

**MINUTES OF THE ANNUAL MEETING OF EASINGWOLD TOWN  
COUNCIL HELD AT THE GALTRES CENTRE EASINGWOLD AT 7.00  
PM ON TUESDAY MAY 17<sup>TH</sup> 2016**

**PRESENT:** Councillors S. Shepherd, R. Tanfield, C. Barnes, N. Madden, G. Ellis, C. Jackson, G. Bingham, J. Fowell, F. Johnston-Banks, P. Grainger, N. Madden

**Clerk of Meeting:** Mrs Jane Bentley

<b>16/26</b>	<b>ELECTION OF CHAIRMAN &amp; TOWN MAYOR</b> 26.1 Councillor Shepherd welcomed everybody to the meeting. Councillor Shepherd nominated Councillor Tanfield as Chairman and Town Mayor. Councillor Barnes nominated Councillor Nottage. Councillors Madden and Ellis requested a paper ballot. The votes were counted and Councillor Tanfield received 5 votes and Councillor Nottage 6. Councillor Nottage was duly elected Chairman of Easingwold Town Council and Town Mayor and signed the Chairman's Declaration of Acceptance of Office. 26.2 It was noted that the Chairman's Allowance for 2016/17 is £440.00
<b>16/27</b>	<b>ELECTION OF VICE-CHAIRMAN</b> Councillor Ellis nominated Councillor Tanfield and he was duly elected Vice-Chairman.
<b>16/28</b>	<b>APOLOGIES</b> Apologies were received and noted from County Councillor Peter Sowray and District Councillor Nigel Knapton.
<b>16/29</b>	<b>MINUTES</b> 29.1 The minutes of the Council Meeting dated 19 <sup>th</sup> April 2016, previously circulated, were approved and signed. 29.2 The draft minutes of the Annual Parish Assembly 26 <sup>th</sup> April 2016 were noted.
	<b>It was AGREED</b> to adjourn the meeting for up to 15 minutes to take questions through the Chairman from members of the public. All items raised by the public are recorded to enable the council to deal with at the appropriate time. There were 2 members of the public present. No questions were asked.
<b>16/30</b>	<b>NORTH YORKSHIRE POLICE</b> Councillor Nottage welcomed PCSO Sophie Church and PCSO Jonathan Harrison. They explained that the police can enforce criminal and anti-social behaviour such as driving without care and attention in the Market Place and damage caused in the Memorial Park subject to satisfactory evidence. They confirmed that CCTV footage was acceptable evidence and that they had suggested some other measures to prevent further damage. It was <b>AGREED</b> that the Clerk would investigate the establishment of byelaws and how these might be effectively enforced for example considering councillors as enforcement officers. It was <b>AGREED</b> to extend the CCTV coverage in the Memorial Park and that the Clerk would investigate the most suitable siting and associated costs.
<b>16/31</b>	<b>MILLFIELDS DRAINAGE</b> It was <b>RESOLVED</b> that the whole informal recreational area requires drainage to a reasonable but not high level although the area of the proposed running track and trim trail would need particular attention. The request from Councillor Jackson for £250.00 for drainage designs to meet these requirements and to take account of the proposed Skate Park was <b>APPROVED</b> . It was <b>AGREED</b> that the Clerk would share the design details of the proposed Skate Park with Councillor Jackson and contact Hambleton District Council to ask for funding support and in the longer term to explore the possible transfer of ownership of Millfields to the Town Council.
<b>16/32</b>	<b>SKATE PARK TENDER</b> The Clerk provided an update stating that full funding had now been received from WREN and Hambleton District Council for a replacement skate park of £120,000k. It was <b>AGREED</b> that the Clerk should send the tender to interested parties, adhering to financial regulations adopted on 15 <sup>th</sup> March 2016

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	minute reference 15/276.
<b>16/33</b>	<p><b>QUEEN'S BIRTHDAY CELEBRATIONS</b></p> <p>Councillor Shepherd provided an update and it was <b>AGREED</b> that the budget would be re-examined to determine if additional funds would be needed by the committee for the event on June 12<sup>th</sup> 2016. It was <b>AGREED</b> that Councillors Grainger and Shepherd would meet to discuss entertainment for the children and that any additional funding be agreed by the Chairman through his delegated authority.</p>
<b>16/34</b>	<p><b>MATTERS ARISING AND CLERK'S PROGRESS REPORT</b></p> <p>Progress on action points from previous minutes (information items only)</p> <p>a) To note progress on action points from previous minutes (information items only)</p> <p>a) <b><u>Responses/letters sent:</u></b></p> <ul style="list-style-type: none"> <li>• A letter was sent to a Member of the Public on 27<sup>th</sup> April 2016 who requested permission to tarmac the green and create a dropped kerb; request refused</li> <li>• An email was sent on 27<sup>th</sup> April to approve a request for a new board for the noticeboard at Station Court.</li> <li>• An email was sent on 27<sup>th</sup> April following a request to place vehicles in the Market place on 29<sup>th</sup> April to increase awareness and recruit volunteers for the British Red Cross; request approved</li> <li>• An email was sent on 27<sup>th</sup> April following a request from the Easingwold Green Spaces Group for children from Shipton to attend activities in Millfields Park and for the group to collect money for putting on a children's activity within a public open space; request approved.</li> <li>• An email was sent on 27<sup>th</sup> April 2016 following a request for a street furniture licence for the Market Green from the Curious Table; request approved on a temporary 3 month basis unless there is erosion to the green with a maximum of 5 beanbags.</li> </ul> <p>b) <b><u>Events in the Market Place granted under the delegated powers of the Chairman and Clerk –</u></b></p> <ul style="list-style-type: none"> <li>• Permission was granted for the Organiser of 'Hopes &amp; Dreams' Macmillan Cancer charity Ball at York Racecourse on July 16<sup>th</sup> to hang a banner in the Market Cross from 3<sup>rd</sup> to the 17<sup>th</sup> June.</li> </ul> <p>• <b>MATTERS ARISING:</b> <b>There were no matters to consider.</b></p>
<b>16/35</b>	

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<b>a. Correspondence for Decision: May 2016</b>			
<b>No.</b>	<b>Date Received</b>	<b>Request From</b>	<b>Request</b>
N1	22/04/2016	Easingwold District Scouts	Scout Activity Day 18 <sup>th</sup> June request to use Market Stalls; request <b>approved</b>
N2	25/04/2016	Autism Plus	Request for a grant and to display posters; grant request <b>refused</b> but request for publicity <b>approved</b>
N3	05/05/2016	The Conservation Volunteers	Estimate for Survey at Millfields; this item was considered under the agenda item on the future of Millfields
N4	06/05/2016	EGSCG	Request to cut grass verges; request <b>approved</b>
N5	09/05/2016	Easingwold Primary School PTA	Request to use market stalls at the summer fayre on July 2 <sup>nd</sup> ; request <b>approved</b>
N6	09/05/2016	Alzheimers Society	Roadshow Friday June 24 <sup>th</sup> ; request already <b>approved by previous Chairman under her delegated powers</b>
N7	10/05/2016	Rockin' all over the Wold	Permission to hold event and details of requirements; request <b>approved</b>
b) To note is found at the back of the minutes			
<b>16/36</b>	<b>EMERGENCY EXPENDITURE</b> To note and approve any emergency expenditure actioned by the Clerk since the last meeting. Memorial Park vandalism repair to the bandstand roof at a cost of £160.00.		
<b>16/37</b>	<b>COMMITTEE REPORTS &amp; MATTERS</b> 37.1 The Town Centre Report from the 16 <sup>th</sup> May was received. 37.2 Councillor Barnes' request that a separate meeting be held for the budget and precept setting was <b>AGREED</b> date to be confirmed. Councillor Barnes considered that there was overlap between the responsibilities of the Recreation Committee and the Open Spaces Committee particularly with regard to Millfields; it was <b>AGREED</b> that Councillors Barnes, Nottage and the Clerk should meet to discuss this issue and make a recommendation to the Council.		
<b>16/38</b>	<b>FINANCE MATTERS</b> 38.1 The income from the previous month and the Income & Expenditure Report for May 2016 were noted. 38.2 The accounts for payment (list circulated prior to the meeting) were approved.  <b>LIST OF PAYMENTS - EASINGWOLD TOWN COUNCIL MAY 2016</b>		
		<b>Amount</b>	
<b>Payee Name</b>	<b>Reference</b>	<b>Paid</b>	<b>Transaction Detail</b>
John Pearce	103009	640.00	Market Stalls Contract
The George	103010	80.00	Friendliness Initiative Miscellaneous
ME Willis Ltd	103011	123.97	equipment
SSE	103012	159.36	Electricity toilets
ME Willis Ltd	103013	10.80	Miscellaneous

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			Equipment
GH Smith & Son	103014	90.00	Receipt books
CE & CM Walker Ltd	103015	780.00	Grass cutting
Falcon Documents Solutions Ltd	103016	272.94	Photocopier
Zurich Municipal Insurance	103017	54.75	Addition to premium
Bow House Ltd	103018	144.00	fireworks
BATA	103019	139.98	Annual site hosting fee
S Shepherd	103020	70.00	Miscellaneous
C Jackson	103021	13.20	equipment
T Pooley	103022	182.00	Thankyou bottles & flowers NP
Hambleton District Council	103023	691.98	Copies of plans
HM Revenue & Customs	103024	364.63	Opening Closing toilets
Petty Cash	103025	57.51	Dog bins
SLCC	103026	200.00	Tax & NI
Staples Direct	102898	-83.32	Petty Cash top up
Staples Direct	103027	56.30	Job evaluation
Easingwold Town Hall Co Ltd	103028	409.25	Correct payment
A Nelson	BP16501	1204.81	Stationery
Salary 2	BP16502	433.40	Adverts
Salary 1	BP16503	1289.17	Miscellaneous Works
A&MCleaning	BP16504	552.38	Salary 2
NY Pension Fund X3300	BP16505	469.94	Salary 1
BT	DDR	46.80	Cleaning toilets
Hambleton District Council	DDR	79.00	Superannuation
			Internet
			Rates
<b>Total</b>		<b>8532.85</b>	
38.3 It was noted that the Internal Audit by Yorkshire Internal Audit Services took place on 11 <sup>th</sup> May 2016.			
38.4 The Annual Return 2015/16 was received and considered and it was <b>RESOLVED</b> to approve the Annual Return as prepared by the Clerk and validated by the Internal Controls procedure by Councillor R. Tanfield and the Internal Auditors. It was <b>AGREED</b> that the Annual Return should be submitted to the External Auditor, Littlejohn LLP to comply with the statutory deadline of 13 <sup>th</sup> June 2016.			
38.5 It was <b>RESOLVED</b> to approve the Annual Governance Statement as per page 2 in advance of approving Section 2 – Accounting Statements			
38.6 It was <b>RESOLVED</b> by the members meeting as a whole to:			
a) consider the Accounting Statements			
b) approve the Accounting Statements by resolution; and			
c) ensure the Accounting Statements were signed and dated by the person presiding at the meeting (Councillor Nottage) at which the approval was given.			

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	38.7 The receipt of the first precept instalment from Hambleton District Council for £60,123.96 was noted. 38.8 It was noted that the NYPF deficit had not been received.			
<b>16/39</b>	<b>URGENT ITEMS AND ITEMS FOR THE NEXT AGENDA</b> Events co-ordination, Millfields, Neighbourhood Plan and Car Parking will be on June's agenda.			
<b>16/40</b>	<b>TOWN REPAIRS AND MAINTENANCE</b> Clerk to write to Councillor Peter Sowray regarding a) the potholes on Crabmill Lane and to ask the viability of constant patching versus the cost of resurfacing the whole road and b) the condition of the primary school zebra crossing. Clerk to contact HDC about letters on the street names turning white and hard to read (e.g. Whiteoak Avenue) and about damage to the kerbs on the bottom of Leasmires Avenue.			
<b>16/41</b>	<b>PLANNING MATTERS</b> <b><u>This item was taken at 8.00pm</u></b>  41.1 The Town Council's response to planning applications was received (see list attached)			
	Ref No	Application details	Address	Applicant's name
a	16/00730/FUL	Installation of an 18m high lattice-tower supporting 1 No. Omni-antenna plus associated ancillary development Wish to see <b>APPROVED</b> but would prefer to see shared masts.	Mobile Broadband Network Telecommunication Mast Site Ref NYK 0040 Oulston Road Easingwold	Arqiva Limited
b	16/00685/FUL	Retrospective application for the use of land and buildings for the display and servicing of motor vehicles and the retention of an office building Wish to see <b>APPROVED</b> but concerned at lack of prior adherence to planning.	Longbridge House Farm Stillington Road, Easingwold	Grants Pro AGK Ltd
c	16/00881/RPN	Proposed Oak framed garden room single storey. Extending beyond rear wall of existing dwelling 8m: Maximum height measured from ground level 4.2m: Height at the eaves measured from ground level 2.6m Wish to see <b>APPROVED</b>	Wayside Low Crankley North Yorkshire YO61 3NZ	Mr Charles Hall
d	16/00720/FUL	Construction of a summer house Wish to see <b>APPROVED</b>	Shallowdale Tanpit Lane Easingwold	Mr & Mrs M Blackburn
f	16/00757/CAT	Proposed works to a tree in a conservation area - to fell conifer tree Wish to see <b>APPROVED</b>	Avenue Farm Church Avenue Easingwold	Mr Donald Prosser-Higdon
g	16/00903/FUL	proposed alterations and extension and construction of a	7 Gill Croft Easingwold YO61	Mr & Mrs A E Tomalin-

