

MEETING OF THE FULL COUNCIL SUMMONS
Wednesday 22nd May 2024

To Members of the Town Council,

Councillors Honor Byford (Chair), Lorna Skelton, Douglas Palethorpe, Sam Mashford, Shaun Watson, Cllr Rebecca Lappin-Smith, Cllr Iain Pead-Jowett.

You are summoned to attend the Ordinary meeting of Middleham Town Council that will be held in the Garden Room at Middleham Key Centre on Wednesday 22nd May 2024 at 8.00 pm.

Your presence is summoned for transacting in the business outlined in the Agenda below.

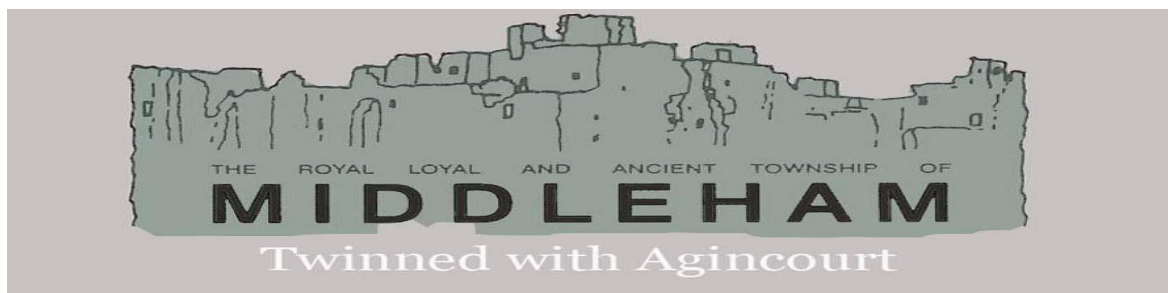
The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter a closed session where members of the Public and Press are excluded. Please note members of the Public are invited to address the Council at this meeting at 8.00pm.

Signed:

A handwritten signature in black ink that reads 'R. C. Hurst' followed by a horizontal flourish.

