

**Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 15 May 2019 at 7.00 pm. (SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING)**

**Present**

Chairman Cllr Mrs S Fairhurst, Cllr Mrs H Byford, Cllr Mr M Cade, Cllr Mr S Wheeler and Cllr Mr G Fortune.

Clerk, Mr D Keep

Members of the public present as shown on the attached attendance sheet.

**Action**

**1. Appointment of Councillors following elections.** Cllr Fairhurst explained to those present that this was the Annual Meeting of the Council. She noted the uncontested appointment of herself, Mrs H Byford, Mr M Cade, Mrs L Stocker, Mr S Wheeler and Mr G Fortune as Town Councillors. Each signed a declaration of acceptance, a register of interests form and an election expenses return which the Clerk would submit to RDC.

**Clerk**

The remaining vacancy must be filled by co-option by 24 June 2019, which being prior to the date of the next scheduled meeting, required that an additional single item meeting be held.

**Clerk**

**2. Election of Town Mayor / Chairman and signing of Declaration of Acceptance.** The next item of business was the election of the Chairman and Cllr Fairhurst, as past Mayor, invited nominations. Cllr Mrs Fairhurst was nominated by Cllr Cade and seconded by Cllr Byford; on a show of hands Cllr Fairhurst was elected as Chairman of the Council. Cllr Fairhurst signed the declaration of acceptance

**3. Election of Deputy Town Mayor / Vice-Chairman.** Cllr Byford was nominated by Cllr Stocker and seconded by Cllr Byford and, being unopposed, was duly appointed as Vice Chairman

**4. Open Forum.**

The Chairman reminded those present that public participation was permitted at the start of a meeting only and was limited to 15 minutes. Questions or statements would be restricted to items on the agenda and any matters not on the agenda should have been raised in advance.

Residents asked several questions regarding vehicle speed and safety issues.

- Some stables staff had asked about extending the speed limit on the road to the Moors. Cllr Byford advised that Highways was considering this but that a legal process to be followed would not produce an early outcome.
- Could traffic calming measures such as bumps or signs be installed on Park Lane? Cllr Byford advised that speed checks in the vicinity of the school had not indicated there was an issue.
- Could the signage on the one-way section of St Alkelda's be improved? Some vehicles may have inadvertently gone the wrong way.

Mrs Thompson requested and was granted up to £50 towards planting in the town centre.

**Clerk**

**5. Apologies.**

**Action**

All Councillors were present

**6. Declarations of interest regarding items on the agenda.**

No other interests other than those previously notified were declared in matters on the agenda.

**7. Minutes.**

**7.1 Minutes of the previous council meetings**

**IT WAS RESOLVED to accept the minutes of the Council meeting held on 24 April 2019 as a true and accurate record to be signed by the Chairman.**

**7.2 The schedule of agreed actions.** A detailed review of all outstanding actions was undertaken.

**8. Confidential and Urgent Items.** There were no urgent or confidential matters for consideration at the current meeting requiring recording in the confidential minute.

**9. Information/Decision Required**

**9.1 Councillors' report of meetings attended and actions undertaken since the previous meeting.** No meetings to report.

**9.2 Council Office Upgrading computer software and change of Broadband supplier.** The main issue arose from limited capacity for the Outlook mailbox. Before possibly upgrading the software, Cllr Fortune would assist the Clerk store more files on the server. It was noted that significant savings could be made by switching broadband provider which would be looked into, including setting up an @middlehamcouncil.co.uk email address.

**Cllr Fortune /  
Clerk**

**9.3 Training courses for Councillors.** Noted.

**10. Review of Health & Safety Matters.**

**11. Review of Health & Safety and Environmental Matters (standing item).** There were none at the current time.

**12. Project Updates:**

**12.1 Burial Ground.** The Clerk reported that he had been unable to meet with RDC about extending the area of the open space due to work pressures.

**12.2 MSCWA.** Mr Fletcher, MSCWA Secretary, advised that a committee meeting would be held at 6pm on 16 May and the outcome would be advised.

Following receipt of plans, creation of a nature reserve and woodland on the old tennis courts were approved. Trees were being supplied free of charge by the Woodland Trust. A planting plan would be forwarded to Council. Under the terms of the playing fields lease it was not clear that consent for this project was required and the Clerk was asked to circulate a precis of the lease so that the Committee and Council had clarity over respective rights and responsibilities. It might be desirable to append a side letter summarising the agreed development plan for the area.

