

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

HELD IN COMMUNITY HOUSE, ON WEDNESDAY 29 NOVEMBER 2017

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

IN ATTENDANCE Mrs G Cook (Clerk), Miss J Ward (Assistant Clerk), Rev J Manchester, District Councillor Ed Jowitt, Elizabeth Parlett Rhodes, Judy Cliff and Meryn Wilderspin

APOLOGIES Councillor C Turner and Councillor D Townsend

110. 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.

Cllrs Lloyd-Williams and Andrews declared an interest in Malton Museum, Cllr Andrews declared an interest in the Milton Rooms and Cllrs Dales declared an interest in Ryedale Cameras In Action.

Cllr Hopkinson declared an interest in Planning Application No: 17/01250/FUL, Cllr Lake and Emberley declared an interest in Planning Application No: 17/01294/TPO and 17/01293/TPO.

111. PUBLIC ACCESS

Three members of the public were present at the meeting.

- (a) Elizabeth Parlett-Rhodes gave a presentation on the plans for summer 2018 Malton In Bloom. The Mayor thanked Elizabeth and her team for the wonderful work carried out by Malton In Bloom volunteers.
- (b) Judy Cliff and Meryn Wilderspin gave a presentation on the progress of the Milton Rooms project and requested £5,000 funding in 2018/19 towards a Venue Manager. The Committee have now taken on the lease from Ryedale District Council for the additional space of the assembly rooms.

112. MINUTES

RESOLVED

That the Minutes of the Council Meeting held on 25 October 2017 be approved and signed as a correct record.

113. MATTERS ARISING

- (a) Budget and Precept for 2018-19
 - (i) Revenue budget for the year 2018-19

The Clerk referred to her report of last month on the budget and updated it for consideration by Members. Cllr Emberley reported on the possible closure of the Dickens Museum in Chancery Lane, Malton. The museum requires £2,000 financial assistance to continue to operate for an additional year. The funding would give the management team additional time to build up the reserves and bank of volunteers.

RESOLVED

- (i) **REVENUE BUDGET.** That the Town Council approves the revenue budget of £173,500 for the financial year 2018-2019 with the amendments.
- (ii) **PRECEPT.** That the Town Council sets a precept of £173,500 for the financial year 2018-2019, proposed by Cllr Andrews and seconded by Cllr Lawrence.
- (iii) **Members approved the budget with the addition of £4,500 for Milton Rooms, reduction of Malton In Bloom to £8,500, reduction in the office rent to £9,600 to enable Members to allocate £1,500 towards the Dickens Museum £1,500 from the Section 137 budget.**

(b) Other Matters Arising

- 096. The Clerk reported that she would present the revised Financial Regulations at the next meeting.
- 098. It was agreed to purchase a laptop for the Assistant Clerk at a cost of £587.50 including software to assist with the additional work load from projects such as CCTV and Lady Spring Wood.
- 102. It was agreed that Cllr Andrews has approval to sign the lease subject to agreement from MNAP and their agreement to pay Malton Town Council's legal fees.

114. FINANCIAL REPORT AND ACCOUNTS

Members noted the financial report showing the position as of 31st October 2017.

Forty accounts were submitted for approval.

D A Perks (Volunteer)	MIB - Station Display Plants	30.24	Chq No 703973
C J Brown	Roof Repairs Cemtery Lodge	125.00	Chq No 703974
Barnes Nurseries	MIB - Plants	32.00	Chq No 703975
Elizabeth Parlett Rhodes	MIB - Plants & Bulbs	838.71	On-line Payment
Stuart Bainbridge	Additional Manpower	99.25	On-line Payment
JB Motors	Fuel	144.14	On-line Payment
MKM	Materials	129.35	On-line Payment
BATA	Materials	68.42	On-line Payment
Weldon Mower Services	Tractor Service & Parts	633.25	On-line Payment
Repair & Restoration	Hire & Installation of Safety Fencing	454.20	On-line Payment
inPrint	Food Market & Waste Stickers	102.00	On-line Payment
Ryedale Steel Fabrications	Angle Brackets for Bench	64.80	On-line Payment
R Yates & Sons Ltd	Materials	38.37	On-line Payment
Coppins Systems Services	Computer Maintenance	35.00	On-line Payment
Yorkshire Water	New Malton Cemetery Supply	144.12	On-line Payment
Yorkshire Water	Old Malton Cemetery Supply	15.28	On-line Payment

