

**Minutes of the meeting of Pickering Town Council held on 19 November 2018 in the Memorial Hall, Pickering**

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

Two members of the public attended the meeting.

**116 APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Councillor Gadsby.

**117 APPLICATIONS FOR DISPENSATIONS**

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

**118 PUBLIC PARTICIPATION AND PRESENTATIONS**

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

**119 TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported that she had attended:

- Memorial Service for Gunner Edward Cousins on 10th November;
- Alba Rose Autumn Fayre on 10 November;
- Remembrance Services at St Peter and St Pauls Church on 11 November;
- Presentation of prizes at Pickering Horticultural Show on 18 November.

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

Councillor Jenson reported that he had attended a meeting of the Northern Ryedale Transport Group who were continuing to look at the provision of a bus stop on Malton Road near to RV Roger and Steam and Moorland Garden Centres. The Transport Group are hoping that the development of the new holiday park on Malton Road might add extra weight to their argument that there should be a bus stop in this area.

Councillor Jenson also reported that a successful litter pick had taken place in November.

Councillor Andrews reported that the Five Towns Environmental Group were holding their first open meeting on 4<sup>th</sup> December and there would be two meetings, one for a Ryedale Group who would organise the constitution of the group, and one for a Pickering Branch.

Councillor Littlewood reported that he had attended a very useful YLCA Policies and Procedures training course and also a NYCC Highways workshop.

## 121 THE TOWN CLERK'S REPORT

### Meeting schedule: December/January<sup>1</sup>

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
January			
4	Councillors Audit	Kitching Room	9am
8	Planning Committee	Kitching Room	7pm
14	Community Park Committee	Kitching Room	7pm
21	Ordinary Meeting of the Council	Mill Room	7pm

### Notes, magazines, documents lodged in the council office:

- A press release about a Ryedale District Council initiative to promote responsible dog ownership in local schools;
- A Winter Services Fact Sheet from Ryedale District council;
- An update on the Slowing the Flow Project;

The town clerk reported that:

- i) An inspection of the council's trees would take place on 5 December and a report will go to either the December or January council meeting;
- ii) A letter has been received from the Chairman of Ryedale District Council informing the council that his Charity Fund for this year will support Ryedale Special Families and Yorkshire Air Ambulance.
- iii) An e-mail has been received from a Planning Officer at Ryedale District Council about the planning application for retrospective change of use of Ropery House. North Yorkshire County Council are reviewing their long-term use of Ropery House as an education centre and this planning application has been put on hold for the time being. This has been communicated to the tenants of Ropery House.
- iv) The next Parish Liaison meeting will take place on 12 December at Ryedale House at 7pm. The agenda will be circulated as soon as this is available.
- v) Notification has been received that the application for a Pharmacy at Boots UK Ltd, Market Place, has been refused.

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

- vi) The council's solicitor has been asked to contact the solicitor acting for David Wilson Homes to ask whether there is any information on the transfer of the Community Park to the council. No response has been received.
- vii) Two letters have been received from the council's drainage consultant regarding the system of French Drains at the Community Park and these letters have been circulated to members.
- viii) The council's tree surgeon has completed work on a tree on Manor Drive and will carry out work on trees in the Community Park late January or early February.

## **122 PLANNING APPLICATIONS**

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

18/01154/FUL	Erection of single storey side extension to existing clubhouse and extension to veranda to provide covered seating to front of clubhouse at Recreation Ground, Mill Lane;
18/00127/FUL	Erection of a timber building for craft workshop purposes at The Pavilion, Mickle Hill;
18/01065/HOUSE	Erection of single storey flat roof rear extension and replacement front entrance door at 59 Westgate;
18/01066/LBC	Erection of single storey flat roof extension and replacement front entrance door together with refurbishment of front elevation sash windows and internal alternations at 59 Westgate;
18/01123/TPO	Fell lime tree T11, fell lime tree T12 and fell lime tree T13 of No. 73/00089/TPO at 93 Middleton Road;
18/0122/TPO	Fell lime tree T14 and lime tree T15 height reduction by 5m of No. 73/00089/TPO at Linden Glade, 91 Middleton Road;
18/01137/HOUSE	Construction of two storey rear extension, replacement garage and amendments to roof at Brantacres, Castlegate;
NY/2018/0207/FUL	Consultation on planning application for the purposes of the erection of a wooden storage shed on land at Pickering Community Junior School.

