

**Minutes of the Meeting of Great Ayton Parish Council  
held on Tuesday 3<sup>rd</sup> April 2018 at 7.00 pm**

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

Andrew Snowdon (Parish Clerk), PCSO Emma Ellington, PC Samantha Geraghty

Min No.	Business
1	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Cllr Mrs J Brown.</p>
2	<p><b><u>Declaration of Interest in items on the Agenda</u></b></p> <p>None.</p>
3	<p><b><u>Members of the Public invited to address the Council</u></b></p> <p>None.</p>
4	<p><b><u>Minutes of the previous meeting of the Parish Council.</u></b></p> <p>The minutes of the Meeting of the Parish Council held on Tuesday 6<sup>th</sup> March 2018 were approved and signed. <b>Agreed.</b></p>
5	<p><b><u>Police Report</u></b></p> <p>There had been 14 incidents reported in the period 3<sup>rd</sup> March 2018 to 3<sup>rd</sup> April 18</p> <p>2 reports of anti-social behaviour / 1 report of Auto crime / 1 report of burglary / 2 reports of criminal damage / 4 reports of property theft / 4 reports of suspicious circumstances. <b>Noted</b></p> <p><a href="https://www.police.uk/north-yorkshire/northallerton-and-stokesley/crime/">https://www.police.uk/north-yorkshire/northallerton-and-stokesley/crime/</a></p> <p>Cllr Fletcher /Cllr Hudson reminded NY Police that action regarding inappropriate parking was still required near the junction of Easby Lane / Race Terrace / Bridge Street. Large vehicles continue to park too close to the junction, in breach of the highway code and they cause a hazard for residents and other motorists. NY Police confirmed that they would take action where it was deemed appropriate.</p> <p>PCSO Ellington asked if a 'drop-in' session could be organised in the village and hence it was suggested that the Discovery Centre might make a suitable venue.</p>

6

**Council Services Report****Cemetery**

Progress with the application for consecration of the 'new' cemetery land is slow though the formal planning application for 'change of use' has now be made. **Ongoing**

**Captain Cook Garden**

Cllr Robinson confirmed that the LEADER submission for the Captain Cook Memorial Garden had been completed on time. The approved minutes from the March PC meeting required to be forwarded in order that the Parish Council's decision to support the bid could be placed on record. By supporting the LEADER bid it was understood that ongoing maintenance of the garden, website, etc would be the responsibility of the Parish Council going forward. **Noted**

Cllr Robinson had previously 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 Discovery Centre, Tourist Information, The Captain Cook Museum and other groups with heritage connections will be consulted when developing the website as they already have good quality information leaflets, etc to hand. **Ongoing**

**Public Conveniences**

Following review, it was agreed that the Public WC's would benefit from significant overhaul in order to vastly improve their appearance, to install auto lights & locks, replace tiles & fittings and to be ergonomic in terms of cleaning/maintenance. To deliver the standard required of this expanded scope it was further agreed that a formal specification should be sought from a professional organisation specialising in such. Cllr Kirk suggested that he speak with a local architect to establish the way forward. (C/F Mar 18) **Ongoing**

**Grass Cutting / Green Works**

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. The scope of green works has now been put together and tenders will be sought from 3 X local contractors. **Ongoing**

**Village Fete**

An informal Village Fete Sub-Committee has been formed to deliver the event. Meetings have taken place on 13<sup>th</sup> Feb and 26<sup>th</sup> March to establish points of action. (Meeting are due to take place on a fortnightly basis going forward.) **Ongoing**

Through discussion it was agreed that the 3 Scouts who were actively collecting for the upcoming Jamboree should be asked to collect on behalf of the Parish Council and a proportion of this collection would then be allocated to the Scouts for their Jamboree fund. **Noted**

The Clerk has asked Tolent Construction whether they might be able to contribute the traffic management services for the Fete and an encouraging response has been received. **Noted**

