

**Minutes of a Meeting of Middleham Town Council held in Middleham Key Centre on Wednesday, 31 January 2018 at 7.00 pm. (SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING)**

**Present**

The Chairman Cllr Mrs S Fairhurst, Cllr Byford, Cllr Mr M Cade and Cllr Prof B Shorrocks.

Clerk, Mr D Keep

County Cllr Mrs K Sedgwick, Sgt Sharon Findlay and members of the public as shown on the attached attendance list.

**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.

Mrs Thompson asked whether it might be possible to relocate a dog waste bin closer to Sharp Hill Close as there was a lack of disposal points in that area. The Clerk would look into this.

**Clerk**

Council would also take up the suggestion that the Middleham Herald publicise the need for residents to place tops on recycling boxes to prevent contents being blown away.

**Cllr Shorrocks**

The Chairman proposed to bring forward the agenda item regarding planning applications as a number of residents had specifically attended for this item.

**2. Planning**

**2.1 Planning decision notices received since the last meeting:**

2.1.1 Listed Building Consent for Change of Use and Alterations, Extensions to Create a Centre for People of the Racing Industry at Hill House And West Hill House, West End Middleham DL8 4QG reference: 17/00042/LBC **GRANTED**

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

2.1.3 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 **GRANTED**

**2.2 Planning Applications.**

2.2.1 Full planning permission for retention of redeveloped building and use of the building in conjunction with the Saddle Room catering facilities (Part Retrospective) at Bell Barn, Saddle Rooms, Tugill Park, Coverham R/60/30M. This application had been reviewed by email circulation prior to the meeting and no objection was raised to the building work itself although representation had been made regarding the impact on local roads of increased traffic, some of which accessed Forbidden Corner via a private road owned by the Council. Council also expressed frustration at a further instance where the applicant only sought planning permission after the works had commenced.

**Action**

2.2.2 Full Planning Permission for Replacement of Two Existing Kitchen Windows to the Side and Rear with Double Glazed Yorkshire Slider Windows in Wood and Repaint all External Doors and Windows in Farrow and Ball Paint Colour Lichen, Moat Cottage West End Middleham DL8 4QL reference 17/00869/FULL. This application had been reviewed by email circulation prior to the meeting and no objection was raised.

2.2.3 Full Planning Permission for Replacement of Existing Barn with Welcome Lodge, Change of Use of Agricultural Land to Camp Site with 11 Timber Camping Pods, Installation of Septic Tank and Associated Access at Field North Of Curlew Barn, East Witton Road, Middleham, DL8 4SG 17/00892/FULL.

The applicants, who were present at the meeting, kindly answered questions from Councillors and members of the public. These questions and general discussion covered a number of issues including: visual impact and scope for installing screening; potential noise nuisance and light pollution; whether there might be later expansion beyond the number of units within the original application; highways issues relating to visibility access from the proposed entrance; lack of off-road pedestrian access to Middleham; disposal and treatment of waste; safety issues, primarily for children, due to its proximity to a fast moving river; risk of flooding of the site; measures to mitigate environmental impact.

Council recognised that, aside from potential material planning considerations, there was potential for the development to support core local plan policies by creating sustainable tourism. It was proposed that a site visit be undertaken with the applicants to explore some of the issues raised in the discussion prior to reaching a decision. It was noted that the Planning Authority had already agreed an extension for receipt of comments until Monday 12 February to facilitate such a meeting. The Clerk would make the necessary arrangements.

**Clerk****3. Apologies.**

Apologies had been received from Cllrs Wheeler, Stocker and Kirkbride. The meeting was quorate and able to proceed to business and continued to be quorate even after Cllr Shorrocks apologised for needing to leave prior to the end of the meeting.

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

Cllr Shorrocks had declared an interest in 7.2.2 Planning Applications as the applicant.

**5. Minutes.****5.1 Minutes of the previous council meeting**

**IT WAS RESOLVED to accept the minutes of the Council meeting held on 29 November 2017 as a true and accurate record of the meeting.**

**5.2 The schedule of agreed actions.** The schedule was noted. Cllr Shorrocks and the Clerk would check the status of certain items relating to the website. The Clerk asked Councillors to update him when any items that he might not be aware were completed.

**Cllr  
Shorrocks/Clerk  
All**

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

7.

