

Gail Cook
Town Clerk
Tel: 01653 609888
E-mail: clerk@malton-tc.gov.uk



The Wesley Centre
12 Saville Street
Malton
YO17 7LL

MALTON TOWN COUNCIL NOTICE OF A MEETING OF THE COUNCIL

You are hereby summoned to attend the Malton Town Council to be held at **Ryedale House, Malton, YO17 7HH on Wednesday 22nd February 2023** commencing at **6.15pm** for the purpose of transacting the following business.

Members of the Press and public are also welcome to attend.

AGENDA

1. **Presentation of the Local Council Quality Gold Award by the President of YLCA, Derek Liddell**
2. **Presentation by James Farrar, York & North Yorkshire Local Enterprise Partnership**
3. **Declarations of Interest**
To receive any declarations of interest not already declared under the Town Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests
4. **Apologies**
To receive apologies and reasons for absence.
5. **Mayor's Announcements**
To receive details of the Mayor's official engagements and other associated town issues
6. **Public Access**
To allow residents of the Malton Parish to speak.
7. **County & District Member Reports**
To receive reports from Members of North Yorkshire County Council & Ryedale District Council
8. **Minutes. For Resolution**
To approve the Minutes of the Meeting of 25th January 2023
9. **Financial Report and Accounts. For Resolution**
 - (i) To note the bank reconciliation for period ending 31 January 2022
 - (ii) To consider the financial report to 31 January 2022
 - (iii) To authorise payment of accounts
10. **Planning Matters. For Resolution**
To consider and make recommendations on applications for planning permission referred to the Town Council and receive decisions notified by Ryedale District Council.

11. **Report of the Town Clerk. For Resolution**
To receive report and consider appropriate action
12. **Lone Worker Policy Review. For Resolution**
To receive policy for consideration
13. **Invitation to Submit Expression of Interest for Piloting Double Devolution. For Resolution**
To receive Expression of Interest and consider appropriate action.
14. **Action Plan Review. For Resolution**
To receive plan for consideration.
15. **North Yorkshire Parish Charter. For Resolution**
To receive the draft Parish Charter and consideration.
16. **Representatives**
17. **Members Questions**
18. **Date of next Malton Town Council Meeting.** Wednesday 29th March 2023, 6.30pm at Ryedale District Council, Ryedale House, Malton, YO17 7HH

Signed: G Cook
Mrs Gail Cook, Clerk to Malton Town Council



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

**HELD AT RYEDALE HOUSE, MALTON, YO17 7HH
ON WEDNESDAY 25th JANUARY 2023 AT 6.30PM**

PRESENT Councillors I Conlan (Mayor), L Burr MBE (Deputy Mayor), P Andrews, J Aldrich, G Boler, M Brampton, M Carpenter, K Ennis and S Hawes

IN ATTENDANCE Mrs G Cook (Clerk) and Mr Tim Hicks (Deputy Clerk)

OTHERS None

APOLOGIES Councillors Oxley, Pritchard, Thackray and Bishop Graham Cray

128. PRESENTATION

Due to illness the presentation will be postponed until the Parish Assembly.

129. CODE OF CONDUCT

Members were reminded of their individual responsibility under the Code of Conduct in respect of making declarations of interest and that any declarations should be made now.

Councillor L Burr (MBE) declared an interest as a County Councillor, Councillors Andrews & Oxley declared an interest as District Councillors.

Cllr Conlan as a member of 20s Plenty and the West Malton Campaign Group

Cllr Oxley declared an interest in agenda item 14.

130. MAYOR'S REPORT

I was gutted yesterday with news that Ryedale District Council have insisted that the Pump Track needs planning permission, effectively killing off our bid for CIL money for the project from RDC before all the CIL money is absorbed into the new North Yorkshire Council on 1st April, and I understand from Cllr Keal at RDC that the all remaining CIL money is going the same way instead of local projects. Our clerk has spent much of her Christmas break working on this bid, and I feel strongly enough about this state of affairs as to urge members to make their views felt at County Hall at the 10.30am meeting of Full Council on the 22nd February, at which I intend to register to speak, and to suggest to members we might wish to demonstrate as a council beforehand for half an hour beforehand and invite the press on this issue. There is already a demonstration being organised about 20s Plenty, and the issue of local democracy and accountability is I believe pertinent to both.

