

DRAFT Minutes of the meeting of Pickering Town Council held on 20 August 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 and Councillor J Stott.

Two members of the public attended the meeting.

67 APOLOGIES FOR ABSENCE

The council accepted apologies for absence from Councillor Oxley and Councillor McAnulty-Rickard.

68 APPLICATIONS FOR DISPENSATIONS

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

69 PUBLIC PARTICIPATION AND PRESENTATIONS

A member of the public addressed the council on agenda item 8 and said that with regards to planning application 18/00779/HOUSE, alterations to a property on Northway, he lived close to this property and had no objection to the plans. The same member of the public spoke about agenda item 15 and said that the town could be improved by taking down the Tour de Yorkshire bunting and removing the grass and weeds from gutters at the side of roads.

Councillor Armstrong responded to say the bunting would be removed within the next week.

70 TOWN MAYOR'S ENGAGEMENTS

The Town Mayor reported that she had attended the official opening of the new Antiques Centre on Southgate.

71 MEMBER'S VERBAL AND WRITTEN REPORTS

Councillor Jenson reported that the Pickering in Bloom group have asked businesses in the town centre to assist them with watering flower displays but as some businesses have water meters they are reluctant to do this for cost reasons.

The town council has offered to give assistance to Pickering in Bloom and the group said that they would like to create flower displays around the base of the town entrance signs. The town council resolved to research whether this could be done when the hanging basket contract comes up for renewal.

Councillor Jenson also reported that he had attended a Northern Ryedale Transport Group meeting and the issue of the town bus had been raised at this meeting. Some members were already aware of problems with the new town bus service in that the size of the bus is not always adequate for the number of passengers who want to travel. A survey is being carried out by a group of bus users and this group have been in contact with the town council to ask if the town bus could be discussed at a future meeting.

Councillor Jenson reported that a successful monthly litter pick had taken place in August.

72 THE ACTING TOWN CLERK'S REPORT

i) Meeting schedule: August¹

Date	Meeting	Venue	Time
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
October			
2	Planning Committee	Kitching Room	7pm
5	Councillors Audit	Kitching Room	9am
8	Community Park Committee	Beckett Room	7pm
15	Ordinary meeting of the council	Mill Room	7pm
30	Planning Committee	Kitching Room	7pm

ii) Notes, magazines, documents lodged in the council office:

- North Yorkshire Moors National Park Authority – Draft Local Plan consultation. Councillors are invited to respond to this consultation.
- A note from Third Energy about a forthcoming inspection and maintenance programme of their production well sites.
- A note that the Trackrod Rally Yorkshire will travel through Pickering on Saturday 29 September 2018.

iii) The town clerk reported that:

- The Ryedale Local Plan has been submitted to the Planning Inspectorate and an Inspector has been appointed to carry out an Examination in Public (EiP). A series of hearings will commence on 25 September 2018 and members of the public are able to attend and observe.
- North Yorkshire County Council have confirmed that no advertising banners are allowed on the railings close to the roundabout and any banners will be removed.

73 PLANNING APPLICATIONS

The following planning applications were considered by the council:

18/00689/LBC	Installation of Bank of Ireland ATM at 7 Market Place	The council had no objections
18/00774/HOUSE	Erection of a single storey rear extension at 22 Westerdale	The council had no objections

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

18/00723/LBC	Internal alterations to include formation of larger opening between the dining room and kitchen, installation of secondary glazing to the front windows and formation of a bathroom on the second floor with enclosed storage area at 5 Hungate	The council had no objections
18/00776/FUL	Replacement of existing windows and doors with UPVC windows and composite doors to 12 properties on Vivis Lane	The council had no objections
18/00779/HOUSE	Erection of two storey rear extension following demolition of existing single storey extensions, erection of replacement attached garage with pitched roof following demolition of existing flat-roofed garage and erection of front porch with side steps at 32 Northway	Overall the council had no objections but concerns were raised by one member about whether the extension overlooked neighbours to the rear of the property.

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

18/00417/FUL	Change of use from residential to office (retrospective) at 23a Willow Court	Approved
18/00515/HOUSE	Erection of part single storey/part two storey extension at 17 Eastfield Road	Approved
18/00541/HOUSE	Erection of a two storey side extension at 37 Forest Road, Pickering	Approved
18/00571/TPO	Crown lift three beech trees and crown thin a fourth tree at land off Mill Lane	Approved

On application number 17/01536/MFUL, land South of Firthland Road, two councillors had reviewed the revised plans and submitted comments to the District Council.

74 THE COMMUNITY PARK

The council received further information from David Wilson Homes and North Yorkshire County Council about the paths and public rights of way on the Woodlands Park housing development which the council has been asked to maintain. The council learned that one of the paths has an application pending for it to be designated as a public right of way and another path needs to be diverted, but this has not yet been done. Although North Yorkshire County Council will carry out some maintenance on public rights of way these paths are unlikely to be cut back on a regular basis due to budget restraints. The council considered recent comments from members of the public about other rights of way in the town which are not well maintained and resolved to only take responsibility for any paths and rights of way that cross the Community Park itself, not the Woodlands Park housing development.