**8. Town Council (Clerk) – Information/Decision Required**

**Action****8.1 Councillors report of meetings attended and actions undertaken since the previous meeting.**

8.1.1 Boundary Review submission. Cllr Byford reported upon the background to the review and that a response had been submitted by MTC in response to the proposals received from the Local Government Boundary Commission for England that would place Middleham within the same ward as Leyburn. Opinions on this had been canvassed within the community with a consensus that Middleham would become a junior partner under this arrangement. The results of the consultation would be known later in the year.

8.1.2 Business Rates meeting at RDC. Cllr Byford reported that she had attended a briefing session held on 22 January 2018 which had outlined the basis of the recalculation in 2017, the appeals process and the 2017 Revaluation Discretionary Rate Relief scheme which capped the increases payable by smaller businesses arising out of the revaluation. Reliefs were available in decreasing sums over a 3 year period and RDC was urging smaller businesses to review their demands and contact it to check whether they might be eligible. The Council had shared the presentations from the session with the Business Forum.

**8.2 Police and Crime**

8.2.1 Police and Crime Commissioner Community Mapping Exercise. It was noted that a meeting would be held on 5 February 2018 as part of an initiative by the PCC to gain an understanding of community policing issues. The Council had organised attendance by Councillors and representatives from the school, church, businesses and the racing industry. Following brief discussion no specific issues were suggested by Council.

8.2.2 Community Drug Action Middleham. Cllr Byford reported upon an initiative to establish a strategy for action on drugs in the community involving different agencies and organisations. This was noted to have a particular relevance in the training industry where employers had a safeguarding role for young staff within their employment. Racing Welfare was organising a drug awareness session open to all the community on Wednesday 7th February at 6.30pm in the Key Centre which would be publicised by MTC. Cllr Byford proposed that the Council should nominate one of its number to act as the lead for this strategy and agreed to take on this role on an interim basis.

**Cllr Byford**

8.2.3 National Rural Crime Network. Details of this network that had been set up to ensure effective sharing of best practice in relation to challenging rural crime and anti-social behaviour was received for information.

8.2.4 New PCSO for Leyburn and the Dales. Sgt Findlay reported that in addition to Lucy Osborn who was newly appointed as PCSO, PCSO Tracie-Lee Taylor-Paige was now reassigned to support the area. PCSO Osborn was a local resident and already familiar with the area. She intended to shortly introduce herself to Council.

Sgt Findlay confirmed that the Pub Watch scheme was now operational within the Town. In response to Sgt Findlay, Councillors confirmed that there was feedback that there appeared to be a higher police profile within the community.

**8.3 Land Management Issues**

8.3.1 Report on Cobbles and other areas owned by the Council. Cllr Cade provided a verbal condition report, including loose stones outside Central Stores, Warwick House and a divot in Kirkgate. It was agreed that he would forward images to the Clerk to obtain estimates for repair, which would include a repair to the Council-owned road outside Warwick Cottage.

**Cllr Cade  
Clerk**

Other issues included:

