

## STOKESLEY TOWN COUNCIL

A Zoom Meeting was held on Tuesday 16 June 2020

**Present:** Cllrs Mike Canavan, Sean Carey, Bryn Griffiths, Christopher Johnson, Nigel Johnson, David Oxley, Karen Robinson, Graham Sowerby and Andy Wake.

Clerk – Mrs Julie McLuckie.

*Due to the COVID 19 Pandemic Town Council meetings did not take place in April and May 2020, this meant the Annual Meeting of the Town Council did not take place. This meeting will therefore deal with the appointment of the Chairman and Vice Chairman.*

*Due to the current COVID 19 restraints members of the public were encouraged to submit any questions in writing to the Town Clerk via e-mail – [contact@stokesleytowncouncil.gov.uk](mailto:contact@stokesleytowncouncil.gov.uk) They were also advised that if they wished to participate in the meeting that they should notify the Clerk by e-mail in advance and a 'Zoom' meeting invitation would be provided. The Clerk confirmed that no questions or requests to participate in the meeting had been received.*

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

County Cllr Griffiths confirmed that Tanton Bridge was due to re-open on 3 July 2020, this was a month behind the original schedule due to the impact of the COVID 19 pandemic.

Cllr Sowerby reported that he had received several complaints about road closures not been advertised in advance. **RESOLVED** that the Clerk would report this concern to Highways.

Cllr Oxley had circulated pictures showing that the 30mph signs on Thirsk Road were completely covered with vegetation. The Clerk confirmed that she had reported this to North Yorkshire County Council (NYCC) as the responsible Authority and was awaiting a response.

District Cllr Griffiths advised members that Hambleton District Council (HDC) had commenced enforcement proceedings against the owners of the British Legion Club again by re-issuing them with notices to improve. In addition, the enforcement process had also commenced against Strikes as they have not reinstated the area where the temporary building was situated as stipulated in the agreed Planning Application.

**1/16/06/20 ELECTION OF CHAIRMAN**

**RESOLVED** to appoint Cllr Sowerby as Chairman for the coming year.

**2/16/06/20 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

**RESOLVED** that Cllr Sowerby signed the declaration of acceptance of office on screen and would return to the Clerk who would sign as the witness upon receipt.

**3/16/06/20 NOTICE OF MEETING**

The notice convening the meeting was taken as read.

**4/16/06/20 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Blakemore and Wake.

**5/16/06/20 ELECTION OF VICE CHAIRMAN**

**RESOLVED** to appoint Cllr Canavan as Vice Chairman for the coming year.

**6/16/06/20 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

None received.

**7/16/06/20 MINUTES**

**RESOLVED** that the minutes of the meeting of the Town Council held on 10 March 2020 were agreed and signed as a true record.

## **8/16/06/20 PLANNING**

- a. The following Planning Applications were received and reviewed. The Clerk confirmed that these had been circulated to all members for comment prior to submitting the agreed response to HDC. **RESOLVED** to confirm approval of all the comments submitted as detailed.

### Applications Received

**20/00456/LBC – 45 College Square** - LBC for replacement front door. **Response submitted to HDC –** No objections.

**20/00540/FUL – Land at verge Blackmore Road, Great Ayton** – the formation of grasscrete layby to existing access. **Response submitted to HDC –** No objection to the grasscrete application, but that is contingent on approval of the kiosk planning application.

**20/00660/CPN – Armstrong Richardson & Co – 47 Levenside** – prior notification to change the use old shop (A1/A2) to café (A3). **Response submitted to HDC -** no objection in principle to this plan. However, Stokesley Town Council would like to make the following comments:

1. Currently the door at the front of the building is not used in the current retail operations. Does the applicant propose to now use this door for access to the cafe, or will access be through the current retail space?
2. Is the disabled access to the cafe acceptable from a planning perspective?
3. The waste generated by the cafe will require separation as it will not be of a similar nature to the waste from the current retail operations, therefore provision of a separate waste plan is appropriate as part of the application.
4. The application submission states 'The intention is for the café to serve food such as sandwiches, jacket potatoes, salads, paninis and cakes etc., all of which can be prepared without intensive means of cooking. No fried foods, which would evidently cause more substantial odours/cooking smells, are proposed. On this basis, no major odour impacts are predicted and thus the residential amenity of neighbours will not be affected to an unacceptable degree.' Any approval should be conditioned to limit food preparation to the items described

**20/00538/CPN Cobblestones, 28 College Square** – prior notification from the change of use to café, with no internal/external alterations to property. **Response submitted to HDC -** No objection to the change of use from A1 / A2 to A3. However, the 'to be' plan provides no information / details on the ventilation/ extraction systems that are proposed to be installed.

