

Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 23 May 2018 at 7.00 pm. (SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING)

Present

The Chairman Cllr Mrs S Fairhurst, Cllr Mrs H Byford, Cllr Mr M Cade, Cllr Mr J Kirkbride, Cllr Mrs L Stocker, Cllr Mr S Wheeler, Cllr Mr D Slay.

Clerk, Mr D Keep

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

Action

1. Election of Town Mayor / Chairman and signing of Declaration of Acceptance.

Cllr Fairhurst explained to those present that this was the Annual Meeting of the Council and, as such, the first item of business would be the election of the Chairman and invited nominations. Cllr Mrs Fairhurst was nominated by Cllr Wheeler and seconded by Cllr Slay; on a show of hands Cllr Fairhurst was elected as Chairman of the Council. Cllr Fairhurst signed the declaration of acceptance.

2. Election of Deputy Town Mayor / Vice-Chairman. Cllr Byford was nominated by Cllr Fairhurst and seconded by Cllr Wheeler and, being unopposed, was duly appointed as Vice Chairman.

3. Open Forum.

The Chairman opened the meeting.

She 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 be raised in advance.

A resident drew attention to footpath signs being obscured by lichen. This was noted to be NYCC's responsibility although it was doubted whether there was an ongoing programme of work to clean signs.

4. Apologies.

All Councillors were present.

Cllr Slay was welcomed to his first meeting following co-option.

5. Declarations of interest regarding items on the agenda.

No interests were declared in matters on the agenda.

6. Appointment of Councillors to specialisms

6.1.1 **MSCWA representative (Sports & Recreation).** Cllr Byford. Cllrs Kirkbride and Wheeler were noted to be committee members of MSCWA and were not considered for this role.

6.1.2 **Footpaths and Byelaws;** Cllr Stocker. The Clerk would clarify what 'byelaws' meant in this context.

Clerk

Action

6.1.3 **Planning and Conservation:** Cllr Byford.

6.1.4 **Representatives to attend local YLCA branch meetings;** Any Councillor to attend when the Clerk was unavailable.

6.1.5 **Finance Committee (comprising 3 Cllrs).** It was agreed that the composition of this committee should rotate although continuity would be helpful. Accordingly Cllrs Kirkbride and Slay would work with one of either Cllrs Byford or Fairhurst.

6.1.6 **Council website.** Cllr Stocker.

6.1.7 **Other Committees.** After discussion it was agreed that no other committees or specialisms were required.

7. Minutes.

7.1 Minutes of the previous council meeting

IT WAS RESOLVED to accept the minutes of the Council meeting held on 25 April 2018 and the confidential extract of a closed session therein as a true and accurate record of the meeting.

7.2 **The schedule of agreed actions.** The schedule was noted.

7.3 **Draft minutes of the RIII committee 6 April 2018.** Received and noted.

Recent email communication from a resident had requested that minutes should be made publicly available sooner rather than await approval at the following meeting. This was agreed and the Clerk would in future forward a copy for the website one week after the draft had been circulated amongst Councillors. He would also draft wording for the website stating that the minutes were draft until approved and accordingly might be subject to amendment.

Clerk

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.** There were no matters to report.

9.2 **Annual Town Meeting.** Cllr Fairhurst reported upon proceedings. It was felt that the presentations by County Cllr Sedgwick and Inspector Gee were informative and relevant and possibly merited better attendance. Cllr Fairhurst apologised that her speech had omitted her thanks to other Councillors. It was suggested that the Mayor's and Clerk's report could be posted on the website.

Clerk

9.3 **Council Objectives for 2018-19.** Following discussion, the following were agreed:

- Completion of the burial ground project.
- Improvement of play facilities within the town, including the skate park.
- Agreement on how best to provide affordable housing.

9.4 **Chairman's Allowance.** No request was made.

9.5 Replacement waste bins. The cost of a single replacement dog waste bin was approximately £210 and there was an 8 week turn around for delivery. This purchase was approved. It was suggested that a sign should be placed stating 'purchased by MTC'.

Action

Clerk

Council was disappointed that the moratorium on installing new bins was still in place whilst RDC undertook its review.

Regarding a small recycling bin to be installed outside the school, RDC had advised that they could not place recycling bins on the street near the school; nor was such an item available from them. Cllr Wheeler tabled an image of a suitable bin situated in Bedale which the Clerk would forward to RDC with a strong request that such a bin be sought, possibly with the school as a co-signatory to the covering letter.

Clerk

There was a general discussion, without conclusion, about the suitability of RDC's purple general waste bag system. It was also noted that the incinerator was apparently unable to burn black rubbish bags.

10. Review of Health & Safety matters (standing item). There were no matters raised.

11. Project Updates:

11.1 Option agreement over land on Leyburn Road. An amended plan of the ransom strip was reviewed and noted now to indicate the portion of the intermediate field that might be used for a vehicle roadway accessing the site. Following discussion, it was agreed to revert to Mr Scott stating that Council concurred with removal that part of the strip covering the access road to the houses but also wanted to agree the specific length of land required for constructing an access road, including visibility splays. It does not want to give an option over the entire length as marked as this would provide the counterparty with a potential access point for additional development land behind an over-long strip. Council reaffirmed that it wished to retain any part of the strip not specifically required for this development, otherwise any future housing developments in further fields accessible from the ransom strip would accrue benefits to the current developer rather than the Council. Council also recognised its duty as custodian of land held on behalf of the town, only to dispose of sufficient land for the specific purpose of this development. The Clerk would write to Mr Scott accordingly.

Clerk

11.2 Burial Ground. There were no matters to report.

Clerk

11.3 MKC Annual Report. The trustees report for the year ended 31 March 2018 was received.

11.4 Jubilee Fountain. Following announcement of the straw poll, the Clerk received 10 responses, either in person, by telephone, email or via the MKC reception and a petition from Mrs R Thompson. The final votes were 47 to 6 in favour of remaining as a flower bed. The Clerk would inform the Richmond Historic Buildings Preservation Trust that it would not be proceeding.

Clerk

12. General Data Protection Regulations.

12.1 The regulations were noted to come into effect from 25 May. The Clerk reported that he had prepared various documents, mostly based upon pro-formas received from NALC and YLCA, tailored to suit MTC's specific requirements. It was further noted and understood that compliance with GDPR rested with the Council, i.e. Councillors with the support of the Clerk

12.2 Policies and documentation. IT WAS RESOVED TO accept and adopt the following:

12.2.1 Privacy Policy

12.2.2 NALC appendix 3 - Consent Form

Action**12.2.3 NALC appendix 4 - Privacy Notice****12.2.4 NALC appendix 7 - Subject Access Policy and Template letters**

The following appendices were noted to be for adoption at a later date

12.2.5 NALC Appendix 6 - DPIA Assessment Checklist.

12.2.6 NALC Appendix 9 - Part A Checklist of what to include in a security incident response policy.

The Clerk would email all members of the Council's mailing lists asking for individual consent to continue to be sent Council communications. He would also liaise with Cllr Stocker regarding documents to be posted to the website.

**Clerk/Cllr
Stocker**

12.3 A copy of the data audit was received.

12.4 The current status of the action plan was noted. Council confirmed that it was satisfied that it was compliant with GDPR at the current time and also understood that compliance with GDPR would be ongoing.

13. Events in Middleham (standing item)

13.1 Tour de Yorkshire 2018. A copy of an interim report from the local organiser, Richard Fletcher, was received. The event was felt to be a great success, involving a cross section of the local community although unfortunately the TV coverage as the race approached Middleham was interrupted by a commercial break. Cllr Wheeler was hoping to obtain a copy of the missing coverage.

Cllr Wheeler

Feedback received at the Town Meeting regarding the excessive noise from the disco which may also have over-run its timing was considered. Cllr Wheeler opined that had the event taken place on the sports field that the overall attendance would have been lower and the event possibly more difficult to control. He would monitor the same DJ attending the forthcoming Feast Day event and proposed that an electrical connection be established to the mains supply used for the festive lights which would place the disco away from the White Swan and be easier to control.

Cllr Wheeler

Disappointingly some of the flower baskets placed by residents on the E Witton Road had been removed.

13.2 Approve land use applications. The following applications were approved

13.2.1 Afoot in the Dales 50 mile walk, 7/8 July: route across Middleham Moors, and a checkpoint. Full details had been supplied to MTA although the event should have passed outside training times on the Gallop.

Clerk

13.2.2 War Horse Service; celebrating the centenary of the ending of the First World War on 12 August at Pinkers Pond, organised by the Church.

Clerk

13.2.3 Banner on the Buses for Flower Festival 22nd - 24th June. Organised by Middleham Church Committee.

Clerk

13.3 Richard III Festival. Cllr Byford provided an update on arrangements for the 2018 event.

13.4 Feast Day Copies of the risk assessment, insurance cover and first aid arrangements were noted and agreed to be satisfactory.