	<p><b>Whitbread / Waterfall Bridge</b> Cllr Fletcher had previously 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 in the hope that grant funding would be available for the project. Potential funding for the project was being sought from the 'Impetus' organisation. <b>Ongoing</b></p> <p><b>Public Footpaths</b> Having been agreed at the March PC meeting, a Community Protection Notice approach will be taken as a first step towards managing the 'dog mess' problem in the village and any formal request for a PSPO would only follow out of necessity should this method fail to tackle the problem to the satisfaction of all Parish Councillors. The Clerk was asked to write to HDC to request an update as to how action should be triggered and when the CCTV would become available. <b>Ongoing</b></p>
7	<p><b><u>Planning Applications</u></b></p> <p><b>18/00378/FUL - 97 Newton Road</b> Proposed first floor rear and side extension as amended 20/03/18. <i>The amended application is considered as acceptable in principle, though the Parish Council has received a letter of 'objection' from the owner of the adjacent property who is concerned that the extension will block light from his bathroom window (1 Arthur Street). With this in mind the Parish Council have insisted that a technical study ensures that the proposed extension does not cause the diminished light to fall below accepted levels.</i></p> <p><b>18/00508/FUL - 25 Roseberry Road</b> Delegated decision - Garage conversion to form a ground floor bedroom. <i>Though the application is acceptable, there is a need for assurances regarding off-street parking.</i></p> <p><b>18/00446/FUL - 36 Linden Grove</b> Delegated decision - Proposed single storey extension to rear of house. <i>No observations / comments</i></p> <p><b>NYM/2018/0145/FL - Newton Wood, Roseberry Topping - Grid Ref 457492 512160</b> Application for surfacing of footpaths at Newton Wood, Roseberry Topping. <i>No observations / comments</i></p> <p><b><u>Applications Approved / Rejected</u></b></p> <p><b>18/00051/FUL - 29 Linden Grove</b> GRANTED - planning application for rear ground floor extension to dwelling.</p> <p><b>18/00030/FUL - 45 Byemoor Avenue</b> GRANTED – first floor side extension to dwelling together with associated alteration work.</p> <p><b><u>Other Planning Information</u></b></p> <p><b>NYM/2017/0789/FL - Aireyholme Cottage</b> Application for construction of two storey rear extension at Aireyholme Cottage – Planning Committee Mtg 19/03</p> <p><b>4 The Arcade, Great Ayton</b> Premises licence application for 4 The Arcade</p>

8	<p><b><u>Correspondence and Information Report</u></b></p> <p><b>NYCC Highways (on behalf of David Bowe)</b> - Response following our enquiry regarding appropriate / adequate consultation for the Yarm Lane / Angrove Park works.</p> <p><b>HDC Licencing</b> - Premises licence application for 4 The Arcade.</p> <p><b>Residents</b> - Copies of letters of concern received regarding the Micro Pub change of use application at 4 The Arcade.</p> <p><b>The Lord-Lieutenancy of North Yorkshire</b> - Enquiry from Lord-Lieutenant regarding future Remembrance Services. <i>Clerk to respond that the village would like attendance from the Lord Lieutenancy at Remembrance Day.</i></p> <p><b>Caryn Loftus - Moor Sustainable CIC</b> - Request whether GAPC would like application to be made for potential funding from the "Hambleton Making a Difference grant" in respect of Waterfall Park planting, etc.</p> <p><b>Ian Pratt – Tolent</b> - Regular updates regarding Cleveland Lodge development and impact upon Newton Road.</p> <p><b>Darran Kitchener</b>(Milestone Transport Planning Ltd) - Update regarding Yarm Lane road/footpath modifications in relation to Angrove Park.</p> <p><b>GAPC / Various</b> - Invitation to support the Village Fete (9th June) Float/Parade/Stall/Competitions/helping</p> <p><b>GAPC / Residents to rear of Myrtle House</b> - Clarification that yellow lines to car park adjacent to Myrtle House not actioned by GAPC / NYCC. Request for remedial action assuming local 'unauthorised' activity.</p> <p><b>GAPC / IAPPLY</b> - Application for change of use play park to cemetery (IAP00015518-001)</p> <p><b>NYCC</b> - Request to complete survey regarding local purchase of vehicle activated speed signs.</p> <p><b>Wendy Wakefield</b> – Suggestion to apply for Co-Op grant funds for soft landscaping of Cooks Memorial Garden.</p> <p><b>NYCC / GAPC</b> – Large pothole reported on Linden Avenue</p> <p><b>HDC</b> - Information relating to the HDC 'Business Awards'</p> <p><b>HDC</b> - 'Parish Plans &amp; Surveys' letter received regarding Community Plans</p> <p><b>HDC</b> - Invitation for 2 Parish Council representatives to attend the Hambleton Parish Council Liaison Meeting on 17th May.</p> <p><b>Northumbrian Water</b> - Details of upcoming significant works to drains/sewers in the Roseberry area of the village. Information exchange in Royal Oak Hotel.</p> <p><b>Caryn Loftus</b> - Various Great Ayton Station / Esk Valley railway updates.</p> <p><b>Reverend Peverell</b> - April edition of the Spire available at <a href="http://www.christchurchgreatayton.org.uk/content/pages/documents/1521821983.pdf">http://www.christchurchgreatayton.org.uk/content/pages/documents/1521821983.pdf</a></p> <p><b>NYCC</b> - Local Government Association - Annual Update</p> <p><b>Westminster Briefing</b> - Local Government Briefing: Complying with the General Data Protection Regulation (GDPR)</p> <p><b>PKF Littlejohn</b> - Informed that GAPC has been selected for intermediate review as part of SAAA external audit process.</p> <p><b>Twinning Association</b> - Confirmation of twinning ceremony to take place August 2018.</p>
9	<p><b><u>Clerks Report</u></b></p> <p><b>Grave Reservation Fees</b> The Parish Council writes to residents with grave reservations to request reservation payments every 5 years. The Clerk asked if consideration could be give to a single payment rather than 5 yearly for the practical purposes of not chasing elderly residents for money. <b>Open</b></p> <p><b>Memorial Benches</b> Request from Joy Rainbow for bench in memory of her mother Gene Atherton (nee Martin) Through discussion, Cllr Mrs Taylor's suggestion to site the bench at the front of the library (GADC) in keeping with the two already in place was agreed. <b>Noted</b></p> <p><b>Great Ayton Sign</b> The Great Ayton sign at the M'boro B1292 end of the village from confirmed as missing. New signs required, appropriate supplier to be sought. <b>Open</b></p>
10	<p><b><u>Accounts Report</u></b></p> <p>The total payments made were £11,575.05</p> <p>The total income received was £1,241.00</p>

