

**Minutes of the Meeting of Great Ayton Parish Council
held on Tuesday 3rd October 2017 at 7.00 pm**

Present:- Cllrs: J Fletcher, Cllr Mrs A Taylor, Cllr G Readman, Cllr Mrs J Brown, Cllr R Kirk, Cllr R Hudson and Cllr J Robinson.

Mr A Snowdon (Parish Clerk), PCSO E Ellington and Cllr Mrs H Moorhouse. No members of the public were present.

Min No.	Business
1	<p><u>Apologies for Absence</u></p> <p>No apologies received all Council members were present.</p>
2	<p><u>Declaration of Interest in items on the Agenda</u></p> <p>No declaration noted with the relevant topic/s.</p>
3	<p><u>Members of the Public invited to address the Council</u></p> <p>No matters were brought to the attention of the Council by the Public.</p>
4	<p><u>Minutes of the Meeting of the Parish Council held on Tuesday 5 September 2017</u></p> <p>The minutes of the Meeting of the Parish Council held on Tuesday 5 September 2017 were approved and signed. Agreed.</p>
5	<p><u>Police Report</u></p> <p>PCSO Ellington presented the Police report.</p> <p>There had been 7 incidents reported in the period 5th September 2017 to 3rd October 2017. 3 reports of anti-social behaviour / 1 attempted theft from a vehicle / 2 reports of theft of property / 1 report of burglary from a farm building. Noted</p> <p>It was confirmed that NY Police are able to offer dot peen marking of personal property. This can be carried out at a residential address where large or numerous items require marking or at a designated location once per month. The Parish Council was asked to suggest date(s) and location(s) for dot peen marking to take place in Great Ayton in late October. Noted.</p> <p>No updates were available with regards to the request to the Hambleton Community Safety Partnership for CCTV to be located near to the Discovery Centre. The Parish Council suggested that the Discovery Centre might opt to purchase & install their own cameras as a time efficient solution to the matter. Noted.</p>

6

Council Services Report**Cemetery**

Following formal resolution by the Parish Council the Clerk was requested to progress with the application for consecration of the cemetery land details of the process having been forwarded by Reverend Peverell. **Agreed.**

Captain Cook Garden

Cllr Mrs Taylor had confirmed that the volunteers were progressing well with the upkeep of the Cpt Cook Garden. The current team of volunteers gathers every Tuesday under their new group name BUGA (Brighten Up Great Ayton), additional volunteers being most welcome. The Parish Council very much appreciates the excellent job that the BUGA volunteers are doing in the garden. **Noted.**

Following request by the PC, Cllr Mrs Taylor and Cllr Robinson presented their proposal for improvements in the garden including pathway alterations for wheelchair access. The proposal received enthusiastic comment from the assembled Councillors and although it was agreed that improvements should take place the final design would remain open for further discussion. **Noted.**

Cllr Robinson described that through his attendance at the (North York Moors National Park Authority) LEADER funding presentation on 27th September it was ascertained that there was a potential funding of key elements of the Cook Garden improvements. As a non-profit organisation the Parish Council would be able to make an application for the capital elements within this local heritage project and as such up to 95% funding of these items was possible. Through discussion it was agreed that that an application for LEADER funding should be progressed and as such costings and a more detailed proposal should be developed by Cllr Robinson and Cllr Mrs Taylor. **Agreed.**

Cllr Kirk reminded the PC that the Cook Garden was under 'Trust' and as such clarification would need to be sought to establish whether the Trust would need to make application for the LEADER funding. **Noted.**

Public Conveniences

It was previously agreed to try and obtain a specification and costs for refurbishing the toilets so that members could consider whether to include this scheme in the budget next year as well as seeing if they could secure S106 funds towards it. Cllrs Fletcher and Taylor would draw up a specification with a view to then obtaining quotes. **Ongoing.**

