**AGENDA**

**Monday 8thJanuary 2018 starting at 7.00 pm**

1. Apologies

2. Approval of Minutes of the Meeting held 4th December 2017

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of HBC Commuted Sums December 2017
* Consideration of Grass Cutting Contract Quote(s) for 2018-2019

6. Masham Market Regeneration – to include:

* Proposal for Events Marketing 2018 from Nick Reed
* Masham Development Group – Progress Report
* Market Superintendent’s Contract Update
* Designation of Long/Short-Term Parking Areas
* Fire & Risk Assessment

7. Council Storage Building – update on Pallet Racking installation

8. Harrogate Youth Offending Team –Task Acceptance& Update

* Oak Leaf Sculptures
* High Ellington – Village Green Standing Water Issue Resolution
* Council Bench Painting
* Low Ellington – Clearance work
* Market Place – weeds on cobbles to be removed
* Bank Villa/Tittybottle Park Area – weeds to be removed

9. Swinney Beck – Works to Private Culvert at Fisher Row

* Follow On Work Concerns – Environment Agency Response

10. Local Neighbourhood Plan

11. Swift Conservation Project – Response from Committee over S137 Donation

12. Litter Picker – Options for Waste Storage & Collection

13. Christmas Door Decoration Awards

14. Street Trading in Masham

15. Correspondence for discussion/information – **Appendix C**

16. Any other business – minor items for information only at Chairman’s discretion

17. Date of next Meeting: **Monday 5th February 2018**

***Updated Appendix A, B & C will be available on 8thJanuary from 6.45pm***

**AGENDA**

**Monday 5th February 2018 starting at 7.00 pm**

1. Apologies

2. Approval of Minutes of the Meeting held 8th January 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Update on HBC Commuted Sums December 2017

6. Tour de Yorkshire – update on event management from Nick Reed

7. Masham Market Regeneration – to include:

* Masham Development Group – Progress Report
* Market Superintendent’s Contract Update
* Designation of Long/Short-Term Parking Areas
* Fire & Risk Assessment
* Market Place Snow Clearing

8. Harrogate Youth Offending Team –Task Acceptance & Update

* High Ellington – Village Green Standing Water Issue Resolution
* Council Bench Painting
* Low Ellington – Clearance work
* Bank Villa/Tittybottle Park Area – weeds to be removed

9. Swinney Beck – Works Required to Private Culvert at Fisher Row

10. Local Neighbourhood Plan

11. Design Detail of Christmas Display Motif – Approval for Submission to Insurers

12. Litter Picker – Options for Waste Storage & Collection

13. Parish Council Elections – Discussion on Forthcoming Elections on 3rd May

14. Data Protection Regulations – Changes in Legislation & Allocation of Officer

15. Footpath from Westholme Court to Red Lane – Update on Works & Ownership

16. Correspondence for discussion/information – **Appendix C**

17. Any other business – minor items for information only at Chairman’s discretion

18. Date of next Meeting: **Monday 6th March 2018**

***Updated Appendix A, B & C will be available on 5th February from 6.45pm***

**AGENDA**

**Monday 5th March 2018 starting at 7.00 pm**

1. Apologies

2. Approval of Minutes of the Meeting held 5th February 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Quarterly Review Report – October to December
* Advice of Receipts & Approval of Payments - **Appendix B**
* HBC Commuted Sums due to Tittybottle Park

6. Design Detail of Christmas Display Motif – consideration for submission to insurers

7. Tour de Yorkshire – update on event management from Nick Reed

8. Masham Market Regeneration – to include:

* Masham Development Group – progress report
* Designation of Long/Short-Term Parking Areas
* Provision of Tourist Sign
* Fire & Risk Assessment
* Masham Business Map

9. Swinney Beck – works required to private culvert at Fisher Row

10. Builders Work Site on Little Market Place - update on rent request

11. Quaker Terrace Footpath

12. Local Neighbourhood Plan

13. Parish Council Elections – update on forthcoming elections on 3rd May

14. Data Protection Regulations – update on allocation of officer

15. Correspondence for discussion/information – **Appendix C**

16. Any other business – minor items for information only at Chairman’s discretion

17. Date of next Meeting: **Monday 9th April 2018**

***Updated Appendix A, B & C will be available on 5th March from 6.45pm***

**AGENDA**

**Monday 9th April 2018 starting at 7.00 pm**

1. Apologies

2. Approval of Minutes of the Meeting held 5th March 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Approval of purchase for 15 yellow cones for Masham Market
* Notification of forthcoming internal and external audits

