

**MINUTES OF THE MEETING OF THE**

**MALTON TOWN COUNCIL**

**HELD IN COMMUNITY HOUSE, ON WEDNESDAY 27 SEPTEMBER 2017**

**PRESENT**

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

**IN ATTENDANCE**

Mrs G Cook (Clerk) and Rev John Manchester

**APOLOGIES**

Councillors P Andrews (Mayor), Councillor Mrs K Ennis and Miss J Ward (Assistant Clerk)

**074. 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 Emberley and Graham declared a personal interest in Planning Application 17/01098/HOUSE

**075. PUBLIC ACCESS**

Three members of the public were present at the meeting.

**076. MINUTES**

**RESOLVED**

**That the Minutes of the Council Meeting held on 30 August 2017 be approved and signed as a correct record.**

**077. MATTERS ARISING**

The Clerk reported:-

**Min 33b. Street Lighting Charges**

The proposed Street Light Special Levy meeting at Ryedale House on Monday 4<sup>th</sup> September 2017 was cancelled due to further information required on the financial implications.

The Clerk had contacted YLCA for clarification on the responsibilities of Ryedale District Council. YLCA had confirmed that Ryedale District Council would be required to provide evidence to confirm that Malton Town Council own a number of street lights in Malton. If the street lights are the property of either the District or County Council then the Town Council would not be responsible for their maintenance.

If any lights were in the ownership of the Town Council, a maintenance regime is required from the County Council who currently carry out this behalf of Ryedale District Council. The Clerk would then seek advice from our insurer as to whether that regime is adequate to meet the relevant risks or whether it needs to be amended.

**Min 22. Rainbow Lane Play Area**

The Clerk had attended a meeting with Andrew Little, Pearsons & Ward Solicitors to begin conveyancing process for the sale of the piece of land to Mr Sarton. The

Mins September 2017

HM Land Register title confirmed that the piece of land identified for sale was not in the ownership of Malton Town Council, it was transferred from Ryedale District Council to Ryedale Housing Association Ltd in 1991. The Clerk would inform Mr Sarton of this outcome.

**078. FINANCIAL REPORT AND ACCOUNTS**

Members agreed the financial report showing the position as of 31<sup>st</sup> August 2017. Twenty accounts were submitted for approval.

Stuart Bainbridge	Additional Manpower	27.00	D Credit
JB Motors	Fuel	151.07	D Credit
BATA	Materials	31.70	D Credit
Elvington Holdings	Removal of TDY Bunting	388.80	D Credit
In Print	Food Market Stickers	135.60	D Credit
R Yates & Sons Ltd	Materials	2.99	D Credit
Shaun Young	Plant Watering - MIB	750.00	D Credit
Plantscape	MIB Flower Baskets	8043.00	D Credit
Yorks & Humber County Trg	CILCA Tutor for GC	250.00	D Credit
Gail Cook	Cash Purchases Accident Book etc	22.01	D Credit
Gail Cook	Cash Purchases	75.05	D Credit
Ryedale District Council	Rent & Service Charge May - Nov 17	916.41	D Credit
PKF Littlejohn LLP	External Audit Fee	720.00	D Credit
North Yorkshire Pension Fund	Contributions - August	1584.66	D Credit
HMRC	Tax/NI - September	1024.27	D Credit
Staff Salaries	September Salaries	5304.83	D Credit
Ryedale District Council	Cemetery Rates	61.00	D Debit
Spoton.net Ltd	MIB Website Subscription	48.00	D Debit
EE	Mobile Phones	132.19	D Debit
XLN	Phone/Internet	55.00	D Debit
<b>Total</b>		<b>19723.58</b>	

**RESOLVED**

**That twenty accounts be approved for payment.**

**079. MAYORS ANNOUNCEMENTS**

The Clerk reported on behalf of the Mayor as follows:-

**Functions Attended.** The Mayor attended the Malton and Norton Officer Flood Planning Meeting on 19<sup>th</sup> September, the Malton Festival of Racing, Induction of Malcolm Dyer, new Minister for the Pentecostal Church and the presentation event for volunteers of Malton In Bloom awards.