13.5 Temporary Event Licence Applications. The Clerk had previously applied in a personal capacity where licenced activities were taking place in the town centre. It was agreed that this was not appropriate as the applicant was, amongst other matters, responsible for ensuring that the numbers attending do not exceed that applied for, itself limited to 499. It was agreed that future applications should be made by the event's nominated organiser who should make a commitment to be present on the day. The Clerk would help with the application process

Action**14. Planning****14.1 Planning decision notices received since the last meeting:**

14.1.1 Full Planning Permission for Extensions to Form New Utility Room and Kitchen Extension at Anzel, Leyburn Road, Middleham, Leyburn, North Yorkshire, DL8 4PS 18/00197/FULL. GRANTED.

14.2 Planning Applications.

14.2.1 Full Planning Permission (revised plans) for Flat Roof Extensions to the Front, Side and Rear Elevations 9 St Alkelda's Road Middleham DL8 4PW18/00067/FULL.

Cllr Byford reported upon a further visit to the neighbouring property. After discussion, it the general reduction in scale and adoption of matching materials were welcomed however concerns remained regarding its impact over its neighbour and agreed that the sight line from the kitchen window at No 8 and accordingly the plans further scaled back not to encroach beyond this line. If such an adjustment could be made, Council would support the application but continued not do so without amendment.

Clerk

14.2.2 Full Planning Permission for demolition of existing dwelling and erection of replacement building to provide 4 no. self-catering holiday units together with parking and ancillary works at Ashgill Cottage, Tupton Park, Coverham R/60/7G. Council agreed that it should meet with the Principal Planning Officer as there were significant concerns including: a further instance of piecemeal development on a large site within the National Park; no coherent design strategy; the consistent pattern of retrospective applications; ongoing and uncontrolled access across a bridleway over Middleham Low Moor; the need for a traffic impact assessment; and loss of a small racing stables It was agreed to request that determination be delayed until after this meeting.

Clerk

14.2.3 Full Planning Permission for Conversion of Existing Garage and Loft to Create Additional Living Accommodation at 1 St Alkelda's Road Middleham Leyburn North Yorkshire DL8 4PW18/00283/FULL. Application withdrawn

14.2.4 Listed Building Consent to Attach a Flue Plume Kit to Rear Elevation at Pear Tree House, Market Place, Middleham, Leyburn, North Yorkshire, DL8 4NR 18/00297/LBC. No objection.

Clerk

14.3 Potential Planning Enforcement Issues. There were no matters to report.

15. Finance – Information/Decision required

15.1 The Clerk apologised that a full bank reconciliation as at 30 April 2018 was not available.

15.2 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.

15.3 To approve Items of Expenditure as submitted to the meeting.

15.4 Annual Seniors' Outing Cllr Fairhurst proposed that the outing be paid for under s137 LGA 1972 as it was of benefit to the community. Cllr Fairhurst hoped to raise £150 by holding a coffee morning. It was agreed to contribute £100, as in the previous year.

15.5 Annual Accounts. The Clerk explained that due to recent workload he had been unable to complete the accounts for approval and so an additional meeting was agreed for 5pm on Thursday 7 June.

15.5.1 **Internal Audit Fee.** To approve the payment of £150 to Kim Duke

15.6 Section 137 Local Government Act Expenditure Limits 2018/19. The Ministry of Housing, Communities and Local Government has advised that the

Action

appropriate sum for the purpose of section 137(4) (for 2018-19 is £7.86. There were 660 electors so the sum available is £ 5,187.60.

15.7 Insurance Renewal. MTC had been with Zurich for a number of years under a long term agreement (LTA) which restricted the annual increases in premium. That LTA would end on 31 May 2018 and the Clerk had sought alternative quotations which had been distributed to Councillors for consideration with a brief comparative summary.

The Clerk reported that 3 proposals were received from Came & Company and one from Zurich and so satisfied best practice to obtain 3 quotations. It was agreed to insure with Inspire policy (arranged through AXA) which had an indicative quotation of £697 inclusive of IPT and arrangement fee. By comparison Zurich's proposal was for £1,291.92, also inclusive of IPT and arrangement fee. Inspire also offered generally better terms. It was also agreed to enter into an LTA with Inspire which would be a further 5% cheaper

Clerk

The Clerk was thanked for obtaining worthwhile savings

16. Central & Local Government Communications.

16.1 Documents that have been emailed or circulated to Cllrs since the last meeting.

16.1.1 NYCC re inaugural meetings of the revised Area Constituency Committees.

16.1.2 North Yorkshire County Council Community Awards

16.1.3 National Rural Crime Survey

17. Correspondence, shared information and suggested items for the next agenda.

Date and time of the next meetings: The next monthly meeting shall be held on Wednesday 27 June 2018.

An additional meeting to approve the annual return shall be held at 5pm on Thursday 7 June 2018.

There being no further business the Chairman declared the meeting closed at 8.25 pm

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