

MINUTES OF THE MEETING OF THE

MALTON TOWN COUNCIL

HELD IN COMMUNITY HOUSE, ON WEDNESDAY 23 MAY 2018

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

IN ATTENDANCE Mrs G Cook (Clerk), Rev J Manchester and County Cllr Mrs L Burr

APOLOGIES Cllr D Townsend

1. **ELECTION OF TOWN MAYOR**

Cllr D Lloyd-Williams proposed that Cllr P Andrews be elected Mayor, this was seconded by Cllr M Dales.

RESOLVED

That Cllr P Andrews was elected Mayor of Malton for the Council year 2018-19.

2. **MAYOR ACCEPTANCE OF OFFICE**

The Mayor duly signed the Acceptance of Office.

3. **ELECTION OF DEPUTY MAYOR**

Cllr P Andrews proposed that Cllr P Emberley be elected Deputy Mayor, this was seconded by Cllr A Hopkinson

RESOLVED

That Cllr P Emberley was elected Deputy Mayor of Malton for the Council year 2018-19.

Cllr A Hopkinson left the meeting at 7.35pm

4. **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.

Cllr Paul Emberley declared an interest in item 16(m)

5. **PUBLIC ACCESS**

Cllr L Burr reported:

- Cllr L Burr updated Members on the Joint Waste & Minerals Plan Examination in Public.
- NYCC Trading Standards Officers were monitoring the traffic following the HGV weight restriction changes at the level crossing, the results of the survey would be available in due course. Cllr Burr expressed concerns regarding the dangerous conditions for pedestrians and asked for Malton & Norton Town Councillors to work together and lobby hard to improve the current situation.
- The re-location of the livestock centre was moving forward slowly, all options regarding this project were being looked into.
- It was anticipated that the Broughton Manor roadworks were to be completed by the end of June 2018.

- Cllr Burr had spoken in County Council against a pay increase for County Cllrs which contrasted against cuts in services for children with special needs but the increase was approved.
- The Ryedale & Thirsk Area Committee meetings would be held quarterly, the meetings would rotate, with one meeting per year to be held in Ryedale. It was anticipated that Kevin Hollinrake MP would attend once a year at the September meeting.
- The NYCC Environment & Executive Committee had approved additional funds for Malton & Norton to alleviate flooding issues, it was agreed that the clerk obtain further information regarding this funding.

6. **MINUTES**

RESOLVED

That the Minutes of the Council Meeting held on 25 April 2018 be approved and signed as a correct record.

7. **MATTERS ARISING**

177. The Clerk had purchased Malton Town Council vinyl stickers for both sides of the flood pump which would be fitted in due course.
179. The Clerk and Mayor completed the Parish Council Election Charges questionnaire, which was endorsed by Members (previously circulated).
- 183e. A Member of Malton & Norton Rotary had been able to clean the Welcome to Malton sign without leaving any damage. It was agreed that the Clerk send a letter of thanks to Rotary.

8. **FINANCIAL REPORT AND ACCOUNTS**

- (i) Members noted the bank reconciliation showing the position as of 30th April 2018 with twenty six accounts submitted for approval.
- (ii) Members considered Annual Internal Audit Report for 2017-18.
- (iii) Members considered the Annual Return for 2017-18 for submission to the external auditor and confirmed the dates for the period of exercise of public rights would be 4th June to Friday 13th July 2018.

Mayor of Malton Town Council	Mayoral Expenses 01/05/18-31/03/19	1200.00	On-line Payment
Amberol Ltd	Malton In Bloom Station Planters	502.50	On-line Payment
Mick I'Anson	Reimbursement of Malton Cemetery Plants	60.00	On-line Payment
Domestic Heating Services	Boiler Service & Repair	13.92	On-line Payment
Weldon Mower Services	Mower Repair & Service	870.94	On-line Payment
Streetscape	Outdoor Table Tennis Table	5952.00	On-line Payment
Stuart Bainbridge	Additional Manpower	46.75	On-line Payment
Raymac	Grass Cutting Caution Signs	89.10	On-line Payment
TVC	Lady Spring Wood Boardwalk	10548.67	On-line Payment
Howarth Timber	Cemetery Materials	12.53	On-line Payment