Christmas Carols on the High Green

Having contacted both the Vicar and the band leader respectively, it was agreed that the Carols on the High Green should be held at 7pm on Monday 18th December. **Agreed.**

Business Forum Christmas event

Following attendance at the Great Ayton Business Forum meeting of 24 Sept Cllr Kirk suggested that in order to assist with matters associated with GABF Christmas preparations the Parish Council would make purchases on behalf of GABF utilising monies set aside for contribution as previously agreed. Through discussion this was confirmed by all Parish Councillors as acceptable. **Agreed.**

It was further agreed that although the Parish Council would purchase additional lighting for the trees on the High Green, however shopkeepers should be responsible for the purchase of their own festive lighting for the exterior of their premises. Cllr Hudson accepted the challenge of sourcing appropriate white LED lighting with support from the Clerk. **Agreed**

	<p>It was further confirmed that the GABF would organise safe erection of the Christmas Tree and affix the lighting on behalf of Great Ayton Parish Council in accordance with applicable regulatory & aligned with GAPC insurance requirements. Noted.</p> <p>Grass Cutting Drawing illustrating GAPC responsibilities for grass cutting have now been distributed, thus enabling a review of future grass cutting requirements to be carried out by Cllr Hudson and Cllr Fletcher. It was noted that a new tractor mower would likely be required in the near future as the current unit had seen heavy use and was in need of continuous repair. Noted.</p>
7	<p>Planning Applications 17/01907/FUL – Great Ayton Bowls Club, Little Ayton Lane Application to construct wooden storage shed 12' X 10' with 7' ridge and 6'6" to eaves to be erected on existing hard standing. No objections</p> <p>17/02003/TPO – Friends Meeting House, High Green Proposed works to trees subject to preservation order. No objections</p> <p>17/02044/FUL – 3 West Terrace Proposed front porch. The Parish Council the any new structure should be in keeping with the original building.</p> <p>17/02061/FUL – 2 West Terrace Rear ground floor extension. No objections</p> <p>17/01970/FUL – Applebridge Farm Construct detached domestic garage c/w associated gravel & hardstanding, tennis court c/w open mesh sports fence and secure access gates. The Parish Council wish to see landscape shielding added and additionally are not comfortable with a flat roof building of such size.</p> <p>Applications Approved 17/01096/LBC – 13 Station Road Application for Listed Building Consent for internal and external alterations to include replacement of staircase, new fascia and soffit, 3no conservatory style roof lights c/w flashings within rear roof slope, replace front & rear doors, replacement windows to bathroom & kitchen, blocking up existing kitchen window and insertion of boiler flue, installation of 'pyramid' roof light to flat roof, rendering of rear 'flat roofed' extension. Noted.</p> <p>Other Planning Information N/a</p>
8	<p>Correspondence and Information Report HDC: - Confirmation of ongoing discussions relating to future development in view of traffic parking in the village. ROSPA Inspection: - Safety reports received for playground equipment. Great Ayton Problem Solving Group: - Confirmation received that the group is no longer active since Autumn 2016. Environment Agency: - Request for progress regarding build-up of debris in the river Leven beneath A173 bridge. HDC Planning: - Request for update / corrective action regarding 'blue' container on allotments. NYCC: - Planned road closure Little Ayton Lane for a period of 22 days between 20th November 2017 and 11th December 2017. HDC: - Small film crew shooting in Great Ayton on 29th and 30th Sept. Member of Public: - A member of the public has reported that the foot bridge that runs across the river from Yarm Lane to the main road opposite Mill Terrace is slippery and requires attention. (NYCC advised) Zurich Insurance: - Confirmation of GAPC insurance renewals. NYCC: - Confirmation has been received for Guisborough Rd Remembrance Parade</p>

