

**Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 25 July 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 Mrs L Stocker, Cllr Mr S Wheeler.

County Cllr Mrs K Sedgwick

Clerk, Mr D Keep

Members of the public present as shown on the 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.

A resident drew attention to ivy clippings that had been discarded in the ginnel from Park Lane to the churchyard. Cllr Fairhurst agreed to speak to a neighbour of the householder thought to be responsible.

**Cllr Fairhurst**

**2. Apologies.**

Cllrs Mr J Kirkbride and Mr D Slay had submitted apologies.

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

Cllr Byford was interested in agenda item 6.2.2 Condition of Roads as an employee of NYCC's highways team. Cllr Byford and DSW declared an interest in agenda item 6.4.3 as members of MSCWA. No other interests 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 23 May 2018 and 27 June 2018 as a true and accurate records to be signed by the chairman presiding at those meetings.**

Minutes of the Annual Town meeting held on 17 May 2018 had been circulated and would be signed by the Mayor.

**4.2 The schedule of agreed actions.** Detailed review was deferred until a subsequent meeting.

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

A number of matters included in the Clerk's report were raised during the meeting.

**Action****6. Information/Decision Required****6.1 Councillors report of meetings attended and actions undertaken since the previous meeting.**

6.1.1 Cllr Fairhurst reported that RDC intended to replace all waste bins in the District. She had requested prioritisation of recycling bins but was informed these were not available. The consensus was that there should be a programme for installing recycling bins and Cllr Fairhurst and Cllr Sedgwick undertook to raise this at a future meeting of RDC's Scrutiny Committee.

**Cllr Fairhurst****6.2 Land Management Issues.**

6.2.1 Purchase of Grit Bin. It was agreed to recommend to the Charity that a grit bin be installed on Kirkgate.

**Clerk**

6.2.2 Condition of Roads. Cllr Byford reported upon her meeting with the NYCC Maintenance Manager, also attended by Cllr Sedgwick. It was noted that dusting of the surface had taken place and that NYCC intended spread additional small aggregate material on to the carriageway in the next few weeks to improve skidding resistance. These actions were considered adequate at the current time when the very hot weather was likely to continue, although it would be kept under review. It was felt that there was a joined-up approach to the issue between Highways, the Trainers and Councillors.

The Clerk would ascertain the benefit of bowsers watering the surface. It was noted that the water was extracted from Mark Johnston Racing's site and was not potable.

**Clerk**

Communication between Cllr Sedgwick and trainers regarding unpleasant gestures and language by a horse rider had been circulated. Cllr Sedgwick confirmed that she had received an acceptable response and viewed the matter as closed. Council considered that such incidents were unfortunate and only reflected the behaviour of a small minority of riders and, on other occasions, other road users.

Cllr Sedgwick advised that NYCC policy was to discourage purchase of the speed warning signs by parishes as permanent locations were less effective to discourage speeding although that approach was being challenged. Council did not wish to pay further sums towards the scheme. Cllr Fairhurst undertook to discuss with Cllr Angus Thompson.

**Cllr Fairhurst****6.3 Review of Health & Safety matters (standing item).**

6.3.1 **Pest Control issues.** Cllr Fairhurst reported that the matter had been concluded although further involvement might be required. She was disappointed that the collective response from RDC had been slow following representations she had made that urgent action was required to remove waste. The Clerk would write to urge RDC's collection team to exercise greater discretion and remove items placed just a short distance on the curtilage of a property. She expressed commitment to helping the residents again, if required.

**Clerk**

6.3.2 **Parking spaces along Park Lane.** Communication from a resident asking whether parking spaces could be created to alleviate congestion and access problems was noted. Cllr Fairhurst reported she had raised this previously but no response had been received from RDC. Cllr Wheeler, having declared an interest in this matter as a resident, confirmed that this was an issue requiring attention and considered that the suggestion was a sensible solution. Following discussion, Cllr Wheeler agreed to take photos which the Clerk would incorporate into a letter to RDC to include an outline plan.

**Cllr Wheeler  
Clerk****6.4 Project Updates:**

6.4.1 Option agreement over land on Leyburn Road. Due to holiday absences the

**Action**

only matter to report was that Mr Scott had been in touch with the other side's solicitor who would consider whether a meeting was required to conclude the legal agreement.