I was privileged to be nominated to speak on Radio York at 12.15pm yesterday Tuesday 24th January by the speaker of the previous day who I know, Anna Semlyen, National Co-ordinator for 20s Plenty. As well as speaking about the staggering popularity of the 20s Plenty campaign in North Yorkshire, I sung the praises of our clerk, and the support of this council for popular things the community want such as

Skate Park and Pump Track, but I did mention the issue of the CIL money too. You can hear the full interview here [Jonathan Cowap - 24/01/2023 - BBC Sounds](#) 2hr 17mins in.

I am going to watch the Pantomime at the Milton Rooms on Saturday, and there were still a number of tickets still available even on the final evening when I booked earlier this week, so I would encourage members to go, and support our local young people as well as be entertained.

The Malton and Norton Neighbourhood Plan 6-week consultation is being launched this week, with the consultation document mailed to all residents, and a Press Release that has been published in the Gazette, at which I felt it was important to be jointly photographed and quoted with the Mayor of Norton as this is a joint plan of both councils. I want to thank the Clerk, Deputy Clerk, and Cllr Pritchard for the exceptional work they have done to ensure this has proceeded to this point in an efficient and competent manner, and working closely with our Planning Consultant to make sure we are fully compliant with legal technicalities. I would like to extend an opportunity now to allow them to explain and answer any questions about the process, so you are better able to answer resident's queries.

131. PUBLIC ACCESS

None

132. COUNTY & DISTRICT COUNCIL MEMBER REPORTS

Cllr Burr gave an update on her role as a County and District Councillor

133. MINUTES

RESOLVED

That the Minutes of the Council Meeting held on 14th December 2022 be approved. Proposed by Cllr Ennis, seconded by Cllr Andrew. Councillors Burr, Carpenter and Hawes. All other Members approved.

134. FINANCIAL REPORT AND ACCOUNTS

- (i) Members noted the bank reconciliation, financial report showing the position as of 31st December 2022 and Internal Audit report.
- (ii) Thirty one accounts were submitted for approval

| | | | |
|---------------------------|---|---------|-----------------|
| Modicum Planning | Neighbourhood Plan SEA Report Amendment | 450.00 | On-line Payment |
| Angela Wright | Chapel Cleaning | 100.00 | On-line Payment |
| Tate-Smith | Orchard Fields Interpretation Boards Refreshments | 58.18 | On-line Payment |
| Eazy Office | Replacement Printer & Cartridges | 1954.80 | On-line Payment |
| Stuart Bainbridge | Additional Manpower | 184.25 | On-line Payment |
| Hardcastle France | Payroll Services | 1008.00 | On-line Payment |
| John Taylor & Co | New Malton Cemetery Bell Refurbishment | 5796.00 | On-line Payment |
| Fitzwilliam Malton Estate | Orchard Fields Lease | 600.00 | On-line Payment |

| | | | |
|------------------------------|--|-----------------|-----------------|
| Survey Monkey | Neighbourhood Plan Survey | 268.80 | On-line Payment |
| Vertigrow Ltd | Replacement plants | 410.20 | On-line Payment |
| Flexibubble Art | Neighbourhood Plan Map Design Amendments | 210.00 | On-line Payment |
| MKM | Insulation Boarding | 221.10 | On-line Payment |
| Videcom | CCTV Maintenance | 1166.40 | On-line Payment |
| F G Adamson & Son | Tractor Repair | 134.55 | On-line Payment |
| J B Motors | Fuel | 139.51 | On-line Payment |
| R Yates & Sons Ltd | Stamps, Wild Flower Seed | 58.55 | On-line Payment |
| HPE Printers | Neighbourhood Plan Summary Printing | 1175.00 | On-line Payment |
| Yorkshire Audit Services | Internal Audit | 410.00 | On-line Payment |
| Clerk | Eye Test | 29.00 | On-line Payment |
| Ryedale District Council | Room Hire | 70.31 | On-line Payment |
| Coppins Systems Services | Replacement Laptop - Clerk | 465.00 | On-line Payment |
| North Yorkshire Pension Fund | Pension Contributions January 23 | 1846.66 | On-line Payment |
| North Yorkshire Pension Fund | Pension Contributions November 22 | 2554.50 | On-line Payment |
| HMRC | Tax/NI Contributions January 23 | 1934.63 | On-line Payment |
| HMRC | Tax/NI Contributions November 22 | 3081.90 | On-line Payment |
| Staff Salaries | Salaries | 5452.37 | On-line Payment |
| Ryedale District Council | Cemetery Rates | 86.00 | Direct Debit |
| Square One | Chapel Broadband | 54.61 | Direct Debit |
| Spoton.net Ltd | MTC Website & Email Subscription | 67.20 | Direct Debit |
| Brandsby Wilson | Chapel Lane Parking Permit | 20.00 | Direct Debit |
| EE | Town Council Mobile Phones | 76.18 | Direct Debit |
| Total | | 30083.70 | |

