

**DRAFT Minutes of the meeting of Pickering Town Council held on 17 December 2018 in the Memorial Hall, Pickering**

Present: Councillor N Armstrong ,Councillor J Andrews, Councillor B Baker, 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.

Two members of the public attended the meeting.

**131 APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Councillor Danks.

**132 APPLICATIONS FOR DISPENSATIONS**

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

**133 APPROVAL OF MINUTES**

The council approved minutes for the ordinary meeting of the council held on 19 November 2018, the Planning Committee meeting held on 4 December 2018, the Staffing Committee meeting held on 4 December 2018 and the Community Park Committee meeting held on 10 December 2018.

**134 PUBLIC PARTICIPATION AND PRESENTATIONS**

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

**135 TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported that she had attended:

- Christmas Lights switch on, 2<sup>nd</sup> December;
- Church Tree Lighting Service at St Peter and St Pauls Church, 3<sup>rd</sup> December;
- Senior Citizens Christmas Party on 8<sup>th</sup> December;
- Town Carol Service on 12<sup>th</sup> December.

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

Councillor Andrews reported that the Environmental Group had met on 4 December and the next meetings would be held on 22<sup>nd</sup> January in Norton for the Ryedale Group, and in Pickering on 29<sup>th</sup> January for the Pickering Action Group. Jos Holmes, Senior Commissioning Officer at Ryedale District Council, has indicated that she would like to involve the Environmental Group in the Overview and Scrutiny Committee review of the District Council's Environmental Policy and Beckie Bennett, Delivery and Frontline Services Lead at the District Council, has offered to help with the organisation of up to four Give and Take days for Pickering.

**137 THE TOWN CLERK'S REPORT**

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

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

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

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

- White Rose November update from YLCA;
- Notice of Malton Community Governance Review from Ryedale District Council;
- Notice of change of governance and oversight for North Yorkshire Fire and Rescue with effect from 15 November 2018;
- Notice of extension of the review of polling stations, polling districts and polling places until 20 December 2018, from Ryedale District Council;
- A notice from Kirkbymoorside Environment Group about their activities for the coming year.
- News from Allerton Waste Recovery Park.

ii) The clerk and Councillor Haythorne attending a full days YLCA training on 30 November covering topics relevant to councils with an income of over £200k.

iii) The clerk attended the Parish Liason meeting on 12 December 2018. Topics covered included the 2019 elections, stronger communities, a Streetscene update, an update on Warm Homes Fund and Stronger Communities and information about speeding and Speed Management Protocols. More information, particularly about the elections, will follow.

iv) A representative from Beck Isle Museum has thanked the council for their part in organising the World War One Memorial Service on 10 November.

v) Ryedale District Council have advised that they are carrying out further consultation on the Malton to Pickering Cycle Route Project and the clerk has informed them that the council could consider this at their January meeting and give a response on 22 January 2019.

vi) Ryedale District Council are appointing consultants to undertake development of a Ryedale Car Parking Strategy. Councillors Baker, Littlewood, Lovejoy and Stott agreed to take part in this consultation.

- vii) Notice has been received from NYCC Public Rights of Way about the making of a Public Path Diversion and Definitive Map and Statement Modification Order, Highways Act 1980 Wildlife and Countryside Act 1981, Public Footpath 25.73/20 (part) and 25.73/33 (part), Rosti Automotive, Pickering, Diversion Order 2018.

A full copy of the order is available in the council office.

- viii) Passenger Transport Services at NYCC have advised that the Pickering Town Bus Service which has been operated by the County Council on a six month trial basis from June 2018 will continue to run on a trial basis for a further six months. The County Council will continue to monitor the usage to ensure that it meets the operational costs of providing it.

