



PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

7 January 2021

You are summoned to attend an ordinary meeting of the **TOWN COUNCIL OF WHITBY** to be conducted on-line, via Zoom and livestreamed on the Town Council's Facebook page - <https://www.facebook.com/WhitbyTC/> on **Tuesday 12 January at 6:00pm**, the agenda for which is set out below.

Michael King
Town Clerk

To: Councillors Barnett, Brown, Coughlan, Dalrymple, Derrick, Harston, Jackson, Jennison, Lapsley, Nock, Smith, Sumner, Wild, Wilson and Winspear

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and resolve upon apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any interests which members have in the following agenda items.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public¹ (limited to 3 mins per person).

4. EXTERNAL REPORTS

To receive reports on behalf of external bodies if present

- a. North Yorkshire Police
- b. Whitby Lobster Hatchery – Joe Redfern
- c. Anglo American – Heather King
- d. County & Borough Councillors

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5. MINUTES

- a. To approve as an accurate record minutes of the following meetings:
 - i. Council 1 December 2020
- b. To receive the minutes of the following meetings:
 - i. Planning 8 December 2020
 - ii. Finance, Policy & General Purposes 15 December 2020
 - iii. Planning 15 December 2020

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6. COMMITTEE RECOMMENDATIONS

- a. FP&GP Committee 15 December
F142/20 APPROVAL OF PAYMENTS

RECOMMENDED that the schedule of payments up to 14 December 2020 in the sum of **£44,415.45** (in respect WTC) and of **£423.74** (in respect PAG) as attached hereto is approved and submitted to Full Council. (Page 21)

- b. FP&GP Committee 15 December
F143/20 DRAFT BUDGET 2021/22

RECOMMENDED that the draft budget is recommended to council at its meeting on 12 January 2021. (See Item 7, below)

- c. Any other matters arising from the minutes noted above.

7. BUDGET SETTING 2021-22

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Further to the recommendation at 6b, above, a proposed budget is attached for approval.

8. MAYOR'S REPORT

Civic engagements since 2 December 2020 and other activities undertaken to note.

9. CLERK'S REPORT

The Clerk will provide a verbal update on issues and correspondence arising since the last meeting.

10. FLOODING AWARENESS - STANDING ITEM

Tides above 5.5 metres – to be reported at the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83373418143?pwd=NIJFanZUYVVVlbWY1YU9EK0EzSExlUT09>

Meeting ID: **833 7341 8143**

Passcode: **139782**

One tap mobile

02034815237,,83373418143#,,,,,0#,,139782# 02034815240,,83373418143#,,,,,0#,,139782#

Dial by your location (UK numbers)

0203 481 5237

0203 481 5240

0203 901 7895

0131 460 1196

0203 051 2874

Find your local number: <https://us02web.zoom.us/j/83373418143?pwd=NIJFanZUYVVVlbWY1YU9EK0EzSExlUT09>

1. Anyone who wishes to register to participate under Item 3, please contact the Town Clerk (town.clerk@whitbytowncouncil.gov.uk)

Police and Crime
Commissioner
North Yorkshire



Police Report

*Town Council Meeting

January 2021

18:00

***** Crime Figures ***December 2019 and 2020*****

Crime	2019-12	Total
Arson & Criminal Damage	10	10
Burglary	1	1
Drug Offences	2	2
Fraud	12	12
Misc Crimes Against Society	2	2
Public Order Offences	2	2
Sexual Offences	4	4
Theft	15	15
Vehicle Offences	1	1
Violence Against The Person	34	34
Total	83	83

Crime	2020-12	Total
Arson & Criminal Damage	7	7
Burglary	4	4
Drug Offences	4	4
Fraud	9	9
Public Order Offences	2	2
Sexual Offences	1	1
Theft	6	6
Violence Against The Person	17	17
Total	50	50

Westcliff, GGZ

01/12/2020 – Banking Protocol – Person attended the bank saying she wanted to transfer £4000 to her son in law. Bank queried this and the person stated she had received a phone call stating there had been fraud on her account and she needed to go to the bank and ask them to transfer some money. No funds lost.

01/12/2020 – Reportee paid someone £100.00 deposit for a playstation5 on a Facebook site. Reportee has now been blocked and not received item. Details passed to Action Fraud.

02/12/2020 – Reportee received a text message from what she believed to be a family member giving a sort code and account number to transfer some money into. Reportee has transferred money and the family member as confirmed she has been hacked. Bank are going to refund money so no financial loss.

02/12/2020 – Reports of three cars damaged. No lines of enquiry.

09/12/2020 – Parcel intercepted by border force believed to be class A drugs. Enquiries ongoing.

11/12/2020 – numerous phone calls purporting to be from Amazon advising account holder owes money. No financial loss. Passed to Action Fraud.

14/12/2020 – Harassment from an ex-partner. Words of advice given at reportee's request.

14/12/2020 – Reports of car been keyed. Suspect was seen dealt with by Community Resolution Disposal.

18/12/2020 – Phone call purporting to be from Amazon saying their prime account is up for renewal and they need to make payment. No financial loss, sent to Action Fraud.

21/12/2020 – break in at commercial property, enquiries ongoing.

23/12/2020 – Reports of damage to some waste pipes. No lines of enquiry.

28/12/2020 – Break in reported and money taken. No lines of enquiry.

30/12/2020 – violence. One arrested.

There has been two domestic incidents resulting in one arrest. There has been one road traffic collision, damage only.