11 **Councillors Reports****Play Park**

Works associated with the ROSPA report will result in action though none are thought to be of an urgent nature.

**Ongoing**

**Endeavour Way**

Cllr Fletcher confirmed that the Endeavour Way the cycle track project from Stokesley to Great Ayton was progressing slowly and that positive discussions were taking place with landowners en-route. An A2 plan was currently being prepared and will be available for review at the April PC meeting. **Ongoing**

**Easby Lane flooding**

Cllr Fletcher has previously reported in detail 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. It was agreed that this item will remain on the Agenda/Minutes until such time as an effective solution was reached.

**Ongoing**

**Parish Council Website**

Cllr Fletcher suggested that thought be given to a new Parish Council website which could be dovetailed into the Cooks Garden website as applicable. **Open**

**Vehicle Activated Speed Signs**

Cllr Readman requested that consideration be given to the purchase of a vehicle activated speed sign for Guisborough Road where residents have expressed concerns over the speed of traffic on the A173. Through discussion it was decided that NYCC should be given permission to monitor speed/flow of traffic. The purchase of a sign by the Parish Council was not seen as appropriate in terms of initial outlay or continued maintenance costs.

**Noted**

**General Data Protection Regulation**

The Clerk was requested to investigate the implications of GDPR and enquire whether the local authority is able to offer guidance for implementation. **Noted**

**Schedule of Capital Expenditure**

Cllr Robinson requested that the Schedule of Capital Expenditure be discussed to establish capital works to be actioned in 2018/19. **Agreed**

**Annual Parish Meeting**

A date for the Annual Parish Meeting requires to be set. **Noted**

**Twinning Ceremony**

Cllr Readman confirmed that the Twinning ceremony was scheduled to take place on the August bank holiday weekend. **Noted**

**Charlie & Harry Tanfield – The Commonwealth Games.**

The Parish Council would like to recognise the achievement of the Tanfield brothers in representing England at the Commonwealth Games. **Noted**

12	<b><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></b>
13	<b><u>Exclusion of the Press and Public</u></b> <b>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.</b>

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**GREAT AYTON PARISH COUNCIL – MEETING 3<sup>rd</sup> APRIL 2018**