Kirkbymoorside Town Council	Tickets Mayors Charity Ball	60.00	On-line Payment
J B Motors	Fuel	140.56	On-line Payment
Yorkshire Water	Old Malton Cemetery Water Qtr 4	7.88	On-line Payment
Yorkshire Water	New Malton Cemetery Water Qtr 4	111.84	On-line Payment
Shaw & Sons Ltd	Grant of Exclusive Right of Burial Book	117.88	On-line Payment
NYCC	Old Malton Temporary Vehicle Activated Signs	1399.20	On-line Payment
Gail Cook	Reimbursement of Interview refreshments	21.59	On-line Payment
North Yorks Pension Fund	Pension Contributions - May 18	1880.83	On-line Payment
HMRC	Tax/NI - May 18	1766.19	On-line Payment
Staff Salaries	May Salaries 18	4988.36	On-line Payment
Ryedale District Council	Cemetery Rates	67.00	Direct Debit
Npower	Energy - Church Clock Lighting	157.45	Direct Debit
Spoton.net Ltd	MIB Website Subscription	48.00	Direct Debit
EE	Cemetery Mobile Phone	21.31	Direct Debit
N Power	Energy - New Malton Cemetery Qtr 4	95.69	Direct Debit
XLN	Phone/Internet	63.05	Direct Debit
Total		30243.24	

RESOLVED

- (i) That twenty six accounts be approved for payment.
- (ii) That the Annual Internal Audit Report for 2017-18 be approved
- (iii) That the Annual Return for 2017-18 be approved

9. MAYORS ANNOUNCEMENTS

The Mayor reported as follows:-

- (i) **Functions Attended.** The Mayor had attended the Scampston Scramble on 13th May and the Deputy Mayor attended the Pocklington Mayor Making Service on 18th May.
- (ii) **Waste & Minerals Plan.** The Mayor presented his report on the plan including endorsement of the two submissions. (previously circulated).

RESOLVED

Members voted that in favour of the two submissions by the Mayor being endorsed by Members. Cllr M Dales abstained.

10. APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS

RESOLVED

That the Town Council be represented in 2018-19 on organisations, or in connection with topics, as follows:

Organisation	Representative
Yorkshire Local Councils Association	Cllr Andrews and Clerk

School Governors Malton School (Endowment)	Cllrs Mrs Hopkinson and Cllr Mrs Lawrence
Malton & Norton Dispensary Fund	Cllr Townsend Cllr Lake (Substitute)
Malton Museum Foundation	Cllr Andrews and Cllr Mrs Ennis
Ryedale Cameras in Action	Cllr Lloyd-Williams
Malton In Bloom	Cllr Turner
Malton & Norton CAP Group	Cllr Mrs Lawrence
Malton & Norton Area Partnership	Cllrs Emberley (Chairman) and Cllr Lloyd-Williams
Ryedale 5 Towns Group	Cllrs Townsend & Andrews. Cllr Lloyd-Williams (substitute)
Ryedale Market Towns Working Group	Cllrs Mrs Lawrence and Cllr Townsend Cllr Lake (Substitute)
Milton Rooms	Cllr Andrews
Flooding Response Group	Cllr Dales

11. DISTRICT COUNCIL CONSULTATION ON THE CONGESTION AND INCREASE IN RAIL TRAFFIC

Members raised concerns and discussed the increased congestion and dangerous conditions for pedestrians at the railway crossing.

It was suggested that a joint Malton & Norton Steering Group meeting to be arranged to include Members of Malton Town Council, Norton Town Council, M&NAP, NYP, Jason Aldrich and Kevin Hollinrake MP.

RESOLVED

- (i) That the Mayor, Deputy Mayor and Clerk to make the necessary arrangements for a meeting of key stakeholders
- (ii) That a letter be sent to RDC in response to the WSP consultation confirming the following concerns:-

- The railway crossing priorities should be reconsidered
- There should be a four way junction from Broughton Road to A64
- York Road/Musley Bank junction should be improved
- A one-way system in Malton town centre should be investigated
- No additional development beyond the numbers specified in the Ryedale Local Plan should be allowed until the infrastructure issues have been resolved
- The Ryedale Local Plan requires amendment, so as to ensure that country areas take their fair share of new development.
- Subject to the above, the Council supports the additional rail services in principle.

12. NEIGHBOURHOOD PLAN STEERING GROUP

Cllr Lloyd-Williams reported that the steering group met and agreed minor changes to the plans that have now been provided. Once the plans had been amended, the group would proceed to the first consultation stage, which would be publicised widely. Cllr Lloyd-Williams thanked both clerks for their involvement.