	<b>Action</b>
<ul style="list-style-type: none"> <li>• There was noted to be large growth of weeds on Council land outside Brief Cottage, Kent House and Middleham House.</li> </ul>	<b>Clerk</b>
<ul style="list-style-type: none"> <li>• It was agreed to write to each householder at Bank Cottage, Brief Cottage and Middleham House where bins were permanently left outside.</li> </ul>	<b>Clerk</b>
<ul style="list-style-type: none"> <li>• On the ginnel between the church yard and Park Lane, the door into Middleham House's garden was permanently open and ivy was overgrowing the wall; it was agreed to write to the householder or his agent.</li> </ul>	<b>Clerk</b>
<ul style="list-style-type: none"> <li>• Tyres continued to be stored outside Middleham Motors which should be referred to NYCC Highways;</li> </ul>	<b>Clerk</b>
<ul style="list-style-type: none"> <li>• A grit bin had been removed from outside Middleham House. The Clerk would contact Highways.</li> </ul>	<b>Clerk</b>
<p>8.3.2 <u>Potential Flooding issues in West End.</u> Between meetings there had been concerns that the drains and gulleys were blocked and that homes might be affected. One of the drains outside Westwood House was owned by the Council; NYCC Highways had cleared this at the same time as drains on the highway and would do so in future. It was noted that although the drains had been close to overflow, there was no evidence that they were blocked or that excessive amounts of horse waste was an issue on this occasion. Council recognised that this was nonetheless the concern to the householder at times of heavy rainfall and agreed to look into the possibility of purchasing sandbags as an emergency measure.</p>	<b>Clerk</b>
<p>8.3.3 <u>Play Area Report.</u> The content of the report was noted. There were no matters requiring urgent attention at the current time.</p>	
<p>8.3.4 <u>Responsibility for maintenance of Ginnel by RIII Hotel.</u> Plans downloaded from the Land Registry showed that this land was owned by the Richard III Hotel. The Clerk was requested to write to the landlords pointing this out and asking that the area be maintained, kept tidy and clear of weeds.</p>	<b>Clerk</b>
<p>8.3.5 <u>Access across the Buses.</u> Recent communication received from the householder at Thistledene on Leyburn Road was discussed. Council agreed that this did not provide any new information in support of access across common land through a second entrance to the property and accordingly its position was unchanged. The text of a response was agreed, subject to review by the Council's solicitor.</p>	<b>Clerk</b>
<p>8.3.6 <u>Farm Subsidy Payments.</u> Information regarding subsidies that might be available was noted. It was recognised that the application process was potentially lengthy and complex and it was agreed to seek advice from a farmer regarding eligibility criteria before committing the Clerk to commence an application that ultimately might not be successful</p>	<b>Cllr Byford</b>
<p><b>8.4 Data Protection: new legislation.</b> Briefing notes received from NALC which the YLCA had strongly urged all Councillors to read was received. It was noted that the Council was obliged to appoint a 'data protection officer' under the new laws that would be effective on 25 May 2018. The Clerk reported that pro-forma documentation was expected from NALC and accordingly he was holding off drawing up an action plan until received. It was agreed that the matter be reviewed in detail at the next meeting in order to ensure that Council was fully compliant by the implementation date.</p>	<b>All</b>
<p><b>8.5 Review of Health &amp; Safety matters (standing item).</b> The recent fire at the Fish Bar in the Market Square was noted. It was unclear what the cause had been. Residents above the property had been temporarily rehoused.</p>	<b>Clerk</b>
<p><b>8.6 Licence of Key Centre.</b> The Clerk reported that progress with the revised lease had halted in the final quarter of last year. MKC Trustees had previously confirmed that the draft terms were acceptable. Following a further detailed review the Clerk had requested a number of minor changes which were noted and agreed to be acceptable. The Clerk was instructed to arrange engrossment of the licence.</p>	<b>Clerk</b>

**Action**

Robert Blackburn had forwarded a copy of the MKC insurance policy to the Clerk.

**8.7 Project Updates:**

8.7.1 Option agreement over land on Leyburn Road. Clerk reported that there was no further progress with the draft agreement, although Mr Scott was expecting to receive comments from the other side's solicitors next week. Savills had advised that there was no cause for concern arising from this delay.

8.7.2 Burial Ground. The Clerk had submitted a written progress. The key points were as follows:

- Pre-application advice had been received from RDC's planning officer including inputs from statutory consultees. No serious issues had been raised. It was agreed that a notice making residents aware of progress be distributed to neighbouring residential properties, the church and posted on noticeboards.
- A planning application had been drafted.
- Hydrogeological survey. Clerk has provided most of the information requested by the consultant. The survey is expected to be received during February 2018
- Statutory Grave Plan. This is being prepared. It was noted with some concern that a 'standoff' from the water pipes running across the site might severely impact upon the space available. Council would look at the possibility of providing an ashes scattering area at the Memorial Wood on the Low Moor.
- Burial Ground Rules. A draft has been prepared and will be circulated for comment.

**Clerk****Cllrs Fairhurst,  
Byford/Clerk  
Clerk**

8.7.3 MSCWA. As Cllrs Kirkbride and Wheeler were unavailable there was no report. It was felt that finalisation of a new MSCWA constitution, without which fund raising could not take place, was protracted.

8.7.4 Jubilee Fountain. Richmond Buildings Preservation Trust (RBPT) had previously agreed in principle that it would be prepared to fund a 'minor project' and was now suggesting that the Council should seek advice from Historic England and investigate Listed Planning Consent. Council recognised that there were arguments in favour of restoration as well as retention as a flower bed. It was agreed to carry out a straw poll of opinion in the town.

**All**

**8.8 Middleham Business Forum:** Cllr Byford reported that Forum members were supportive of RIII Festival and Tour de Yorkshire. She felt that it was a useful forum. A new membership had been requested.

