

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 29 March 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

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| 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. To confirm the minutes of the meetings held on 8 February 2023, including the confidential extract. | Chair |
| 4.1 | 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 | To receive applications and co-opt a Town Councillor. To note Councillor 'job description'. | Chair |
| 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). | Cllrs |
| 5.3.1 | Potential Impact upon emergency plans of broadband outages | Clerk |
| 5.4 | Council Matters: | |
| 5.4.1 | Councillor Training. To consider courses offered by YLCA. | All |
| 5.4.2 | Policies. To receive report on priority policies for adoption. | LS/SM |
| 5.4.3 | Annual year planner. For noting. | All |
| 5.4.4 | Annual Town Meeting 17 May 2023. To invite a speaker. | Chair |
| 5.4.5 | Middleham Herald. To agree publication dates. | All |
| 5.5 | Land Management Issues (standing item). | |
| 5.5.1 | Storm drains on Council Lands. To receive an update, in particular drains around the large plantation. | Clerk |
| 5.5.2 | Trees | |
| 5.5.2.1 | Care of Trees along the Buses. To receive annual arboriculturist tree safety report. | Clerk |
| 5.5.2.2 | Trees behind 9 St Alkelda's Road – update on request for tree management. | All |
| 5.5.2.3 | Condition of trees in churchyard. Response from RDC. | Clerk |
| 5.5.2.4 | Lower Wensleydale Biodiversity Action Group: update on activity. | |
| 5.6 | Police & Fire Matters (standing item) | |
| 5.6.1 | Monthly Report. For information. | |
| 5.7 | Update on Unitary Authority (standing item). To note developments. | |
| 6. | Review of Health & Safety and Environmental Matters (standing item). | |
| 6.1.1 | Play Areas To note recent inspection reports and items highlighted for attention. | |

6.2	Road and Paths	Clerk
6.2.1	Street Lighting. Update on new light installation and repairs to faulty lights.	All
6.2.2	Car parking on the Cobbles. To consider current issues.	All
6.3	Environmental Matters.	
6.3.1	Dog Waste bins and dispensers. To consider relocation and purchase of an additional dispenser @ £199-£249 plus VAT	
6.3.2	Lower Wensleydale Biodiversity Action Group: update on activity	
6.3.3	Councils and Climate Change. To consider local actions.	
6.4	Community Matters	
6.4.1	Warm & well project. Report on access to warm space in the Key Centre.	HB
6.4.2	Community First Responders. To note role and local participation.	
7.	Project Updates (standing item):	
7.1	Burial Ground.	
7.1.1	To receive a verbal update. To discuss muddy area in front of entrance from open space.	Clerk
7.2	MSCWA. Verbal report from the Committee; proceedings at AGM.	
7.3	EV charging points. To consider installation.	
7.4	Funding.	All
7.4.1	North Yorkshire UK Shared Prosperity Fund. To note eligibility criteria and consider possible projects for application.	
7.5	MKC –Future Plans. Discussion in Confidential Session	
8.	Events in Middleham (standing item).	
8.1.1	Coronation Day of King Charles III Saturday 6 May 2023 (Bank Holiday on Monday 8 May). To note RDC funding of £174. To agree activities.	SF
8.1.2	Afoot in Two Dales Challenge 50 Mile Walk Sunday 16 July which crosses the Low Moor. For approval.	All
8.1.3	Stables Open Day 7 April 2023. Final arrangements. Agreement for use of Key Centre and location of portable toilets.	All
8.1.4	Other events in 2023. Update on arrangements.	
9.	Planning (TC) - Information/Decision required	
9.1	To report on planning decision notices received since the last meeting:	
9.1.1	Listed Building Consent for Construction of a Single Storey Building to be used as a Spa / Games Room and Addition of Bifolding Screening to Existing Porch at Neville Hall, West End, Middleham, DL8 4QQ22/00240/LBC	
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.	
9.4	Community Infrastructure Levy. To note guidance.	
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:	All
10.1.2	Specific expenditure approvals: None.	
10.1.3	Report on receipts and payments (including a bank reconciliation as at / to 28 February 2023)	Clerk
10.1.4	Transfer of reserves	Clerk
10.2	Year End Procedures	
10.2.1	To note process and timescale for submission of annual return. Deadline 3 July 2023.	Clerk
10.2.2	Intermediate review by the external auditor as part of the required 5% sample of those smaller authorities otherwise be subject to a basic review. For noting.	Clerk
10.2.3	Appointment of internal auditor.	Cllrs
10.2.4	Review of internal controls. Report on internal controls review.	SM/DP
10.2.5	Risk assessment review. To carry out annual review.	All
10.2.6	Fixed asset register. For updating.	All
10.2.7	Split of overhead costs with Inhabitant Householders. For agreement.	All
10.3	Insurance Renewal. To confirm disclosures required.	All
10.4	Clerk – contract of Employment (confidential discussion)	
11.	Suggested agenda items.	
11.1.1	Adopt updated standing orders.	
11.1.2	Adopt updated financial regulations.	

The next monthly meeting is scheduled for 10 May 2023 which is the also the Annual Meeting / Monthly Council Meeting where additional agenda items shall be considered.

The Annual Town Meeting shall be held on 17 May 2023.