

Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 29 November 2017 at 8.00 pm. (SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING)

Present

The Chairman Cllr Mrs S Fairhurst, Cllr Byford, Cllr Mr M Cade, Cllr Mrs E Stocker and Cllr Mr S Wheeler.

Clerk, Mr D Keep

The following members of the public attended the meeting: Mrs R Thompson and Mrs D Green.

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 be raised in advance.

No matters were raised.

2. Apologies.

Cllrs Kirkbride and Shorrocks were absent. The meeting was quorate and able to proceed.

3. Declarations of interest regarding items on the agenda.

Cllrs Kirkbride declared an interest in agenda item 7.9.3 (MSCWA) as a member of the MSCWA Committee, and 7.9.2 (Burial Ground construction) and 8.1 (Planning Applications) as an employee of R A Wheeler, prospective contractors on these projects.

4. Minutes.

4.1 Minutes of the previous council meeting

IT WAS RESOLVED to accept the minutes of the Council meeting held on 25 October 2017 as a true and accurate record of the meeting.

4.2 The schedule of agreed actions. The schedule had been reviewed in detail by Cllr Byford and the Clerk and a large number of actions were now noted to be complete or no longer required.

5. Confidential and Urgent Items. There were no such matters for consideration at the current meeting.

6.

7. Town Council (TC) – Information/Decision Required

7.1 Councillors report of meetings attended and actions undertaken since the previous meeting.

7.1.1 Lower Wensleydale Area vPartnership Meeting 26th October 2017. Cllr Byford reported on a useful meeting that had followed a thorough process for scrutiny of funding applications prior to granting approval. She recommended that a Councillor from

Middleham should attend all future meetings.	Action All
 7.2 Land Management Issues	
7.2.1 <u>Overgrown hedge alongside path in play areas - 44 Park Lane.</u> It was again noted that tenants had declined financial assistance. . Notwithstanding the householder's stated intention, it was agreed to contact Hoppers and insist that the cutting back and clearance of debris should place without further delay, mentioning that Cllr Wheeler had spoken directly to the householder to convey residents' views supported by the Council that the task should be completed as soon as possible.	Clerk
7.2.2 <u>Access across the Busks.</u> No further communication has been received from Mr Turner.	
7.2.3 <u>Street Furniture.</u> Cllr Wheeler had made attempts to speak directly to the landlord of The Black Swan Hotel but without success; it was agreed to send the Clerk's draft communication answering some of the points recently raised.	Clerk
7.2.4 <u>Electric gate on Park Lane.</u> Recent installation was noted, apparently to prevent recurrence of a trainer's horse running away towards the Town. There was no intention to stop access to pedestrians as the gate can be opened. Concern was expressed that the street light outside the school might not be working and it was agreed to look into this.	Clerk
7.2.5 <u>Replacement street Lights.</u> NYCC had advised that it would be upgrading street lighting which would reduce consumption and maintenance costs. The Clerk will investigate which lights in Middleham may be replaced under this scheme.	Clerk
7.2.6 <u>Resident's request to clear vegetation behind St Alkelda's Road.</u> It was agreed to accept a proposal from the householders at 9 St Alkelda's Road to clear the open space behind their property and to cut back vegetation along the stone wall and to prune the trees as outlined in their communication. The work, which would be undertaken by Mr Stockdale would be at the resident's expense and lead to a visual improvement of an area currently not maintained by the Council or RDC and which had become overgrown.	Clerk
7.2.7 <u>Collection of household recycling.</u> Recent communications with RDC were noted. It was agreed that it would be difficult to identify which properties may have incorrectly left a collection box out as MTC was unable to separately identify letting properties which were not eligible for RDC's collection service. It was agreed instead to report any uncollected boxes to RDC and ask them to sort the issues out with householders. Clarification of the correct categorisation of recycled waste could be included in a future edition of the Middleham Herald.	Cllr Shorrocks
7.3 Boundary Review. The final recommendations had been received and the deadline for submissions noted to be 21 January 2018. Some dissatisfaction was expressed that Middleham would be within a new ward including Leyburn rather than with neighbouring rural areas and the new boundaries did not align with natural barriers, as anticipated. The Chairman encouraged Councillors to feedback comments to her that she would discuss with Cllr Sedgwick for a joined-up response.	All/ Cllr Fairhurst
7.4 The Friarage Hospital – public engagement. The preceding public engagement meeting organised by Council was deemed to be worthwhile, attended by 17 residents posing good questions to representatives from South Tees Hospitals NHS Foundation Trust. It was agreed to encourage completion of the survey forms, including forwarding to the School.	All / Clerk
7.5 Review of Health & Safety matters (standing item). There were no matters to report.	
7.6 Terms of reference for a committee to consider the feasibility of a Community-Led Housing project in Middleham: At the previous meeting it had been resolved to	

