

**Minutes of the Meeting of Great Ayton Parish Council
held on Tuesday 4th September 2018 at 19:00**

Present: - Cllr Mrs A Taylor, Cllr Mrs J Brown, Cllr J Fletcher, Cllr G Readman.

Andrew Snowdon (Parish Clerk), Cllr Mrs H Moorhouse (NYCC)

Min No.	Business
1	<p><u>Apologies for Absence</u></p> <p>Cllr R Hudson, Cllr R Kirk, Cllr J Robinson</p>
2	<p><u>Declaration of Interest in items on the Agenda</u></p> <p>None.</p>
3	<p><u>Members of the Public invited to address the Council</u></p> <p>No members of the public attended the meeting.</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 7th August 2018 were approved and signed. Agreed.</p>
5	<p><u>Police Report</u></p> <p>There had been 14 incidents reported in the period 6th August to 4th September 18</p> <p>3 reports of anti-social behaviour / 2 reports of burglary / 1 reports of theft / 8 reports of suspicious circumstances Noted</p> <p>https://www.police.uk/north-yorkshire/northallerton-and-stokesley/crime/</p> <p>Stokesley NPT has access to the dot peening property marking equipment Sat 15th – Sun 16th Sept. Contact HambletonPropertyMarking@northyorkshire.pnn.police.uk</p>
6	<p><u>Council Services Report</u></p> <p>Cemetery</p> <p>Progress with the application for consecration of the ‘new’ cemetery land remains ongoing and the formal planning approval for ‘change of use’ (18/00593/FUL) has now been received. The diocese of York has confirmed that the new area will require inspection by the Archdeacon of Cleveland. It was agreed that a single pathway should be shown as part of the plan. Ongoing</p>

Captain Cook Memorial Garden

Following that allocation of the ground works contract to 'Mossy Rock', works on the Cook family memorial garden is now well underway. Sign Art has been confirmed as supplier of (7 off) interpretation boards. Following in depth discussion of the technical requirements of web-maintenance / web-hosting (these being at additional cost to the Parish Council), Catch Design Management was confirmed as supplier for the garden website & leaflet design, the supplier having been pre-selected by LEADER. It was further agreed that Catch Design should be employed to carry out brand design also at further cost. The Working Group would now engage with suppliers and local stakeholders to prepare appropriate content for the website / signage / leaflets specific to the garden. **Ongoing**

Public Conveniences

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 previously agreed that a formal specification should be sought from a professional organisation specialising in such. **Ongoing**

Whitbread / Waterfall Bridge

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 and that there was optimism that grant funding could be sourced. An update from HDC was due and would be presented at the October PC meeting. **Ongoing**

Low Green Bridge

NYCC have confirmed that the footbridge over the River Leven near to the stone bridge was due to be replaced. Having heard concerns from residents that the old bridge is historically significant and therefore would be a sad loss, the Parish Council agreed that no replacement work should take place until plans for the new bridge had been reviewed locally.

Public Footpaths

It was 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 to the problem to the satisfaction of all Parish Council. HDC are to advise with regards to the implementation of the process, but despite writing several times over the months since no response has been forthcoming. The Clerk was asked to pursue the matter further by phoning HDC. **Ongoing**

Allotments

Issues with rats have become more of a problem than in previous years. Changes in legislation means that the Parish Council can no longer purchase 'professional' grade pest control bait. HDC pest control have been engaged to support activities towards controlling the rat problems. It was agreed that training should be sought to enable in-house activity to resume once a permanent 'handyperson' had been recruited. It remains a matter for future consideration as to whether any additional costs should be passed to allotment holders with pigeons, poultry, etc. **Ongoing**

Public Footpaths / Public Rights of Way.

