

GREAT AYTON PARISH COUNCIL

Minutes of the monthly Parish Council meeting held at The Discovery Centre on Tuesday 7th October 2025 7pm.

Present: Cllr Greenwell, Cllr Greer, Cllr Healy Dufosse-Belton and Cllr Mason (Vice Chair, chaired the meeting).
In Attendance: Angela Livingstone (Clerk), Lee Marley (Cemetery and Services Superintendent), 1 resident, Sergeant Carl Lawson North Yorkshire Police.

25.104 Apologies for absence Apologies for absence were received from Cllr Baylin, Cllr Kirk & Cllr Blackmore. The reasons for absence were accepted. There were no declarations of interest. Cllr Moorhouse (NYC Cllr) had sent her apologies.

25.105 Minutes from the Parish Council Meetings held on Tuesday 2nd September 2025.

It was RESOLVED to APPROVE the minutes of the Parish Council meeting held Tuesday 2nd September 2025 as a true and accurate record. Minutes were signed by the Chair.

25.106 Police report

1st – 31st August - ASB Personal: 2, ASB Nuisance: 6, Theft (including from shops): 1, Auto crime/SMV: 1 – theft of van from carpark, Violence Against the Person: 6, Other crimes: 1 – no police involvement. Total This Period: 17. Report received after the agenda was issued - 1st–30th September- ASB Personal: 3 (Social Media Related/Horse Riding), ASB Nuisance: 7 (Off Road Bikes/Car Parking/Neighbour Issues), ASB Environmental: 1 (Littering), Residential: 3 (Sheds detached from the dwellings on Roseberry Crescent), Theft (including from shops): 2 (Personal/Bilking), Violence Against the Person: 4. Total This Period: 20. Sergeant Lawson informed of a service named Community messenger service. He stated that residents could sign up to this and be sent appeals and messages to specific targeted areas where there has been an issue. He felt that this worked well when there was a high sign up to the service. He reiterated, as previously informed of the need to ensure that the Police were advised of issues to build a picture. He advised of an issue with e bikes which was being progressed and of the need to ensure that any drug related information was fed to the Police to ensure they were aware. It was advised that there had been a request to the Police for a vehicle to be removed which had been actioned, thanks were stated for this.

25.107 Report from NYC Councillor – Cllr Moorhouse had sent her apologies.

25.108 Allotments

25.108.1 Update on COF application and Allotment Implementation Committee – There were no updates from the planning application. Mrs Young queried if Cllr Kirk had shared with the land agent the reply from the government on the grant being lost if not spent by December 2025, it was acknowledged that the owners supported the land remaining as allotments. She queried what action the Parish Council intended and what the options were. Mrs Young questioned that the government reply implied that the match funding was not to be released and queried the monies held from the fundraising group and was assured that these were held in the Parish Council account. It was agreed that these should remain in the Parish Council hands until another vehicle to purchase the land was agreed. It was felt that a meeting of the allotment implementation committee should be organised by the committee Chair.

ACTION: Cllr Kirk

25.108.2 Allotment current matters report provided – Complaints - weed seeds and mess on proposed community orchard – emails sent to tenants, but no response received, there was a concern of rats in this overgrown area which were causing issues on adjacent plots. Cllr Mason to progress. **Gardens vacated** 3, 9C1, 53a,59b,62a2, 77. Plot 77 had been supported in maintaining the plot and asked to appoint the other people involved to take on the plot, the Clerk explained issues with issuing a plot to a person outside of the village. Cllrs agreed the Clerk was to approach the tenant to keep the plot in their name and add email of support for contact. **Requests for gardens to rent** New requests for allotments processed, waiting list cleared – Plots rented this month -17a2, 20a1&a2, 53a and 59b **Requests from tenants** Requests for keys for new gates

