

## Minutes of the Monthly Meeting of Great Ayton Parish Council Held on Tuesday 22 May 2012 at 7.00 pm

### Present

Cllrs: R Kirk (Chairman), Mrs F Greenwell, Mrs J Brown, G Readman and R Hudson.

Mrs J Leng (Parish Clerk). Others Present: Cllr Mrs H Moorhouse, Mr Howard Atkinson (Cemetery Superintendent), D & S Reporter and 4 Members of the Public.

1. **Apologies** – Apologies were received from Cllr J Fletcher and Cllr S Jackson. The Clerk was asked to send a Get Well Card to Cllr Jackson on behalf of the Parish Council.
2. **Declaration of Interest in items on the Agenda** - Declarations declared and noted with the relevant topic/s.
3. **Members of the Public invited to address the Council**
  - 3.1 **Fairtrade/Steering Group**  
Mair Foder Secretary for the Fairtrade/Steering Group requested that a Councillor be nominated as the Great Ayton Parish Council point of contact to fulfil the criteria stipulated to maintain Fairtrade Status. Cllr Mrs Judy Brown agreed to take on this role, the Clerk would provide Mair Foder with her contact details. **Agreed.**
  - 3.2 **Parking in front of Shops on High Street**  
Cllr Readman advised that he had been approached by local retailers who had expressed their concerns in relation to people parking their vehicles outside the shops and leaving them for a full day whilst they go walking etc. A proposal was put forward in relation to disc parking for the bays in front of the shops only be introduced and that this be policed by the Stokesley Traffic Warden at least once a month. The Clerk was asked to contact Hambleton District Council to ascertain costs and viability of this proposal. **Agreed.**
  - 3.3 **Great Ayton Working Men's Club**  
Mr Hodgson attended and provided the up to date position in relation to the Beer Garden, he advised that approval for the Beer Garden had been received from Hambleton District Council and that it was already included in the current licensing agreement. He advised that it would be open from 4 pm to 8 / 8.30 pm and that the rules and regulations around its use must be adhered to or people would be excluded. The Club had also agreed to erect a new fence between the Beer Garden and the property at the rear to ensure their privacy was maintained. **Noted.**  
  
Mr Hodgson enquired as to why the Club had not appeared as a sponsor on the Diamond Jubilee Programme, the Clerk advised that unfortunately she had not received confirmation of their intent to sponsor until after it had gone to print. The Parish Council formally recorded their gratitude and thanks to GAWMC for once again agreeing to donate half the band fees for the Village Fete.
  - 3.4 **Friends School Development**  
Mr Brook said that the Friends School Development would like to sponsor a flower tub in the Village. The Clerk would liaise with Mr Brook and make the necessary arrangements. **Noted.**
  - 3.5 **Disabled Access to the Allotments**  
Cllr Readman declared an interest. Mr Sutcliffe spoke in relation to correspondence previously circulated in relation to a request for disabled access to the allotments. Mr Sutcliffe, Yatton House personnel, Cemetery Superintendent and Cllr Hudson had met to consider options, unfortunately the original proposal was not seen as viable due to the depth at the proposed access point and the difficulties this would cause when installing a ramp.

It was agreed that the best option at this current time would be to wait until allotment renewals took place later in the year to see if a more suitable garden became available with better access. Mr Sutcliffe would report this back to Yatton House. **Agreed.**

### Minutes

The minutes of the meeting for Tuesday 24 April 2012 were approved and signed.

### 4. **Police Business**

- 4.1.1 The Police Report was circulated and their apologies noted. The Parish Council requested that it be communicated back to the Officers that this new reporting method was clear and an improvement on previous reports.

5. **Council Services Report** - The Report was received; it was resolved to accept the decisions made in the Report.
6. **Matters arising from the minutes** (for information only)
  - 6.1 Village Hall – *Carried Forward*
    - 6.1.1 Repair and repainting of the iron railings. *C/Fwd.*
    - 6.2 S106 Projects – A request had been submitted to Councillors to submit their proposals for inclusion in the S106 Action Plan. The Chairman requested that all proposals be submitted by the next meeting. *C/Fwd.*
7. **Planning Report** – The Report was received; it was resolved to accept decisions made in the Report.
8. **Correspondence and Information Report** - The Report was received; it was resolved to accept the decisions made in the Report.
9. **Clerk's Report** - The Report was received; it was resolved to accept the decisions made in the Report.
10. **Accounts Report** - The Report was received; it was resolved to accept the decisions made in the Report.
11. **Councillors' Report**
  - 11.1 Cllr Mrs Brown had received a request from residents at Langbaugh Close for a Dog Fouling notice to be placed on the grassed area at the front as children play on this area and it is an every growing problem. The Clerk was asked to contact John Proud to see if he could obtain a sign. **Agreed.**

The next regular Parish Council Meeting will be Tuesday 19<sup>th</sup> June 2012 to be held at 7pm in the Children's Room at the Friends Meeting House.