Streonshalh, GGX

01/12/202 - Criminal Damage- female awoke to find her windscreen of her car smashed. Enquiries ongoing

02/12/2020 - ASB Personal- Neighbour causing nuisance

03/12/2020 - Animal issue- Horses escaped onto old Rail Line. Owners managed to gather them

03/12/2020 - Abandoned call- call made from phone box. No caller identified.

03/12/2020 - ASB personal- Neighbour causing nuisance

04/12/2020 - ASB environmental- possible Covid breaches. Enquiries made

05/12/2020- Burglary residential- watch believed to be stolen from bedside table. Enquiries made

07/12/2020- Violence- threats made via text. This was looked into further and it was a misunderstanding.

09/12/2020- theft of a games console- enquires ongoing

15/12/2020- violence- attempted theft of alcohol from a local supermarket, whilst being confronted the individual attacked a store manager with a glass bottle. Manager was okay and enquires ongoing.

17/12/2020- civil dispute- dispute regarding sold gym equipment and payment. Relevant advice was given regarding civil dispute.

19/12/2020- criminal damage- regarding a broken fence and horses within a field. Reporting person did not want to make a complaint rather log the incident and horses were removed.

19/12/2020- Fraud and Forgery- Male was manipulated to sending a camera worth over £1000 to an individual claiming to be from the US military. The male was led to believing that payment would be received as soon as the person had received a tracking number. Despite best efforts of local police and the post office the parcel was unable to be stopped on time.

22/12/2020- theft- reports of a possible stolen purse. Individual noticed their bag was open and purse missing whilst walking around town. No lines of enquiries.

23/12/2020- theft- reports of a stolen wheelie bin. No lines of enquiry and relevant advice given.

There have been thirteen domestic incidents reported this month.

There has been Three Road Traffic Collisions one damage only and two resulting in minor injury.

Mayfield GGM

03/12/2020 – Phone call from someone saying they are from sky and that the reportee needs to pay £500.00 to have a new router fitted. Remote access was granted to the reportee's computer and they have been advised to contact their bank. Reported to Action Fraud.

04/12/2020 – reports of padlock cut off gate and vehicles and skip dumped on their land.

06/12/2020 – Reports of a noise been heard and then a male running from the address. CCTV shows a male has entered their property and has then left when he has been disturbed. Enquiries ongoing.

05/12/2020 - Traffic Offence Report given for drive a vehicle when the registration mark fails to conform with regulations.

06/12/2020 – Traffic Offence Report given for use of a motor vehicle on a road without a valid test certificate drive a vehicle when the registration mark fails to conform with regulations.

08/12/2020 – reports of a link sent by Facebook messenger advising to click on a link to receive a grant for £30,000. Reportee give some personal details but no bank details were given and reportee at no financial loss. Passed to Action Fraud.

10/12/2020 – Theft of money from family member, reportee not wanting criminal charges against suspect.

11/12/2020 – Border force incept a package believed to be containing illegal substance. Enquiries ongoing.

14/12/2020 – Phone call received in relation to someone Police have been looking for. Officers attend and one person is arrested.

15/12/2020 – Reports of damage to a drainpipe that is showing due to having building work done. No lines of enquiry.

18/12/2020 - Reportee subscribes to a magazine and they have told her today that their security have been compromised. Reportee has checked her account and there has been two unknown transaction. Reported to Action Fraud.

There have been six domestic incidents reported this month resulting in two arrests

Contact Us



***** – Local Twitter

[@NYorksPolice](#) – Force Twitter



Find us on Facebook and give our page a like for updates.

Local Facebook Page

To be confirmed

North Yorkshire Police – Force Page

Your Local Team – Sgt 283 Gareth Gilleard

Beat Managers

Neale Graham 1032 **Neale.graham@northyorkshire.pnn.police.uk**

Matthew Rogers 1429 **Matthew.rogers@northyorkshire.pnn.police.uk**

PCSO's

Ian Rowley 5563 **Ian.rowley@northyorkshire.pnn.police.uk**

Katie Butler 3875 **katie.butler@northyorkshire.pnn.police.uk**

James Senior 3667 **james.senior@northyorkshire.pnn.police.uk**

Daniel White 3700 **daniel.white@northyorkshire.pnn.police.uk**

Useful Contact Numbers

Highways ****

NHS 111

Local Dog Warden ****

Action Fraud 0300 123 2040



To contact Local officers please call 101 and select Option Two and state either officer's full name or collar number. Please do not report incidents via this method – please dial 101 and select Option One to speak to an operator.

Data Protection

In order to comply with data protection, whilst details of crimes and anti-social behaviour are included in Parish / Town council reports, North Yorkshire Police may not wish to disclose further information or exact locations of incidents.

WHITBY TOWN COUNCIL

Minutes of the Ordinary meeting of the **Town Council of Whitby**, held on **Tuesday 1 December 2020** conducted on-line, via Zoom and livestreamed on the Town Council's Facebook page at 6:00pm.

Present Councillor Mrs L Wild (Mayor) and Councillors Mrs H R Coughlan, R Dalrymple, L Derrick, J Harston, G Jackson, T Jennison, Cllr S Lapsley, J Nock, S Smith, Mrs H Sumner, Mrs N L Wilson, and C Winspear.

Also M King, Clerk, and Mrs A Cowey, Deputy Clerk, with PSCO James Senior (Whitby Police); Matthew Joseph (Scarborough Borough Council); Vicky Austin (Chair Green Lane Community Connections); Adrian Spawforth & Daniel Starkey (Spawforths).