RESOLVED

That thirty one accounts be approved for payment. Proposed by Cllr Hawes, seconded by Cllr Ennis. All other Members approved.

135. POLICY REVIEW

Members reviewed the following documents (previously circulated):-

- (i) Financial Regulations
- (ii) Risk Assessment Management Policy
- (iii) Review of Internal Audit
- (iv) List of Regular Direct Debit Payments
- (v) Equality & Diversity Policy

RESOLVED

That the Malton Town Council approve the five documents above. Proposed by Cllr Ennis, seconded by Cllr Carpenter. All other Members approved.

136. **REPORT OF THE TOWN CLERK**

(a) **CEMETERY MANAGER UPDATE**

FUNERALS

New Malton Cemetery

| | | |
|-----------------|-----------------|----------------------|
| Interment Ashes | Grave No: 7065a | Colin Malcolm Coates |
| Interment | Grave No: 5565 | Michael David Palmer |
| Interment | Grave No: 5173 | Howard Keith Morris |

Old Malton Cemetery

| | | |
|-----------|----------------|-----------------|
| Interment | Grave No: 1305 | Evelyn Thompson |
| Interment | Grave No: 1275 | Geoffrey Magee |

New Headstone

Two new flat stones Margaret Briggs & Jenny Fletcher
New headstone George Gadd

OTHER DUTIES

Planted three new trees on Milton Avenue, Malton donated by Councillor Ennis
Assisted with the installation of the Christmas tree at Market Place, Malton
Installed new planter and tree on Yorkersgate
Installed tree guards on trees on Milton Avenue, Malton

(b) **COMMUNITY ENGAGEMENT**

Multi-Agency Drop In Sessions

To be held at the Wells Lane Community Centre, Malton 10-11am

11th January, 15th February, 15th March, 19th April and 17th May

(c) **MEETINGS/EVENTS ATTENDED**

| | |
|-------------|--|
| 24 November | Multi-Agency Problem Solving on-line meeting |
| 24 November | Meeting current Maintenance Contractor |
| 26 November | Mayors Christmas Carol Concert, St Michael's Church |
| 29 November | Meeting Roost, Carrie Pillow, Internal Auditor |
| 30 November | NYCC on-line Briefing |
| 30 November | RDC on-line meeting - replacement/refurbishment of town finger posts |
| 30 November | Full Council Meeting |
| 1 December | M&N Neighbourhood Plan on-line meeting |
| 1 December | Cemetery Manager & Deputy Clerk staff development review |
| 5 December | Meeting Taylors Bells re installation of refurbished bell |
| 7 December | Loftus Christmas Lights site evaluation |
| 8 December | Multi Agency Problem Solving on-line meeting |
| 12 December | Multi-Agency Drop In Event – Free Fridge |
| 12 December | Malton In Bloom & Tidy Group Christmas Gathering |
| 14 December | Drop In Event – Malton Secondary School |
| 14 December | Full Council Meeting |
| 21 December | Site meeting with electrical contractor re Chapel lighting |
| 22 December | Ryedale Clerks Joint Meeting at National Park Office, Helmsley |
| 4 January | Meeting Joe Kent, RDC Street Scene |

10 January Wilfred Jackson Trustees Meeting
11 January Multi Agency Drop In Event – Free Fridge
Weekly meetings with the Mayor and Deputy Mayor at 8.40am Tuesday

(d) **MORRISONS RAILINGS**

The Clerk and Councillor Aldrich are liaising with Morrison's and NYCC to ensure the railings are repaired and the site is cleared up. The Town Council has received complaints from residents on Castlegate with regard to the mess that has been left due to an accident, this has now been ongoing for a significant amount of time.