**GREAT AYTON PARISH COUNCIL – MEETING 22 MAY 2012**

**COUNCIL SERVICES REPORT**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Cemetery	Employees Amenities Facility.	Proposal to be put forward in April/May.	Open.
	Cllr Jackson advised that two plaques had been found in the Cemetery that related to the planting of Yew Trees in the Cemetery for Queen Victoria's Diamond Jubilee in 1897, these needed cleaned and renovated.	The renovation of the two plaques was underway. A suitable location had been identified for the planting of a Yew Tree and it was agreed to diary this for the 10 June 2012 following the Civic Ceremony in Christ Church (5pm). The Clerk wrote to Lord Crathorne to ask him to attend or nominate a Deputy. Response received on 8 May 2012 advising that Mr Scrope DL would be attending as the formal representative for the Lieutenancy.	Open.
Allotments	Cllr Hudson advised Members that he had received communication from Mr Sutcliffe asking for an update in relation to the disabled access to the allotments.	Cllr Hudson met with Mr Sutcliffe, Yatton House and the Cemetery Superintendent to discuss in more detail on Monday 30 April 2012. Cllr Hudson to provide an update. <b>See minute 3.5.</b>	Open.
Play Area	RoSPA Report – repair/maintenance requirements.	Work ongoing.	Open.
	Investigations into replacement play equipment.	Cllr Brown had now received a third quote..	Open.
	Request for a new lockable waste bin as the current one was burnt out. Clerk to contact John Proud to see if they have one available. No bins available and advised that there was no plans to purchase any at this present time.	Cemetery Superintendent would purchase a metal bin and fix to the railings.	Open.
Low Green	Wild flowers planting – Stokesley Road side.	Cllr Fletcher to investigate further.	Open.
	Willow Tree Bench.	Outstanding.	Open.
	Bench for Allan Russell. – Offered new bench that will be placed round Willow Tree.	Clerk had made attempts to contact those requesting the bench but had received no response.	Closed.
High Green	Lime Tree replacement. Donation of £400 received from the Guisborough and Great Ayton Rotary Club (they have expressed an interest to be involved with the official ceremony).		Open.
Flower Tubs	Re-planting prior to the Village Fete. Cemetery Superintendent informed the meeting that one of the Flower Tubs was broken beyond repair.	It was agreed that the Cemetery Superintendent would replant the Flower Tubs with red, white and blue theme prior to the Village Fete and that a new tub should be purchased to replace the broken one.	Open.
Captain Cook Garden	Cllr Readman asked if the Cemetery Superintendent had had an opportunity to look at tidying up the Garden.	It was agreed that this would be a project for later in the year when a thorough clear out would take place.	Open.

**GREAT AYTON PARISH COUNCIL – MEETING 22 MAY 2012**

**PLANNING REPORT**

**PLANNING APPLICATIONS**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>	<b>COUNCIL RESPONSE</b>
12/00925/CAT – 8 High Green	Proposed felling of Birch Tree	No observations.
12/00920/FUL – Marwood Church of England VC Infant School	Extension to existing school to form an entrance lobby and adjoin glazed link corridor.	CLlr Greenwell declared an interest. No observations.
12/00746/FUL – 3 Wainstones Drive	Proposed Rear Conservatory	No observations.
12/00947/FUL – 7 Byemoor Close	Proposed rear single storey extension, and new pitched room to existing garage, and internal alterations.	No observations.
12/00981/FUL – Angrove West Farm	Siting of a wind turbine (24.6m mast)	CLlr Hudson declared an interest. No observations.
12/00514/FUL – Newton Rose, 46 Newton Road	Alterations and extensions to existing public house to form a dwelling.	No observations – would like to see approved.

**APPLICATIONS APPROVED**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
12/00602/FUL – 118 Roseberry Crescent	Proposed single storey rear extension to include pitched roof over existing garage.
12/00698/CAT – 5 Richardson Hall	Proposed works to tree.
12/00337/FUL – 2 Roseberry Road	Proposed rear conservatory.