from number of tenants. Request from new tenant on 17a2 to erect 8x6ft shed and 8x6ft greenhouse. Request from new tenant on 20a1 and 20a2 to keep a small number of hens and a hen house 8x6 with 4mx12m heras fencing wire run and a 8x6 shed for storage for the plot. The Clerk had informed both tenants to check that the neighbours were happy with proposed works and there were no issues. The number of poultry allowed per plot was discussed due to increased problems with rats which was a costly issue for the council. It was agreed that only up to 10 number should be allowed and a site visit was to be organised to check large numbers involved in older plots. RESOLVED: Requests approved. **Available gardens** 9c1, 11a/12a Proposal for community garden, 21b/22b Proposal for community orchard, 28a, 29a and 30a need work completing before these can be rented, 30b, 36b cannot be let for gardening due to clay surface, 43b, 44a2, 45a, 60D, 62a2, 62B, 74. RESOLVED: It was agreed that a Facebook post could advertise that some plots were available. Current amount collected in the allotment fund bank account on 1.10.25 = £51,395.80. **Gate locks** New locks had been installed on all road gates by Cllr Baylin and 39 keys given to Clerk. Additional keys to be ordered. The Clerk had checked on an issue with the key not working in one lock and a gate catching. GAPC Team requested to ensure that they rectify issues prior to keys being handed out on Rent Day. Rent payment day 9th October 2025 in office 9 till 10.30am and 6 till 7.30pm. Gates to be locked on 10th October. **ACTION: Cllr Mason/Clerk/GAPC Team**

25.109 Lease approval

Village Hall and Yatton House lease – The Village Hall committee had advised that they were happy with the licence, and this would be signed and actioned. There had been no update from Yatton House. It was agreed that the area involved and the lease cost needed looking at further before this was signed. **ACTION: Clerk**

25.110 Planning Matters

25.110.1 Planning applications – Consultation Responses. –Councillors discussed applications and the following was agreed.

Application ref / Address	Description of Works	Parish Council responses
ZB25/01359/FUL The Vicarage Low Green	Change of use of lawned area to create a footpath for public use. Installation of boundary fencing. Remove existing entrance gates.	There had been no concerns raised by the residents who could be impacted. No concerns raised by Councillors.
ZB25/01651/FUL 110 Roseberry Crescent	Proposed pitched roof over existing garage, part conversion of garage to form habitable room, single story rear extension and render to all elevations.	It was noted that the application was similar to those already within the road and there were no concerns raised.
ZB25/01681/FUL 25 Byemoor Avenue	Proposed first storey extension to the front, two storey infill extension to the front, alterations to windows and door arrangement and render/cladding detail.	It was noted that the application was similar to those already within the road and there were no concerns raised.

There had been two application received after the agenda had been issued, Councillors agreed that these seemed acceptable and did not require additional time to be given to ensure that they were not determined before the November meeting.

25.110.2 Planning decisions by LPA – Noted

Planning Ref/Address	Description Of Work
ZB25/01327/FUL 1 Rosehill	Retrospective application for alterations to detached existing office/store to form new office and bedroom with en-suite with proposed additional linked glazed canopy roof to main dwelling The decision on this proposal was: Granted.

ZB25/01413/MRC 13 Roseberry Crescent	Retrospective application for variation of condition 4 (drainage) - surface water pipe moved to front elevation for previously approved application 22/02056/FUL The decision on this proposal was: Granted.
ZB25/01173/FUL Great Ayton Cricket & Football Club Leven Park	Application for a new brick outbuilding to the West side. The decision on this proposal was: Granted.

25.111 Correspondence and Information from Clerk

To receive and review the correspondence and information details and decide upon necessary actions attached.