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

119/20 APOLOGIES

Apologies for inability to attend the meeting were received from Councillor Mrs H J Brown.

120/20 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

There were no declarations of interest or requests for dispensation.

STANDING ORDERS SUSPENDED

121/20 PUBLIC PARTICIPATION SESSION

No public participation.

STANDING ORDERS REINSTATED

122/20 EXTERNAL REPORT

a. NORTH YORKSHIRE POLICE – PSCO James Senior (Whitby Police)

PSCO Senior went through the Police report circulated to member prior to the meeting. Several breaches of Covid regulation penalty notices have been issued during lock down. When dealing with this issue the Police work on the 4E approach – engage, explain, encourage, enforce.

MOVED by Councillor J Nock, seconded by Councillor J Harston and

RESOLVED that the North Yorkshire Police report is received.

b. WHITBY BOXING CLUB – Matthew Joseph (SBC)

Mr Joseph gave an overview of the above project which is part of the ongoing regeneration of the Helredale area. Funding has been secured from Sport England, SBC and Sirius Mineral Foundation to extend the Eastside Community Centre providing a purpose-built training gym with a separate entrance for Whitby Boxing Club.

The aim of this project which is Community lead, is to revitalise the Community Centre as well as provide enhanced sports options for young people. Whitby

Boxing Club at present is oversubscribed and has outgrown its premises on Church Street. This development will improve training facilities and enable the number of trainees and training sessions to be increased.

Abacus Project Managers have been appointed to oversee the project – plans should be submitted to planning in the new year, and it is hoped the project will be completed by November 2021.

Members raised concerns regarding parking situation, as there are no plans to increase in the number of parking spaces at the Eastside Community Centre to accommodate the increased use of the Centre.

Mr Joseph agreed to take members concern about the limited number of car parking spaces available back to the Steering Committee.

MOVED by Councillor Mrs Coughlan, seconded by Councillor L Derrick

RESOLVED unanimously that the above report is received.

c. WALK WITH HERITAGE PROJECT – Matthew Joseph (SBC)

Mr Joseph reported on the Economic Regeneration Development project disguised as a Public Art Project, which is aimed to redistribute footfall to the quieter areas of town to help the businesses situated in these areas. The sculpture trail will be funded from the Coastal Revival fund and SBC. Phase 1 should be completed for Christmas with the remaining sculptures installed at the bottom of Flowergate – outside Church House, Flowergate, Skinner Street/John Street, West Cliff and the Bandstand.

A power point presentation was given showing the proposed sculptures and their sites. Phase 2 of the sculpture trail has been approved by Government as part of the fast-track funding part of the Town Fund. A Fisherman Sculpture will be sited on Bridge Street near the Swing Bridge – A Horn Blower near the Middle Earth Tavern – 'Lizzie' on Church Street slip way. The project has to be fast tracked as the project and funding has to be spent and delivered by March 2021 – The project is due to go to planning on 17th December 2020. An app is being developed as part of the Boroughs Love Exploring App which will accompany the sculpture trail and it will give more information about the individual sculpture.

Queries were raised about:-

- The siting of 'Lizzie' on Church Street Slip Way if this area is going to be used for the proposed roundabout for the pedestrianisation of the swing bridge. The Statues will be designed so that they can be relocated if necessary, in consultation with Whitby Town Council.
- Is there any way of incorporating Whitby Town Councils Story Board Trail within the Love Exploring app - There are various options available and Whitby Town Council will need to contact Mrs Deacon, SBC.
- Will the Wifi provision for the town centre be extended to include the West Cliff to make best use of this App. This will be followed up with Regeneration

Officers.

- The removal of the public bench on Bridge Street, as this is used frequently by local people and visitors, and proposed box does not look comfortable. This has been considered and are thinking of ways around this issue, not sure it will be comfortable but are sure they will be able to provide some type of seating solution.

MOVED by Councillor Mrs Coughlan, seconded by Councillor L Derrick

RESOLVED unanimously that the above report is received.

d. GREEN LANE COMMUNITY CONNECTIONS – Vicky Austin (Chair GLCC)

Mrs Austin informed members about a new residents group, which is a constituted voluntary group working in partnership with Residents, Beyond Housing, SBC, Coast and Vale Community Action and WTC. The groups aim is to improve the community on the lower east side. To engage with this community a questionnaire was circulated to all households and businesses in the area. 40 responses were received highlighting the key issues as traffic, parking, public transport and dog fouling. The group aims to strengthen links with local businesses through beneficial working partnership, to develop links with other community groups to tackle community issues and inspire others to engage with the work being carried out. The future is to run the group independently seeking financial support for running costs and any proposed projects which will encompass the evolving needs of the community.

Members asked what help the Town Council could give to assist this group.

As a newly formed group they are looking at the following issues at present – Road Safety, parking and traffic, the negative aspects of tourism, multi occupancy holiday lets and the issues they cause with parking. The group wants to work in partnership with organisations/businesses and not lock heads. To raise awareness of key projects. The group is working with Matthew Joseph to bring key offices to meet the group.

MOVED by Councillor Mrs Coughlan, seconded by Councillor L Derrick

RESOLVED unanimously that the above report is received.

