

Guide to the Agenda

The council's code of conduct: disclosure of interests and participation

1. Where a matter arises at a meeting which relates to an interest in Part A of the member's Register of Interests, the member shall:
 - a) declare what his/her interest is (if not already entered into his/her register or if the monitoring officer has yet to be notified);
 - b) not participate in a discussion or vote on the matter;
 - c) leave the meeting room entirely while the matter is discussed and voted upon.
2. Subject to paragraph 1 above, where a matter arises at a meeting which relates to an interest in Part A which is a sensitive interest, the member shall disclose that he/she has an interest but not the nature of it.
3. Where a matter arises at a meeting which relates to an interest in Part B of the member's Register of Interests, the member:
 - a) shall declare what his/her interest is (if not already entered into his/her register or if the monitoring officer has he to be notified or if he/she speaks on the matter);
 - b) may make representations, answer questions or give evidence in respect of the item given that members of the public are given the same entitlement;
 - c) may not vote.
4. Subject to paragraph 3 above, where a matter arises at a meeting which relates to an interest in Part B which is a sensitive interest, the member shall disclose he/she has an interest but not the nature of it.
5. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Part A), the member:
 - a) shall disclose the nature of the interest;
 - b) may make representations, answer questions or give evidence in respect of the item given that members of the public are given the same entitlement;
 - c) leave the room entirely while the matter is discussed and voted upon.
6. Subject to paragraph 5 above, where the interest is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Appendices

Appendix 1	Agenda item 3	Minutes: ordinary meeting of the council
Appendix 2	Agenda item 5	Standing orders re public participation and guidance on recording of meetings
Appendices 3 and 4	Agenda item 9	Tour de Yorkshire: applications for funding
Appendix 5	Agenda item 10	Risk Assessment Strategy
Appendix 6	Agenda item 11	Draft Annual Report
Appendices 7 and 8a-d	Agenda item 14	The Annual Return and supporting and attendant documents
Appendix 9	Agenda item 16	Allotment Rules
Appendix 10	Agenda item 19	Headstone request
Appendix 11	Agenda item 20ii)	Clerk's decisions
Appendices 12, 12a-d	Agenda item 20iii)	Requests for grants
Appendix 13	Agenda item 20iv)	Footway lights
Appendix 14	Agenda item 20vii)	March Financial Statement
Appendices 15a-b	Agenda item 20viii)	Accounts
Appendices 16a-b	Agenda item 23	A communication from the council's insurers

Not all the appendices are incorporated in this document.

Agenda item 1 – Apologies for absence

Agenda item 2 – Code of Conduct: dispensations

To deal with any requests for dispensations that members of the council have submitted.

Agenda item 3 – Minutes

Please see Appendix 1.

Recommendation

- that the minutes of the ordinary meeting of the council held on 20 March 2017 be approved.

Agenda item 4 – Public participation and presentations

An opportunity

- for members of the public to make representations answer questions and give evidence in respect of any item of business to be transacted at the meeting.¹
- for presentations to be made to the council.

Agenda item 5 – Town Mayor's engagements

20 April 2017 Ryedale Youth Theatre's production of Beauty and the Beast, Malton

On 30 March 2017, the Deputy Town Mayor together with Mrs A Dawson were the guests of the North Yorkshire Moors Railway on the Royal Scot Saloon Trip.

Agenda item 6 – Members' reports

- i) Verbal reports
- ii) Written reports
 - a) Pickering in Business, 4 April 2017 (Councillor Lovejoy)

There was discussion about the plans for the Tour de Yorkshire – the events group have been meeting weekly. The Parish Church will decorate the tower. There will be a 40m x 40m spray poster on the community park. Plans for roundabout not yet finalised. Several

¹ Standing Orders 3d-m- apply. Please see Appendix 2.

Agenda item 6ii)a) cont.

groups are knitting T shirts for bunting. There will be food and music in the Black Swan yard. It will be televised worldwide.

Discussion of how Wartime Weekend will develop. The group continues to work with the NYMR.

The Communication group had decided to wait until action was requested from other groups. WTY have helped with TDY.

Fundraising will start soon.

There was a presentation from Welcome to Yorkshire about their work to promote Ryedale and how they can help local businesses.

There was discussion about the Ryedale Five Towns Market Town initiative and how the town council is working with them.

Decision to invite the new Community Team Officer to the next meeting which will be at the railway.

Agenda item 7 – The town clerk’s report

i) Council meeting schedule: May²

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:
- Ryedale Forum for Older People, Early Summer Programme, May to July 2017;
 - Police report for March 2017;
 - The county council’s e-newsletter *North Yorkshire Now*, April issue.

iii) From the Contracts Manager, Kompan, re the zip wire

My apologies for the initial problems we faced. These were due to the zip wire not having enough fall. I then ordered longer legs and raised the take-off station. Unfortunately once we re-concreted the legs in, it appeared the kids had moved the legs. The zip wire is now fully secure and we are going to attend in one month’s time, tension and leave the tightening tool behind.

- iv) The Statement of Persons Nominated for election for the Pickering County Division had been posted on the town council’s notice boards and website.

v) Riponian Stages Rally, 19 February 2017: complaint from a resident about rally vehicular movement in Swainsea Lane – a response from the Rally administration³

We didn’t receive any complaints about the rally in Swainsea Lane directly, but did receive a letter from the Ryedale MP advising us he had been contacted by one of his constituents who felt the road was unsuitable for rally vehicles as it was totally residential, and that the cars were speeding. I responded that I was somewhat surprised that the cars were speeding down Swainsea Lane, as this road is governed by a 20mph speed limit and has multiple speed bumps along it. Being aware that the road went passed schools and through a residential area Driving Standards Observers were stationed in the area to check the behaviour of competitors and there were no reports of drivers breaking speed limits or driving other than in safe and considerate manner. Competitors had no need to speed on this section, it was only a link between special stages with a set average speed of 25 mph much of it along the A170 towards Helmsley which allowed ample time to reach the next stage without need for speed.

² Meetings are held in the Memorial Hall unless otherwise stated.

³ Minute 189, 20 March 2017.

Agenda item 8 – Development Control

i) Outcomes: recent planning applications and an application for a Certificate of Lawful Development

- a) The outcomes relating to three applications have been received:
- 17/00071/FUL – formation of an area of concrete hardstanding (retrospective) at Leas Farm, Lendales Lane;⁴
 - 16/01938/FUL - change of use of first floor retail premises at Mulberries Coffee Shop, 5 Bridge Street (Use Class A1) to form an office in connection with the North Yorkshire Moors Railway (Use Class B1) – approved.⁵
 - 17/00158/OBL - discharge of the planning obligation as specified within the Third Schedule of the Deed made on 14 October 2014 relating to approval 13/00844/FUL dated 14 October 2014 to allow non-payment of the Affordable Housing Commuted Sum due to changes in planning policy. The land to which this obligation refers is west of 80 Firthland Road – approved.
- b) The district council has issued a Certificate of Lawful Use of Development in respect of the erection of a two bedroom log cabin to provide ancillary accommodation to Eastgate House (revised details to refusal 16/01054/CLOPUD dated 15 August 2016) re 17/00098/CLOPUD.⁶

ii) Planning applications to be considered⁷

- 17/00270/HOUSE – erection of a two part storey/part single storey extension to rear elevation of 39 Whitfield Avenue;
- 17/00257/FUL - extension to existing car park to the Burgate House Hotel (17 Burgate) providing an additional five car parking spaces and creating a wider vehicular access to the site to include removal of part of brick dividing wall;
- 17/00376/CAT – Notice to fell two Thuja trees at Cherry Tree House, 7 Middleton Road;
- 17/00360/HOUSE - erection of single storey extensions to south elevation and to west elevation utility room at 19 Corbie Way;
- 17/00317/CAT - surgery to trees at the Vicarage, Whitby Road;
- 17/00241/LBC - external and internal alterations to include installation of a top floor bathroom to include double pantile in-line ventilator to north-facing roofslope at The Cottage, Beck Isle;
- 17/00356/FUL - erection of single storey extension to the north elevation (revised details to refusal 16/01414/FUL dated 15 November 2016) at the Masonic Hall, Bridge Street.
- 17/00389/HOUSE – erection of two storey extension to west elevation of 40 Westlands.

⁴ Planning Committee Minute 34, 3 January 2017 – no objections.

⁵ Ibid.

⁶ Minute 162, 20 February 2017 – no objections.

⁷ Planning applications can be viewed at <http://www.ryedale.gov.uk/residents/planning/view-a-planning-application.html>.

Agenda item 8 cont.

- iii) Re NY/2017/0054/73A - retention of prefabricated classroom unit 3109 (178 sq. metres) for a further 6 years on land at Lady Lumley's School⁸

Does the council have any further comments to make?

From Planning Services, North Yorkshire County Council

Please see below a response to your objection from NYCC Children's and Young People's Services (CYPS):

"The use of Prefabricated Classroom Units (PCUs) is considered a suitable method of providing classrooms by North Yorkshire County Council and is an alternative to traditional site-built construction. They meet the required building regulations and statutory education requirements at the time of construction in the same way that classrooms built with traditional construction methods do.

As an aside: a programme of PCU replacement for 2017/18 has been identified which is subject to the Council's Executive approval and the estimated funding outcome from central Government. This proposed programme includes the replacement of the PCU at Lady Lumley's."

If you have any further comments to make or would like to change your consultation response I would be happy to receive them or pass on any further questions to CYPS. If not, this application is likely to have to be determined at the next North Yorkshire County Council Planning and Regulatory Functions Committee on 6 June 2017.

