

**Minutes of the Middleham Town Council Meeting held in the Garden Room,  
Middleham Key Centre on Wednesday 22<sup>nd</sup> November 2023**

**Present: Cllr Skelton Cllr Byford Cllr Palethorpe Cllr Watson  
Ms R Hurst-Clerk**

23. 26 Public Representations/Open Forum – None

23. 27 Apologies – Apologies for absence received from Cllr Mashford and reasons given approved.

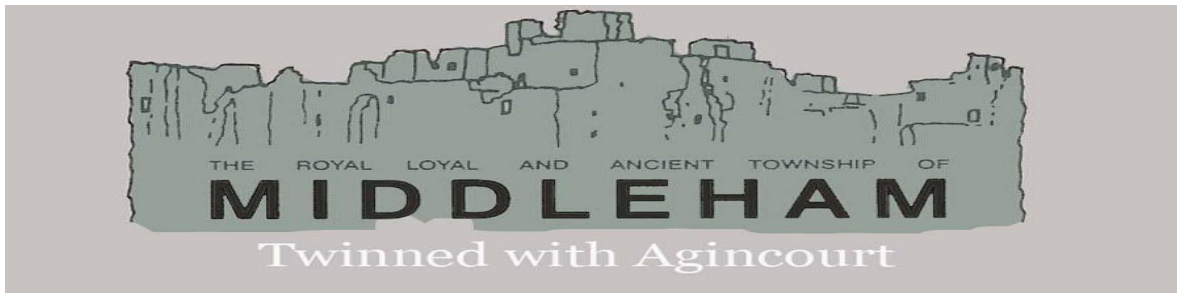
23. 28 Declarations of Interest - Declarations of Interest received from Cllr Watson and Cllr Palethorpe item 23.38a and Cllr Skelton 23.38b.

23. 29 Minutes of the meeting held on Wednesday 25<sup>th</sup> October 2023 approved as a correct record.

23. 30 Confidential/Urgent items and order of the proceedings- Item 23.42 determined as confidential.

**23. 31 Reports**

- a) Councillors to report any meetings attended and actions undertaken – Nothing to report.
- b) **Matters of local interest and concern as reported to Councillors or on Residents Facebook page** – Cllr Watson reported that the issue with the Ash Tree on Green Gate was still unresolved and agreed to chase the tree surgeon. Cllr Palethorpe noted that parking outside an area near the Black Swan was becoming an issue. Cllr Palethorpe also informed Councillors of a possible complaint that had been made against him.
- c) **Police and Fire Matters** (Appendix 2). – noted.
- d) **Unitary Authority** – Cllr Sedgwick updated the Council on the issues around IT and customer services that were being experienced and confirmed that these were now improving. It was noted that that staffing issues had also been an issue. Cllr Sedgwick also updated Councillors on the parking strategy that the Unitary Authority would be working on over the coming months. Cllr Watson commented on the inconsistency between paying by App and the ticket machine, paying by app costs more than purchasing a



ticket from the machine in Leyburn. Cllr Sedgwick agreed to feed this back to the Committee looking at the parking issues.

- e) **Clerks Report** – NYC Local Plan Briefing will be held on Tues 5<sup>th</sup> December 2023 via Microsoft Teams and will introduce the new North Yorkshire Planning Service and Local Plan Team, as well as setting out key milestones for Local Plan preparations and how Communities can get involved. Middleham Twinners also made a request to the Council in relation to adding a link to the Twinners website on the Council website.
- f) **Events in Middleham**
- Christmas Light Switch on and Carol Service, Friday 1<sup>st</sup> December 2023 6pm, Market Place Middleham.
  - Seniors Christmas Lunch, Thursday 14<sup>th</sup> December 2023, Middleham Key Centre.
  - Childrens Christmas Party, Saturday 16<sup>th</sup> December 2023 2-4pm, Middleham Key Centre.

#### 23. 32 Land Management Issues

- a) **Street Furniture Agreement** – The Council reviewed the Street Furniture agreement and rental rate and **resolved** to make no amendments for 2024/25.