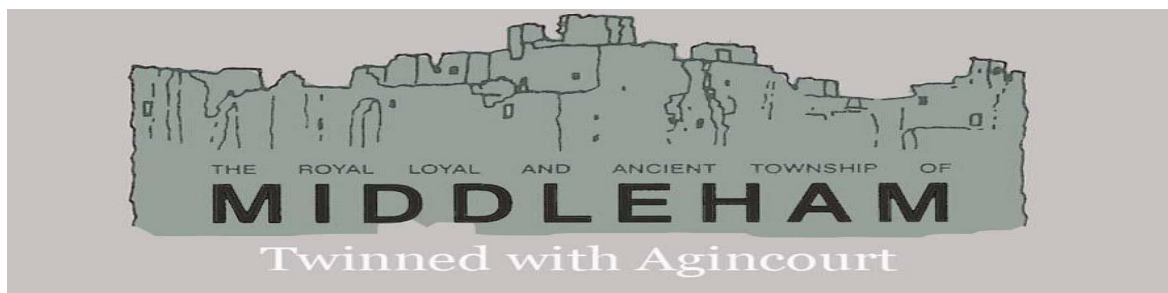
Ms R Hurst,
Clerk to the Council

Date: 16.05.24



AGENDA

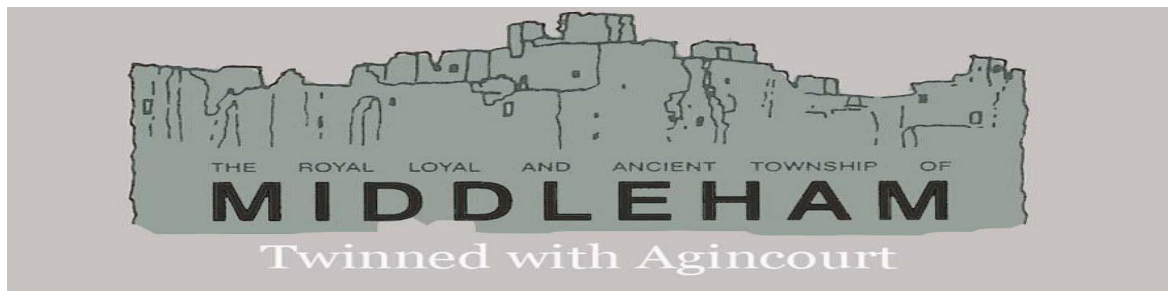
- 24. 139 Public Representations/Open Forum** – 15 minute session for the Public to raise issues with the Council
- 24. 140 Apologies** – to receive apologies for absence given in advance of the meeting and consider approval for reasons given.
- 24. 141 Declarations of Interest** and any dispensation requests regarding items on the agenda, other than any previously disclosed.
- 24. 142 Minutes of the meeting held on Wednesday 24th April 2024** – to approve the minutes of the meeting as a correct record (Appendix 6).
- 24. 143 Minutes of the Extraordinary meeting held on Wednesday 08th May 2024** – to approve the minutes of the meeting as a correct record (Appendix 7)
- 24. 144 Confidential/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 shall be held at 8pm.
- 24. 145 Reports**
- a) **Meetings attended by Councillors** – Councillors to report any meetings attended and actions undertaken.
 - b) **Matters of Local Interest and Concern** – as reported to Councillors or on Residents Facebook Page.
 - c) **Police and Fire Matters** (Appendix 8).
 - d) **Events in Middleham** – Middleham Feast Monday 27th May 2024.
 - e) **Clerks Report.**
- 24. 146 North Yorkshire Local Plan**
- a) To discuss putting sites forward for consideration in the new local plan to meet the future needs of the area and agree any locations to be put forward for consideration (Appendix 9).
- 24. 147 Planning Applications and Decisions (Appendix 10) -**
- a) **Ref: ZD24/00217/LBC Proposal: Listed Building Consent for Replacement of Lead Covering to Bay Windows at Ground Floor Level with Like for Like Materials and Design Location: Waterford House, 19 Kirkgate, Middleham.**
 - b) **Ref: ZD24/00211/Full Proposal: Full Planning Permission for Proposed Extension and Internal Re-Arrangements Location: Marydale, Kingsley Drive, Middleham.**
 - c) **Ref: R/60/30W Proposal: Full Planning Permission for Erection of 4 no. Timber Holiday Lodges with Associated Parking, Roadways, Paths and**



Ancillary Works Location: Tuggill Park Estate, Coverham, Middleham, DL8 4TJ.

d) Ref: ZD24/00160/LBC Proposal: Listed Building Consent to Replace Natural Stone Roof on Both Sides of Property with New Stone Slates and Ridges Add a Natural Coping Stone to Gable End and Add Two 800 x 800 Conservation Windows to the Rear **Location:** Castle Keep, Castle Hill, Middleham DL8 4QR.

- 24. 148 St Alkeldas Play Area** – to discuss and take decision on the quote received for a replacement seat for the broken seesaw at St Alkeldas Play area (Appendix 11).
- 24. 149 D-Day Commemoration 6th June 2024**
- a. **Festoon Lighting Set Up** - To discuss and approve the quote received to set up the festoon lighting for the lighting of the beacon (Appendix 12).
 - b. **Festoon Lighting Switch on times** - To discuss and agree the times for the lights to be turned on and off.
- 24. 150 Training** – To discuss and consider supporting the Clerk in terms of time and resources needed to complete the Certificate in Local Council Administration.
- 24. 151 Key Centre Sustainability** – to discuss and agree the submission of an expression of interest to the Community Ownership Fund.
- 24. 152 IT/Website**
- a) **Website Domain** - To discuss and consider moving the current Council website to a .gov.uk domain.
 - b) **Emails** – To discuss and consider moving emails to a .gov.uk email address for the Office and all Councillors.
- 24. 153 Finance**
- a) **Insurance** – to discuss and approve the insurance renewal quote received (Appendix 13).
 - b) To approve Bank Reconciliation Statement dated 01st May 2024.
 - c) To note budget situation detailed in the current net position.
 - d) To approve payments list and note receipts list.
 - e) To discuss invoices awaiting payment.
- 24. 154 Annual Governance and Accountability Return**
- a) **Annual Internal Audit Report 23/24** – to discuss and take decision on the recommendations from the annual Internal Audit report 23/24 (Appendix 14).
 - b) **Annual Governance Statement Section 1** – to approve the Annual Governance Statement Section 1 (Appendix 15).
 - c) **Annual Accounting Statement Section 2** – to approve the Accounting Statement Section 2 (Appendix 16).