Agenda item 9 – Tour de Yorkshire

- i) **Please see Members' Reports (Agenda item 2a).**

- ii) **Request for grants**

There are two applications for grants, one from the Community Infants and Nursery School HSA, the other from Pickering in Business.

Please see Appendices 3 and 4.

⁸ Minute 181ii), 20 March 2017.

Agenda item 10- Risk Assessment Strategy and the council's insurance cover

Please see Appendix 5.

i) Risk Assessment Strategy

It has become customary to review the council's strategy at this time of year. Local councils have to identify the risks arising from their roles as a) owners and managers of land and other assets, b) employers and c) organisers of events and activities as well as their responsibility for public money. More specifically, the Accounts and Audit Regulations 2015 oblige the council to have an internal control process for managing its finances. The strategy is an integral part of the internal control process.

Recommendation

- **that the council review the strategy and decide whether any changes need to be made and, thereby, ensure its effectiveness.**

ii) Council insurance

The council's Risk Assessment Strategy identifies those areas of activity where insurance is thought to be necessary. Based on the strategy and statutory requirement the council is currently insured for the following: public liability; Employers' liability; money; fidelity guarantee; property damage; Officials Indemnity; libel and slander; personal accident and legal expenses. On property damage, the council has not taken out cover on all its assets.

First, it does not cover property that is valued below the premium excess, examples: the office printer, Lister litter bins.

Second, it does not secure cover for any of its lighting columns or brackets, play area equipment or gates and fences: there is no evidence that the gates, fences and play area equipment have ever been damaged, and on the four occasions within the last fourteen years when a footway light has been damaged, the cost of three replacement columns and lamps have been met by third party insurance.

Third, the council has not insured its litter bins either because the replacement value is below the premium excess or there is no recent history of bins being stolen, vandalised or damaged save on one occasion in 2007 following the June flood.

Fourth, for several years, the council has decided to cover the following assets: cemetery storage hut, two sets of spoil holders and the grave mats; the Commemorative Cross on Smiddy Hill; all public seats, wooden benches and picnic tables; the notice board sited in the Market Place; all office equipment and furniture which was individually valued more than the premium excess; the civic regalia.

Unless the council wishes to insure more of its assets or reconsider the optional elements (eg Officials Indemnity), the recommendation is that the council

- secure cover for public liability; Employers' liability; money; property damage; Officials Indemnity; libel and slander; personal accident and legal expenses;**
- secure the council against fraud by taking out fidelity guarantee of £500000.00;**

Agenda item 10ii) cont.

- c) **insure the following property for all risks: cemetery storage hut, two sets of spoil holders and the grave mats; the Memorial Cross on Smiddy Hill; all public seats, wooden benches and picnic benches; the notice board sited in the Market Place; all office equipment and furniture which is individually valued at more than the premium excess; the civic regalia.**

Agenda item 11 – The Annual Report

Please see Appendix 6.

The council is asked to receive the draft report, suggest changes to the document prior to publication, and decide which contact details should be published for council members.

Contact details

Drafting the report and checking members' contact details led to some research on what should and could be published. The assumption has been that good practice favoured publication of full contact details; however, good practice is not the same as legislative obligation. There is no legislation that stipulates that the full contact details for councillors have to be published (though members are required to record any property in the parish in which they have a beneficial interest and identify it in their Registers of Interests).

The draft report records the contacts details (or none) which councillors, on an individual basis, have agreed can be published (and also on the council website and the quarterly newsletter).

Agenda item 12 - Internal Audit, Year End 2016-2017 and appointment of auditor for 2017-18

The second and final internal audit for 2016-17 took place on 19 April 2017.

The auditor's report will be available at the meeting.

Information will be available at the meeting to enable the council to appoint an internal auditor for 2017-2018.

Agenda item 13 - Date of electors' rights re Accounts 2016-2017

The council has to make arrangements for the exercise of public rights. The council itself has to set an appointed date. The consequences of this are that:

- the council must inform the electorate of a single period of thirty working days during which public rights may be exercised;
- the inspection period must include the first ten working days of July (which means the earliest date public rights may be exercised re between 5 June and 14 July 2017 and, at the latest, between 3 July and 11 August 2017).

Therefore, it is **recommended that**

- **the dates for the inspection period are Monday 5 June to Friday 14 July 2017;**
- **notice of inspection period is published by the council on 2 June 2017.**

Agenda item 14 - Annual Return

a) Section 1 – Annual Governance Statement 2016-2017

Members of the council have to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements, and to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017 that they have met their obligations stated in the first eight points listed in Section 1 (Appendix 7). Should they disagree an explanation must be provided. The ninth point which refers to trust accounts is not applicable to this council.

1. *The accounting statements have been prepared in accordance with the Accounts and Audit Regulations. This has been verified by the Internal Auditor.*

2. *Proper arrangements have been made and responsibility accepted for safeguarding the public money in councillors' charge.*

Members' attention is drawn to the role of the monthly Councillors' Audit, the twice yearly internal audit and the review of the system of internal control in February 2017.

3. *The council has only done what it has the legal power to do and has complied with proper practices in doing so. Note, for example, that the appropriate power for each item of expenditure is in the monthly schedule of accounts.*

4. *The council has during the year given all persons interested the opportunity to inspect and ask questions about the authority's accounts.*

The council agreed the single period of thirty working days during which public rights in relation to the council's accounts 2015-2016 could be exercised, and noted that the notice advertising same was published by the end of May 2016. The notice was also published on the council's website.

5. *The council has considered the financial and other risks it faces and has dealt with them properly.*

Note, for example, the role of the risk assessment policy, financial regulations and the council's insurance policy. With regard to the latter, note the process undertaken at this time last year on the role of insurance in helping the council to manage risk during 2016-17.

6. *The council arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*

The council appointed a competent and independent person to undertake two internal audits, and reviewed the system of internal audit in January 2017.

7. *Neither the internal nor the external auditor brought any matters to the attention of the council. Therefore there was no need for any response from the council.*

8. *The council has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

Agenda item 14a) cont.

9. *As the council is not a sole managing trustee of a local trust or trusts, there weren't any accounting responsibilities to discharge.*

It follows that the council can approve the governance statement and the town mayor sign the document.

b) The Accounts 2016-2017 and Section 2 of the Annual Return

i) **Section 2 – Accounting statements**

Please see Appendix 8a (the Accounting statements) and Appendix 8b for the accounts which underpin the information in the statements.

Recommendations

- **the council approve the accounts for 2016-2017;**
- **the council approve the accounting statements, the town mayor signing and dating the document.**

ii) **The council should note that the following information will be forwarded to the External Auditor in addition to the Annual Return:**

- **confirmation of the dates of the period for the provision of public rights;**
- **Year end bank reconciliation Appendix 8c;**
- **an explanation of significant differences between income and expenditure for 2015-16 and 2016-17 Appendix 8d;**
- **an explanation of the differences between Boxes 7 and 8 in Section 2 of the Annual Return;**
- **Council contact details.**

Agenda item 15 – Town Mayor and Deputy Town Mayor Designate

It is not a legal requirement that the town mayor and deputy town mayor are designated at this meeting; however, it has become traditional for this council to do so.

Agenda item 16 – The Allotment Regulations⁹

The council appointed Councillors Andrews and Oxley to study the report of Mrs Dawson on the training in allotment management which she had undertaken and make any revisions to the draft regulations they decided was appropriate.

The revisions can be found in Appendix 9. Please note that only the regulations which have been amended have been included in the appendix.

⁹ Minute 190, 20 March 2017.

Agenda item 17 – The county council’s Ryedale Area Committee: co-opted members (parish councillors)

The county council, following the elections on 4 May 2017 will be making new appointments to its Ryedale Area Committee. There are likely to be seats on the committee for Parish Co-opted Members although the precise number will not be known until after the elections in May. The term of office of the new appointments will be until the first meeting of the committee following the county council elections in 2021, unless terminated sooner.

Nominations are now invited from Ryedale parish and town councillors who are interested in serving as co-opted members of the committee.

The remit of the committee is to maintain an overview of the effectiveness of public services provided to its local community by the county council and other agencies and to advocate the interests of its community in relation to those services.

The committee’s is scheduled to meet, during the day, on the following dates: 28 June, 13 September, 15 November and 14 February 2018. Venues vary.

Co-opted members

- are invited to attend every committee meeting;
- receive a full set of papers prior to every meeting;
- sit at the meeting table alongside county councillors and other co-opted members;
- may speak on items of business, subject to the chairman’s discretion; and
- have the opportunity to suggest items for discussion by the committee at a future meeting.

Legislation does not allow the county council to extend voting rights to co-opted members on area committees.

Ryedale parish and town councillors who are co-opted members are expected to feed-n the views of other parishes on the business of the agenda and provide any feedback requested on the work of the committee. For that purpose, nominees must agree to their email address (if any) and telephone number being passed to the clerks and members of other parishes.

Travel expenses will be paid for attending meetings via the county council elected members’ allowance scheme.

If any Ryedale parish and town councillor is interested in putting his or her name forward for appointment, he/she is asked the complete a form (available from the clerk) and return it to Legal and Democratic Services at County Hall. Nominations can be accompanied by an election address not exceeding two hundred words in length. The closing date for receipt of nominations is 12 noon on Monday 5 June 2017.