**e. LAND AT BROOMFILEDS FARM
Adrian Spawforth & Daniel Starke (Spawforths)**

Mr Spawforth and Mr Starke gave a power point presentation (attached) on the proposed development at Broomfield Farm by Keyland, the property arm of Yorkshire Water. Outline Planning has been approved by Scarborough Borough Council. The development is to be inclusive for young people, older people and affordable housing. Using the '6 Capitals' the Broomfield site is to be used as a pilot scheme to attract more landowners and partners. The development will use local supply chain and contractors. The area of land has been allocated within the local plan as areas for local housing. The infrastructure and access have been approved in full. There are 2 phases – house building with elements of later living and the retained football field in the first phase and the custom and self-build in the second phase. Houses have been reduced from 320 to 290 due to the increased odour zone area around the waste-water

treatment works.

There is a promise in place from Yorkshire Water to undertake their capital works project which will solve the issue regarding the odour which is to be completed by June 2022 – work to start in January 2022. A delivery partner has not been identified as yet. Working with the Wildlife Sanctuary more of a buffer has been created and the architects will be working with them during phase 2 of the development. Phase 1 will be marketed to a house building developer, who will submit reserved matters and other planning applications which will contain the detail of house type. This phase of the development should be delivered in 2022. The second phase will be a zero-carbon community custom build and multigenerational the properties will be from 1 – 3 storeys built around a green space each house meeting the needs of each owner, tailor made.

- Councillors raised concerns about the odour issues due to the proximity of the development to the treatment plant.
Capital works are in place to reduce odour to put a cap on top, Spawforths will circulated details of the proposed odour reduction to members. Keyland Don't want to be a site affected by odour and it is in its best interest to have this issue sorted. Planning conditions are in place preventing the start of building work until the odour issue is resolved.
- Does Keyland own all the area marked on the property map for housing?
Keyland owns part of the land with planning on – they are future proofing the development with access to the western part for any future development.
- Will Spawforth be engaging with people in the town
Local engagement will start next year to see what local demand is – it will only be opened out the larger Scarborough district following engagement session with Whitby over a number of months. The Town Council will be informed when they start consultation. Workshops will be in place to help people the self-build process.
- Is the odour not methane, if capped will it blow up – could it be used for local energy etc.
Technical people are working on this issue – It is something that could be investigated further if Keyland had full control.

Mr Spawforth offered to attend a future meeting with technical professionals to answer any further questions.

MOVED by Councillor Mrs H Sumner, seconded by Councillor L Derrick

RESOLVED unanimously that the above report is received.
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(Councillor Smith left the meeting during the above agenda item)

- f. COUNTY & BOROUGH COUNCILLORS –**
No County or Borough Council Reports

123/20 MINUTES

MOVED by Cllr Mrs N Wilson, seconded by Cllr Mrs H Coughlan and

RESOLVED unanimously that the Minutes be taken on block

MOVED by Cllr T Jennison, seconded by Cllr G Jackson and

RESOLVED unanimously that the Minutes of the ordinary meeting of the Full Council held on 3rd November 2020 are confirmed as an accurate record of the meetings and signed by the Town Mayor, and the following Committee minutes are received:-

Finance, Policy and General Purposes Committee	17 November 20
Town Development & Improvement Committee	23 November 20
Human Resources Committee	24 November 20
Planning Committee	24 November 20

124/20 COMMITTEE RECOMMENDATIONS**FINANCE****F095/20 APPROVAL OF PAYMENTS**

MOVED by Councillor Mrs H Coughlan, seconded by Councillor G Jackson and

RESOLVED unanimously that the schedule of payments up to 15th November 2020 in the sum of £ 31,938.17 (WTC) and 31,010.34 (PAG) as recommended by the Finance Policy and General Purposes Committee for payment is approved.

**125/20 MAYOR'S REPORT
CIVIC ENGAGEMENTS**

The Town Mayor reported that there had been no Civic Engagements due to the Covid 19 situation, but she had attended a number of Zoom meetings and reported on them which included the Town Deal, Maritime Hub, Bridlington Lobster Hatchery Seminar, Rural Market Town and the Harbour Users Group.

MOVED by Cllr G Jackson, seconded by Cllr J Nock and

RESOLVED unanimously that the Town Mayors report is received

126/20 CLERK'S REPORT**a. Pedestrianisation of Swing Bridge**

Members discussed the pedestrianisation of the swing bridge. Concerns were raised regarding:

- the need for a roundabout at Tin Ghaut Car Park if all the necessary sign posting is in place
- a roundabout would encourage heavy vehicles
- the quality of life for the people living in the vicinity of the proposed roundabout.

- That Khyber Pass would be used as a rat run

Members agreed that the Park and Ride season would need to be extended turning the P & R into a bus route to make it financially viable.

MOVED by Councillor T Jennison, seconded by R Dalrymple and

RESOLVED unanimously that the information regarding the pedestrianisation of the Swing Bridge is received.

(Councillor L Derrick left the meeting during the above agenda item)

b. Covid-19 Response

MOVED by Councillor T Jennison, seconded by Councillor Mrs H Coughlan and

RESOLVED unanimously that information and letters received regarding Covid-19 response is received.

127/20 MARINE MANAGEMENT CONSULTATION

MOVED by Councillor Mrs H Coughlan, seconded by Councillor J Nock

RESOLVED unanimously that the draft response for the Marine Management consultation is approved and submitted

128/20 CASUAL VACANCY IN THE WEST CLIFF WARD

The Town Clerk informed members that the Council would be notified by the 7th December 2020 whether an election would be called for the vacant seat on the West Cliff Ward. Due to the present situation if an election is called it would not be held until May 2021.

MOVED by Councillor J Harston, seconded by Councillor T Jennison and

RESOLVED unanimously that if an election for the West Cliff seat is not required all four vacant seats be advertised in the New Year for co-option.

