

Minutes of the Ordinary Meeting of KIRKBYMOORSIDE TOWN COUNCIL held at Manor Close Community Centre on Monday 20 December 2010 at 7.00pm

Present: Councillors G De Barr (Chairman), M Brampton, J Cossins, J Coughlan, M Donald, C Dowie, A Gunton, S Ward, and L Mudd (from 8.15pm to 9.25pm).

Also Present: 10 members of the public, 1 member of the press and the Town Clerk, V Ellis.

258. Apologies for absence. Councillor Mudd sent apologies for late arrival.
259. The Town Council **approved** the minutes of the Ordinary Meeting held on the 29 November 2010.
260. Minutes of the Advisory Committee for the Old Library Meeting held on the 11th November 2010 were **received and noted** by the Town Council.
261. