

Meeting Minutes
(DRAFT FOR APPROVAL)

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| Purpose & Type Meeting: | Middleham Town Council Ordinary Meeting |
| Meeting Venue: | MKC Garden Room |
| Date & Start Time: | 10/05/23 6.30pm |
| MTC Attendees: Cllr Tristan Burton Pye Cllr Sam Mashford Cllr Honor Byford (Chair) Cllr Lorna Skelton Cllr Douglas Palethorpe Cllr Shaun Watson (notes) | Public Attendees: Marian Scotchburn Snell Graham Scotchburn Snell Rosemary Thompson |
| Apologies: | Cllr Lorna Skelton |

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| 1.0 | Open Forum: The meeting was declared open by Cllr HB at 6.30pm | | |
| 1.1 | Rosemary Thompson received thanks from Council for buying flowers for the fountain | | |
| 1.2 | <p>Rosemary Thompson described to Council problematic driver behaviour and traffic movements at West End in front of The Priory and enquired whether this section of Park Lane could be made one-way only as the section of road in front of The Wensleydale Hotel.</p> <ul style="list-style-type: none"> Council resolved to speak with Highways about this possibility. | 21/6 | Cllr HB |
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| 1.3 | <p>Rosemary Thompson described to Council that many documents, some dating back to 1550 were available for sale from Mrs Peacocks estate and enquired whether council could purchase them.</p> <p>Council thanked Mrs Thompson for the information and confirmed that as these had been copied and were available in North Yorkshire records office no further action would be taken by Council to secure them.</p> | | |
| 1.4 | Cllr HB explained that Cllr Sue Fairhurst had stepped down as Mayor and as a Middleham Town Councillor and on behalf of Council extended a gratitude of thanks for her many years of service to the town and wider community. | | |

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| | A formal letter of thanks to Cllr Fairhurst to be issued on behalf of Council and flowers and gift purchased from privately made donations from Councillors to be [presented. | | Cllr HB |
| 2.0 | Apologies: Apologies received and accepted from Cllr Skelton | | |
| 3.0 | Declarations of interest and dispensations: None declared or requested | | |
| 4.0 | Minutes: | | |
| 4.1.1 | Previous minutes accepted | | |
| 4.2 | Review schedule of agreed actions: | | |
| 4.3 | Confidential and Urgent Items and Order of Proceedings <ul style="list-style-type: none"> Agenda item 11 to be treat as confidential | | |
| 5.0 | Town Council (TC) – Information/Decision required | | |
| 5.1 | Councillors and Clerk to report any meetings attended and actions undertaken (standing item) <ul style="list-style-type: none"> 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"> Nothing to report at this meeting | | |
| 5.3 | Council Matters: | | |
| 5.3.1 | Councillor Training courses: <ul style="list-style-type: none"> Cllr SW provided feedback on the 'Off to a flying start' course recently undertaken and confirmed that all training information had been uploaded to the training folder. | | |
| 5.3.2 | Objectives and Priorities for 2023-24: <ul style="list-style-type: none"> Given the current circumstances Council resolved to delay discussion until the next meeting | 21/6 | Cllrs |
| 5.3.3 | Annual year planner. To agree schedule of key Council activity <ul style="list-style-type: none"> Given the current circumstances Council resolved to delay discussion until the next meeting | 21/6 | Cllrs |
| 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. <ul style="list-style-type: none"> Cllr HB updated Council on the meeting with residents and arborist. Council vote was carried by majority to permit the works outlined in the report to trees S1 & S2 only Council to write to residents and confirm decision will be valid for 12 months and any work undertaken is at no cost to the Council | 14/6 | Cllr HB |

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| 5.5 | Police and Fire Matters (standing item) <ul style="list-style-type: none"> • Cllr HB outlined an upward trend in service following the issue of a report that identified shortfalls, full details are available on the website. | | |
| 5.6 | Update on Unitary Authority (standing item) <ul style="list-style-type: none"> • Council have received no update since the last meeting | | |
| 6.0 | Review of Health & Safety and Environmental Matters (standing item) | | |
| 6.1 | Play areas: | | |
| 6.1.1 | Cllr DP confirmed that he will be undertaking the repairs to walls and fence within two weeks | 24/5 | Cllr DP |
| 6.1.2 | Scramble frame repairs – no update at this meeting | | |
| 6.2 | Roads and Paths | | |
| 6.2.1 | Street Lighting <ul style="list-style-type: none"> • Update on funding application and repairs to faulty lights | | |
| 6.3 | Environmental Matters - Nothing to report at this meeting | | |
| 6.4 | Community Matters - Nothing to report at this meeting | | |
| 7.0 | Project Updates (standing item) | | |
| 7.1 | Burial Ground - Nothing to report at this meeting | | |
| 7.2 | MSCWA <ul style="list-style-type: none"> • Update provided that there is a meeting scheduled for next week where they are trying to get more people to step-up and become actively involved in managing. | | |
| 7.3 | Funding - Nothing to report at this meeting | | |
| 8.0 | Events in Middleham (standing item) | | |
| 8.1.1 | Coronation Day of King Charles III Saturday 6 May 2023 (Bank Holiday on Monday 8 May – Council agreed this had been a successful event | | |
| 8.1.2 | Other events in 2023 - Given the current circumstances Council resolved to delay discussion until the next meeting | 21/6 | Cllrs |
| 9.0 | Planning (TC) - Information/Decision required | | |
| 9.1 | To report on planning decision notices received since the last meeting | | |

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| 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 – Council resolved to lodge no objection | | |
| 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 – <ul style="list-style-type: none"> • Council resolved they had to lodge an objection on the basis that this application contravenes current planning regulation and it is not within MTC power to overturn planning regulation. • Council to enquire NY Council their intentions and timescales regarding planning policy. Council also plan to review of the Conservation Guidelines during the coming 12-18 months, in anticipation of such a review by NYC. | | ???? |
| 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 – Council resolved to lodge no objection to this reapplication | | |
| 9.3 | To note any potential planning enforcement and other issues - None to report at this meeting | | |
| 10.0 | Finance (TC/IH) - Information/Decision required | | |
| 10.1 | Payments | | |
| 10.1.1 | For Approval: Cllrs HB & SM have made all payments required to date and will continue to do so. | | |
| 10.1.2 | Specific Expenditure Approvals <ul style="list-style-type: none"> • Council resolved to authorise an allocation of £500 as a recruitment budget for the Clerks role | | |
| 10.1.4 | Risk Assessment Review <ul style="list-style-type: none"> • Cllr SW assigned to review and report to Council at the next meeting • Cllr SM to share risk folder with Council | 21/6 20/5 | Cllr SW Cllr SM |
| 10.2 | Clerk <ul style="list-style-type: none"> • Contract and JD review being undertaken by Cllr HB, to be circulated on completion • Council agreed JD a priority to enable the recruitment process to commence • Recruitment process to be documented and circulated by Cllr SW • Recruitment committee to comprise Cllrs HB, DP & SW | 17/5 17/5 | Cllr HB Cllr SW |
| 11.00 | Future of Key Centre: minuted as confidential session | | |
| AOB: | Cllr TBP confirmed he has completed a register of interests form but Council is unclear whether this was submitted by the Clerk before his departure – Cllr HB to check | 21/6 | Cllr HB |

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| | Suggested Agenda items | | |
| A. | GDPR Officers – Council to consider | | |
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The meeting closed at 8.21pm and the **next meeting is 25/5/23 Election of Officers 6.00pm MKC**