9	<p>Clerk's Report The Clerk advised that collection of the allotment rents is due to take place on 12th October at the local Workingmen's club would result in a large sum of cash being collected and hence a review was needed to establish formal procedure, risk assessment & insurance comment with regards to collecting/holding large sums of cash. Through discussion it was agreed that on this occasion alternative arrangements would be made to hold the cash overnight at premises with appropriate insurance cover in place rather than the Clerk's home address. Further review of the process by which allotment rents were collected / processed would take place prior to the 2018 due date. Agreed.</p>
10	<p>Accounts Report The total payments made were £5,842.99 The total income received was £43,496.50</p>
11	<p>Parish Precept It was noted that preparations were required in order to be able to set the Parish Precept requirement in accordance with HDC requirements. Noted.</p>
12	<p>Councillors Reports NYCC Cllr Mrs Moorhouse: Confirmed that the Dog Warden had been unaware of the ongoing problem with dog mess on the footpaths of Great Ayton and requested that he receive up-to-date details regarding problem areas and specific incidents. 'Clean it up' stickers were supplied to be displayed in key locations. Cllr Hudson suggested that a 'public space prohibition order' could be considered for Great Ayton, though the terms of enforcement would be onerous for the local residents. The Clerk was asked to write to the Dog Warden giving details of the ongoing problems and to request more signs. Agreed.</p> <p>Councillor Mrs J Brown: Having received the ROSPA play park report during September some remedial works will be required, as such Cllr Mrs Brown confirmed that she would summarise the requirements and advise Howard Atkinson (Superintendent) of requirements. Noted.</p> <p>Councillor Robinson had conducted a survey of the bus timetables and produced a report which detailed that a number were missing and a number were out of date and the train times did not appear anywhere. Having written (via email) to Arriva(13/09) & Abbots(20/09) but having received no appropriate response, the Clerk would write formal letters to Arriva & Abbots to press for their cooperation. Agreed.</p> <p>Councillor Mrs A Taylor advised that there was a significant problem developing with 'Himalayan Balsam' and that this needed to be cut and cleared before seeding (twice yearly) to try to control the situation. It was proposed that volunteers be sought to put together 'Balsam bashing' teams at the appropriate time of year. The Clerk was asked to check whether GAPC had written to the Environment Agency regarding the reportable matter and if not then do so. Noted.</p> <p>Councillor Mrs Taylor requested clarification regarding spending limits for volunteers working as part of a PC project. Cllr Kirk confirmed that no such spending approvals existed, except that any purchases above £1000 would always require PC approval. In view of the ongoing Cook Garden improvement works it was proposed, seconded and agreed that a budget of £100 be allocated to the Cooks Garden team for reasonable purchases. Agreed.</p>

	<p>Councillor Robinson described an area of overgrown greenery at the side of the footpath along Guisborough Road, opposite the cemetery. The Clerk was requested to write to 'Area2' in order that NYCC could attend to this matter. Agreed.</p> <p>Councillor Readman advised that in future the services previously delivered by the Alzheimer's Society in Stokesley would be run by Stokesley Community Care. Noted.</p> <p>Councillor Readman advised that tickets for the Cpt Cook Commemorative Birthday Dinner were now available. Noted</p> <p>Councillor Readman requested volunteers to help with the upcoming boat race in the River Leven. Noted</p>
13	<p><u>Such other business as, in the opinion of the Chairman, should, by reason of special circumstances, be considered as a matter of urgency.</u></p>
13	<p><u>Exclusion of the Press and Public</u> 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.</p> <p>Through discussion it was agreed that the Clerks hours of work would be temporarily increased from 16 hours to 20 hours per week with a further review to take place after 6 months.</p>