**COUNCIL SERVICES REPORT**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Cemetery	The consecration of the 'new' Cemetery area to take place.	Full planning application for change of use has been submitted on 15/03/18	Ongoing
Captain Cook Garden	An improvement project has been established for the Captain Cook Memorial Garden.	Cllr Robinson has submitted the full application for LEADER funding for capital improvement items.	Ongoing
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's.	Review of requirements for refurbishment to follow (auto locks / PIR lighting / new ceramic & tiles). Discussion regarding 'Wallgate' service contract required.	Ongoing
Grass Cutting / Ground Maintenance	The Parish Council is to formally review the specification/scope with regards to grass cutting/weeding under PC control.	The Green Works scope is complete and ex-Cemetery Sup items can be issued for tender ASAP. Ex NYCC verges, riverbank, etc will remain with the previous incumbent for 2018/19.	Ongoing
Village Fete	The bi-annual Village Fete will be held on 9 <sup>th</sup> June 2018.	Parish Council sub-committee meeting held Monday 26 <sup>th</sup> March where various items were discussed/resolved & actions confirmed.	Ongoing
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. HDC confirm a favourable response from Impetus & suggest an application for funding.	Ongoing
Public Footpaths	The footpaths in Great Ayton are regularly reported as being in a poor state of cleanliness especially with regards to dog mess.	Following discussion at the March Mtg it was agreed that the 'Community Protection Notice' approach should be taken as a first step and a formal request for a PSPO would only follow out of necessity should the CPN method fail to tackle the problem satisfactorily.	Ongoing

**GREAT AYTON PARISH COUNCIL – MEETING 3<sup>rd</sup> APRIL 2018**

**PLANNING REPORT**

**PLANNING APPLICATIONS**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
<b>18/00378/FUL - 97 Newton Road</b>	Proposed first floor rear and side extension as amended 20/03/18
<b>18/00378/FUL - 97 Newton Road</b>	Proposed first floor rear and side extension (PRIOR TO AMENDMENT)
<b>18/00508/FUL - 25 Roseberry Road</b>	Delegated decision - Garage conversion to form a ground floor bedroom.
<b>18/00446/FUL - 36 Linden Grove</b>	Delegated decision - Proposed single storey extension to rear of house.
<b>NYM/2018/0145/FL - Newton Wood, Roseberry Topping - Grid Ref 457492 512160</b>	Application for surfacing of footpaths at Newton Wood, Roseberry Topping

**PLANNING DECISIONS**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION OF WORK</b>
<b>18/00051/FUL - 29 Linden Grove</b>	GRANTED - planning application for rear ground floor extension to dwelling.
<b>18/00030/FUL - 45 Byemoor Avenue</b>	GRANTED – first floor side extension to dwelling together with associated alteration work.

**OTHER PLANNING INFORMATION**

<b>PLANNING REF/ADDRESS</b>	<b>DESCRIPTION</b>	
<b>NYM/2017/0789/FL - Aireyholme Cottage</b>	Application for construction of two storey rear extension at Aireyholme Cottage – Planning Committee Mtg 19/03	
<b>4 The Arcade, Great Ayton</b>	Premises licence application for 4 The Arcade	



**GREAT AYTON PARISH COUNCIL – MEETING 3<sup>rd</sup> APRIL 2018**

**CORRESPONDENCE AND INFORMATION REPORT**

**CORRESPONDENCE**

<b>Who</b>	<b>Information</b>
NYCC Highways (on behalf of David Bowe)	Response following our enquiry regarding appropriate / adequate consultation for the Yarm Lane / Angrove Park works.
HDC Licencing	Premises licence application for 4 The Arcade.
Residents	Copies of letters of concern received regarding the Micro Pub change of use application at 4 The Arcade.
The Lord-Lieutenancy of North Yorkshire	Enquiry from Lord-Lieutenant regarding future Remembrance Services
Caryn Loftus - Moor Sustainable CIC	Request whether GAPC would like application to be made for potential funding from the "Hambleton Making a Difference grant" in respect of Waterfall Park planting, etc.
Ian Pratt – Tolent	Regular updates regarding Cleveland Lodge development and impact upon Newton Road.
Darran Kitchener Milestone Transport Planning Ltd	Update regarding Yarm Lane road/footpath modifications in relation to Angrove Park.
GAPC – Various	Invitation to support the Village Fete (9 <sup>th</sup> June) Float/Parade/Stall/Competitions/helping
GAPC – Residents to rear of Myrtle House	Clarification that yellow lines to car park adjacent to Myrtle House not actioned by GAPC / NYCC. Request for remedial action assuming local 'unauthorised' activity.
GAPC / IAPPLY	Application for change of use play park to cemetery (IAP00015518-001)
NYCC	Request to complete survey regarding local purchase of vehicle activated speed signs.
NYCC / GAPC	Pothole reported on Linden Avenue