The Technology Shop	PA Service/Stage Lights for Switch On	80.00	On-line Payment
Plantscape	MIB - Winter Planting	2110.00	On-line Payment
Viking	Stationery	221.28	On-line Payment
Scarborough Borough Council	Refurbishment of 7 Benches	588.00	On-line Payment
Scarborough Borough Council	New Benches for Town and Cemetery	309.60	On-line Payment
Gail Cook	Cash Purchases	48.87	On-line Payment
AJD Locksmiths	Office Door Lock Repairs	130.00	On-line Payment
Ryedale Foodbank	S137 Payment	200.00	On-line Payment
Malton Museum	S137 Payment	125.00	On-line Payment
Malton & Norton Lions	S137 Payment (Older People Xmas Party)	250.00	On-line Payment
Malton Dickensian Festival	S137 Payment	100.00	On-line Payment
Woodham Stone Collection	S137 Payment	125.00	On-line Payment
Musical Memories	S137 Payment	175.00	On-line Payment
RDC Chairman's Charity	s137 Payment	25.00	On-line Payment
Directions Planning	MNNP - Advice and Guidance up to 11/17	9939.60	On-line Payment
SLCC	Gail Cook - CILCA Qualification	250.00	On-line Payment
North Yorks Pension Fund	Pension Contributions - November	1584.66	On-line Payment
HMRC	Tax/NI - November	1430.19	On-line Payment
Staff Salaries	November Salaries	5377.03	On-line Payment
Ryedale District Council	Cemetery Rates	61.00	Direct Debit
NPower	Xmas Lights Supply	135.93	Direct Debit
Spoton.net Ltd	MIB Website Subscription	48.00	Direct Debit
EE	Mobile Phones	20.48	Direct Debit
XLN	Phone/Internet	54.64	Direct Debit
Total		26343.41	

RESOLVED

That forty accounts be approved for payment.

115. RYEDALE LOCAL PLAN SITES DOCUMENT AND POLICIES MAP

Members noted the proposed sites document and policies map. It was agreed to advise the District Council that:-

- (i) **No further development should be given permission in Malton until satisfactory 'complimentary' measures are in place.**
- (ii) **To object to the re-development of the Ryedale House site for housing.**

116. SECTION 106 APPLICATIONS

Two applications to Ryedale District Council's Section 106 Grant Scheme were considered.

Project Title	Organisation	Amount Requested	Decision
Lights, Sound, Action!	The Milton Rooms	£8,130.00	Support
Path extension and improvements - Castle Garden, Malton & Norton	Derwent Riverside Project (DRP) - Castle Garden	£11,430.00	Support, with an additional grant condition to include a maintenance and monitoring schedule

RESOLVED TO RECOMMEND TO RYEDALE DISTRICT COUNCIL
That the above two applications be approved.

117. INTERNAL AUDIT

Members noted the report from the Internal Auditor and agreed that a cemetery audit be considered by Members in 2019/20.

118. MAYORS ANNOUNCEMENTS

The Mayor reported as follows:-

Functions Attended. The Mayor had attended the Pride of Malton event on 4th November, Festival of Remembrance at Norton College on 10th November, War Memorial Service at the War Memorial and St Peters Church on 12th November. A Coffee morning was held on 17th November for Malton in Bloom at the Mayor's home which raised £323.53. On 23rd November, the Mayor attended the Malton Christmas lights switch on.

The Mayor thanked all Members for their support throughout the year.

119. CCTV UPDATE

Members received a reimbursement request of £1,680.63 from RCIA to assist with 2017/18 maintenance works so far.

RESOLVED
That the payment of £1,680.63 to RCIA be approved.

120. REVIEW OF FEES AND CHARGES

The Clerk reported on the fees and charges for the cemetery, allotment rents and Cemetery Lodge Tenancy rent:-

RESOLVED

(i) That the cemetery fees were increased by 2% with effect from 1 April 2018 up to the next highest round number.

(ii) That the Crabtree Lane and Rainbow Lane allotment rents be increased to £671.52 per year.

(iii) That the rent for Cemetery Lodge will remain at £115 per week for the year from 1 April 2018.

121. NEIGHBOURHOOD PLAN STEERING GROUP

Cllr Lloyd-Williams reported that a Steering Group meeting had been held on 28th November to agree the final document, printing and wide circulation to stakeholders and Members of the public.

It was agreed to hold two public meetings in March at The Wesley Centre, Saville Street, Malton and Norton Town Council for members of the public to comment on the plan. The events would be advertised widely in the Handmag, Gazette & Herald, both Town Council websites, facebook and twitter.

