

**Minutes of the Meeting of Great Ayton Parish Council
held on Tuesday 6th February 2018 at 7.00 pm**

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

Andrew Snowdon (Parish Clerk), PCSO Nicola Dunn, PCSO James Crawford

2 members of the public.

Min No.	Business
1	<p><u>Apologies for Absence</u></p> <p>No apologies were received.</p>
2	<p><u>Declaration of Interest in items on the Agenda</u></p> <p>Cllr J Fletcher, Cllr R Kirk and Cllr Mrs J Brown declared an interest in item 3 on the agenda 'Royal Oak' and hence were precluded from voting on this matter.</p>
3	<p><u>Members of the Public invited to address the Council</u></p> <p>As the proprietors of the Royal Oak, Mr & Mrs Fletcher attended the meeting in order to seek permission for an on-street continental seating area (Easter to September). In order to accommodate the seating area, Mr Fletcher sought permission to utilise the two small parking bays at the front of the Lounge area and in return confirmed that the Royal Oak would seek to allocate staff parking to the rear of their premises giving an net gain in parking to the village. Mr Fletcher gave a detailed description of the business case for the Royal Oak who were seeking to mitigate reductions in beer sales with more sales of coffee and refreshments and gave a compelling account of an attractively maintained area with flower boxes and quality wooden furniture. The Parish Councillors thanked Mr & Mrs Fletcher for their presentation and confirmed that the matter would be debated at the end of the meeting.</p> <p>Following an in-depth debate, it was decided that, as the 'landlord' for the parking bays, the Parish Council were not keen on tenanting areas currently in use for parking and as such were unable to give the Royal Oak permission to use them. The Parish Council understands the need for innovative thinking in order for local businesses to thrive and wishes Mr & Mrs Fletcher every success with their innovative ideas.</p>
4	<p><u>Minutes of the previous meeting of the Parish Council.</u></p> <p>The minutes of the Meeting of the Parish Council held on Tuesday 9th January 2018 were approved and signed. Agreed.</p>

5	<p><u>Police Report</u></p> <p>There had been 13 incidents reported in the period 8th January to 5th February 2018</p> <p>2 reports of anti-social behaviour / 1 report of Auto crime / 1 report of burglary / 2 reports of criminal damage / 1 report of public violence / 6 reports of suspicious circumstances. Noted</p> <p>https://www.police.uk/north-yorkshire/northallerton-and-stokesley/crime/</p> <p>Cllr Kirk noted that a number of the reports involved people from outside of the area and enquired as to the levels of co-operation between NY and the neighbouring Cleveland forces. PCSO Crawford confirmed that good levels existed through the shared database and tactical AMPR as well as a direct link with the Cleveland control room.</p> <p>Cllr Fletcher asked if there were any problems with response times due to NY Police office locations. PCSO Crawford did not think that there were significant delays in responding as units were spread around the area.</p> <p>With regards to the door-to-door selling of fish, etc PCSO Crawford suggested that residents adopt the policy of not purchasing from cold callers. Where cold-callers enter into restricted areas, residents are encouraged to report these incidents immediately after they happen as this gives the police the best chance of dealing with the matter.</p>
6	<p><u>Council Services Report</u></p> <p>Cemetery Progress with the application for consecration of the 'new' cemetery land is slow due to need to seek full planning permission. The Clerk confirmed that the Parish Council had registered for the Public Sector Mapping Agreement and would now be able to download Ordnance Survey maps/plans free of charge. (B/f Oct 17) Ongoing</p> <p>Captain Cook Garden Cllr Robinson confirmed that the LEADER submission for the Captain Cook Memorial Garden had been received in a positive manner and that confirmation of passing the EOI would be received within a matter of days (since confirmed 08/02/18). 3 formal tender submissions will now be required along with letters of support from stake-holding landowners & all Trustees. (As a trustee of the garden, Mrs J Imeson has written to confirm her enthusiasm for the project.) Cllr Robinson further confirmed that a website & leaflets would need to be developed to highlight at least 10 areas of overlapping historical interest with the Cooks Garden. The councillors agreed that this would need to be reviewed separately and in conjunction with pre-existing bodies such as Tourist Information and the Captain Cook Museum who already have good quality information leaflets, etc. Ongoing</p> <p>Public Conveniences A deep clean of the public WC's took place on 31/01/18 which has made a big improvement in terms of cleanliness though Cllr Mrs Taylor advised that the janitors cupboard required attention. Cllr Mrs Taylor suggested that installation of automatic locks be considered for the WC's so that opening/closing times were no longer dependant on commitments of volunteers & employees. It was agreed that a separate meeting would take place with Cllr Kirk and the Clerk in order to establish further requirements. Any further cosmetic improvements such as painting of the tiles would be decided upon after review. Ongoing</p>