**Cllr Wheeler  
Clerk**

Consideration might also be given to not renewing the lease of the adjacent paddock for other community use, for example dog exercise.

**Clerk**

- The Clerk would check who had received the parking fees from the Open Day. **Action Clerk**
- 12.3 Welcome Sign.** Cllr Stocker would forward an email with signs she had been reviewing. **Cllr Stocker**
- 12.4 Option agreement.** No progress to report at the current time.
- 12.5 Middleham Safer Roads project.** Cllr Byford reported that an initial report from Aston University that could form the basis of a funding application for a project with the Royal Veterinary College was out for comment. Earlier in the day she had met with NYCC Highways in Middleham and hoped that they might install some horse crossings. A strongly worded complaint from a local trainer regarding the condition of the roads was noted.
- 12.6 Play area improvements:** No progress to report at the current time.
- 12.7 Town Guide.** The Clerk reported that the artwork was no longer available as the original printer had gone out of business some years before. It was agreed to seek a quotation for a revised leaflet. **Clerk**
- 13. Events in Middleham (standing item)**
- 13.1 Tour de Yorkshire.** The consensus was that the event had been. The cake sale had raised £202 and there had been £300 in business donations. The RDC grant to MSCWA was for £980. Some of the items purchased could be re-used.
- 13.2 Land Use Request.** An additional request from the Open Gardens was approved.
- 13.3 Richard III Festival.** Cllr Byford and Cllr Fortune reported that the website booking system was being finalised; MKC would handle telephone enquiries. Disappointingly the re-enactors had advised that they would not participate and so the education day had been cancelled.
- 13.4 Feast Day.** A copy of the risk assessment, insurance cover and first aid arrangements had been received. The Chairman agreed to speak to the new management at the Wensleydale Hotel regarding arrangements for events in the town, and in particular that public use might be made of toilets, especially as the sign for the public toilets on the frontage of RIII Hotel had been removed. The Clerk would investigate why it had been removed. **Cllr Fairhurst**
- 13.5 Advance notification of - Ride Yorkshire cycle event 11th August 2019.** The event would pass through Middleham but no events would be planned. The Clerk would seek confirmation from the organisers that they were aware that the event would pass through Middleham at a time when horses were moving back from the Moors. **Clerk**
- 13.6 UCI World Road Championships Event Fund 2019.** Notification had been received of the RDC funding available for this event that would pass through from Leyburn to East Witton on Sunday 29 September. The deadline for applications was fairly soon, Monday 17th June, 12noon.
- 13.7 Women in Middleham.** Approval to request was granted.
- 14. Planning**
- 14.1 Planning decision notices received since the last meeting:** None received.
- 14.2 Planning Applications.** None received
- 14.3 Potential Planning Enforcement Issues.** Re Tower at Tupgill Park: It was noted that the applicant's appeal has been rejected.
- 15. Finance – Information/Decision required**
- 15.1** Cash books with a full bank reconciliations as at 31 March 2019 and 30 April 2018 had been circulated in advance of the meeting

**IT WAS RESOLVED to approve the schedule of direct debits and internet bank transfers to approve and ratify all payments since the last Meeting as set out on the payments schedule and to approve Items of Expenditure as submitted to the**

**Action**

meeting, including the following:

**15.2 Annual Senior’s Coach Outing: Contribution of £360 in accordance with s137, Local Government Act.** **Clerk**

**15.3 Higher interest bank accounts.** Barclays had still not responded to the request to close the account held with them. The Clerk and Chairman were following up through the local branch. An official complaint would be made. **Clerk**

**15.4 Annual Report.** The Clerk reported that the report would be finalised at the next meeting and would be within the statutory deadline of 30 June 2019.

**16. Central & Local Government Communications: Documents that have been emailed or circulated to Cllrs since the last meeting.**

16.1.1 Friarage Hospital – update on service level status.

**17. Shared information and suggested items for the next agenda**

**17.1** Annual planner for agenda items. Noted

**17.2** Council Objectives for 2019-20

**17.3** Approve annual accounts

**Date and time of the next meetings: The next monthly meeting would be the Council meeting on 26 June 2019. Cllr Cade submitted an apology.**

**The Annual Town meeting will be held on 22 May**

**There being no further business the Chairman declared the meeting closed at 8.15pm**

**Signed.....Date.....**