

**Minutes of Meeting of Middleham Town Council as Trustee of Charity For The Benefit Of Inhabitant Householders of Parish of Middleham (the 'Charity' or 'IH') held in Middleham Key Centre on Wednesday, 26 September 2018 following conclusion of the Town Council meeting. (SUBJECT TO APPROVAL AT NEXT TRUSTEE MEETING)**

**Present**

The Chairman Cllr Mrs S Fairhurst, Cllr Mrs H Byford, Cllr Mr M Cade, Cllr D Slay, Cllr Mr J Kirkbride, Cllr Mrs L Stocker, Cllr Mr S Wheeler.

Clerk, Mr D Keep

**Action**

**1. Apologies.**

All Councillors were present.

**2. Declarations of interest regarding items on the agenda.**

Each person present is a Councillor of Middleham Town Council, the Charity's sole Trustee. Cllr Wheeler declared an interest in agenda item 4.3 as an employee of the contractor. No other interests were declared in the business to be transacted at the meeting.

**3. Minutes**

**3.1 IT WAS RESOLVED to accept the minutes of meeting held on 25 July 2018 as a true and accurate record of that meeting.**

**3.2 Schedule of agreed actions.** The schedule was noted.

**4. Charity Objectives and Decision Making.**

**4.1 Briefing from Steve Scott on duties and responsibilities of a charity sole trustee.** Comments by Mr Scott at the preceding Town Council meeting were noted.

**4.2 Adoption of grant-making policy.** Following recommendation by the Trustee, it was agreed to adopt a grant making policy and to set aside sums each year to support the Charity's objectives. The Clerk would prepare a draft for a future meeting.

**Clerk**

**5. Land Management (IH) – Information/Decision required.**

**5.1 Review of Health & Safety matters (standing item).** The Clerk reported that a visitor to the area had reported a personal injury whilst on the Low Moor. This would be looked at when further details were received and may require notification to insurers.

There were no other matters to report.

**5.2 Street Furniture. Use outside contractual hours.** Feedback received from residents indicated that there had been an improvement in late night noise disturbance. The matter would however be kept under review.

**5.3 Purchase of Parking Honesty Box.** The box had now been installed but final costs were not known, pending receipt of the invoice for signs. The initial collection covering a 2 week period was £78.03. A subsequent meeting would decide what the

**Clerk**

**Action**

funds should be spent upon.

**5.4 Access over Low Moor;** Cllr Fairhurst and Cllr Byford reported upon their meeting with the operator of the Forbidden Corner. The terms of a Consent Order, dated 24th November 2000, between Middleham Town Council granting a personal right of access to Mr Armstrong and his family was noted.

**5.5 Thistledene;** Cllr Fairhurst and Cllr Byford reported upon their meeting with the householders, at which the Clerk had been present. A note of the meeting had been circulated.

Following discussion, it was agreed not to grant the request to place a stone name sign on the Busks in front of the property. This would be in keeping with other properties fronting the Busks where such signs were incorporated into the wall and in consistent with general rules applicable to Common Land that structures should not be erected.

**Clerk**

**5.6 Hedge removal alongside Busks.** Correspondence between Council and the landowner's agent was noted. The area looked exposed and would take time to regrow. The Clerk was instructed to write to the tenant farmer asking him to plant some hedge or shrubs, based upon suggestions to be made by Council, to make good the non-authorised removal of plants on Common Land.

**Clerk**

**5.7 Tree survey, annual report.** It was noted that Robertson's Garden Services were also qualified to carry out inspections however it was agreed to again instruct Mr Stockdale who had provided this service over recent years. It was agreed that the survey should extend to trees on the playing fields.

**Clerk**

**5.8 Approval of Tender for winter grazing of Lowlands 40 Acres.** The Clerk was instructed to issue the draft tender document which contained additional information including a plan and measurements of the area to encourage greater interest. It was agreed to dispense with the expense of an advertisement in the Darlington & Stockton Times and to advertise more widely through the website, Council noticeboards, gait owners, local businesses and the website [www.sheepkeep.co.uk](http://www.sheepkeep.co.uk) which advertised grazing land.

**Clerk**

## **6. Financial and Administrative Matters.**

**6.1 Cashbook balances as at 31 July and 31 August 2018.** Received for information.

**6.2 IT WAS RESOLVED to approve the schedule of direct debits and internet bank transfers to approve and ratify all payments since the last Meeting as set out on the payments schedule and to approve Items of Expenditure as submitted to the meeting**

**6.3 Contribution to MSCWA.** As recommended by the Trustee, **IT WAS RESOLVED to contribute £993 (plus VAT = £1,191.60) towards the pavilion roof repair**

**6.4 Additional and Increased Land Maintenance Charges.** The following additional costs payable to the contractor were approved:

**Clerk**

**6.5** Cost of return visit necessary to complete hedge cutting: £90

**6.6** Additional ongoing costs for fortnightly cut: £10.

**Clerk**

**There being no further business the Chairman declared the meeting closed at 10.05pm**

**Signed.....Date.....**