

Kirkbymoorside Town Council
Information for meeting on Monday 20th July 2020

6. To consider financial matters:

a. To report the cost of training since the last meeting of the Council pursuant to minute 20033

Attendee	Training Webinars	Cost
Town Clerk	Finance and Accounts for Local Councils <i>This session focuses on a wide range of financial aspects such as financial powers and duties for local councils, accounting, borrowing money, reclamation of VAT, budgeting, internal financial controls, investments and capital receipts.</i>	£15.00
Town Clerk	Introduction to the Planning System <i>This session aims to help councils understand their role in and get the most from the planning system. There will be a focus on the roles and responsibilities of local councils in planning; local plan making, the National Planning Policy Framework introduced in 2012 and guidance on how to respond effectively to planning applications, including the use of material considerations.</i>	£15.00
Cllr Wells	Spreading Your Wings <i>This session builds on the new councillor seminars provided by YLCA and would be particularly suitable for the members who attended those courses to broaden their knowledge.</i>	£48.00

b. To report the cost of £383.07 for emergency repairs to the Kirkbymoorside mill stone sign in accordance with Financial Standing Order 3.4 and minute 411c

Before



After



c. To report accounts paid since the last meeting of the Council and to approve cheque payments according to the list provided

Description	Supplier	Total
Sportsfield Service of mower	J Wood & son Bilsdale	43.75
Sportsfield Electricity 25.04.2020 - 24.05.2020	British Gas	28.65
Office line rental & Broadband	Zen	40.43
Zoom monthly subscription	Zoom Video Communications Inc	14.39
Stamps	Petty Cash	18.24
Public Wifi : Service Charge, line rental and Broadband	Welcoms	72.39
Mixed bedding plants	Petty Cash	5.00
Sportsfield Commercial refuse licence 2020/21	Ryedale District Council	206.89
Delivery of spring issue of the Moorsider	Mike Martin	90.00
Finance and accounts webinar session	Yorkshire Local Councils Association	15.00
Lenovo V145 laptop	JRA Services	604.80
Emergency repairs to Kirkbymoorside mill stone sign	G B MULTI TASK	383.07
Paye	HMRC	493.39
Grant application for maintenance of all saints graveyard and Millennium garden	Kirkbymoorside PCC	3,000.00
Replacement trees for planters on Piercy End	Daisys Garden Centre	200.00
Clear vegetation for length of footpath from West End to Piercy End	P&A Gospel	100.00
Remove fallen ash from footpath in Manor Vale	P&A Gospel	60.00
Clear vegetation for length of footpath to memorial bench	P&A Gospel	100.00
Install dog bin on footpath leading from West Pastures to Ryedale Crescent	P&A Gospel	80.00
Repair fence at sportsfield	P&A Gospel	150.00
2020 Pitch spraying	W & L Thompson	258.00
Sportsfield Water 20.03.20 - 15.05.20	Business Stream	148.62
Cut back branches overhanging road in Manor Vale	P&A Gospel	60.00
Emergency tree works to oak tree at Ryedale View play area	P&A Gospel	200.00
Power wash play equipment at Old Road and Ryedale View play areas	G B MULTI TASK	250.00
		8,150.67

7. Council policies

d. Code of Conduct

- I. To note the Local Government Association (LGA) has launched a consultation on a new model member code of conduct**
- II. To receive the Local Government Association Model Member Code of Conduct**
- III. To review the Town Council Code of Conduct and agree any changes as necessary**
- IV. To consider the following action encouraged by the National Association of Local Councils:**
 - i. Respond to the LGA consultation on a revised code of conduct (by 17 August 2020) confirming if the model is relevant to the Town Council;**
 - ii. State the council's opinions on the matter of strengthened sanctions to the LGA; particularly the suspension of councillors for a period of up to six months;**
 - iii. Write to MP Kevin Hollinrake with reference to the LGA consultation and the need for strengthened sanctions as recommended in the CSPL report. Also to request that the Committee on Standards in Public Life reviews progress on the implementation of its 2019 report's wider recommendations.**

SHEENA SPENCE, CHIEF OFFICER, YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

To: All Members (Councils) of YLCA.

NEW MODEL CODE OF CONDUCT FOR LOCAL COUNCILS - CONSULTATION BY THE LOCAL GOVERNMENT ASSOCIATION

The Local Government Association (LGA) has launched a consultation on a new model member code of conduct.

High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.

The National Association of Local Councils (NALC), strongly encourages all local councils and county associations of local councils to consider the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17, August 2020.

Please can you send a copy of your response to YLCA at:
admin@yorkshirelca.gov.uk<<mailto:admin@yorkshirelca.gov.uk>>

NALC says "We all know the impact that poor behaviour, bullying and harassment can have on individuals and on local councils as organisations, so it is vital we continue to work as a sector to improve standards and push for further reform, at both local and national level".