6. Design Detail of Christmas Display Motif

7. Tour de Yorkshire – update on event management from Nick Reed

8. Masham Market Regeneration – to include:

* Masham Development Group – progress report
* Designation of Long/Short-Term Parking Areas
* Provision of Tourist Sign
* Fire & Risk Assessment
* Masham Business Map

9. Swinney Beck – works required to private culvert at Fisher Row

10. Builders Work Site on Little Market Place - update on rent request

11. Quaker Terrace Footpath

12. Vehicles on the Recreation Ground – potential fencing/securing of stones

13. Dog Fouling Complaint – Shooting Holme

14. Local Neighbourhood Plan

15. Parish Council Elections – update on forthcoming elections on 3rd May

16. Data Protection Regulations – update on allocation of officer

17. Correspondence for discussion/information – **Appendix C**

18. Any other business – minor items for information only at Chairman’s discretion

19. Date of next Meeting: **Monday 14th May 2018**

***Updated Appendix A, B & C will be available on 9th April from 6.45pm***

**Meeting for the Parish of Masham:**

**Monday 14th May 2018 starting at 7.00 pm**

**AGENDA**

1. **Welcome**
2. **Apologies**
3. **Approve the Minutes of the Annual Parish Meeting held on 8th May 2017**
4. **Any issues raised by Councillors or by members of the public included on the Register of Electors.**
5. **Close of meeting.**

**The Annual Parish Meeting**

**Monday 14th May 2018 starting after The Meeting for the Parish**

**AGENDA:**

1. **Election of Chairman**
2. **Declaration of Acceptance of Office**
3. **Apologies**
4. **Election of Vice Chairman**
5. **Minutes of the Annual Meeting of the Parish Council held on 8th May 2017**
6. **Election of representatives of the Council for:**

**Emergency Planning**

**Mashamshire Community Office**

**Masham Primary School Governor**

**Ripon CAB**

**Masham Sports Association**

**Rural Housing**

**Market Working Group**

**Christmas Lights Working Group**

**Marfield Quarry Liaison Group**

**YLCA Representatives**

1. **Agree the Chairman’s allowance for 2018/19**
2. **Audit Matters for the year ended 31st March 2018:**
3. **Approval of the Annual Governance Statement.**
4. **Approval of the Annual Receipts and Payments Accounts for the Year Ended 31st March 2018.**

**(3) Approval of the Statement of Accounts of the Annual Return.**

**Monday 14th May 2018 starting after The Annual Parish Meeting**

**AGENDA**

1. Apologies

2. Approval of Minutes of the Meeting held 9th April 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Approval of purchase for 15 yellow cones for Masham Market
* Update on internal and external audits
* Approval of Insurance Policy from 1st June 2018

6. Greener Masham – introduction to the voluntary group’s litter picking scheme

7. Masham Market Regeneration – to include:

* Masham Development Group – progress report
* Designation of Long/Short-Term Parking Areas
* Fire & Risk Assessment
* Masham Business Map

8. Works required to Parish Assets – to include:

* Bench & Surrounding at Golf Club
* Bench at Sandy Bay

9. Rental Agreement with Mashamshire Community Office – approval of 2018-19 terms

10. Vehicles on the Recreation Ground – potential fencing/securing of stones

11. Dog Fouling Complaint – Shooting Holme

12. Local Neighbourhood Plan

13. Parish Council Elections – update following elections on 3rd May

14. Data Protection Regulations – update on allocation of officer

15. Employment of Clerk;

* Consideration of employment following 26 week probationary period and staff appraisal
* Consideration of NALC new pay scale 2018-19
* Review of increase in point up existing pay scale from 1st April 2018
* Discussion over provision of laptop
* Covering of duties over Annual Leave

16. Correspondence for discussion/information – **Appendix C**

17. Any other business – minor items for information only at Chairman’s discretion

18. Date of next Meeting: **Monday 4th June 2018**

***Updated Appendix A, B & C will be available on 14th May from 6.45pm***

**AGENDA**

**Monday 4th June 2018 starting at 7.00 pm**

1. Apologies

2. Approval of Minutes of the Meeting held 14th May 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Retrospective Approval of Insurance Policy from 1st June 2018
* Approval of quote to purchase yellow cones for Masham Market
* Approval of quote for laptop

