

Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 23 January 2019 at 7.00 pm. (SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING)

Present

Vice Chairman Cllr Mrs H Byford, Cllr Mr M Cade, Cllr D Slay, Cllr Mrs L Stocker, Cllr Mr S Wheeler and Cllr Mr G Fortune (from 6.1)

County Cllr Mrs K Sedgwick

Clerk, Mr D Keep

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

Action

1. 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.

No matters were raised by the public.

2. Apologies.

An apology had been received from the Mayor Cllr Mrs S Fairhurst.

3. Declarations of interest regarding items on the agenda.

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

4. Minutes.

4.1 Minutes of the previous council meetings

IT WAS RESOLVED to accept the minutes of the Council meetings held on 28 November 2018 and 12 December 2018 as a true and accurate record to be signed by the Chairman of those meetings.

4.2 The schedule of agreed actions. Noted. The Clerk would forward individual summaries of actions to Councillors so that the schedule could be updated.

Clerk

Middleham Herald. Councillors were reminded that articles should be submitted to Cllr Stocker by the end of January

All

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

6. Information/Decision Required

6.1 Co-option of Councillor: One application had been received from Mr Gregory Fortune who had confirmed his eligibility. Following a brief presentation of his reasons for applying and having been proposed by Cllr Wheeler it was

RESOLVED that Gregory Fortune be appointed as Councillor.

**Action
Clerk**

Mr. Fortune signed the form of acceptance. The Clerk would advise RDC as electoral authority and forward a declaration of interest form to him. Cllr Fortune was welcomed by Cllr Byford.

6.2 Councillors' report of meetings attended and actions undertaken since the previous meeting. Reported elsewhere within these minutes.

6.3 Land Management Issues.

6.3.1 Condition of Roads. Cllr Byford reported progress on the proposal to develop a suitable road surface and would shortly be writing to various universities as potential partners. The trainers were fully supportive of the initiative.

Disappointment was expressed that NYCC had not undertaken jetting of key roads in the area and that the price of road grit supplied to Mark Johnston Racing by NYCC had substantially increased and would not be delivered free of charge. Cllr Byford would check the charges being levied by NYCC and whether other trainers contributed towards Mark Johnston's costs.

**Cllr
Byford**

6.3.2 Creating a parking area near the school where cars are parked on grass. A plan of two potential areas was reviewed; the area closest to the school was mostly prompted by a wish to improve the appearance rather than by safety issues. Both areas were owned by RDC and it was doubted whether financial support would be forthcoming for laying a grasscrete surface and lowering kerbs. Noting that Cllr Fairhurst had previously undertaken to consult with RDC before canvassing residents whether to pave other grassed areas in the vicinity of the cul de sac in Park Lane, it was agreed that RDC should be consulted on both sets of proposals.

**Cllr
Fairhurst**

6.3.3 Road Closure Order. Cllr Byford would undertake the annual renewal of the application to close the road in front of the White Swan Hotel during festivals and other events.

**Cllr
Byford**

7. Review of Health & Safety and Environmental Matters (standing item).

7.1 Community risk support. The North Yorkshire Local Resilience Forum was promoting creation of a local volunteer force entitled 'Ready for Anything' which would be able to respond to provide practical support to people affected suddenly by adverse conditions and help to provide an emergency response during an incident. It was agreed that this would be relevant to Middleham which in the recent past had been affected by flooding. The Clerk was asked to obtain further details. The Clerk reported that he had recently attended an emergency response planning session and would update the Council's own emergency plan based upon an updated pro-forma. This exercise would identify the likely risks affecting Middleham which may not be restricted to flooding.

Clerk**Clerk**

Use of the hand-propelled gritter owned by the Council was discussed. Noting that potential liability may arise from its use (and non-use) it was agreed to obtain updated advice from insurers as to whether it could be made available to volunteers to use. Mr Hopper kindly offered to use the device if it could be made available.

Clerk

7.2 Spring Clean 22 March - 23 April 2019: Details of a national initiative promoted by the Keep Britain Tidy Campaign had been circulated. It was agreed that this would be beneficial and certain locations which required tidying were identified. This could be carried out in conjunction with the Primary School and Cllr Cade, a governor, agreed to raise this at a future meeting with the governing body.

Cllr Cade

7.3 Playground Visual Inspection Training Courses: Details of forthcoming training courses by YLCA and advice from the Council's insurance broker were noted. The current arrangements for fortnightly visual inspection by RDC and annual risk-assessment based inspections by RoSPA were noted. Following discussion, it was agreed that the current arrangements were adequate in the light of the insurer's advice and not to undertake training.

7.4 Additional Matters not on the agenda:

7.4.1 Street Lighting. A resident had asked whether an additional streetlight could be installed along a stretch of uneven pavement between MKC and Park House which was poorly lit. The Clerk would look into this.

Clerk

Action

7.4.2 Defibrillator. The cabinet door was again not locking properly and a new cabinet had been supplied and fitted by the supplier.

8. Project Updates:

8.1.1 Burial Ground. The Clerk and Cllr Wheeler reported upon the digging of 4 trial pits on 14 January 2019 under supervision of the hydrogeologist, whose report was awaited. Unfortunately, in two of the pits water ingress had occurred above the minimum depth required by the EA i.e. 1 metre below a burial casket. This might necessitate further site investigation and water quality testing over a period of up to one year with the possibility that the whole site would be deemed unsuitable.

In discussion, it was questioned whether the retained consultant could negotiate effectively with EA. It was agreed to set aside up to £400, if required, to obtain a second opinion and, if appropriate, to obtain assistance from a consultant with a greater background in burial grounds and negotiation with the EA, arguing that the complexity and cost of site investigations were excessive for such a small development adjacent to the existing cemetery. Cllrs Slay and Wheeler would review the hydrogeologist's report in the first instance.