Further the 'to be' plan shows two storerooms and one outbuilding shown as 'to be demolished', therefore given the location in the Conservation Area are planning approvals required for any or all of these items? There are no such applications on the HDC website at present. Similarly, Stokesley Town Council assume that there will be future applications for new signage and for a licence for the premises? Further any approval should be conditioned on a detailed waste storage and disposal plan. It is not clear from the plans presented where the increased numbers of bins would be kept, nor how they would be accessed by the commercial waste service company mentioned? Also, please can you ensure that consideration is also given to the fact it may require access via gated Manorial Land if the bins are not stored in the garden area at the front of the building. A further check on the history of this property has now provided evidence that the 'to be' plan is actually taken from part of the plan submitted for the application 08/00556/FUL, which shows the property in its pre-application condition. Has this work been completed? Should it have been completed then there are drawings showing the 'proposed' condition and it is these that should be used as the accompanying plans for the current application. Please could HDC obtain an up to date statement and plans before considering this application?

**20/00651/FUL Byre Yard, Tanton Hall Farm** Increase in height of part of existing boundary wall to provide noise pollution barrier and visual barrier to B1365 to bedroom and room used by disabled person. **Response submitted to HDC** – No objections as the increase in height is limited to 2m.

**20/00706/MRC - Stokesley Golf Range** – Application for variation of condition no:2 (approved plans to increase to 18 holes – descriptive plans and new layout plan UK 28-19-01) to previously approved application 06/00906/FUL for the construction of a 12 hole mini golf course as amended by letter and plan received by HDC 27 July 2006. **Response submitted to HDC** – Stokesley Town Council has no objection in principle to the application for the increase in number of holes. However, given recent developments regarding access to the site, we would like to suggest that these issues are resolved prior to consideration of this application, given that Condition No. 5 of the 2006 approval related to access to the facility.

**20/00764/FUL - 30 Tanton Road** – application for front porch extension and single storey rear extension to dwellinghouse. **Response submitted to HDC** - Object based on the following:-Section 5 of the Planning Application document incorrectly states in the description of all elements, except the doors, that the proposed materials and finishes of the development that they will 'match existing'. This is despite introducing windows into the roof. Stokesley Town Council has no objections to the proposed works to the rear of the property, i.e. to either the extension or the treatment of the elevation, the internal reconfiguration, nor to the principle of providing a front porch. However, the proposed changes to the front elevation are not in character with nearby dwellings and would have a

significant cumulative negative impact on the local street scene. The combination of the introduction of rooflights to the elevation of the roof facing the main road, the glazed roof to the proposed porch and the amended fenestration of all three window locations on the front elevation are not in character and lack empathy with the local architecture. Additionally, revised fenestration lacks a consistency in approach within the front elevation. The front porch is shown as 'steel frame porch design by others'. It does not show with brick infill between the fenestration and therefore is not consistent with the statement that the finish will 'match existing'. Further it does not specify the finish that will be used.

**20/00776/FUL - 18 Hebron Road** – prefabricated concrete garage along the property line to number 20. **Response submitted to HDC -** Object based on the following: Whilst not strictly a planning matter it is unclear if access to the proposed garage is via the curtilage of 20 Hebron Road (as seems to be the case from the location map provided), or whether it is a shared access drive (as seems to be the case from the sketch provided)? The sketches submitted do not provide the context of how the proposed garage sits with neighbouring properties, as it only shows the applicants property / garden. Given the size of the proposed garage we consider this to be a pertinent requirement in seeking approval. Notwithstanding this comment, at 11 metres in length and 3.2 metres in width, with no windows shown on any elevation and being sited in a garden of only 12.2 metres length and under 8 metres width, Stokesley Town Council consider the proposed garage will dominate the garden and be out of proportion with its surroundings.