	<p>Grass Cutting Following debate it was agreed that it would not be possible to fully re-scope the grass cutting requirements in time for the 2018 growing season and as such the current incumbent contractor would be asked to proceed on an ad-hoc basis mainly as per the previous year. Exceptions to this would be that due to the impending retirement of the Cemetery Superintendent it was decided that 'green works' which previously formed part of this role would be scoped separately and put to formal tender for the 2018 growing season. (This was seen as particularly important as the ride-on mower would require replacement at some point soon and the expense of this might not be easily justified having not been included for Precept calculations.) Ongoing</p> <p>Village Fete As part of the preparations for the bi-annual Village Fete, it was agreed that a Sub-Committee should be formed in order to deliver the best possible event on behalf of the village. It was considered that help from local volunteers was essential to the success of the Fete and as such it was hoped that key individuals would agree to be co-opted onto the Fete Sub-committee. A further meeting would take place in order to establish next steps in this process. Noted</p> <p>Whitbread / Waterfall Bridge Cllr Fletcher 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 / Rural Services in the hope that grant funding would be available for the project. Noted</p>
7	<p><u>Planning Applications</u></p> <p>18/00051/FUL (29 Linden Grove) Delegated decision - planning application for rear ground floor extension to dwelling. No objections / observations</p> <p>17/01981/LBC (3 Low Green) & 17/01980/FUL (3 Low Green) Delegated decision – application for listed building consent to replace wooden Yorkshire lights windows & door. No objections were noted – Please ensure that all works are in keeping with the requirements of a listed building of this type.</p> <p>18/00038/FUL (6 West Terrace) Delegated decision – increase the roof pitch to the front elevation with dormer to the rear. No objections were noted – Please ensure that all works take a sympathetic view to conservation area requirements. The Parish Council recognises that the listed building frontal elevation will not be altered.</p> <p>18/00030/FUL (45 Byemoor Avenue) Delegated decision – first floor side extension to dwelling together with associated alteration work. No objections / observations</p>

	<p><u>Applications Approved</u> 17/02183/CAT (1 Mill Terrace) Works to trees in conservation area.</p> <p><u>Other Planning Information</u> 17/0131/OUT (East of Langbaugh Ridge) Appeal to Secretary of State re decision of HDC refusal to grant planning permission. 17/02534/FUL (Yarm Lane) Invitation to Planning Committee site visit Feb 2018. 17/01180/FUL (Cleveland Lodge) Briefing following meeting to discuss traffic management / road closure proposals for Newton Road.</p>
8	<p><u>Correspondence and Information Report</u></p> <p>GAPC / NYCC / HDC Discussions regarding ownership (financial responsibility) of the Whitbread / Waterfall memorial bridge. <i>(See Council Services)</i></p> <p>Resident / GAPC / NYCC / HDC Request by resident for clearance of leaves & other debris from the footpath between Central Way & Guisborough Rd alongside the playpark. NYCC confirmed the path to be a 'right of way' & HDC conferment that they will clear the path after the next 'cut' by NYCC. <i>The Clerk was requested to write to HDC/NYCC jointly to express concern over the lack of ownership of this matter.</i></p> <p>GAPC / GADC / Mowden Various communications regarding proposed actions regarding ASB around the GADC carpark have taken place. <i>It was observed that the access steps would be closed during building works for safety purposes.</i></p> <p>Mrs Greenwell / Mrs Bone Request for permission to hold annual pancake race. <i>Previously confirmed by email exchange that a rolling permission was in place.</i></p> <p>Yatton House Trust Request for meeting regarding proposed changes to lease / contract arrangement. <i>The Councillors agreed that a draft lease should be the responsibility of the Parish Council and as such Cllr Kirk agreed to take this as an action. A meeting was not considered necessary should the draft lease prove acceptable to both parties.</i></p> <p>NY PCSO Ellington Request for confirmation of 2018 Parish Council meeting dates. <i>Confirmed by Clerk</i></p> <p>Yarm Lane Residents Concerned at imminent road / path 'traffic calming' measures to accommodate Angrove Park emergency access road. <i>Following discussion the Clerk was requested to write to NYCC to seek confirmation that a Statutory Consultation had taken place and request details of the same.</i></p> <p>GAPC / Tolent / NYCC / Others Detailed discussions & mail drop regarding imminent building works at Cleveland Lodge & associated Newton Road traffic control measures.</p> <p>NY PCSO Ellington Request for details of allotment holders. <i>Details forwarded by Clerk.</i></p> <p>Residents / GAPC / NYCC / HDC Discussions regarding flooding on Easby Lane / Marwood Drive. <i>(See Councillors reports)</i></p> <p>GAPC / Arriva Thanks to Arriva for detailed response to highlighted problems.</p> <p>Resident / GAPC Email received expressing concern regarding a local supplier/contractor. <i>Clerk responded after establishing no cause for concern.</i></p> <p>Mrs J Imeson Confirmation received regarding GAPC to act on behalf of Cooks Garden Trust for LEADER application.</p> <p>Mr S Fletcher The proprietor of the Royal Oak has written to request to the opportunity to speak at the PC meeting with regards to an outdoor seating area. <i>(See public item)</i></p> <p>Mr Houldsworth Concern expressed regarding parking restrictions & other disruption on Newton Road toward the mini roundabout as a consequence of Cleveland Lodge works. <i>Traffic management issues not meant to impact resident but review with Tolent.</i></p>