The Parish Council have received clarification from NYCC regarding their obligations to managing PROW's. It will become the responsibility of NYCC Highways to manage PROW's with 'hard' (eg tarmac) surfaces & the NYCC Country Action team will manage other PROW's. The HDC Street Scene team are responsible for sweeping hard footpaths and it remains the legal obligation of property owners to trim hedges that overhang PROW's. **Ongoing**

Children's Play Park

Maintenance works are to take place following the next annual RoSPA inspection is due in September. **Ongoing**

7	<p><u>Planning Applications</u></p> <p>18/01543/FUL - 92 Marwood Drive - Delegated decision - Proposed detached double garage. No objections / No observations</p> <p>18/01595/RPN - 22 Linden Road - Delegated decision - Side return single storey kitchen extension. No objections / No observations</p> <p>18/01597/RPN - 26 Linden Avenue - Delegated decision - Demolition of existing garage and construction of single garage & single storey extension to rear of property. No objections / No observations</p> <p>18/01672/FUL - 12 Easby Lane - Delegated decision - Demolition of existing garage and construction of 2no side extensions, new roof to existing dormers & timber porch. No objections / No observations</p> <p>18/01681/FUL - 70 Marwood Drive - Delegated decision - Proposed relocation of front entrance door, additional window to side elevation & replacement windows. No objections / No observations</p> <p>18/01526/CAT - Land adjacent to Ayton House, Easby Lane - Works to trees in conservation area. No objections / No observations</p> <p><u>Applications Approved / Rejected</u></p> <p>18/01280/MRC - Great Ayton Service Station (124 Guisborough Road) GRANTED - Application for variation of condition 2 (approved plans - Plan Reference 02 C) to previously approved application reference no: 17/00800/FUL</p> <p>18/01261/FUL - The Mill, Great Ayton GRANTED - Construct orangery, first floor extension, internal alterations.</p> <p>18/01223/FUL - 113 Newton Road GRANTED - Rear and side extension.</p>
8	<p><u>Correspondence and Information Report</u></p> <p>Resident - Suggestions received by resident for consideration as part of Waterfall Park improvements. The Parish Council is unable to adopt suggested 'duck-steps'.</p> <p>Rotary Club – Guisborough & Great Ayton - Request from the Rotary Club to plant crocus bulbs on the Low Green as in previous years. The Crocus bulbs are planted in support of the 'End Polio Now' campaign with the help of Marwood School. The Parish Council confirmed their support for the planting of bulbs on the Low Green.</p> <p>Resident - Mail of concern requesting suggestions to prevent obstructive parking next to the disabled space in village. Request for consideration to assign a second designated disabled bay. It was agreed that a substantial 'planter' would be sought to be placed on the hashed area in question, to prevent inconsiderate parking.</p> <p>GAPC / Local groups - Request for suggestions with regards to the 'Battles Over' event 11/11/18.</p> <p>History Society - Suggestion for WW1 display as part of Battles Over event.</p> <p>GA Cricket Club Details of works due to take place on outfield in Sept 18.</p> <p>GAPC / NYCC Explanation of NYCC responsibilities regarding Public Rights of Way footpaths</p> <p>GAPC / HDC Road closure application for Remembrance Day parade.</p> <p>'The Little Hair Parlour' (Park Square) Request to set up cake stall and sell raffle tickets for charity at front of shop on 18/08/18. (Emailed approval from Clerk in advance of PC mtg.)</p> <p>Tolent Mail-shot to residents with update regarding postponed building works to Cleveland Lodge.</p> <p>NYCC Richmond (Yorks) Area Constituency Committee - 29 August 2018.</p> <p>HDC Rural Housing Summer newsletter.</p> <p>GAPC Copy of press release for Cooks Memorial Garden LEADER project.</p> <p>Yorkshire Ambulance Service NHS Trust Confirmation of supplier & spares requirements for Defib at the front of the GADC</p> <p>Lord-Lieutenancy of North Yorkshire Confirmation of attendance at Remembrance Day service.</p> <p>Resident Enquiry regarding potential bylaws regarding noisy milk delivery very early morning.</p>