**20/00824/LBC - The Manor House** – LBC to alter proposed window design from that previously approved in 19/02463/LBC (construction of new double garage on remains of old orangery attached to Manor House and new entrance portico to front elevation). **Response submitted to HDC** – No objections.

**19/01943/FUL – 33 High Street (Ground Floor)** – Change of use of ground floor A1 Retail use to A3 Café, construction of a new bin store and external fire escape.

**19/02219/LBC – 33 High Street (Ground Floor)** – Listed Building consent for removal and retention of relocated staircase, handrails and balustrading to the rear to form separate access to upper floors, addition of partition walling and new plasterboard walling to create a new care to the side elevation and timber enclosure to form bin store. **Response submitted to HDC -** Stokesley Town Council would like clarification of the below comments prior to approval:-

- 1) From the examination of the comments from neighbours there remain issues with regard to sewerage / foul water systems - have these issues been resolved?
- 2) A statement is required for the access / egress to be used for the emptying of bins which recognises the potential constraint of the narrow width of the alley and ensures that access rights exist for the proposed route. A condition relating to the permitted times for emptying the bins is considered appropriate given the proximity to the residential dwelling at 2 Golden Lion Mews.
- 3) With the deletion of the proposed fire door in the latest revision of the plans, is it proposed that the existing side door also serves as a fire exit? If so, then our previous submission that egress should be via a ramp to aid the egress by the less able customers remains valid. The plans appear to show external steps are currently in place at this doorway.
- 4) As the application is only for the change of use of the ground floor, what is the current (and therefore future) planning status (i.e class) for the first floor of the property? Is the first floor to be used by operators of the proposed cafe?

**20/00943/FUL – 18 Springfield** – Demolition of existing rear kitchen & construction of a part single and part two storey rear extension.  
**Response submitted to HDC** – No objections.

#### Applications Granted

- 20/00075/MRC – 5 Stanley Grove** – Application for the alteration of Condition 4 (building use) relating to planning application 17/00563/FUL to allow for the annexe to be used as a holiday let.
- 19/02515/FUL – The Old Granary, 10A Levenside** – Application to replace the existing roof.
- 20/00237/CAT – Manor Farm, Manor Close** – Application for works to trees in a conservation area to fell 3 no. trees.
- 19/02452/FUL – Tanton Grange** – Demolition of existing dwelling and outbuilding and construction of replacement dwelling and garage.
- 20/00050/FUL – 6 Three Tuns Wynd** – New shop front.
- 20/00249/LBC – 18 West End** – Replacement of existing mix of UPVC and damage wooden windows with new hardwood double glazed sliding sash windows.
- 19/02157/FUL – Tru-Vai, 69-71 High Street** – Change of use for part of the highway to be used as a patio area in conjunction with Bar Tru:Vai at 69-71 High Street.

**20/00456/LBC – 45 College Square** – Listed Building Consent for replacement front door and door to adjacent alleyway and door surrounds.

Applications Refused

**19/01091/FUL – Cringle Moor, Thirsk Road** – Construction of a detached dwellinghouse and garage.

**20/00053/TPO – 29 Springfield** – Proposed works to a tree subject to a Tree Preservation Order 1991/61 – Beech.

**19/00963/FUL – Longbeck Farm** – Extension to side of existing unit to provide garden room and double garage...

b. Planning and Development – the Clerk advised that no update report had been received. **RESOLVED** that the Clerk should request that an update report be available for the next meeting.

Cllr Chris Johnson had received complaints regarding the poor state of repair of the old Barclays Bank. **RESOLVED** that the Clerk would report this to HDC for action.

Cllr Canavan had asked if the work currently taking place along the riverside close to the Church Ford by HDC had required planning permission as it is in a conservation area. Cllr Griffiths had received a response from HDC who had stated they did not require permission. **RESOLVED** that the Clerk would ascertain if they had discussed these works with the Environment Agency and report back.