**Action** – Clerk to investigate payments being made by Direct Debit and report back to the Council.

#### 23. 33 Review of Health & Safety and Environmental Matters

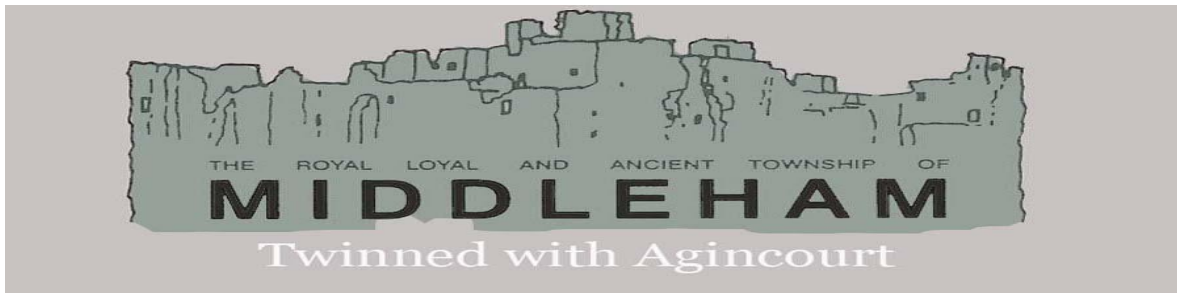
- a) **Play areas** – The Council discussed the recent play area inspection report and it was noted that there were no new issues.
- b) **Roads and Paths** – Councillors discussed the need for a maintenance plan for the cobbled areas.
- c) **Environmental Matters** – There were no environmental matters to report.

#### 23. 34 Community Matters

- a) **Defibrillator** – The Council discussed the quotes received for a replacement battery and **resolved** to purchase this from the Defib Store.

#### 23. 35 Christmas

- a) **Christmas Closing** – Councillors discussed the Christmas Closing hours. The office will be closed for Christmas week from Monday 25<sup>th</sup> December, re-opening on Tuesday 2<sup>nd</sup> January 2024.



**Action** – Clerk to add Christmas closing period to the website and to the front door of the building.

**23. 36 Project Updates**

- a) **Burial Ground** – Nothing to report.
- b) **MSCWA** – Councillors discussed the minutes received from the MSCWA AGM and were happy for MSCWA to obtain three quotes for the redressing of the lane and would then discuss this further with MSCWA at a future meeting.
- c) **Funding** – Nothing to report.

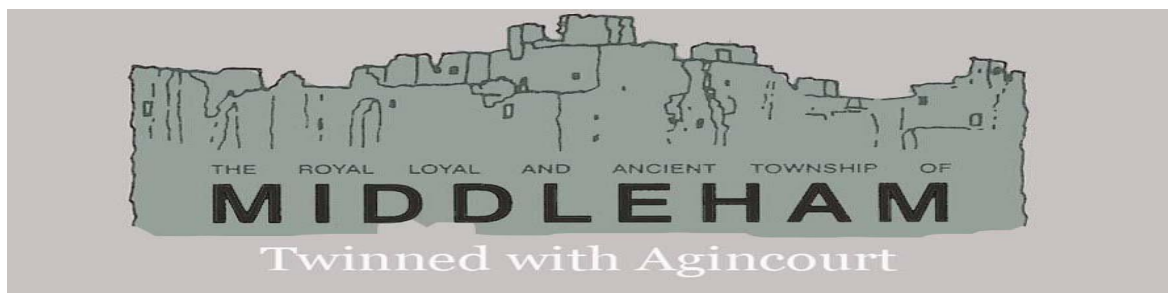
**23. 37 Planning Information** – Nothing to report.