9	<p><u>Clerks Report</u></p> <p>GDPR: In order to make progress with requirements as part of the GDPR legislation the Clerk suggested that a working group or sub-committee be formed. Cllr Taylor confirmed her willingness to participate as part of a working group once workload permits. Ongoing</p> <p>Potential Expansion of Councillor Numbers: As the Authority for such matters, HDC has advised how this should be actioned through a Community Governance Review. The Parish Council will not trigger the process ahead of the 2019 elections since it is not possible to complete the consultation prior to this. Ongoing</p>
10	<p><u>Councillors Reports</u></p> <p>Endeavour Way Cllr Fletcher confirmed that the Endeavour Way the cycle track project from Stokesley to Great Ayton has moved ahead. The 'engineering report' has been received by Sustrans and the 'prospectus for delivery' will be presented to HDC to seek funding. Discussion required between Great Ayton PC & Stokesley TC to confirm agreement of a joint understanding regarding maintenance. Ongoing</p> <p>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. This item will remain on the Agenda/Minutes until such time as an effective solution is reached. Ongoing</p> <p>Parish Council Assets: Cllr Robinson has previously requested that the Asset Register be brought up to date & include Common Land and other implied assets. Having been provided with a copy of the current asset register, Cllr Fletcher agreed add other items per the above request. Ongoing</p> <p>Chain & Bars: Work is required to bring the Parish Council chains of office up to date. It was agreed that an enquiry should be sent to Fattorini (original manufacturer) for pricing / suggested modifications to accept new bars. There is a shortfall of 7 years bars and hence previous/current chair-persons are not named. Ongoing</p> <p>Battle's Over: Planning is required to deliver the "Battle's Over" celebration event on 11 November 2018. Having written to a list of local individuals / organisations it was agreed that a small Working Group should be formed to finalise the event format. Cllr Mrs Taylor suggested that an event based around the Wicker Soldier might be considered. The History Society have proposed a rolling slide show/presentation in remembrance of those local soldiers who lost their lives. The Clerk was asked to contact Cleveland Mountain Rescue to ask if they will organise the beacon, Cllr Fletcher confirmed that timber had been sourced for fuel. Ongoing</p> <p>Support Personnel: It was agreed that a Working Group should be established to carry out interviews for the recruitment of a Part Time Handyperson. (Cllr Kirk, Cllr Mrs Taylor, Cllr Mrs Brown, Cllr Fletcher).</p> <p>Ex Tourist Information Building: Cllr Mrs Taylor & Cllr Kirk have investigated 'leasing' the Ex TIC building from HDC and it was agreed that the Head of Terms & lease agreement supplied by HDC should be progressed with a view to leasing the building at a 'peppercorn' rent for Parish Council use. The PC solicitor confirmed receipt of the T&C's and would contact for a review meeting. Ongoing</p> <p>Great Ayton Sign: It was concluded that the proposal to relocate the village sign from the B1292 to the green area opposite the junction with Guisborough Road was not possible due to NYCC constraints. The Clerk was requested to organise a new reflective sign for pre-existing stone plinth. Ongoing</p>

YLCA Training: Cllr Mrs Taylor suggested that the Parish Clerk might attend the YCLA annual conference on 28th September. The Clerk confirmed that formal training through the SLCC would be more applicable to the post. Councillor attendance at the YLCA conference was not thought to be appropriate but other training opportunities would be sought. **Open**

Xmas lighting improvements to Village Green: Cllr Fletcher had delivered a report to the Parish Council which described the limitations / difficulties of installing underground lighting to the Linden Tree in the centre of the High Green. The report had been written in discussion with an electrical contractor and hence Cllr Fletcher agreed to discuss the proposal with Bilsdale Trees to confirm whether such a project would put the roots of the specimen tree at risk. The assembled Councillors remain keen to seek improvements to the Christmas lighting. **Open**

Any Other Business

Camp Corner / Langbaugh Grassed Area: Cllr Fletcher confirmed that the 5 dead/dying trees had been removed from the grassed area opposite the junction of B1292 / Guisborough Road. It was agreed that the remaining roots should be ground out and replacement trees be sought for the larger grassed area. **Open**
It was agreed that a small section of the grassed area opposite the junction of B1292 / Guisborough Road should be planted with a serpentine wild flower bed. **Open**

Xmas 2018: Cllr Mrs Taylor agreed to talk with Great Ayton Business Forum to ascertain whether they were planning a Fayre for 2018. The GABF should be asked whether they would want to be involved with the erection of the Christmas tree on a volunteer basis. **Open**

Village Benches: Cllr Fletcher advised that the (circa 50) steel and wooden benches around Great Ayton were in need of attention. It was agreed that this task would be passed to the new 'Handyperson' and in the meantime the Cemetery Superintendent would be asked to help. **Open**

Cemetery Railings: Cllr Mrs Taylor advised that the cemetery railings were in need of painting. The Clerk was asked to establish whether 'community service' workers were available to do the work on a FOC basis otherwise quotes for work would be applicable. **Open**

Grassed Area near Petrol Station: Cllr Mrs Taylor expressed concern that increasing numbers of vehicles were parking on grassed areas on Guisborough Road following completion of the filling station rebuild. It was agreed that an informal chat was appropriate. **Noted**