The Deputy Mayor attended the Malton Book Festival at St Mary's Prior, Old Malton and the Milton Rooms.

**080. NEIGHBOURHOOD PLAN STEERING GROUP**

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The meeting scheduled for 21<sup>st</sup> September Steering Group meeting was cancelled and rescheduled for Wednesday 18<sup>th</sup> October, 6.30pm at Community House.

**081. SECTION 106 & FLOOD GRANT APPLICATIONS**

At the Ryedale District Council Policy & Resources Committee held on 21 September 2017 Members made the following decisions on the Section 106 and Flood Grant Applications:-

<b>Project Title</b>	<b>Organisation</b>	<b>Amount Requested</b>	<b>Decision</b>
Lady Spring Wood & Malton Riverside	Malton Town Council (for MNAP)	£69,527.50	Approved
MCSC Community Fitness Suite Development	Malton Community Sport Centre	£220,000.00	Deferred for further information
Improvement of Tennis Court Facilities	Malton Tennis Club	£63,656.00	Approved
Rainbow Lane Play Area	Malton Town Council	£50,904.00	Approved
Busy Bees Gardening Club	Norton Community Library and Hub	£794.40	Approved
Flood Defences Malton & Norton	Malton Town Council	£9,144.10	Approved

**082. CEMETERY LODGE**

The Clerk has received verbal confirmation from the tenant that she will not be prepared to sign a modernised Assured Shorthold Tenancy following legal advice.

Members discussed a schedule of maintenance work necessary to fulfil our Tenancy Agreement.

**RESOLVED**

**That the Clerk obtain quotes for the maintenance work and report them to F&GP meeting which would consider prioritising them and that any sale be deferred.**

**083. REPRESENTATIVES**

**Safer Ryedale Malton & Norton Community & Police**

The first meeting for some time was held on 14<sup>th</sup> September at Ryedale House. The meeting was positive with feedback from attendees regarding changes to future meetings and guest speakers to invite. The next meeting is due to be held on Thursday 18<sup>th</sup> January, 7pm at The Talbot Hotel.

**Ryedale Market Towns**

Cllr Townsend and Cllr Mrs Lawrence attended the meeting held on 13<sup>th</sup> September. Marcus Aldrick, Ryedale Market Towns Promotion Officer gave an update on progress of the project.

**Malton & Norton Area Partnership**

The Riverside Development Scheme received £69,527.50 Section 106 funding, in addition to £17,427.00 Yorventure Environmental and £5,530 match funding totalling £92,482.00 for the board walk project. The partnership have agreed to employ Mandy West at £12 per hour to raise funds.

**North Yorkshire Fire & Rescue Service**

The Mayor, Cllrs Townsend, Dales, the Clerk and Assistant Clerk attended the viewing of the new TRV vehicle at Malton Fire Station on 4<sup>th</sup> September.

### **Malton In Bloom**

The Clerk and Elizabeth Parlett Rhodes attended the Yorkshire In Bloom awards ceremony at York Race Course on 12 September. Malton In Bloom received a Silver Gilt award for the summer planting. Members would like to formally thank the team of volunteers for their hard work.

The winter planting will go ahead shortly with barrier baskets in the Market Place and Railway Bridge.

#### **RESOLVED**

- (i) **That the Clerk contact Zurich to increase the insurance to ensure In Bloom volunteers are covered at all times whilst working in Malton.**
- (ii) **Members agreed to increase the winter planting to include eight barrier planters on County Bridge, the cost to be agreed between Malton Town Council, Norton Town Council and Malton In Bloom.**

### **084. INSPECTIONS**

Cllr David Lloyd Williams and Cllr Mrs Kerry Ennis carried out the September inspection and identified benches to be repaired by cemetery staff. The October Members inspections would be carried out by Councillor Mrs Hopkinson and Councillor Lake.

### **085. PLANNING APPLICATIONS**

Nine applications to the Local Planning Authority were considered.