The county council, on 6 July 2017, will decide how many seats shall be on the area committees for Parish Co-opted Members. If the number of nominations received exceeds the number of seats, a ballot will be held. In the ballot, ballot papers, candidates’ names and election addresses will be circulated to each Ryedale parish and town council in the area.

Ballot papers will be posted to the parish and town councils on 20 July 2017 for return by 23 August 2017. Whilst the timetable for the election is somewhat restricted, it is hoped that parish and town councils will participate in the nominations and any ballot.

Is any councillor going to seek nomination?

Agenda item 18 – Unlawful and inconsiderate parking: Westgate Carr Lane

A member of the public has asked for council support in ending the parking of lorries on the double yellow lines, vicinity of the Rosti factory in Westgate Carr Lane.

Agenda item 19 – Headstone

A resident has requested a larger headstone than is required by the council's regulations:

Please could you consider allowing the family of deceased Joan Bell, a slightly larger but more fitting memorial to be erected on her grave. You can see in Appendix 10 that it is not much taller than the dimensions set out by the council but the whole family feel that this head stone would be more of a tribute to Joan's life and her character.

Agenda item 20 – Finance

i) Councillors Audit - March 2017

Recommendation

- **that the council receives and endorses the report on the audit carried out on 18 April 2017.**

The audit

- Receipts
The receipts sheet (cash book) was checked against the current account paying in book, bank statements and invoices. Invoices were checked to see that the correct fees had been charged.
- Payments
The payments sheet (cash book) was checked against vouchers, monthly accounts paid and due for payment, cheque counterfoils, bank statements and analysis sheets.
- DDs and SOs as recorded on the bank statements were checked against the appropriate annual, quarterly or monthly statements that had been issued by creditors.
- Petty cash
Entries in the petty cash book were checked against receipts and payments (cash book) and the evidence of the receipts themselves. The cash was counted to establish that the money corresponded to the balance in receipts and payments and all relevant documentation checked to establish the exact number of castle passes issued.
- Transfers: £7500.00 from reserve to current on 6 March 2017, £5000.00 on 22 March and £2000.00 on 28 March 2017.
- Wages
The amounts on the wage slips were checked against the cheques for employees, HMRC, NYCC Pension Fund and the percentages used in calculating pension contributions.
- Vat register
The Vat to be reclaimed is £1785.02.
- The bank reconciliation as at 31 March 2017 was checked and was found to agree with the cash book and relevant statements.

Agenda item 20 cont.

ii) Delegated decisions by the clerk

Please see Appendix 11.

The council is asked to endorse the decisions taken by the clerk since 15 March 2017.

iii) Requests for grants

Requests for grants have been received from:

- Pickering in Business (Appendix 12)
- Pickering and District Smallholdings and Allotments Association (**Appendix 12a**)
- Friends of Moorsbus and Moorsbus CIC (**Appendices 12b-d**).

iv) Footway Lights

Acorn Lighting Services Ltd has inspected all the council's footway lights and classified their condition as poor, fair or good. Subsequently the contractor reviewed all the units classified as poor and recommends that at least nineteen are replaced but wants to give further consideration to some other lights. There should be a costing available by the time of the council meeting. Although many lights have been replaced these past few years, in excess of fifty units will have to be replaced over the next two years, the majority of these being reinforced concrete columns.

Please see Appendix 13.

v) Litter bins

The council is recommended to purchase:

- 1 x Wybone WDB/6DL (combined litter and dog litter bin) for Newbridge (subject to approval from the highway authority);
- 4 x Melba/Swintex Copperfield Bins (replacements for open topped bins on Potter Hill (1); Hungate (1) and Malton Road (2)).

The cost of the bins and fixing bots are (Melba Swintex) £476.84 and (Wybone) £567.05.

vi) Yorkshire Local Councils Associations

The council is recommended to renew its membership of YLCA and thereby continue to benefit from its advice. The subscription is £923.00.

vii) Financial statement, March 2017 (Appendix 14)

The council is recommended to receive and note the financial statement for March 2017.

viii) Accounts (Appendix 15a and b)

The council is recommended to approve the Supplementary March and the April accounts paid and due for payment totalling, respectively, £3125.12 and £26870.68.

21. Complaint against a member of the council

(Exempt item)

22. A claim against the council (1)

(Exempt item)

23. A claim against the council (2)

Appendix 1 – Agenda item 3

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

Present: Councillor J Andrews, Councillor B Baker, Councillor M Danks, Councillor H Haythorne, Councillor S Jenson, Councillor J Lovejoy, Councillor H McAnulty-Rickard, Councillor W Oxley and Councillor J Stott.

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

174 APOLOGIES FOR ABSENCE

The council received and accepted apologies for absence and reasons for same from Councillors Randall, Richardson and Woodward.

175 APPLICATIONS FOR DISPENSATIONS

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

176 MINUTES

The council resolved that the minutes of the ordinary meeting held on 20 February 2017 be approved.

177 PUBLIC PARTICIPATION AND PRESENTATIONS

Mr A Hall addressed the council about Planning Application 17/00119/FUL (Minute 181ii) below), about his objections. He responded to questions from members of the council.

178 TOWN MAYOR'S ENGAGEMENTS

11 March 2017	Flamingo Land 10K Run
17 March 2017	Malton Civic Service

179 MEMBERS' REPORTS

The council received and noted verbal reports from Councillors Jenson (monthly litter pick, Pickering in Bloom), Haythorne (Ryedale Five Towns), Lovejoy (Pickering Town Youth Council, Pickering in Business) and Oxley (Tourism Advisory Board).

180 THE TOWN CLERK'S REPORT

iii) Council meeting schedule: April-May¹⁰

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

- iv) Notes, magazines, documents lodged in the council office:
- Minutes of the annual meeting of the Ryedale Neighbourhood Watch, 2 February 2017;
 - Police report for Pickering, February 2017;
 - The county council's enewsletter *North Yorkshire Now*, March 2017;
 - news bulletin (March) from the Yorkshire Derwent Partnership;
 - *Corbie Infos*, Issue 105, January 2017;
 - briefing about the Moorsbus project.¹¹
- iii) The Small Works Contractor had inspected the commemorative cross on Smiddy Hill on 17 February 2017. "We found the condition of the cross to be unchanged since last year. In our opinion the cross does not require any remedial work and is in good condition considering its age."
- iv) The Valuation Office Agency had to treat two or more separated spaces within the same building but owned, leased or rented by the same business and accessed through communal areas, as separate properties for assessment purposes. This meant that the council office and the storage room in the Memorial Hall had to be given separate valuations. The office now had a rateable value of £2500.00, the storage room £270.00. The former rateable value of the two rooms treated as one property was £2750.00. The new valuation had been backdated to 1 April 2015.¹²
- v) The meeting of the council's planning committee scheduled for 7 March 2017 had to be cancelled because a quorum was not present.
- vi) The next meeting of Ryedale Five Towns would be held in the National Park building in Helmsley on 13 June 2017 at 7pm.
- vii) A complaint about a member of the town council had been dealt with by the Monitoring Officer. The officer had decided that the town councillor was not in breach of the Code of Conduct.

¹⁰ Meetings are held in the Memorial Hall unless otherwise stated.

¹¹ Appendix 3.

¹² Minute 109v), 21 November 2016.

180 cont.

- viii) The clerk gave notice of two items that would be dealt with at the ordinary meeting in April:
- a complaint about a member of the town council;
 - a communication from Zurich Insurance Plc about a recent claim against the council.
- ix) The Deputy Returning Officer (Ryedale) had publicised information about the election of councillors for the Ryedale County Divisions. The election would take place on 4 May 2017.

181 DEVELOPMENT CONTROL

- iv) Outcomes: recent planning applications

The council received and noted the outcomes which related to six applications.¹³

- v) Planning applications considered at the meeting

The council had no objections to the application to erect two single storey extensions at October House, 141 Middleton Road, and replace the detached single garage with a double garage (17/00237/HOUSE).

The only concern that the council had about the change of use and alterations to the High Mill at the Undercliffe was that the area allocated for parking and access could be subject to flooding given its proximity to the mill race. (17/00117/FUL).

The council did not support the proposals to build a dwelling to the rear of the Old Manse on Middleton Road. This would be back land development, constituting further encroachment on the extensive gardens area between Westgate and Middleton Road, a particular feature of this part of the town. The Old Manse, a guest house, was thought to have ten letting rooms and a good amount of parking space. Were the proposed development to happen, that parking space could be reduced, thus adding to the existing competition for parking spaces along the eastern end of Middleton Road. Finally, vehicular egress from the site onto Middleton Road was not of the best, and with the Community Junior School across the way, this section of the road could be very busy indeed.

The council received and noted a copy letter from Mr A Hall to Ryedale District Council in which the member of the public had given his views about the above planning application.

¹³16/01963/FUL- formation of an additional car park to serve Forestry Commission District Office, Outgang Road – approved; 16/02024/LBC – installation of en-suite bathroom within a bedroom with soil pipe exiting adjacent to existing rear soil pipe at Lowther House, Newbridge – approved; 17/00022LBC - formation of basement toilet and utility area with external ducting and pipework to existing soil vent pipe at The Old King's Head, 1A Willowgate - approved; 16/01893/FUL - erection of one pair of two bedroom semi-detached dwellings with parking and amenity areas on land at Westfield House, Firthland Road – approved; 17/00033/HOUSE – erection of two storey extension to east elevation and replacement detached garage at 29 Thornton Road – approved; 17/00040/LBC – external alterations to include installation of five replacement timber-framed double-glazed casement windows to north, south and west elevations of 25 Undercliffe – approved.