GREAT AYTON PARISH COUNCIL – MEETING 3 OCTOBER 2017

COUNCIL SERVICES REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	To consider the consecration of the Cemetery land.	The Clerk had written to the Vicar to progress and has in return received confirmation of the process to be followed in order to progress the matter.	Ongoing
Captain Cook Garden	Cllr Fletcher had provided an update regarding the work that would take place next year.	It was agreed to undertake some work in the garden once the hedge and grass had been cut. Cllr Mrs Taylor and Cllr Robinson to provide an update with regards to proposed improvements plan.	Ongoing
Public Conveniences	It was agreed to look at refurbishing the toilets next year. To see if any grants would be available and to obtain a quote for the work required.	Cllr Mrs Taylor and Cllr Fletcher would draw up a plan at a time yet to be agreed.	Open
Allotments	To review the allotment rents for 2018.	No increase due for 17/18, next increase of 2% to be implemented in Autumn 2018.	Ongoing
Christmas Events	To agree a date for the Carols on the High Green and to nominate a charity for the collection	Cllr Fletcher to nominate his chosen charity. Through discussion with Rev Peverell and Tim Hall (Band Leader), Monday 18 th December has been proposed for Carols on the High Green.	Ongoing
Grass Cutting / Ground Maintenance	Cllr Fletcher & Cllr Hudson to review the specification/scope with regards to grass cutting/weeding under PC control.	The Clerk was asked to forward copies of plans showing areas of responsibility for review.	Open

GREAT AYTON PARISH COUNCIL – MEETING 3 OCTOBER 2017

PLANNING REPORT

PLANNING APPLICATIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
17/01907/FUL – Great Ayton Bowls Club, Little Ayton Lane	Application to construct wooden storage shed 12' X 10' with 7' ridge and 6'6" to eaves to be erected on existing hard standing.
17/02003/TPO – Friends Meeting House, High Green	Proposed works to trees subject to preservation order.
17/02044/FUL – 3 West Terrace	Proposed front porch.
17/02061/FUL – 2 West Terrace	Rear ground floor extension.
17/01970/FUL – Applebridge Farm	Construct detached domestic garage c/w associated gravel & hardstanding, tennis court c/w open mesh sports fence and secure access gates.

APPLICATIONS APPROVED

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
17/01096/LBC – 13 Station Road	Application for Listed Building Consent for internal and external alterations to include replacement of staircase, new fascia and soffit, 3no conservatory style roof lights c/w flashings within rear roof slope, replace front & rear doors, replacement windows to bathroom & kitchen, blocking up existing kitchen window and insertion of boiler flue, installation of 'pyramid' roof light to flat roof, rendering of rear 'flat roofed' extension.

OTHER PLANNING INFORMATION

PLANNING REF/ADDRESS	DESCRIPTION	STATUS

GREAT AYTON PARISH COUNCIL – MEETING 3 OCTOBER 2017

CORRESPONDENCE AND INFORMATION REPORT

CORRESPONDENCE

Sender	Information
Hambleton District Council	Confirmation of ongoing discussions relating to future development in view of traffic parking in the village.
ROSPA	Inspection safety reports for playground equipment
Great Ayton Problem Solving Group	Confirmation received that the group is no longer active since Autumn 2016
Environment Agency	Request for progress regarding build up of debris in the river Leven beneath A173 bridge
HDC Planning	Request for update / corrective action regarding 'blue' container on allotments
NYCC	Planned road closure Little Ayton Lane for a period of 22 days between 20th November 2017 and 11th December 2017
HDC	Small film crew shooting in Great Ayton on 29th and 30th Sept
Member of Public	A member of the public has reported that the foot bridge that runs across the river from Yarm Lane to the main road opposite Mill Terrace is slippery and requires attention. (NYCC to be advised)
Zurich Insurance	Confirmation of GAPC insurance renewals
NYCC	Confirmation has been received for Guisborough Rd Remembrance Parade

INFORMATION

Sender	Information

GREAT AYTON PARISH COUNCIL – MEETING 3 OCTOBER 2017

CLERK'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Allotment Rents	The Clerk has advised that collection of the allotment rents is due to take place on 12 th October at the local Workingmen's club.	Review needed to establish formal procedure, risk assessment & insurance comment with regards to collecting/holding large sums of cash.	Open