(e) **MALTON & NORTON TIDY GROUP UPDATE**

“As magically as the litter appears, it also magically disappears. It is fair to say that the cleanliness of Malton and Norton-on-Derwent is due in no small part to the volunteers of Malton and Norton Tidy Group.

They started out litter picking to make our community look tidy, look cared for but as time has passed you realise that some of this stuff is not going to go away anytime soon so its removal is for the good of the environment too.

Malton and Norton Tidy Group has had another "successful" year collecting a record 543 bags of litter, plus debris, from the roadsides, verges, open spaces, laybys, and a few bits of private property (is anyone going to object to volunteers clearing litter from their surrounds?) across our community.

The number of bags was boosted somewhat by the clearance of a couple of laybys on the A64 Malton bypass - 50 bags plus lots and lots of debris (tyres, crates, cones, worktops, shoes and what looked like the national collection of plastic cutlery). The A64 is the real blight through our community.

They also helped a member of Malton and Norton Canoe Club and Streetscene clear a substantial amount of debris from the River Derwent between the two road bridges - shopping trolleys, bicycles, traffic signage and roadside grates included.

In addition to litter picking a bit of sweeping and weed removal has taken place. The traffic islands in York Road, Welham Road and Scarborough Road cleared of bags full of soil and weeds, and pavements in Langton Road and Beverley Road cut out and swept.

3,953 bags of litter have been collected by the Tidy Group in the past 10 years.

At the last meetup in Norton there were 15 volunteers in attendance, and news that a further 6 people were likely to have headed out from home.

Scarborough Road from the traffic lights to Brambling Fields (4 bags)
Westfield (2 bags)
Wood St and around town, Langton Rd - Bazleys Lane - Welham Rd (7 bags)
Welham Hill (6 bags)

Level crossing area - County Bridge island - Taylor and Brown's yard - Sheepfoot Hill (9 bags)
Castlegate - Newbiggin (1 bag)

Norton Rd and the station area, York Rd was picked last Sunday (4 bags)

Next pick - Beverley Road, Brambling Fields roundabout, Wentworth Street car park and Middlecave Road.

The Tidy Group is fully supported by Streetscene with the provision of bags, pickers and hi-vis, and the collection of filled bags. Going forward with the new North Yorkshire Council it is hoped that this cooperation continues as there are numerous individuals, groups and communities across the county doing voluntary litter picking. We will be doing our best to continue the good work”.

(f) **BE SAFE, FEEL SAFE – GUIDANCE TO HELP KEEP YOU SAFE THIS WINTER**

Warm and Well in North Yorkshire raises awareness of the impact of cold homes on our health and wellbeing, offers practical solutions to reduce fuel poverty and supports people and communities to stay warm and well in their homes.

Tel: 01609 767 555

Email: wnw@northyorkslca.org.uk

Web: <https://www.warmandwell.org.uk>

(g) **INTERNAL AUDIT/INTERNAL FINANCIAL CONTROLS**

The Clerk worked with Janet Bennett, Yorkshire Audit Services for a full day on Monday 9th January, assisting Janet with the audit. A few minor issues were highlighted which were corrected on the day by the Clerk.

Councillor Hawes and Ennis will be carrying out the quarter three internal financial controls at 10am on 18th January.

RESOLVED

That Members approve the report of the Town Clerk. Proposed by Cllr Andrews seconded by Cllr Ennis. All other Members approved.

137. PLANNING APPLICATIONS

22/01326/LBC

External and internal alterations to include removal of 1no ATM cash machine, and installation of window, replacement of 1no ATM cash machine with illuminated sign and CCTV camera

HSBC, 27 Market Place, YO17 7LU

RESOLVED

Refusal of the loss of a well used ATM by the general public and request that it this application is heard by the full planning committee. Approval for the CCTV and upgrade.

Cllr Ennis proposed, Cllr Carpenter seconded. Councillors Andrews & Brampton abstained. All other Members approved.

22/01340/LBC

Erection of a general purpose agricultural building to include the housing of livestock at Willow Farm, 123 Town Street, Old Malton, YO17 7HD

RESOLVED

Approved

Cllr Carpenter proposed, Cllr Boler seconded.

Councillor Andrews abstained. All other Members approved.

