

Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 24 April 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 and Cllr Mr S Wheeler.

Clerk, Mr D Keep

Mr M Sweeting, chair of the Key Centre Trustees (item 10.1 only)

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.

Mrs Thompson asked if a volunteer had been found to water plants in the trough in the main square. Cllr Fairhurst offered to water for the time being.

Cllr Fairhurst

A damaged road sign and a raised inspection cover, both on East Witton Road, would be reported by the Clerk to NYCC and BT, respectively.

Clerk

2. Apologies.

An apology had been received from Cllr Mr D Slay and Cllr Mr G Fortune who were absent on business out of the area and Cllr Mrs L Stocker who was unwell.

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 meeting held on 27 March 2019 as a true and accurate record to be signed by the Chairman.

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

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

	Action
6.2 Land Management Issues.	
6.2.1 <u>Condition of the Busks.</u> Insurers had approved placement of large stones in selected areas to prevent ongoing parking on the Busks, subject to a risk assessment being undertaken that it would not present a trip hazard. It was noted with appreciation that the householders of Busks Cottage had placed tapes and a large stone to prevent vehicles accessing and damaging the Busks near their home.	Clerk
6.2.2 <u>Other Matters.</u> The Clerk would obtain a quotation from the grounds contractor to cut back ivy on the ginnel from Park Lane to the churchyard that was encroaching on the footpath. He would also arrange a meeting with Councillors and Mr Robertson to look at cutting back and tidying the road from the west end to the Low Moor.	Clerk
6.3 Elections 2019. The reappointment of 6 validly nominated candidates, declared elected (unopposed) was noted. The Clerk distributed forms of acceptance and expenses returns. The remaining vacancy should be filled by co-option by 24 June 2019.	Clerk
6.4 Annual town meeting on 22 May 2019. Speakers booked for the meeting were noted. Mr Davies, the newly appointed Highways Area 1 Regional Manager was unavailable and would be invited to talk on another occasion.	All
6.5 Town Guide. It was agreed to look into reprinting leaflets as stocks are nearly exhausted. Councillors would review the content and update as necessary, and inform the Clerk who would obtain a quotation for reprinting.	Clerk
The Clerk would also look into possibility of installing an electric car recharging point which might attract visitors. It was understood funding might be available.	Clerk
7. Review of Health & Safety and Environmental Matters (standing item).	
7.1 <u>Recycling bins - pilot scheme.</u> The specification for, and an image of, the new bin to be provided by RDC was agreed to be satisfactory. It was previously agreed that this should be located in the main square, where it would replace the existing bin.	Clerk
7.2 <u>Play Area Inspection Reports.</u> Received for information. There were no new matters reported.	
8. Project Updates:	
8.1 Burial Ground. The Clerk reported that he had approached RDC to enquire about extending the area of the open space to enlarge the capacity for at least 100 years at current rate of usage. This would require amendment from the transfer document and a reply was awaited. The Clerk suggested that a committee be formed to oversee his work on the next phase of development. In discussion it was agreed that all Councillors would continue to be involved in the project although on certain matters he should liaise more closely with Cllr Wheeler.	
8.2 MSCWA. Cllr Wheeler reported upon recent activity. 28 tons of top spoil would be delivered. The Committee was looking at funding sources and possible new projects including a general upgrade to the shower and creation of female shower areas.	
8.3 Welcome Sign. No progress to report at the current time.	
8.4 Option agreement. There was no progress to report.	
8.5 Spring Clean 2019: The Mayor reported upon a successful day which would be repeated in future years. RDC had donated the loaned litter pickers for future use.	
8.6 Middleham Safer Roads project. Cllr Byford reported that the Royal Veterinary College had undertaken some initial work. The project appeared to be progressing and trainers were actively making suggestions. She had met with County Cllr Sedgwick and Area 1 and reviewed the potential for using local rights of way as alternative routes.	Clerk
8.7 Play area improvements: IT WAS RESOLVED to approve terms of reference for a Council Committee to look into feasibility.	
9. Events in Middleham (standing item)	
9.1 Stables Open Day. It was reported that the event had been very well-attended. A	

fuller report would hopefully be received with details of the beneficiaries. Cllr Wheeler would confirm whether MSCWA received the parking proceeds in full this year (in 2018 collection was for the cricket club).

**Action
Clerk**

9.2 RIII Festival 2019. A forthcoming committee meeting would finalise arrangements. The re-enactors could not be covered by the Council's own insurance and would need to make their own arrangements and some insurance brokers had been suggested.