13. **REPRESENTATIVES**

Malton In Bloom

Cllr Turner reported that Malton In Bloom had suffered a lot of vandalism this year, box trees had been pulled up at the war memorial, Railway Bridge and County Bridge had also suffered. The new planting would be installed on 1st June. Malton In Bloom were continuing to recruit volunteers on the community side. It was **agreed** to send Elizabeth a letter of thanks.

M&NAP

Cllr Emberley reported that the riverside project was progressing well. Jason Aldrich had approached the partnership to carry out a project in Castlegate.

Ryedale Market towns Promotion

Cllr Lawrence reported that RDC had awarded £10,000 to Welcome to Yorkshire to promote Ryedale. No other funding would be allocated to tourism projects unless it is funded from the New Homes Bonus pot. RDC would be looking to work with small businesses in the future.

Malton Museum Foundation

Cllr Andrews and Lloyd-Williams reported that the foundation was now a charitable organisation. Concerns had been raised regarding the ownership of the Kirk Collection. Until this issue had been resolved, the renewal of accreditation as a museum could be difficult, as clarification of the ownership is required.

14. **PLANNING APPLICATIONS**

Seven applications to the Local Planning Authority were considered.

Application No	Applicant/ Location	Proposal	Decision
18/00395/CLOPUD	Woodcote 6 Castle Howard Drive Malton	Certificate of Lawfulness for a proposed use or development in respect of enclosure of existing porch, conversion of existing integral garage to habitable accommodation and erection of single garage approved under application ref. 14/00327/HOUSE dated 09.05.2014	<u>RESOLVED</u> Approved
18/00303/FUL	Malton Enterprise Park 1 Cherry Farm Close Malton	Erection of three units for office/light industrial, storage and distribution use along with associated parking, use classes B1, B2 and B8	<u>RESOLVED</u> Approved
18/00338/FUL	4 Saville Street Malton	Installation of replacement shop front and façade to include installation of 2 no replacement windows at first floor level	<u>RESOLVED</u> Approved
18/00387/LBC	34 Princess Road Malton	Replacement of 1 no first floor timber single glazed front window and 2 no timber single glazed rear windows with timber double glazed windows	<u>RESOLVED</u> Approved
18/00377/FUL	Malton & Old Malton Cricket Club Old Malton Road Malton	Erection of a toilet block together with siting of unit to form changing rooms and associated facilities and retention of existing storage container both for a temporary period of five years	<u>RESOLVED</u> Approved
18/00043/ADV	Wm Morrisons Castlegate Malton	Installation of internally illuminated fascia sign to front entrance of shop, internally illuminated fascia	<u>RESOLVED</u> Approved

		sign to side elevation and free-standing externally illuminated sign to front vehicular entrance - all to replace existing signage	
18/00434/FUL	Linden Homes East The Showfield Pasture Lane Malton	Erection of 6 no 3 bedroom dwellings (substitution of house type for plots 107-112)	RESOLVED Approved

15. **CLERKS REPORT**

a) **GDPR (GENERAL DATA PROTECTION REGULATIONS)**

The General Data Protection Regulation (GDPR) came into force on 25th May 2018. It was one of the most significant pieces of legislation affecting all organisations, not only councils, for some time. It was an EU directive and as at the time of writing, would not be affected by Brexit.

There was 6 lawful bases for holding personal data, the majority, if not all our activity, falls into one of the six categories; the Data Audit, governs how we handle and process the data. It needs stressing that a 'data breach' could carry large fines, so the whole council had to make changes and it is important to understand these and why we had to make them.

The Clerk advised that all Members of MTC should have a separate MTC email account for council business and not use their private email accounts. If possible, Members should be conducting MTC business through their MTC email accounts by the end of June.

- (1) Data Audit
- (2) General Privacy Notice
- (3) Staff & Councillor Privacy Notice
- (4) Consent Form
- (5) Social Media & Electronic Communication Policy
- (6) Security Incident Policy
- (7) Computer & Telephone Misuse Policy
- (8) Information & Data Protection Policy
- (9) Appoint Data Protection Officer if required (awaiting YLCA cost)

RESOLVED

- (i) **That the Data Audit, General Privacy Notice, Staff and Councillor Privacy Notice, Consent Form, Social Media & Electronic Communication Policy, Security Incident Policy, Computer & Telephone Misuse Policy, Information & Data Protection Policy be approved.**
- (ii) **That YLCA be appointed as the Data Protection Officer if required.**

(b) **CEMETERY MANAGER UPDATE**

FUNERALS

New Malton Cemetery - 1 single plot 3rd May and 4th May.