### **138 PLANNING APPLICATIONS**

The following planning applications were considered by the council. On planning application 18/01344/HOUSE, 6 Willowgate, some members had concerns about the style of the garage and one member thought that it should be set further back from the road. On planning application 18/01360/CAT, Robinswood, 3 Middleton Road, there was a discussion about whether the trees added value to the Conservation Area, but a majority vote decided that there were no objections to these plans. There were no objections to the other two plans considered:

18/01344/HOUSE	Erection of detached garage (revised scheme to planning approval 17/01404/HOUSE at 6 Willowgate
18/01342/FUL	CCTV camera, 15 Market Place, Pickering (retrospective)
18/00957/FUL	Change of use of part of existing building for the storage, display and sale of garden products at Unit 1, Thornton Road Industrial Estate (Not considered – withdrawn).
18/00897/FUL	Erection of single storey building for use as a hairdresser (Use Class 1A) together with formation of vehicular access off Train Lane and formation of 6 no. car parking spaces (extension of original application, further information supplied)
18/01360/CAT	Fell Apple T5, Plum T4, Plum T3, Plum T2 and Spruce T1 at Robinswood, 3 Middleton Road.

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

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;	Approved
18/01122/TPO	Fell lime tree T14 and lime tree T15 height reduction by 5m of No. 73/00089/TPO at Linden Glade, 91 Middleton Road;	Approved
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;	Approved

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.	Approved
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.	Approved

### **139 COMMUNITY PARK**

The council received an e-mail from the solicitor acting in the legal transfer of the Community Park and resolved to respond as follows:

- a) The council has decided that it accepts the current drainage scheme installed by the developer and does not wish to press the developer to install additional drains or make any alterations to the current scheme.
- b) The council awaits the revised draft plan showing Mr Pickering's right of way, however, the council agrees with the physical boundary of the park, as defined in the documents "Transfer Plan" and "Mapsearch extract" attached to the solicitor's email of 16 November.
- c) The council agrees with the plan showing the extent of the detention basin as defined in the document "detention basin transfer plan" attached to the solicitor's email of 16 November and does not wish to take further professional advice on this. The council would like to ask if it could be informed of any decisions taken by Yorkshire Water or the developer relating to the detention basin and would like to see a copy of the transfer agreement relating to this, if this is possible, although the council acknowledges that the detention basin is outside of the park boundary as agreed in point b) above.
- d) The council would like to inform the developer that it is now ready to proceed with the legal transfer of the park.

The council also agreed to accept phase one of the landscaping plan drawn up by Richard Lancaster (the council's arboriculturalist), but this would only cover any planting in the section of the park north of the upper access track. The priority of this first phase of planting would be to create a hedgerow along the northern boundary of the park. A figure of £8k to £10k has been proposed by the arboriculturalist as an appropriate budget for this work and the council accepted this.

The council learnt that tree planting could only take place between November and March and acknowledged that it was unlikely to be possible to start work on planting until November 2019, as legal transfer is unlikely to be completed before March. However, the council resolved that further work should be done to prepare for the implementation of this planting scheme so that the council was ready to start planting in winter 2019.

### **140 CHRISTMAS LIGHTS**

The council resolved by a majority vote to continue to organise the Christmas Lights Display and Switch On Event. The council decided that this was an important event with benefits for the whole community.

The council resolved to form a Christmas Lights and Community Events Committee with a budget of £10k, this budget allocation not necessarily restricted to Christmas

events but also to be available for other community events, should the council decide on this. The committee may consider raising further funds through fundraising or sponsorship to supplement this budget allocation.

The Christmas Lights and Community Events Committee will have the following terms of reference:

- a) Meetings will be held in the Memorial Hall, and the committee will meet on no less than four occasions before 30 November 2019;
- b) Meetings will be open to members of the public and public participation may take place as for ordinary council meetings (standing order 3).
- c) Three clear days notice of committee meetings will be given and the quorum for the committee will be no less than three;
- d) The committee will report decisions to the council at the next ordinary meeting following any committee meeting;
- e) The committee will organise and promote the Christmas Lights Display and Switch On Event. The committee may also be required to organise other Community Events as agreed by the council at a full council meeting;
- f) The committee will act within the agreed annual budget, which shall be £10,000 for 2019/20, and will report any spending decisions to the next ordinary council meeting;
- g) The committee may appoint members of the committee who are non-councillors, but they will not have voting rights (standing order 4b);
- h) The committee may appoint volunteers to assist with planned events and will oversee the work of these volunteers;
- i) The committee will fully research and act on advice with regards to health and safety and risk management, in accordance with any existing council policies as may be in place at the time of the event.