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		domestic garage Wish to see <b>APPROVED</b>	3HH	Reeves
h	16/00915/TPO	Proposed works to remove Larch tree and works to Sycamore tree Wish to see <b>APPROVED</b>	St Johns House Church Hill Easingwold	Mrs Alison Stephens
i	NY/2015/0278/FUL	Re-consultation on planning application for the purposes of the erection of a new sports hall and all weather sports pitch. Wish to see <b>APPROVED.</b>	Easingwold School York Road Easingwold. YO61 3EF	
41.2 Decisions on planning applications considered by Hambleton District Council.				
<b>16/42</b>	<b>THE FUTURE OF MILLFIELDS</b> Councillor Madden recommended that the Town Council should take ownership of the Millfields Wetland Project but develop it with input from the Green Spaces Group. Also that a vision for the whole site (including the informal recreation area) should be developed and communicated to the public. It was <b>AGREED</b> that the Committee that was allocated responsibility for Millfields would take this forward. They would also decide on the appropriate response to the enquiry from The Conservation Volunteers.			
<b>16/43</b>	<b>THE LIBRARY</b> Councillor Shepherd provided an update on the library explaining that an independent (and non-Council) not for profit group would be taking over the management of the Library. The Chairman thanked Councillors Shepherd and Barnes for all their hard work and it was <b>AGREED</b> that the Council would provide what help and assistance it reasonably could to the Group in the future.:			

The meeting closed at 20.50pm

Signed.....

Date: 21/06/2016

**Correspondence to Note May 2016**

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<b>Note</b>	<b>Date Received</b>	<b>From</b>	<b>Subject</b>
N1	18/04/2016	Groundwork UK	Tesco Bags of Help Grant Offer
N2	18/04/2016	Groundwork UK	Tesco Bags of Help Grant Offer Landowner Permission Form
N3	22/04/2016	HDC Dog Warden	Dog Fouling Leaflet
N4	22/04/2016	NYCC Area 2 Thirsk	Surface Dressing Notification 2016
N5	22/04/2016	HDC	Update April 2016
N6	25/04/2016	HDC	Call for Site Meeting
N7	25/04/2016	HDC	Notice Police & Crime Comm. Election
N8	25/04/2016	SLCC	Extraordinary General Meeting
N9	25/04/2016	McCarthy & Stone	Invitation to Stillington Oaks
N10	28/04/2016	Groundwork UK	Extension to deadline for Grant
N11	28/04/2016	NYCC Area 2 Thirsk	Surface Dressing Notification 2016
N12	28/04/2016	HDC	Parish Council Consultations on Planning Applications
N13	03/05/2016	Dynamics Band	Receipt for cheque
N14	03/05/2016	Allotment Holder	Dawney Allotments Plot 6
N15	03/05/2016	HDC	Parish Council Consultations on Planning Applications
N16	03/05/2016	Councillor	Little Fest History Project
N17	03/05/2016	Kilburn parish Council	Vacancy for Clerk
N18	03/05/2016	YLCA	Conference Delivering & Devolving
N19	09/05/2016	SLCC	Appeals Form & process for job evaluation
N20	09/05/2016	Thirsk Town Council	Cobbles in Market Place