**8.9 Events**

8.9.1 Tour de Yorkshire 2018. Some Councillors had attended the Roadshow held on 30 January. It was noted that funding was available for activities taking place on the day of the race itself and there was a relatively short deadline for submission of applications. Although Council was unlikely to take the lead in organisation or fundraising activities, it was agreed that a meeting of interested parties should be convened. It was hoped that the School might wish to lead as it would be a good link between the event and young people. Cllr Cade agreed to speak to the School and Kathy Wheeler, also a governor at the school.

**Cllr Cade**

8.9.2 Street Collection by Yorkshire Air Ambulance. An application had been received from YAA to make a street collection in Middleham. Despite RDC being named on the Government website as the appropriate authority for Street Collections, RDC had informed the Clerk that it only issue permits for the 3 major towns of Richmond, Hawes and Leyburn. Notwithstanding that it was not the appropriate authority, Council agreed that, subject to receipt of a completed RDC form, that YAA be authorised to conduct a street collection in Middleham.

**Clerk**

8.9.3 Richard III Festival

8.9.3.1 Copies of recent meeting notes were received for information. Proposed plans

**Action**

for the 2018 event were summarised, notably that a medieval banquet be held in MKC rather than a concert in the church. An afternoon service in the church might be held. . Cllr Byford reported that she would shortly submit the road closure notice for the current year.

**Cllr Byford**

8.9.3.2 Organisation of 2018 event. Cllr Byford reported that Cllr Wheeler had agreed to join the Committee which would now be able to continue as a Committee of the Council.

8.9.4 Centenary of end of WW1. MTC had previously signed up for 'The Battle's Over - A Nation's Tribute' to light the beacon on 11th November 2018. A guide to organising events has been received from Civic Voice. It was agreed to discuss with the church, school and local branch of the RBL whether there were any other plans in place.

**Clerk**

8.9.5 Stables Open Day 2018. Cllr Byford reported that she had met with Racing Welfare. The event would revert to being held on Good Friday.

**8.10 Premises Licence application for The Saddle Room, Tupgill Park.** There were no comments in relation to this application.

**9. Planning (continued)**

**9.1 Potential Planning Enforcement Issues.** There were no new matters or updates to report.

**9.2 Other Planning Issues:**

9.2.1 Conservation Area guidelines. A revised draft document was reviewed and agreed to be satisfactory subject to: rewording the section on replacement doors to make clear that wood was the preferred material where inappropriate replacements had been installed, and; removal of the image showing the chimney on the Old Town Hall.

**Cllr Byford****10. Finance (Clerk/IH) – Information/Decision required**

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

**10.2 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**

**10.3 Quarterly review of internal controls.** The Chairman and Cllr Byford had recently undertaken a review which revealed no areas of concern.

**10.4 Final budget and precept for next year.** The precept submission for 2018-19 in the sum of £11,500 (2017: £11,500) was noted.

**10.5 Internal audit arrangements for next year.** Kim Duke had indicated her willingness to continue.

**10.6 Agreement with Mrs Pip Land for provision of reports to D&S and Richmondshire Today.** The agreement was approved, subject to amending the hourly rate to LC1 SCP 15 of £8.873 per hour (being the lowest spine point for a part time clerk). The payments would be made annually in arrears in January for approximately 20 hours work.

**Clerk****11. Central & Local Government Communications. The following documents have been circulated:**

11.1.1 NHS Hambleton, Richmondshire and Whitby Clinical Commissioning Group

**Action**

(CCG) outcome of consultation on adult mental health services.

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

**12.1 Shared Information**

12.1.1 Letter from Chairman of NALC; key themes for 2018.

12.1.2 Friarage. An update from the recent public engagement was received and will be circulated.

12.1.3 Emergency Planning Event. The Clerk had attended the event on 15 December run by Community First North Yorkshire with North Yorkshire County Council's Community Resilience Team. The Clerk will review and update the existing plan on a newer template and bring to Council for review and approval.

12.1.4 Richmondshire Branch of the YLCA. The next meeting will be held on Friday, 9 February 2018 at 7.00pm, The Scorton Village Hall, Scorton, Richmond. Rishi Sunak MP would be the speaker.

**Clerk**

**12.2 Items for the next agenda**

12.2.1 It was agreed that publication dates for the Middleham Herald be discussed.

12.2.2 The Community Housing Committee would seek to meet before the next meeting.

**Clerk  
Cllrs  
Byford/Fairhurst  
and Cade**

**Date and time of the next meeting: The next meeting shall be held on Wednesday 28 February 2018.**

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

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