OTHER WORK

- Arrange for repairs to tractor
- Remove flower planters from Railway Street bridge
- Remove poppy wreaths from monument, York Road
- Attended training grass cutting training course with RDC Street Scene staff on Friday 11th May
- Repair fence at Rainbow Lane play area

(c) **INTERNAL CONTROLS**

The quarter 4 members audit was carried out on 1st May 2018 by Cllrs Mrs Hopkinson and Lake. It was agreed that effective financial management was in place and that quarter four of the accounting year 2017-18 had an adequate system of internal control. The signed checklist would remain on file.

(d) LADY SPRING WOOD

Members were informed that there was Giant Hogweed in Lady Spring Wood. FTC would fund the Trust for Conservation Volunteers to herbicide invasive and poisonous species along the riverside this spring and to include the area inside the MTC leased area this year.

(e) RYEDALE FUNDING & VOLUNTEERING FAIR

Thursday 7th June 2018 11am-4pm at the Milton Rooms, Malton. Community First Yorkshire would be offering advice in securing funding and volunteers for local projects. Funders include RDC, Big Lottery Fund, Two Ridings Community Foundation, NYCC Stronger Communities and The Sir George Martin Trust

(f) MALTON/PICKERING CYCLE ROUTE

Ryedale District Council had previously commissioned Sustrans (a sustainable transport charity) to investigate the feasibility of creating a cycle route between Malton, Norton and Pickering.

RDC now have an opportunity to bid for funding to deliver this project and WSP Ltd had been commissioned to develop the proposals and to provide engineering, planning and 'buildability' assistance to continue towards this bid. WSP were proposing the route as set out on the accompanying plan between Malton to Pickering via Kirby Misperton. It was **agreed** to send a letter of support

(g) RYEDALE PARISH LIAISON MEETING

The next meeting would be held Wednesday 13 June 2018, 7pm at Ryedale House, Malton.

(h) FABRIC SHOPPING BAG INITIATIVE

The Mayor of Norton had requested Members comments on a fabric shopping bag joint initiative with Norton Town Council. The bags would have Malton on one side and Norton on the other. Cost for 5,000 would be 6.45p per bag or 10,000 was 63p per bag. Retailers could sell the bags for £1 which would support the reduction of plastic in both towns. It was **agreed** that this project be referred to the next Ryedale Market Towns meeting.

(i) 2018-19 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) had reached agreement on a 2% cost of living increase for local council employees with effect from 1 April. It was **agreed** to award the 2% increase to all MTC staff.

(j) CODE OF CONDUCT

The clerk circulated the amended Code of Conduct to include harassment to all Members. It was **agreed** to adopt the amended document.

(k) STREET NAMING CONSULTATION

Members noted the consultation by Ryedale District Council on the suggested name of 'Harebell Road' to serve as the street name for development at allotments, Broughton Road, Malton. It was **agreed** to approve the suggested street name.

(l) OFFICE ACCOMMODATION & CHAPEL REPAIR

Members were presented with a 10 and 20 year cost analysis of options for office accommodation and chapel repair following the feasibility study of the cemetery chapels carried out by PPIY.

Cemetery Chapel

- Option 1 - Urgent repair works
- Option 1a - All repair works
- Option 2 - Cemetery staff facilities
- Option 3 - Office accommodation

The Old Town Hall Rates approximately £3,200 per annum, in addition to Malton Cemetery rates of £4,000, annual rent £5,135, total cost £12,335 per annum.

The Wesley Centre Saville Street, annual rent £4,850 in addition to SLA (cost to be confirmed).

RESOLVED

- (i) That Members approve the relocation of the Town Council office from Community House to the Wesley Centre, Saville Street by December 2018 if possible.
- (ii) That option 2 (repair of the chapels and conversion of the chapel of rest to cemetery staff facilities) be approved in principle.
- (iii) Clerk to look into available funding for this project, such as the Public Works Loans Board and external funding options.

16. MEETINGS

- Ryedale Parish Liaison, 13th June 2018, 7pm at Ryedale House, Malton
- Malton & Norton Community & Police Meeting, 24th May 2018, 7pm at Community House
- Electric Vehicle Charging Points Introduction, 25th June, 12.30-1.30pm at Ryedale House
- Malton Fitzwilliam Estate Annual Ward Walk, Monday 25th June starting at 6pm from the Estate Offices

17. NEXT MEETING

The next Town Council meeting:- Wednesday 27th June 2018 at 7.15pm.

..... TOWN MAYOR. MALTON TOWN COUNCIL