**9/16/06/20 REVIEW OF ACTIONS FROM LAST MEETING**

See the attached Appendix 1.

**10/16/06/20 FINANCIAL STATEMENTS**

1. **RESOLVED** to agree the financial statements for March, April and May 2020.
2. **RESOLVED** that the payments made during April 2020 totalling £20366.66 and May 2020 totalling £15354.83 were agreed.
3. **RESOLVED** that the Consolidated Tax Certificates for the year ending 5 April 2020 from Redmayne Bentley for the Town Council and Manorial Lands Trust Investments circulated on 3.6.20 be received.

**11/16/06/20 TO REVIEW AND ADOPT ALL CURRENT POLICIES FOR 2020/21**

**RESOLVED** that all the following polices have been reviewed and agreed as correct apart from the West Green CCTV policy which requires an update. It was also noted that following advice from YLCA several additional Employment policies have been drafted for discussion and approval by the Employment Committee before submitting to the Town Council.

- a. Standing Orders.
- b. Financial Regulations.
- c. Financial Risk Management and Control.
- d. Scheme of delegation.
- e. Code of Conduct.
- f. Disciplinary and Grievance Policies and Arrangements.
- g. Complaints Procedure.
- h. Health and Safety Policy.
- i. Risk Management Strategy.
- j. Press and Media Policy.
- k. Publication Scheme.
- l. Effective Management of Recording at Council Meetings Policy.
- m. Sickness Absence Policy.
- n. Data Protection Policy.
- o. Freedom of Information Policy.
- p. Archiving and Retention Policy.
- q. West Green CCTV System Policy.
- r. Equality Policy.
- s. Training Policy
- t. Community Engagement Strategy.
- u. Grant Awarding Policy.
- v. Investment Strategy.
- w. Equal Opportunities Policy.
- x. Dignity at Work Policy.
- y. Security Incident Policy.



## **12/16/06/20 MATTERS FOR DISCUSSION**

### **Town Council**

1. Strategic Objectives for 2019/20 – End of Year Review and Update:-
  - a. Cobbles – **RESOLVED** that the next stage would be to identify and agree the areas requiring repair with HDC. This would then form the basis for a tender document to enable us to secure quotes.
  - b. Parking – Cllr Canavan provided an update on the work that had been completed by Ward Hadaway on the Traffic Regulation Orders (TRO). A draft proposal was now available which Cllr Canavan would circulate to all members for review subject to progressing further. Cllr Canavan confirmed that Ward Hadaway was in the process of discussing these proposals with both HDC and Scarborough Borough Council as the next stage. Cllr Canavan confirmed that Ward Hadaway would split the invoice in to two, one invoice that would cover the current TRO agreement with HDC and one for the agreed extended areas. **RESOLVED** that the update provided by Cllr Canavan be received.
  - c. River Leven Project – Cllr Oxley had circulated a progress update to all Members. The pre-planning application had been submitted to HDC and they are awaiting a response. Work continues with the Landscape Project Company and the next stage will be to complete the design and secure provisional pricing. **RESOLVED** that the Clerk would contact HDC to obtain a time frame for the pre application response.
  - d. Developing Stokesley as a Gateway to the North York Moors – no further update.
  - e. Electrical Vehicle Charging Points – the Clerk confirmed that the work taking place in the HDC Showfield Car Park was to improve the parking spaces and layout but would eventually include EV installation points. **RESOLVED** that the Clerk would liaise with HDC regarding their installation proposals to see if we can work together to also install charging points in the Town Centre.
2. Town Wifi – **RESOLVED** that the Usage Report for Q1 2020 circulated on 20.4.20 be received.
3. Coronavirus Update – the Clerk provided a brief update. Cllr Carey was keen to show our support to Local Businesses and suggested that we consider making Manorial Land available for restaurants, pubs, café's etc to utilise to assist with their re-opening. **RESOLVED** that the Clerk would speak with the Police, Licensing, HDC and NYCC to see if this is a proposal that could be worked up to try and support our local businesses during this difficult period.
4. Food Fest 2020 – the Communications and Events Committee had agreed to host a Zoom meeting in the next couple of weeks to review upcoming events.