The council also received and noted the following information following a meeting at the park with five Councillors, a representative from David Wilson Homes, and the Town Clerk:

- The NHBC guarantee originally given for the toilet block only has 2 years remaining but this will be handed over to the council on transfer. An information pack on the electrics and plumbing will also be handed over to the council.
- The access into the storage shed is to be changed to form a ramp so that wheeled equipment can be moved in and out of the shed without lifting it over the doorway.
- The security bollards will be repaired and locked and keys supplied.
- The open drains will be covered in such a way as to prevent children or dogs getting into them.
- The work on the allotments as agreed on 17 July is still to be done but this will be the final piece of work immediately before handover.
- The drainage channel that has formed on the access track in the NW of the park will be repaired using block paving to form a gentle gulley that can be easily navigated by wheelchairs and pushchairs. An area of ponding in the Western section will be levelled.
- DWH will check the current situation regarding the public rights of way diversion and confirm this.
- DWH did not submit the Minor Material Planning Amendment to take into account changes to the original park layout but they did walk around the site with a planning officer from Ryedale District Council 18 months ago who was satisfied with the work done and DWH will speak to the District Council to see if another walk around would be advisable, given that there have been some further changes to the park.

The council resolved to ask the District Council if all planning conditions had been discharged in respect of the Community Park and to ask David Wilson Homes if a Minor Material Amendment had been submitted.

David Wilson Homes had been asked to supply a copy of the 20 year Management Plan for the park and a copy of the document was provided to Councillors, however, the question was asked as to whether this was the correct document or if the council had actually been supplied with the 15 year Landscape Plan mentioned in the planning conditions. The council decided that clarification was needed as to whether these were the same documents.

75 UPGRADING OF THE TOWN COUNCIL OFFICE

The council resolved that a budget of up to £6000 should be taken from general reserves and allocated to replace outdated I.T. equipment and buy new office furniture. The council acknowledged that some of the I.T. equipment in the office was no longer reliable and this investment would make the office more efficient and prevent potential loss of data. Councillor Gadsby presented information on suitable new equipment and was asked to obtain further quotes and purchase the equipment as outlined in his proposals. The Town Clerk was authorised to purchase new office furniture and liaise with Councillor Gadsby to ensure that the project stayed within budget.

76 PROPOSAL FOR WESTGATE CARR ROAD FOOTPATH

The council were given information on a second consultation about the diversion of a footpath at Westgate Carr Road, the first consultation having taken place in June 2017. The council had no comments to make on the proposals.

77 PROPOSALS FOR IMPROVEMENTS AT BOOTS UK LTD, 35 MARKET PLACE

The council was given information from NHS England about proposed improvements or better access at Boots UK Ltd, 35 Market Place. These improvements would allow Boots UK Ltd to offer pharmaceutical services at their Pickering premises. The council considered the

fact that with new housing being built in the town population numbers were going to increase and this would increase demand on all medical services. Comments were also made about other towns of a similar size where more than one pharmacy operated successfully. The council resolved that they had no objection to the plans submitted by Books UK Ltd.

78 **NEIGHBOURHOOD PLANNING**

The council resolved that they would continue to wait until the Malton Neighbourhood Plan was available to review this and to decide on whether Pickering should research the creation of a Neighbourhood Plan. This decision would be reviewed in December 2018 should the Malton Plan not have been made public by that time. A comment was made that if the town council goes ahead with this research then some expert advice and opinion would be helpful to decide on the next steps.

79 **DISABILITY ACCESS IN THE TOWN**

The council resolved that it would like to be involved in an assessment of disability access in the town and would work with other organisations such as North Yorkshire County Council, Ryedale District Council, Wilf Ward Family Trust and The Wilberforce Trust to explore how this could be done.

Councillors Andrews, Armstrong, Baker, Danks, Gadsby and Jenson were appointed to carry out further research.

80 **SHORT TERM PROJECTS FOR IMPROVING THE TOWN**

The council identified areas where Community Payback might be able to improve the town. These were painting the railings on Smiddy Hill and in the Churchyard and possibly removal of grass creep from the footpath on Whitby Road. The council also felt that improvements could be made by removing weeds from gutters and preventing vehicles from parking on verges, although it was acknowledged that the latter had been considered in the past and it was difficult to find a solution to this problem. The Town Clerk would make enquiries to find out how often the road-sweeper was in Pickering.

81 **FINANCE**

i) Councillors Audit: July 2018

The council received and endorsed the report on the audit carried out on 3 August 2018.

ii) Delegated decisions by the clerk

The council received and endorsed the decisions taken by the acting town clerk since 13 July 2018. The town clerk will include values of the work to be done on this report where it is possible to do so.

iii) The council noted receipt of the first instalment of the S106 grant funding for the play areas project.

iv) The council noted the conclusion of the review of the Annual Governance and Accountability Return for the year ended 31 March 2018 and noted that there were no matters arising from this review.

v) The council received a grant application form and supplementary information from Next Steps Mental Health Resource Centre and resolved to award the organisation a grant of £1000.00.

vi) The council noted that IT@Spectrum have increased their price per copy for the annual maintenance and service contract for the office photocopier to 0.93p per copy.

x) Financial statement for June 2018

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

xi) July Accounts

The council resolved that the July accounts paid and due for payment totalling £16708.21 be approved. The council also approved revised figures for accounts paid and due for payment for June 2018 of £18351.17 and July of £17509.03.

82 **STAFFING MATTERS**

The council resolved to make this agenda item exempt. The chairman of the staffing committee gave an update on the current recruitment process and gave details of the Clerk's additional hours worked up to 17 August 2018 which the council resolved to pay as part of the salary payment on 31 August 2018.

.....
Town Mayor