181ii) cont.

The council decided that rather than retain Prefabricated Classroom Unit 3109 for a further six years at Lady Lumley's School, the county council should be developing a building programme for the better and permanent housing of students (NY/2017/0054/73A).

182 PROTEST CAMP, BEAN SHEAF

- i) The council learnt that a multi-agency meeting about the protest camp had been arranged at the North Yorkshire Police Headquarters at Newby Wiske on 21 March 2017. The council would be informed about the outcomes of the meeting.
- ii) The council noted the several concerns raised by two members of the public about the protest camp. These concerns related to the consequences for their well being and their livelihood of the proximity of the protest camp to their property. The issue was one of good neighbourliness.

The council learnt that some of its members had visited the camp and thought that the protesters were aware of the concerns of members of the public who lived at Bean Sheaf and were making every effort to be good neighbours.

183 TOUR DE YORKSHIRE 2017¹⁴

The council was

- briefed by Councillor Oxley on the intentions of Pickering in Business and other organisations for dressing the route;
- received and noted a communication from the Economy and Community Manager, Ryedale District Council, on the estimated timings of the race through Pickering, contact details for alerting the media as to what would be happening in the town, and related matters.

184 THE TOWN CLOCK¹⁵

- i) The Strike Train Auto-wind Unit

The council learnt that Smith of Derby's report on the nature of the repair undertaken on the unit, dated 22 February 2017 (Ref H/22833/PBS/BP), had been forwarded to the Parochial Church Council on the same day.

- ii) The Town Clock: War memorial

The council received and noted guidance on the status of the clock but deferred further consideration of same until advice was received on its ownership.

¹⁴ Minute 121i), 19 December 2016.

¹⁵ Minute 165, 20 February 2017.

185 THE ANNUAL TOWN MEETING¹⁶

The council discussed whether those organisations which had received grants during the current financial year should be invited to send a representative to the town meeting to talk about their work; however, the proposal was rejected. The council would make every endeavour to advertise the meeting.

186 THE COUNCIL'S PLAY AREAS

The council received and noted legal advice from the district council, the National Association of Local Councils and David Wilson Homes Yorkshire East on transfers of land effected in 1981 and 1994, the land to be used as play areas. The advice would be used to inform the review of the council's play areas to be undertaken in the autumn.

187 OFFER TO DONATE TREES

The council considered an offer from Northern Gas Networks to accept a donation of trees which would, subject to approval from Ryedale District Council (as the local planning authority), be planted in the community park. It was the utility's policy to offer trees to those localities where work was being undertaken. (The number of trees was linked to the amount of carbon emissions from the utility's vehicles employed in that work.) The council decided to accept the offer.

188 REQUEST TO HOLD A CONCERT ON THE OPEN SPACE AT SMIDDY HILL

The council decided that

- permission should be given to the band to hold a concert on the open space on 7 May 2017 in the afternoon;
- the band should be asked if it wanted to hold other concerts during the summer.

189 RALLY CAR MOVEMENT IN SWAINSEA LANE

The council was sympathetic to the concerns of residents in Swainsea Lane about the movement of rally cars along the road on 19 February 2017. Both the highway authority and the rally organisers would be contacted to ensure that, for future events, every care would be taken to ensure that public safety issues were met in that part of the town, and those living along the route would be informed of the date and time when vehicles would be passing through.

¹⁶ Minute 166, 20 February 2017.

190 **ALLOTMENTS (COMMUNITY PARK)**

The council

- received and noted a report drafted by Mrs A Dawson on the training session she attended on allotment management, organised by the Yorkshire Local Councils Associations, on 23 February 2017;
- appointed Councillors Oxley and Andrew to work with the council staff on reviewing and revising the allotment regulations in the light of the information received at the training session;
- would forward the information in the report which related to the water supply, taps and troughs to David Wilson Homes Yorkshire East. The company had agreed to install troughs before handover.

191 **FINANCE**

ii) Councillors Audit - February 2017

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

ii) Delegated decisions by the clerk

The council noted and endorsed the decisions taken by the clerk since 20 February 2017.

iii) Financial statement, February 2017

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

iv) Accounts paid and due for payment¹⁷

The council resolved that the March accounts paid and due for payment totalling £12618.45 be approved.

.....
Town Mayor

¹⁷ Please see Appendix 1.

Appendix 1							
Voucher No./ Chq No.	Date incurred	Beneficiary	Merchant category	Summary of the purpose of the expenditure	Net Amount	VAT to be reclaimed	Gross Amount
V165 6950	20 Mar 2017	Ryedale District Council	Maintenance – cemetery	Garden waste licences for cemetery	£ 114.00	£ 0.00	£ 114.00
V166 6951	07 Dec 2016	D.M. Eddon	Maintenance – public seats	Repainting town centre seats	£ 1214.00	£ 242.80	£ 1456.80
V166 6951	05 Jan 2017	D.M. Eddon	Maintenance – cemetery	Maintenance work on cemetery shed and spoil holder	£ 1563.00	£ 312.60	£ 1875.60
V166 6951	30 Jan 2017	D.M. Eddon	Property – contingency	Making new notice board	£ 205.00	£ 41.00	£ 246.00
V166 6951	31 Jan 2017	D.M. Eddon	Maintenance – play areas	Removing climbing frame base at Manor Drive play area	£ 540.00	£ 108.00	£ 648.00
V166 6951	30 Jan 2017	D.M. Eddon	Maintenance – Smiddy Hill monument	Inspecting Smiddy Hill memorial	£ 72.00	£ 14.40	£ 86.40
V167 6952	20 Mar 2017	Stape Silver Band	Grants	Grant under Localism Act 1972, s111(1)	£ 2900.00	£ 0.00	£ 2900.00
V168 6953	26 Jan 2017	Acorn Lighting Services Ltd	Maintenance – footway lighting	Repairing footway light	£ 43.00	£ 8.60	£ 51.60
V169 6954	31 Jan 2017	D.M. Eddon	Maintenance – public seats	Relocation of seat	£ 72.00	£ 14.40	£ 86.40
V170 6955/ 6/7/8	20 Mar 2017	Employees and related beneficiaries	Administration and operations – salaries	Salaries and related payments March 2017	£ 4387.45	£ 0.00	£ 4387.45
V171 DD	20 Mar 2017	Natwest Bank	Administration and operations – bank charges	Bank charges February 2017	£ 11.20	£ 0.00	£ 11.20
V172 SO	20 Mar 2017	PWMCT	Administration and operations – office rent	Rent and services April 2017	£ 600.00	£ 0.00	£ 600.00
V172 SO	20 Mar 2017	PWMCT	Administration and operations – room hire	Room hire 24 April 2017	£ 25.00	£ 0.00	£ 25.00
V173 DD	20 Mar 2017	PCX Computer Services	Administration and operations – telephone and broadband	Broadband line rental April 2017	£ 17.99	£ 0.00	£ 17.99
V174 DD	20 Mar 2017	EDF Energy	Services – clock electricity	Monthly electricity charges parish clock	£ 13.00	£ 0.00	£ 13.00
V175 DD	20 Mar 2017	EDF Energy	Property – cemetery shed	Monthly electricity charges	£ 8.00	£ 0.00	£ 8.00

				cemetery shed			
V176 DD	20 Mar 2017	Ryedale District Council	Property – cemetery shed	Non-domestic rates cemetery storage shed	£ 91.01	£ 0.00	£ 91.01
TOTAL EXPENDITURE					£ 11876.65	£ 741.80	£12618.45
For March 2017 there was no expenditure where VAT was incurred that could not be reclaimed.							

Appendix 2 – Agenda item 4

From Standing Order 3

- d) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) Subject to standing order 3d) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business and an agenda item will be allocated in the early part of council and committee meetings to enable them to do this.

This entitlement will not preclude the chairman from adjourning the meeting at other times at his discretion so as to allow members of the public to make representations answer questions or give evidence, in relation to the business to be transacted at that meeting.
- f) The period of time which is designated for public participation in accordance with standing order 3d) above shall be at the chairman's discretion.
- g) Subject to standing order 3e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda.
- h) In accordance with standing order 3e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i) A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j) A person shall stand when requesting to speak and when speaking except when a person has a disability or is likely to suffer discomfort. The chairman may at any time permit an individual to be seated when speaking.
- k) Any person speaking at a meeting shall address his comments to the chairman.
- l) Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman shall direct the order of speaking.
- m) The right to record, film and to broadcast meetings of the council, its committees, sub committees and any joint committees is established under the Openness of Local Government Bodies Regulations 2014; however, recording will be carried out in accordance with separate rules adopted by the council to manage this activity effectively and lawfully.

