

**Minutes of the meeting of Pickering Town Council held on 20 February 2017 in the Memorial Hall, Pickering**

Present: Councillor J Andrews, Councillor H Haythorne, Councillor S Jenson, Councillor J Lovejoy, Councillor H McAnulty-Rickard, Councillor W Oxley, Councillor E Randall, Councillor E Richardson, and Councillor J Stott.

Two members of the public were present at the meeting one of whom reported for the Gazette and Herald.

**155 APOLOGIES FOR ABSENCE**

The council received and accepted apologies for absence and reasons for same, from Councillors Baker, Danks and Woodward.

**156 APPLICATIONS FOR DISPENSATIONS**

The council noted that none of its members had applied for a dispensation.

**157 MINUTES**

The council resolved that the minutes of the ordinary meeting held on 30 January 2017 be approved.

**158 PUBLIC PARTICIPATION AND PRESENTATIONS**

Neither member of the public wished to address the council.

**159 TOWN MAYOR'S ENGAGEMENTS**

26 January 2017          Alba Rose Burns Lunch

**160 MEMBERS' REPORTS**

The council received and noted

- a verbal report from Councillor Jenson on the monthly litter pick and the recent meeting of Pickering in Bloom;
- a written report from Councillor Lovejoy on the meeting of Pickering in Business held on 7 February 2017.

The council decided to make every effort to publicise the monthly litter pick.

161 **THE TOWN CLERK'S REPORT**

i) Council meeting schedule: March-May<sup>1</sup>

March			
3	Councillors Audit	Kitching Room	9am
7	Planning Committee	Kitching Room	7pm
20	Ordinary meeting of the council	Mill Room	7pm
April			
7	Councillors Audit	Kitching Room	9am
24	Ordinary meeting of the council	Mill Room	7pm
25	Annual Town Meeting	Mill Room	7.30pm
May			
5	Councillors Audit	Kitching Room	9am
15	Annual meeting of the council	Mill Room	7pm
15	Ordinary meeting of the council	Mill Room	7.30pm

- ii) Notes, magazines, documents lodged in the council office:
- YLCA's White Rose Update, January 2017;
  - Police Report, Pickering, January 2017;
  - the minutes of the meeting of the Community and Police Group Tier 2, Pickering and Area, held on 18 January 2017;
  - the county council's *North Yorkshire Now*, February 2017.
- iii) The district council would not be levying a special expense for the maintenance of the (rear) closed churchyard.
- iv) The next meeting of the Ryedale Five Towns would be on 7 March 2017 at Kirkbymoorside. The agenda could include presentations from Next Steps, Ryedale District Council (Community Officers), and an officer from the Emergency Planning Unit, North Yorkshire County Council.
- v) Financial information for 2017/18 had been forwarded to the billing authority for inclusion in the Council Tax leaflet. This was a requirement when a precept at or above £140000.00 was levied.<sup>2</sup>
- vi) The council's insurers had replied to the CAB re the fallen tree, Garden Way play area, 64 Ings garth.<sup>3</sup>
- vii) Yorkshire Local Councils Associations had forwarded the legal agreements governing the play areas in the Barratt Homes and Persimmon estates in Pickering to the NALC solicitor for an opinion about what the council could and could not do with these amenities.
- viii) The installation of the zip wire would take place during week beginning 20 February 2017.<sup>4</sup>

<sup>1</sup> Meetings are held in the Memorial Hall unless otherwise stated.

<sup>2</sup> Minute 154iv) 30 January 2017.

<sup>3</sup> Minute 147iv), 30 January 2017.

<sup>4</sup> Minutes 87 and 103, respectively 17 October and 21 November 2016; Minute 119, 19 December 2016.

## 161 cont.

- ix) The county council's Ryedale Area Committee would meet at the National Park Office in Helmsley on 22 February 2017 at 10.30am.
- x) An email had been received from two members of the public expressing their concerns about the Protest Camp at Bean Sheaf. The concerns would be an agenda item at the ordinary meeting in March.

## 162 DEVELOPMENT CONTROL

### i) Outcomes: recent planning applications

The council received and noted the outcomes which related to two applications.<sup>5</sup>

### ii) Planning applications considered at the meeting

The council had no objections to:

- a) 17/00076/TPO - to reduce a single limb by a maximum of two metres and crown thin a lime within G1 of TPO no 35/01966;
- b) 17/00141/CAT – removal of one sycamore from the Old Rectory, 23 Hallgarth.

