

Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 27 February 2019 at 7.00 pm. (SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING)

Present

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

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.

Mrs Thompson requested a contribution towards the costs of bedding plants and compost for the fountain and other areas. This was agreed. Cllr Fairhurst would seek a volunteer to help with maintenance and watering of flower beds in the main square.

**Cllr
Fairhurst**

Mr Hopper asked whether the parking honesty boxes had covered the costs of installation. The Clerk would report to a future meeting.

Clerk

2. Apologies.

An apology had been received from Cllr Mr D Slay who was absent on business out of the area.

3. Declarations of interest regarding items on the agenda.

Cllr Fairhurst declared an interest in agenda item 11.2.3, being a planning application on land she owned. 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 23 January 2019 as a true and accurate record to be signed by the Chairman of those meetings.

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

Action

previous meeting. The Mayor and Vice Chair and the Clerk had attended the Richmondshire branch of YLCA, which was viewed as very helpful as it covered relevant topics and a short quiz on Councillors' duties in lieu of the booked speaker, the Police and Fire Commissioner who had failed to attend without explanation.

6.2 Land Management Issues.

6.2.1 Maintenance of hedges and open areas on the Plantations. A discussion took place on possible changes to the appearance noting that there was no overall consensus how the areas could be managed. It was accepted that the enclosed areas, particularly on the northern side, were not readily accessible or usable due to lack of maintenance over the years. The matter would be reviewed again in future.

Clerk

6.2.2 Signs on horse walk way through woods near Spigot Lodge. It was noted with disappointment that signs erected by KB Racing in accordance with the easement creating a horse track along an existing permitted path, had been removed. Having been suggested by KBR, it was agreed that they be replaced with additional wording referring to the Council.

Clerk

6.2.3 Dales Police Report - for February. Received for information

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

7.1 Middleham Street cleaning schedule. Middleham would partake in a pilot scheme for a new combined recycling bin, it was agreed to seek clarification of the numbers of bins that would be made available and the frequency of emptying.

7.2 Dog waste improvements: County Councillor Sedgwick reported that a sum of £450 had been allocated to Middleham from her County Council Environmental budget to support initiatives to reduce dog fouling. The money could be put towards anything that might help, for example erecting posts for dispensing free dog poo bags, improved etc. Further details would be obtained and discussed at a future meeting.

Clerk

7.3 Play Area Inspection Reports. Received for information. There were no new matters reported.

8. Project Updates:

8.1.1 Burial Ground. The hydrogeologist's report into the trial pits had been received. It was agreed to proceed to ask Groundwater Solutions Ltd to discuss the findings with the Environment Agency, notwithstanding that Cllr Slay was currently working out of the area as otherwise the project would lose momentum. As previously advised, a fee of £50 would be payable to Groundwater Solutions. It was agreed that Cllr Wheeler, one other Councillor and the Clerk would join the call by teleconference to gain full understanding of the EA's position. A decision whether to engage another firm to support the case could be taken after that discussion.

**Cllrs Slay
and
Wheeler /
Clerk**

8.1.2 MSCWA. Cllr Wheeler and Mr Hopper reported upon recent activity: a grant from central government for grounds maintenance would be received; the orchard had been planted; the church had donated daffodil bulbs. It was hoped to be able to borrow a stone breaker. Cllr Wheeler would follow up whether ground fees due from the cricket club for the 2017 and 2018 seasons had been received.

**Cllr
Wheeler**

8.1.3 Welcome Sign. It was agreed to consider erection of two different signs, one referring to Richard III and the other to the Town's horse racing industry. The Clerk would circulate examples of signs from other towns for comment. Cllr Byford and Cllr Stocker would report back with suggestions for the location and design of signs.

**Cllrs
Byford
and
Stocker**

8.1.4 Option agreement. There was no progress to report.

8.1.5 Spring Clean 2019: It was noted that the School would confirm its participation on 18 March 2018.

8.1.6 Middleham Safer Roads project. Cllr Byford reported that the initial meeting would be hosted by Mark Johnstone Racing on 11 March 2019.