122. REPRESENTATIVES

Malton School Govenors Endowment

The Deputy Mayor reported that she had attended a meeting at Malton School on 13th November.

Malton & Norton Area Partnership

Cllr Emberley reported that the next Steering Group meeting would be held on 5th December, 7pm at Community House. Fiona Croft would be leaving Malton and moving to the south, Fiona would continue to support the Lady Spring Wood project until she moves in the new year.

123. INSPECTIONS

The Clerk reported that the December inspections would be carried out by Cllrs Lawrence and Turner. Following the inspection by Cllrs Emberley and Townsend it was noted how lovely the cemetery was maintained and asked for the comments to be passed to the cemetery staff.

124. PLANNING APPLICATIONS

(a) Twelve applications to the Local Planning Authority were considered.

Application No	Applicant/Address	Proposal	Recommendation
17/01331/HOUSE	Mr Kevin Chilton 23 Castlegate, Malton, YO17 7DP	Erection of single storey flat roof rear extension	RESOLVED Approved , subject to neighbour comments
17/01293/TPO	Mr James Szkiler West Mede, Castle Howard Road, Malton	Fell Sycamore T1 of 90/00153/TPO	RESOLVED Approved , subject to neighbour comments
17/01355/FUL	Mrs Karen Kirby First Floor 2 St Michael Street, Malton	Change of use of office to beauty salon (Sui Generis)	RESOLVED Approved
17/01250/FUL	Mr & Mrs Hopkinson Broughton Lodge, Broughton Road, Malton, YO17 7BP	Erection of a part two storey/part single storey extension to the west side elevation to include a first floor rear roof terrace and garden terracing following removal of existing garage and outhouses to form a self-contained two bedroom residential annex	RESOLVED Approved , subject to neighbour comments
17/01269/OBL	Taylor Wimpey (North Yorkshire) Ltd (Mr I Pay) Land at Allotments, Broughton Road, Malton	Modification of the existing S106 agreement dated 09.04.15 in relation to approval 13/1141/MFUL dated 09.04.15	RESOLVED Objection
17/01295/TPO	Mr George Abbott 1 West Side Close, Malton, YO17 7AR	Fell conifers T1 and T2 and Crown reduce Copper beech T3 by 4m of 90/00153/TPO	RESOLVED Approved , subject to neighbour comments
17/01294/TPO	Mr Paul Emberley Middleton Mede, Castle Howard Road, Malton, YO17 7AY	Fell Acer of 90/00153/TPO	RESOLVED Approved
17/01285/LBC	Fitzwilliam Malton Estate (Mr James Manley) Wall attached to 50 Yorkersgate, Malton, North Yorkshire	Installation of wrought iron hand rail to the Vanbrugh Arch stairwell.	RESOLVED Approved

17/01189/73M	Rainbow Equine Hospital Rainbow Farm, Veterinary Surgery, Rainbow Lane, Malton, YO17 6SG	Variation of condition 02 of approval 17/00347/MFUL dated 12.06.17 – revised floorplan and elevations	RESOLVED Approved
17/01125/TPO	Mr Michael Leadbeater Rudstone House, 15 York Road, Malton, YO17 6AX	Overall crown reduction of Yew-T38 by up to 2m. Overall crown reduction of Yews T29, T30, T31 by up to 2m – all in TPO 247A/1999	RESOLVED Approved
17/01222/LBC 17/01215/ADV	Fitzwilliam Malton Estate (Mr R J G Bushell) 39 Yorkersgate,	Display of 1 no. non-illuminated directional sign on gable end wall	RESOLVED Approved
17/01374/FUL	The Diocese of Middlesbrough (Mrs S E Westcough) St Mary's Roman Catholic Primary School, Highfield Road, Malton, YO17 7DB	Alteration and extension of existing school building and erection of part two storey, part single storey detached annex to form additional teaching vehicular access and formation of additional pedestrian access.	RESOLVED Approved , subject to neighbour comments

125.

CLERKS REPORT

(a) RAINBOW LANE PLAY AREA

The Clerk had received official confirmation that we had been successful with the Lottery Grant application for £10,000 for the adult gym equipment.

An offer letter had been received from RDC in respect of the Section 106 funding for the play equipment, unfortunately this was incorrect. An amended letter had been requested, once received the order for the new equipment and maintenance work on existing equipment by Streetscape would be placed.

The Clerk would liaise with RDC to arrange for payment up front as we were not in a suitable financial position to bank roll this project.

The Clerk would like Members approval to submit a Section 106 funding application for a low maintenance table tennis table at a cost of £4,960 + VAT.