**OTHER PLANNING INFORMATION**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION</b>	<b>STATUS</b>
Bank Flow Farm	Logs for Sale sign should be removed as not part of the agricultural holding (wood bought in to sell); Owner intimated that he will make application for this and another livestock building.	Open.
Stanley Houses	Planning application due shortly for change of use at rear of property to cover “storage and sale of caravans”.	Open.
12/00472/FUL & 12/00473/LBC – Nutshell Cottage	Proposed alterations and single storey rear extension.	Withdrawn.

**GREAT AYTON PARISH COUNCIL – MEETING 22 MAY 2012**

**CORRESPONDENCE AND INFORMATION REPORT**

**CORRESPONDENCE**

<b>Sender</b>	<b>Information</b>	<b>Action</b>
NYCC – Adult and Community Services	Receipt of archived documents.	Noted.
Mr P Ross	Letter in relation to debris on the sewer pipe at Hollygarth Bridge - previously circulated.	Noted.
The Planning Inspectorate	Proposed Dogger Bank Teesside Offshore Windfarm – previously circulated.	Noted.
HDC	Meetings of the Area Forums – previously circulated and poster displayed.	Noted.
Northern Area Parish Forum	Agenda for the meeting on 10 May 2012 - previously circulated.	Noted.
Proposed Caravan Site at Manor Grange	Copies of four letter from local residents that have been sent to HDC in relation to planning application 11/02762/FUL – previously circulated.	Noted.
Highways Report	In relation to planning application 11/02762/FUL – Land Between Manor Grange Farm And Manor View Low Green Great Ayton (previously circulated).	Noted.
HDC	Localism Act 2011 – Code of Member Conduct	Noted.
Great Ayton Discovery Centre	Invitation to the official opening on 6 June 2012 3.30 pm to 4.00 pm	Noted.
Great Ayton Community Archaeology	Invitation to the launch of the website on Wednesday 6 June 2012, 11.00 am for 11.30 am.	Noted.
Great Ayton Discovery Centre	Cllr Hudson had received a request for allotment cost details.	Clerk to respond.
Caryn Loftus – Station Project	E-mail previously circulated seeking volunteers to assist with planting and tidying at the station.	Clerk to contact Cemetery Superintendent to ask him to pass on the plants due to be removed from the Flower Tubs to Caryn for planting at the Station.
Vintage Tractor Parade	Request for the annual Vintage Tractor Parade on the High Green to take place on 19 June 2012 at 10.00 am.	Agreed.

## INFORMATION

<b>Sender</b>	<b>Information</b>
Rural Action Yorkshire	Membership of Rural Action Yorkshire request plus copy of Country Air quarterly newsletter.
Fields in Trust	The Queen Elizabeth II Fields Challenge information.
HDC	May 2012 Update
Playscheme SJ Danby Ltd	Outdoor Play Areas brochure.
Glasdon	Products for Local Councils leaflet.
SLCC	The Clerk Magazine CPD & Conference Programme
Clerks Councils	Direct – May 2012
Rural Services Network	Weekly Digest – 23.4.12, 30.4.12 and 8.5.12 and Rural Opportunities Bulletin and Rural Survey (all previously circulated).
Action for Market Towns	Town Centre Solutions Workshop – 13 June 2012 in Harrogate
RTC	Play area equipment brochure.
North Yorkshire & Humber NHS	Survey on children's services at Friarage Hospital (previously circulated).
LGPS	Newsletter.