25.111.1 Correspondence for discussion-

From	Details
Resident	Request for council to look at traffic issues, large increase in vehicles. Areas of concern crossing road at end of Greenacre Close. Sat-navs sending articulated lorries through village and negotiating bridge near Velveteen Rabbit. Resident states the 30mph does not decrease speed and feels a traffic calming measure should be installed or traffic lights (Yarm Lane/village route). Councillors believed that the route from Stokesley roundabout did inform of the bridge and showed an alternative route for large lorries. Cllr Healy Dufosse-Belton agreed to explore who determined the default routes for sat-navs. Cllr Greenwell reminded that this route was an A road and there had been a referendum in the village some years ago looking at traffic lights for the High Street/Yarm Lane which residents opposed. ACTION: Cllr Healy Dufosse-Belton
Resident	Request for grass cutting next to 149 Newton Road, not on cutting schedule. The Clerk informed of the difficulties with areas of grass and hedges which were not PC owned and NYC informing that the areas did not meet their criteria for maintenance. It was agreed that this matter and the other two hedge issues be forwarded to Cllr Moorhouse to progress. ACTION: Clerk
NYMNP	Public rights of way route prioritisation - reply by 30.11.25, PC to look at PRowS considered to be highest priority for regular support and maintenance and nominate 2. Cllr Greer had looked at possible paths and informed that recommendations for paths were outside of Great Ayton and within Little Ayton. Clerk to forward suggestions to Little Ayton PC to find if they were happy for GAPC to put these forward and to highlight this to their PC. ACTION: Clerk
Resident	Complaint re hedge maintenance Guisborough Road to NYC, NYC inspected and informed hedge does not meet criteria for maintenance, they only cut when overgrowing footpath.
Northumbrian Water	Request for permission for road restriction 13.10.25 at 67 High Street for essential works. RESOLVED: Approved. ACTION: Clerk
Resident	Request for hedge trimming rear of 37 Easby Lane – as per other items, GAPC are not paid to maintain these areas for NYC.
1 st Great Ayton Scouts Group	Request for donation for bonfire/fireworks display 5.11. normally £150, could we increase to £200. The Parish Council discussed the request and the figures received. RESOLVED: To continue to support the event for the community and the Scouts group. Funding to remain at £150. ACTION: Clerk
Endeavour Way	Looking at proposals for upgrade to bridleway and introducing 20mph areas across the village. Awaiting further information.
Climate Action Stokesley & villages	BUGs group request to meet with Open Spaces group to explore increasing biodiversity. Cllr Healy Dufosse-Belton and Cllr Mason to organise to meet. ACTION: Cllr Healy-Dufosse-Belton/Cllr Mason
Resident	Concerns of anti-social behaviour/misuse of footpath and request to close opening Byemoor Avenue. GAPC team checked area and a further resident advised of no concerns. Areas involved were owned by the Cricket Club and NYC. The Clerk had informed the Police of the email and requested them to add area for patrol and resident informed as above.
Berry Lakes Action Group	Request for support at Planning meeting 16.10. Clerk had requested information from NYMNP and had received an invite. Cllr Kirk to attend meeting. ACTION: Cllr Kirk
Resident	Complaint re condition of Cemetery – Three letters received from one resident. Cllr Mason had attended site to note the area concerned and agreed with the GAPC team, there were no concerns. Due to the large number of trees within the Cemetery there were expected to be some tree branches at this time of year. The Wildflower area within the old part of the

Item	Information	Action / Comments
	<p>Play Area</p> <p>Public Convenience</p> <p>Captain Cook Memorial Garden</p>	<p>RESOLVED: GAPC Team to obtain additional quotations. ACTION: GAPC Team</p> <p>Further works completed to vandalised equipment, RoSPA report received and any remedial small works to be looked at during the year. The Playpark fundraising group had transferred £2458 to GAPC account to hold until they organise an account. Fundraising continuing.</p> <p>Painting quotes still to progress. The toilet roll dispenser in the disabled toilets which had been previously vandalised, now needed removing and a new unit ordering. APPROVED to purchase new unit. ACTION: Clerk</p> <p>Costs for paving still needed. Councillors to look at the area and progress quotes, to be discussed with GAPC team for exact requirements. Clerk to resend quotes previously received. ACTION: Clerk</p>
25.112.3 Village Events	<p>Remembrance Sunday</p> <p>Christmas events</p>	<p>To approve purchase of wreath and closure of road for the event on Sunday 9th November. The Clerk reminded that a donation of £50 was to be made to RBL for the wreath and that the road closure requirements needed applications to NYC. GAPC Team to work the event and claim hours back. RESOLVED: Approved. ACTION: Clerk</p> <p>To approve purchase of Christmas tree and delivery / erection of lights on High Green. RESOLVED: Approved, Clerk to place order and request quotation and date for collection/erection. To approve Carols on the Green event to be held on Friday 19th December at 7pm. Clerk to organise band, lights, microphones etc and to advertise event. To work with Cllr Mason on purchase of equipment costs previously approved. ACTION: Clerk/Cllr Mason.</p>
25.112.4 Website/Social Media		<p>Update on progress with website/Values & Mission statement/social media. Facebook working well, meeting organised to discuss the website/emails and accessibility requirements. Also to look at the requirements for an IT policy, Risk Management Policy and Business Continuity policy. Invoice just received for Studio Botez annual fees it be paid by the end of October. ACTION: Cllr Healy Dufosse-Belton/Cllr Mason/Clerk</p>
Any update from Parish Councillors or the GAPC Team	<p>Great Ayton Discovery Centre Village Signage/maintenance</p> <p>Community Volunteering events</p> <p>Training request from Clerk</p>	<p>Report from Councillor showing update from GADC.</p> <p>Report sent to NYC re Maintenance of signs inc. Middlesbrough Road / Guisborough Road, rotting handrail at bridge Low Green, kerb section opposite Velvetreen Rabbit, hedges/shrubs car park High Green – Cllr Healy Dufosse-Belton progressing. Councillors discussed a sign believed to be missing from the 2 grey posts on Middlesbrough Road next to the allotments, it was believed this was a missing brown tourism sign. ACTION: Cllr Healy Dufosse-Belton</p> <p>To progress litter picking events. Clerk to request additional litter pickers from NYC and Mr Marley to ensure borrowed items were returned. ACTION: GAPC Team</p> <p>The Clerk requested training on Principles of Internal Auditing Local Councils (PIALC) SLCC online course designed to establish a more regulated and standardised process for internal auditing. The course covers essential principles and guidelines to ensure effective and efficient internal audit practices. Cost £120 plus VAT. This would ensure better compliance for the new assertions required in the 2026 audit. RESOLVED: Approved. ACTION: Clerk</p>