9	<p><u>Clerk's Report</u></p> <p>Memorial Trees Having received costs, the Clerk is to write to those requesting to plant trees in memory of loved ones.</p> <p>Cleveland Lodge/Newton Road Clerk to write to Tolent to establish process for parking permits on construction site.</p> <p>Village notice board The Clerk noted that despite proposals to remove the agenda/reports/minutes from the Parish Council noticeboard, the freedom of information policy adopted by the PC in 2008 and displayed as policy on the website describes that these documents should be available via 'Parish Clerk/noticeboard/website/Library'. As such the Parish Council will revert to this until/unless changes to this policy are formally adopted.</p>
10	<p><u>Accounts Report</u> The total payments made were £10,447.23 The total income received was £3,608.24</p>
11	<p><u>Councillors Reports</u></p> <p>Play Park The new roundabout has now been installed. Works associated with the ROSPA report will result in action though none are thought to be of an urgent nature. Ongoing</p> <p>Footpaths Discussion around the Public Space Protection Order resulted in suggestions for implementation as i) Enforcement around the perimeter of Newton Road - Guisborough Road - High Street, plus High & Low Greens. ii) Dog walkers to be carrying at least two bags per dog. iii) Dogs to be kept on leads in these areas at all times. Further discussion / consultation to take place including Residents / HDC / NY Police. ongoing Further to the above it was proposed that the national 'pick up litter week' should take in the problem areas of the village including the various public rights of way. Noted</p> <p>Endeavour Way Cllr Fletcher gave a further update regarding the Endeavour Way the cycle track project from Stokesley to Great Ayton proposed by Sustrans. In order for Sustrans to proceed the assembled Councillors were asked to confirm in principle that maintenance of the cycleway could be carried out by Great Ayton Parish Council in exchange for an appropriate remuneration. Cllr Fletcher confirmed that Stokesley Town Council would be asked to support the maintenance in a formal capacity. Through discussion it was agreed that, dependant upon commercial viability/risk, the Parish Council was able to agree to carrying out maintenance activity. Ongoing</p> <p>Station Road flooding Cllr Fletcher reports that the culverted watercourse on Station Road that is prone to flooding under specific weather conditions falls under the riparian ownership of NYCC. Ongoing</p> <p>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</p>

12	<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>
13	<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.

DRAFT

GREAT AYTON PARISH COUNCIL – MEETING 6th FEBRUARY 2018

COUNCIL SERVICES REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	The consecration of the 'new' Cemetery area to take place.	Having received confirmation of the process, the Clerk was tasked with progressing the matter. Planning application made for change of use. <i>Kevin Ayrton - Senior Planning officer advises that a full planning application for change of use not just a LDC.</i>	Ongoing
Captain Cook Garden	An improvement project has been established for the Captain Cook Memorial Garden.	Cllr Mrs Taylor and Cllr Robinson are providing regular updates with regards to plans for improvements and the EOI application for possible LEADER funding of capital improvement items.	Ongoing
Public Conveniences	It was agreed to carry out a deep clean and some cosmetic improvements to the public WC's.	Rentokil Hygiene carried out a deep clean to the WC's on 31/01/18. Cosmetic improvements to follow.	Ongoing
Grass Cutting / Ground Maintenance	The Parish Council is to formally review the specification/scope with regards to grass cutting/weeding under PC control.	Cost / Time / Scope review ongoing with regards to the current and future outsourcing needs due to 'green works' obligations in the village.	Ongoing
Village Fete	The bi-annual Village Fete will be held on 9 th June 2018.	Parish Council to review requirements and issue actions as part of the planning process for the bi-annual Village Fete. (Proposed sub-committee)	Open
Whitbread / Waterfall Bridge	The memorial bridge over the Leven at Waterfall terrace is showing signs of age.	Engineering study & discussions for options regarding the replacement/refurbishment of the bridge.	Open

