

Minutes of the meeting of Pickering Town Council held on 15 October 2018 in the Memorial Hall, Pickering

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

Seven members of the public attended the meeting.

102 APOLOGIES FOR ABSENCE

No apologise for absence were given.

103 APPLICATIONS FOR DISPENSATIONS

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

104 PUBLIC PARTICIPATION AND PRESENTATIONS

A representative from Pickering Foodbank addressed the council on agenda item 14v), an application for grant funding. The representative said that the Foodbank had been operational in Pickering for five years and over that time had assisted 500 residents, but over the past year demand for their service had increased by 20%. The Foodbank will temporarily move premises when the Methodist Church is being refurbished and it is not yet known whether there will be a cost for rent for the new premises, the current premises being used free of charge.

Another member of the public spoke about agenda item 8iii), a planning application for retrospective change of use at Ropery House, and said that he was a business owner and tenant at Ropery House. He said that he had concerns that North Yorkshire County Council were now using over half of the building as an Education Centre and there had not been a full consultation on this change of use. The council learnt that a complaint had been taken to the Planning Ombudsman about this planning application and the tenants of Ropery House were asking for town council support in objecting to these retrospective plans.

105 TOWN MAYOR'S ENGAGEMENTS

The Town Mayor reported that she had not undertaken any official engagements since the last meeting but that the Deputy Town Mayor had attended a North Yorkshire Moors Railway engagement as part of the Wartime Weekend.

106 MEMBER'S VERBAL AND WRITTEN REPORTS

Councillor Jenson reported that he had attended a Community and Police Group meeting where he learned that an improved system of CCTV would be installed in the town centre, but there was no clear information provided on where the £3k annual running cost would come from.

Councillor Jenson also reported that meetings of Pickering in Bloom had taken place and the clerk confirmed that the hanging baskets had been taken down slightly early due to high winds in late September.

Councillor Lovejoy said that a decision would soon be taken on the future of the Youth Council as there seems to be very little interest from local young people about continuing with this group.

107 THE TOWN CLERK'S REPORT

i) Meeting schedule: November/December¹

November			
2	Councillors Audit	Kitching Room	9am
12	Community Park Committee	Kitching Room	7pm
19	Ordinary meeting of the council	Mill Room	7pm
December			
4	Planning Committee	Kitching Room	7pm
7	Councillors Audit	Kitching Room	9am
10	Community Park Committee	Kitching Room	7pm
17	Ordinary Meeting of the Council	Mill Room	7pm

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

- Agenda for the YLCA Branch meeting on 10th October 2018;
- A letter from NYCC about a review of their policy on Vehicle Activated Speed Signs;
- The minutes of the Community and Police Group meeting held on 19th September 2018;
- Information from Ryedale District Council about “Spacehive”, a crowdfunding service dedicated to delivering Civic Projects;
- Information from Ryedale District Council about their current “Don’t be a Waster” campaign.

iii) North Yorkshire County Council Passenger Transport Services have responded to the members of the public who sent them correspondence and a survey about the Town Bus Service and said that all comments “will be taken into account when the service is reviewed”;

iv) Following a consultation by the District Council the town council has now been informed that the local authority will not proceed further with its proposal for recharging for Parish Elections;

v) Musical Memories have thanked the council for their grant of £500 and invited all Councillors to their next AGM to explain how the funds have been spent.

