

Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 27 March 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 drew attention to the possible withdrawal of local bus services, as stated in a letter to the Darlington & Stockton Times, and hoped that Council would oppose this.

Mr Watkins asked whether Council could consider cutting back self-set saplings alongside the road from the West End to the Low Moor as the verges looked untidy. Following a suggestion by Mr Hopper, it was agreed to see whether IH's budgeted work on the playing fields could be carried out by a volunteer working party and seek agreement with the grounds contractor to carry out work on the verges instead.

Clerk

In reply to Mr Hopper, the Clerk apologised for the misunderstanding whereby Mr Stockdale had cut down the trees that had been scheduled for removal by the volunteers.

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.

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

Subject to minor amendment IT WAS RESOLVED to accept the minutes of the Council meeting held on 27 February 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.

Action

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. Cllrs Byford Fortune had attended the Lower Wensleydale Area Partnership meeting held at the Key Centre on 20 March 2019.

6.2 Land Management Issues.

6.2.1 Cobble Review. Cllrs Cade, Fortune and Wheeler agreed to undertake a review in May.

6.2.2 Condition of the Busks. The draft response to a resident was approved. Subject to obtaining insurer's approval it was agreed to place large stones in selected areas to prevent ongoing parking on the Busks.

6.3 Elections 2019. Forthcoming key dates, the procedure being followed and the requirements to avoid making certain public statements during the election period, referred to as 'purdah', were noted.

6.4 Annual town meeting on 22 May 2019. Suggestions were made for possible speakers to be invited and the Clerk would check availability.

6.5 Moors Lease: The annual review of compliance was due. The Clerk would circulate the checklist of items for review before a date was proposed.

6.6 Play Area Improvements. Following discussion, having been proposed by Cllrs Fortune and Wheeler it was agreed to establish a Council Committee to carry ask residents what facilities would like, and undertake a feasibility study make recommendations to a future Full council meeting. The Clerk would draft terms of reference for approval at the next meeting.

**Cllrs
Cade/Fortune/
Wheeler
Clerk**

Clerk

Clerk

Clerk

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

7.1 Dog waste scheme. The terms of a grant of £450 from NYCC grant to be spend on reducing incidents of dog waste were noted. There was no immediate agreement on what to put the funds towards so the Clerk agreed to make some enquiries into potential schemes. The funds needed to be spent within 12 months.

7.2 Recycling bins - pilot scheme. It was appreciated that, following representations by the Mayor, Middleham would now be provided with a new bin, rather than the rather worn-out example previously seen. It was agreed that this should be located in the main square near the existing bin.

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

Clerk

Clerk

8. Project Updates:

8.1.1 Burial Ground. Cllr Wheeler and the Clerk reported upon a telephone conference call earlier in the day between the retained hydrogeologist and the Environment Agency in which the EA advised that it was highly likely to grant permission for the development. The outstanding matters were for Mr Blackwell to finalise his risk report, which might be possible by mid-April, with a response received from EA within 2 to 3 weeks. No further site investigations would be required. The Clerk would commence making other arrangements to finalise the project.

8.1.2 MSCWA. Cllr Wheeler and Mr Hopper reported upon recent activity. A play group had recently started in the pavilion and there were plans for additional outside structures for children to use over the summer.