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

18/00893/HOUSE	Erection of a single storey side extension at Ashfield House, 36A Ruffa Lane	Approved
18/00858/FUL	Erection of building forming 2 no. units for B1/B8 use adjacent to the building approved under 17/00398/FUL dated 14.07.17 together with formation of additional car parking and landscaping on land East of Outgang Road, Outgang Lane.	Approved

**123 RYEDALE MARKET TOWNS PROMOTION**

The council received an e-mail from Ryedale District Council with an update about the Ryedale Market Towns promotion. This emailed explained that the initial proposal for a Ryedale website had been put on hold and as an interim measure four digital and print publications would be created and distributed, these publications to focus on the themes of walking and cycling, food and drink, arts and heritage assets and Ryedale Market Towns.

The council noted that there had been initial funding for this project of £68648, plus a contribution from each of the five Market Towns and resolved to ask Ryedale District Council how much of this funding had been spent, what it had been spent on, and what balance was remaining for completion of the project. An update will go to the December council meeting.

**124 WINTER GRITTING**

The council received a letter from Ryedale District Council asking whether the town council was prepared to pay for additional gritting on priority one footpaths on occasions when North Yorkshire County Council did not grit the footpaths, but the District Council had made an assessment and decided that gritting was necessary.

The council noted that it would not make the decision on when these streets were gritted as this was decided by the District Council. Furthermore, no funding had been allocated in the 2018/19 budget for this and so the council resolved not to pay for additional gritting this winter.

**125 PLAY AREAS PROJECT**

The council received a request from a resident that a new bench be installed in Troutbeck Close play area following removal of the old seat which was beyond economic repair. The council resolved to provide a new recycled plastic seat, authorised the clerk to purchase this and agreed the estimated price of £239 plus installation.

The council also received an update on the completion of installation of new play equipment in Troutbeck Close and Hawthorn Lane. The council learned that the wrong type of swing supports had been installed and equipment provider had asked if they could install a nest style basket swing seat instead of the cradle seat that had been ordered.

The clerk reported that a poll had been carried out on the council's facebook page and 58% of those who had responded had given a preference for the basket seat. The council resolved to instruct the equipment provider to install a nest style basket seat.

## 126 FINANCE REPORT

The council received a report prepared by the clerk on income and expenditure to date, estimated income and expenditure to the year end and suggested future work that might be undertaken by the council. The council accepted this report and resolved to use this information for budget planning for 2019/20.

## 127 POLICY DOCUMENTS

The council received a summary of policy documents and agreed to approve all existing policies with a further review to take place at the annual meeting in May 2019, except for policies on Allowances and Expenses and Public Access to the Council Office where suggested changes were approved.

## 128 FINANCE

### i) Councillors Audit: November 2018

The council received and endorsed the report on the audit carried out on 2 November 2018.

### ii) Delegated decisions by the clerk

The council received and endorsed the decisions taken by the town clerk since 9 October 2018.

### iii) Staff and Training. The council authorised payment of additional hours for the town clerk up to 9 November 2018 totalling £343.38 and expenses of £202.04 for attendance at a training event and purchase of a Buffalo Backup Device for the council office.

The council also authorised payment of £99 for the Assistant to the Town Clerk to undertake the ILCA Qualification in the new year.

### iv) Arnold Baker

The council resolved to purchase the eleventh edition of Arnold Baker on Local Council Administration at a cost of £103.99.

### v) Grants

The council received and approved a grant application of £400 from the Senior Citizens Christmas Party.

### vi) Christmas Lights

The council approved expenditure for the 2018 Christmas Lights Switch on event totalling £1193 being Road Closure £475, Insurance £458, Hi-viz vests £60, Printing £100, Donations for Minster Strays Morris Men £50 and Stape Silver Band £50. This expenditure would be paid under S137 of Local Government Act 1972. The council also approved the virement of funds from

budget heading “Grants, Christmas Lights” to Administration and Operations, Christmas Lights”.

vii) Internal Audit

The council received written confirmation from the Internal Auditor that he had attended on 14<sup>th</sup> November and carried out an interim audit and confirmed completion of the 2017-18 Annual Return Process. The Auditor confirmed that there were no matters of concern.

viii) Financial statement for October 2018

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

ix) November Accounts

The council resolved that the November accounts paid and due for payment totalling £42982.56 be approved (see appendix 1).

**129 MAINTENANCE PERSON (EXEMPT ITEM)**

The council resolved to wait for advice from Yorkshire Local Councils Associations before making any further decisions on the employment of a maintenance person.

The council also resolved to add maintenance of the roundabout to the Verges and Play Areas Contract for 2019/20 and accepted the price quoted by the contractor for this. Roundabout maintenance would be done as necessary to keep the area looking tidy. The council will also budget for making improvements to the roundabout in 2019/20.

**130 STAFFING MATTERS (EXEMPT ITEM)**

The council resolved that payment for overtime for the town clerk would be authorised up to 30 November 2018.

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**Town Mayor**