**INFORMATION**

<b>Sender</b>	<b>Information</b>
HDC	Information relating to the HDC 'Business Awards'
HDC	'Parish Plans & Surveys' letter received regarding Community Plans
HDC	Invitation for 2 Parish Council representatives to attend the Hambleton Parish Council Liaison Meeting on 17th May.
Northumbrian Water	Details of upcoming significant works to drains/sewers in the Roseberry area of the village. Information exchange in Royal Oak Hotel.
Caryn Loftus	Various Great Ayton Station / Esk Valley railway updates.
Reverend Peverell	April edition of the Spire available at <a href="http://www.christchurchgreatayton.org.uk/content/pages/documents/1521821983.pdf">http://www.christchurchgreatayton.org.uk/content/pages/documents/1521821983.pdf</a>
NYCC	Local Government Association - Annual Update
Westminster Briefing <events@westminster-briefing.com>	Local Government Briefing: Complying with the General Data Protection Regulation (GDPR)
PKF Littlejohn	Informed that GAPC has been selected for intermediate review as part of SAAA external audit process.
Twinning Association	Confirmation of twinning ceremony to take place August 2018.

**GREAT AYTON PARISH COUNCIL – MEETING 3<sup>rd</sup> APRIL 2018**

**CLERK'S REPORT**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
Grave Reservation Fees	The Parish Council writes to residents with grave reservations to ask for additional payments every 5 years.	Can we consider a single payment rather than 5 yearly for practical purposes of not chasing elderly residents for money.	Open
Memorial Benches	Request from Joy Rainbow for bench in memory of her mother Gene Atherton (nee Martin)	Cllr Mrs Taylor suggests the front of the library (GADC) in keeping with the two already in place	Open
Great Ayton Sign	The Great Ayton sign at the M'boro end of the village from confirmed as missing.	New signs required, appropriate supplier to be sought	Open

**COUNCILLOR'S REPORT**

<b>ITEM</b>	<b>INFORMATION</b>	<b>ACTION/COMMENTS</b>	<b>STATUS</b>
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.	Ongoing
Endeavour Way	Cllr Fletcher to update regarding the Endeavour Way the cycle track project from Stokesley to Great Ayton proposed by Sustrans.	Discussion required with Stokesley TC to confirm agreement of a joint understanding regarding maintenance of a cycleway within the normal scope of services provided by the PC's.	Ongoing
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 3<sup>rd</sup> APRIL 2018**

**ACCOUNTS REPORT**

Payments

<u>Supplier</u>	<u>Reason</u>	<u>Other data</u>	<u>Value £</u>
NATWEST	Bank Charges April 2018	Bank Charges	TBC
Howard Atkinson	Mobile Phone top-up Howard Atkinson	General Admin	£20.00
Sam Turner & Sons Ltd	Rat Bait X 12	Allotments	£166.75
Northumbrian Water	Water Allotments - Dec17 to Mar18	Allotments	£188.73
Northumbrian Water	Water Public WC's - Dec17 to Mar18	Public Conveniences	£101.70
Northumbrian Water	Water Cemetery - Dec17 to Mar18	Cemetery	£11.04
Royal Oak Hotel	Coffee X 3 & Tea X 1 - LEADER Mtg	General Admin	£7.55
Hambleton District Council	Business Rates – Cemetery	Cemetery	£Nil
Hambleton District Council	Business Rates - Public WC's	Public Conveniences	£295.80
Hambleton District Council	Wages / Admin Q4	General Admin	£10523.48
Friends Meeting House	Friends Meeting House Rent (Jan / Feb)	General Admin	£30.00
Gary Frankish	Grass cutting to village	Open Spaces	£230.00
<b>TOTAL</b>			<b>£11,575.05</b>

Receipts

<u>Customer</u>	<u>Description</u>	<u>Other data</u>	<u>Value £</u>
Mrs Bailey	Garage Rent 2018/19	Garage Rent	£360.00
M&B Rea Funerals	Funeral Fee	Cemetery	£701.00
M&B Rea Funerals	Mrs Gawthorpe grave reservation	Cemetery	£72.00
M&B Rea Funerals	Headstone erected	Cemetery	£108.00
<b>TOTAL</b>			<b>£1,241.00</b>

Other

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