

To all Middleham Town Councillors
I hereby summons and give you notice to attend an ORDINARY MEETING OF
MIDDLEHAM TOWN COUNCIL to be held in the Richard III Room at Middleham Key
Centre on Wednesday 24 November 2021 at 6.30 pm

Signed
David Keep Clerk / Proper Officer

NOTE TO MIDDLEHAM RESIDENTS:

As with all Council meetings, public participation is permitted at the start of a meeting and limited to 15 minutes. Questions or statements are restricted to items on the agenda. Members of the public wishing to raise matters not on the agenda should do so in writing or make an appointment with the Clerk or Chairman. The public cannot take part in the proceedings once the meeting has been convened.

AGENDA

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| 1. | Open Forum. 15-minute session for the public to raise issues with Council. | |
| 2. | Apologies for absence. | |
| 2.1 | To receive apologies for absence given in advance of the meeting. No apologies have been received. | |
| 2.2 | To consider approval of reasons given for absence | |
| 3. | Declarations of interest and any dispensation requests regarding items on the agenda, other than any previously disclosed. | |
| 4. | Minutes | All |
| 4.1 | To confirm the minutes of the meeting held on 13 October 2021 (including the confidential minute). | |
| 4.2 | Review schedule of agreed actions. | |
| 5. | Confidential and Urgent Items. To determine whether any part of the proceedings should be treated as confidential and excluded from minutes to be made available for public inspection; to notify any items of urgent business. | |
| 6. | Town Council (TC) – Information/Decision required | |
| 6.1 | Councillors and Clerk to report any meetings attended and actions undertaken (standing item) | All |
| 6.2 | Matters of local interest and concern as reported to Councillors or on Residents’ Facebook page. | All |
| 6.3 | To receive written applications for the officer of town councillor and to co-opt a candidate to fill the existing vacancy. | Chair |
| 6.4 | Councillor duties. To note generic job description and training courses. | Clerk |
| 6.5 | New Code of Conduct. For adoption. | Clerk |
| 6.6 | Post Coronavirus community support. To receive Leyburn CSO report. | |
| 6.7 | Land Management Issues (standing item). | |
| 6.7.1 | Storm drains on Council Lands – update on maintenance issues | Clerk |
| 6.8 | Police Matters Monthly Report (standing item). | |
| 6.9 | Middleham Herald. Future deadline (Christmas issue) and content. | HB |
| 6.10 | Housing matters – update. | Clerk |
| 6.11 | Funding Opportunities. For discussion. | |
| 6.12 | Supporting the Community: | |
| 6.12.1 | Local activities for children and young people. To receive an update. | Clerk |
| 6.12.2 | Drug Issues: Summary of matters to raise at joint meeting with Police Fire and Crime Commissioner 1 December 2021. | Chair |
| 6.13 | Update on Unitary Authority. Dates of briefings to be noted. | Clerk |
| 7. | Review of Health & Safety and Environmental Matters (standing item). | |
| 7.1 | Play Areas Inspection reports. | Clerk |
| 7.2 | Road and Paths | |
| 7.2.1 | Road Surface concerns. | HB |
| 7.2.1.1 | Vehicle speeds along Back Lane. Approval for painted road signs. | HB |
| 7.2.2 | Street Lighting. Update on funding application and repairs to faulty lights. | Clerk |
| 7.3 | Environmental Matters. LWBAG. Update on willow planting plans. | |
| 8. | Project Updates (standing item): | |
| 8.1.1 | Burial Ground. To approve various matters: | Clerk |
| 8.1.1.1 | Rules, | Clerk |

8.1.1.2 Scale of charges	Clerk
8.2 MSCWA.	
8.2.1 Report from the Committee and update on shed, petanque cricket net.	NH / HB / SW
8.3 MKC.	
8.3.1 To receive an update from Trustees.	
8.4 Play Area Improvements: Funding request for £7,590.24 plus VAT (£1,518.05) total £9,108.29.	SW / GF
8.5 Moving and restoring bench seats. Verbal update.	
8.6 Operation London Bridge. To approve actions and expenditure of £200.	Clerk
9. Events in Middleham (standing item)..	
9.1 Christmas Activity: Seniors' Christmas Lunch; Carols and lighting ceremony.	SF
9.2 To agree participation in the following.	
9.2.1 Spring Clean (date to be agreed). To agree participation.	LS/SF
9.2.2 Platinum Jubilee bank holiday Thursday 2 June and Friday 3 June (in lieu of Spring bank holiday). To discuss a Town celebration.	All
10. Planning (TC) - Information/Decision required	
10.1 To report on planning decision notices received since the last meeting: None received	
10.2 To comment on applications received since the last meeting.	
10.2.1 Full planning permission for erection of stables to provide 12 stable boxes and equipment/storage room at Thorngill House, Racing stables, Coverham, DL8 4TJ - R/60/8G No objection (submitted between meetings)	
10.2.2 Full Planning Permission to Replace an Existing il Tank with a Larger Tank to Better Serve the Property at The Hall, West End, Middleham, DL8 4QQ 21/00893/FULL. No objection (submitted between meetings)	
10.2.3 Full Planning Permission for Replacement of existing Glazed Screen to Rear Extension with Stone Cavity Wall with New Door and Sash Window, Extension of Roof to Rear Extension to Form Small Canopy and Replacement of Existing Ground Floor Window at Rear with Door at Hepple House, Kirkgate, Middleham, DL8 4PG 21/00947/FULL	
10.3 To note recent decision notices.	
10.3.1 Replace 3 No Stone Lintels (Front Door, Front Ground Floor Window and Front First Floor Window) and Renovate 5 No Windows (Ground Floor Front, First Floor Front, First Floor Side Bathroom, First Floor Rear and Second Floor Front) at Laundry Cottage, West End, Middleham, DL8 4QL 21/00732/LBC Granted	
10.4 To note any potential planning enforcement and other issues.	
10.4.1 Satellite Dish in Kirkgate, compliance with conservation area guidance	
11. Finance (TC/IH) - Information/Decision required	
11.1 Payments - for approval, cheques to sign and ratification of any payments made since last meeting with a full report on all receipts and payments (including a bank reconciliation as at the end of August, September and October 2021):	All
11.2 Budget.	
11.2.1 To note feedback from RDC precept briefing	Clerk
11.2.2 To approve budget and precept for 2022-23	Clerk
11.3 Clerk's contract of employment	
11.3.1 Contract review (private discussion)	
11.3.2 Clerk's office attendance. Trial period of 6 months one day per fortnight (for review).	SF/HB
11.4 Replacement Laptop. For approval £732.13.	Clerk
12. Suggested agenda items.	
12.1 Report on internal control inspection and other internal checks	
12.2 Updated Risk assessment review. For discussion.	

An additional single item meeting will be held on Wednesday 15 December 2021 to set the precept. The next monthly meeting will be held on Wednesday 9 February 2022.