Action

appoint a Committee comprising 3 Councillors (Cllrs Fairhurst, Byford and Cade) to consider the feasibility of a community-led housing project. It was agreed to adopt the terms of reference as submitted to the meeting, a copy of which is attached to and forms part of these minutes.

7.7 Defibrillator Cabinet. Problems experienced with the secure locking system of the cabinet had been summarised in email communication between the Clerk and the supplier and manufacturer. It was agreed to accept the solution proposed by the manufacturer whereby an effective temporary repair had been effected by Yorkshire Ambulance Service and a replacement part would be provided by the manufacturer in due course. It was not felt necessary to seek replacement of the entire unit.

Clerk**7.8 Project Updates:**

7.8.1 Option agreement –verbal report. The Clerk reported that all responses had been supplied by Council and a response was awaited from the other side who had yet to comment on the draft agreement.

7.8.2 Burial Ground - verbal report. The Clerk reported that with Cllrs Byford, Stocker and Shorrocks he had met with Mrs Snowball of RDC planning team on site to collate information necessary for her pre-planning application report. This was expected imminently and would be free of charge. Informally, Mrs Snowball had indicated that there were no matters likely to stand in the way of a successful application. Information was being supplied to the hydrogeological consultant. It was agreed to ask R A Wheeler to accurately measure the site in order to calculate the number of plots that were available.

Clerk

7.8.3 MSCWA – verbal update. Cllr Wheeler reported upon recent activity, in particular noting that the damaged goal posts had been taken down. The Committee was looking to obtain a professional repair to the roof free of charge. A pie and pea fundraising supper was planned. It was reported that the takings from parking provided during the Stables Open Day had been allocated 100% to the cricket club with an understanding that all proceeds would accrue to MSCWA on alternate years. It was questioned why MSCWA had agreed to this arrangement as it was itself short of funds at the current time.

7.8.4 Telecommunications Mast. The recent decision by Clarke Telecom not to proceed with placing the mast in Middleham was noted with disappointment.

7.9 Middleham Business Forum: Notes from the meeting held on 8th October 2017 were received. Cllr Byford drew attention to concerns also raised elsewhere regarding that large agricultural vehicles moving at speed through the town. A number of known contractors operating in the area were advised to the Clerk to write to them requesting lower speeds within the area. Some concern was expressed about the slippery surface of the ginnel alongside Richard III Hotel and it was agreed to add the ginnel to the weed areas within the specification within the land management tender documents.

Clerk

7.10 Office closure over festive period. The MKC reception would be closing on Thursday 21st December and re-open on Tuesday 2nd January 2018. The Clerk indicated that he might wish to work part of that period and it was agreed that this could be undertaken at home.

8. Planning (Clerk) Information/Decision required**8.1 Planning decision notices received since the last meeting:**

8.1.1 Full Planning Permission for One and a Half Storey Rear Extension and Loft Conversion, 49 The Springs Middleham DL8 4RB (REVISED PLANS) reference 17/00357/FULL GRANTED

8.1.2 Seven Dwellings incl. Associated Drives and Parking, Land East Of Sharp Hill Farm DL8 4QY reference 16/00921/FULL GRANTED

8.1.3 LBC to Replace Existing Front Door with New Timber Door in the Same Design with

Action

Two Double Glazed Upper Lights at 3 West End, Middleham, DL8 4QJ reference 17/00701/LBC **GRANTED**

8.2 Planning Applications.

8.2.1 LBC for Internal Refurbishment Including Removing a Load Bearing Wall, New Staircase, Additional First Floor Bathroom, New Bathroom Window and Landing Roof Light at Middleham Grange Market Place Middleham DL8 4NR 17/00816/LBC. The application was supported.