Defibrillator: The Clerk confirmed that new pads had been received for the defibrillator outside the GADC. Cllr Mrs Taylor suggested asking the local 'First Responders' if they would take responsibility for checking the equipment, replacement/cost would remain the Parish Council's responsibility. **Noted**

Twinning Event: Cllr Readman thanked those involved with the Twinning event for their contributions. The treasure hunt had been a particular success. **Noted**

Local Plan: Cllr Readman asked whether any progress had been made with the 'Local Plan' which was due in 2018. It was clarified that no report had been received to date. **Noted**

11 **Accounts Report**

The total payments made were £9,746.38
The total income received was £869.00

12	<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> <p>None</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>

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GREAT AYTON PARISH COUNCIL – MEETING 4th SEPTEMBER 2018

COUNCIL SERVICES REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
Cemetery	The consecration of the 'new' Cemetery area to take place. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	Planning approval for change of use has been received. Application for consecration in progress with the Diocese of York. Land 'title' established. The land now requires to be inspected by the Archdeacon of Cleveland for suitability. Plan layout of the new area to be decided.	Ongoing
Captain Cook Garden	An improvement project has been established for the Captain Cook Memorial Garden. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	The LEADER funding for capital improvement items has been approved. Formal acceptance of T&C's and allocation of works to Contractors has enabled works to commence. A need for review regarding the web-site maintenance is required. A plan/design layout has been requested for public display.	Ongoing
Public Conveniences	It was agreed to carry out extensive refurbishment of the public WC's. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	To deliver the standard required of it has been agreed that a formal specification should be sought from a professional organisation/architect.	Ongoing
Whitbread / Waterfall Bridge	The memorial bridge over the Leven at Waterfall terrace is showing signs of age. <u>(See Schedule of Capital Expenditure 03/07/18)</u>	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. Further update due from HDC is urgently required.	Ongoing
Allotments	Pest Control	Ongoing review of requirements due to changes which have affected the control of rats within the allotments.	Ongoing
Public Rights of Way	Concerns have been expressed regarding the condition of the Public Right of Way (footpath) between Guisborough Road and Central Way as means of accessing the Play Park.	The Parish Council have received clarification regarding the responsible authority / departments for managing the upkeep of 'Public Rights of Way' footpaths within the village.	Ongoing
Great Ayton Play Park	The play park requires ongoing maintenance and repairs.	Quotes to be sought for improvements to bring equipment in line with required specification. The 2018 RoSPA inspection is due in September and this will prompt improvement action.	Ongoing

GREAT AYTON PARISH COUNCIL – MEETING 4th SEPTEMBER 2018

PLANNING REPORT

PLANNING APPLICATIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
18/01543/FUL - 92 Marwood Drive	Delegated decision - Proposed detached double garage.
18/01595/RPN - 22 Linden Road	Delegated decision - Side return single storey kitchen extension.
18/01597/RPN - 26 Linden Avenue	Delegated decision - Demolition of existing garage and construction of single garage & single storey extension to rear of property.
18/01672/FUL - 12 Easby Lane	Delegated decision - Demolition of existing garage and construction of 2no side extensions, new roof to existing dormers & timber porch.
18/01681/FUL - 70 Marwood Drive	Delegated decision - Proposed relocation of front entrance door, additional window to side elevation & replacement windows.
18/01526/CAT - Land adjacent to Ayton House, Easby Lane	Works to trees in conservation area.

PLANNING DECISIONS

PLANNING REF/ADDRESS	DESCRIPTION OF WORK
18/01280/MRC - Great Ayton Service Station (124 Guisborough Road)	GRANTED - Application for variation of condition 2 (approved plans - Plan Reference 02 C) to previously approved application reference no: 17/00800/FUL (Demolition of existing service station store, pump and signage and construction of new two storey store, pumps and illuminated signage) as amended by plans received by Hambleton District Council on 13 and 15 August 2018.
18/01261/FUL - The Mill, Great Ayton	GRANTED - Construction of orangery, first floor extension and internal alterations.
18/01223/FUL - 113 Newton Road	GRANTED - Rear and side extension.