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

vi) The new equipment has been installed in the play areas but has not yet been safety checked so is not yet available for use. There is now graffiti on the junior swing barriers at Hawthorn Lane play area which has been reported to the police.

vii) The new system of viewing and responding to planning applications is now live and paper copies of planning applications will no longer be received. Councillors and members of the public will be able to view planning applications on the council's laptop and/or projector.

viii) A councillor has been contacted by the Newbridge Park group who have concerns about the drainage scheme piping excess water from the Community Park onto the land used for the bike trails. The Newbridge Park group have been told to contact the clerk explaining their concerns but have not yet done so.

ix) Ryedale District Council are conducting a review of Polling Stations but as yet there are no recommendations to change the arrangements for Pickering. Further information is available at www.ryedale.gov.uk/your-council/elections-voting/review-of-polling-districts-polling-places-and-polling-stations.html and if Councillors wish to make any comments they should contact the clerk before 9 November 2018.

x) Richard Lancaster, the council's appointed arboriculturalist, will inspect all the council's trees in late November or early December and submit a report to the council. It is hoped that this report will be available at the December council meeting. The fee for this service will be £680, a small increase on the £650 charged previously.

108 **PLANNING APPLICATIONS**

The following planning applications were considered by the council and there were no objections to these plans:

18/00847/FUL	Change of use and alteration of detached double garage to office use or consultation room for a health/fitness practitioner at Firthland Road.
18/01012/FUL	Change of use of land to form extension to the domestic curtilage (retrospective) and erection of a single storey extension and detached double garage at Carr Chapel, Malton Road.

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

17/01220/MFULE	Erection of 61 four bedroom dwellings, 97 three bedroom dwellings, 65 two bedroom dwellings and 16 one bedroom dwellings with associated garaging, parking, amenity areas, open space, landscaping, associated infrastructure and formation of vehicular access on land at Whitby Road.	Approved
18/00774/HOUSE	Erection of a single storey rear extension at 22 Westerdale.	Approved
18/00795/73	Variation of condition 02 of approval 17/00544/HOUSE dated 29.06.17 to allow a rendered finish to the two storey extension at 11 Marshall Drive.	Approved

18/00779/HOUSE	Erection of a 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.	Approved
----------------	--	----------

109 CARETAKER AND CONTRACTS

The council received a written report from the Caretaker Working Party and their recommendation that:

- a) The council does not renew the Small Works, Burial Grounds and Open Spaces Contracts at 1 April 2019 but does retain the Contract for Play Areas and Verges;
- b) A member of staff is employed on the basis of average hours of 20 per week and an annual budget of approximately £11k;
- c) The council budgets for a maximum one-off cost of £10k for equipment;
- d) The council budgets for a reserve for equipment replacement of £1500 per annum;
- e) A suitable vehicle is leased, insured etc. at a budget of £3600 per annum;
- f) The council extends the Verges and Play Areas Contract for a further year and considers whether this work could also be brought in-house at 1 April 2020 as part of budget plans for 2020/21.

The council learnt that this proposal could result in annual cost savings of £5k per annum. One member had concerns about what might happen if the employee was absent due to illness and it was suggested that there should be budget provision for this. Another member suggested that the employee should be paid an annual salary. The council resolved to accept this proposal, with further financial information to be provided by the Caretaker Working Party and some final recommendations to be agreed by the council.

The council also resolved that the Contracts for Footway Lighting and Gravedigging should also be extended until 31 March 2020 and that the current Contractor who provides and waters the hanging baskets should be asked to continue to do this, as well as providing additional displays at the town entrance signs. As in previous years the council resolved to suspend Financial Regulations to award this Contract, as the Contractor had provided an excellent service, and in previous years it had been difficult to find another Contractor who was prepared to undertake this work.

110 CONSULTATION FROM RYEDALE DISTRICT COUNCIL ON S106 APPLICATION

The council received an amended S106 bid, submitted to Ryedale District Council by Pickering Fisheries Association. Councillor Andrews declared an interest in this agenda item and did not vote on the motion.

The council resolved that the clerk should respond to this consultation from the District Council to say that it believed that the amount of S106 funding applied for should be reduced further, given the number of Pickering residents who might benefit from this

award. The council also wished to make the comment that the Fisheries Association should do whatever it could to encourage junior anglers.

111 CHRISTMAS LIGHTS

The council learned that the Business Group was able to put up and take down the lights but did not have enough volunteers to organise a switch on event, although Saturday 1 December had been provisionally arranged as the date for this event. The envelope collection carried out in previous years had not been done and the Christmas Lights group have a bank balance of approximately £1500.

