

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 10 May 2023 at 6.30 pm

Signed
 Cllr Sue Fairhurst
 Chair

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.** 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.**
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**
 - 4.1.1 To confirm the minutes of the meeting held on 12 April 2023 (including the confidential minute). **Chair**
- 4.2 **Review schedule of agreed actions.**
- 4.3 **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 will be held at 8pm.
5. **Town Council (TC) – Information/Decision required**
 - 5.1 **Councillors and Clerk to report any meetings attended and actions undertaken (standing item)** **All**
 - 5.2 **Matters of local interest and concern as reported to Councillors or on Residents’ Facebook page (standing item).** **Cllrs**
 - 5.3 **Council Matters:**
 - 5.3.1 Councillor Training courses. Report from Cllr Watson. **SW**
 - 5.3.2 Objectives and priorities for 2023-24. For discussion.
 - 5.3.3 Annual year planner. To agree schedule of key Council activity.
 - 5.4 **Land Management Issues (standing item).**
 - 5.4.1 Trees behind 9 St Alkelda’s Road – report on meeting with resident and arborist regarding tree management. **HB**
 - 5.5 **Police & Fire Matters (standing item)**
 - 5.5.1 Monthly Report. For information. **LS**
 - 5.5.2 HMICFRS’s report on North Yorkshire Fire and Rescue Service. For noting. **Chair**
 - 5.6 **Update on Unitary Authority (standing item).** **Chair**
 - 5.6.1 To note developments and feedback from attendance at online briefings.
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. To note damage to stone wall by play areas. **DP**
 - 6.1.2 Repairs to scramble frame: cost update.
 - 6.2 **Road and Paths**
 - 6.2.1 Street Lighting. Update on funding application and repairs to faulty lights.
 - 6.3 **Environmental Matters.**
 - 6.4 **Community Matters**

- 7. Project Updates (standing item):**
- 7.1 Burial Ground. NTR**
- 7.2 MSCWA.** Verbal report from the Committee.
- 7.3 Funding.**
- 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). For consideration. **SF**
- 8.1.2 Other events in 2023. For consideration. **All**
- 9. Planning (TC) - Information/Decision required**
- 9.1 To report on planning decision notices received since the last meeting:**
- 9.2 To comment on applications received since the last meeting.**
- 9.2.1 ZD23/00229/FULL Application to erect a muck barn at Robin Hill Farm, East Witton Road
- 9.2.2 300154/FULL Application to install UPVC Replacement sliding sash windows and UPVC and timber door at Cosy Nook Cottage, East Witton Road.
- 9.2.3 2300020/FULL Application for the conversion of a stone barn and sunken extension to create a two bedroom dwelling barn at East Witton Road
- 9.3 To note any potential planning enforcement and other issues.** No additional matters at the current time.
- 10. Finance (TC/IH) - Information/Decision required**
- 10.1 Payments –** **All**
- 10.1.1 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 / to December 2022): **SM**
- 10.1.2 Specific expenditure approvals: None. **HB & SM**
- 10.1.3 Review of internal controls. To note guidance on internal controls specific to local councils and to complete review before year end. **Cllrs**
- 10.1.4 Risk assessment review. To carry out annual review. **Cllrs**
- 10.2 Clerk – contract review and recruitment process and authorisation** **All Cllrs**
- Interim arrangements for admin, correspondence, meetings and financial matters
- 11. Future of the Key Centre – confidential item, closed session** **Cllrs**
- Suggested agenda items:** **Cllrs**

The next regular meeting is scheduled for Wednesday 21st June 2023 at Middleham Key Centre, 6.30pm.

The Annual Town Meeting is scheduled for Wednesday 17th May 2023 at Middleham Key Centre, 6.30pm