22/01274/HOUSE Erection of single storey rear extension
Amboy House, Town Street, Old Malton, YO17 7HD
RESOLVED **Approved**
 Cllr Ennis proposed, Cllr Hawes seconded.
 Councillor Andrews abstained. All other Members
 approved.

Councillor Brampton left the room whilst this following application was discussed by Members.

22/01171/73A Variation of Conditions 02, 03 and 06 and removal of Conditions 04, 05 and 08 of
planning refusal 18/01035/FUL dated 25.06.2019 as allowed on appeal ref
APP/Y2736/W/19/3241398 dated 21.04.2020 at Land At Derwent Mount York
Road Malton North Yorkshire

This application was last with us in November. I have asked Ryedale to explain the differences from the last application, they responded as follows: All of the outward facing roof light windows have been omitted. An internal rearrangement of the two bathrooms show two small additional high level windows on the northern wall. On the internal west facing roof slope the solar panels have been deleted and replaced with four roof lights (this now accords with the previously approved appeal scheme in terms of roof openings).

RESOLVED **Refusal. Request that this application is considered**
 by the Full Planning Committee
 Cllr Conlan proposed, Cllr Burr seconded.
 Councillor Andrews abstained. All other Members
 approved.

Councillor Brampton returned to the meeting

23/00032/HOUSE Erection of single-storey rear/side extension with roof lantern following demolition
of existing conservatory and alterations to existing bay window to front elevation at
17 Collingwood Gardens Malton North Yorkshire YO17 7YQ
RESOLVED **Approval**
 Cllr Burr proposed, Cllr Brampton seconded.
 Councillor Andrews abstained. All other Members
 approved.

22/01357/FUL Erection of retractable canvas canopy to barbers shop
32 Wheelgate Malton North Yorkshire YO17 7HP
RESOLVED **Defer, for detail on material, colour and livery**
 Cllr Burr proposed, Cllr Boler seconded.
 Councillor Andrews abstained. All other Members
 approved.

138. **RAINBOW LANE WORKING PARTY**

The Clerk presented a report for consideration (previously circulated).

RESOLVED

To instruct Clark & Kent to supply Malton Town Council with the full plans and cross section drawings required to obtain full planning permission at a cost of £6,750, reduced to £1,750 (CIL funds) once they receive the works order to install the pump track. Proposed by Cllr Conlan, seconded by Cllr Burr all other Members approved

139. **CEMETERY MANAGERS ROLE – SALARY EVALUATION**

The Clerk presented a verbal report for consideration. Members thanked the Cemetery Manager for his hard work.

RESOLVED

- (i) That the Council instruct YLCA to work with the Clerk and Cemetery Manager to carry out a salary evaluation of the Cemetery Manager's role at a cost of £250.
- (ii) That the results of the evaluation be discussed by the Staffing Committee with a recommendation for consideration at Full Council. Proposed by Cllr Aldrich, seconded by Cllr Burr, all other Members approved

Cllr Oxley entered the meeting at 7.10pm.

140. **INTERNAL AUDITOR APPOINTMENT**

The Clerk presented a report for consideration (previously circulated).

RESOLVED

That the Council appoint Carrie Pillow of E L Bookkeeping to carry out the Internal Audit Services for Malton Town Council as per the Review of Audit Terms of Reference. Proposed by Cllr Conlan, seconded by Cllr Andrews, Cllr Oxley abstained all other Members approved.

141. **MAINTENANCE CONTRACT**

The Clerk presented a report for consideration (previously circulated).

RESOLVED

Cllr Conlan proposed, seconded by Cllr Burr. Cllr Brampton abstained and all other Members approved.

- (i) That the Council advertise the contract widely on social media, local organisations and in key locations in the town.
- (ii) The deadline for tenders for the 12 month Town Maintenance Contract will be Thursday 24th February. Interviews will take place week commencing 27th February.

142. **WENTWORTH STREET CAR PARK – COMMUNITY RIGHT TO NOMINATE & BID FOR ASSETS OF COMMUNITY VALUE**

RESOLVED

That this Council hereby nominate Wentworth Street Car Park as a Community Asset and send the nomination to the District Council with the appropriate timescale. Proposed Andrews, seconded Burr, all other Members approved.