5. Levenside Berms – **RESOLVED** that the request from the River Leven Group (RLG) to leave the growth along the riverside to encourage wildlife be received. The Clerk would write to the RLG to confirm that the Town Council are not opposed to this request but would like to receive a Management Plan from the RLG detailing proposed maintenance of these areas to ensure they do not get out of control and to include agreed timeframes for this work.
6. Weed Spraying along the edge of the carriageways – **RESOLVED** that Cllr Griffiths had reported this issue to NYCC who had advised that the spraying would take place this week.
7. Springfield Garden – **RESOLVED** that the Clerk would confirm with the residents that the Town Council do not own this land and they are not opposed to them planting shrubs or moving their fence lines as long as they have agreement from the landowners.
8. Town Council Equipment. **RESOLVED** to approve the purchase of a laptop and new router to enable external dial in as quoted for in the email circulated on 3.6.20.
9. Press Releases Approval – **RESOLVED** to include the following items in the next newsletter – Tanton Bridge update, Barclays Bank enforcement, Town Hall Clock update, Town Council meetings now held via Zoom, thanks to SPIOTA and other Community Groups and to advise residents as we are unable to host Town Council Surgeries at this time that they can submit any questions to the Clerk via e-mail or in writing to the Town Council Freepost address or pop it through the Town Hall letterbox.
10. Stokesley Fair 2020 – the Clerk had circulated a draft letter to Mr Crow for members to review. This letter informed him of the decision of Stokesley Agricultural Society to cancel Stokesley Show 2020 and our requirements regarding risk assessments and insurance plus other health and safety requirements if he is proposing the fair still goes ahead this year. **RESOLVED** to send the letter which included members amendments. The Clerk would also confirm with NYCC the timescale for the road closure application and any costs that would be incurred if the application is not required.

#### Committees and Working Groups

**None have taken place due to COVID 19 Pandemic.**

#### North Yorkshire County Council

1. **RESOLVED** that the COVID 19 Updates from April to date be received.
2. **RESOLVED** that the correspondence from Area 2 regarding the proposed layout for double yellow lines on Levenside circulated on 16.3.20 be received. The Clerk would contact Area 2 to request that we work together to review not only this proposal but the bigger plan to look at Parking, the Endeavour Way, River Leven Project and Resurfacing.

3. **RESOLVED** that the response provided to Cllr Griffiths regarding the Grass Cutting Rates circulated on 25.3.20 be received. **RESOLVED** that the information provided by Cllr Canavan in response to this be submitted to NYCC.
4. **RESOLVED** that the Bridleway No 10.140/19, Levenside to Rosehill Drive, Stokesley Modification Order 2012 circulated on 31.3.20 be received.

#### Hambleton District Council

1. **RESOLVED** that the Members Coronavirus Response Briefings from March to date be received.
2. **RESOLVED** that the Licensing Application for 'The Only Weigh Out' circulated on 11.5.20 be received. **RESOLVED** that the Clerk would express the concern about the lack of toilet facilities within the building and if this is acceptable with the proposal to host 'Wine Tasting' events.
3. **RESOLVED** that the correspondence regarding the works to a tree in a conservation area circulated on 19.5.20 be received. **RESOLVED** that the Clerk would confirm with HDC that the Town Council Tree Contractor would monitor the tree over the next 12 months and if it was not growing correctly then the Town Council would liaise with HDC regarding replacing with a more suitable species.
4. **RESOLVED** that the confirmation regarding the Community Infrastructure Levy (CIL) payment of £14,706 circulated on 22.4.20 be received.
5. **RESOLVED** that the proposed Hambleton High Streets Re-Opening Report circulated on 11.6.20 be received. Cllr Nigel Johnson had provided a couple of suggestions that may assist with two of the pinch points across the Town. Members were asked to report any other areas or issues to the Clerk who would discuss with HDC.

#### Police

1. **RESOLVED** that the Police Reports circulated on 15.4.20, 13.5.20 and 8.6.20 be received.