GREAT AYTON PARISH COUNCIL – MEETING 6th FEBRUARY 2018

PLANNING REPORT

PLANNING APPLICATIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
18/00051/FUL (29 Linden Grove)	Delegated decision - planning application for rear ground floor extension to dwelling.
17/01981/LBC (3 Low Green)	Delegated decision – application for listed building consent to replace wooden Yorkshire lights windows & door.
17/01980/FUL (3 Low Green)	Delegated decision – application for listed building consent to replace wooden Yorkshire lights windows & door.
18/00038/FUL (6 West Terrace)	Delegated decision – increase the roof pitch to the front elevation with dormer to the rear.
18/00030/FUL (45 Byemoor Avenue)	Delegated decision – first floor side extension to dwelling together with associated alteration work.

APPLICATIONS APPROVED

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
17/02183/CAT (1 Mill Terrace)	Works to trees in conservation area.

OTHER PLANNING INFORMATION

PLANNING REF/ADDRESS	DESCRIPTION	
17/0131/OUT (East of Langbaugh Ridge)	Appeal to Secretary of State re decision of HDC refusal to grant planning permission.	Open
17/02534/FUL (Yarm Lane)	Invitation to Planning Committee site visit Feb 2018.	Ongoing
17/01180/FUL (Cleveland Lodge)	Briefing following meeting to discuss traffic management / road closure proposals for Newton Road.	Ongoing

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CORRESPONDENCE AND INFORMATION REPORT

CORRESPONDENCE

Who	Information
GAPC / NYCC / HDC	Discussions regarding ownership (financial responsibility) of the Whitbread / Waterfall memorial bridge.
Resident / GAPC / NYCC / HDC	Request by resident for clearance of leaves & other debris from the footpath between Central Way & Guisborough Rd alongside the playpark. NYCC confirmed the path to be a 'right of way' & HDC conferment that they will clear the path after the next 'cut' by NYCC.
GAPC / GADC / Mowden	Various communications regarding proposed actions regarding ASB around the GADC carpark.
Mrs Greenwell / Mrs Bone	Request for permission to hold annual pancake race.
Yatton House Trust	Request for meeting regarding proposed changes to lease / contract arrangement.
NY PCSO Ellington	Request for confirmation of 2018 Parish Council meeting dates.
Yarm Lane Residents	Concerned at imminent road / path 'traffic calming' measures to accommodate Angrove Park emergency access road.
GAPC / Tolent / NYCC / Others	Detailed discussions & mail drop regarding imminent building works at Cleveland Lodge & associated Newton Road traffic control measures.
NY PCSO Ellington	Request for details of allotment holders.
Residents / GAPC / NYCC / HDC	Discussions regarding flooding on Easby Lane / Marwood Drive.
GAPC / Arriva	Thanks to Arriva for detailed response to highlighted problems.
Resident / GAPC	Email received expressing concern regarding a local supplier/contractor.
Mrs J Imeson	Confirmation received regarding GAPC to act on behalf of Cooks Garden Trust for LEADER application.

INFORMATION

Sender	Information
Rev Peverell	February edition of the 'Spire'.
Great North Air Ambulance	Thanks received for Christmas Carols donation.
The Pension Regulator	Confirmation of declaration of staging passed.