6. Masham Market Regeneration – to include:

* Masham Development Group – progress report
* Stallholders – feedback and input
* Request for Holiday Allowance Restoration
* Toll Limit on Large Stalls
* Possible Trial of Small Price Starter Sample Tables
* Designation of Long/Short-Term Parking Areas
* Fire & Risk Assessment
* Masham Business Map

7. Travellers on the Recreation Ground

8. Dog Fouling Complaint – Siting of signage

9. Local Neighbourhood Plan

10. Citizens Advice Bureau – consideration of S137 donation

11. Area 6 Highways Workshop – feedback from attendees

12. YLCA Representatives - approval of Cllrs

13. Data Protection Regulations – update & circulation of template documents

14. Correspondence for discussion/information – **Appendix C**

15. Any other business – minor items for information only at Chairman’s discretion

16. Date of next Meeting: **Monday 2nd July 2018**

***Updated Appendix A, B & C will be available on 4th June from 6.45pm***

**AGENDA**

**Monday 2nd July 2018 starting at 7.00 pm**

1. Apologies

2. Approval of Minutes of the Meeting held 4th June 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Approval of quote for laptop

6. Masham Market Regeneration – to include:

* Masham Development Group – progress report
* Long/Short-Term Parking Areas
* Trial of Small Price Starter Sample Tables Update
* Fire & Risk Assessment
* Masham Business Map

7. Travellers on the Recreation Ground

8. Disability Parking and Speed in Masham

9. Potential Provision of Flashing Speed Signage

10. Local Neighbourhood Plan

11. Recent Car Thefts and Burglaries

12. Masham Primary School Governor

13. Standing Orders – approval of updated version

14. Data Protection Regulations – approval of Records Management Policy

15. Correspondence for discussion/information – **Appendix C**

16. Any other business – minor items for information only at Chairman’s discretion

17. Date of next Meeting: **Monday 6th August 2018**

***Updated Appendix A, B & C will be available on 2nd July from 6.45pm***

**AGENDA**

**Monday 6th August 2018**

1. Apologies

2. Approval of Minutes of the Meeting held 2nd July 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

* Approval of statement for formal hearing for appeal for Land Comprising Field At 422755 480244, Thorpe Road, Masham

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Retrospective approval of payment to Alpha Signs £2,616 for Long & Short-Term Signs

6. Masham Market Regeneration – to include:

* Masham Development Group – progress report
* Long/Short-Term Parking Areas
* Fire & Risk Assessment
* Masham Business Map
* Provision of Finger Post
* Consideration of estimate to repair cabinet on Market Square

7. Travellers on the Recreation Ground

8. Local Neighbourhood Plan

9. HBC Parish Council Briefing – feedback from attendees

10. Play Areas – to include:

* Approval of forthcoming HBC playground inspections
* Consideration of quotes to replace roundabout base at Westholme Court

11. Data Protection Regulations – approval of SAR Policy

12. Standing Orders – approval of amended 2018 version

13. Employment of Clerk – cover of work whilst on Annual Leave in September

14. Correspondence for discussion/information – **Appendix C**

15. Any other business – minor items for information only at Chairman’s discretion

16. Date of next Meeting: **Monday 3rd September 2018**

***Updated Appendix A, B & C will be available on 6th August from 6.45pm***

**AGENDA**

**Monday 3rd September 2018**

1. Apologies

2. Approval of Minutes of the Meeting held 6th August 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of donation of £672 to Masham CE Primary School for rent of playing field
* Review of Litter Pickers hourly rate from 1st April 2018
* Outcome of Internal Check by Cllr Ellis
* Completion of Mandate for Bank Signatories
* Consideration of quotes for Masham Christmas Lights Association

6. Masham Market Regeneration – to include:

* Masham Development Group – progress report
* Repeated Request for Ice Cream Van.
* Report of Incident from MoP over Market Superintendent.
* Fire & Risk Assessment
* Masham Business Map
* Provision of Finger Post
* Consideration of Hi-Viz Clothing for Market Volunteer