COUNCILLOR'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Dog Fouling of Footpaths	Cllr Mrs Brown is seeking to improve the general cleanliness of the footpaths in the village especially with respect to dog mess.	Possible use of CCTV. Request residents to be more active / vigilant. Seek to prosecute offenders via Dog Warden.	Ongoing
Bus Timetables	Cllr Robinson is seeking to address the lack of accurate information being displayed upon the main bus stops in the village.	Write to Arriva / Abbots for action to correct the matter. Timetable information held in Discovery Centre. See also www.bustimes.org.uk	Ongoing
Himalayan Balsam	Cllr Mrs Taylor is seeking to find a means by which to control / eradicate Himalayan Balsam growing on the banks of the Leven.	Contact made with Tees River Trust. Suggestion to add to duties of River Warden going forward.	Ongoing
Christmas Tree	Cllr Mr Fletcher has requested that a timely proposal is brought forward to GAPC by the local Business Forum in respect of purchase and safe erection of the Christmas Tree on the High Green.	Discussion with Business Forum ASAP. Retrieve lights from current stored location to be placed in Village Hall.	Ongoing
Coast and Hills LEADER Programme	Cllr Robinson to attend presentation on 27 th Sept with a view to establish whether funding could be sought.	TBC	Open

GREAT AYTON PARISH COUNCIL – MEETING 3 OCTOBER 2017

ACCOUNTS REPORT

1.1 Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
A Snowdon	Purchase of 24 X 1 st class stamps	General Admin	15.60
Mrs A Taylor	Purchases for Parish Council flower tubs	Open Space / WC	34.47
Richard Collins	1 Grave dug & backfilled	Cemetery	180.00
SSE Scottish Hydro	Elec to toilet block, Park Rise (Estimate)	Open Space / WC	176.96
Zurich Municipal	Policy YLL-2720448723 (01/10/17 to 30/09/17)	Insurance	2215.74
James C Pearson Ltd	Repairs to cemetery wall	Cemetery	408.00
James C Pearson Ltd	Charges work by G Ward to cemetery railings	Cemetery	122.40
ROSPA Play Safety	Annual Inspection of play equipment	Cemetery	100.80
NWG Business (DD)	From 09/06/17 to 08/09/17 (Toilets)	Open Space / WC	218.40
NWG Business (DD)	From 09/06/17 to 08/09/17 (Allotments)	Allotments	646.41
NWG Business (DD)	From 09/06/17 to 08/09/17 (Cemetery)	Cemetery	11.29
Peels Engravers	3 X Planter plaques	Open Spaces	45.00
Gt Ayton Quaker Meeting	Meeting House use 04/07, 01/08, 15/08	General Admin	45.00
Gt Ayton Quaker Meeting	Meeting House use 02/05, 06/06	General Admin	27.00
Stokesley Lawnmowers	Welding repair to Husqvarna ride on mower	Allotments	37.50
Bilsdale Tree Services	Supply Sorbus vilmorinii tree 14-16 girth	Open Spaces	181.20
Bilsdale Tree Services	Crown reduction work to 7 cherry trees	Open Spaces	576.00
Sam Turner & Sons	Rat Bait, WD40, SAE30 Engine Oil	Allotments	154.56
NYCC Yorwaste	Waste collection 01/10/17 to 31/12/17	Cemetery	159.16
PKF Littlejohn	External review of Annual Return to 31/03/17	Audit	480.00
TOTAL			£5,835.49

1.2 Receipts

<u>Customer</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
W Storey Funeral Services	Funeral Fee	Cemetery	701.00
M&B Rea Funeral Services	Internment of Ashes, 4 X Plaque on wall	Cemetery	192.00
Dr D & Mrs M Holden	Allotment Fee 17/18 (Plot 63c)	Allotment Rent	32.50
HDC	Precept payment	Precept	42,500.00
Mr FB & Mrs PA Morrow	Grave reservation	Cemetery	71.00
TOTAL			43,496.50