

**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 13 October 2021 at 7.00 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.** A 15-minute session to allow members of the public to raise issues with the Council.
2. **Apologies for absence.**
  - 2.1 To receive apologies for absence given in advance of the meeting. No apologies have been received.
  - 2.2 To consider approval of reasons given for absence
3. **Declarations of interest and any dispensation requests regarding items on the agenda, other than any previously disclosed.**
4. **Minutes**
  - 4.1 To confirm the minutes of the meeting held on 8 September 2021.
  - 4.2 Review schedule of agreed actions. All
5. **Confidential and Urgent Items.** 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.
6. **Town Council (TC) – Information/Decision required**
  - 6.1 **Councillors and Clerk to report any meetings attended and actions undertaken (standing item)** All
  - 6.2 **Matters of local interest and concern as reported to Councillors or on Residents’ Facebook page.** All
  - 6.3 **Casual Vacancy.** To agree procedure to appoint a Town Councillor.
  - 6.4 **Future Council Meeting Dates and Frequency** SF / HB
  - 6.5 **Post Coronavirus.** To note future potential demand for assistance and ongoing need for volunteers. Clerk
  - 6.6 **Land Management Issues (standing item).**
    - 6.6.1 Storm drains on Council Lands – update on maintenance issues Clerk
    - 6.6.2 Land Maintenance: to agree specification for 2022 contract. Clerk
      - 6.6.2.1 Additional Waste Bins. For response to RDC. Clerk
      - 6.6.2.2 Moving and restoring bench seats. For discussion. HB / LS
  - 6.7 **Police Matters** Monthly Report (standing item). August and September.
  - 6.8 **Middleham Herald.** To note future deadline (Halloween issue) and suggested content.
  - 6.9 **Housing matters – update.** HB
  - 6.10 **Funding Opportunities.** For discussion.
  - 6.11 **Supporting the Community:**
    - 6.11.1 Local activities for children and young people. To receive an update.
    - 6.11.2 Dementia. Report from local working party.
    - 6.11.3 Drug Issues: Confirmation of joint meeting with Police Fire and Crime Commissioner 1 December 2021.. Clerk
  - 6.12 **Update on Unitary Authority**
7. **Review of Health & Safety and Environmental Matters (standing item).**
  - 7.1 **Play Areas** Inspection reports.
  - 7.2 **Road and Paths**
    - 7.2.1 Road Surface concerns. HB
      - 7.2.1.1 Vehicle speeds along Back Lane. Report of meeting with NYCC signs. HB
    - 7.2.2 Street Lighting. Update on funding application. Clerk
  - 7.3 **Environmental Matters.** LWBAG. Update on plans.

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| <b>8. Project Updates (standing item):</b>   |                     |
| 8.1.1 <b>Burial Ground.</b> To approve various matters:  | <b>Clerk</b>        |
| 8.1.1.1 Official opening date and ceremony   | <b>Clerk</b>        |
| 8.1.1.2 Rules,   | <b>Clerk</b>        |
| 8.1.1.3 Scale of charges   |                     |
| 8.1.1.4 Amendments to Clerk's contract of employment re burial manager duties  |                     |
| <b>8.2 MSCWA.</b>  | <b>NH / HB / SW</b> |
| 8.2.1 To receive a report from the Committee.  |                     |
| 8.2.2 To receive annual accounts to 31 March 2021  |                     |
| 8.2.3 Update on storage shed, petanque court, erection of cricket net.   |                     |
| <b>8.3 MKC.</b>  |                     |
| 8.3.1 To receive an update from Trustees.  | <b>Clerk</b>        |
| <b>8.4 Play Area Improvements:</b> Funding request for £4,740.24 plus VAT.   |                     |
| <b>9. Events in Middleham (standing item)..</b>  |                     |
| <b>9.1 Super Feast Day Community event.</b> Statement of income and expenditure and Council contribution of £500 (expenditure under s137 Local Government Act).  | <b>All HB/NH</b>    |
| <b>9.2 Oktoberfest 9 October.</b> Verbal report.   | <b>HB / NH</b>      |
| <b>9.3 Christmas Activity.</b> £100 to luncheon club £120 for Christmas tree and £700 for Christmas lights (expenditure under s137 Local Government Act).<br>Community Lighting ceremony.  | <b>Clerk</b>        |
| <b>10. Planning (TC) - Information/Decision required</b>   |                     |
| <b>10.1 To report on planning decision notices received since the last meeting:</b> None received  |                     |
| <b>10.2 To comment on applications received since the last meeting.</b>  |                     |
| 10.2.1 Replace 3 No Stone Lintels and Renovate 5 No Windows at Laundry Cottage, West End, Middleham, DL8 4QL 21/00732/LBC. <b>No objection (comments submitted between meetings)</b>   |                     |
| <b>10.3 To note recent decision notices.</b>   |                     |
| 10.3.1 Change of Use of Land from Agriculture and Haulage Yard to Holiday Chalet Park and Associated Landscaping at Hillside Farm East Witton Road Middleham Leyburn DL8 4PT 19/00316 <b>Granted</b>   |                     |
| 10.3.2 Full Planning Permission to Remove Existing Pebbledash from the Front Elevation and Replace with a Lime Based Render Suitable for Stone and to Render the Side Elevation with the Same Product at Old Alms Houses, West End, DL8 4QQ 21/00626/FULL <b>Granted</b> |                     |
| 10.3.3 Full Planning Permission to Demolish Timber Shed and Link Proposed Garage to Existing Porch, Build above Existing Lean-to to Provide Sun Lounge, Ashdren Lodge Park Lane Middleham DL8 4QY 21/00500/FULL <b>Granted</b>   |                     |
| <b>10.4 To note any potential planning enforcement and other issues.</b>   |                     |
| 10.4.1 Delays to RDC planning processes. For discussion.   |                     |
| <b>11. Finance (TC/IH) - Information/Decision required</b>   |                     |
| <b>11.1 Payments</b> - 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 the end of August 2021):  | <b>All</b>          |
| <b>11.2 Budget setting for 2022-23.</b> To agree priorities for Council and Charity.   | <b>Clerk</b>        |
| <b>12. Suggested agenda items.</b>   |                     |
| <b>12.1 Setting Precept for 2022-23</b>  |                     |
| <b>12.2 Replacement light fitting for Jubilee lamp</b>   |                     |
| <b>12.3 Tubs and Troughs on the Wastes: update policy</b>  |                     |
| <b>12.4 Play area equipment: outcome of funding applications</b>   |                     |
| <b>12.5 Report on internal control inspection and other internal checks</b>  |                     |
| <b>12.6 Updated Risk assessment review. For discussion.</b>  |                     |
| <b>12.7 To receive annual MKC accounts to 31 March 2021</b>  |                     |

The next monthly meeting will be held on Wednesday 1 December 2021.