7. Travellers on the Recreation Ground

8. Local Neighbourhood Plan

9. Footpath to Mill Hill – MoP Work Request

10. 2019 Meeting Dates – Approval for Town Hall Bookings

11. Play Areas – Consideration of recommended works at Westholme Court

12. Memorial Bench – Update of Potential Positioning

13. Dog Fouling – Consideration of MPC’s ‘Stick & Flick’ Poster

14. Correspondence for discussion/information – **Appendix C**

15. Any other business – minor items for information only at Chairman’s discretion

16. Date of next Meeting: **Monday 1st October 2018**

***Updated Appendix A, B & C will be available on 3rd September from 6.45pm***

**AGENDA**

**Monday 1st October 2018**

1. Apologies

2. Approval of Minutes of the Meeting held 3rd September 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of S137 Donation to Forthcoming Armistice Event at Masham Church
* Retrospective Approval for Additional Expenditure for Laptop
* Confirmation of Bank Signatories
* Alternative Options for Banking Transactions
* Options for Savings Accounts
* Clarification of Number of Quotes Required According to Scale of Value

6. Masham Market Regeneration – to include:

* Masham Development Group – Update & Review of the Group
* Further Discussion over Duplicate Stalls
* Follow Up Over Report of Incident from MoP over Market Superintendent
* Provision of Finger Post
* Review of Farmers Market Stall Content
* Musicians for Special Markets
* Market Support – consideration of Nick Reed’s services

7. Travellers on the Recreation Ground

* Pricing for Ground Works
* Erection of ‘No Swimming’ Signage

8. Local Neighbourhood Plan

9. Remembrance Wreaths

10. Market Square Display Cabinet

11. Dog Fouling – Approval of MPC’s ‘Stick & Flick’ Poster

12. Correspondence for discussion/information – **Appendix C**

13. Any other business – minor items for information only at Chairman’s discretion

14. Date of next Meeting: **Monday 5th November 2018**

***Updated Appendix A, B & C will be available on 1st October from 6.45pm***

**AGENDA**

**Monday 5th November 2018**

1. Apologies

2. Approval of Minutes of the Meeting held 1st October 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

* Consideration of Electronic Consultation Planning Applications

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Consideration of S137 Donation to the Bonfire Committee
* Forms for Online Banking Transactions
* Details of a COIF Account

6. Masham Market Regeneration – to include:

* Masham Development Group – Review of the Group
* Paying In of Market Rents
* Date of 2019’s Christmas Fair
* Market Support – consideration of Nick Reed’s services
* Provision of Finger Post

7. 2019 Cycling Event and Masham Sheep Fair

8. Electric Charging Points for Vehicles

9. Bulb Planting to Masham Signs and Market Square Troughs and Planters

10. Travellers on the Recreation Ground – Update on Works

11. Local Neighbourhood Plan

12. CCTV Cameras

13. Vehicle Activated Speed Signage

14. Red Lane Footbridge – Clearance of Debris

15. Siting of Memorial Bench

16. Christmas Wreaths

17. Correspondence for discussion/information – **Appendix C**

18. Any other business – minor items for information only at Chairman’s discretion

19. Date of next Meeting: **Monday 3rd December 2018**

***Updated Appendix A, B & C will be available on 5th November from 6.45pm***

**AGENDA – Monday 3rd December 2018**

1. Apologies

2. Approval of Minutes of the Meeting held 5th November 2018

3. Declaration of Interest in Agenda items

4. Planning Matters (Councillors can inspect plans from 6.45pm) – **Appendix A**

5. Financial Matters – to include:

* Advice of Receipts & Approval of Payments - **Appendix B**
* Update on Registration for Online Banking Transactions
* Completion of Account Information Form
* Feedback from Internal Checks Carried Out on 15th November
* Completion of Forms for Public Sector Deposit Fund

6. Update from Masham Liftshare Scheme and S137 Request

7. Proposal from Nick Reed for 2019 Cycling Event

8. Maple Creek Lunch Club – Consideration of S137 Donation

9. Masham Market to include;

* Review of Market Tariffs
* Review of Market Rules
* Christmas Fair Contribution
* Provision of Finger Post to Market Square

10. Electric Charging Points for Vehicles

11. Additional Sandbags and Heavy Duty Wheelbarrow

12. Westholme Court Play Area Annual Report

13. Consideration of Additional Weed Spraying

14. Travellers on the Recreation Ground – Update on Works

15. Local Neighbourhood Plan

16. CCTV Cameras

17. Masham Parish Council – Budget Figures & Precept

18. GDPR – Approval of Security Incident Policy

19. Christmas Wreath Competition

20. Correspondence for discussion/information – **Appendix C**

21. Any other business – minor items for information only at Chairman’s discretion

22. Date of next Meeting: **Monday 7th January 2019**

***Updated Appendix A, B & C will be available on 3rd December from 6.45pm***