<b>Application No</b>	<b>Applicant/Address</b>	<b>Proposal</b>
17/01063/FUL	Yorkshire Housing Ltd (Mrs Gina Sawley) 1-12 Princess Road Flats, Malton, YO17 7JR	Replacement of windows with UPVC windows and replacement of entrance doors with composite doors
17/01047/FUL	Mr A Sawyers Block 1B, Showfield Lane, Malton	Change of use from B1 to D2 to allow use as a gymnasium
17/00973/73A	Mrs Sophie Wright Old Cottage, 41 Greengate, Malton, YO17 7EL	Variation of Condition 14 of approval 16/00099/FUL dated 3.8.16 to replace drawing nos 2016/NK/01 Rev A, 2016/NK/03 Rev A and 2016/NK/05 Rev A (as amended by drawing number LW201703-1 dated 18.4.17) with drawing no 2016/NK/01 Rev B and LW20173-1 Rev A to allow formation of 1no. parking space and alterations to landscaping
17/00972/FUL	C S Canine Behaviour & Training (Ms C Spencer) Unit 10, 8 Showfield Lane, Malton	Change of use from B1/B8 to a dog training and day care facility (Sui Generis use)
17/00985/FUL	Yorkshire Housing Ltd (Mrs Gina Sawley) 2-20 St Leonard's Close, Malton, YO17 7EW	Replacement of entrance doors
17/01098/HOUSE	Mr J N Szkiler West Mede, Castle Howard Road, Malton, YO17 7AY	Alterations to existing garage to include replacement of flat roof with pitched slate roof
17/01138/CAT	Mr Paul Hannagan	Sycamore – Crown reduction by 5ft and pleaching. Lime – Crown reduction by 6ft and thinning. Hornbeam – Crown

	18 The Mount, Malton, YO17 7ND	reduction by 4 ft and thinning. Cherry Plum – Crown reduction all the way around. Silver Birch – Crown lift and reduction by 5 ft.
17/01083/HOUSE	Mr Patrick Robertson The Hirsell, Lascelles Lane, Old Malton, Malton, YO17 7HQ	Erection of replacement detached single garage including front extension for domestic use of The Hirsell on domestic curtilage land separate from the dwelling.
17/01109/73	ADF Building Contractors Ltd (Mr A Fox) Land to the rear of 63 Middlecave Road, Malton	Variation of Condition 10 of approval 15/00722/FUL dated 23.02.16 – Resiting and amended design of detached double garage.

**RESOLVED TO RECOMMEND TO RYEDALE DISTRICT COUNCIL**

1. That the following applications are approved  
17/01063/FUL, 17/01047/FUL, 17/00973/73A, 17/00972/FUL,  
17/00985/FUL, 17/01098/HOUSE, 17/01138/CAT and  
17/01083/HOUSE
2. Members requested further information on application  
17/01109/73

**086. CLERKS REPORT**

(a) **CHRISTMAS LIGHTS**

The Clerk had attended a meeting with Christmas Plus (Keighley), Cllr Townsend and Cllr Turner to obtain quotes for Christmas lights, due to the timescale it was agreed not to progress further this year. Louise (Christmas Plus) has offered to meet the Clerk once the lights are up with a view to discussing options next year.

The Clerk and Cllr Townsend had attended a meeting with Acorn, the current Christmas lights contractor who confirmed that they would carry out necessary maintenance and bulb replacement on our existing lights. Acorn have been requested to quote for an additional feature which would be situated across the centre of the road at Butcher Corner. Permissions have been obtained from all electricity suppliers. The quote for the maintenance of our lights has been requested from Acorn.

The Switch on Event is scheduled to take place on Thursday 23<sup>rd</sup> November. Daniel Parslow, York City football player has agreed to switch on the lights and the Clerk is progressing plans.

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

The Clerk, Mayor and Clerk to Norton Town Council had attended a meeting with RDC Officers regarding the application to the Flood Grant Scheme to purchase a 4 inch super silent pump for Malton and potentially a 6 inch pump for Norton. RDC Officers confirmed that any grant would be subject to the Clerk completing an Emergency Plan document for Malton and Norton.