**Cllr Slay /
Cllr
Wheeler /
Clerk**

8.1.2 MSCWA. Cllr Wheeler reported that a refitted kitchen had been obtained at no cost. Further internal repairs to the pavilion had been undertaken and quotes for new flooring were being sought. Financial contributions had been received and two benches donated from the outfitters to Central Stores and two residents respectively. The tennis court surface was breaking up and was beyond repair. Hardcore had been delivered free of charge to level the access road and create a hard standing area. A check would be made whether there were Preservation orders on any of the trees.

Clerk

8.1.3 Welcome Sign. The Clerk would circulate examples of signs from other towns for comment.

Clerk

8.1.4 Option agreement. There was no progress to report.

9. Events in Middleham (standing item)

9.1.1 Stables Open Day 19 April 2019. Cllr Byford had met with the organisers. Arrangements were largely as for 2018 and she would summarise details for the forthcoming Middleham Herald.

9.1.2 Rill Festival 2019. Cllr Byford reported on ongoing discussions. The event was likely to go ahead on a lower budget than in previous years, subject to English Heritage offering use of the castle for the event. A future Council meeting would consider how the event could be supported and whether this would be as a council or charity event.

**Cllr
Byford**

9.1.3 Tour de Yorkshire comes to Middleham on Sunday 5 May 2019. It was agreed to notify the event in the Middleham Herald.

**Cllr
Byford**

10. General Business

10.1 Middleham Key Centre – business review: This was noted to be mostly complete with only the review of building matters to be concluded.

10.2 Funding Opportunities. The Clerk had distributed funding bulletins received from YLCA, Community First Yorkshire and Rural services Network to local groups. The comprehensive nature of the bulletins was noted. Cllr Slay and Cllr Fortune undertook to review and report whether any schemes might benefit the Council.

**Cllr Slay /
Cllr
Fortune**

11. Planning

11.1 **Planning decision notices received since the last meeting:** Full Planning Permission for Front Porch and Alterations to Existing Elevation, Single Storey Rear and Side Elevations, 9 St Alkelda's Road Middleham DL8 4PW (18/00807/FULL) **APPROVED.**

11.2 Planning Applications.

11.2.1 Full Planning Permission for First Floor Extension to South Elevation at Cherry Tree Cottage, Straight Lane, Middleham, Leyburn, North Yorkshire, DL8 4PY 18/00895/FULL. **No objections.**

11.2.2 Full Planning Permission for Conversion of Redundant Agricultural Barn Buildings to 3 No Residential Dwelling houses at Busks Farm, Leyburn Road, Middleham, Leyburn, North Yorkshire, DL8 4PS 18/00869/FULL. **No objections.**

11.3 Potential Planning Enforcement Issues. No matters to report at present.

12. Finance – Information/Decision required

12.1 Cash books with a full bank reconciliation as at 30 November and 31 December 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 meeting, including the following:

Information Commissioner – annual fee £35 (reduced fee payable by direct debit)

12.2 Higher interest bank accounts. Draft application forms were tabled, which would appoint four signatories, being the Clerk, Cllrs Fairhurst, Byford and Stocker, to operate two new accounts. **IT WAS RESOLVED to open a 35 day notice account with Redwood Bank and a 90 day notice account Hampshire Trust Bank and to transfer opening balances as set out below, including closure of the deposit account with Barclays Bank.**

Accounts		Balance as at 31/12/18	Proposed opening balances	Interest rate	
				Rate	Return
HSBC current		£ 2,966	£7,000	0.000%	£-
HSBC Money Manager	Keep as buffer	£81,183	£10,000	0.060%	£6
Barclays Active Saver /	To be closed	£55,001	£ -	0.200%	£-
New account with 35 day notice	Redwood Bank		£80,000	1.350%	£1,080
New account with 90 day notice	Hampshire Trust Bank		£43,000	1.600%	£688
		£139,149	£ 140,000		£1,774

The account opening forms are attached to and form part of these minutes.

Clerk

12.3 2019-2020 National Salary Award. It was noted that the National Joint Council for Local Government Services (NJC) had announced new pay scales for 2019 – 2020. As the Clerk's contract of Employment was linked to the scales the increase would apply from 1 April 2019.

12.4 Central & Local Government Communications: Documents that have been

Action

emailed or circulated to Cllrs since the last meeting.

12.4.1 White Rose Update from Yorkshire Local Councils' Association.

12.4.2 Dales Crime report from Leyburn Police. The first monthly bulletin received from Leyburn Police had been circulated within Middleham. The Clerk would obtain further details of the incident of sheep worrying over the Christmas period.

Clerk

13. Shared information and suggested items for the next agenda

13.1 Annual planner for agenda items. It was agreed to discuss the following items at a future meeting:

13.2 Review of internal controls. The Clerk would circulate the blank form.

Clerk

13.3 Risk assessment review.

14. Other Business.

14.1 Affordable Housing. Further to discussion at the previous meeting regarding closure of the Methodist Chapel on Park Lane, it was noted that the Methodist Circuit usually offered redundant buildings for community use; in principle the Council would be in favour of conversion to affordable housing and agreed write and offer its support. It was agreed to ask Amanda Madden, RDC's Rural Housing Enabler to attend a future meeting to discuss possible options for the building.

Clerk

14.2 Raye Wilkinson MBE. A letter from Mr. Wilkinson thanking Council for congratulating him on the award of an MBE in the New Year's Honours was read to the meeting.

Date and time of the next meetings: The next monthly meeting shall be held on Wednesday 27 February 2019. Cllr Slay would be unavailable.

There being no further business the Chairman declared the meeting closed at 8.55 pm

Signed.....Date.....