143. **PARISH ASSEMBLY**

That the Parish Assembly be deferred for further discussion at the February meeting. It was **agreed** that Members and Officers approach local groups with regard to giving a presentation at the meeting. Ideas include Malton based organisations such as Malton Free Fridge, sports associations and businesses such as Kemps, Beechams and Morrisons amongst any others worthwhile of approach. Also approach Mini Police and Cllr Carpenters Modeshift Stars with regard to having a stall at the meeting.

144. **20s PLENTY**

Councillor Conlan presented a report for consideration (previously circulated).

RESOLVED

Cllr Oxley proposed the amendment below which was seconded by Cllr Ennis, Cllr Brampton voted against, all other Members approved. The motion was carried.

Before implementation of (i) that a public consultation is carried out.

RESOLVED

Councillor Conlan proposed (i), (ii), (iii) & (iv) below, this was seconded by Cllr Burr. Cllr Boler voted against, all other Members approved. The Motion was carried.

- (i) That the Council support all 30mph limit areas in Malton and Old Malton becoming 20mph limit areas, without physical calming, and the two 40mph areas on Old Malton Road and York Road to become 30mph “exception” areas, and support Norton and neighbouring villages Broughton, Swinton and Amotherby in forming a common 20mph implementation area in the built-up areas, with a 40mph buffer in the short distance between Broughton and Malton, and between Broughton and Swinton. Before implementation of the scheme that a public consultation is carried out.
- (ii) That the Council authorise the clerk to put in a 20mph request using the procedure as laid out in the following County Policy, or any updated policy.
- (iii) That the Council ask the County to reduce costs and increase consistency by implementing the change across a large number of settlements at the same time in the area with one Traffic Regulation Order.

- (iv) That the Council ask the County Council to put £1million a year into the County budget for implementation across the County until all 20mph requests are fulfilled, whilst removing the requirement for data collection.

145. **LOCAL PLAN**

Councillor Andrews presented a report for consideration (previously circulated). It was **agreed** that the Clerk forward the report to Norton Town Council for consideration at their February meeting.

RESOLVED

To endorse the statement and to support the observations made.

Proposed by Cllr Andrews, seconded by Cllr Conlan, all other Members approved.

146. **REPRESENTATIVES**

None

147. **MEMBERS QUESTIONS**

Members **agreed** to support the suggestion from Councillor Ennis to request that Highways look into implementing restricted parking on Peasey Hills Road from Bridge Street to Highfield Road between between 8am-6pm to match Princess Road, Malton.

Councillor Hawes announced that the Milton Rooms are holding an event to celebrate the Kings Coronation Event and asked if the Town Council would like to be involved in any way. It was **agreed** to add this to the February full council agenda.

Members of the Town Council formally thanked the Clerk and Deputy for their work carried out on achieving the Quality Gold Award.

148. **DATE OF THE NEXT TOWN COUNCIL MEETING**

Wednesday 22nd February 2023, 6.15pm to be held at Ryedale House, Malton, YO17 7HH

The meeting closed at 9.20pm

Bank Accounts Reconciliation as at 31st January 2023

| | £ | £ |
|---|-----------|-------------------|
| Base Rate Account | | 158,242.52 |
| Active Saver Account | | 116,000.00 |
| Current Account | 13,329.20 | |
| Payments not cleared | Nil | 13,329.20 |
| Sub-total | | 287,571.72 |
| Less External Funds: | £ | |
| Ladyspring Wood | 4,143.81 | |
| Malton In Bloom | 4,484.81 | |
| TOTAL | | 8,628.62 |
| Restricted Capital Reserves | | 61,134.94 |
| Restricted CIL Funds | | 87,514.18 |
| Non-Allocated Available Reserves | | 130,293.98 |
| TOTAL | | 287,571.72 |