129/20 COMMITTEE MEMBERSHIP AND SUBSTITUTE MEMBERS

MOVED by Councillor Mrs H Coughlan, seconded by Councillor T Jennison

RESOLVED unanimously that Councillor Mrs H Brown is appointed a full member of the Christmas Lights Committee and substitute for the Planning Committee, Events Committee and Twinning Committee.

130/20 FLOODING AWARENESS –STANDING ITEM

Tides above 5.5 metres – 13th -18th December 2020.

MOVED by Cllr T Jennison, seconded by Councillor G Jackson, and

RESOLVED unanimously that this information is received.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee conducted via zoom, on **Tuesday 8 December 2020** at 6:00pm.

Present Councillor Mrs N Wilson (Chair) with Councillors R Dalrymple, J Harston, G Jackson, J Nock and C Winspear.

Also Mrs A Cowey Deputy Clerk

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.

P131/20 APOLOGIES

Apologies for inability to attend was received from Councillor L Derrick

P132/20 DECLARATION(S) OF INTEREST

None received

P133/20 MINUTES

MOVED by Councillor J Nock, seconded by Councillor G Jackson and

RESOLVED unanimously that the minutes of the Planning Committee held on the 24 November 2020 having been circulated be taken as read and signed as a correct record.

STANDING ORDERS SUSPENDED

P134/20 PUBLIC PARTICIPATION

No public participation

STANDING ORDERS REINSTATED

P135/20 PLANNING APPLICATIONS

RESOLVED that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority.

P136/20 LISTED BUILDINGS

Nothing to report

Planning Applications Considered on 8 December 2020

1	<i>Plan Number</i> 20/116	<i>District Reference</i> 20/02386/LB	<i>Road/Street</i> Waterstead Lane	<i>Date of meeting</i> 8.12.2020
	<i>Applicant</i> Mr Clarke	<i>House Name</i> Airy Hill Manor	<i>Road</i> Waterstead Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211QB	<i>Application date</i> 25/11/20

Installation of 2 no. velux conservation rooflights, Mr Clarke, Airy Hill Manor, Waterstead Lane, WHITBY, North Yorkshire, YO211QB

Comment

Support the application

2	<i>Plan Number</i> 20/117	<i>District Reference</i> 20/02507/HS	<i>Road/Street</i> Mulgrave Road	<i>Date of meeting</i> 08.12.2020
	<i>Applicant</i> Kathryn Jefferson	<i>House Name</i>	<i>Road</i> 40 Mulgrave Road	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213JS	<i>Application date</i>

Kathryn Jefferson, 40 Mulgrave Road, WHITBY, North Yorkshire, YO213JS

Comment

Support the application

3	<i>Plan Number</i> 20/118	<i>District Reference</i> 20/02304/HRG3	<i>Road/Street</i> various locations	<i>Date of meeting</i> 08.12.2020
	<i>Applicant</i> Scarborough Borough Council	<i>House Name</i>	<i>Road</i> Various locations	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i>	<i>Application date</i> 10/11/20

Installation of 4no. additional galvanised wire sculptures associated with heritage trail, Scarborough Borough Council, Various locations, WHITBY, North Yorkshire

Comment

Support the application subject to the retention of the public bench on Bridge Street within its immediate vicinity.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 15 December 2020 at 6:00pm.

Present: Councillors J Harston (Chair), Mrs H Coughlan, B Dalrymple, Mrs L Wild, Mrs N Wilson and C Winspear.

Also: M King, Town Clerk, Mrs A Cowey, Deputy Clerk.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972

F137/20 APOLOGIES FOR ABSENCE

Councillor G Jackson offered his apologies due to work commitments.

F138/20 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F139/20 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F140/20 MINUTES

Proposed by Councillor Mrs H Coughlan, seconded by Councillor B Dalrymple and unanimously

RESOLVED that the Minutes of the Finance Policy & General Purposes Committee meeting, held 17 November 2020, be taken as read and confirmed as a correct record and signed by the Chairman.

F141/20 ACTION OUTSTANDING FROM PREVIOUS MEETING

The Clerk provided a verbal on correspondence with a councillor.

FINANCE

F142/20 APPROVAL OF EXPENDITURE

To approve payments and receipts on behalf of the Council to 14 December.

Proposed by Councillor Mrs H Coughlan, seconded by Councillor Mrs N Wilson and unanimously

RESOLVED that the schedule of payments up to 14 December 2020 in the sum of **£44,415.45** (in respect WTC) and of **£423.74** (in respect PAG) as attached hereto is approved and submitted to Full Council.

F143/20 DRAFT BUDGET 2021/22

Submitted: a report setting out a draft budget, including any growth submissions from the other committees, in the context of known national controls and predicted funding levels, for presentation to the Full Council meeting scheduled for 12 January 2021.