The council decided that the application for a Certificate of Lawfulness for the erection of a two bedroom log cabin, ancillary accommodation to Eastgate House in Malton Road, should be supported.<sup>6</sup> The applicant appeared to have successfully challenged, by reference to, amongst other things, case law and precedent, the evidence which had supported the district council's earlier refusal to grant a certificate.

## 163 MONDAY MARKET CONSULTATION EXERCISE<sup>7</sup>

The council received and noted the results of the consultation exercise which had been undertaken on 6 February 2017, an exercise which had come about through the positive feedback from members of the public and some market traders when the market had been temporarily located in the Ropery car park in 2016.

The council decided against running another consultation exercise on whether the market should remain in the Market Place or move to the Ropery car park: the majority of parishioners, non-parishioners and town centre businesses had clearly preferred that the market remain in the Market Place. The council noted that several respondees, though unsolicited, thought that the market should be improved, and therefore, confirmed that it would run an exercise in the early Summer to ask members of the public what improvements should be made.

---

<sup>5</sup>16/01818/FUL – change of use of agricultural land to a haulage yard to include lorry wash, road fuel storage, siting of security container, portable site office and toilet/wash and rest room, earth bunding to west boundary of site, landscaping and formation of vehicular access on land to the west of Malton Road - withdrawn; 16/02029/LBC – internal alterations at 63 Westgate to include installation of block-rendered wall and ledged-and-braced door between the living room and dining area – approved.

<sup>6</sup>17/00098/CLOPUD - Certificate of Lawfulness for a proposed use or development in respect of the erection of a two bedroom log cabin to provide ancillary accommodation to Eastgate House in Malton Road (revised details to refusal 16/01054/CLOPUD dated 15 August 2016);

<sup>7</sup>Minute 17, 16 May 2016; Minute 30, 20 June 2016; Minutes 96 and 102ii), 21 November 2016; Minute 135, 16 January 2017.

### **163 cont.**

The Highway Authority would be consulted to establish whether additional stalls could be accommodated in the Market Place and whether the stalls might be arranged in different ways to create the spaciousness that members of the public had experienced in the Ropery car park but not at the expense of making them feel less safe.

The council also received and noted a copy letter from the Trustees of the Beck Isle Museum and Rural Life to the district council. The Trustees wanted the market to remain in the Market Place.

### **164 TOUR DE YORKSHIRE 2017<sup>8</sup>**

The council was briefed on Pickering in Business' ideas for dressing the route through Pickering:

- residents and businesses along the route would be encouraged to put up bunting, fly flags, put out yellow bicycles;
- a street art installation for the roundabout;
- the Infants and Nursery School would be encouraged to dress the junction of Ruffa Lane and the A169;
- an appropriate installation for the community park (subject to permission being granted by David Wilson Homes Yorkshire East);
- decoration of the church tower.

The council decided to promote the event through social media and check that all Pickering's schools were aware of the event. Every attempt would be made to ensure that anyone who would be dressing part of the route would give details to the council office and Welcome to Pickering.

### **165 TOWN CLOCK<sup>9</sup>**

- i) The council noted
  - its appreciation of the Parochial Parish Council in applying for a faculty for the repair and re-installation of the auto wind;
  - the installation had taken place on 3 February 2017.
- ii) The council learnt that the Chancellor of the Diocese of York required a conservator's report together with a comprehensive scheme of repair and a maintenance plan. A deadline of 30 September had been set for the submission of same to the Diocesan Office. The requirement followed the recommendations of Diocesan Clock and Bells Adviser who had inspected the clock in autumn 2016.

The council further learnt that Smith of Derby Ltd had responded to the report and, having noted its contents, decided to send it to the church authorities for their comments.

---

<sup>8</sup> Minute 121i), 19 December 2016.

<sup>9</sup> Minute 58iii), 15 August 2016. Minute 78v), 19 September 2016; Minute 85iv), 17 October 2016.