OTHER PLANNING INFORMATION

PLANNING REF/ADDRESS	DESCRIPTION	

GREAT AYTON PARISH COUNCIL – MEETING 4th SEPTEMBER 2018

CORRESPONDENCE AND INFORMATION REPORT

CORRESPONDENCE

Who	Consideration Required
Resident	Suggestions received by resident for consideration as part of Waterfall Park improvements.
Rotary Club – Guisborough & Great Ayton	Request from the Rotary Club to plant crocus bulbs on the Low Green as in previous years
Resident	Mail of concern requesting suggestions to prevent obstructive parking next to the disabled space in village. Request for consideration to assign a second designated disabled bay.

Who	For Information
GAPC / Local groups	Request for suggestions with regards to the 'Battles Over' event 11/11/18.
History Society	Suggestion for WW1 display as part of Battles Over event.
GA Cricket Club	Details of works due to take place on outfield in Sept 18.
GAPC / NYCC	Explanation of NYCC responsibilities regarding Public Rights of Way footpaths
GAPC / HDC	Road closure application for Remembrance Day parade.
'The Little Hair Parlour' (Park Square)	Request to set up cake stall and sell raffle tickets for charity at front of shop on 18/08/18. (Emailed approval from Clerk in advance of PC mtg.)
Tolent	Mail-shot to residents with update regarding postponed building works to Cleveland Lodge.
NYCC	Richmond (Yorks) Area Constituency Committee - 29 August 2018.
HDC	Rural Housing Summer newsletter.
GAPC	Copy of press release for Cooks Memorial Garden LEADER project.
Yorkshire Ambulance Service NHS Trust	Confirmation of supplier & spares requirements for Defib at the front of the GADC
Lord-Lieutenancy of North Yorkshire	Confirmation of attendance at Remembrance Day service.

GREAT AYTON PARISH COUNCIL – MEETING 4th SEPTEMBER 2018

CLERK'S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
GDPR	Requirement to progress the GDPR compliance.	A notice has been placed on the PC website for guidance. Consideration for a Working Group / Sub Committee required to develop the GAPC policy compliance further.	Ongoing
Expansion of Councillor Numbers	The Parish Council has decided to move forward with a Community Governance Review.	As the Authority for such matters, HDC has advised how this should be actioned through a Community Governance Review. The Parish Council is to decide whether to trigger the process ahead of the 2019 elections since it is not possible to complete the consultation prior to this.	Ongoing

GREAT AYTON PARISH COUNCIL – MEETING 4th SEPTEMBER 2018

COUNCILLOR’S REPORT

ITEM	INFORMATION	ACTION/COMMENTS	STATUS
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
Parish Council Assets	Cllr Robinson requests that the Asset Register be brought up to date & include Common Land and other implied assets.	The register identifying and summarising assets in the ownership or control of the Council requires bringing up-to-date in an accessible digital format.	Ongoing
Chain & Bars	Cllr Fletcher	Work required to bring the Parish Council chains of office up to date.	Open
11/11/18 Battle's Over event	Cllr Mrs Taylor / Cllr Robinson / Cllr Fletcher	Planning required to deliver the “Battle’s Over” celebration event in November 18. An email has been sent seeking local suggestions for an event format.	Ongoing
Support Person / Parish Handyperson	A part time employee is required to cover the gap created by the (semi)retirement of the Cemetery Superintendent.	A job advert has been placed with closing date 31/08/18.	Ongoing
Ex-Tourist Information building	The Parish Council are seeking to lease the Ex TIC building from HDC.	Head of Terms & lease template supplied by HDC. Terms are with the PC solicitor for review.	Ongoing
Great Ayton Sign	Cllr Mrs Taylor has suggested relocation of the B1292 Great Ayton Sign.	NYCC have provided details to allow relocation of the Great Ayton sign from the B1292 to the grassed area opposite the junction with Guisborough Road.	Ongoing
YLCA one-day Conference 2018	Cllr Mrs Taylor has suggested that the Parish Council attends the YLCA conference on 28 th Sept.	Membership of the YLCA brings opportunities to attend training & guidance events.	Open
Xmas lighting improvements to Village Green	The Parish Council have agreed to investigate options to facilitate improved Xmas lighting on the High Green. (See Schedule of Capital Expenditure 03/07/18)	Initial report received from Cllr Fletcher regarding earthworks & cable laying to allow up-lighting of the Linden tree to be reviewed.	Open

