

STOKESLEY TOWN COUNCIL

A Meeting was held in the Town Hall, Stokesley, on Tuesday,
The 12 June 2018

Cllr Ian Blakemore Chaired the meeting in the absence of the both the Chairman and Vice Chairman.

Present: Cllrs Ian Blakemore, Stewart Brennan, Mike Canavan, Sean Carey, Chris Johnson and Carol Lewis.
Clerk – Mrs Julie McLuckie.

In accordance with the notice of meeting a public forum session took place from 7.00pm to 7.15pm.

No residents present.

County Cllr Bryn Griffiths advised members that he can allocate £5k to spend on Community Projects and £5k to spend on Environmental Projects. Any schemes requiring funding that would fall under either remit should submit a request to Cllr Griffiths for consideration. **Noted.**

Cllr Griffiths confirmed that the Allerton Incinerator is now up and running and is facilitating tours. Councillors Blakemore and Canavan asked to be included in dates for next one. **Noted.**

The pavement between Helmsley Road and Station Road was due to be repaired last year but it did not take place. Cllr Griffiths has continued to make representations regarding this and was informed that work would commence this week. To date there is no sign of work taking place, Cllr Griffiths will continue to pursue. **Noted.**

District Cllr Andy Wake had circulated an update report on work he continues to progress during his absence from meetings due to sick leave. **Noted.**

1/12/06/18 NOTICE OF MEETING

The notice convening the meeting was taken as read.

2/12/06/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Alex Chisholm, Caroline Seymour, Graham Sowerby and Andy Wake and District Cllr Stephen Dickins. Apologies were also received from Mr Turland, D&S Reporter.

3/12/06/18 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

Cllr Brennan and Griffiths declared an interest in Planning Application 18/00894/FUL – Stokesley School – refurbishment of existing PE facilities as they are both School Governors.

4/12/06/18 MINUTES

The minutes of the Annual Meeting of the Town Council held on 8 May 2018 were agreed and signed as a true record.

5/12/06/18 PLANNING

a. The following Planning Applications were received and reviewed.

Applications Received

Cllrs Brennan and Griffiths declared an interest in the Stokesley School Planning Applications as they are both School Governors.

18/00843/DPN- Strikes Garden Centre – proposed demolition of a residential property in the grounds of garden centre. **No objections but Cllr Griffiths would like to see an affordable property built elsewhere to compensate.**

18/00894/FUL - Stokesley School, Station Road – refurbishment of existing PE facilities including internal alterations, external cladding, roofing and curtain walling and new mechanical and electrical installation. **No objections.**

18/01121/FUL – 47 Tameside – Proposed single storey extension to side of house. **No objections.**

18/01018/FUL – Northumbrian Water Ltd – Installation of kiosk building. **No objections.**

18/01095/FUL – Strikes Garden Centre – Construction of a temporary building for garden centre and café use whilst a replace garden centre is constructed. **The temporary building has already been erected and is far larger than the surrounding buildings and completely out of context with the surroundings. If HDC Planning Committee is minded to approve, then this should be for a specified period of time, eg. 1 year following which a shorter period eg. 2 months to demolish a remove from site and return the site to a field.**

18/00445/FUL – 56 High Street – Proposed new communal front door. **No objections.**

Applications Granted

18/00249/FUL - 8 Peacocks Close – two storey extension to rear of house.

18/00182/FUL - Tanton bridge – construction of a replacement garage and utility building attached to dwelling and a detached garage and home office.

18/00843/DPN – Strikes Garden Centre – Proposed demolition of a residential property in the grounds of garden centre.

b. Planning and Development Issues.

