

**MINUTES OF THE MEETING OF THE
MALTON TOWN COUNCIL**

HELD IN COMMUNITY HOUSE, ON WEDNESDAY 28 MARCH 2018

PRESENT Councillors P Andrews (Mayor), Mrs J Lawrence (Deputy Mayor),
D Lloyd-Williams, P Emberley, G Lake, D Townsend, Mrs
A Hopkinson, M Dales and C Turner

IN ATTENDANCE Mrs G Cook (Clerk) and Rev J Manchester

APOLOGIES Councillor Mrs K Ennis and Miss J Ward (Assistant Clerk)

159. CODE OF CONDUCT

Members were reminded of their individual responsibility under the Code of Conduct in respect of making declarations of interest. If Members have already identified a situation which would require this, the declaration can be made now.

160. PUBLIC ACCESS

None

161. MINUTES

RESOLVED

That the Minutes of the Council Meeting held on 28 February 2018 be approved and signed as a correct record.

162. MATTERS ARISING

135. CCTV

Ryedale District Council had caused delays to project due to the legal process. Ryedale District Council previously had an agreement with RCIA to maintain the system. The new agreements are now in place and ownership of the obsolete equipment has been transferred back to RCIA through a Deed of Surrender, on the same day as the agreement came into force with Malton Town Council to carry out the administration.

The old assets were covered by the Town Council Public Liability Insurance. The order for the new equipment will be placed shortly, which has a 6-8 week lead time, following which, fitting takes approximately 3 weeks, therefore looking at some time in May.

The Fitzwilliam Trust have funded £10,000 towards the new scheme. Cllr Turner expressed his concern about delays.

163. FINANCIAL REPORT AND ACCOUNTS

Members noted the financial report showing the position as of 28th February 2018.

It was agreed that the Clerk to bring a revised budget to the April meeting.

Twenty five accounts were submitted for approval.

Salvation Army Brass Band	Donation	100.00	On-line Payment
Stuart Bainbridge	Additional Manpower	117.75	On-line Payment
JB Motors	Fuel	71.85	On-line Payment

MKM	Materials	218.05	On-line Payment
Harrisons Bar & Grill	Civic Service Refreshments	397.50	On-line Payment
Tate Smtih	Civic Service Drinks	81.88	On-line Payment
Gail Cook	Cemetery Plan Photocopies	12.00	On-line Payment
Ryedale Book Festival	Charity Dinner Ticket	35.00	On-line Payment
Complete Office Solutions	Office Supplies	84.50	On-line Payment
Fitzwilliam Trust	Rent 14/02 - 05/04 - LSW	139.73	On-line Payment
R Yates & Sons Ltd	Materials	59.89	On-line Payment
YLCA	Planning Seminar	115.00	On-line Payment
YLCA	GDPR Training	45.00	On-line Payment
inPrint Colour	Market Banners	184.80	On-line Payment
Coppins Systems Services	Computer Maintenance	30.00	On-line Payment
Big Boolies	High Viz Tabards - MIB	105.00	On-line Payment
Rodney Brewis	Reimbursement for Skips - LSW	1138.56	On-line Payment
HMRC	Additional Payment	996.06	On-line Payment
North Yorks Pension Fund	Pension Contributions - March 18	1584.66	On-line Payment
HMRC	Tax/NI - March 18	1597.83	On-line Payment
Staff Salaries	March Salaries 18	5537.73	On-line Payment
Npower	Xmas Lights Supply	257.00	Direct Debit
Spoton.net Ltd	MIB Website Subscription	48.00	Direct Debit
EE	Cemetery Mobile Phone	20.48	Direct Debit
XLN	Phone/Internet	54.64	Direct Debit
Total		13032.91	

RESOLVED

That twenty five accounts be approved for payment.

164. MAYORS ANNOUNCEMENTS

The Mayor reported as follows:-

- (i) **Functions Attended.** The Mayor had attended the civic service on 14th March at St Michaels Church. The Mayor would like to thank Cllr Emberley for his work on the Malton & Norton Area Partnership, Cllr Dales for his work on the CCTV project and Cllr Lloyd-Williams for his work on the Malton & Norton Neighbourhood Plan. The Mayor also attended the schools debating competition for 8-11 year olds at Ryedale House.
- (ii) **Waste & Minerals Plan.** The Mayor attended the meeting on 13th March of the EIP and had circulated the report.

Cllr Turner left the meeting.

165. NEIGHBOURHOOD PLAN STEERING GROUP

Cllr Lloyd-Williams reported that the steering group had now received the Old Malton Conservation Area appraisal document, which would go to the Steering Group in mid April.

The Norton Town Council Deputy Clerk was meeting with the consultant shortly to finalise the consultation document. It may be that the steering group would have to request funding from both town councils if the government does not provide additional funding in the future.

166. REPRESENTATIVES

MNAP

The installation of the board walk and bridge over the cut is now underway with a team of volunteers checking work on a daily basis.

The partnership were looking at a new project to improve the environment and streetscene of Castlegate. The next partnership meeting will be held on Tuesday 10th April, 10am at Community House, members of the public are welcome to attend.

Five Towns Meeting

A Five Towns meeting was held on 27th March. The Mayor reported:-

- (i) Sharon Fox, NYCC
Unfortunately Sharon had been unable to attend to report on the winter maintenance programme. Sharon had sent a written report which would be circulated to members.
- (ii) Plastic Free Ryedale
Nelly Trevelyan had attended the meeting to discuss Plastic Free Ryedale. Kirkbymoorside were moving towards the bench mark of a plastic free town and would welcome working together on this project with the other towns in Ryedale. It had been agreed that the clerk would send a letter to RDC asking them to discuss this issue at the RDC Scrutiny Committee. Members were asked to discuss the potential project with their respective business contacts in the towns.
- (iii) Whitewal Quarry
The Inspector at the EIP of the JWMP had required the allocation of land for for an extension of the quarry. Concerns had been raised by members of the public and members regarding road safety and licensing issues.
- (iv) GDPR Regulations
The new regulations would come into force on 25th May 2018. The clerk to circulate the toolkit to Members.

167. PLANNING APPLICATIONS

Seven applications to the Local Planning Authority were considered.

Application No	Applicant/Location	Proposal	Decision
18/00198/HOUSE	Hillside Cottage, Broughton Road, Broughton, Malton	Erection of single storey rear extension with attached conservatory (revised details to approval 17/00468/HOUSE dated 11.07.17)	RESOLVED Approved
18/00162/FUL	16 Castlegate, Malton	Change of use and alteration to former retail unit (Use Class A1) to hot food takeaway (Use Class A5) to include painting of shop front (Retrospective application)	RESOLVED Approved
18/00126/HOUSE	Willow Farm Cottage, Wykeham Road, Wykeham, Malton	Erection of single storey rear extension	RESOLVED Approved
18/00208/HOUSE 18/00209/LBC	40 Town Street Old Malton, Malton	Installation of timber window to south elevation at ground floor level	RESOLVED Approved
18/00175/FUL	Showfield Lane, Malton, YO17 6BT	Erection of extension to front elevation together with alterations to existing car park and addition of 13 parking spaces	RESOLVED Approved
18/00085/HOUSE	Sherwood, 65 Middlecave Road, Malton, YO17 7NQ	Erection of single storey orangery extension to the rear	RESOLVED Approved

168. CLERKS REPORT

(a) COUNTY BRIDGE HERITAGE LIGHTS

Leon Raymond, Electrical Inspector NYCC has reported that he is working on the Network Rail paperwork which once complete will enable him to instruct Ringway to dig test holes and install the new lighting columns. Leon will be providing MTC with an ongoing update of progress.

(b) GDRP (GENERAL DATA PROTECTION REGULATIONS)

It was **agreed** that the clerk attend a training course on GDPR at a cost of £45. The Council will be required to appoint a Data Protection Officer prior to the start date of 25th May 2018.

(c) TOWN COUNCIL INSURANCE

The clerk had negotiated with Zurich and reduced the cost from £3,226.44 To £2,747.41. The clerk has therefore instructed Zurich to prepare the renewal.

(d) RAINBOW LANE PLAY AREA

(i) The clerk had received confirmation that the application to RDC for Section 106 funding for an outdoor table tennis for Rainbow Lane play area had been successful.

RESOLVED

That the Clerk place the order for the new equipment once the first part payment (50%) has been received.

(ii) The Fields in Trust application to protect Rainbow Lane play area from future development had been submitted.

(e) WAR MEMORIAL

The steering group had been notification that Malton Fitzwilliam Estate would fund the railings around the memorial and that the application for funding from the RDC Community Grant Scheme had been successful. It was anticipated that work would begin in May.

(f) CEMETERY MANAGER UPDATE

FUNERALS

New Malton Cemetery - 1 double plot 7th March
Old Malton Cemetery - 1 single plot 1st March

OTHER WORK

- The re-siting of fallen grave stones in Malton cemetery.
- Widening of road entrances on junctions in Malton cemetery.
- Trimming back yew bushes, trees and clearing fallen branches both cemeteries.
- Install new marker bollards to road sides in Malton cemetery.
- Clean out blocked spouts and gulleys at Cemetery Lodge.
- Assist the public locating graves for purchasing and assist stone masons.
- Removal of dog bin Collingwood Gardens due to complaints.
- Repairs to fence at Rainbow Lane Play Area.
- Preparation all grass cutting machines ready to start grass cutting.
- Sowing of flower seeds for plants for gardens in cemetery and removal of flower tubs around the town.
- Repairs to old soil box and remove all wreaths from graves and top up sunken graves.
- Clear the snow and ice for funerals in both cemeteries.