- d) **AGAR Section 1 & 2** - To approve signing of Section 1 and 2 of the AGAR 23/24 (Appendix 17)
- e) **Publication of the AGAR forms** - To approve the publication of documents listed below required by Accounts and Audit Regulations 2015
 - I. Annual Internal Audit Report 23/24
 - II. Section 1 Annual Governance Statement 23/24
 - III. Section 2 Accounting Statements 23/24
 - IV. Analysis of Variances
 - V. Bank Reconciliation to 31st March 2024
 - VI. Notice of the period for the exercise of Public Rights and information required by Regulation 15(2), Accounts and Audit Regulations 2015.

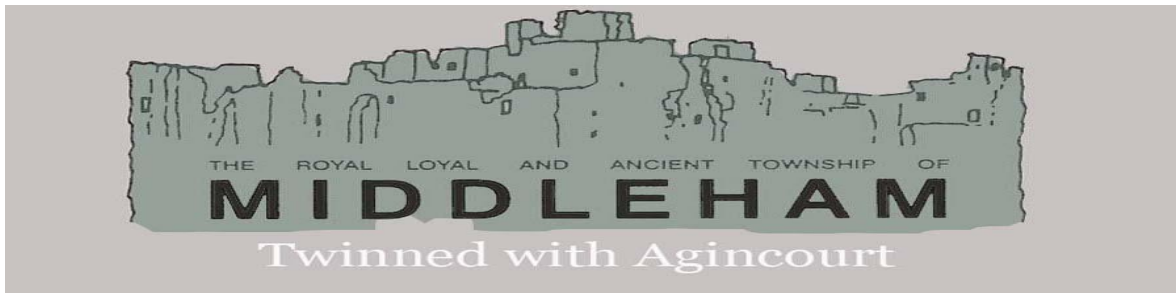
24.155 Exclusion of press and public – to consider passing the following resolution: “That in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (as extended by S.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matter on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12a of the Local Government Act 1972”.

The meeting will reconvene in a closed session after item 23.64 with the press and public excluded due to the nature of the business being prejudicial under the Public Bodies (Admissions to meetings) Act 1960.

24.156 Middleham Key Centre

- a) **Key Centre Lease** -to discuss and agree/sign the draft lease provided (Appendix 18).
- b) **Rental Rates** – to discuss and agree the rental rates for the Warwick room and the Castle Room following the recent leasehold Appraisal completed (Appendix 19).

24.157 Date and Time of next meeting - Wednesday 26th June 2024 6.30pm.



Appendix

Appendix 8 - Monthly Police Report Apr 6th – May 7th

We do not report crimes whereby victims could be identified, for example Domestic Violence or harassment although they are included in the totals below.

Crime of note; overnight 2nd May a Dark Green 24 Foot Bailey Bale trailer was stolen from the Marske area.

7 – Civil Disputes.

9 – Concern for Safety.

19 – Road related offences (manner of driving/vehicles without tax or insurance and possible OPL).

16 – Abandoned Calls (Pocket dials/misdials).

19 – Suspicious Circumstances.

6 – Fraud/Forgery (online/phone).

1 – Robbery.

8 – Road Traffic Collisions (minor).

7 – Violence (including dog bites).

6 – Antisocial behaviour (personal).

1 – ASB (nuisance).

1 – ASB (environmental).

5 – Highway disruptions (Floods/Trees/Animals).

3 – Theft.

2 – Criminal Damage.

2 – Lost/Found.

1 – Wildlife/poaching.

In total 136 calls were received reporting either the above or making general enquiries.

If you wish to receive information and updates of events/incidents, sign up to North Yorkshire Community Messenger by visiting, <https://www.northyorkshirecommunitymessaging.co.uk>.

You can also keep up to date by viewing the North Yorkshire Police site on Facebook.

The Neighbourhood Team will continue attending Town/Parish council and community drop ins/events where duties allow.