The Clerk would also be attending a meeting in Tadcaster with their Emergency Flood Team, Beckie Bennett (RDC), Tim Hicks (Norton TC) and Matthew Lishman (RDC) to gain information which would assist with the completion of the Malton & Norton Emergency Plan.

A gold and silver command of officers are on call if a flooding issue arises, the aim is to build in a bronze command, consisting of the Clerk to Malton and Norton Town Council and community representatives who would assist with non-technical duties.

(c) **COUNCILLORS AUDIT**

The Quarter 1 and 2 Councillors Audit would be carried out in October at a date and time to be arranged with Cllrs Andrews and Dales.

(d) **BUNTING**

Elvington Plant Hire removed the bunting from the catenaries on Sunday 10<sup>th</sup> September 2017.

(e) **CEMETERY**

1. **Trees.** Work has been carried out on the dangerous Poplar trees in New Malton Cemetery. Additional urgent work was identified on the Lime Trees on the entrance to the New Malton Cemetery. The Clerk would like to obtain Members approval to obtain quotes for this work as soon as possible.

**RESOLVED**

**That the Clerk obtain a quote for work on the Lime Trees.**

2. **Cemetery Chapel.** The Clerk had attended a site meeting with Matthias Garn, Masonry Consultant regarding the damage to the window. Matthias confirmed that our Insurers opinion of wear and tear is not correct and provided a detailed report to support this. The Clerk to liaise with Zurich Insurance regarding the report.

(f) **SKATEPARK**

Mr Hampson had completed the essential repairs to the skatepark. The Section 106 application for the additional wall ride had been submitted to the District Council.

(g) **BENCHES**

Following the Member inspection, a bench in Old Malton had been identified for renewal along with a list of other benches which require maintenance work by Cemetery staff in the winter months. The Clerk seeks Members approval to purchase a new bench, the old bench would be brought to the cemetery for repair and utilised as a spare bench when a repairs are required.

**RESOLVED**

**That the Clerk purchase a bench to replace the one in Old Malton.**

(h) **WAR MEMORIAL**

The Clerk had attended a meeting on 20<sup>th</sup> September. The Committee had discussed alternative proposals following the refusal of the Heritage Lottery Grant and the TPO order placed on the Sycamore tree on the site.

It was agreed to revise the project to include:-

- Cleaning the memorial stonework
- Replacing the railings
- Replacing the paving with resin bound gravel and disabled access
- Re-cut the worn centre plaque and provide additional plaque for new names

- Liaising with Malton In Bloom regarding their plans for the future

Following receipt of the revised project costs, the committee would seek confirmation on the donation amount from supporters of the project and investigate alternative funding sources.

(i) **STAFF DEVELOPMENT REVIEWS**

The Clerk would be carrying out staff development reviews in September and October.

(j) **POLICY AND PROCEDURE IMPLEMENTATION**

The Clerk would like to obtain Members approval to implement the policies below which have been previously circulated to Members. All policies would be available on the website following approval.

1. Data Protection Policy
2. Dignity at Work (Bullying and Harassment) Policy
3. Media and Press Policy
4. Complaints Procedure
5. Freedom of Information Policy
6. Model Publication Scheme
7. Document Retention Policy

**RESOLVED**

- (i) That the Data Protection, Dignity at Work, Media and Press, Freedom of Information and Document Retention Policy be approved.
- (ii) That the Model Publication Scheme and the Complaints Procedure be approved.
- (ii) The Clerk to present draft Terms of Reference for a Staffing Committee referred to in the Dignity at Work Policy at the F&GP meeting on 17 October 2017.

**087. MEETINGS**

17<sup>th</sup> October 2017, 10am - Finance & General Purposes Committee  
 19<sup>th</sup> October 2017, 10am - Malton War Memorial Committee

**088. NEXT MEETING**

The next Town Council meeting was set for Wednesday 25<sup>th</sup> October 2017 at 7.15pm.

..... TOWN MAYOR. MALTON TOWN COUNCIL