(g) **PESTICIDE TRAINING**

It was **agreed** that Mike Todd, Cemetery Assistant attends a PA6A (Knapsack Sprayer refresher course) at Vale Engineering, Moor Monkton at a cost of £95.

(h) **TREE SURVEY**

It was **agreed** to instruct Mark Feather to carry out a survey of all trees in the cemetery and the War Memorial.

(i) **OFFICE ACCOMMODATION/CEMETERY CHAPEL WINDOW**

(i) The clerk had contacted the Public Works Loan Board regarding the different types of loans available to town councils.

An EIP Loan (Equal Instalments of Principal) borrowing example - £70,000 over 10 years at an interest rate of 2.21% would be an annual repayment of £8,213.66, total cost of loan £78,508.50.

(ii) The clerk had carried out a site inspection of the chapel of rest with Malton architect Ben Stone. Ben was preparing a detailed quote for the plans and specification for the refurbishment project required for the planning and listed building application.

(iii) It was **agreed** that the clerk contact the rates office to obtain the annual rates costs following the possible change of use of the chapel of rest.

(iv) It was **agreed** that the clerk obtain information to enable Members to look the possibility of the Methodist Chapel in Saville Street as another option for office accommodation.

(V) The drainage survey had been carried out on Friday 2nd March 2018, unfortunately the work had to be aborted due to heavily blocked drains. The clerk had received verbal confirmation from the loss adjusters that the issue was subsidence and was therefore not covered by insurance. The tarmac road and paths put in around 20 years previous had contributed to this issue with the added complication from tree roots. Both ends of the chapel would require underpinning.

It was agreed that the clerk obtain further information from Ben Stone regarding the schedule of works to repair the drainage and underpinning to both chapels in addition to the repair of the damaged window.

(j) **PAYROLL**

Members **approved** to outsource the payroll for Malton Town Council. The clerk had been notified by HMRC that the town council are not eligible for the small business allowance which had been claimed in the last three financial years and would therefore need to repay £8,000 back to HMRC to over a period of time to be negotiated.

RESOLVED

- (i) **That the council instruct Hardcastle France to carry out payroll services for the town council from 1st April 2018.**
- (ii) **The Clerk to send a letter to the Internal Auditor regarding the incorrect HMRC payments.**

(k) **RECRUITEMENT ASSISTANT CLERK**

RESOLVED

- (i) **That the Clerk increase her hours in April to full time.**

- (ii) To start the recruitment process and convene the first Staffing Committee meeting which will shortlist and interview the candidates for the post.
- (iii) That the Person Specification and Job Description for the role of Assistant Clerk be approved.

(1) **RDC STREETSCENE**

The service changes/improvements were still in the consultation period with staff, the new operating model will go live later in the summer. The new model does not require RDC Member approval as there are no planned policy changes.

The new operating model for Streetscene is following the same principles as the T2020 programme, this is just phase 2 with customers at the heart, improved use of IT, remove duplication and delivering efficiencies.

All feedback is welcome as Street Scene will operate in a transitional period to ensure they get things right as the changes are implemented.

One of the key changes being proposes is zone based working to fit in with the Community Team to be closer to the customer/communities they serve which has the added benefit of ensuring efficient, effective and maximised use of resources. Beckie Bennett and the new Depot Operations Manager will be attending a Malton Town Council meeting in due course.

(m) **ACCOUNTS PACKAGE**

It was **approved** that:-

- (i) The Town Council had gone over the threshold for operating a receipts and payments method of accountancy, therefore, we have to move to income and expenditure accounting. This would require changing from the current RBS Alpha accounts package to the RBS Omega package.
- (ii) RBS would carry out the transfer to Omega and train the clerk/assistant clerk for a one off fee of £550 in addition to the usual annual service cost £160. The first date available for the switch over and training on Monday 11th June 2018.

(n) **MALTON/NORTON REDUCING CONGESTION PROPOSALS STAKEHOLDER EVENT**

Cllrs Ennis, Lawrence and Lloyd-Williams and Clerk to attend the workshop on Wednesday 18th April 2018, 10am-1pm at St Peter's Church House, Langton Road, Norton.

169. **MEETINGS**

None

170. **NEXT MEETING**

Annual Parish Meeting	Wednesday 25 th April 2018 at 6.45pm
Council Meeting	Wednesday 25 th April 2018 at 7.15pm

..... TOWN MAYOR. MALTON TOWN COUNCIL