Proposed by Councillor Mrs H Coughlan, seconded by Councillor Mrs L Wild and unanimously

RESOLVED that the draft budget attached at Appendix B¹ is recommended to council at its meeting on 12 January 2021.

draft

¹ Appears as a separate item on this agenda

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 15 DECEMBER 2020
APPROVAL OF EXPENDITURE

Tn no	Cheque	Gross	Heading	Invoice	Details
1200		£75.05	5000/2/1	31/05/20	Normans Business Solutions - Stationery
1188	BACS	£771.94	5000/5/7	05/10/20	Castle Water Limited - Water Annual - Ruswarp
1189	BACS	£4,091.43	5000/5/7	20/10/20	Castle Water Limited - Water Annual - West Cliff
1202		£15.68	5000/2/2	30/10/20	Sapphire Print Solutions - Photocopy Charges
1193		£280.91	5000/4/9	01/11/20	ADT Fire & Security PLC - Maint Access Control
1194		£388.34	5000/4/12	03/11/20	Andrews Air Conditioning - Maint and Delta Ts
1192		£46.97	5000/4/6	05/11/20	Rentokil Initial UK Ltd - Sanitary Bins December 2020
1191	DD	£594.64	5000/4/2	06/11/20	Total Gas and Power - Electricity Charges October
1211	DD	£298.14	5000/4/1	06/11/20	ENGIE Gas Limited - Gas Charges - October
1209	DD	£73.73	5000/2/4	10/11/20	Pitney Bowes - Postage
1190	DD	£6.00	5000/2/4	12/11/20	Pitney Bowes - Postage
1195		£432.00	5000/5/4	16/11/20	Flowerpot Whitby - 2 x 18' Christmas Trees
1207	DD	£14.39		16/11/20	Barclaycard - Statement to 16 November
1		£14.39	5000/2/9		Zoom Subscription
1210	DD	£6.50	5000/2/13	17/11/20	Barclays Bank - Commission
1206	DD	£18.00	5000/2/5	23/11/20	EE Limited - Mobile Phone Contract
1204	DD	£1,802.00		25/11/20	Scarborough Borough Council - NDR Toilets
1		£499.00	5000/4/5		NDR Toilet 1
2		£86.00	5000/4/5		NDR Toilet 2
3		£127.00	5000/4/5		NDR Toilet 3
4		£55.00	5000/4/5		NDR Toilet 4
5		£511.00	5000/4/5		NDR Toilet 5
6		£524.00	5000/4/5		NDR Toilet 6
1208	DD	£23.40	5000/4/6	27/11/20	Cathedral Hygiene - Hygiene Contracts
1198	DD	£78.00	5000/2/9	01/12/20	SAGE UK Ltd - Payroll Software
1199		£150.00	5000/2/8	01/12/20	Yorkshire Society - Corporate Membership 2021
1203	DD	£182.70	5000/2/5	01/12/20	Document Solutions - Service Charges - November
1201		£8,400.00	5000/5/4	03/12/20	Powercare - Installation & Removal Christmas Lights
1215		£9,570.00	5000/5/12	07/10/20	Burrell Foley Fischer LLP - Old Town Hall Phased 2
1216		£481.50	5000/4/7	30/11/20	Lewis Hart Security Services - November Patrols
1217		£123.84	5000/2/9	03/12/20	Edge It Systems Ltd - Microsoft 365 - Monthly Fees
1218		£123.84	5000/2/9	02/11/20	Edge It Systems Ltd - Microsoft 365 - Monthly Fees
		£16,366.45			Confidential Transactions (Salaries & Oncosts)
Total		£44,415.45			Whitby Town Council

Pannett Gallery

Tn no	Cheque	Gross	Heading	Invoice	Details
27	DD	£132.83	5002	31/10/20	Global Payments - Card Processing Charges
28	DD	£9.49	5001	12/11/20	Barclays - e-payment Plan Charges
30		£115.15	5012	20/10/20	Media Vision - Website maintenance
29		£166.27	5017	18/11/20	Whitby Literary & Philosophical Society -
Total		£423.74			Pannett Art Galley

WHITBY TOWN COUNCIL

Minutes of the meeting of the **PLANNING** Committee conducted via zoom, on **Tuesday 15 December** 2020 at 6:30pm.

Present Councillor Mrs N Wilson (Chair) with Councillors R Dalrymple, J Harston, J Nock, Cllr Mrs L Wild (Ex Officio) and C Winspear.

Also Mrs A Cowey Deputy Clerk

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.

P144/20 APOLOGIES

Apologies for inability to attend was received from Councillor G Jackson

P145/20 DECLARATION(S) OF INTEREST

Councillor J Harston declared a pecuniary interest in planning application 20/01844/LB Victoria House, 7 Victoria Square, YO21 1EA.

(Councillor Harston Left the meeting for this application and did not take part in the discussion or voting)

Councillor R Dalrymple declared a non-pecuniary interest in planning application 20/02690/HS 7 Waterloo Place, Flowergate, YO21 3BN.

STANDING ORDERS SUSPENDED

P146/20 PUBLIC PARTICIPATION

No public participation

STANDING ORDERS REINSTATED

P147/20 PLANNING APPLICATIONS

RESOLVED that the Planning Applications, as detailed at Annex A, were considered and the Planning Committees recommendations duly recorded and submitted to the Planning Authority.

Planning Applications Considered on 15 December 2020

1 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 20/119 20/02408/FL Church Street

Applicant *House Name* *Road* *Locality*
 Mr Chris Ross 11A Church Street

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO224AE 02/12/20

Replacement of existing timber windows with new exterior grade timber windows, Mr Chris Ross, 11A Church Street, WHITBY, North Yorkshire, YO224AE

Comment
Support the application subject to the use of traditional style windows

2 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 20/120 20/02409/LB Church Street December

Applicant *House Name* *Road* *Locality*
 Mr Chris Ross 11A Church Street

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO224AE 03/12/20

Replacement of existing timber windows with new exterior grade timber windows, Mr Chris Ross, 11A Church Street, WHITBY, North Yorkshire, YO224AE

Comment
Support the application subject to the use of traditional style windows

3 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 20/121 20/02626/HS Murrayfield Gardens December 2020