8.1.3 Welcome Sign. No progress to report at the current time.

8.1.4 Option agreement. There was no progress to report.

8.1.5 Spring Clean 2019: This was planned for Saturday 31 March and had been widely advertised within the community.

Clerk

8.1.6 <u>Middleham Safer Roads project</u> . Cllr Byford reported upon a very positive initial meeting on 11 March 2019, attended by trainers, academics, NYCC and the British Horse Society. The Royal Veterinary College and Aston University were very keen to take part and were gathering evidence to support a funding bid.	Action
It was agreed to ask Racing Welfare if they might be able to exert influence on trainers to take the matter of horse waste on the roads more seriously, particularly as the Open Day was approaching. The Clerk would also write to a local haulage contractor asking to ensure that their vehicles were always sheeted.	Clerk
9. Events in Middleham (standing item)	
9.1.1 <u>Stables Open Day</u> . A request by the organisers to mark out areas booked by trade stands with washable aerosol or chalk was turned down as, from past experience, the marks remained for some time.	Clerk
9.1.2 <u>RIII Festival 2019</u> . Cllr Byford reported on a productive recent meeting of the organising team. The event would be on a smaller scale than previous years. One principal change would be to reroute the children's procession on advice from NYCC Highways. The Clerk was asked to run the arrangements for the proposed road closure, including the risk assessment and method statement, past insurers. Cllr Fortune was investigating a card payment system to facilitate ticket purchase.	Clerk
9.1.3 <u>Tour de Yorkshire comes to Middleham on Sunday 5 May 2019</u> . MSCWA was organising a community event and seeking funding from RDC. An event licence would need to be applied for.	Clerk
9.1.4 <u>Wensleydale Wander (Rotary Charity Walk) 13 April 2019</u> . Having received full details including a risk assessment, it was agreed to approve annual walking event across the Moors. MTA had also given consent.	Clerk
9.1.5 <u>Feast Day 27 May 2019</u> . It was agreed to approve this annual event in the Market Square, including closure of the road in front of the White Swan Hotel, and to authorise payment of the event licence fee £21.	Clerk
9.1.6 <u>Middleham Open Gardens Sunday 30th June 2019</u> . Following receipt of an email request and a brief request in person during the public forum it was agreed to approve use of the Busks for parking and for organisers to place banners on Leyburn Road and E Witton Road.	Clerk
10. General Business	
10.1 <u>Middleham Key Centre – business review</u> : Cllr Byford reported that she was finalising the report for initial review by the Chair of Trustees and consideration at the next Trustee meeting. The exercise had been very positive. She would discuss possible use of a donated printer currently stored in the Clerk's office.	Cllr Byford
10.2 <u>Funding Opportunities</u> . Cllr Fortune suggested that it might be beneficial to hold a funding 'fair' to assist groups learn about funding sources and share ideas.	Cllr Fortune
11. Planning	
11.1 Planning decision notices received since the last meeting:	
11.1.1 First Floor Extension to South Elevation at Cherry Tree Cottage, Straight Lane, Middleham, DL8 4PY 18/00895/FULL GRANTED	
11.1.2 Front Porch and Rear Dormer Roof Windows, Curlew Cottage Kirkgate Middleham DL8 4PG 18/00651/FULL GRANTED .	
11.2 Planning Applications.	
11.2.1 Outline Planning Permission with All Matters Reserved for Proposed Residential Development (Up to 55 Dwellings) (As Amended) and Additional Heritage Impact Assessment Dated February 2019, Land at St Alkelda's Road Middleham (17/00558/OUT). No objections	Clerk

11.2.2 Full Planning Permission for Timber Casement Windows (One Opening) Inset into the Mullioned Window at Northgate House, 1 North Road, Middleham DL8 4PJ (19/00105/FULL) No objections	Action Clerk
11.2.3 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) No objections	Clerk
11.2.4 LBC for Change of Use from a Restaurant and One Bedroom Flat to a Two Bedroom Dwelling and Minor Internal Alterations at The Stable Door, Market Place, Middleham DL8 4NP (19/00145/LBC). No objections	Clerk
11.3 Potential Planning Enforcement Issues. No matters to report at present time.	
11.4 Hill House redevelopment: It was agreed to request an update on plans and timescale. The Clerk would also ask the current owners to improve the external appearance and request residents not to park inconsiderately and block the foot access.	Clerk
12. Finance – Information/Decision required	
12.1 Cash books with a full bank reconciliation as at 28 February 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:	
12.2 Higher interest bank accounts. The interest rate on the 90 day notice account with Hampshire Trust Bank had increased from 1% to 1.4%. Both new accounts were now open.	
12.3 Review of internal controls. Cllrs Cade and Fortune had completed the review earlier in the day. There were no significant matters to draw to Council’s attention. The Clerk would amend the payment authorisation pro-forma submitted to each meeting to also record the names of the authorised signatories making the BACS payments and also locate the payment authorisation sheet for May 2018 that was not on file.	Clerk
12.4 Risk assessment review. Completion of the assessment was deferred and would be undertaken by Councillors Cade and Fortune before the May meeting at which the annual return would be approved.	Cllr Cade / Cllr Fortune
12.5 Appointment of Internal Auditor. IT WAS RESOLVED To appoint Kim Duke as Internal auditor on the same fee (£150) and terms as the previous year.	Clerk
12.6 Reserves Policy. Advice from from ‘The Good Councillor’s guide to finance and transparency 2018’ published by NALC and comments on the level of reserves by the external auditor on the 2016 annual return was noted.	

IT WAS RESOLVED to adopt a Policy on Reserves that would:

- Differentiate between Capital and Revenue reserves;
- Hold 12 months operating expenditure as a general reserve;
- Transfer to the general reserve any unspent balances of expenditure on items for which invoices have not been received at the year-end;
- Fully provide for earmarked reserves;
- Review the Reserves at every year end.

Subject to finalisation at the year-end, a draft statement of reserves is attached to and

Action

forms part of these minutes.

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 Dales Police Report - for March, Received for information

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 24 April 2019. Cllr Slay would be unavailable due to business commitments elsewhere.

The Annual Council Meeting will now be held on 15 May and the Annual Parish meeting on 22 May (i.e. switching dates)

There being no further business the Chairman declared the meeting closed at 9.05 pm

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