RULES FOR THE EFFECTIVE MANAGEMENT OF RECORDING AT LOCAL COUNCIL AND PARISH MEETINGS

The right to record, film and to broadcast meetings of the council/parish meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings. Pickering Town Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording. Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

The rules that the town council will apply are:

1. The council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website or on notice boards in the town and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of this guidance will be provided to members of the public in attendance at a meeting of the council. The chairman may also verbally remind the meeting and all present of the freedom to record but that this guidance are in place to enable any type of recording to take place with minimal disruption to the council meeting.
3. Any person wishing to record a meeting in any format whatsoever is encouraged (but not compelled), to contact the clerk prior to the start of the meeting. The clerk’s details are set out in the public notice and the agenda of the meeting; (or in his absence, the contact will be the chairman of the council. Discussing requirements with the clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
4. The person making the recording may move around, however in doing so he/she must ensure that there is minimal or no disruption to the proceedings of the meeting.
5. A person or persons recording the council meeting are reminded that the “Public Participation” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
6. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
7. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, ie a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
8. The council requests that all recording is overt (ie clearly visible to anyone at the meeting), but cannot compel those who are recording to do so.
9. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
10. A person or persons making a recording has no right to interrupt a council by asking questions or making comments for the purpose of the recording. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

11. The chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of this guidance.
12. Persons who are recording are requested not to leave their equipment unattended where possible, and are responsible for their equipment at all times
13. The recording and reporting on meetings of the council is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the council's values or in a way that ridicules or shows a lack of respect for those in the recording. The council would expect any recording in breach of these rules to be removed from public view. The council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
14. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements he/she is requested to please contact the clerk prior to the meeting so that reasonable arrangements can be made. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
15. The council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.
16. Where a council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council will include the availability of such recordings within its Publication Scheme.
17. The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
18. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

Date of policy adoption 15 June 2015

Date of policy review 16 May 2016

Appendix 3 – Agenda item 9	
NAME OF ORGANISATION	Pickering Community Infant School and Nursery Homeschool Association
ADDRESS	Ruffa Lane Pickering YO18 7AT
TELEPHONE NO.	01751 472620
E-MAIL ADDRESS	
CONTACT NAME	
CONTACT ADDRESS (If different from above)	
CONTACT TELEPHONE (If different)	
CONTACT E-MAIL (If different)	
<p>1. Please provide the objectives of the organisation on whose behalf you are applying for a grant.</p> <p>The objective of the HSA is to organise fundraising events at school throughout the year. These events raise much needed funding for workshops, school visits, extra-curricular activities and curriculum resources that help to enrich your children's time at school. We provide brilliant support for children and their families whilst at school. There are huge benefits for members of the HSA as they are able to share the wonderful experiences our fundraising events offer and be a part of a friendly and committed team who work together throughout the year to achieve this. Fundraising events across the year include a Soup Kitchen for War Weekend, our Christmas Fair, Easter Bunny Drive, sponsored bounce and our Summer Fair. Our objective during the Tour de Yorkshire is to support the event and raise awareness of the work our Home School Association carries out on behalf of the school and nursery.</p>	

2. For what purposes is the grant to be used? The grant is to be used to purchase flags, bunting and other materials to organise a display to show support for the Tour de Yorkshire cyclists.	
3. How many Pickering residents will benefit? The primary benefit is that the school children get involved in supporting the Tour de Yorkshire and cheer on the cyclists as they pass. The children will be watching the TDY pass in a specially designated area and the cyclists will appreciate the school's support of this event as they pass and the secondary benefit is that Tour de Yorkshire attracts tourists to the area which bring in income to local businesses. The flags and the bunting will be visible from the air.	
4. What monies have you already in hand or received by way of donations to pay for the project? or raised to meet ongoing running costs?	£ 0.00 £ 0.00 £ 0.00
Please provide the last set of audited accounts if you have these.	
6. How much money are you seeking from the council?	£ 130.00
7. If the application is successful to whom should the cheque be made payable? Pickering HSA And the address to which the cheque should be sent if different from contact address?	
Application submitted by	Name The Secretary Signature
On behalf of (Organisation Name)	Pickering Infant and Community School HSA
Date	12 April 2017

Pickering Town Council

Annual Report

1 April 2016 - 31 March 2017

**Memorial Hall
Potter Hill
Pickering
North Yorkshire
YO18 8AA**

**Telephone 01751 476503
e-mail: townclerk@pickering.gov.uk
website: pickering.gov.uk**

Introduction

As I approach the end of my final term of office as Town Mayor I am again struck by the dynamism in Pickering as well as its attractiveness – two compelling reasons to live and work here. In the past year I have been invited to many events, all of which were enjoyable and testified to the imagination and resourcefulness of local people. These events included an art exhibition, an evening to celebrate the fund raising activities for Marie Curie Cancer Care of a group of “pirates” and a Burns lunch complete with kilted piper. It is always pleasant to be made so welcome. Most of the events had been organised by volunteers without whom Pickering would be a much less vibrant town.

The running of the library has now changed. Instead of a complement of professional staff funded by the county council, we now have one full time member of staff and a team of volunteers who have been enthusiastically training to take over the roles involved in the day to day running of the library. It is very early days but so far the system seems to be working. They would of course welcome many more volunteers – please pop into the library if you are interested.

Building on their successful launch last year of a website, the Pickering in Business Group continues to grow in numbers and strength. At present they are very involved in organising events, supported by the town council, around our second visit by the Tour de Yorkshire.

Below is a summary of the council’s activities during the past year.

1. Communication and consultation

We have tried to keep you informed by publishing quarterly newsletters, “posts” on our website and through our facebook page.

We also advertise our meetings and send agendas to the press to encourage them to attend so that our discussions and decisions can be reported. Notices advertising council meetings and the annual town meeting are posted on our notice boards as well as on our website. And we encourage you to talk to us by allocating time in our meetings to listen and respond to your views on current issues. Should you wish the council to discuss an issue of concern to you, please contact the town clerk by the second Tuesday of each month by ringing 01751 476503 or e-mailing townclerk@pickering.gov.uk.

Apart from talking to local children about what new play equipment should be installed at Manor Drive, we consulted members of the public about whether the market should be located in the Ropery car park or the Market Place. When the market had been temporarily located in the car park in 2016, there had been positive feedback from both members of the public and some market traders, so we, with the approval of the district council (the market authority for Pickering) undertook a consultation exercise. The majority of parishioners, non-parishioners and town centre businesses clearly preferred that the market remain in the Market Place; however, several respondees thought that the market should be improved. We will be undertaking another exercise later in the year to find out the ways in which you think the market might be improved.

2. **Voluntary groups**

We have, through our grants policy, supported a number of groups whose activities benefit Pickering people in quite different ways: a small grant was given to the British Isles Rose Society to support its rose festival at Roger's Nursery – an annual event which not only delights many local people but attracts visitors to our town. Grants were also given to the Musical Memories Community Interest Company (working with those suffering from dementia), Pickering in Business to help meet the cost of Christmas Lights, the scouts to help pay for the annual Senior Citizens Christmas Party, the Environment Agency to help meet the cost of the flood water storage structure in lower Newton Dale, and Stape Silver Band to purchase musical instruments. Details of the council's grant scheme can be found on www.pickering.gov.uk or by contacting town clerk.

Grants awarded	
British Isles Rose Society	£100.00
Musical Memorial CIC	£300.00
Pickering in Business	£500.00
The Environment Agency	£5000.00
The scouts	£400.00
Stape Silver Band	£2900.00

We will also support groups, organisations and authorities whose activities benefit Pickering's residents should they be looking for volunteers to sustain their work. The support would take the form of publishing contact details on the council's website and notice boards. We will soon install a notice board in the Market Place for community groups to advertise their activities. (To this end we are very grateful to Pickering Pharmacy for allowing us to pin the board to the front of its premises.)

3. **Engagement with the town's young people**

Pickering Town Youth Council has continued to be active this year. At Christmas (and as part of the Pickering in Business Christmas Fair) they served drinks and homemade cakes and raised £132.00 for the British Heart Foundation.

Currently they are holding a competition at Lady Lumley's School to collect items for Pickering Foodbank. Early signs are that this is going to be a success and that the Foodbank will benefit.

They continue to meet monthly and to liaise with the town council, and discuss matters that are pertinent to young people in the town.

Consultation with local children convinced the council that the installation of an aerial runway in Manor Drive play area would be a successful addition to the stock of play equipment in the town. Despite some initial problems this has proved to be the case.

4. **Services**

We have worked hard to ensure that the amenities for which we are responsible have looked attractive and any risks to users managed: the council's footway lighting contractor, an arboriculturist and ROSPA, for example, have, respectively, inspected the footway lighting units, the council's trees and the play area equipment. As a result

a climbing frame in Manor Drive play area was removed, a tree surgeon has implemented the recommendations of the arboriculturist, and some new lighting stock has been installed. Many of the lighting columns are made of reinforced concrete and, although serviceable, will need replacing. To this end money will be committed to bring this about.

We will be reviewing the usage of some of the play areas in the autumn. The council manages the play areas at Hawthorn Lane and Manor Drive but owns the play areas at Troutbeck Close, Otter Drive, Garden Way, Greenlands and Paddock Close and it is these five amenities that will be subject to the review. There is no intention to close any of them, merely establish usage with a view to deciding the best use of the equipment in them.

Apart from seven play areas and some of the footway lighting units in the town, we are responsible for Riverside Walk and the open space on Smiddy Hill, the front churchyard, the cemetery at Whitby Road, the litter and dog litter bins, and public seats in the town. We are grateful to members of the public who suggest how services can be improved and for alerting us when repairs are necessary.

It is understandable that with several local government authorities operating in Pickering, members of the public become confused as to which authority is responsible for which service: for example, lighting units, depending on their location, are either the responsibility of the county council or the town council or the district council or the Yorkshire Housing Association. The verges are part of the highway and, therefore, are the responsibility of the county council; however, the town council cuts the verges. Should you be unclear as to which authority should deal with a particular issue, the council's employees are always happy to listen and provide the appropriate contact details.

We remain grateful to those Pickering people who lock and unlock the play areas and report problems when they occur, help clear up litter in the town every month, and tidy the cemetery.