**GREAT AYTON PARISH COUNCIL – MEETING 22 MAY 2012**

**CLERK’S REPORT**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Footpath Easby Lane to Suggitt’s Field	Footpath completed. New kissing gate and cutting back trees outstanding should be completed by end of FY11/12. Underground leak reported to both PROW and NWB.	Review undertaken and confirmed that it was suspected that there was a blocked land drain. Further investigative work to be undertaken to ascertain costs and when and if the problem can be resolved.	Open.
Footpath behind Cliffe Terrace	PROW cannot provide a date for the resurfacing. Moved to FY12/13, depending on priorities.	No change.	Open.
Hall Fields Project	Nicky Smith, NDVSA, chasing the Forestry Commission (Woodland Improvement Grants) for assistance, has escalated the request.	No change.	Open.
	NWB may be able to assist if their 2 <sup>nd</sup> proposal for flood defences for Roseberry Crescent is agreed. Proposals being revised.	No change.	Open.
	The EA may assist with grant funding.	No change.	Open.
Queen’s Diamond Jubilee Beacons 04/06/12	National Trust (Gareth Wilson) attended the meeting on 8 March and he supported the proposal for a Beacon at the top of Captain Cooks monument and was happy to co-ordinate this with the Beacon on Roseberry.  Mr & Mrs Sutcliffe have agreed that they are happy for a beacon to be lit at the top of Captain Cooks subject to completion of appropriate risk assessments especially in relation to fire.	Ongoing.  Clerk asked to pursue further – contact Mark Fletcher to ascertain if Beacon could be taken to the monument and to see if the National Trust could provide any assistance to enable the lighting of a Beacon at Captain Cooks Monument to go ahead.	Open.
Queen’s Jubilee Week - June 2012.	Calendar of events now complete, programme printed ready for circulation to every household.	Risk assessments to be completed.	Open.
	It was agreed to purchase commemorative mugs for all primary and nursery school children in the village.	An order had been placed for 504 commemorative mugs, to be distributed to the schools and nurseries upon receipt.	Open.
Fete – June 2012.	Rt Hon Wm Hague has confirmed his attendance at the fete as long as no major ministerial obligation occurs. Review of the Safety Plan / Risk Assessment was complete and circulated to parade participants. Questions circulated and actions agreed.	Clerk continuing with arrangements.	Ongoing
Common Land	HDC enforcement officer dealing with matter; appears to be in contravention of	HDC response outstanding.	Open.

PROW Easby Lane to Suggitt's Field	original planning application. Solicitor suggested wait for HDC's response before spending any funds.		
Highways Issues	Low Green – white lines. Inspection completed and agreed that they would be renewed in the next financial year – date to be confirmed.	Cllr Moorhouse advised that she had requested an update in relation to this work.	Open.
	Waterfall Terrace – Railings. Cllrs Mrs Brown and Mr Fletcher reported unsafe coping stones and railings. Inspected and agreed to carry out necessary repairs in the next financial year – date to be confirmed. Clerk to chase as a matter of urgency as railing now extremely dangerous. Response received from Highways stating that they did not feel that the repair work was urgent and that they would advise when a date was agreed but that it would be later in the year (response circulated).	Further issue reported in relation to missing railing as reported by Cllr Mrs Brown – awaiting response. Cllr Moorhouse reported that she had been advised that the railings should be repaired within two weeks. Clerk to write to Highways to stress the urgency due to the Village Fete.	Open.
Great Ayton Parish Council	Children's Room at the Friends Meeting House booked until the end of the Calendar Year.	Agreed that meetings would remain in the Friends Meeting House.	Closed.
GADS	Request to have a permanent notice board outside the Village Hall. Notification that they may need to hand back management of the Village Hall including utility costs. Advised that we were waiting for establishment of Village Hall Committee.	Cllr Kirk communicating with GADS re: issues.	Open.
Cllr. Doherty, Northallerton Town Council	FOI Request – Communication sent to Cllr Kirk and advice received from the County Legal Department and appropriate response submitted to Cllr Doherty for further consideration.	No response received.	Closed.
NS&I	NS&I Investment Account – The Great Ayton Silver Band Account. Response sent requesting further information on 6 March 2012. Follow up letter sent on 4 May 2012.	Clerk had spoken with NS&I and they were sending the account balance along with details on how to close the account.	Open.
H&R Community Safety Partnership	Clerk contacted the partnership in relation to publicising the results of the recent enforcement activities.	Partnership confirmed that they were happy for the Parish Council to publicise the results, correspondence copied to D&S Reporter with a request for her to produce an article. Appeared in the council report on 05/05/12.	Closed.
Hambleton District Council	Public Open Space, Sport and Recreation Action Plans .	Ongoing - responses requested by the next meeting.	Open.
Mr McCarthy	Request for memorial bench in the cemetery in memory of his mother and father.	Clerk wrote to Mr McCarthy to see if he would like to contribute to a bench to be placed around a tree in the Cemetery - awaiting response.	Open.
Mrs Johnson	Travellers Rest –telephone call to state that since the road was repaired the yellow lines have not been repainted – this is now causing access problems due to people parking.	Cllr Moorhouse advised that Highways would repaint yellow lines when they were in the area with the line machine..	Open.



