

**To all Middleham Town Councillors**  
**I hereby summons and give you notice to attend the ANNUAL MEETING OF**  
**MIDDLEHAM TOWN COUNCIL to be held in the Richard III Room at Middleham Key**  
**Centre on Wednesday 11 May 2022 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.    | <b>To note the uncontested appointment of Mrs S Fairhurst, Mrs H Byford, Mrs L Skelton, Mr G Fortune, Mr N Hopper and Mr S Mashford as Town Councillors. Each to sign a Declaration of Acceptance and complete return of election expenses.</b>            | <b>Chair</b>      |
| 2.    | <b>Election of Town Mayor / Chairman and signing of Declaration of Acceptance</b>  | <b>Mayor</b>      |
| 3.    | <b>Election of Deputy Town Mayor / Vice-Chairman</b>   | <b>Mayor</b>      |
| 4.    | <b>Open Forum.</b> 15-minute session for the public to raise issues with Council.  |                   |
| 5.    | <b>Apologies for absence.</b>  |                   |
| 5.1   | To receive apologies for absence given in advance of the meeting. To consider approval of reasons given for absence.   |                   |
| 5.2   | <b>Declarations of interest and any dispensation requests regarding items on the agenda, other than any previously disclosed. Councillors to make new declarations for filing with the Clerk</b>   |                   |
| 6.    | <b>Minutes</b>   |                   |
| 6.1.1 | To confirm the minutes of the meeting held on 23 March 2022 (including the confidential minute).   |                   |
| 6.2   | <b>Review schedule of agreed actions.</b>  |                   |
| 6.3   | <b>Confidential and Urgent Items.</b> To determine whether any part of the proceedings should be treated as confidential and excluded from minutes to be made available for public inspection (one item proposed); to notify any items of urgent business. |                   |
| 6.4   | <b>Town Council (TC) – Information/Decision required</b>   |                   |
| 6.5   | <b>Councillors and Clerk to report any meetings attended and actions undertaken (standing item)</b>  | <b>All</b>        |
| 6.6   | <b>Matters of local interest and concern as reported to Councillors or on Residents’ Facebook page (standing item)</b>   | <b>All</b>        |
| 6.7   | <b>Council Matters:</b>  |                   |
| 6.7.1 | Co-Option of Councillor to fill vacancy. To agree the process to be adopted.   | <b>Clerk</b>      |
| 6.7.2 | Job description for Councillors. Not a statutory document, for guidance.   | <b>Clerk</b>      |
| 6.8   | <b>Land Management Issues (standing item).</b>   |                   |
| 6.8.1 | Storm drains on Council Lands – update for Park Lane and N side of Plantations. To note blocked drain on S Plantations access road.  | <b>HB / Clerk</b> |
| 6.8.2 | Direction signage to amenities. To receive report on current signage.  | <b>SF</b>         |
| 6.8.3 | To consider employing a handyman.  | <b>TC</b>         |
| 6.8.4 | Control of dogs on the Moor. To note recent incidents of dogs off leash and consider whether Bye Laws adequately govern public access and activity.  | <b>SF / HB</b>    |
| 6.9   | <b>Police Matters (standing item)</b>  |                   |
| 6.9.1 | Monthly Report. Feedback of meeting with Local Licensing Officer.  | <b>SF / HB</b>    |
| 6.10  | <b>Annual Town meeting 18 May 2022:</b> To note agenda and speakers.   | <b>Mayor</b>      |
| 6.11  | <b>Update on Unitary Authority (standing item).</b> To note election outcome   |                   |

<b>7.</b>	<b>Review of Health &amp; Safety and Environmental Matters (standing item).</b>	
<b>7.1</b>	<b>Play Areas</b> To note initial inspection of new play area equipment..	<b>Clerk</b>
<b>7.2</b>	<b>Road and Paths</b>	
7.2.1	Road Surface concerns. Update on recent incidents and action required.	<b>HB</b>
7.2.2	Street Lighting. Update on funding application and repairs to faulty lights.	<b>Clerk</b>
<b>7.3</b>	<b>Environmental Matters.</b>	
7.3.1	New Bin in Park Lane: to agree location.	<b>All</b>
<b>8.</b>	<b>Project Updates (standing item):</b>	
<b>8.1</b>	<b>Burial Ground.</b> To receive a verbal update	<b>Clerk</b>
<b>8.2</b>	<b>MSCWA.</b> Verbal report from the Committee; update on shed, petanque court.	<b>NH</b>
<b>8.3</b>	<b>MKC.</b> To receive a progress report from New Trustees.	<b>HB</b>
<b>8.4</b>	<b>Play Area Improvements:</b> To note opening ceremony on 23 March and receipt of all external funding contributions.	<b>Clerk</b>
<b>8.5</b>	<b>Jubilee Light.</b> To approve design and purchase and installation costs. £400	<b>HB</b>
<b>9.</b>	<b>Events in Middleham (standing item)..</b>	
9.1.1	Platinum Jubilee Bank Holiday Thursday / Friday 2/3 June. To receive a report on arrangements and draft risk assessment, Traffic Management scheme to close Market Place access road and temporary event licence.	<b>SF/HB / Clerk</b>
9.1.2	Stables Open Day. To receive report and submit feedback to organiser.	<b>Clerk</b>
9.1.3	Seniors' Coach outing. To approve £350 for coach hire (expenditure pursuant to s137 Local Government Act)	<b>SF</b>
<b>10.</b>	<b>Planning (TC) - Information/Decision required</b>	
<b>10.1</b>	<b>To report on planning decision notices received since the last meeting:</b>	
10.1.1	Full Planning Permission for Conversion of Outbuilding to 1 Bedroom Dwelling at Lambs Cottage, Market Place, Middleham, North Yorkshire, DL8 4NP 21/00369/FULL <b>Granted</b>	
<b>10.2</b>	<b>To comment on applications received since the last meeting.</b>	
10.2.1	Certificate of Lawfulness Proposed to replace six wooden sash windows with six wooden sash windows in the existing openings with no change of colour, material or design at Castle Hill Cottage, Castle Hill, Middleham, DL8 4QR 22/00170/CLP. <b>No objection, comments submitted between meetings</b>	
10.2.2	Full Planning Permission for a Detached Garage Building, Braeval Park Lane Middleham DL8 4QZ 22/00213	
10.2.3	Racing Stables Kingsley Park Farm Park Lane Middleham North Yorkshire DL8 4QZ 22/00212	
<b>10.3</b>	<b>To note any potential planning enforcement and other issues.</b> No enforcement matters. To note background to delayed determination of FPP for Redevelopment of Existing Racing Yard at Manor House Farm, Middleham, Leyburn, North Yorkshire, DL8 4RH. 21/000285	
<b>11.</b>	<b>Finance (TC/IH) - Information/Decision required</b>	
<b>11.1</b>	<b>Payments</b> - 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 March 2022):	<b>All</b>
<b>11.2</b>	<b>Outsourced Bookkeeping.</b> To receive a verbal update.	<b>Clerk</b>
<b>11.3</b>	<b>Year end accounts.</b> Verbal progress report from Clerk.	<b>Clerk</b>
<b>11.4</b>	<b>Renewal of Insurance Policy.</b> For approval.	<b>Clerk</b>
<b>11.5</b>	<b>s137 Local Government Act: Expenditure limit.</b> For the 2022/2023 financial approximately £5,574.24. For noting.	<b>Clerk</b>
<b>11.6</b>	<b>Clerk's contract of employment</b> Contract review (private discussion)	<b>SF / HB</b>
<b>12.</b>	<b>Suggested agenda items.</b>	
<b>12.1</b>	Annual Accounts for approval	
<b>12.2</b>	Feedback from North Yorkshire Police, Fire and Crime Commissioner virtual meeting with YLCA branches 26 May 2022.	
<b>12.3</b>	Council objectives for 2022-23	
<b>1.1</b>		

**The Annual Town Meeting shall be held on Wednesday 18 May 2022.**

**The next monthly meeting will be held on Wednesday 22 June 2022.**