5. The Community Park, Whitby Road

We expected to take on the responsibility for the community park in 2016; however, the land remains in the ownership of David Wilson Homes, the company which developed Woodlands Park. We assume that the hand over will take place this year but a range of issues await resolution including the installation of an effective drainage system in the southern part of the park, laying out the allotments, and work on the interior of the toilets. Work has continued in educating the council in its responsibilities for managing the amenity.

The park will provide a welcome addition to the town's amenities but it would be misleading to say that the park will be up and running within a few months. We reported last year that the development of the park will be work in progress for many years and that is every bit true today.

6. **Lobbying**

One of the roles of the council represent the community in its dealings with other authorities and organisations. To this end the council has joined the Ryedale Market Towns Promotion Partnership primarily to ensure that Ryedale remains a popular destination for visitors and that they stay longer and spend more.

Amongst the objectives for the next two years are to establish long distance walking and cycling routes between the towns, encourage businesses to promote each others' products and services, promote local food and drink and provide local visitor information.

In Pickering we have wonderful tourist attractions – the North Yorkshire Moors Railway, the parish church and Beck Isle Museum are but three that come to mind. And our attractions work hard to encourage visitors; however, we can't rest on our laurels and we hope that the work of the partnership will help ensure that our economy continues to benefit from visitors.

Best wishes to you all.

Joan Lovejoy
Town Mayor 2016-2017

Accounting statements for 2016-17 (compared with the two previous years)

	Year ending		
	31 March 2015 £	31 March 2016 £	31 March 2017 £
Balances brought forward	190,897	230,264	265807
(+) Annual precept	142,000	156,000	168000
(+) Total other receipts	30,545	17,125	15756
(-) Staff costs	50,319	52,515	52606
(-) All other payments	82859	85,067	87021
Balances carried forward	230264	265,807	309936
Total fixed assets	249,777	252,531	262407

Most of the council's income came from the precept, a sum of money which was built into the Council Tax. The balance came from, chiefly, two sources: cemetery fees and a contribution from North Yorkshire County Council towards the cost of cutting the town's verges. The amount expended during the financial year goes on a range of services and amenities. These include the cemetery in Whitby Road, Riverside Walk and the open space at Smiddy Hill, the maintenance and inspection of seven play areas, cutting 44000 square metres of verge, the maintenance of public seats and litter bins, and the maintenance of some of the town's footway lighting.

The council's accounts are subject to internal and external audit regimes. The internal auditor is appointed by the council and has to meet tests of independence and competence. The external auditor is appointed by the Audit Commission (now closed). The internal audit, on the basis of assessment of risk, carries out a selective assessment of compliance with relevant procedures and controls that are in operation during the financial year. The exercise is undertaken each autumn and, again, after the finalisation of the accounts. The council will soon submit a return to the external auditor. This includes a statement that the councillors acknowledge their responsibility for ensuring that there is a sound system of internal control as well as the accounting statements for 2016-2017. Notices of public rights and the publication of the unaudited return will be posted on each of the four council notice boards and on its website on 30 May 2016.

Should you have any queries about anything in this report, please contact the town clerk.

Contact details for town councillors

West Ward

Joy Andrews
29 Potter Hill
YO18 8AA
Tel 07557909785
joyandnick@live.co.uk

Brian Baker
38 Westgate
YO18 8BA
Tel 473633

Mal Danks
30 Rosamund Avenue
YO18 7HF
Tel 477913
mal.danks@btinternet.com

Helen McAnulty-Rickard
hmcrPTC@gmail.com

Emma Richardson
The councillor can be
contacted via the
town council.

John Stott
53 Westlands
YO18 7HJ
Tel 471460
john.stott1@virgin.net

East Ward

Helene Haythorne
Hillcrest
Kirkham Lane
YO81 7AS
Tel 474066
enquiries@bramwoodguesthouse.co.uk

Stephen Jenson
Kirkham Lodge
Kirkham Lane
YO18 7AS
Tel 476083

Joan Lovejoy
41 Littledale
YO18 8PS
Tel 475438
joanlovejoy@lineone.net

William Oxley
17 Burgate
YO18 7AU
Tel 473463
will@17burgate.co.uk

Eileen Randall
7 Eastfield Road
YO18 7HU
Tel 473728
eileen.randall@hotmail.com

Tommy Woodward
Ashfield House
36A Ruffa Lane
YO18 7HN
Tel 477429
twotonethomas@hotmail.com

To contact Mr JA Husband, town clerk, or Mrs A Dawson, his assistant, please ring (01751) 476503, e-mail townclerk@pickering.gov.uk or call in at the office which is open Monday to Friday inclusive, 9am until 12 noon. The office is housed in the Kitching Room which is situated on the first floor of the Memorial Hall Potter Hill, Pickering, YO18 8AA. There is a lift on the ground floor for those who do not want to negotiate the stairs.

Appendix 9 – Agenda item 16

Pickering Town Council

Draft Allotment Rules

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4. Rent

- 4.1 When your tenancy is due to begin, we will notify you of the rent for the remainder of the current year (*until 30 September*) and you must pay it immediately.
- 4.2 Thereafter you must pay your rent on or before *1 October* each year.
- 4.3 We will write to you at least three weeks beforehand with notification of the rent due for the coming year and details of how it can be paid.
- 4.4 Concessions may be available but only at the council's discretion.
- 4.5 *The rent is non-refundable even if you surrender your tenancy or are evicted during the course of any rental year.*

5 Use of your allotment

- 5.1 You must use your allotment wholly or mainly for the production of fruit and vegetables for you and your family or household.
- 5.2 You must not use your allotment for trade or business, camping or staying there overnight.
- 5.3 You must cultivate your allotment and maintain it in reasonable condition, with weeds kept under control and respecting the rights and safety of all allotment users. You must comply, in particular, with the requirements of Sections 6 to 11 and the conditions and guidance set out in Appendix 2. *Failure to maintain the allotment in reasonable condition will lead to you being given twenty eight days to improve it. Please see Rules 11.3, 11.4 and 11.5 for the action the council will take should you not improve the allotment within the twenty eight day period.*

7 Structures

- 7.1 Structure means garden shed, greenhouse, hen house and run, rabbit hutch and run, polytunnel, hive, and cold frame.
- 7.2 You must not install any structure on your allotment site unless you:
- get our permission to do so;
 - comply with the conditions and guidance for doing so;
 - secure planning permission if planning permission is necessary, from Ryedale District Council;¹⁸
 - maintain it in reasonable condition *to include repainting it at least every three years.*
- 7.3 You must also maintain any structure that was not installed by you but remained on your allotment when your tenancy began. Section 3.3-4 deal with structures at a change of tenancy.
- 7.4 Appendix 3 deals with the factors to be taken into account as regards permissions, conditions and guidance for installations.
- 7.5 If you fail to comply with Sections 7.2 and 7.3 we may:

¹⁸ Note Planning Condition 13 issued by Ryedale District Council the allotments: *There shall be no outbuildings or structures erected on the allotments hereby approved unless approved in writing by the Local Planning Authority, following an application in that respect.*

- ask you to remove it;
- remove and dispose of it ourselves if you fail to do so and
- recharge you for these costs.

7.6 As well, or instead of, proceeding in accordance with Section 7.5, we may enforce these rules in any other way, including, if we consider it necessary, by ending your tenancy (see Sections 11 and 12).

7.7 The above requirements for installation of structures also apply to alterations of structures if what is proposed would make the structure substantially different (as opposed to works of maintenance and repair).

8 Livestock

8.1 The only kinds of livestock you may keep on your allotment (subject to Section 8.2) are hens (but not cockerels), rabbits *and bees (delete)*.

8.2 You must get our written permission to keep bees, inform us of your intention to keep hens or rabbits, and (in all three cases) comply with the conditions and guidance for doing so.

8.3 Appendix 4 deals with the factors to be taken into account as regards permissions, sets out the conditions, and provides further information about guidance.

8.4 If you fail to comply with Section 8.2, we may:

- ask you to remove livestock;
- remove and dispose of them ourselves if you fail to do so and recharge you for these costs.

8.5 We may also proceed in accordance with Section 8.4 if it is necessary in the interests of public safety, for example, to contain the spread of disease.

8.6 As well as, or instead of, proceeding in accordance with Section 8.4, we may enforce these rules in any other way, including, if we consider it necessary, by ending your tenancy (see Sections 11 and 12).

9 Use of the allotment site

9.1 You only have rights in respect of your allotment and the shared facilities of the allotment site.

9.2 You must:

- respect the safety of other users of the allotment site;
- have regard for the security of the allotment site, including locking the entrance gates on your *departure from the site*;
- drive at a speed that is appropriate to the site conditions. We recommend a speed of no more than 5mph.

9.3 You must not:

- go on to other allotments except with the permission of the tenant;
- dump anything (including green waste) on vacant allotments or other parts of the allotment site;
- in any other way make use of or cultivate vacate allotments or other parts of the allotment site;
- have firearms (including air guns) or explosives on the allotment site.

- 9.4 You may only:
- use the shared facilities for the purposes for which they are intended. For examples, you must not use the water supplies for car washing. Appendix 2 deals with restrictions on watering your allotment.
 - have dogs on the allotment site if you keep them on leads and clear up any dog fouling.
- 9.5 You must take into account the guidance about wildlife set out in Appendix 5.

