

**DRAFT Minutes of the meeting of Pickering Town Council held on 23 July 2018 in the Memorial Hall, Pickering**

Present: Councillor Neil Armstrong ,Councillor J Andrews, Councillor B Baker, Councillor M Danks, Councillor A Gadsby, Councillor H Haythorne, Councillor S Jenson, Councillor P Littlewood, Councillor J Lovejoy, Councillor H McAnulty-Rickard, Councillor W Oxley and Councillor J Stott.

Three members of the public attended the meeting.

**48 APOLOGIES FOR ABSENCE**

The council noted that there were no apologies for absence.

**49 APPLICATIONS FOR DISPENSATIONS**

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

**50 PUBLIC PARTICIPATION AND PRESENTATIONS**

There were no members of the public who wished to address the council.

**51 TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported that she had not undertaken any official engagements since the last council meeting.

**52 MEMBER'S VERBAL AND WRITTEN REPORTS**

Councillor Jenson reported that the Pickering in Bloom group are finding it a challenge to keep the planters and flower beds watered during the current exceptionally dry weather. The council are interested in supporting the In Bloom group and asked Councillor Jenson to speak to the group at their next meeting and find out what help the council might be able to give. Councillor Jenson will report back to the council at the next meeting.

The Community Park Committee reported that they had met a representative from David Wilson Homes at the Community Park on 17 July and they have provided a written report. It was agreed that this report would be discussed as part of agenda item 9.

**53 THE ACTING TOWN CLERK'S REPORT**

i) Meeting schedule: August <sup>1</sup>

Date	Meeting	Venue	Time
August			
3	Councillors Audit	Kitching Room	9am

<sup>1</sup> The specified rooms are in the Memorial Hall, Potter Hill unless stated otherwise.

7	Planning Committee	Kitching Room	7pm
13	Community Park Committee	Beckett Room	7pm
20	Ordinary meeting of the council	Mill Room	7pm
September			
4	Planning Committee	Kitching Room	7pm
7	Councillors Audit	Kitching Room	9am
10	Community Park Committee	Beckett Room	7pm
17	Ordinary meeting of the council	Mill Room	7pm

- ii) Notes, magazines, documents lodged in the council office:
- Ryedale Forum for Older People, late summer programme
  - Corbie Infos, Juin 2018
  - An invitation to take part in a Neighbourhood Policing Survey

The council authorised the acting town clerk to obtain estimates for a review of the I.T. system in the office with a view to upgrading some of the equipment (such as the broadband hub) that was no longer working efficiently.

#### **54 PLANNING APPLICATIONS**

The following planning applications were considered by the council:

18/006728/CAT	Fell one ash tree at Pickering Castle.	Councillor Danks declared a non-pecuniary interest in this agenda item and took part in discussions but did not take part in any vote.  The council had no objection to these plans.
18/00664/CAT	Fell one Portugeuse Laurel, fell two Lawson Cypress and one Cypress Hedge at Melbury House, 30 Burgate.	The council had no objection to these plans.

The council received and noted the outcomes to four planning applications.

17/01220/MFULE	Erection of 63no. four bedroom dwellings, 98no. three bedroom dwellings, 62no. two bedroom dwellings and 16no. one bedroom dwellings with associated garaging, parking, amenity areas, open space, landscaping, associated infrastructure and formation of vehicular access on land at Whitby Road Pickering.	Conditional approval subject to conditions as recommended, completion of a Section 106 Agreement and subject to substitution of bungalows (single storey dwellings) on plots 125 and 126.
17/01536/MFUL	Erection of 30no. four bedroom dwellings, 75no. three bedroom dwellings, 43no. two bedroom dwellings and 14no. one bedroom dwellings with associated access, garaging,	Deferred at applicants request.

	parking, infrastructure, landscaping and public open space on land South of Firthland Road, Pickering.	
18/00319/LBC	Demolition of a section of garden wall of 5.75m. taking down and re-building of a 11m section of garden wall and the erection of structural support buttresses at Scallamoore House, Whitby Road.	Approved.
18/00257/HOUSE	Erection of a single storey side extension at 8 Undercliffe Pickering.	Approved.

## 55 **THE COMMUNITY PARK**

The council received information about current issues relating to the transfer of ownership of the Community Park from David Wilson Homes to the town council. The council resolved to take the following action:

- Drainage scheme. The council's solicitor is to be asked for advice about wording the agreement for legal transfer in such a way as to give the council protection against any legal claim for damage should the drainage scheme fail.
- Detention basin. David Wilson Homes have previously agreed that they will provide a copy of the legal agreement under which Yorkshire Water will take responsibility for the detention basin. This document is to be received and reviewed by the council before legal transfer. It was noted that the detention basin will not be fenced and that Yorkshire Water will have responsibility for a 3 metre strip around the outside of the basin.
- Storage shed. David Wilson Homes are to create a ramp to allow easier access for machinery to be moved in and out of the storage shed before transfer.
- Green links. David Wilson Homes have agreed payment of a sum to cover initial maintenance of the green links but this sum needs to be agreed before handover. David Wilson Homes will be contacted to ask how often the green links are being cut each year. The council will also require a plan showing the exact boundaries of the green links.
- Planning. The council will ask David Wilson Homes for confirmation that a Minor Material Amendment Application (S73A) was submitted to Ryedale District Council. It is understood that this document was required to amend the original planning application to take account of the new drainage scheme and the fact that the detention basin is no longer an integral part of the park.
- Planning condition. The council noted that under the original planning conditions a 20 year written Management Plan for the park was to be submitted to the District Council. The council will ask David Wilson Homes if this has been done and if so ask for a copy of the document.
- Toilets. The council noted that members of the Community Park Committee were satisfied that work had been completed inside the toilet building and no further action was necessary.