Clerk

8.3 Potential Planning Enforcement Issues. Yorkshire Dales National Park Authority, Full PP, The Forbidden Corner, Tuggill Park Estate, Coverham, Middleham R/60/30L. This matter had been raised as the application for retrospective approval had been withdrawn. Communication received from Yorkshire Dales National Park Authority advised that enforcement action had been instigated in relation to the unauthorised development and the Council would be consulted if required on any subsequent developments.

8.4 Other Planning Issues:

8.4.1 Report on meeting with RDC Conservation Officer re Article 4 Direction and draft revised conservation area rules. Cllr Byford reported upon a very constructive meeting attended by her, Cllrs Stocker and Shorrocks and the Clerk which made suggestions for inclusion in the draft revised guidance which would shortly be circulated for wider consultation within the community.

8.4.2 To consider whether RDC should take enforcement action regarding breaches of conservation area guidance. Details had previously been received from RDC's Conservation Officer of three properties within the conservation area there replacement windows and doors were not in accordance with the guidance and Council was asked to consider whether enforcement action should be undertaken. It was noted that Mrs Smith would initially engage with householders to secure agreement to take action. In discussion, Councillors felt that it was appropriate to ensure consistent application of rules within the conservation area and agreed that action should be taken.

Clerk**9. Finance (Clerk/IH) – Information/Decision required**

9.1 A copy of the receipts and payments for October and November (including a bank reconciliation as at 31 October 2017) had been circulated prior to the meeting.

The Clerk apologised that the Council and Charity finances were not fully separated at the current meeting.

9.2 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.

Clerk**9.3 Budget and precept for 2018-19**

The Clerk reported that he had attended the parish consultation meeting with RDC on 24 October 2017 outlining the precept setting process, a printed copy of which had been circulated.

A revised income and expenditure projection prepared by the Clerk had been circulated prior to the meeting. The following points were highlighted:

- The income and expenditure projections were based upon a 'business as usual' approach to the Council's activity;
- No additional objectives for the coming financial year had been identified by Councillors;

Action

- There were separate budgets for the Council and Inhabitant Householders.

Councillors noted their responsibility to set a budget, as set out in Law, summarised as follows, by the following process to calculate:

- The revenue expenditure that will be incurred performing its functions;
- Such allowances it estimates for contingencies for revenue expenditure;
- Financial reserves that will be appropriate to raise during the year;
- Financial reserves that are sufficient to meet a previous year's deficit (which is not the case in MTC).

There was not a separate budget for capital items, other than maintaining existing provisions for replacement of the defibrillator and the burial ground project that had been agreed at the previous meeting.

Unlike the previous year, there were no comments from the external auditor to be taken into consideration.

Cllr Byford advised that the RIII group wished to run a more ambitious programme in 2018. Noting that contributions might also be made to other community groups to support activities, an additional sum of £1500 was set aside for these purposes, to be allocated following applications for funding.

It was suggested that Council look into installing honesty boxes for parking fees in a similar way to Leyburn; the Clerk would look into this.

IT WAS RESOLVED

1. to adopt the budget for 2018-19 as submitted to the meeting, amended as discussed;
2. to approve a precept of £11,500 being the budget deficit; and
3. To authorise the Clerk to submit the precept application to the District Council.

It was noted that the tax base information would only be received from RDC on 22 December 2017. RDC had requested that the precept is advised to them by Monday 8 January 2018. Having adopted a budget it was agreed that there was no requirement for an additional meeting.

9.4 Transfer of Balances.

At the Council meeting on 24 May 2017 it was agreed that the accumulated revenue reserves should be split 40% /60% between TC and IH respectively i.e. £22,070.46 to TC and £33,105.69 to IH.

IT WAS RESOLVED to transfer the sum of £33,105.69 to IH.

Clerk

10. Central & Local Government Communications. The following documents have been circulated:

10.1.1 NHS Hambleton, Richmondshire and Whitby Clinical Commissioning Group (CCG) outcome of consultation on adult mental health services.