The council exchanged views about who benefited from the Christmas lights display and switch on event and there were different opinions about this. The council resolved to take on the organisation of the switch on event, if the Business Group were able to continue to put up and take down the lights. The council also decided that for 2018 an event should be organised to coincide with the Ryedale District Council Christmas Market on 9th December.

It was resolved that Councillors Gadbsy, Haythorne, Lovejoy and Mc-Anulty Rickard would form a Working Party to bring recommendations to the council on how this event might be organised. The council will need to contact those organisations who had already agreed to attend the event and ask them if they could attend on 9th December. The clerk was instructed to contact the District Council and inform them of the decision to change the lights switch on event to 9th December.

112 COMMUNITY GRITTING SCHEME

The council received further information on North Yorkshire County Council's Community Gritting Scheme from another Parish Council who had set up one of these schemes. The council resolved to look at this issue again next year when the council has an employee who might be able to undertake some of the work. North Yorkshire County Council would be asked as to whether a community group could set up their own scheme without the involvement of the town council.

113 HERITAGE AND PUBLIC GROUP

The council received a recommendation that the Heritage and Public Group should be re-established. Examples of town trails were distributed to members with the suggestion that Pickering could have its own town trail printed on leaflets which might be sold in the library and other outlets in the town. This town trail would promote the history of the town and highlight points of interest for visitors.

It was resolved that a Heritage Group should be re-established, and a Working Party would be formed to bring recommendations to the council on the creation of a town trail leaflet. Councillors Armstrong, Danks, Gadsby, and Lovejoy were appointed to this Working Party. The Beck Isle Museum will be informed of this project and asked for their views.

114 FINANCE

i) Councillors Audit: September 2018

The council received and endorsed the report on the audit carried out on 5 October 2018.

ii) Delegated decisions by the clerk

The council received and endorsed the decisions taken by the town clerk since 18 September 2018.

iii) The council authorised payment of additional hours for the town clerk from 10th September to 5th October totalling £456.44 and expenses of £174.11 (£9.18 for travelling, £116.70 office refurbishment, £48.23 stationery and postage). The council also approved the clerks attendance at a training event on 16 October at a cost of £45.00.

v) Litter bins

The council resolved to purchase two new litter bins. One of these would be installed at the junction of Swainsea Lane and Middleton Road. There is a litter bin at this location which is in very poor condition and which is not owned by the council. The clerk believes that this litter bin had been provided by a joint contribution from local schools some years ago and the council instructed the clerk to contact the schools to inform them of the decision to replace the bin.

vi) Grants

The council received grant application forms and supporting information from Pickering Foodbank and Citizens Advice and resolved to award a grant of £1000 to the Foodbank and £750 to Citizens Advice. During the council's consideration of these grant applications Standing Orders were suspended so that a representative of the Foodbank could be asked if the temporary premises that it is going to use are still within Pickering, which they are.

Councillor Danks declared an interest in this agenda item and did not vote on the decision to award their grants but gave her support to the work done by Citizens Advice.

viii) Financial statement for September 2018

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

ix) October Accounts

The council resolved that the October accounts paid and due for payment totalling £19024.35 be approved.

