

11 June 2020

Stokesley Town Council

The next meeting of Stokesley Town Council will take place on **Tuesday 16 June 2020** commencing at 7.15 pm.

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 are encouraged to submit any questions they have in writing to the Town Clerk via e-mail – contact@stokesleytowncouncil.gov.uk If you do wish to participate during the meeting then please notify the Clerk in writing to the above e-mail address and you will be issued with a 'Zoom' meeting invitation so you can join the meeting remotely. Questions raised by the public will be considered prior to the formal Agenda in the open forum between 7.00 pm and 7.15 pm along with updates from the County and District Councillors. Draft minutes from the meeting will be available on our website www.stokesleytowncouncil.gov.uk

AGENDA

1. ELECTION OF CHAIRMAN

2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

3. NOTICE OF MEETING

Public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

4. APOLOGIES FOR ABSENCE

5. ELECTION OF VICE CHAIRMAN

6. DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

7. MINUTES

To confirm as a true record the minutes of the Meeting of the Town Council held on 10 March 2020.

8. TO CONSIDER PLANNING APPLICATIONS RECEIVED

- a. To consider Planning Applications received.
- b. Planning and Development.

9. REVIEW OF ACTIONS FROM THE PREVIOUS MEETINGS

To receive the Action List and updates.

10. FINANCIAL STATEMENTS

1. To agree the monthly statements for March 2020, April 2020 and May 2020.
2. To note the payments made in March, April and May 2020.
3. To receive 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.

11. TO REVIEW AND ADOPT ALL CURRENT POLICIES

- 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. MATTERS FOR DISCUSSION

Town Council

1. Strategic Objectives for 2019/20 – End of Year Review and Update:-
 - a. Cobbles.
 - b. Parking.
 - c. River Leven Project.
 - d. Developing Stokesley as a gateway to the ‘National Park’.
 - e. Electric Vehicle Charging Points.
2. Town Wifi – to receive the Usage Report – Q1 2020 circulated on 20.4.20.
3. Coronavirus Update.
4. Food Fest 2020.
5. Levenside Berms – to consider the request not to cut these until later in the year.
6. Weed Spraying along the edge of the carriageway.
7. Springfield Garden – request to plant shrubs on the strip of land at the rear of the properties.
8. Town Council Equipment – to confirm approval to purchase a laptop and new router to enable external dial in and to consider the purchase of a meeting room camera circulated on 3.6.20.
9. Press Releases Approval.

Committees and Working Groups

- a. None have taken place due to COVID 19 Pandemic.

North Yorkshire County Council

1. To receive COVID 19 Updates from April to date.
2. To receive the correspondence from Area 2 regarding the proposed layout for double yellow lines on Levenside circulated on 16.3.20.
3. To receive the response provided to Cllr Griffiths regarding the Grass Cutting Rates circulated on 25.3.20.
4. To receive the Bridleway No 10.140/19, Levenside to Rosehill Drive, Stokesley Modification Order 2012 circulated on 31.3.20.

Hambleton District Council

1. To receive the Members Coronavirus Response Briefings from March to date.
2. To receive the Licensing Application for ‘The Only Weigh Out’ circulated on 11.5.20.
3. To receive the correspondence regarding the works to a tree in a conservation area circulated on 19.5.20.

4. To receive the confirmation regarding the Community Infrastructure Levy (CIL) payment of £14,706 circulated on 22.4.20.
5. To receive the proposed Hambleton High Streets Re-opening Report circulated on 11.6.20.

Police

1. To receive the monthly statistics circulated on 15.4.20, 13.5.20 and 8.6.20.

YLCA

1. To receive 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.
2. To receive the 'Keeping the Council Functioning During the Coronavirus' advice circulated on 16.3.20.
3. To receive the advice on 'Coronavirus – Meetings and the Administration of Local Council and Parish Meetings' circulated on 16.3.20.
4. To receive 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.
5. To receive the NALC Advice Note LO2-20/Employment Law Changes 2020 circulated on 20.4.20.
6. To receive 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.
7. To receive the NALC Guidance – Compliance with the Public Sector Bodies (website and mobile applications) (no. 2) Accessibility Regulations, 2018 circulated on 8.6.20.

Correspondence/Complaints received

1. To receive the Citizens Advice Updates circulated on 20.4.20 and 3.6.20.
2. To receive the correspondence requesting a speed restriction / traffic calming from Springfield B1365 to Tanton Road circulated on 3.4.20.
3. To receive 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.
4. To receive the correspondence from the River Leven Group advising that they had cancelled the planned River Week circulated on 17.3.20.

Items tabled for information

None received.

The next Town Council meeting will take place on Tuesday 14 July 2020.

PLANNING APPLICATIONS RECEIVED IN APRIL 2020

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.

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...

PLANNING APPLICATIONS RECEIVED IN MAY 2020

Applications Received

. **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

STOKESLEY TOWN COUNCIL –APRIL 2020

ACCOUNTS REPORT

Payments

| <u>Supplier</u> | <u>Reason</u> | <u>Value £</u> |
|----------------------|---|-----------------|
| Salaries | Weeks 1 - 5 | 5136.03 |
| HMRC | PAYE/NIC Weeks Month 1 | 900.86 |
| Sage | IT Support | DD 91.80 |
| Home Fix | IT Support Office 365 | 79.80 |
| Zurich Municipal | Insurance | 3962.72 |
| Town Hall Trust | Office Rent April | 600.75 |
| Talk Talk | Internet / Telephone | DD 38.76 |
| Clear Business | Internet / Telephone | DD 47.46 |
| Canon | Photocopier | 94.67 |
| HAGS Ltd | Climbing Grips – Open Spaces / Play Areas | 877.44 |
| Wigin Landscaping | Monthly Work – Open Spaces / Grass Cutting & Trees | 2018.72 |
| Wigin Landscaping | Leven Banks – Open Spaces / Trees | 1188.00 |
| Manorial Lands Trust | VAT reimbursement for fence – Open Spaces / Miscellaneous | 1945.00 |
| HDC | Pest Control Contract – Open Spaces / River Banks | 631.20 |
| E-Bay | Light Starter Switches – Open Spaces / Toilets | 16.50 |
| Wallgate | Service Contract – Open Spaces / Toilets | 1134.00 |
| Safechem | Toilet Rolls & Anti Bacterial Gel - Open Spaces / Toilets | 227.88 |
| Initial | Hygiene Service Contract – Open Spaces / Toilets | 106.15 |
| Lady Hullocks Trust | Allotments Rent | 475.00 |
| Barclays | Bank Charges | 9.13 |
| WEL Medical | Defib Pads – Miscellaneous | 33.60 |
| HDC | Premises Licence for the Plain – Events | 70.00 |
| Catch Design | Website accessibility updates and amendments | 600.00 |
| Welcoms | Town WiFi | DD 81.19 |
| Total | | 20366.66 |

STOKESLEY TOWN COUNCIL – MAY 2020

ACCOUNTS REPORT

Payments

| <u>Supplier</u> | <u>Reason</u> | <u>Value £</u> |
|----------------------------------|--|-----------------------|
| Salaries | Weeks 5 – 8 | 4165.63 |
| HMRC | PAYE/NIC Weeks Month 2 | 731.49 |
| Sage | IT Support | DD 91.80 |
| Home Fix | IT Support | 79.80 |
| Talk Talk | Internet / Telephone | DD 38.40 |
| Clear Business | Internet / Telephone | DD 47.46 |
| Canon | Monthly contract – Photocopier Costs | 107.10 |
| Wigin Landscaping | Monthly Work – Open Spaces / Grass Cutting & Trees | 2018.72 |
| MBP Groundcare | Monthly SLA – Open Spaces / Trees | 322.50 |
| Ward Hadaway Solicitors | Traffic Regulation Order – Legal Fees | 4207.20 |
| Information Commissioners Office | Annual Registration Certificate - Miscellaneous | 35.00 |
| Royal Mail | Postage – Miscellaneous | 0.76 |
| YLCA | Training | 18.75 |
| Welcoms | Town WiFi | DD 81.19 |
| Total | | 11945.80 |