11 Enforcement and disputes

- 11.1 We may come on to your allotment at any time to inspect it. Section 6.2 requires you to make your allotment accessible. *We may enter any unlocked structure at any time on your allotment to inspect and, if locked, you will unlock it on request to enable the inspection to take place.*
- 11.2 Unless it is urgent that we take immediate enforcement action against you, and subject to Section 11.4, we will contact you if we believe there is cause for complaint. That way we hope to resolve matters before they become a major problem.
- 11.3 During the first three months of your tenancy, we appreciate that it may take some time to bring your allotment under proper cultivation. If you are temporarily unable to cultivate it, you should tell us in order to avoid premature enforcement action.
- 11.4 In fairness to those on the waiting list, if it appears that you are not cultivating your allotment or you don't pay your rent on time, and you have not contacted us, to give a reasonable explanation, we will take immediate steps to end your tenancy. Section 12.3 explains how we may do this.
- 11.5 We will not tolerate persistent or serious breaches of any of these rules and will take action accordingly, by ending your tenancy, if we consider it necessary.
- 11.6 We may recharge you for any costs we incur in taking action to deal with any breach of these rules.
- 11.7 If you are not satisfied with the service we provide, you can use our complaints procedure.
- 11.8 Disputes between tenants about the implementation of these rules and related matters may be referred to us by any interested party for resolution. Our decision is final.

Appendix 2

Use of your allotment – conditions and guidance

Numbers in bold refer to the main rules (not the paragraph numbers of the appendix).

- 1 This appendix is supplementary to Section **5** of the rules and should therefore be read in conjunction with that part.
- (1) Storage of materials
- 2 You may only keep items on your allotment that are for use on it, for example, you must not store vehicles there.
- I** You must comply with current regulations relating to the use of chemicals and harmful substances. You should select sprays and dressings that will minimise harm to people and wildlife. *Only small quantities should be stored on the site and kept in a locked structure.*
- 4 You must not:
 - allow excessive plant and other organic waste to accumulate on your allotment – arranging to compost waste of that kind *either on your allotment or on your own property or at a public recycling centre;*
 - bring asbestos based products on to your allotment;
 - use concrete on your allotment (except for pre-cast products laid on a loose bed);
 - remove from your allotment any soil, gravel, sand, stones or other minerals.
- 5 You should only:
 - store timber, scrap or similar materials that are intended for use for allotment purposes sparingly. And you must remove them if they have not been put to use in compliance with these rules within six months.
 - use carpet, underlay or similar material sparingly and you must remove it before it disintegrates or becomes overgrown with vegetation.
- 6 Remember that you are liable for our costs of putting right anything arising at the end of your tenancy (see Section **13**). Dealing with residual concrete, timber scrap and old carpet etc is one of the most time-consuming and expensive tasks when allotments become vacant.
- (2) Bonfires
- 7 Bonfires should only be occasional, limited to organic waste that is not suitable for composting, and using only material that is sufficiently dry and seasoned so the fire is quick and hot. Large quantities of timber should not be burnt.
- 8 You may only have bonfires between 1 October and 31 March and between 9am and sunset.
- 9 You may only burn material generated from your allotment – you must not bring material from elsewhere to burn.
- 10 You must ensure that the location of the fire and the weather conditions are safe.
- 11 You must not:
 - use petrol, paraffin or other accelerants;
 - leave a bonfire unattended – you must remain present until the fire is fully extinguished;
 - burn non-organic waste (for example, plastics and carpet).

- 12 Before lighting a bonfire, ensure that no hedgehogs or other animals are present in the pile of material to be burnt, if necessary by moving it to another location.
- 13 Remember that you may only have bonfires on your allotment, not elsewhere on the allotment site (see Section **9.1**).
- (3) Watering
- 14 You may not use hosepipes.
- 15 You must not use a sprinkler system.
- 16 Remember that you must not use the water supply except for your allotment (see Section 9.4).
- (4) Trees
- 17 You may only plant orchard trees (in other words edible fruit and nut trees) but no more than three.
- 18 Trees must be planted at least two metres away from the boundary of neighbouring allotments and so that the mature canopy does not overhand the footpaths and neighbouring allotments.
- 19 Remember that you must keep weeds under control (see Section **5.3**). You must therefore ensure that woody weeds (for example, self-sown sycamores) do not develop.
- (5) Rats, traps
- 20 Should you find rats on your allotment site, you are responsible for dealing with them
You may set traps to catch or kill rats. You must ensure that they are regularly checked and do not endanger other wildlife, people or pets. You may use, but at your own expense, a pest control officer or contractor.
- You may only set traps to catch or kill rats.
- (7) Public liability
- 20 Bear in mind your responsibility as tenant for the safety of your allotment. Some insurance companies offer public liability cover through home policies and you should make your own enquiries as necessary.

Appendix 3

Structures – permission, conditions and guidance

Numbers in bold refer to the main rules (not the paragraph numbers of the appendix).

- 1 This appendix is supplementary to Section **7** of the rules and should be read in conjunction with that part.
- 2 The meaning of structure for these purposes is defined in Section **7.1**.
- 3 Your application for permission to install a structure must be accompanied by a specification of the proposed structure, including dimensions and a sketch.
4. You must check if any other permission is required, in addition to our permission as owner of the site, such as planning permission.¹⁹ We shall need to see a statement from the planning authority if permission isn't needed and the planning permission itself if permission is granted. The local planning authority is Ryedale District Council, Ryedale House, Malton, YO17 7HH. 01653 600666.

NB The local planning authority has given permission for a timber garden shed (max floor area 4.5 sq ms) to be erected on each allotment. Details and samples of the materials to be used on the exterior of the building including colour staining of the timber have to be submitted to the local planning authority for approval. The district council's response must be made known to the town council before the structure is erected.

- 3 No more than 15% of your allotment may be used for structures.
- 4 The schedule at the end of this appendix sets out the maximum dimensions for other common structures for which permission may be given.
- 5 Structures must be placed at an appropriate edge of the allotment and in such a way as neither to interfere with boundaries or access (see Section 6) nor cause a nuisance or annoyance to other users of the allotment site or owners or occupiers of neighbouring premises (see Section **10**).
- 6 Buildings should be sectional and constructed of new or perfectly sound second-hand timber. Brick buildings are not permitted. Timber structures should be painted either dark grey or dark green and have pitched roofs **and repainted at least every three years thereafter.**
- 7 Bases should be constructed of sleepers, precast paving stones or loose bedded brickwork.
- 8 Water capture equipment should be attached to all structures where possible.
- 9 Section 5 and Appendix 2, which supplements it, deal with use of your allotment and should be borne in mind. Remember, in particular, that asbestos and concrete must not be used anywhere on your allotment.
- 10 Section **13** deals with matters arising at the end of tenancies and has particular relevance to removal of structures and potential recharges.

¹⁹ Note Planning Condition 13 issued by Ryedale District Council the allotments: *There shall be no outbuildings or structures erected on the allotments hereby approved unless approved in writing by the Local Planning Authority, following an application in that respect.*

11 Permissions will contain the full conditions and guidance to which they are subject.

Schedule to Appendix 3

Maximum dimensions for common structures (*All dimensions are in metres*)

Structure	Length	Width	Height	Area
Greenhouse/Polytunnel	3.7	2.5	2 (eaves) 2.6 (ridge)	9.25m ²
Garden shed	2.5	1.8	2 (eaves) 2.6 (ridge)	4.5m ²
Hen house	2.7	1.8	2 (eaves) 2.6 (ridge)	4.8m ²
Hen run	3.6	3.6	2	6m ²
Rabbit hutch	2.5	1.2	1	3m ²
Rabbit run	2	2	1.2	4m ²

In order to minimise the attraction of rodents, we insist that any food is stored in metal bins with close fitting lids (the traditional galvanised dustbin is ideal). Fencing is dug in and angled out at 45 degrees.

Appendix 12	
Application for grant	
NAME OF ORGANISATION	Pickering In Business
ADDRESS	17 Market Place, Pickering, YO18 7AE
CONTACT ADDRESS (If different from above)	
TELEPHONE	
E-MAIL	info@welcometopickering.co.uk
1. For what purpose is the grant to be used?	
<p>Updating and re-printing of Pickering town map created by GB maps of Thornton le Dale. Update will add all new buildings e.g. Lidl to the map. The TC are welcome to have space on the map for any details they wish to include</p>	
2. Who will benefit from the project for which a grant is being sought?	
<p>Visitors and locals in Pickering who need to find their way around.</p>	
3. What is the estimated cost of the project?	£800
4. Please confirm which other organisations have you approached for funding and please indicate the amount of money that you are seeking from each of them.	
<p>None</p>	

<p>5. What monies have you already in hand, or received by way of donation or raised to meet the cost of the project?</p> <p>Please provide the last set of audited accounts if you have these. If you haven't please state why you have no audited accounts.</p> <p>With PIB still in the early stages we have not required this.</p>	<p>£300 £ £</p>
<p>6. How much money are you seeking from the council?</p>	<p>£500</p>
<p>7. Please confirm the following:</p> <p>Should the application be successful please confirm who the cheque should be made payable to:</p> <p>Pickering in Business</p> <p>Please confirm the address to which the cheque should be sent:</p> <p>Trailblazer Outdoors, 17 Market Place, Pickering, YO18 7AE</p>	
<p>Application submitted by Neil Armstrong</p>	<p>Name Signature</p>
<p>Date 14/03/17</p>	

Appendix 12b) – Agenda item 20iii)

An update from the Moorsbus Community Interest Community and the Friends of Moorsbus

Moorsbus Community Interest Company are all volunteers. We fund raise for and arrange a bus network for the North York Moors area. Our services accept ENCTS bus passes. We also promote and try to connect with any existing bus and train services. We have all-day tickets and local fares, and some shared ticket arrangements with other operators.