6.4.2 Burial Ground. An invoice for a payment on account to the Hydrogeologist had been received and was approved for payment. The balance would become due upon receipt of his final report. Pending collaboration between the Clerk and Cllr Slay it was noted that the consultant had recommended that a detailed specification for the drilling survey be obtained from him to avoid potentially wasted expenditure if inadequate results were obtained. Council recognised the wisdom of this but felt that the proposed costs of £600 were excessive. In order not to hold up progress it was agreed to pay up to £600, if required, for a drilling specification, subject to a review and approval of the proposal by Cllr Slay.

**Clerk  
Cllr Slay**

6.4.3 MSCWA. Cllr Wheeler reported on future events planned on the playing fields. The EGM to approve the constitution had not been rescheduled. Work had been undertaken by the Council's grounds contractor in lieu of scheduled grass cutting not required as a consequence of the recent very hot weather.

Cllr Byford would meet with Cllr Wheeler and Mrs Wheeler to share experience that might be helpful to pursue fundraising initiatives available from Co-op and Tesco through MSCWA

**Cllr Byford / Cllr  
Wheeler**

## **6.5 Events in Middleham (standing item)**

6.5.1 Richard III Festival. Cllr Byford reported that a final statement of income and expenditure was not available as some costs had not been invoiced. Final ticket sales were better than anticipated so a smaller deficit on the event was now expected. She would provide an analysis of the viability of each event in 2018. The organisers had not yet agreed whether to convene an event in 2019 and in future the workload needed to be spread more equally amongst the organisers, including businesses who benefited from the event.

**Cllr Byford**

6.5.2 Tour de Yorkshire. The Clerk would check whether the funding application returns had been submitted by MSCWA. Cllr Wheeler confirmed that the remaining bunting would shortly be taken down.

**Clerk  
Cllr Wheeler**

6.6 **Council Priorities and Workload Planning**. A schedule of all tasks and duties currently undertaken by the Clerk and Councillors had been distributed. The Clerk explained that the document listed current single items and recurring tasks for the Councillors and the Clerk and allocated a suggested priority rating between 1 and 3, where 1 would be a statutory requirement such as convening meetings and submitting the annual return. It should facilitate workload planning to achieve agreed objectives and avoid setting unrealistic targets and timescales and help to manage expectations of what Council could achieve with its limited resources. It was agreed that Councillors would review a hard copy circulated by the Clerk to ensure that all actions had been captured and there was agreement regarding priorities which the Mayor and Vice Chair could discuss with the clerk during regular progress reviews.

**Clerk/All**

## **7. Planning**

### **7.1 Planning decision notices received since the last meeting:**

7.1.1 None had been received.

### **7.2 Planning Applications.**

7.2.1 Alterations and extensions to dwelling and erection of double garage extension at West House, Coverham Ref R/60/42. Councillors were requested to submit comments to the Clerk. It was agreed to raise any issues arising from this application at the planned meeting with Yorkshire Dales National Park Principal Planning Officer to discuss common concerns with applications submitted by the operators of Forbidden Corner.

**All**

**Action**

**7.3 Potential Planning Enforcement Issues.** There were no matters to report.

**8. Finance – Information/Decision required**

**8.1** A full bank reconciliation as at 30 June 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.**

**9. Central & Local Government Communications.**

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

9.1.1 YLCA White Rose Update (July).

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

**10.1** Cllr Cade asked when a payment to the Town’s Primary School could be made as discussed in minute 8.5 660/18 on 28 March 2018. The Clerk advised that it could be discussed at a future meeting when proper notice of a detailed proposal had been given. He would also need to check and agree with Council that there was a suitable power for a council to spend its funds on this matter and it might be more appropriate that the Charity considered the matter as it had wider scope for such expenditure. Cllr Cade would submit a proposal to the next meeting

**Clerk  
Cllr Cade**

**Date and time of the next meetings: In accordance with normal practice, there would not be an August meeting and the next monthly meeting shall be held on Wednesday 26 September 2018.**

**There being no further business the Chairman declared the meeting closed at 8.05 pm**

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