The council also agreed that a meeting would be held with a representative from David Wilson Homes on Tuesday 14 August at 2.30pm on the Community Park with a view to agreeing handover. Councillors were asked to direct any questions that they had in advance of this meeting to the Acting Town Clerk so that these could be raised with David Wilson Homes.

**56**      **REQUEST TO USE THE PUBLIC OPEN SPACE AT SMIDDY HILL**

The council resolved that Pickering in Business could use the open space on Smiddy Hill for eight food stalls at Wartime Weekend on 13 and 14 October, subject to evidence of insurance and a risk assessment document being provided. The suggestion that Pickering in Business would make a donation to Pickering in Bloom to help maintain the flower beds and shrubs at Smiddy Hill was welcomed.

**57**      **BANNERS ON THE ROUNDABOUT**

The council received an e-mail from the North Yorkshire County Councillor representing Pickering asking the town council to consider requesting a review of the County Council's policy on allowing businesses and other organisations to advertise events by displaying a banner on the railings at the side of the A170, close to the roundabout. The council learnt that an organisation in the town had had its advertising banner removed recently.

The council agreed that there was some confusion about who was allowed to put up advertising banners on the railings close to the roundabout. Some members thought that banners were allowed in certain circumstances if requested in advance and others thought that no banners were allowed. It was noted that some banners did appear to be permitted whilst others were clearly removed. It was acknowledged that too many banners on the railings could present a safety hazard for motorists.

The council resolved that North Yorkshire County Council should be contacted to ask if the policy on advertising banners could be confirmed in writing.

**58**      **HAWTHORN LANE PLAY AREA**

The council received estimates and recommendations for the installation of a new piece of equipment to be installed in Hawthorn Lane play area to replace the broken whale springer which was removed in June.

The council resolved to set a budget of £6600 for the project. This funding would come from the 2018/19 property (play equipment) allocation of £47359.

As the budget set was over £5000 a tendering exercise would be started. The acting town clerk would draw up a tender specification for a bowl type rocker of approximately 1m in diameter to be installed on a rubber bonded mulch surface (colour to be decided). Councillors Gadsby, Haythorne and McAnulty-Rickard would review the tender applications in late August and make a recommendation to the council at the September meeting.

**59**      **MANOR DRIVE PLAY AREA**

The council resolved that the small works contractor would be instructed to clear the boundary of Manor Drive Play Area and remove all waste at a cost of £525.00.

**60**      **CASTLE ROAD**

The council resolved that the acting town clerk would be instructed to contact Community Payback to see if they could undertake the work to clear the section of verge on Castle Road.

**61 TOWN CARETAKER/MAINTENANCE PERSON**

The council resolved that further research should be undertaken on the cost of employing a maintenance person, the range of duties that this employee might undertake and any other issues relevant to their employment.

The council appointed Councillor Armstrong, Gadsby and Lovejoy to a working party to research this issue. A full report would be brought to the council so that a decision can be made before the 2019-20 budget is finalised so that funding can be allocated if necessary. It was also decided that the staffing committee would not need to be involved at this stage.

**62 RYEDALE FIVE TOWNS ENVIRONMENTAL GROUP**

The council resolved to participate in the Ryedale Five Towns Environmental Group and appointed Councillors Armstrong and Gadsby as their representatives.

**63 REQUEST FOR A MEMORIAL**

The council received a request for a memorial to be installed at the Whitby Road Cemetery which was larger in size than currently allowed under council regulations. The council resolved to allow a headstone of 27 inches to be installed to match the one on the adjacent grave, subject to the acting town clerk's approval of the final design.

**64 POLICIES AND PROCEDURES REVIEW**

The council learnt that some policies and procedures due for review in May 2018 had not been reviewed due to additional work being done in the office in preparation for the new General Data Protection Act Regulations. The council resolved that the acting town clerk should bring information on this policy review to the September meeting for a decision.

**65 FINANCE**

i) Councillors Audit: July 2018

The council received and endorsed the report on the audit carried out on 6 July 2018.

ii) Delegated decisions by the clerk

The council received and endorsed the decisions taken by the acting town clerk since 12 June 2018. The acting clerk was asked to check if the delegated decisions report should contain the value of the work undertaken.

iii) The councils' banking arrangements

The council were informed that all account with the NatWest bank had now been closed and all funds transferred to Barclays Bank.

iv) Expenses claim form

The council authorised the acting town clerk's claim for expenses totalling £113.76.

x) Financial statement for June 2018

The council resolved that the financial statement for June be received and noted.

xi) July Accounts

The council resolved that the July accounts paid and due for payment totalling £15094.28 be approved.

**66 LETTER RECEIVED FROM A RESIDENT (Exempt item)**

The council resolved that in view of the confidential nature of the business about to be transacted it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw (standing order 1c).

A letter had been received from a member of the public requesting information about a previous claim made against the council's insurance (the claim having later been rejected by the insurance company). The council decided on the appropriate wording for a letter of reply and resolved that advice would be taken about this matter from Yorkshire Local Councils Associations for future reference.

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**Town Mayor**