**23. 38 Planning Applications and Decisions** (appendix 8)

- a) **Ref:** ZD23/00554/**Full Proposal:** Replacement of Existing Windows with Double Glazed Timber Windows made in a Traditional Style (a) Seven Windows to be Replaced with a Double Glazed Replica of Existing Two over Two Sash (b) Two Windows (Top Floor Bathroom, Rear of Ground Floor Sitting Room) Currently have Later Reproduction Windows in an Inauthentic Style and will be Replaced with Double Glazed Two over Two Sash Windows and 2. Replacement of Timber Doors (Front and Side) with New Traditionally Constructed Hardwood Timber Doors (a) Front Door to be Relocated to Original Position , Slightly Inset in Porch; (b) Simple Galvanised Rain Canopy to be Fitted above Front Door **Location:** Hazeldene, Kirkgate, Middleham **No objections.**
- b) **Ref:** R/60/8H **Proposal:** Erection of an Equestrian Building in which to House Internal Stables and Provision of Horse Walker **Location:** Thorngill House, Racing Stables, Coverham, Middleham, DL8 4TJ **No objections.**

**23. 39 Finance**

- a) **Budget 2024/25** – Councillors noted the underlying budget assumptions and agreed expenditure priorities as follows for the draft budget for 2024-25:
  - Cobble Maintenance/repairs
  - Moor’s Lease
  - Council compatible accounting software
  - Phone system for the Town Council Office



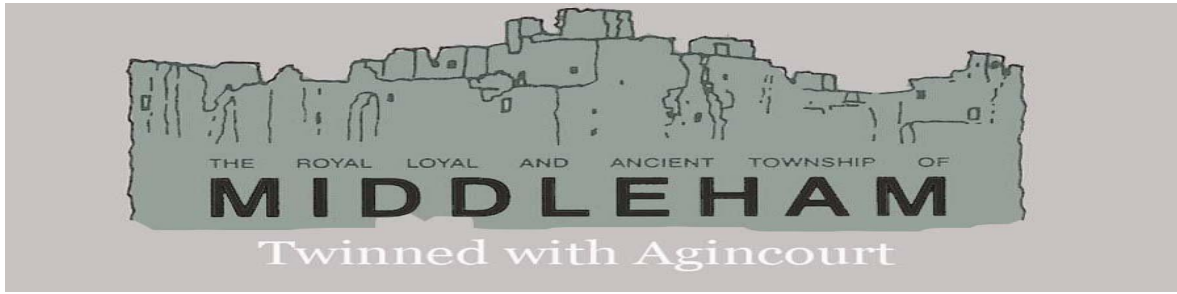
- b) **Bank Mandate and Signatories** – Councillors discussed the Bank Mandate, signatory changes and limits and **resolved** to approve 3 signatories as follows Cllr Byford, Cllr Skelton, Cllr Palethorpe & Ms R Hurst.
- c) **AGAR Submission 2022/23** – The Council discussed the AGAR sections 1 and 2 and **resolved** to approve these for submission to the External Auditor.
- d) **Internal Audit 2022/23** – The Council **resolved** to ratify the decision taken over email to appoint Account-Ant to complete the 2022/23 Internal Audit.
- e) **Audit 2023/24** – The Council discussed the quotes received for completion of the 2023/24 audit and **resolved** to appoint Account-Ant.
- f) **Childrens Christmas Party Donation** – Councillors discussed the request for a donation towards the Childrens Christmas Party and **resolved** to donate £400 under S137 of the Local Government Act.
- g) **Seniors Christmas Lunch Donation** – The Council discussed the request for a donation towards the Seniors Christmas Lunch and **resolved** to donate up to £300.00 under S137 of the Local Government Act.
- h) **Clerks Timesheet for October 2023**– The Council discussed and **approved** the Clerk timesheet for servicing the October Town Council meeting.
- i) Bank Reconciliation Statement dated 31<sup>st</sup> October 2023 – **Approved**.
- j) Budget situation detailed in the current net position **noted**.
- k) Payment’s list **approved** and receipts list **noted**.
- l) Invoices awaiting payment **approved**.

23. 40 **Suggested agenda Items for the next meeting** - Car Parking.

23. 41 **EXCLUSION OF THE PRESS AND PUBLIC** – the Council passed the following resolution: “That in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matter on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.”

23. 42 **Future of Middleham Key Centre** – confidential minutes recorded separately.

23. 43 **NJC Pay Scale** – The Council **resolved** to approve the NJC Pay award for 2023/24.



23. 44     **Date and Time of next meeting** – Wednesday 13<sup>th</sup> December 2023 6.30pm,  
Garden Room Middleham Key Centre.

Signed:

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Date: