

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 22 June 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

1. **Open Forum.** 15-minute session for the public to raise issues with Council.
2. **Cllr Hopper.** To note the sad death of Cllr Nigel Hopper.
3. **Apologies for absence.**
- 3.1 To receive apologies for absence given in advance of the meeting. To consider approval of reasons given for absence.
- 3.2 **Declarations of interest and any dispensation requests regarding items on the agenda, other than any previously disclosed. Councillors to update declarations for filing with the Clerk**
4. **Minutes**
 - 4.1.1 To confirm the minutes of the meeting held on 23 March 2022 (including the confidential minute).
- 4.2 **Review schedule of agreed actions.**
- 4.3 **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 (one item proposed); to notify any items of urgent business.
5. **Town Council (TC) – Information/Decision required**
- 5.1 **Co-option of Councillor.** To receive written applications for the officer of town councillor and to co-opt a candidate to fill the existing vacancy. **All**
- 5.2 **Councillors and Clerk to report any meetings attended and actions undertaken (standing item)** **All**
- 5.3 **Matters of local interest and concern as reported to Councillors or on Residents' Facebook page (standing item)**
- 5.4 **Council Matters:**
 - 5.4.1 Report from Town meeting on 18 May 2022 **Mayor**
 - 5.4.2 Council objectives and priorities for the current year. For discussion, to note councillor workload. **Mayor**
 - 5.4.3 To consider whether to establish standing Council Committees. **Mayor**
 - 5.4.3.1 Staffing
 - 5.4.3.2 Finance and internal Control
 - 5.4.3.3 Cobbles inspection
 - 5.4.4 To consider allocation of specific areas of interest to Councillors eg footpaths, planning applications, MSCWA, leased land, MKC, YLCA representative etc. **Mayor**
 - 5.4.5 To consider delegation of certain powers to the Clerk over the summer break.
- 5.5 **Land Management Issues (standing item).**
 - 5.5.1 Storm drains on Council Lands – update for Park Lane and N side of Plantations. To agree meeting date with NYCC Area 1. **Clerk**
 - 5.5.2 The Moors: access and use by individuals and groups during training hours. To discuss recent reports received. **Mayor**
- 5.6 **Police Matters (standing item)**
 - 5.6.1 Monthly Report. For information.
 - 5.6.2 Update on local staffing levels
 - 5.6.3 Feedback from North Yorkshire Police, Fire and Crime Commissioner virtual meeting with YLCA branches 26 May 2022. **Mayor**
 - 5.6.4 PFCCC consultation. For noting
- 5.7 Update on Unitary Authority (standing item).

5.7.1	To note developments and consider attendance at online briefings on Thursday 23 June 2022, 7:00pm to 8:30pm or Thursday 30 June 2022, 11.00am to 12:30pm.	All
5.7.2	To consider feedback on service levels provided by RDC for period to 31 March 2023.	Clerk
5.8	Banking services in Middleham. To note planned visits by Barclays Bank.	
5.9	Documentary Filming in Middleham. Planned filming in September, for information.	
5.10	Yorkshire Local Councils Associations One-Day Conference Friday 23 September 2022, Leeds. To consider attendance.	All
6.	Review of Health & Safety and Environmental Matters (standing item).	
6.1	Road and Paths	
6.1.1	Road Surface concerns. Update on recent incidents and action required.	HB
6.1.2	Street Lighting. Update on funding application and repairs to faulty lights.	Clerk
6.2	Environmental Matters. None at current time.	All
7.	Project Updates (standing item):	
7.1	Burial Ground. To receive a verbal update.	Clerk
7.2	MSCWA. Verbal report from the Committee; update on shed, petanque court. To approve signs requested by cricket club.	
7.3	MKC.	
7.3.1	To receive a progress report from New Trustees.	HB
7.3.2	MKC / Neville Hall Hedge. Request from householder. For consideration.	Clerk
8.	Events in Middleham (standing item)..	
8.1.1	Platinum Jubilee Bank Holiday Thursday / Friday 2/3 June. To receive a report and summary of expenditure.	SF/HB/ LS/ Clerk
8.1.2	Seniors' Coach outing. Verbal update on arrangements.	Mayor
8.1.3	Super-Feast Day. Update from organisers.	Clerk
8.1.4	Middleham Pleasure Ride, Sunday 21st August. To note use of Moors.	Clerk
9.	Planning (TC) - Information/Decision required	
9.1	To report on planning decision notices received since the last meeting:	
9.1.1	Full Planning Permission for Redevelopment of Existing Racing Yard at Manor House Farm, Middleham, Leyburn, North Yorkshire, DL8 4RH 21/000285 Granted	
9.1.2	Full Planning Permission for a Detached Garage Building, Braeval Park Lane Middleham DL8 4QZ 22/00213 Granted	
9.2	To comment on applications received since the last meeting.	
9.2.1	Listed Building Consent for Re-locating First Floor Partition Wall, Repairing and Replacing Windows, Inserting Conservation Rooflights, Replacing Rain Water Goods, Demolition of Existing Outbuilding and Erection of New Garden Room and Store at School House, West End, Middleham, DL8 4QG 22/00295	
9.2.2	Discharge of Condition 2 Attached to Listed Building Consent 21/00732/LBC at Laundry Cottage, West End, Middleham, DL8 4QL 22/00337	
9.2.3	Full Planning Permission for Extension and Alterations at Hazeldene, Kirkgate, Middleham, DL8 4PG 22/00279	
9.2.4	Full planning permission for retention of structure known as 'The Tower', with modified design at Forbidden Corner, Tugill Park Estate, Coverham, Middleham, DL8 4TJ R/60/30V	
9.2.5	Full Planning Permission for Circular Gallop, Manor Farm Middleham DL8 4RH 22/00330/FULL	
9.3	To note any potential planning enforcement and other issues. Alterations at Castle Keep Tea Rooms.	
10.	Finance (TC/IH) - Information/Decision required	
10.1	Payments –	All
10.1.1	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 April and May 2022):	
10.1.2	Specific expenditure approvals: Signpost repair.	Clerk
10.2	Renewal of Insurance Policy. For ratification. £1,872.01 (2021: £945). To note background to significant increase.	Clerk

10.3 Clerk's contract of employment Contract review (private discussion)

**SF / HB
Clerk**

10.4 Annual Governance and Accountability Return ('AGAR')

10.4.1 Report on internal control inspection and other internal checks

10.4.2 To receive the report of the Internal Auditor

10.4.3 To approve the governance statement and provide explanations for any "no" response (page 4 of AGAR).

10.4.4 To approve the statement of accounts (page 5 of AGAR)

10.4.5 Dates for exercise of public rights (inspection period). For approval.

10.4.6 To note the explanation of variances (see 'Variances' tab on cashbook)

10.4.7 Asset register as at 31 March 2022. For noting.

10.4.8 Internal Audit Fee. To approve the payment of £150 to Kim Duke

10.5 Updated Risk assessment review. For discussion.

11. Suggested agenda items.

11.1 Second home policy – to consider lobbying unitary authority to adopt

11.2 Tree planting in Middleham

11.3 Local Councils and Climate Change

The next monthly meeting is scheduled for Wednesday 7 September 2022. An additional meeting may be convened on 27 July 2022, if required.