Applicant *House Name* *Road* *Locality*
 Mr S Davies 10 Murrayfield Gardens

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire YO213FE 03/12/20

Erection of single storey rear extension, Mr S Davies, 10 Murrayfield Gardens, WHITBY, North Yorkshire, YO213FE

Comment
Support the application

4 *Plan Number* *District Reference* *Road/Street* *Date of meeting*
 20/122 20/01632/FL Spital Bridge/California Road December 2020

Applicant *House Name* *Road* *Locality*
 ICP (Heckmondwike) Ltd Land West of Spital Bridge

Town *County* *Post Code* *Application date*
 WHITBY North Yorkshire 03/12/20

Redevelopment of site to form 8 residential units, ICP (Heckmondwike) Ltd, Land West of Spital Bridge, WHITBY, North Yorkshire

Comment
Refuse the application - over development - highways and access - community safety - out of character with the local area

5	<i>Plan Number</i> 20/123	<i>District Reference</i> 20/02548/HS	<i>Road/Street</i> Stainsacre Lane	<i>Date of meeting</i> December 2020
	<i>Applicant</i> Mr & Mrs A & J Brown	<i>House Name</i> Mount Farm	<i>Road</i> Stainsacre Lane	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO224HU	<i>Application date</i> 03/12/20

Replacement of existing Conservatory with Garden Room, Mr & Mrs A & J Brown, Mount Farm, Stainsacre Lane, WHITBY, North Yorkshire, YO224HU

Comment

Support the application

6	<i>Plan Number</i> 20/124	<i>District Reference</i> 20/02633/HS	<i>Road/Street</i> Sandmoor Close	<i>Date of meeting</i> December 2020
	<i>Applicant</i> Mr Neil Hutchinson	<i>House Name</i>	<i>Road</i> 4 Sandmoor Close	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211LE	<i>Application date</i> 03/12/20

Conversion of garage to living accommodation, including raising roof height and small single storey, rear extension to form WC, Mr Neil Hutchinson, 4 Sandmoor Close, WHITBY, North Yorkshire, YO211LE

Comment

Support the application

7	<i>Plan Number</i> 20/125	<i>District Reference</i> 20/01844/LB	<i>Road/Street</i> Victoria Square	<i>Date of meeting</i> December 2020
	<i>Applicant</i> A B G Financial Services Ltd	<i>House Name</i> Victoria House	<i>Road</i> 7 Victoria Square	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211EA	<i>Application date</i> 04/12/20

Erection of single storey rear extension to offices, A B G Financial Services Ltd, Victoria House, 7 Victoria Square, WHITBY, North Yorkshire, YO211EA

Comment

Support the application

8	<i>Plan Number</i> 20/126	<i>District Reference</i> 20/01123/HS	<i>Road/Street</i> Elm Grove	<i>Date of meeting</i> 15.12.2020
	<i>Applicant</i> Mr John Tyreman	<i>House Name</i>	<i>Road</i> 20 Elm Grove	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO211JA	<i>Application date</i> 10/12/20

Two storey side extension and single storey rear extension, Mr John Tyreman, 20 Elm Grove, WHITBY, North Yorkshire, YO211JA

Comment

Support the application

9	<i>Plan Number</i> 20/127	<i>District Reference</i> 20/02500/HS	<i>Road/Street</i> Cliff Street	<i>Date of meeting</i> 11.12.2020
	<i>Applicant</i> Mr Peter Weatherill	<i>House Name</i>	<i>Road</i> 42-43 Cliff Street	<i>Locality</i>
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213DD	<i>Application date</i> 11/12/20

Erection of 2 no rear extensions and balcony, Mr Peter Weatherill, 42-43 Cliff Street, WHITBY, North Yorkshire, YO213DD

Comment

Support the application

10	<i>Plan Number</i> 20/128	<i>District Reference</i> 20/02690/HS	<i>Road/Street</i> Waterloo Place	<i>Date of meeting</i> 15.12.2020
	<i>Applicant</i> Ged and Linda Humphries and Cromwell	<i>House Name</i>	<i>Road</i> 7 Waterloo Place	<i>Locality</i> Flowergate
	<i>Town</i> WHITBY	<i>County</i> North Yorkshire	<i>Post Code</i> YO213BN	<i>Application date</i> 11/12/20

Conversion of existing outbuilding to form additional habitable accommodation and the installation of 5no. Windows. Ged and Linda Humphries and Cromwell, 7 Waterloo Place, Flowergate, WHITBY, North Yorkshire, YO213BN

Comment

Support the application

**WHITBY TOWN COUNCIL
MEETING – 12 JANUARY 2021**

BUDGET SETTING 2021-22

1. Introduction

- 1.1. This report presents the budget recommended for approval of Full Council by the Finance, Policy and General Purposes Committee by resolution at its meeting of 15 December 2020.

2. Inflationary/Other Factors to Considered by Committee and to Note

- 2.1. Scarborough Borough Council has confirmed the tax base for 2021-22. This is 4,907.89, which is a 1.42% reduction on the current year figure of 4,978.78. The borough council has stated that this is principally due to two reasons:
- An increase the number of Holiday Let properties transferring from Council Tax to Business Rates. This was exacerbated as owners looked to take advantage of the payments being made under the Small Business, Retail, Leisure and Hospitality Grant scheme.
 - An increase in Council Tax Support Scheme costs due to a higher number of households having to rely on the scheme following reductions in household incomes.
- 2.2. The budget has been assembled on the basis that fees and charges will remain at their 2019-20 values.

