

To all Middleham Town Councillors
I hereby summons and give you notice to attend a meeting MIDDLEHAM TOWN
COUNCIL to be held in the Garden Room at Middleham Key Centre on Wednesday
26 June 2019 at 7.00 pm

Signed
David Keep Clerk

NOTE TO MIDDLEHAM RESIDENTS: 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. **To accept apologies of absence.** Apologies received from Cllrs Cade and Slay.
3. **Declarations of interest and any dispensation requests regarding items on the agenda.**
4. **Appointment of Councillor and Council Committees:**
 - 4.1 **Co-option of Councillor.** To welcome Cllr Nigel Hopper and to agree any training to be provided.
 - 4.2 **To appoint Councillors with the following specialisms:**
 - 4.2.1 MSCWA representative (Sports & Recreation)
 - 4.2.2 Footpaths and Byelaws
 - 4.2.3 Planning and Conservation
 - 4.2.4 Representatives to attend local YLCA branch meetings (2 Cllrs or Clerk and Cllr)
 - 4.2.5 Finance Committee (3 Councillors)
 - 4.2.6 To agree any other committees and specialisms that may be appropriate, for example burial committee.
5. **Minutes**
 - 5.1 To confirm the minutes of the meetings held on
 - 5.1.1 15 May 2019
 - 5.1.2 19 June 2019
 - 5.2 Review schedule of agreed actions.
 - 5.3 To receive a report from Cllr Fairhurst from Annual Town meeting on 22 May 2019. **SF**
6. **Confidential and Urgent Items.** To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection; to notify any items of urgent other business.
7. **Town Council (TC) – Information/Decision required**
 - 7.1 **Councillors and Clerk to report any meetings attended and actions undertaken (standing item)** **All**
 - 7.2 **Land Management Issues (standing item).** To discuss agricultural vehicles tuning in the Buses.

- 7.2.1 **Maintenance of hedges and open areas on the Plantations.** For discussion.
 - 7.3 **Council Objectives for 2019-20.** For discussion
 - 7.4 **Chairman's Allowance.** For approval, if requested
 - 7.5 **Lifestyle Challenge.** To consider promotion for 10 to 17 year olds in Middleham.
 - 7.6 **Green Spaces Consultation.** For response.
 - 7.7 **Office computer:** update on progress to increase memory.
8. **Review of Health & Safety and Environmental Matters (standing item).**
- 8.1 **Play Area inspection reports.** For noting.
9. **Project Updates (standing item):**
- 9.1 **Burial Ground** To receive a verbal update. TC
 - 9.2 **MSCWA** Verbal update on finance and maintenance issues. SW
 - 9.3 **Welcome Sign.** To consider options. LS
 - 9.4 **Option Agreement:** To receive an update. TC
 - 9.5 **Middleham Safer Roads.** To receive an update HB
 - 9.6 **Play area improvements committee:** To receive an update SW
 - 9.7 **Town Guide:** To receive an update TC
10. **Events in Middleham (standing item)**
- 10.1 **Tour de Yorkshire 2019.** Report on outcome
 - 10.2 **Richard III Festival –** to note cancellation and lessons learned HB
11. **Planning (TC) - Information/Decision required**
- 11.1 **To report on planning decision notices received since the last meeting:**
 - 11.1.1 Full planning permission for conversion of barn to form 1 no. local occupancy dwelling/holiday let at Braegill, Agglethorpe DL8 4TN R/60/39 **GRANTED**
 - 11.1.2 Listed Building Consent for Change of Use from a Restaurant and One Bedroom Flat to a Two Bedroom Dwelling and Minor Internal Alterations at The Stable Door, Market Place, Middleham DL8 4NP 19/00144/LBC **GRANTED**
 - 11.2 **To comment on applications received since the last meeting**
 - 11.2.1 Full Planning Permission for Change of Use from a B8 Barn to a C3 Dwelling in a Conservation Area, Kent Cottage Middleham DL8 4PF 19/00207/FULL
 - 11.2.2 Full Planning Permission for Erection of Rear Extension Incorporating Dormer Extension at Green Acres Park Lane Middleham DL8 4QY 19/00379
 - 11.3 **To note any potential planning enforcement issues.** No new items at present.
12. **Finance (TC/IH) - Information/Decision required**
- 12.1 **Payments - for approval, cheques to sign (TC only) and ratification of any payments made since last meeting with a full report on all receipts and payments for May (including a bank reconciliation as at 31 May 2019) and June (to date).**
 - 12.2 **To approve Items of Expenditure as submitted to the meeting.**
 - 12.3 **Annual Accounts**
 - 12.3.1 To receive the report of the Internal Auditor
 - 12.3.2 To approve the governance statement and provide explanations for each "no" response.
 - 12.3.3 To approve the statement of accounts.
 - 12.3.4 Dates for exercise of public rights (inspection period). For approval.
 - 12.3.5 To note the explanation of variances

- 12.3.6 To note the asset register as at 31 March 2019
- 12.3.7 Asset register as at 31 March 2019. For noting.
- 12.3.8 Transfer of unspent expenditure to reserves. For approval
- 12.3.9 Transfer of balances to IH. For approval.
- 12.3.10 Internal Audit Fee. To approve the payment of £150 to Kim Duke

12.4 Section 137 Local Government Act Expenditure Limits 2019/20.
For noting: This is £8.12 per registered elector (2018: £7.86) which for Middleham is approximately £5,000 for the current year.

12.5 Opening of deposit accounts. Update on progress

13. Central & Local Government Communications. To list documents that have been emailed or circulated to Cllrs since the last meeting.

14. Correspondence, shared information and suggested items for the next agenda.

14.1 Annual planner for agenda items; to note forthcoming business.

14.2 Items for next agenda:

The next meeting will be held on Wednesday 31 July 2019. Cllr Fortune is unavailable.