

Minutes of the Middleham Town Council Meeting held in the Garden Room, Middleham Key Centre, Wednesday 26th July 2023 at 6.30 p.m.

Present: Cllr H Byford Cllr T Burton Pye Cllr L Skelton Cllr D Palethorpe

1.	Open Forum: The meeting was declared open by Cllr H Byford at 6.30 p.m.	
2.	Apologies: Apologies received, and reasons approved from Cllr S Mashford and Cllr S Watson.	
3.	Declarations of Interest and Dispensations: Cllr Burton Burton-Pye declared an interest in Item 11.	
4	Minutes	
4.1.1	Minutes of the meeting held on the 21 st June 2023 were approved as a correct record.	
4.2	Confidential and Urgent Items and Order of Proceedings: <ul style="list-style-type: none"> • Agenda item 11 to be treated as confidential. 	
5.	Town Council (TC) – Information/Decision required	
5.1	Councillors and Clerk to report any meetings attended and actions undertaken (Standing item): Nothing to report at this meeting.	
5.2	Matters of Local Interest and Concern as reported to Councillors or on Residents Facebook page (Standing item). <ul style="list-style-type: none"> • A resident raised concerns in relation to the 40MPH Speed limit signs near the gallops. Action – Cllr Byford to contact Highways to ask if the Council can add a “warning racehorse” sign below. • Cllr Palethorpe expressed concern about the speed of cars coming down Park Lane. • Cllr Palethorpe had been approached by a resident in relation to the VW camper van parked near the Talking Well. Action – Cllr Skelton/Cllr Byford to speak with the owner of the garage. • Cllr Burton-Pye had been approached by two residents questioning whose responsibility it was to cut the hedge by the play area. Action – Cllr Palethorpe to speak to the tenants of the property. 	HB LS/HB DP
5.3	Council Matters	
5.3.1	Councillor Training Courses: Nothing to report at this meeting.	
5.3.2	Objectives and Priorities: Cllrs approved the objectives and priorities set at the last meeting.	
5.3.3	Annual Year Planner: The Council resolved to return to monthly meetings. Action – Cllr Byford to circulate the dates of the meetings.	HB
5.3.4	Councillor Vacancy: The Council resolved to defer this item to a future meeting. Action – Cllr Byford to re-advertise the vacancy before the next meeting in September.	HB
5.4	Land Management Issues (Standing Item): Cllr Skelton requested clarification on the whether the hedge by the play area was included on the Contractors schedule of cutting.	

	Cllr Byford reported some basal growth on the trees near the dog field. Action – Cllr Byford to contact the Contractor to discuss this and will report back at the next Council meeting.	HB
5.5	Police and Fire Matters:	
5.5.1	Monthly report – noted.	
5.6	Update on Unitary Authority (Standing Item): Nothing to report at this meeting.	
5.6.1	To note developments and feedback from attendance at online briefings: Nothing to report at this meeting.	
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: Cllr Palethorpe reported that he had inspected the issues highlighted in the quarterly report and fixed a number of these issues. Action – The Council resolved to regularly check the remaining issues. Action - Cllr Palethorpe will circulate an annotated version of the notes he made of the issues and circulate to Cllrs.	All Cllrs DP
6.2	Roads and Paths Cllr Palethorpe updated the Council on the blocked drains on the Plantation. Action – Cllr Byford to contact Highways to ask if they will include the MTC drains at West End within their maintenance programme on a repayment basis and, if so, at what cost.	HB
6.2.1	Street Lighting: Nothing to report at this meeting.	
6.2.2	Parking Matters Cllr Burton Pye updated the Council on the meeting held to discuss the parking issues. Action – Cllr Burton Pye and Councillor Mashford to draft Terms of Reference for the Working party and circulate to Councillors for discussion at the next Town Council meeting.	TBP/SM
6.2.3	Traffic and Speeding Concerns The Council discussed the issue of speeding and parking issues on Park Lane. Action – Cllr Byford to contact Highways to request the historic traffic/speed data that was collected. Action – Cllr Byford to forward information collected onto the Police and report back to the next meeting.	HB HB
6.3	Environmental Matters: Nothing to report at this meeting.	
6.4	Community Matters	
6.4.1	Community Engagement A resident requested that notices and minutes are advertised on social media. Action – Cllr Byford to post notices of meetings and a link to the website for published minutes on social media.	HB
7	Project Updates (Standing Item): Nothing to report at this meeting.	
7.1	Burial Ground: Nothing to report at this meeting.	
7.2	MSCWA: Nothing to report at this meeting.	
7.3	Funding: Nothing to report at this meeting.	
8	Events in Middleham (Standing Item):	
8.1.1	Upcoming Events in 2023. For Consideration The Council were updated on the following events in 2023:	

	Oktoberfest Saturday 7 th October 2023 Carol singing/Christmas lights turn on Friday 1 st December 2023	
8.1.2	To receive verbal report on Richard 3rd Festival Cllr Byford reported that the event had been very successful, there were lots of visitors on both days, local accommodations were full with tourists, lots of local people and their families attended and a future date of 1 st July 2024 had been pencilled in pending a decision from English Heritage.	
9	Planning (TC) – Information/Decision required	
9.1	To report on planning decision notices received since the last meeting: Nothing to report at this meeting.	
9.2	To comment on applications received since the last meeting: Nothing to report at this meeting.	
10	Finance (TC/IH) – Information/Decision required	
10.1	Payments	
10.1.1	Payments, cheques to be signed and ratification of any payments made since last meeting – Approved.	
10.1.2	Specific Expenditure approvals: Nothing to report at this meeting.	
10.1.3	Review of internal controls: The Council were informed that this item had now been completed.	
10.1.4	External Audit Update: Nothing to report at this meeting.	
10.1.5	Risk Assessment Review: The Council resolved to defer this item to the next meeting.	
10.2	Clerk – contract review and recruitment process and authorisation Cllr Byford updated the Council on current position on recruitment to the Clerk post. Action – Cllr Byford will circulate the finalised Contract to Councillors for ratification at the next meeting.	HB
11	Confidential Minute	HB

The Meeting closed at 20.40 hrs.

Date of next Meeting – Wed 6th September 2023 at 6.30pm.