In 2016 we ran two service from through Pickering every Sunday and Bank Holiday in July, August and September. In 2017 we will be extending the service to run from 1st May to the end of September, every Saturday, Sunday and Monday, and there will also be an extra service to Rosedale and to Dalby Forest on Sundays and Bank Holidays, including an early start bus for the many walkers who like to stay in Pickering.

We aim to bring benefits to you and to other Parishes which are social, economic and environmental

Social

Helping local people get out to see friends, relatives or just for a ride – easing isolation especially for those without a car. Enabling people to keep active for better physical and mental health.

Enabling local people to get to work or volunteer especially in the hospitality and leisure industry

Giving young people, the elderly and anyone who can't drive, an opportunity to visit people and places

Economic

Ensuring that visitors from near and far without a car (including overseas visitors) can enjoy local facilities and services, thus increasing tourism income for the area

Environmental

By saving just a few car journeys, the bus eases pressure on the environment: giving better air quality, lower carbon emissions, and lower risk of traffic collisions on rural roads

Ensuring that people from near and far can appreciate our countryside and therefore help protect it for future generations.

To and from Pickering

- *In 2017, Moorsbus services run to and from: Helmsley, Malton, Saltburn, Redcar, Guisborough, Darlington, Stockton, Middlesbrough, Northallerton, Stokesley, Thirsk and scores of other towns and villages in and around the area.*
- *Connections with other services ensure easy access to and from other locations including Hutton le Hole, Great Ayton and Castleton*
- *In 2017 we have managed to extend our season to start in May. We are also running at least one of our routes on Saturdays and Mondays as well as Sundays and Bank Holidays, and we will extend further if funding arrives.*
- *During the day services run to Rievaulx Abbey, Sutton Bank, Ampleforth and Danby National Park Centre*
- *Good opportunities for 'bus walks' as well as more leisurely visits to shops, pubs and cafes.*

The growth in our network is entirely due to more and more passengers, organisations and businesses "chipping in" just a small amount that they can afford. It costs around £400 per day for each bus (gross contract price). Across our network the buses have been covering between 45 - 50% of their costs each year from fares and the ENCTS reimbursement. Each year we raise the full contract cost at the start of

the season, and then carry forward the income to the following year. Some sections/ times of day are very busy, others still have spare capacity. We would obviously like to increase the income were possible. We always appreciate more help with publicity, though many people do their bit already. Posters and timetable leaflets will be available for you locally in April.

Further information on Moorsbus, including survey results can be found at www.moorsbus.org.

Appendix 12c – Agenda item 20iii)	
Grant Application Form	
NAME OF ORGANISATION	Moorsbus Community Interest Company
ADDRESS	
TELEPHONE NO.	
E-MAIL ADDRESS	friendsofmoorsbus@outlook.com
CONTACT NAME	
CONTACT ADDRESS (If different from above.	As above (Eden)
CONTACT TELEPHONE (If different)	As above (Eden)
CONTACT E-MAIL (If different)	As above
<p>1. Aims of the Organisation – Brief description of the main focus of the group (i.e. mission statement, constitution) and the type of organisation and its benefits to Pickering.</p> <p>Moorsbus Community Interest Company (all volunteers) are promoting and developing public transport to and within the North York Moors and surrounding area. In 2014 we started a new summer Sunday bus service, The Moors Rambler, we ran two routes in 2015, three in 2016 and we will run four in 2017 and for a longer season. The benefits to Pickering and its residents are:-</p> <ol style="list-style-type: none"> 1. Around 1/5 of Ryedale households do not have a car (RDC statistics). Without the bus service they have no access to much of the beautiful North York Moors, access that car drivers take for granted. The buses gives access to local places of interest, such as Ryedale Folk Museum , Danby National Park Centre, Rosedale and Dalby Forest. 2. As well an increased sense of mental well-being, and the reduction of loneliness that comes with such days out, there are proven physical health benefits in getting exercise. Added to this, Moorsbus CIC organises free guided walks on several of the days that the buses run, as an option for residents who are nervous of setting off on a walk on their own. 3. For residents with no car, the bus service gives the opportunity to visit friends and relations in other communities through which the service passes, such as Hutton-le-Hole, Castleton, Danby and Kirkbymoorside. It also means that friends and relations with no car can visit them in Pickering, and they can have bus outings together to places nearby. 4. The service, by way of its onward connections with other bus and train services, also makes it possible for residents to travel to many other places. 5. This bus service gives a connection to the National Rail network at Castleton and at Malton. This is of benefit to residents with no car, but also to others who are going away and do not wish to leave their car overnight in a railway car park. 	

6. This bus service brings visitors in to Pickering who then spend money in the town which supports some of our businesses. In 2017, the service from York and Malton to Danby will also run every Monday and Saturday. Around half of Moorsbus passengers (National Park Statistics) do have a car but choose to use the bus for environmental or financial reasons, so they may have the option of returning on another occasion, perhaps for a longer stay. Of course bus services are very useful for our foreign tourists too.
7. Moorsbus supports Pickering's Welcome to Walkers because it helps people who stay in the town's holiday accommodation to enjoy many different linear walks, i.e. they can walk from one place to another without need of a car. In 2017 first our Rosedale service of the day is an early one for walkers.
8. Sunday and Bank Holiday bus services also give the opportunity for local people to travel to local employment in the tourist trade such as the shops, pubs and to cleaning jobs at holiday accommodation.
9. Pickering is part of the Ryedale region and is also an important access point for places and communities in the North York Moors. Friends of Moorsbus are asking all Town and Parish Councils along the route to consider supporting the service. The combined funds will enable a service that supports all the communities along the route including Pickering. The Town Council is being asked to pay for one day, for 73 days of routes through the town, that also connect with trains and other bus routes.
10. Moorsbus CIC aims to encourage people to use public transport by way of the 5 "c"s; confidence, cost, comfort, convenience and continuity. By supporting public transport, the Town Council are helping to protect the Pickering residents and parish environment by reducing private car use. This means reducing car fumes that poison residents and wildlife, congestion, the risk of road traffic accidents, visual impact of cars on the town centre, and the carbon footprint of the town. This positive impact is increasing every year as you help us to extend the service.
11. In 2016, on a 13 week service, 516 people boarded in Pickering. Many of them will have visited a café or shop in Pickering. Just like other services and facilities in the town supported by the Town Council, this is an opportunity to enhance what we have. We also work closely with EYMS, so many passengers use the 128 to connect for circular routes to the Esk Valley, Stokesley, Rievaulx etc.

2. Please give details of this application

In 2017 we are working with Arriva North, EYMS, Stephenson's and Reliance to provide the bus service network for Pickering, with comfortable wheelchair accessible buses and helpful drivers. We provide two routes, firstly Darlington – Stokesley – Middlesbrough-Guisbrough,-Danby-Castleton-HuttonleHole- Kirkbymoorside-Pickering, then all above stops to Danby and back to Pickering, then all above stops back to Darlington. Secondly York, Malton (& railway station), Pickering, Wreton, Rosedale, Danby, Pickering, Thornton-le-Dale, Dalby Forest, Pickering, Wreton, Rosedale, Danby, and then same route reversed.

Fare income is very weather dependent, but we have to register and contract for all the service days 56 days before the service starts. We need Pickering Town Council and other Town and Parish Councils to help us to pay for this. The more funding we can secure, the

<p>longer the season we can run. We are also looking at other funding such as local trusts and grant schemes. All fare income will then be invested to support the service for 2018.</p>	
<p>3. How many Pickering residents will be beneficiaries?</p> <p>Approximately 400 residents as passengers, plus a whole-town benefit from visitor trade and from starting to reduce car congestion through improving public transport.</p>	
<p>4. Project funding breakdown</p> <p>PLEASE SEE ATTACHED BUDGET SHEET</p>	
<p>5. Other funding applications (pending or approved). If pending please state the date when you will receive confirmation of whether your application has been successful.</p> <p>THE ATTACHED BUDGET SHEET INCLUDES THESE DETAILS</p>	
<p>6. How will this project help the aims of your organisation?</p> <p>Moorsbus CIC and Friends of Moorsbus were born out of concerns raised at Northern Ryedale Public Transport Group in May 2013 about the impact of the loss of the North York Moors National Park Authority Moorsbus network. Over recent years there have been progressive cuts in local public transport funding, and not enough promotion of the huge potential and benefits of public transport. We are working hard at reversing the trend, of starting to rebuild public transport so that people without cars are not isolated, so that foreign visitors can get here and so help our local economy, and so that our towns and countryside are not clogged up with cars.</p> <p>Moorsbus CIC is a limited Community Interest Company, so personal liability of its volunteers is limited; it exists to hold contracts and make service decisions that improve public transport for the area.. Friends of Moorsbus is a membership organisation open to all passengers and supporters; it enables passengers to have a say and to make donations to support bus services. FoM Members and supporters also help with timetable distribution, guided walks, fundraising etc.</p>	
<p>7. How much are you requesting from Pickering Town Council?</p> <p>£400</p>	

8. Date when funding needed from and to? Decision needed before May 1 st if possible. .We will be paying for the service in instalments at the end of each month when the services are running.	
Application submitted by	Name Signature
On behalf of (Organisation Name)	Moorsbus Community Interest Company
Date	24 March 2017