25.113 Financial Reports

To receive and approve items on the Accounts Report. Receipts and Payments to 7th October 2025 were

AGREED as **RECEIVED** and it was **RESOLVED** that the payments list be signed as approved in accordance with Financial Regulations.

25.113.1 ACCOUNTS REPORT

Receipts

<u>Paid From</u>	<u>Description</u>	<u>Date</u>	<u>Amount £</u>
C Carmicheal	Celia Howden memorial bench	2.9.25	1100.00
Allotment tenants	Rents	To 1.10	1190.00
	Key deposits	To 1.10	80.00
NYC	Grass cutting contribution	8.9.25	1549.27
B Gallagher	Playpark donation - ringfenced	12.9.25	1010.00
Working Mens club	Fundraising event from Playpark group - ringfenced	15.9.25	1448.00
NYC	2 nd payment of Precept	29.9.25	92500.00
M&B Rea	September fees	30.9.25	65.00
		TOTAL	£98942.27

Payments

<u>Paid to</u>	<u>Description</u>	<u>Date</u>	<u>Amount £</u>
NYC	Cemetery rates	1.10.25	£599.00
North Yorkshire Council	Advance monthly bin collection charges	1.9.25	£86.69
Nat West	bank charges 2.8-29.8	1.9.25	£17.99
Thompsons Timberworks Ltd	replace metal wires/board rope bridge	1.9.25	£600.00
Sam Turner & Sons	2 x gate eyebolt and hinge	9.9.25	£26.66
Sam Turner & Sons	Sammies grass seed 10kg	10.9.25	£45.00
Thompsons Timberworks Ltd	slide repair, break out concrete back fill	11.9.25	£78.00
Valda Energy	electric parish centre and cemetery	12.9.25	£27.98
Sam Turner & Sons	wheel tyre for barrow	12.9.25	£8.99
M Hobson	5 hrs labour fitting posts/gate	15.9.25	£70.00
Lex Autolease	Van lease	16.9.25	£473.67
Valda Energy	public toilets electric	16.9.25	£45.47
BNP Paribas leasing	Kubota mower	16.9.25	£456.00
Playsafety	RoSPA annual inspection	17.9.25	£120.00
D&E Lloyd Locksmiths	3 x locks & deadlock, 40 keys	17.9.25	£1,192.36
Sam Turner & Sons	TOR coatings Tormastic 5L red paint	19.9.25	£48.99
Garbutt Brothers Purple Skip hire	8cu yd skip/ Ro ro skip	26.9.25	£978.00
PKF Littlejohn LLP	Limited assurance review	30.9.25	£756.00
Staff/HMRC/pensions	September wages inc some tax refunds	25.9.25	£7,885.97
Great Ayton Discovery Centre	Donation	1.10.25	£12500.00
Sam Turner & Sons	2 x 20kg postfix waterfall park	1.10.25	£9.98
		TOTAL	£ 26026.75

The cost given at the September meeting for the annual Zurich insurance had been reduced by £413.58.

25.113.2 TO RECEIVE EXTERNAL AUDIT CONCLUSION.

The Clerk informed that the external auditor had issued the limited assurance information, stating that there were no matters of concern. They had also informed that they had not been able to complete the audit in time for 30th September. They had noted on their report that section 1, assertion 5 had been incorrectly completed as the financial review had been noted in a meeting after 31st March and other risks were not looked at. This was being addressed by the introduction of the Risk Management Policy mentioned earlier in the meeting and the training which the Clerk had identified.

Exclusion of the Press and Public - In accordance with Paragraph 1 (2) of The Public Bodies (Admissions to Meetings) Act 1960, the Parish Council can RESOLVE that the press and public be excluded from the meeting if required.

Next Meeting – Tuesday, 4th November 2025 7pm at the Discovery Centre.

Signature

Date

Clerk: Mrs Angela Livingstone – clerk@great-ayton.org.uk