GREAT AYTON PARISH COUNCIL – MEETING 6th FEBRUARY 2018

CLERK'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Village Fete	Action list required as part of preparations of Village Fete 09/06/18.		Open
Memorial Trees	Prices required for 2 X memorial trees	Emailed Bilsdale Trees for prices.	Ongoing
Public WC's	The general cleanliness of the public WC's is of concern, though a deep clean in due to take place.	Cleaning inspections / schedule suggested. General review of cleaning standard required following deep clean on 31/01/18	Ongoing
Cleveland Lodge	6 weeks of traffic management (inc 2 weeks road closure) on Newton Road adjacent to Cleveland Lodge entrance.	A means by which PC to communicate with nos 31 – 65 Newton Road residents regarding parking issues & possible permits for construction site.	Open
Yatton House	Request for meeting regarding Lease		Open

COUNCILLOR'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Great Ayton Play Park	Cllr Mrs Brown advised that the play park will need some remedial attention following the ROSPA inspection/report.	To establish works required and allocate to HW / volunteers / contractor for completion. The new roundabout has now been installed.	Ongoing
Public Footpaths	The condition of the footpaths continues to be a problem especially with regards to dog mess.	The Clerk has been asked to seek guidance with regards to a potential PSCO specifically directed towards irresponsible dog owners & the dog mess fouling the pavements.	Ongoing
River Leven	Councillor Fletcher has had meetings & correspondence with regards to the flood defences & general condition of the River Leven.		Open
Endeavour Way	Cllr Fletcher to update regarding the Endeavour Way the cycle track project from Stokesley to Great Ayton proposed by Sustrans.	Discussion required as how to maintain the cycleway within the normal scope of services provided by the PC.	Ongoing
Station Road flooding	Cllr Fletcher reports that the culverted watercourse on Station Road is prone to flooding under specific weather conditions.	Reported to Environment agency for assistance with regards to ownership of problem.	Open
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

GREAT AYTON PARISH COUNCIL – MEETING 6th FEBRUARY 2018

ACCOUNTS REPORT

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
	Bank Charges for Jan 17		TBC
Howard Atkinson	Cheque 000719 misplaced – Aug 17	General Admin	-£20.00
Howard Atkinson	Telephone usage (inc replacement)	General Admin	£40.00
Andrew Snowdon	Purchase of 24 X 1st Class Stamps	General Admin	£15.60
Sam Turner & Sons Ltd	Rat bait @ 1.5kg sachet	Allotments	£138.96
Hambleton District Council	Salary recharges 01/10 to 31/12	Salaries	£10,190.76
HOME FIX COMPUTERS	2 X Black printer ink cartridges	General Admin	£11.98
Yorwaste Ltd	Waste disposal from cemetery	Cemetery	£159.16
E-ON	105 High street – Credit due	General Admin	-£3.68
Scottish Hydro	Credit Toilet block due to meter reading- Aug17	Public Conveniences	-£176.96
Scottish Hydro	Credit Toilet block due to meter reading- Nov17	Public Conveniences	-£387.17
Scottish Hydro	Invoice Toilet block Jan 18	Public Conveniences	£60.03
Scottish Hydro	Invoice Toilet block Nov 18	Public Conveniences	£88.43
Scottish Hydro	Invoice Toilet block Aug 18	Public Conveniences	£46.71
Gary Frankish	Removal of green waste from Cooks Garden	Open Spaces	£120.00
Thompsons Hardware Ltd	Toilet rolls / Bathroom spray / Bin bags / lock / caustic soda	Public Conveniences	£56.43
Royal Oak Hotel	Annual Parish Council Dinner (Councillor contributions to follow)	Chairmans Allowance	£442.55
TOTAL			£10,782.80

Receipts

<u>Customer</u>	<u>Description</u>	<u>Other data</u>	<u>Value £</u>
Mrs Bailey	Garage Rent Dec 2017	Garage Rent	£25.00
Mr O'Neil	Allotment Fees	Allotment Rents	£32.50
Mr Eccles	Allotment Fees – cheque problem	Allotment Rents	-£81.50
Mr Eccles	Allotment Fees – cash transacted	Allotment Rents	£81.50
M&B Rea Funerals	Funeral fee	Cemetery	£701.00
Mrs McGrath	Plaque on wall	Cemetery	£41.00
M&B Rea Funerals	Plaque on wall X 2, Erection of Headstone	Cemetery	£190.00
Mrs English	Scattering ashes	Cemetery	£41.00
Yatton House Rent	Annual Rent	Yatton House Rent	£250.00
M&B Rea Funerals	Funeral fee	Cemetery	£701.00
M&B Rea Funerals	Internment of Ashes	Cemetery	£69.00
A Baker	Internment of Ashes	Cemetery	£69.00
North East Granite	Erection of Headstone	Cemetery	£108.00
NYCC	Grass cutting on behalf of NYCC 2017/2018	Grass cutting	£1,355.74
TOTAL			£3,583.24

Other

<u>ITEM</u>	<u>INFORMATION</u>	<u>ACTION/COMMENTS</u>	<u>STATUS</u>