**GREAT AYTON PARISH COUNCIL – MEETING 22 MAY 2012**  
**ACCOUNTS REPORT**

**1.1 Payments**

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
W Eves & Co Ltd	Fuel for Grass Cutting - POS	99.79	(DD) 215.05
	Fuel for Cemetery	115.26	
Thompsons Hardware Ltd	Toilet Rolls - :Public Conveniences	37.80	111.60
	Watering Cans, tap connectors & adaptors & Swel gel – POS	32.17	
	Grass seed, 2 x dustbins, key, sponge, drill bits & wall plugs – Cemetery	41.63	
Farmway	Roundup Biactive – Cemetery	47.60	142.80
	Roundup Biactive - POS	47.60	
	Roundup Biactive - Allotments	47.60	
HDC	Final electricity bill for period 03.02.12 to 01.04.12	Public Conv	46.55
Julie Leng	Envelopes and Paper – General Admin	7.24	96.86
	Mileage to Tadcaster to attend SLCC training – 105 miles @ 0.45	47.25	
	Postage for period 24.4.12 to 22.5.12	18.00	
	BT Telephone Bill	24.37	
M A Beeforth	Internal Audit and Annual Return	General Admin	150.00
Mr H Atkinson	Mobile Phone Top Up	Cemetery	10.00
St John Ambulance	First Aid Coverage at the Village Fete		75.46
Richard Collins	Dug grave, moving & leveling of soil & back filling / tidy up.	Cemetery	160.00
Yatton House	Printing of 30 x A4 Colored posters & 10 x A3 laminated posters for the Village Fete	14.50	£385.50
	Printing and folding of 2,300 Diamond Jubilee Programmes	£371.00	
<b>TOTAL</b>			<b>1,393.82</b>

**1.2 Receipts**

<u>Customer</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
Mrs D Bailey	Garage Rent – May	Garage Rent	25.00
HMRC	Duty / VAT Repayment from 01/02/12 to 28/03/12	VAT	1,051.16
HDC	Precept funds	Precept	34,000.00
Diamond Jubilee	11 x Diamond Jubilee Sponsorship	General Admin	110.00
Northern Power Grid	Wayleave Receipt		17.25
M W Weatherill	Additional Inscription	Cemetery	49.00
Carters Funeral Services	Additional Inscription	Cemetery	49.00
Ayton & District Funeral Service	Scattering of Ashes	Cemetery	36.00
	Interment of Ashes	Cemetery	63.00
Flower Tub	1 x £25 and 1 x £15	POS	40.00
Carters Funeral Services	Funeral Fee (£627)	Cemetery	693.00
	Reserved grave – ME 2 (£66)		
<b>TOTAL</b>			<b>36,133.41</b>

1.3 Removal of account signatory from Natwest – mandate to be completed and signed. **Agreed and Signed.**

1.4 Closure of HSBC Account. **Agreed and Signed.**

**1.5 Internal Audit Response**

Letter from Internal Auditor stating the internal control and record keeping to the Financial Year End 31<sup>st</sup> March 2012 continued to be of a high standard, there were no matters arising from the review and the Annual Return has been completed and signed accordingly. **Noted.**

**GREAT AYTON PARISH COUNCIL – MEETING 22<sup>ND</sup> MAY 2012**

**FETE ARRANGEMENTS**

1. Float Prize Money? (previously – 1<sup>st</sup> = £40, 2<sup>nd</sup> = £30 and 3<sup>rd</sup> = £10 - **Agreed to remain the same.**
2. Fancy dress prize money? Previously 1<sup>st</sup> = £10, 2<sup>nd</sup> = £5 and 3<sup>rd</sup> = £3 - **Agreed to remain the same**
3. Judges Flowers – previously £15 each bouquet (we will require 2 plus Ffion Hague if she attends)- **Agreed to remain the same.**
4. Stewards at the Low Green? – **Cllr Kirk, Matthew Hamer and Ray Pinder**
5. Stewards at the High Green? – **Cllr Readman**
6. Assistance to set up on the morning? – **Mr Greenwell, Cllr Kirk, Mrs Leng and Cllr Hudson.**
7. Assistance with collection? – **Cllrs Mrs Brown and Greenwell.**
8. Band Refreshments – are you happy to continue with issuing vouchers? – **Agreed.**
9. Lunch would be served in the Great Ayton Discovery Centre – what time? – **12 noon.**
10. Assistance to clear away on the evening? – **Mr Greenwell, Cllr Kirk, Cllr Readman and Mrs Leng.**