In January 2019, the Committee on Standards in Public Life (CSPL), published a report on the current ethical framework, which was implemented in 2012. The report followed a period of consultation with principal authorities and local councils (the parish sector). In summarising its recommendations, the CSPL said that strengthened sanctions "would enable councillors to be held to account effectively and would enhance the fairness and transparency of the standards process. Introducing a power of suspension and a model code of conduct will enable councillors to be held to account for the most serious or repeated breaches and support officers to address such behaviour, including in parish councils. Strengthening the role of the Independent Person and introducing a right of appeal for suspended councillors will enhance the impartiality and fairness of the process, which is vital to ensure that councillors are protected from malicious or unfounded complaints. Greater transparency on how complaints

Supporting Document, Ordinary meeting of the Town Council dated 20th July 2020

are assessed and decided in a system which is currently too reliant on internal party discipline will also provide a safeguard against opaque decision-making and provide reassurance to the public”.

Recommendations 16 and 21 read as follows:

Recommendation 16: Local authorities (principal authorities, i.e. standards committees), should be given the power to suspend councillors, without allowances, for up to six months.

Recommendation 21: Section 28(11) of the Localism Act 2011 should be amended to state that any sanction imposed on a parish councillor following the finding of a breach is to be determined by the relevant principal authority.

There was also a recommendation that an individual councillor that is suspended, will have a right of appeal via the Local Government Ombudsman.

As yet, the Government has not responded to the CSPL report, although the LGA has now taken the action of issuing a consultation on a revised code. You will note from the LGA consultation paper that the issue of strengthened sanctions is outside of the scope of the consultation, as it requires legislative changes by Government, but the LGA has sought to reflect some of the possible changes by using square brackets where legal changes would be necessary. The LGA has said that it continues to take soundings from the sector on the issue of sanctions in anticipation of a Government response to the Committee’s recommendations.

The National Association of Local Councils is encouraging local councils to take the following action:

- a. Respond to the LGA consultation on a revised code of conduct (by 17 August 2020). NALC does not object to a single code for all tiers of local authority, provided that the model is relevant to parishes;
- b. State their opinions on the matter of strengthened sanctions to the LGA; particularly the suspension of councillors for a period of up to six months;
- c. Write to your MP with reference to the LGA consultation and the need for strengthen sanctions as recommended in the CSPL report. Also to request that the Committee on Standards in Public Life reviews progress on the implementation of its 2019 report’s wider recommendations.

e. Burial Ground Policy and charges

- I. To consider the period of Exclusive Right of Burial to a period not exceeding 100 years for reservations made as a result of premature death of a family member and application of this concession to any qualifying reservations made to date**
- II. To review the Cemetery charges and agree any changes as necessary**
- III. To revise the Town Council Burial Ground Policy as appropriate**

The Local Authorities Cemetery Order 1977, Article 10.(4) states:

A burial authority, may from time to time extend the period of any grant under paragraph (1) or under paragraph (1) or article 9 of the order of 1974 or any enactment replaced by that provision (subject, if they see fit, to any modifications of its terms or conditions) for up to 100 years from the date on which the extension has been granted.

It would, therefore, be possible for the Town Council to consider, in exceptional circumstances, Article 10.(4) to extend the period of any grant, this may include where the death of a family member is premature and the period of Exclusive Right of Burial for a plot

assigned to a family member may be for a period not exceeding 100 years.

The Council would need to ensure this paragraph and wording is included in the Council's Cemetery Terms and Conditions – Exclusive Rights of Burial section.

9. Website Accessibility- Compliance with the Public Sector Bodies (websites and mobile applications)(No. 2) Accessibility Regulations, 2018

a. To receive information on the options and costs associated with re-build of the town council website and agree the works as appropriate

Minute 19198 dated 16th March 2020

Website Accessibility (pursuant to minute 19114 dated 18th November 2019) – it was **noted** the purchase of Joomla WCAG2.1 compliant template (including 508 & ADA compliance) at a cost of £82.13 (incl VAT).

Cllr Coughlan proposed the following caveat:

Whilst the Town Council will take all practicable steps to make the documents and information contained on the website accessible it will be hard to make the website look good as well as meeting the accessibility standards without the works being disproportionately expensive in time and money to do so. Taking into account the Councils limited resources it is unlikely that it will be able to fully comply (and probably no local body will) but all reasonable efforts will be made. **Agreed**

Quotation 1

Project requirement	Cost
Fix Content Form	£405.00
Migrate Website to supplied template	£810.00
Total (All prices are subject to Vat at 20%)	£1,215.00
Work will be charged at the standard hourly rate of £67.50 + VAT.	

Quotation 2

Set-up existing Joomla website content into new Joomla theme - The theme will be https://templates.joomla-monster.com/joomla30/jm-commune-offices/en/ and ensure all content is in the correct positioning based on this Accessibility template.	£749.00
Total (All prices are subject to Vat at 20%)	£749.00
If the work can be completed in a shorter time period, the cost will be reduced accordingly. Although the required works are not a full website build, as we don't know the content, nor the template it will take time to work out what is what. However, if it takes less time we will charge a lower rate based on our hourly charge of £35, plus VAT. For example, if we can complete the build in 10 hours it will be £350 plus VAT. Please note, this quote does not allow for design changes or adding additional features, nor does it guarantee WCAG2 compliance.	

b. To consider a ceiling budget of £1500 for the works necessary to re-build the town council website to be allocated from budget code 30

15. To receive the NYCC Resilience & Emergencies Team Covid19 news update for emergency plan communities.

Firstly a huge thank you to all of you on behalf of the North Yorkshire Local Resilience Forum – the community response to this global pandemic has been absolutely fantastic. With the strong local support and individuals in need being identified, we have been able to give assurance to the Government that shielded and vulnerable people are being looked after.