Tanton Fields Development –the Town Council continues to receive concerns from residents regarding the height, noise and dust levels from the site. A public meeting scheduled to take place on 13 June 2018 has been moved to 20 June 2018 at 2.30 pm in the Town Hall. **Noted.**

Shine Hairdressers, 3 Bridge Road – the HDC Enforcement is aware that this Listed Building which is in a conservation area has been painted without consent. The Clerk continues to receive complaints regarding the inappropriate colour and the impact it is having on the street scene. The Enforcement Officer is pursuing the issue with the business owner. **Noted.**

Advertising Signs – High Street – the following signs have been erected without the appropriate consent – Barber Shop, Pizza Place, Banner on what was Easter Spice and Lemons clothing. The Clerk would report these to the Enforcement Office and ask that they be proactive in advising new business owners of the requirements for erecting signs. **Agreed.**

Enforcement Officer – It was agreed to invite the Enforcement Officer to a future meeting to provide an update on all the current outstanding concerns. **Agreed.**

6/12/06/18 REVIEW OF ACTIONS FROM LAST MEETING

See the attached Appendix 1.

7/12/06/18 FINANCIAL STATEMENTS

1. The financial statements for May 2018 were agreed. **Agreed.**
2. The payments made during May 2018 totalling £21840.27 were agreed. **Agreed.**
3. The accounts for year ending 31 March 2018 and the annual internal audit report for 2017/18 were received and approved. **Agreed.**

8/12/06/18 TO REVIEW AND ADOPT ALL CURRENT POLICIES

- a. Standing Orders – requires additional amendments following an update from YLCA – **Noted.**
- b. Financial Regulations. Reviewed and adopted. **Agreed.**
- c. Financial Risk Management and Control. Reviewed and adopted. **Agreed.**
- d. Scheme of delegation. Reviewed and adopted. **Agreed.**
- e. Code of Conduct. Reviewed and adopted. **Agreed.**
- f. Disciplinary and Grievance Policies and Arrangements. Reviewed and adopted. **Agreed.**
- g. Complaints Procedure. Reviewed and adopted. **Agreed.**
- h. Health and Safety Policy. Reviewed and adopted. **Agreed.**
- i. Risk Management Strategy. Reviewed and adopted. **Agreed.**
- j. Press and Media Policy. Reviewed and adopted. **Agreed.**
- k. Publication Scheme. Reviewed and adopted. **Agreed.**
- l. Effective Management of Recording at Council Meetings Policy. Reviewed and adopted. **Agreed.**
- m. Sickness Absence Policy. Reviewed and adopted. **Agreed.**
- n. Data Protection Policy. Reviewed and adopted. **Agreed.**
- o. Freedom of Information Policy. Reviewed and adopted. **Agreed.**
- p. Archiving and Retention Policy. Reviewed and adopted. **Agreed.**
- q. West Green CCTV System Policy. Reviewed and adopted. **Agreed.**
- r. Equality Policy. Reviewed and adopted. **Agreed.**
- s. Training Policy. Reviewed and adopted. **Agreed.**
- t. Community Engagement Strategy. Reviewed and adopted. **Agreed.**
- u. Grant Awarding Policy. Reviewed and adopted. **Agreed.**
- v. Investment Strategy – Reviewed and adopted. **Agreed.**

8/12/06/18 MATTERS FOR DISCUSSION

Town Council

1. Strategic Objectives for 2018/19 – progress review:-
 - a. Cobbles – Information had been received and circulated from HDC regarding the transfer of Traffic Regulation Orders and technical information regarding the proposed repairs to take place to the Cobbles to ensure they are up to standard if the lease is transferred back from HDC to the Town Council. **Noted.**
 - b. Parking – Cllr Griffiths would liaise with NYCC regarding how to start the process for implementing a trial traffic regulation order in College Square. **Noted.**
 - c. Community Infrastructure Levy (CIL) and Infrastructure Development – following a meeting between Town Councillors and Mark Harbottle of HDC 12th June it was made clear that 85% of CIL allocation is then controlled and projects determined by HDC, and it was noted that applications for CIL funding infrastructure projects need to be submitted as soon as possible for review by the HDC Cabinet in the Autumn. Members would submit any infrastructure project proposals to the Clerk for consideration at the Town Council meeting on 10 July 2018. The remaining 15% is for STC to determine and there is a public consultation at present.
 - d. In addition, the HDC S106 funds list already agreed would be reviewed and resubmitted to HDC to ensure funds are secured for the schemes identified. The Clerk would confirm with HDC that there are no time constraints on claiming and defraying this expenditure. **Agreed.**
 - e. Public Toilets – the tender documents have been circulated to 5 firms requesting quotes to be submitted by 29 June 2018. **Noted.**
2. Town Council Surgery – Cllrs Blakemore and Griffiths had hosted the TC Surgery on Saturday 2 June 2018. Two residents had attended and raised the following issues:

Concerned about the noise and air pollution from thick black smoke from a field close the Carolina Farm – advised to report this to the Environmental Health and keep a log of events;

Kier Development – concerns about the proximity and height of the new development – advice given on how to report concerns. **Noted.**
3. Great Ayton to Stokesley Cycleway – Cllr Griffiths had received a request from Great Ayton Parish Council seeking support from Stokesley for the introduction of the Cycle path and that the Town Council would contribute towards its maintenance. Members confirmed their support in principal of the scheme but were concerned about the level of expenditure and where

these funds would come from and who would benefit. The current public right of way offers an excellent walkway between Stokesley and Great Ayton. If the scheme goes ahead Stokesley Town Council confirmed that they would jointly maintain and share the costs appropriately with Great Ayton Parish Council, which would be subject to a separate meeting with them.

Agreed.

4. Press Releases Approval – None received. **Agreed.**
5. Market Place Article – Any items for inclusion in the next Market Place Magazine to be submitted to Cllr Canavan by 20 July 2018. **Noted.**
6. Delivery Vans along the High Street – Cllr Griffiths had circulated information regarding the damage been caused to the pavements by delivery vans. It was agreed to send a letter to all the business owners along the High Street asking that they inform their delivery drivers not to park on the footpaths as this is causing damage. **Agreed.**
7. Pavement Licences – the Clerk had contacted NYCC to ascertain when they would be circulating the letters to businesses regarding pavement licence requirements. Awaiting a response. **Noted.**
8. Website – the website is now up and running. Any amends or changes required should be reported to the Clerk. **Noted.**

Committees and Working Groups

1. The minutes from the Communications and Events Committee held on 21 May 2018 were received. **Agreed.**

North Yorkshire County Council

1. The response from Area 2 Re: Resurfacing of pavement outside Stokesley Motors circulated on 5.5.18 was received. **Noted.**
2. The correspondence – Renewal of Subsidised Local Bus Services in the areas of Harrogate, Hambleton and Richmondshire circulated on 21.5.18 was received. The Clerk would submit a response confirming continued support of this service and recommending a few simple changes that would improve the service, including extending to include the railway station. The Clerk would also speak to NYCC regarding the 81 and 28 bus service to see if it would be possible to stagger the timetable, so they do not depart Stokesley within 5 minutes of each other. In addition, the Clerk would raise the concern of the lack of service on a Sunday which means that people visiting patients at James Cook Hospital are unable to get there using public transport. **Agreed.**
3. The NYCC Area Constituency Committees Briefing circulated on 22.5.18 was received. **Noted.**

Hambleton District Council

No items received.

Police

The Police Report had been circulated and discussed in the open session. A total of 15 incidents have been reported between 6 May 2018 and 9 June 2018. Members were pleased with the more pro-active approach the Police are taking and also raising their profile at local events. **Noted**