Accounts October 2018							
Voucher No./Chq No.	Date incurred	Beneficiary	Merchant Category	Summary of the purpose of the expenditure	Net amount	Vat to be reclaimed	Gross amount
111/Online	17.09.18	Ryedale Swimming Club	Grants - general	Grant under Localism Act 2011	£500.00	£0.00	£500.00
112/100005	17.09.18	Musical Memories	Grants - general	Grant under Localism Act 2011	£500.00	£0.00	£500.00
113/100004	19.09.18	P Sellars	Property - Contingency	Reimbursement Of Jewsons Inv for garden waste bags	£38.80	£7.76	£46.56
114/Online	15.10.18	Barclays Bank	Administration and operations- bank charges	Bank charges	£16.25	£0.00	£16.25
115/Online	15.10.18	Allgardens	Maintenance - Contingency	Cut back holly in Churchyard	£50.00	£10.00	£60.00
116/Online	15.10.18	LJ Property and Gardening	Maintenance - Play areas	Reattach playground sign and repair wall tops- Hawthorn play area	£283.16	£0.00	£283.16
116/Online	15.10.18	LJ Property and Gardening	Maintenance - Contingency	Repair paving slabs in Churchyard	£68.13	£0.00	£68.13
117/Online	15.10.18	PWMCT	Administration and operations- room hire	Community Park committee meeting	£18.00	£0.00	£18.00
118/Online	15.10.18	Web Site Made Easy	Administration and operations- communications	Annual website business package	£119.89	£0.00	£119.89
119/Online	15.10.18	Groundplay Ltd	Property - Play areas	Remove timber surround and play bark at Troutbeck Close play area	£1,400.00	£280.00	£1,680.00
120/Online	15.10.18	Newsquest Media Group	Administration and operations - advertising	Advert for tenders	£15.00	£3.00	£18.00
121/Online	15.10.18	Groundplay Ltd	Property - Play areas	Removal of goal posts at Hawthorn Lane and reinstate groundworks	£1,600.00	£320.00	£1,920.00
122/Online	15.10.18	Groundplay Ltd	Property - Play areas	Additional costs for Troutbeck Close play area	£2,400.00	£480.00	£2,880.00
123/Online	15.10.18	Allgardens	Maintenance _ Burial grounds and open spaces	Grounds maintenance contract	£2,000.00	£400.00	£2,400.00
124/Online	15.10.18	YLCA	Administration and operations - training	Finance and training course - York for Town Clerk	£45.00	£0.00	£45.00
125/Online	15.10.18	BT	Administration and operations - telephone	Final bill for BT business package	£37.56	-£0.49	£37.07
126/DD	15.10.18	Ryedale District Council	Property - cemetery shed	Non-domestic rates cemetery storage shed	£102.00	£0.00	£102.00
127/DD	15.10.18	Ryedale District Council	Administration and operations - rent and rates	Non-domestic rates office	£120.00	£0.00	£120.00
128/DD	15.10.18	PWMCT	Administration and operations - rent and rates	Office rent and services Nov 2018	£600.00	£0.00	£600.00
128/DD	15.10.18	PWMCT	Administration and operations - room hire	Meeting room hire for Nov council meeting	£25.00	£0.00	£25.00
129/DD	15.10.18	EDF	Property - cemetery shed	Monthly electricity charges cemetery shed	£9.00	£0.00	£9.00
130/Online	15.10.18	Employees and related beneficiaries	Administration and operations	Salaries and related payments October 2018	£4,513.29	£0.00	£4,513.29
131/Online	15.10.18	Steve's Garden Services	Maintenance - Verges & Play areas	Grounds maintenance contract	£2,643.00	£0.00	£2,643.00
132/Online	15.10.18	Playsafety Limited	Maintenance - Play areas	Annual Inspection of play areas	£350.00	£70.00	£420.00
		TOTAL EXPENDITURE			£17,454.08	£1,570.27	£19,024.35
For October 2018 there was no expenditure where VAT was incurred that could not be reclaimed.							
Presiding Chairman			Member		
Town Clerk						

115 STAFFING MATTERS (EXEMPT ITEM)

A representative of the staffing committee reported that Councillor Danks had resigned from the Staffing Committee. Councillor Danks was thanked for the work that she had done for this Committee. The council resolved to appoint Councillor Gadsby to the

Staffing Committee and resolved to allow the Committee to appoint its own chair at the next meeting.

The staffing committee also reported that Alison Mitchell, the new Assistant to the Town Clerk, had started on 1 October 2018 and was settling in well.

.....
Town Mayor