With the response to COVID 19 entering a new phase across North Yorkshire, we wanted to send an update email to all communities that have Community Emergency Plans so that we can explain what the emergency responding agencies in the North Yorkshire Local Resilience Forum have been doing these last few months and what the future plan is.

In March the decision was made to create a multi-agency control centre in Northallerton whilst dealing with COVID 19. It gave the best opportunity for all partner agencies from the North Yorkshire Local Resilience Forum to work together whilst still maintaining social distancing measures. This allowed us to make sure that together we were giving the best coordinated response possible.

The control centre was based in the former magistrate court and we had rooms set up for a few representatives from different agencies – North Yorkshire Police, North Yorkshire Fire & Rescue, North Yorkshire County Council, City of York and military planners that had been deployed to us from the Ministry of Defence. We use the main court room as a way to get all representatives in one large room for "huddles" at set times in the day and allowed others to join in via Skype from staff who are based across York and North Yorkshire. This proved to be invaluable to make sure everyone was being kept up to date with the latest information which has been changing by the hours, let alone each day. It also allowed people to voice concerns and raise issues on behalf of their agency.

As you will have seen from the news the availability of personal protective equipment (PPE) proved to be the biggest initial issue with resources scarce and demand being high across the country. The military staff are worked hard to try and ensure that supply lines were maintained and the supply was as constant as possible, and a daily panel met to assess the numerous requests we received and to ensure the stocks were going to the right places.

The multi-agency control centre has proved to be a really effective is still set to be in place till early July. Beyond the provision of PPE, the main focuses are on coordinating mobile testing units, test and trace and the coordination for our emergency volunteers from "Ready For Anything" who have been assisting with door knock welfare checks on shielded individuals. This has been working in conjunction with local volunteers in the Community Support Organisations across the county who have been linking in to volunteer groups within communities, whether existing or spontaneously generated during the pandemic response. This has been a major help to give us reassurance and that we are doing our very best to make sure that no vulnerable person is falling through the cracks.

Police and local authorities whilst dealing with the response, are also working on the recovery phase and how we can help to ease things back to normal.

Concurrent incidents

One of the biggest concerns for the Local Resilience Forum at the moment is a concurrent incident during the pandemic response. How do we split resources that are already severely stretched to cover another major

incident, and how do we adapt the response to take factors like social distancing and PPE into account?

On Monday (25th May) there was a fire which started in Pickering and resulted in 15 houses being evacuated. Around 50 people were going to be sent to the Memorial Hall in Pickering which had been previously been set aside as a rest centre. Once the notification had gone out to all partners including our Major Incident Response Team (MIRT) who run rest centres, and the Resilience and Emergencies Team put the Ready For Anything volunteers in the local area on standby – we were ready to deploy once an assessment had been made. There is a new plan that has been developed for concurrent incidents during the pandemic which was brought into play. This states that there needs to be arrangements for three different rest centres – one for those shielding, one for those displaying any symptoms and one for those who are asymptomatic. In addition each one of these groups needs to maintain strict social distancing. Finding three separate buildings is not likely, so the best that can be hoped is that the building is large enough so that it has separate rooms within which are suitable. Volunteers/staff must have appropriate PPE/hand washing facilities and stick with one designated group and not move between them, so effectively you need more of them. And as most people won't have anywhere to go to as they cannot go to friends or family then you are going to need staff/volunteers to cover overnight too and get shift systems in place.

Rest centre community emergency team roles are:

- Registering those evacuated (assisting until MIRT can take over).
- Making refreshments.
- Providing reassurance where needed.
- Answering people's questions with latest information or passing on concerns to staff.
- Logistical support within the rest centre.

So in a nutshell it is more complicated to provide rest centres during the COVID 19 response! Fortunately the incident in Pickering was over quicker than anticipated and people were able to go home fairly quickly but it shows how communities with emergency plans need to be ready and able to adapt their plans accordingly during COVID 19.

If you have any queries or would like to speak to the Resilience and Emergencies team about your own community emergency plan or how you can get support from local registered volunteers nearby then please don't hesitate to get in touch.

Grace Lawes | Senior Resilience & Emergencies Officer

North Yorkshire County Council | Resilience & Emergencies Team County Hall
Northallerton DL7 8AD

16. Planning

- a. To receive the 9 proposed street names for the Manor Woods development, 17/01449/MREM, and agree a response to the Planning Authority as appropriate**

The following street names have been proposed by the Kirkbymoorside History Group and submitted directly to the developer, Countryside Properties:

Howkeld Close
Hoveton Square
Starfitts Close
Bridge Row
Robin Howl Road
Ploughlands Grove
Pasture Road
Windmill Avenue
Crofters Mews