| | | | |
|------------------------------|--|-----------------|-----------------|
| Clark & Kent Contractors | Pump Track Planning Permission Plans | 8100.00 | On-line Payment |
| Big Boolies | Hi Viz Vests | 28.62 | On-line Payment |
| Hopkinson & Sons Ltd | Mower Parts | 160.88 | On-line Payment |
| S Bainbridge | Additional Manpower | 19.00 | On-line Payment |
| Angela Wright | Chapel Cleaning | 100.00 | On-line Payment |
| J B Motors | Fuel | 31.94 | On-line Payment |
| Ryedale District Council | Litter Bin & Installation | 345.89 | On-line Payment |
| R Yates & Sons Ltd | Toilet Rolls, Stamps, light bulbs, cleaner, wild flower, batteries | 81.45 | On-line Payment |
| In-Print | M&N Neighbourhood Plan Town Map | 61.20 | On-line Payment |
| Brandsby Wilson | Parking (Price Increase) | 27.41 | On-line Payment |
| John Wright | Chapel Electrical Supply - For CCTV | 228.00 | On-line Payment |
| Business Stream | Water - New Malton | 77.97 | On-line Payment |
| Fleming Ecology | M&N Neighbourhood Plan - NDP | 1200.00 | On-line Payment |
| YLCA | Highways & Street Light Webinar | 25.00 | On-line Payment |
| Big Boolies | Gazebo Weights | 180.00 | On-line Payment |
| Ryedale District Council | Meeting Room x 3 | 210.93 | On-line Payment |
| Emma Stothard Sculpture Ltd | Commission Sculpture Shepherdess, Collie Dog & Bench | 4797.00 | On-line Payment |
| Royal Mail | M&N Neighbourhood Plan - Reg 14 Consultation | 840.74 | On-line Payment |
| David Ogilvie | MIB Mushroom Seats - Broughton Rise | 2014.80 | On-line Payment |
| Business Stream | Water - Staff Room New Malton | 84.50 | On-line Payment |
| Nynet | Qtr 4 - Connectivity | 1485.00 | On-line Payment |
| North Yorkshire Pension Fund | Pension Contributions November 22 | 1846.66 | On-line Payment |
| HMRC | Tax/NI Contributions January 23 | 1934.23 | On-line Payment |
| Staff Salaries | Salaries | 5485.95 | On-line Payment |
| Opus Engergy | New Malton Cemetery Energy | 660.90 | Direct Debit |
| E-On | Christmas Illuminations | 74.65 | Direct Debit |
| Ryedale District Council | Cemetery Rates | 86.00 | Direct Debit |
| Square One | Chapel Broadband | 54.61 | Direct Debit |
| Spoton.net Ltd | MTC Website & Email Subscription | 67.20 | Direct Debit |
| Brandsby Wilson | Chapel Lane Parking Permit | 20.00 | Direct Debit |
| EE | Town Council Mobile Phones | 76.18 | Direct Debit |
| Total | | 30406.71 | |

MALTON TOWN COUNCIL CLERK'S REPORT – FEBRUARY 2023

(a) CEMETERY MANAGER UPDATE

FUNERALS

New Malton Cemetery

| | | | |
|-----------------|-----------|------|-------------------|
| Interment | Grave No: | 5560 | Stacey McIntyre |
| Interment | Grave No: | 5977 | Nancy Smurthwaite |
| Interment | Grave No: | 6231 | George Morley |
| Interment | Grave No: | 6431 | Pheobe Doyle |
| Ashes Interment | Plot No: | 195 | Elsie Holmes |

Old Malton Cemetery

| | | | |
|-----------|-----------|------|------------------|
| Interment | Grave No: | 1006 | Barbara Thackray |
|-----------|-----------|------|------------------|

CHAPEL BOOKINGS

Co-op Funeral Care, Haxby, York 13th January Use of Service Chapel

OTHER DUTIES

Remove Christmas Tree in Market Place

(b) COMMUNITY ENGAGEMENT

Malton Secondary School Drop In Session with North Yorkshire Police
15th February

Multi-Agency Drop In Sessions

To be held at the Wells Lane Community Centre, Malton 10-11am
15th February, 15th March, 19th April and 17th May

(c) MEETINGS/EVENTS ATTENDED

| | | |
|----|----------|--|
| 12 | January | Delivery Neighbourhood Plan consultation to Warrington |
| 16 | January | First Malton Scouts re accommodation in Malton |
| 18 | January | Internal Control Meeting with Cllrs Ennis & Hawes |
| 19 | January | M&N Neighbourhood Plan Teams update meeting |
| 24 | January | Highways Training via zoom |
| 25 | January | RDC Looking Ahead Training via Teams |
| 25 | January | MTC Full Teams |
| 26 | January | Maintenance Contract meeting with contractor |
| 30 | January | Meeting with Councillor Andrews |
| 2 | February | Multi-Agency Problem Solving |
| 3 | February | Thirsk & Malton Area Committee at Ryedale House |
| 7 | February | Rainbow Lane CIL Grant site meeting with RDC Assessing Officer |
| 7 | February | YLCA zoom |
| 8 | February | Meeting with Cemetery Manager re Salary Evaluation |
| 9 | February | Maintenance Contract meeting with contractor |