3. Conclusion

- 3.1. The draft budget attached at Appendix A is recommended to council. Its approval will:

Set a balanced budget for 2021-22, with:

Gross expenditure of **£334,985.00**

A precept demand of **£223,435.00** (annual increase 1.56%)

Equating to a Band D Council Tax demand of **£45.53** (annual increase £1.34)

Michael King
Town Clerk & RFO

TOWN COUNCIL EXPENDITURE	2020-21 (£)	2021-22 (£)	Change (%)
Staff Costs			
Nett Salaries, Employers pension cont, employers NI	191,000.00	195,000.00	2.09
Staffing Contingency	7,000.00	-	-100.00
Staff Training	1,000.00	750.00	-25.00
Administration			
Stationery	1,250.00	750.00	-40.00
Photocopying	1,500.00	1,500.00	0.00
Adverts (not elections)			
Postage	700.00	700.00	0.00
Telephones/broadband/email	1,800.00	2,500.00	38.89
Office Equipment		500.00	-100.00
Audit	1,800.00	1,800.00	0.00
Subscriptions	1,800.00	1,800.00	0.00
IT/hosted applications	1,700.00	1,800.00	5.88
Website	500.00	500.00	0.00
Computer Maintenance	500.00	200.00	-60.00
Insurance	10,750.00	10,750.00	0.00
Bank Charges	300.00	300.00	0.00
Health & Safety	100.00	400.00	300.00
Petty cash Misc.			
Data Protection Annual Subscription	35.00	35.00	0.00
HR Advisory Service	1,800.00	1,800.00	0.00
Travel training	500.00	500.00	0.00
Civic & Councillors			
Mayors Allowance	2,000.00	2,000.00	0.00
Councillors Training	500.00	500.00	0.00
Civic Regalia	500.00	500.00	0.00
Elections/Polls			
Mayoral Board	100.00	100.00	0.00
Honorary Citizenship	300.00	200.00	-33.33
Annual Report/newsletter	100.00	100.00	0.00
Plaques/pennants/gifts	200.00	200.00	0.00
Hospitality	500.00	500.00	0.00
Contingencies	5,000.00	4,000.00	-20.00
Free Resource (Section 137)	150.00	150.00	0.00
Events	6,000.00	6,000.00	0.00
Armed Forces Bench	1,100.00	-	-100.00

TOWN COUNCIL EXPENDITURE	2020-21 (£)	2021-22 (£)	Change (%)
Event Freelance project coordinator	5,000.00	2,000.00	-60.00
Legal Cost Community Asset Transfer	500.00	500.00	0.00
War Memorial		250.00	
Town Plan	-	-	
Harbour Story Board (R&M)		1,500.00	
Yorkshire Day	250.00	-	-100.00
Twining	200.00	100.00	-50.00
Welcome To Whitby sign maintenance	-	1,500.00	
Climate Emergency Engagement	-	1,000.00	
Victoria Spa Well maintenance	-	5,000.00	
Building Management			
Gas	6,000.00	6,000.00	0.00
Electricity	9,500.00	8,000.00	-15.79
Water Rates	3,000.00	2,000.00	-33.33
Refuse Collections	550.00	500.00	-9.09
Rates			
Hygiene contracts	1,700.00	1,800.00	5.88
Security Patrols	5,000.00	5,000.00	0.00
Fire, Alarms callouts			
ADT Contracts	3,000.00	4,000.00	33.33
Repairs & Maintenance	7,000.00	7,000.00	0.00
Cleaning/Hygiene Supplies	1,000.00	2,000.00	100.00
Fixtures & Fittings	500.00	500.00	0.00
Maintenance Reserve	3,000.00	3,000.00	0.00
CCTV system upgrade			
Other Services			
Allotments	3,000.00	3,000.00	0.00
Allotment fence Stakesby			
Allotment Fencing Cala Beck	2,000.00	2,000.00	0.00
Cholmley Allotment Caedmon's Trod Project	1,000.00	1,000.00	0.00
Modern apprentice	3,500.00	3,500.00	0.00
Grants			
Christmas Lights		12,000.00	
Notice board			
East Side Facility Project			
Public conveniences	7,500.00	20,000.00	166.67
Spital Bridge - Residents Parking site			
Footbridge extension	6,000.00	6,000.00	0.00

TOWN COUNCIL EXPENDITURE	2020-21 (£)	2021-22 (£)	Change (%)
Contribution to Reserves	4,615.00		
Total	314,300.00	334,985.00	6.58
TOWN COUNCIL INCOME			
Other refunds misc.			
Other refunds PAG			
Allotments	1,300.00	1,300.00	
PPM Office rental	2,500.00	2,500.00	
PPM Office telephone refund			
Christmas Lighting SBC	10,000.00	10,000.00	
WTC Bank Interest & loyalty Reward	150.00	150.00	
PAG Commission	600.00	600.00	
Refunds Lit & phil	2,750.00	10,000.00	
Art Galley/Museum - Admission Sales	41,000.00	41,000.00	
Capital/Heritage Grants		5,000.00	
Armed Forces WP income			
Christmas Festival income			
Transfers from reserves			
Community Donation Toilets	6,000.00	6,000.00	
Residents' Parking			
Public Toilets	30,000.00	35,000.00	
Total	94,300.00	111,550.00	18.29
Gross Expenditure	314,300.00	334,985.00	
Gross Income	94,300.00	111,550.00	
Precept to balance	220,000.00	223,435.00	1.56
Tax Base	4,978.78	4,907.89	-1.42
Band D Equivalent	44.19	45.53	3.03