9. Events in Middleham (standing item)

9.1.1 RIII Festival 2019. Cllr Byford reported on arrangements. The Clerk would look into

extending the Council's liability insurance for the re-enactment group.

9.1.2 Tour de Yorkshire comes to Middleham on Sunday 5 May 2019. It was not known at the current time whether RDC would be offering funding for community event to be held along the route. Cllr Wheeler would check whether MSCWA intended to organise an event on the day and seek funding.

Action
Clerk
Cllr
Wheeler

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. Cllr Fortune reported his findings following detailed review of available schemes. Having gained an awareness of the range of funding opportunities, and noting that a large number were aimed at developing sports facilities and open spaces, he undertook to review and report to council on an ongoing basis whether any schemes might benefit the Council. The Clerk would advise when the next meeting was scheduled for the Lower Wensleydale Area Partnership, which had a budget for making grants.

Cllr
Fortune

11. Planning

11.1 **Planning decision notices received since the last meeting:** None received.

11.2 Planning Applications.

11.2.1 Full Planning Permission for Revised Application for the Erection of One Dwelling to the Right Half of the Garden at Lowlands, Leyburn Road, Middleham DL8 4PL 18/00900/FULL. Windows and doors were specified as aluminium, which would be contrary to the Conservation Area design guidance. Other than that, no objections were raised.

Clerk

11.2.2 Full Planning Permission for Small Single Storey Gable Extension and Attic Conversion, 19 Park Lane Middleham DL8 4QX 19/00051/FULL. No objections

Clerk

11.3 **Potential Planning Enforcement Issues.** No matters to report at present time. The Clerk was requested to obtain an update from the Yorkshire Dales Planning Authority whether the operators of Tugill Park had submitted the strategic plan for development of the site.

Clerk

11.4 **Delegating authority to the Town Clerk to submit comment on planning applications on behalf of the Council between meetings.** Advice from YLCA was noted, that there might be very infrequent occasions when comments on planning applications could not be made between formal Council meetings. In order to avoid unlawful submission of comments

IT WAS RESOLVED To delegate the power to the Clerk to take decisions on behalf of the Council regarding any planning applications that may require a response to be submitted to a Planning Authority between formal meetings.

12. Finance – Information/Decision required

12.1 Cash books with a full bank reconciliation as at 31 January 2019 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:

12.1.1 **Under section 137 of the Local Government Act 1972, to set aside up to £500 to cover any costs arising from the Council convening initial meetings of the 'Safer Roads Project'.**

Action

12.1.2 Contribution of £319.96 towards the costs of refurbishing the lighting in the Clerk’s office, following a request from the Key Centre Trustees.

12.2 Higher interest bank accounts. It was noted that the interest rate on the 90 day notice account with Hampshire Trust Bank had reduced from 1.6% to 1%. As the account opening forms had already been prepared, it was agreed to proceed to open the account and to review alternatives at the end of the 90 day period.

Clerk

Accounts with Redwood Bank had been opened and transfer of initial balances were authorised.

12.3 Review of internal controls. A briefing note from the Clerk explaining Councillors’ role to undertake regular reviews had been distributed. The Clerk would circulate the blank form and Cllr Fairhurst and Cllr Byford would complete the review before the year end.

Clerk /
Cllrs
Fairhurst
and
Byford

12.4 Risk assessment review. A draft review prepared by the Clerk had been circulated and would be updated and completed by Councillors at the next meeting. A numerical value would be ascribed to the potential impact and likelihood of occurrence to assist identification of key risks and to propose strategies to reduce those risk

All

12.5 Update on potential liability claim – Low Moor. The Clerk provided an update following investigations by Council’s insurers. The matter had been referred to MTA.

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

- 13.1.1 White Rose Update from Yorkshire Local Councils’ Association.
- 13.1.2 Independent Committee on Standards in Public Life.

14. Shared information and suggested items for the next agenda

14.1 Annual planner for agenda items. Noted

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

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

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