#### YLCA

1. **RESOLVED** that the White Rose Update dated 13 March, 20 March, 23 March, 27 March, 3 April, 10 April, 25 April, 1 May, 7 May, 15 May and 29 May 2020 be received.
2. **RESOLVED** that the 'Keeping the Council Functioning During the Coronavirus' advice circulated on 16.3.20 be received.
3. **RESOLVED** that the advice on 'Coronavirus – Meetings and the Administration of Local Council and Parish Meetings circulated on 16.3.20 be received.

4. **RESOLVED** that the NALC Advice Note and Publication LO1-20/The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 circulated on 6.4.20 be received.
5. **RESOLVED** that the NALC Advice Note LO2-20/Employment Law Changes 2020 circulated on 20.4.20 be received. This would be reviewed by the Employment Committee in due course.
6. **RESOLVED** that the NALC Advice Note LO3-20/The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020 circulated on 21.4.20 be received.
7. **RESOLVED** that the NALC Guidance – Compliance with the Public Sector Bodies (website and mobile applications) (no. 2) Accessibility Regulations, 2018 circulated on 8.6.20 be received. The Clerk confirmed that we were fully compliant with these regulations and we have set up an annual external annual review.

#### Correspondence/Complaints received

1. **RESOLVED** that the Citizens Advice Updates circulated on 20.4.20 and 3.6.20 be received.
2. **RESOLVED** that the correspondence requesting a speed restriction / traffic calming from Springfield B1365 to Tanton Road circulated on 3.4.20 be received. The Clerk had forwarded this request to NYCC as the responsible authority.
3. **RESOLVED** that the letter from Stokesley Show Limited advising that they have cancelled all events on the Showfield until 31 August 2020 circulated on 1.4.20 be received. Notice had since been received that the Stokesley Show scheduled to take place on 19 September 2020 has also be cancelled.
4. **RESOLVED** that the correspondence from the River Leven Group advising that they had cancelled the planned River Week circulated on 17.3.20 be received.
5. **RESOLVED** that the correspondence from SPIOTA regarding their proposal to develop a piece of land at the corner of Springfield at the entrance to the Showfield Car Park circulated on 14.6.20 be received. **RESOLVED** that members support this proposal and look forward to receiving further information as this scheme develops. The Town Council recommend that SPIOTA check with HDC Planning whether any application is required for this work as part of this area may be in the Conservation Area. Further whilst appreciating the reasons for a signboard, the Town Council currently have three outline proposals for such boards in Stokesley. These include a proposal by Manorial Land Trustees for the Footpath enhancement proposal and Stokesley Society also have a proposed scheme. The Town Council would like to ensure a common style is agreed and avoid the pitfall of having several different boards across the Town.

6. **RESOLVED** that the request from the Endeavour Way Campaign Group to use the Stokesley Town Council logo on their proposed collage be received and agreed.
7. **RESOLVED** that the e-mail from the Climate Action Group requesting support to Adopt the A172 circulated on 11.6.20 be received. Members confirmed their support of this initiative in principal.

Items tabled for information

No items received.

The meeting closed at 8.40 pm.

**Town Council Meeting Actions**

Minute No. Date Agreed	Task	Lead Councillor	Responsible Committee	Expected date for completion	Status
8/12/11/19 3.	Town Hall Clock – to arrange repair and if this does not work to look to purchase a new one.	Clerk	Town Council		The clock has now been repaired and reinstated. <b>Closed.</b>
8/11/02/20 NYCC	Urban Grass Cutting Payment – to try and establish the contractor costs to NYCC if they were to complete the cuts.	Cllr Bryn Griffiths	Town Council		Cllr Canavan forwarded the information he had collated regarding the request for further information and what they should provide. Cllr Griffiths to discuss this with NYCC and report back. <b>Ongoing.</b>
12/16/06/20 5.	Levenside Berms – Clerk to ask the River Leven Group (RLG) to develop a Management Plan for the Town Council to consider.	Clerk	Town Council		Request submitted to the RLG. Awaiting a response. <b>Ongoing.</b>