YLCA

1. The consultation paper – Unauthorised development and encampments circulated on 4.5.18 was received. The Clerk would review the consultation document and respond appropriately. **Noted.**
2. To receive the NALC Chief Executives Bulletin No. 18 to 22 was received. **Noted.**
3. The discussion paper – Shaping our Future circulated on 23.5.18 was received. **Noted.**
4. The Data Protection Act 2018 – Exemption from having to appoint a Data Protection Officer (DPO) circulated on 25.5.18 was received. It was agreed that Stokesley Town Council would submit an expression of interest in the support of a DPO if YLCA were to appoint one. **Agreed.**
5. The Training Programme July to November 2018 circulated on 1.6.18 was received. **Noted.**
6. The Hambleton Branch Annual Meeting notice and associated documents circulated on 1.6.18 were received. **Noted.**
7. The request to complete a survey to gather evidence: adoption of the community infrastructure levy system circulated on 4.6.18 was received. **Noted.**

Correspondence/Complaints received

1. The Fairtrade Towns resolution circulated on 15.5.18 was received and approved. **Agreed.**
2. A request to tidy the area along the footpath adjacent to 46 Riversdene circulated on 18.5.18 was received. The Clerk had arranged for our grass cutting contractor to trim the grassed area and would confirm this with the resident. **Noted.**
3. The thank you letter for the donation from S137 Funds from the Rotary Club circulated on 29.5.18 was received. **Noted.**
4. The correspondence regarding proposed building work at 48 Tameside circulated on 4.6.18 was received. Members were not happy for the field to be used to enable development as the machinery would inevitably damage the grassed area, this is also a play area for young people and would therefore be a concern on the grounds of health and safety. **Agreed.**

5. To review any complaints received – all dealt with appropriately. **Noted.**

Items tabled for information

No items received.

The meeting closed at 8.50 pm.

Town Council Meeting Actions

Minute No. Date Agreed	Task	Lead Councillor	Responsible Committee	Expected date for completion	Status
6/09/06/15 1.	Manor Close – to commence proceedings to introduce yellow lines	Clerk and Cllr Griffiths	Parking Working Group	On hold until the new long term parking is identified.	This scheme to be included in the overall parking review but introduction of yellow lines in this area would be the responsibility of Highways. Ongoing.
11/13/06/17	Cobbles – to obtain a quote for repairs to the cobbles outside Natural Heat.	Clerk	Town Council		Meeting took place with the contractor on 11.2.18 who agreed to provide quotes – awaiting response. Ongoing.
09/01/18 Police Report	CCTV – proposal by HDC to install a camera on Silver Street. Clerk to discuss the proposal and to see if the camera could also cover the Play Park.	Clerk	Town Council		Costs received for review and consideration. Clerk to try and secure funding to enable this scheme to go ahead. Ongoing.
12/08/05/18 1.b.	Parking – to circulate an updated newsletter to College Square residents	Cllr Seymour	Parking Working Group	12/6/18	Draft circulated to Parking Working Group members for approval on 10.5.18 – awaiting response. Ongoing.
12/08/05/18 1.c.	Community Infrastructure Levey (CIL) – public consultation on what the TC should spend the 15% allocated funds on.	Clerk	Town Council	14/8/18	Consultation included in Market Place article and on website – closing date 27.7.18. Ongoing.
12/08/05/18 1.d.	Public Toilets – to circulated tender documents for quotes.	Cllr Brennan / Cllr Lewis and Clerk	Town Council	14/8/18	Tender documents circulated to five companies on 30.5.18 – closing date for response is 29.6.18. Ongoing.
12/08/05/18 NYCC 1.	Stokesley Motors resurfacing work – to write to the NYCC Cabinet Holder seeking an	Clerk	Town Council	12/6/18	Letter sent on 16.5.18 – awaiting response. Ongoing.

	explanation on why the re-surfacing work had taken place in this are and request further information on the assessment criteria.				
12/08/05/18 Correspondence 1.	The Ford – to request that NYCC consider closing the Ford on the grounds of health and safety or review what can be done to make it safer.	Clerk	Town Council	12/6/18	Letter sent on 10.5.18 – awaiting response. Ongoing.
12/08/05/18 Correspondence 4.	North Road speeding concerns – to ask NYCC to consider introducing speed calming measures.	Clerk	Town Council	12/6/18	Request sent on 9.5.18 – awaiting a response. Ongoing.