## 165 cont.

- iii) The council was reminded that the current peal of eight bells and the chimes were a war memorial and that the Diocesan Clock and Bells Adviser had reported that “the implication of using the clock on the War Memorial bells therefore by implication also could be said to cause the clock to become part of the War Memorial”. Later in his report the adviser had written that “There seems to be a number of issues here which as this clock is a War Memorial could be addressed”. And later still “As this clock is a War Memorial (in fact the clock and bells are then funding should be available for conservation fund from the War Memorial Fund”.

The council decided to contact the church authorities to ask for more information on the evidence which would designate the clock as a war memorial including case law and precedent.

The council further noted that the Yorkshire Local Councils Associations have been asked to advise on whether the clock was a war memorial; however, although the Associations had commented on the legislation which gave local councils the power to repair war memorials, they had not commented on whether the clock should be regarded as a war memorial. A request for advice on this specific head would be forwarded to them.

## 166 THE ANNUAL TOWN MEETING

The council received and noted

- guidance on the annual town meeting, taken from “Arnold-Baker on Council Administration” and the Yorkshire Local Councils Associations;
- the date of the Pickering meeting: 25 April 2017.

The council discussed how the event could be publicised (apart from undertaking the statutory requirements) and decided to use social media and approach local schools to promote the meeting in their newsletters. The view was put forward that organisations which had received grants from the council should be invited to talk about their activities. Further discussion would take place at the March meeting of the council.

## 167 INTERNAL CONTROL

The council reviewed the effectiveness of the system of internal control thereby meeting the the obligation required by s6 of the Account and Audit Regulations 2015.<sup>10</sup>

The council

- established that
  - a) the fidelity guarantee covered the moneys held in the council’s accounts;
  - b) the procedures for checking the movement of assets and changes to valuations in the Asset Register had been followed;
- noted that at each monthly meeting it received an analysis of payments and receipts against budget provision together with the consequences for the council’s balances.

---

<sup>10</sup> Regulation 4, Accounts and Audit Regulations 2011. Also Councillors Audit terms of reference ii)j).

## 167 cont.

The council decided to improve financial regulations and the financial risk assessment by making a series of amendments which would bring the documentation into line with current practice.

### Financial Regulations

- 4.5 Insert “The salary budgets are to be reviewed during the budget evaluation process (usually December to January) for the following financial year and the outcome minuted” instead of “The salary budgets are to be reviewed at least annually in November for the following financial year and the outcome minuted”.
- 5.4 Insert “A list of payees and payments appended to the minutes.” after “with the minutes.” (end of first sentence, second paragraph). This would bring the regulations into line with current council procedure.

The council noted that the requirements for Budget and Forward Planning (Section 3) had been followed save that the working party was not provided with the information to evaluate the estimates in the context of a three year forecast of revenue and capital receipts and payments because it was (and is) far from clear what impact ownership and management of the community park would be on the council’s finances and whether the principal authorities, particularly the district council, would look to devolve any services to local councils.

### Financial Risk Assessment

The council was satisfied that the risk assessment was satisfactory save that the measures currently undertaken to manage the risk of loss of financial data should be incorporated in the assessment.

## 168 COUNCILLORS AUDIT

The council reviewed the frequency, composition and terms of reference of Councillors Audit and decided that the current arrangement whereby the audit team met on the first Friday of each month and was composed of three councillors should continue; however, the council decided to make the amendments listed below to the team’s terms of reference:

- Activity h to be rewritten in the interests of clarification;
- Activity j to be deleted to bring the council into line with the requirement of the Account and Audit Regulations 2015;
- the word “employees” substituted for “town clerk” in Activity k.

## 169 THE COUNTY COUNCIL’S CONSULTATION EXERCISE ON THE MANAGEMENT AND MAINTENANCE OF THE PUBLIC RIGHTS OF WAY NETWORK

The council received and noted two documents which detailed the county council’s proposals for managing and maintaining the public rights of way network: “A new approach to categorizing the Public Rights of Way Network”; “Table of Proposed Path Characteristics and Scores”.

The council decided that the proposals were both comprehensive and rational and reflected the limited resources that the county council was prepared to allocate to management and maintenance. There was some scepticism about whether the proposals, once implemented,

**169 cont.**

would be effective enough to ensure that members of the public could enjoy walking the network with ease.