11. Correspondence, shared information and suggested items for the next agenda**11.1 Shared Information**

11.1.1 Citizens Advice Bureau Annual Report. It was noted that CAB was dealing with

Action

increased levels of debt and difficulties concerning the Universal Credit system and had dealt with 14 issues arising in Middleham where the highest enquiry area was Benefits & tax credits, 8 followed by Employment,2.

Clerk

11.1.2 Update on Jubilee Fountain. Richmond Buildings Preservation Trust (RBPT) had indicated that, subject to some further enquiries that MTC should make, it was willing to consider a funding application. It was agreed to discuss this further at the next meeting

Cllr Cade

11.1.3 School Council. It had previously been agreed following the meeting with the School Council that a follow-up meeting would be held. Cllr Cade agreed to liaise with Cllr Kirkbride who had previously offered to be the link with the School.

11.1.4 Annual planner for agenda items; noted.

Date and time of the next meeting: The next meeting shall be held on Wednesday 31 January 2018.

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

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

Minute 7.6 638/17**Terms of reference for a committee to consider the feasibility of a Community-Led Housing ('CLH') project in Middleham****Background**

At its meeting on 25 October 2017, it was resolved to set up a Committee to identify the potential costs/benefits/risks and additional workload that may be involved, both for MTC and the wider community, of a CLH development in Middleham.

Context

There is a shortage of affordable housing in Middleham. New housing developments in Richmondshire are required to provide 40% affordable housing. There are options available for local communities to play an active role in the provision of affordable housing either as part of a commercial development or as a standalone project. Local control can help ensure that prescribed levels of affordable housing are delivered and, through local control of letting criteria, ensure that housing needs of local people are prioritised. Such schemes have been successfully run elsewhere. This review will be undertaken to inform MTCs consideration of whether or not to progress with a CLH.

Membership

The Committee shall comprise Cllrs Byford, Fairhurst and Cade. The Committee shall elect a chairman at its first meeting. The Committee shall report its activities at each Council meetings.

Timescale

To submit a report and recommendation to a full Council meeting to be held before 31 March 2018.

Purpose

1. The Committee does not have any delegated authority.
2. At the current time there is no requirement to undertake a housing survey (as RDC has evidence of the established housing need in Middleham and will share that information with MTC. A housing needs assessment and local consultation may be required at a later stage.)
3. The Committee shall:
 - a. Briefly summarise the alternative models of community-led and self-build housing versus conventional Housing Association provision and identify those most suitable for Middleham, and the rationale for this selection;
 - b. Identify an indicative timescale for the key stages for a CLH project, from inception to completion of the buildings;
 - c. Governance
 - i. Draft outline terms of reference for a CLH Project Group to drive the project from inception through to completion prior to letting;
 - ii. Draft outline terms of reference for a CLH Management Group that will provide ongoing oversight of the running, letting and maintenance of the affordable properties;
 - iii. For both of the above Groups to summarise the desired collective mix of key knowledge, experience and skills, the time commitments required and suggest

- potential members that might be recruited from within the community of Middleham;
- iv. Identify the administrative, clerical, secretarial, legal, regulatory and bookkeeping support that might be required to support each of the above Groups and how this might be sourced and funded;
 - v. Identify the type of charity required to be established and the costs and procedural steps to do so; to consider the suitability of and process for converting the existing charity to an incorporated charity or the set up a new incorporated charity
- d. Identify potential sources of assistance:
- i. Funding;
 - ii. Advice on procedural, governance and organisational matters from RDC, Housing Associations and any other government or non-government organisations;
 - iii. Practical guidance and feedback from other Councils that have or are currently running CLH projects from which lessons might be learned;
4. To summarise the likely role of MTC in the CLH project and likely impacts on:
- i. Discussion time in Council meetings
 - ii. Councillor workload
 - iii. Clerk workload
 - iv. MTC finances
 - v. Corporate capability to oversee / operate within a complex and highly regulated environment;
 - vi. Existing commitments and responsibilities of the Council and in its capacity as Trustee to the charity.