Weekly meetings with the Mayor and Deputy Mayor at 8.40am Tuesday

(d) MALTON IN BLOOM

The annual request to local businesses asking for support for Malton In Bloom have gone out, in addition to order forms for the hanging baskets. Orders have been placed for the spring/summer planting and Tim has been busy planning the colour scheme for summer display.

Grants have been obtained from Fitzwilliam Malton Estate and County Councillor Lindsay Burr's Locality Pot in addition to donations from business to enable us to commission Emma Stothard to create a full size shepherdess and collie dog sculpture to look over her flock at Broughton Rise. Installation of the sculptures, colourful children's mushroom seats and a coin path are planned for March/April.

(e) **RAINBOW LANE, PLAY AREA**

The Town Council has been successful with a £10,000 National Lottery grant application to replace the redundant zip wire at Rainbow Lane Play Area.

(f) **WAR MEMORIAL**

Quotes have been obtained and passed to our insurers to repair the damage caused by a vehicle accident at the war memorial. Details of the vehicle owner and incident number have also been passed to our insurers, it is hoped that we can claim via the third party.

(g) **LOCAL GOVERNMENT AWARD SCHEME**

Following the Town Council achieving the Quality Gold Award, the Clerk has been invited to sit on the Local Government Awards Assessment Panel which meets quarterly to assess applicants.

(h) **CIRCULAR MALTON UPDATE**

The Community Anaerobic Digester & Education/Innovation Hub - application for planning permission with NYCC has been submitted ([NY/2023/0013/FUL](#)). Organisations have been consulted. The target date for the decision is 27th April. Letters of support and community engagement show the vision appeals to residents and businesses alike.

Now this is submitted, the next challenge is to raise £3.932m to build it. Bids have been submitted to RDC's Community Infrastructure Levy and direct to RDC to create a legacy) plus York & North Yorkshire's Net Zero fund. We have quotes, business plan and cashflow forecasts, we will know the feedback by end March. The balance of £1.75m we hope to raise with a Community Share Ownership scheme, working with Energy 4 All. Finally – Circular Malton have been invited to speak at the World Biogas Summit so they are now a global showcase.

Since opening on 20th, Ryedale Remakes is buzzing. Volunteers who are often isolated have reached out and we're delighted to offer them opportunities to become involved. The first training for PAT testing has taken place - thanks to RDC grant. New creations are made every week. They have now taken their first bespoke commission work. They have one year to create enough income through the sales to continue - a sustainable social enterprise and some paid jobs. Please help spread the word - the items people can buy are wonderfully unique and useful. They are giving products and people a new lease of life.

Forward Plans include:-

1. Corporate event - to attract sponsors & company volunteer days
2. More grant bids for many elements of support- professional, equipment
3. A pitch to major media outlets including Channel 4 to see a Circular town, its many circular businesses and community in action.

(i) **ANTI SOCIAL BEHAVIOUR & FLY TIPPING**

- Dog mess – Work on-going to encourage responsible dog behaviour around the Highfield/Hawthorne Avenue areas due to the levels of complaints re fouling
- Castlegate – Work on-going to tidy up the Morrison's junction ie fly posting and damaged railings.
- A large number of noise and housing issues are being dealt with by Officers

(j) **COLD CALLERS**

Reports of cold-callers in the Ryedale area selling household products have increased. They often claim to be ex-offenders or ex-servicemen and say that the money from any products sold will be going to a charity or to help them get back on their feet.

Whilst door-to-door selling is not an offence itself and there are many legitimate individuals who conduct business in this way, they must have a 'Pedlar's Licence' which is acquired from the local police force. If someone knocks on your door and you don't know them, don't let them in and please contact us on 101. If they are from a legitimate organisation they will be carrying an identification card and will be happy for you to ring their customer services department to verify they are who they say they are.



Malton Town Council

Lone Worker Policy

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;

- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf). Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Adopted by Malton Town Council - February 2020 (To be reviewed February 2023)