It was agreed that the Clerk submit a Section 106 application for funding for a table tennis table.

(b) SALE OF LAND RAINBOW LANE

Following confirmation from Rowntwaite & Woodhead that the piece of land identified for sale was not in the ownership of Malton Town Council, Mr Sarton had subsequently checked the ownership of the strip of land and it seemed that Yorkshire Housing Association own the strip from the gate to Cherry Avenue but that the Officer who managed the conveyancing missed off one third of the plot which had no registered title. All the land had been maintained by Malton Town Council for 28 years.

Mr Sarton would like Members approval to continue with the purchase of land from Yorkshire Housing for two thirds of the piece of land and progress plans to purchase the untitled one third following its adoption by MTC, which Mr Sarton would arrange. All legal cost would be paid by Mr Sarton.

It was agreed that the Clerk instruct Mr Sarton to continue with the purchase of land from Yorkshire Housing for the two thirds of the piece of land and progress the sale of untitled one third following its adoption by MTC.

(c) **FLOOD PUMP**

Ryedale District Council had agreed to pay the grant in full upfront rather than paying on completion of the Malton & Norton Emergency Plan and co-ordination of a Flood Action Group.

The Clerk requested Members approval to place the order for the pump once RDC grant funding had been received.

It was agreed that the Clerk purchase the pump once funding has been received.

(d) **MALTON & NORTON EMERGENCY PLAN**

Both Malton Clerk and Norton Assistant Clerk had completed the first draft of the Malton & Norton Emergency Plan. Both Clerks would shortly be trained on pump handling and working near water along with some RDC staff.

A joint meeting of both Councils was proposed for Monday 5th February 2018, a formal invitation would follow in due course. This initial meeting would bring Members up to speed before we move to something more formal.

It was agreed to hold a community event in the spring with a marquee in Malton Market Place to obtain community interest.

(e) **CHRISTMAS LIGHTS**

Switch On Event

The Switch on Event had taken place in Malton Market Place outside the Town Hall on Thursday 23rd November, 5-6pm.

Lights Installation

Acorn had installed the lights but three of the new festoons in the Market Place were broken, Acorn had carried out emergency repairs to these for the switch on but it was hoped that they would be replaced by the supplier over the Christmas period.

(f) **CEMETERY CHAPEL WINDOW**

A structural survey had been carried out by Thomason's of Leeds, independent civil and structural engineering consultants, on behalf of our insurers; Jet Air would be carrying out a drainage survey week commencing 4th December, the Clerk to report the outcome in due course.

(g) **STREET FURNITURE**

The seat opposite Royal Oak in Old Malton had been replaced, the old seat had been refurbished and would be used as necessary.

(h) **WAR MEMORIAL**

The Clerk had started work on a RDC Community Grant bid for the £4,650 shortfall in funding required, the deadline for applications was the end of December. The total cost of the project was in the region of £25,950.

(i) **OFFICE ACCOMMODATION**

The Clerk was continuing to obtain estimates for the option of refurbishing the chapel of rest into office accommodation.

Following consultation with BT they had confirmed that fibre optic broadband was available in this location, if Members agreed to move forward with this option an Open Reach engineer would carry out a site survey at a cost of £125 to ascertain the full cost of a telephone line and broadband installation.

The next stage into consideration of the option of using the cemetery buildings as an office would be a pre application to RDC which would include a written report and site inspection by the Listed Buildings Officer. The Clerk would also propose a joint inspection with Derek Hall, Building Control Inspector for this area at a cost of £100 + VAT.

The Clerk requested Members permission to look into the possibility of obtaining LEADER funding for this project.

It was agreed that the Clerk complete a pre-application for the conversion of the chapel option as an option for the future location of the MTC office.

(j) STAFF TRAINING

It was agreed that the Clerk and Assistant Clerk attend the training course on 30th January in Sheffield in regard to accident and claims review, risk assessments, lone working and safeguarding. The cost is £30 per person.

(k) ASC PERFORMANCE GYM

Members had received an invitation to attend the open day of the new ASC gym on Showfield Lane, Malton on Saturday 6th January.

(l) DELEGATED AUTHORITY

It was agreed that the Mayor and Deputy Mayor authorise payments in December and deal with any urgent matters.

126. MEETINGS

War Memorial Committee Meeting 7th December 2017, 10am at Community House, Wentworth Street

127. NEXT MEETING

The next Town Council meeting was set for Wednesday 31st January 2018 at 7.15pm.

..... TOWN MAYOR. MALTON TOWN COUNCIL