Councillors Armstrong, Gadsby, Haythorne, Lovejoy and Stott were appointed to the Committee and a chair person will be appointed at the first meeting which will take place in January.

#### **141 FINANCIAL REGULATIONS**

The council resolved to adopt the revised Financial Regulations which were circulated by the town clerk.

#### **142 COUNCIL VACANCY**

The council resolved not to co-opt a councillor to fill the current vacancy, but to wait until a new council was appointed in May.

#### **143 COMMUNITY PARK COMMITTEE**

The council resolved to appoint Councillor Armstrong to this committee and to appoint Councillor Haythorne as chair person.

**144 RYEDALE MARKET TOWNS PROMOTION**

The council resolved that there were no further comments that it wished to make on the Ryedale Market Towns Promotion project.

**145 NEIGHBOURHOOD PLANNING**

The council received a copy of the draft Malton and Norton Neighbourhood plan and learnt that this plan will go out to public consultation in January 2019. The council resolved by majority vote that it would not take Neighbourhood Planning forward for Pickering.

**146 FINANCE**

i) Councillors Audit: November 2018

The council received and endorsed the report on the audit carried out on 7 December 2018.

ii) Delegated decisions by the clerk

The council received and endorsed the decisions taken by the town clerk since 13 November 2018.

iii) Staff and Training. The council authorised payment of additional hours for the town clerk up to 30 November 2018 totalling £163.31 and expenses of £104.22 for attendance at a training event, purchase of stationery for the office, a mobile phone top up and virus protection.

iv) Play Areas

The council resolved to:

Accept a quotation from Streetscape Ltd for repairs to equipment at Manor Drive and Hawthorn Lane play areas, to include the installation of artificial grass surfacing at Hawthorn Lane which will be laid over the existing wet pour surface under the large multiplay unit and platform rocker, this existing surface showing signs of cracking and lifting.

Accept a quotation from Streetscape Ltd to remove the old slide, which is beyond economic repair, and install a Tribox Multi-Play Unit at Paddock Close play area with Safamat Surfacing. This Tribox Multi-Play Unit would have the upper part of the unit removed to reduce its height.

The council learnt that the clerk had requested three quotes for this work but only Streetscape Ltd had responded. The total cost of the project would be £18400 plus VAT.

Accept a quotation from a contractor to cut back the play area boundary hedges at Paddock Close, Greenlands Road, Garden Way and Hawthorn Lane play

areas, at a cost of £1455.00. The contractor would be asked to give an estimate of how long this work had taken him for future planning.

Accept a quotation from a contractor to repair the fences at Otter Drive and Troutbeck Close play areas at a cost of £550.00.

v) Budget

The council received and noted the first draft of the 2019/20 budget. The clerk invited Councillors to a budget and finance session in the council office to further explain the budget and Councillors Armstrong, Baker, Jenson and Stott indicated that they would be interested in this. All councillors were invited to attend the budget working party meeting to be arranged in January.

vi) NALC Proposed New Salary Scales

The council resolved to implement the new Salary Scales issued by NALC for 2019/20.

vii) Asset Movements

The council received a schedule of asset movements and noted that the current asset register value was £277705.15.

viii) S106 Application

The council resolved to submit a grant application for £5215 to Ryedale District Council towards the cost of phase one of the Community Park Landscaping Scheme. Councillor Haythorne will draft the application with the clerk.

ix) Financial statement for November 2018

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

x) December Accounts

The council resolved that the December accounts paid and due for payment totalling £7905.19 be approved (see appendix 1).

**147 MAINTENANCE PERSON (EXEMPT ITEM)**

The council resolved to take further advice from a solicitor about the employment of a maintenance person.

**148 STAFFING MATTERS (EXEMPT ITEM)**

The council resolved that the town clerk would be paid for five hours study time per week to be able to complete her CILCA qualification, with a further five hours study

time each week to be done in the clerk's own time. This arrangement would be implemented once the clerk began studying for CILCA and would be reviewed after six months.

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**Town Mayor**

**Appendix 1 – Accounts December 2018**

