

**Minutes of a Meeting of Middleham Town Council (TC) held in Middleham Key Centre on Thursday, 7 June 2018 at 5.00 pm. (SUBJECT TO APPROVAL AT NEXT COUNCIL MEETING)**

**Present**

The Chairman Cllr Mrs S Fairhurst, Cllr Mrs H Byford, Cllr Mrs E Stocker, and Cllr D Slay.  
Clerk, Mr D Keep

**Action**

**1. Open Forum.**

There was one member of the public present. No matters were raised.

**2. Apologies.**

Apologies were received from Cllrs Mr M Cade and J Kirkbride. The meeting was quorate and able to move to business.

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

No interests were declared on items on the agenda.

**4. Annual Accounts for Year Ended 31 March 2018.** A copy of the draft annual return (now officially known as Annual Governance & Accountability Return' or 'AGAR') and various other documents referred to below had been circulated prior to the meeting. Also distributed were summary sheets showing the transactions for TC and IH that supported the AGAR.

**4.1** The Clerk drew attention to the following matters:

**4.1.1** Council was eligible to be exempt from the requirements for external audit (officially referred to as a 'limited assurance review') as it fulfilled the criteria set out within the exemption certificate on page 3 of the AGAR, principally that neither its gross income nor expenditure exceeded £25k. Accordingly it was not required to submit its AGAR to the external auditor but must make certain disclosures on its website in compliance with the Transparency Code for Smaller Authorities.

**4.1.2** There was a prescribed order for consideration of the accounts set out in Instructions relating to AGAR.

**4.2 Report of the Internal Auditor.** A 'clean' report had been received and the Internal Auditor had signed page 4 of the return.

**4.3 Annual Governance Statement.** Having considered each individual assertion, a 'yes' response was agreed in each case. The annual governance statement was approved.

**4.4 Bank Reconciliation Statement.** The Clerk confirmed that this document reconciled with the Cash Book as at 31 March 2018, adjusted to exclude transactions on behalf of IH.

**4.5 Accounting Statements for 2017-18.**

**4.5.1** The meeting considered the Accounting Statements as a whole

**4.5.2** After careful consideration and having been proposed by Cllr Byford and seconded by Cllr Slay **IT WAS RESOLVED** to approve the Accounting Statements and that they are signed and dated by the Mayor presiding at the meeting.

**4.5.3 Dates for exercise of public rights (inspection period).** These had been drafted by the Clerk and were noted and approved.

**4.5.4 Explanation of variances.** The explanations were noted and approved.

Action  
Cllr  
Fairhurst/Cllr  
Stocker/  
Clerk

The Chairman and Clerk were authorised to sign off the relevant paperwork and the Clerk was instructed to make the necessary arrangements for submitting the Exemption Certificate electronically to the external auditor and liaising with Cllr Stocker to place the required documents onto the Council's website for public inspection.

On behalf of the Council, the Chairman thanked the Clerk for his oversight of the annual return process

4.5.5 **Asset register as at 31 March 2018.** A copy of the asset register was received for information and is attached to these minutes.

4.5.6 **Internal Audit Fee.** The payment of the agreed sum of £150 to Kim Duke Accounting Services had been approved at the previous meeting. The Clerk would seek agreement with Ms Duke that she would continue for a further year.

Clerk

**5. Other business, not on the agenda.** It was agreed to deal with the following matters that had arisen since the previous meeting.

5.1.1 Transfers to earmarked reserves. At the meeting held on 28 March 2018 it was resolved under minute 660/18 8.6 to transfer any budget surplus remaining at the year-end to revenue reserves and earmarked for expenditure which will bring direct benefit to Middleham or any part of it or all or some of its inhabitants as if such expenditure was authorised under s137 LGA. The Clerk advised that the surplus of income over expenditure had been £2,026.74 against a budgeted deficit of £46. It was agreed to transfer the sum of £2,026.74 as an earmarked reserve. Total earmarked reserves were now £8,863.

Clerk

5.1.2 Tender for Western Willows. The Clerk reported that Western Willows was let for the period from 12 May until 20 April and had been scheduled for a general tender this year (normally carried out every 4 years). He apologised that due to time constraints this had not happened and, with agreement of the Mayor and Deputy Chair outside of formal council meetings, had offered it to the existing tenant, Mrs Weston, on the same terms as before. No other expressions of interest were received. An offer of £800 as against £1000 for the past year had been received from Mrs Weston. It was agreed to accept £800 for the remainder of the current term. The general tender would be carried out the following year which would include a map of the land, an indication of its measured area to encourage wider interest and bind tenants into more specific obligations to look after the land.

Clerk

Clerk

5.1.3 Rat infestations. Two residential properties where there was a potential rat infestation had been notified to all Councillors. The Clerk was chasing progress through RDC.

Clerk

5.1.4 TdY Land Art competition. It was noted that Middleham was on the shortlist. Cllr Byford reported the various avenues through which she had created awareness of the competition and it was agreed that no further action should be taken. Cllr Slay suggested attaching detachable strips for advertising the competition and would forward a copy via the Key Centre for distribution.

Cllr Slay

5.1.5 Richmond (Yorks) Area Constituency Committee. The initial meeting the first meeting of the reconstituted Richmondshire Area Committee would be held on 13 June 2018 at the Key Centre. Cllr Byford was available to attend on behalf of MTC.-

Cllr Byford

5.1.6 Planning Applications:

5.1.6.1 **Planning Committee Date 12th June 2018 - R/60/7E - Ashgill, Tugill Park, Coverham.** Details of the application had not previously been received and the Clerk would liaise with Yorkshire Dales National Park to ensure that all applications from the Forbidden Corner were notified as each might impact upon traffic and racing industry activity in Middleham. Following discussion, it was agreed that the Clerk would submit an objection with supporting comments focussing upon: insufficient detail, in particular failing to include a ground plan; an excessively large area of tarmac, in excess of that required for

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parking of the specified number of vehicles; a further instance of piecemeal development on a large site within the National Park with no coherent design strategy; one of a number of retrospective applications; a traffic impact assessment should be undertaken; ongoing and unlawful vehicle access across a bridleway which is part of the Middleham Low Moor.

Clerk

5.1.6.2 **Application by Councillor.** Cllr Slay advised the meeting that he intended to submit an application in respect of his own property in the town

5.1.7 Management of Town Clerk. The Chairman noted that one of the agreed priority for the coming year was completion of the burial ground project which was one of a number of competing priorities for the Clerk. She and Cllr Byford would shortly meet with the Clerk to review the workload and set priorities, including identifying those actions where closer involvement of Councillors was appropriate. The outcome of this review would be reported to a future meeting.

Cllr  
Fairhurst/Cllr  
Byford

**Date and time of the next meeting: Wednesday 27 June 2018 at 7.00pm.**

**There being no further business the Chairman declared the meeting closed at 5.35pm**

Signed.....Date.....