The council questioned whether the county council understood the importance of the network to the visitor economy. In this respect, the council decided that the proposals might compromise the walks, part of the Ryedale Market Towns Promotion project, that were being promoted by the district council in collaboration with iFootpath. Five of the walks were centred on Pickering but the county council's proposals would mean that they were not given a high categorisation throughout their entire lengths and, thereby, not the same level of maintenance. The council's concerns about this would be brought to the attention of the county council.

**170 THE NORTH YORKSHIRE MOORS RAILWAY**

The council received a request for a letter of support from the Chairman of the North Yorkshire Moors Railway Trust. The Trust was seeking funding for a major project to underpin its long term sustainability as one of Yorkshire's leading heritage attractions.

The council, noting the importance of the railway to the economy of the town and its environs, and sympathetic to the Trust's objective in educating members of the public in the importance of the railway, decided to provide the support requested.

The railway would be asked what impact the opening of a platform at Whitby Station for its trains had had for customer spend in Pickering.

**171 MINUTE BOOK, LOCAL BOARD**

The council decided that the Minute Book (1881 to 1890) should be handed over to the County Record Office at Northallerton to ensure its preservation and to make it (through micro film) available to members of the public.

**172 FINANCE**

i) Councillors Audit – January 2017

The council resolved that the report of the audit undertaken on 3 February 2017 that financial transactions in January had been undertaken according to internal control policies and procedures, be received and endorsed.

The council noted that the value of its assets on 30 December 2016 was £256557.79.

ii) Delegated decisions by the clerk

The council noted and endorsed the decisions taken by the clerk since 16 January 2017.

**172 cont.**

iii) Request for a grant

The council

- received a request from Stape Silver Band for a financial contribution towards the cost of three new instruments;
- decided to award a grant of £2900.00 under s1(1) of the Localism Act 2011.

The council was informed that only £1700.00 remained in the Grants Budget and therefore transferred £1200.00 from the Maintenance Budget.

iv) Financial Statement: January 2017

The council resolved that the statement for January 2017 be received and noted.

v) Accounts paid and due for payment<sup>11</sup>

The council resolved that the February accounts paid and due for payment totalling £7526.77 be approved.

**173 CLAIM FOR COMPENSATION**

The council decided to follow the advice of its insurers and forward to them the claim for compensation.

.....  
Town Mayor

---

<sup>11</sup> Please see Appendix 1.

Appendix 1				
Voucher No.	Payee	Description	Gross Amount	Power
150	Allgardens Ltd	Final grounds maintenance/hanging baskets payment	£ 618.00	Open Spaces Act 1906, s10 (b)
151	Complete Office Solutions Ltd	Copier paper and toner cartridge	£ 100.68	Local Government Act 1972, s111(1)
152	PWMCT	Room hire 26/1/17	£ 18.00	Local Government Act 1972, s111(1)
153	British Telecom	Telephone charges third quarter 2016/17	£ 103.85	Local Government Act 1972, s111(1)
154	Michael Metcalfe	Repairs to town clock lighting and annual electrical inspection	£ 185.00	Parish Councils' Act 1957, s2
155	YLCA	Allotments training course for the Assistant to the Town Clerk	£ 115.00	Local Government Act 1972, s111 (1)
156	Acorn Lighting Ltd	Repair two street lighting faults	£ 54.24	Parish Councils Act 1957, Part 1, s3(1)
157	PWMCT	Room hire 30 January 2017	£ 24.00	Local Government Act 1972, s111 (1)
158	Smith of Derby Ltd	Repair and reinstall the autowind for the parish clock	£ 1238.40	Parish Councils' Act 1957, s2
159	Salaries and related payments	February 2017	£ 4387.41	Local Government Act, 1972 s112(2)
160	Natwest Bank PLC	Bank charges January 2017	£ 18.20	Local Government Act 1972, s111(1)
161	PWMCT	Rent/Services March 2017 Hire of meeting room 20.03.17	£ 600.00 £ 25.00	Local Government Act 1972,s111(1) Local Government Act 1972,s111(1)
162	PCX Computer Services	Broadband line rental	£ 17.99	Local Government Act 1972,s111(1)
163	EDF Energy	Electricity charges town clock lighting	£ 13.00	Parish Councils Act 1957, s2
164	EDF Energy	Electricity charges cemetery storage shed	£ 8.00	Local Authorities' Cemeteries' Order 1977
Total paid or due for payment February 2017			£ 7526.77	

