

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 Garden Room at Middleham Key Centre
on Wednesday 8 February 2023 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. **To receive apologies for absence given in advance of the meeting and consider approval of reasons given for absence.** Apologies have been received from Cllr Watson who has a business commitment out of area.
3. **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 meetings held on 21 December 2022 and 4 January 2023 (including the confidential minute). **Chair**
 - 4.2 **Review schedule of agreed actions.**
 - 4.3 **Confidential and Urgent Items and Order of Proceedings.** 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; to agree to take certain matters in priority. A 5-minute break shall be held at 8pm.
5. **Town Council (TC) – Information/Decision required**
 - 5.1 **Councillors and Clerk to report any meetings attended and actions undertaken (standing item)** **All**
 - 5.2 **Matters of local interest and concern as reported to Councillors or on Residents’ Facebook page (standing item).** **Cllrs**
 - 5.3 **Council Matters:**
 - 5.3.1 To note the vacancy for a Councillor and agree co-option process and closing date for applications. **Chair**
 - 5.3.2 Civility and Respect Pledge for Smaller Councils. To note training courses.
 - 5.3.3 Policies. To note policies that Local Councils’ Association recommends should have and agree priorities for adoption. **Clerk**
 - 5.3.4 Citizens Advice Bureau. To note thanks for donation.
 - 5.3.5 Councillor Training courses. Report from Cllr Skelton. **LS**
 - 5.3.6 Objectives and priorities for 2023-24. For discussion. **Chair**
 - 5.3.7 Annual year planner. To agree schedule of key Council activity. **Chair**
 - 5.4 **Land Management Issues (standing item).**
 - 5.4.1 Storm drains on Council Lands. To receive an update, in particular drains around the large plantation. **Clerk**
 - 5.4.2 Care of Trees along the Buses. To note recommended works and approve expenditure £2,300, including transfer from reserves. **Clerk**
 - 5.4.3 Trees behind 9 St Alkelda’s Road – further request for tree management. **Clerk**
 - 5.5 **Police & Fire Matters (standing item)**
 - 5.5.1 Monthly Report. For information.
 - 5.5.2 HMICFRS’s report on North Yorkshire Fire and Rescue Service. For noting.
 - 5.6 **Update on Unitary Authority (standing item).**
 - 5.6.1 To note developments and feedback from attendance at online briefings.
 - 5.6.2 The Parish Charter. To review draft of charter with North Yorkshire Council

and complete questionnaire and note drop-in sessions.

6. Review of Health & Safety and Environmental Matters (standing item).

6.1 Play Areas

6.1.1 To note recent inspection reports and items highlighted for attention. To note damage to stone wall by play areas. **Clerk**

6.1.2 Repairs to scramble frame: cost update. **Clerk**

6.2 Road and Paths

6.2.1 Street Lighting. Update on funding application and repairs to faulty lights. **Clerk**

6.3 Environmental Matters.

6.3.1 To note instances of diesel oil in watercourses. **Clerk**

6.4 Community Matters

6.4.1 Warm & well project. Report on access to warm space in the Key Centre. **HB**

6.4.2 Second home policy – response from NYCC. For noting **Chair**

7. Project Updates (standing item):

7.1 Burial Ground.

7.1.1 To receive a verbal update. **Clerk**

7.1.2 Application to plant tree for ashes memorial **Clerk**

7.2 MSCWA. Verbal report from the Committee.

7.3 Funding.

7.3.1 To note and identify funding opportunities. **Clerk**

7.3.2 Funding request from Friends of Middleham and Spennithorne Schools.

7.4 MKC –Future Plans.

8. Events in Middleham (standing item)..

8.1.1 Middleham Stables Open Day on Good Friday, 7th April. Permission requested for use of Council land. For approval. **Clerk**

8.1.2 Coronation Day of King Charles III Saturday 6 May 2023 (Bank Holiday on Monday 8 May). For consideration. **All**

8.1.3 Other events in 2023. For consideration. **All**

9. Planning (TC) - Information/Decision required

9.1 To report on planning decision notices received since the last meeting:

9.1.1 Erection of Summer House in Rear Garden (Retrospective), 4 St Alkelda's Road Middleham DL8 4PW 17/00398/FULL **Refused.**

9.1.2 Full Planning Permission for Conversion of Barn and Stable to Residential Dwellinghouse at Barn North Of Coverham Lane, Middleham, North Yorkshire **Granted**

9.2 To comment on applications received since the last meeting. None received.

9.3 To note any potential planning enforcement and other issues. No additional matters at the current time.

10. Finance (TC/IH) - Information/Decision required

10.1 Payments –

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 / to December 2022): **All**

10.1.2 Specific expenditure approvals: None. **Clerk**

10.1.3 Review of internal controls. To note guidance on internal controls specific to local councils and to complete review before year end. **Cllrs**

10.1.4 Risk assessment review. To carry out annual review. **Clerk**

10.2 Clerk – contract of Employment (confidential discussion) **Clerk**

Cllrs

11. Suggested agenda items.

11.1.1 Appointment of internal auditor

The next monthly meeting is scheduled for 22 March 2023.

An additional meeting may be required to co-opt a Councillor.