

Minutes of a Meeting of Middleham Town Council held in the Garden Room at Middleham Key Centre on Wednesday 21 June 2023 at 6.30 pm.

Present

Cllr H Byford (Chair) HB

Cllr S Mashford (Deputy Chair) SM

Cllr L Skelton LS

Cllr D Palethorpe DP

Apologies: Cllr S Watson, Cllr T Burton-Pye TB-P. Due to work commitments. Accepted

1.0	<p>Open Forum: Letter sent by Mrs R Thompson. Points Raised:</p> <p>A) Pathway overgrown on Church Lane; it is a public right of way.</p> <p>B) Plantation overgrown at West End. Cllrs thought it had been attended to - recheck the area although there may be nothing that can be done until the nesting season is over.</p> <p>C) Black 4x4 parked near Neville Cottage for weeks. Establish who owns it Cllrs were going to have another look at the vehicle and put out a Face book request to see if anyone can shed any light of the Owner.</p> <p>D) Drain still blocked by Manor House. Cllr DP to investigate and report back.</p>	<p>Cllr HB will draft a letter; this will be distributed to the homeowners in the vicinity. Notice to be included in the Middleham Herald, Contact the owners of Middleham House as they have removed the overgrown vegetation previously.</p>	
	<p>CLLR DP Reported he has had a complaint regarding Cozy Nook Cottage: The dog is left on its own quite a lot and constantly barking. The tenant parks in a precarious position that makes it difficult/dangerous for any drivers trying to pull out onto the main road from the Back Lane as visibility is restricted</p>	<p>. Cllr TB to investigate the identity of the Tenant (possibly from M Hammonds) and try to resolve the issues.</p>	
2	<p>To receive apologies for Absence and approval for reasons given: Cllr Burton-Pye, Cllr Watson</p>	<p>Accepted</p>	
3	<p>Declarations of interest and Dispensations: None Declared or Requested.</p>		
4	<p>Minutes from previous meeting: Read and Passed.</p>		
5	<p>Councillors to report any meetings attended: Cllr Mashford reported the ongoing parking issues have been discussed further with various residents, they have suggested undertaking a survey to establish if anything can be done to elevate the issues. Cllr HB suggested a separate working group be established, minutes of any meetings to be taken. A draft survey to be drawn up and submitted to MTC to approve before distribution. MTC to be informed</p>	<p>Agreed</p>	

	and involved in any decisions that arise from the Working Group.		
5.2	Matters of local interest	None reported	
5.3	Council Matters		
5.3.1	Training Budget: Cllr HB suggested that courses were booked from the financial budget (£250.00 to be confirmed) rather than having to keep reverting the MTC for approval.	Agreed	
5.3.2	Objectives and Priorities for 2033-24. For further discussion.	Agreed	
5.3.3	Annual Year Planner: Cllr HB suggested that 7 per annum not enough. Cllr SM thought the last Wednesday of the Month (apart from August) would be more efficient.	Agreed	
5.3.4	Councillor Vacancy: Note taker D Russell left the room for this discussion to avoid any potential conflict of interest as she may apply. No nominations having been received by NYC, the vacancy to be advertised locally via Noticeboards, online in Middleham Facebook page and in the next Middleham Herald subject to publication date being in time. Applications to be considered at the next scheduled meeting on Wed 26 Jul 23	Ms Russell then returned to the room	
5.3.5	Receive updates from councillors assigned areas of focus; none to report at this time		
5.4	Land Management issues: Nothing to report.		
5.5	Police and Fire Matters; monthly report received and noted		
5.6	Update on unitary authority, NYC: nothing to report		
6	Review of Health & Safety Matters: Play Areas monthly report discussed and contents noted		
6.1 and 6.2	Cllr DP reported the damaged wall has not been rectified and will investigate further. The fencing and scramble frame have been repaired and have no further problems.	Cllr DP to advise when works completed	
6.2.1	Street Lighting: nothing to report		
6.2.2	Parking: discussed earlier		
6.2.3	Trainers e-mail regarding horses slipping on Coverham Lane and Highways Authority response: noted		
6.3	Environmental matters: nothing to report		
6.4	Community Engagement: Cllr SM has had discussion with members of the community: There has been a suggest of "Middleham in Bloom Competition". – Cllrs SM & LS will look at engaging people to create a working group that could investigate ideas to improve/promote the village. Anything of interest could be added to the website/Facebook page as that seems to work well.		
7.1	Burial Ground: Nothing to report. The family of K Gamble may want to mark the grave site at some point.	Noted	
7.2	MSCWA: Verbal report from Cllr SM		
7.3	Funding Opportunities: Council thought grant applications should be shelved for now. Going forward each opportunity will be looked at closely to determine if the grants are worth the time and effort it takes to apply for them and the likelihood of success.		

	Childrens Christmas Party; Cllr LS to approach the community to determine if any residents would like to organise (MTC will contribute some funding, Cllr HB will inform of the amount available).		
8.1.1	Upcoming events 2023: Christmas lights switch on, possibly Friday 1 st December. Cllr HB to approach Vicars re date and choir and church involvement. Local Hostelrys to be approached nearer the time for involvement with refreshments as in 2022, which were much appreciated		
8.1.2	Feast Day: - Huge success, excellent turn out. Generally, residents very happy with the sports field as the venue.		
8.1.3	Richard 3rd Festival: - To be held 1st weekend in July – All activities will be contained within the Castle Grounds on both the Saturday & Sunday.		
9.1	Planning at Robin Hill: - Approved with conditions (Drainage/Cladding).	Noted	
9.2.1	Planning 21/01011/FULL – Barn at West End: -Reiterated all the said previous issues, now full-scale drawing has been viewed it doesn't seem possible that there is enough space for parking. All agreed the project is not viable. Cllr HB to respond.	Response to be sent by HB	
9.2.2	Planning 21/01011/FULL Conversion of Garage to Annexed Bedroom and ensuite "Springfields". Cllr HB stated she works with the applicant but had not known of the application and would not vote or comment on it. All other Cllrs had no objections to the application.	Response to be sent by HB	
9.3	Potential Planning enforcements and other issues: - Cllr SM stated there hasn't been many decision notices published.		
10	Administration and Finance		
10.1	- Mr Robertson has not yet been paid. Cllr SM is sourcing a new HSBC fob for login and will action this.	Cllr SM to deal	
10.1.2	Cllr DP provided receipts for the fencing at the play area.	Cllr SM to arrange repayment	
10.1.3	Internal Accounting Policies are now in place. Cllr SM will confirm internal controls are now complete.	Cllr SM	
10.1.5	Auditors lack of access to SAGE Cllr SM suggested there is access to Sage, but this has been declined by the auditors. He has requested an explanation why.	Cllr SM	
10.1.6	Risk Assessment. Cllr SW & Cllr SM are collating all the information, it is work in progress.	Cllrs SM and SW	
10.2	Clerks Contract Review Final draft of the job advert and person specification to be compiled, circulated and agreed to enable the post to be advertised. Agreed that the recruitment panel will be Cllrs HB, SW and LS	Cllr HB	
11	Future of Key Centre Confidential Discussion and Minutes	All	