

**Minutes of the Middleham Town Council Meeting held in the Garden Room, Middleham Key Centre, Wednesday 06<sup>th</sup> September 2023 at 6.30 p.m.**

Present: Cllr H Byford Cllr T Burton Pye Cllr L Skelton Cllr D Palethorpe  
Cllr S Watson Cllr S Mashford 1 Member of the Public

1.	<p><b>Open Forum:</b> The meeting was declared open by Cllr H Byford at 6.30 p.m. A resident reported that there were already weeds growing through a new section of pavement opposite the Key Centre. The same resident also asked if it would be possible to look into moving the dog waste bag container as children were throwing the bags across the play areas.</p> <p><b>Action</b> – Report to NYC Highways</p> <p>There were also reports of ivy in the Church Wall which was overhanging from neighbouring property.</p> <p><b>Action</b> – Ask the property owner to cut the ivy back.</p>	
2.	<b>Apologies:</b> None	
3.	<b>Declarations of Interest and Dispensations:</b> Cllr S Watson declared an interest in Item 9.2.1	
4	<b>Minutes</b>	
4.1.1	Minutes of the meeting held on the 26 <sup>th</sup> July 2023 were <b>approved</b> as a correct record.	
4.2	<p><b>Confidential and Urgent Items and Order of Proceedings:</b></p> <ul style="list-style-type: none"> <li>• Agenda item 11 to be treated as confidential.</li> </ul>	
5.	<b>Town Council (TC) – Information/Decision required</b>	
5.1	<b>Councillors and Clerk to report any meetings attended and actions undertaken (Standing item):</b> Nothing to report at this meeting.	
5.2	<p><b>Matters of Local Interest and Concern as reported to Councillors or on Residents Facebook page (Standing item).</b></p> <ul style="list-style-type: none"> <li>• Cllr Skelton reported an issue with the incorrect use of the one-way system on Park Lane, which the Police have confirmed they will patrol more often.</li> <li>• Cllr Burton Pye reported that a resident had expressed an interest in having some of the Council Christmas Lights on their property. <b>Action</b> – Cllr Burton Pye to speak with the resident about this and confirm whether they would be willing to arrange for these to be put themselves.</li> <li>• Cllr Burton Pye had been approached by a local business owner in relation to use of the gallops. <b>Action</b> – Cllr Byford to contact business owner to discuss this further.</li> <li>• Cllr Palethorpe expressed concerns about a vehicle parked outside Cosy Nook which could potentially cause problems.</li> </ul>	TBP  HB
5.3	<b>Council Matters</b>	
5.3.1	<p><b>Councillor Vacancy:</b> The Council <b>resolved</b> to defer this item to a future meeting.</p>	
5.4	<b>Land Management Issues (Standing Item):</b> Nothing to report.	
5.5	<b>Police and Fire Matters:</b>	
5.5.1	<p><b>Monthly report</b> – noted. Action – Cllr Byford to distribute to Councillors.</p>	HB

Date:

Signed:

5.6	<b>Update on Unitary Authority (Standing Item):</b> Nothing to report at this meeting.	
5.6.2	<b>NYC Local Transport Plan</b> Cllrs discussed the North Yorkshire Council Local Transport Plan. <b>Action</b> – Cllr Byford to complete a submission as agreed by Council	HB
5.6.3	<b>NYC Review and renewal of subsidised bus services</b> Councillors discussed the renewal of subsidised bus services and the issues that Middleham residents currently face with the bus services. <b>Action</b> – Cllr Byford to complete and return the survey as agreed by Council.	HB
6	<b>Review of Health &amp; Safety and Environmental Matters (Standing Item):</b>	
6.1	<b>Play Areas</b>	
6.1.1	<b>To note recent inspection reports and items highlighted for attention. To report on repairs to damage to stone wall by the play areas:</b> Councillors discussed the issues brought up in the recent report and resolved to arrange a date in partnership with members of the Community to clean the play areas and look at the work that needed completing with a view to discussing the remedial works at a future meeting. <b>Action</b> – Cllr Palethorpe to inspect the wall and report back to the Council.	All Cllrs  DP
6.2	<b>Roads and Paths:</b> Nothing to report at this meeting.	
6.2.1	<b>Street Lighting:</b> Cllrs noted that the power on Castle Back Street would be turned off again at the end of the week.	
6.3	<b>Environmental Matters:</b> Nothing to report at this meeting.	
6.4	<b>Community Matters:</b> A resident expressed concerns about the bus services in Middleham and the surrounding area.	
7	<b>Project Updates (Standing Item):</b> Nothing to report at this meeting.	
7.1	<b>Burial Ground:</b> Nothing to report at this meeting.	
7.2	<b>MSCWA:</b> Councillors were informed that a Defibrillator had been received from the Football Association but had not been installed as yet. Some work has been undertaken with funding raised from the Charity Summer Fete. There has also been some vandalism at the MSCWA play area.	
7.3	<b>Funding:</b> Nothing to report at this meeting.	
8	<b>Events in Middleham (Standing Item):</b>	
8.1.1	<b>Upcoming Events in 2023. For Consideration</b> The Council were updated on the following events in 2023: Octoberfest Saturday 7 <sup>th</sup> October 2023 Carol singing/Christmas lights turn on Friday 1 <sup>st</sup> December 2023 <b>Action</b> – Cllr Byford to contact the choir in relation to attendance at the Christmas event.	HB
9	<b>Planning (TC) – Information/Decision required</b>	
9.1	<b>To report on planning decision notices received since the last meeting:</b> Nothing to report at this meeting.	
9.2	<b>To comment on applications received since the last meeting:</b> <b>ZD23/00442/LBC</b> – Cllrs had no objections. <b>ZD23/00336/VAR</b> – Cllrs to ratify comments at the next meeting. <b>ZD23/00466/CLP</b> – Cllrs to ratify comments at the next meeting.	
10	<b>Finance (TC/IH) – Information/Decision required</b>	
10.1	<b>Payments</b>	
10.1.1	Payments, cheques to be signed and ratification of any payments made since last meeting – <b>Approved.</b>	
10.1.2	<b>Specific Expenditure approvals:</b> Nothing to report at this meeting.	
10.1.3	<b>Review of internal controls:</b> The Council were informed that this item had now been completed.	

10.1.4	<b>External Audit Update:</b> The Council reviewed, approved and signed the external audit <b>Action – Cllr Mashford to circulate to all Cllrs and return relevant paperwork.</b>	SM
10.1.5	<b>Risk Assessment Review:</b> The Council <b>resolved</b> to defer this item to the next meeting.	
10.2	<b>Clerk – contract review and recruitment process and authorisation</b> The Council resolved to appoint Ms R Hurst to the position of Clerk to Middleham Town Council.	
11	<b>Confidential Minute</b> – separately recorded	HB
	The Meeting closed at 2038hrs	