stokesley Road, Low Green	Clerk checked available Parish Council map; area is not highlighted as Parish Council land. NYCC clearly show this land as being their responsibility on the grass cutting map, NYCC have not responded.	The Clerk was asked to point out the complaint and dangerous status of the tree and ask Highways to attend to this as a matter of urgency.	Open.
	At letter was received from Mr Sproates concerning the dangerous state of the Willow Tree adjacent to the green wooden cabin on the Low Green.	Received, see above.	Closed.
Public Conveniences	Stokesley Parish Council stated on reflection they will not supply a service; they provided contact details for the person who cleans them today. Feedback from NYMNPA not positive. Specification for opening, closing and cleaning received from the present Cleaner.	The Clerk advised of 3 Cleaning quotes, it was agreed to ask the person who cleans them now to continue in the role employed by the Parish Council. It was noted that the local resident who presently opened them on a morning was willing to continue this role.	Open.

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CLERK’S REPORT cont/..

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Public Conveniences cont/..	Supplementary Report of Meeting with HDC at Northallerton supplied separately.	The Supplementary Report was discussed, it was resolved to: <ul style="list-style-type: none"> • Accept the one off Grant of £11,000. • Arrange staffing (dealt with above), it was noted that for holiday and sickness cover the Parish Council would have to make suitable arrangements. • Guided by the Condition and Structural Survey to be supplied by HDC • Make suitable arrangements with suppliers of general consumables. • Accept HDC offer to continue 3 specialist contracts, which they would bill to the Parish Council. • A date for transfer was still be agreed, HDC would like to see this completed by June. • Explore Charitable status. 	Open.
	Meeting with HDC on 25 th March at the Public Conveniences. The conveniences were inspected and a list of work HDC needed to be completed prior to transfer was supplied (similar to the list in the Supplementary Report).	The Parish Council agreed to accept the list provided by HDC, and ask for the lights to be changed so these could be operated on a normal switch mechanism. The Clerk was asked to write and confirm the Parish Council’s decisions and additional requirements relating to both Meetings.	Open.
Stephen Hilton	Parish Council considering how to use the donation offered in memory of his Mother, Marjorie Shaw (value up to £1,000).		Open.
Nicky Hughes	Requested information about Village Hall; desire to use for Zumba Classes one night a week from May. Parish Council promised to respond in April.		Open.

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ACCOUNTS REPORT

1.1 Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
Thompsons Hardware Ltd	Cemetery Misc Supplies	40.17	
Thompsons Hardware Ltd	Flowers for Tubs, and paint rollers (POS)	13.25	53.42
Brian Johnson	Replanting of flowers and supply/fit of one new surround to Village Sign (POS)		73.00
Sam Turner & Sons	White Spirit and red oxide paint (POS)	20.21	
Sam Turner & Sons	Service, sharpen, repair and supply of wheel Tractor/Mower (Cemetery/POS)	799.23	819.44
PH Greenwell Contractors	Service and repair to gas heaters, supply of landlord's certificate (V. Hall)	298.87	
PH Greenwell Contractors	Supply of 1,000 24v lamps for Christmas Tree (s137)	351.94	650.81
Hambleton District Council	2011/12 Rates for Cemetery	Cemetery	51.84
Farmway Ltd	Rat Killer	Allotments	65.76
Ms J S Cumbor	Expenses Claim, Phone Calls, Training Day, Travel, Office Supplies, Postage	General Administration	106.64
Howard Atkinson	Mobile Top Up	Cemetery	10.00
Paul Suggitt	Painting of railings at Waterfall Terrace, painting pump and up-stands to sing on High Green, moving walkers sign in Car Park.	POS	912.00
TOTAL			2,742.91

Receipts

<u>Customer</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
Mrs D Bailey	Garage Rent (Mar11)	Rent	10.00
Mr C Barker	Grave Reservation KC 55	Cemetery	62.00
Cemetery Receipts	Erection of Headstone	Cemetery	91.00
Allotment Deposits		Allotments	40.00
TOTAL			203.00

1.2 Cemetery Fees 2011/12. It was agreed to increase by 2%, rounding to the nearest pound.

1.3 Flower Tub Sponsorship Fees 2011/12. It was agreed not to increase the Fees.

1.4 Year End considerations:

1.4.1 Appointment of Internal Auditor – It was agreed to appointment Mike Beeforth.

1.4.2 Internal Audit Terms of Reference (see attached) – Agreed.

1.4.3 Asset Values (see attached) – It was agreed that the valuations of many buildings and the Chairman's Chain should be carried out independently, the Clerk was asked to contact suitable people to carry out such work.

1.4.4 Annual Risk Assessment (see attached) – Agreed.