Clerk

9.3 Tour de Yorkshire comes to Middleham on Sunday 5 May 2019. MSCWA had submitted a funding application to RDC. So far the banners had not been received. Cllr Byford was seeking to arrange an ice cream van to be present.

9.4 AFoot in Two Dales (The Yorkshire 50 mile walk in Swaledale & Wensleydale) Sat 6th & Sun 7th July. Having received full details including a risk assessment, it was agreed to approve annual walking event across the Moors. MTA had also given consent. Unlike the previous year the event would not cross the High Moor and there was no checkpoint sited on the Moor.

10. General Business

10.1 Middleham Key Centre – business review: The final joint report from the business review, carried out jointly between trustees and councillors, had already been received by the Trustee board. The report was summarised by Mr Sweeting. The focus had been upon 4 distinct areas: occupancy of the building; marketing; volunteer management and; communication and key steps being taken in each of these areas was noted.

Mr Sweeting referred to the Middleham Online website which was no longer actively managed and which had been a useful communication tool. There was discussion regarding potential new operators to take it forward. The Clerk would forward details of RDC's community survey which could prepare a questionnaire to ascertain what people wanted from the Key Centre.

Clerk

The consensus of both the trustees and Council was that this had been a very useful exercise and supportive of the work carried out by Trustees. It was agreed that it should be repeated every 5 years. Thanks were expressed to all who had taken part in the review: trustees, past and present, councillors and volunteers. It was also agreed that that it was important to recruit an additional trustee as 3 was insufficient and an individual was mooted as a potential candidate to be approached by Cllr Wheeler.

10.2 The Hill House project for Racing Welfare/Jessica Bethell Foundation. A flyer was distributed outlining the project. It was noted that the plans would be revised following appointment of a different architect. Whilst purchase costs appeared to be covered, funding of approximately £2m was required for conversion and fitting out.

Cllr Wheeler

10.3 Funding Opportunities. There were no new opportunities for discussion.

11. Planning

11.1 Planning decision notices received since the last meeting:

11.1.1 Full Planning Permission for Small Single Storey Gable Extension and Attic Conversion, 19 Park Lane Middleham DL8 4QX 19/00051/FULL **GRANTED**

11.1.2 Full Planning Permission for replacement Windows at Northgate House, 1 North Road, Middleham DL8 4PJ (19/00105/FULL) **GRANTED.**

11.1.3 Full Planning Permission for Proposed Steel Portal Framed Building for the Housing of Racehorses, Sharp Hill Farm, Park Lane Middleham DL8 4QY (19/00064/FULL) **GRANTED**

11.2 Planning Applications.

11.2.1 . Ashgill Cottage, Tugill Park, Coverham. Full planning permission for demolition of existing dwelling and erection of replacement building to provide 4 no. self-catering holiday units together with car parking and ancillary works R/60/7H. It was again noted that without a strategic plan of all developments in the pipeline at Tugill Park it was difficult for consultees to properly gauge the overall impact, particularly of the increasing traffic on local roads **No objections**

Clerk

Action

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

The response from the Yorkshire Dales planning authority was noted, but it did not fully answer the Council’s query whether a strategic plan was in place for the ongoing developments at Tuppill Park and the Clerk would seek clarification.

Clerk

12. Finance – Information/Decision required

12.1 The Clerk apologised that a bank reconciliation as at 31 March was not available.

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:

12.2 Payment of Clerk’s salary. Following request, it was agreed that in future this should be by direct debit.

Clerk

12.3 Higher interest bank accounts. Both new accounts were now open but the full balances could not be transferred as Barclays had not responded to the request to close the account held with them. The Clerk was following up through the local branch.

Clerk

13. Insurance Matters:

13.1 Insurance renewal 1 June 2019: Renewal documents were circulated separately. The policy covered MTC and IH for the period 1/6/19 to 31/5/20 and was under a 3 year agreement whereby premiums are fixed although there is an inflationary uplift on assets of 4%. The total premium payable was £683.31 (2018: £664.86 – an uplift of 2.78%). This was approved for payment.

Clerk

13.2 Change of ownership of Insurance broker. Noted.

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

14.1.1 White Rose Update from Yorkshire Local Councils’ Association.

14.1.2 Dales Police Report - for March. Received for information

15. Shared information and suggested items for the next agenda

15.1 Annual planner for agenda items. Noted

Date and time of the next meetings: The next monthly meeting would be the Annual Council meeting Council on 15 May 2019

The Annual Town meeting will be held on 22 May

The Clerk advised that it may be necessary to convene an additional meeting in early to mid-June to approve the annual return.

Clerk

There being no further business the Chairman declared the meeting closed at 8.45pm

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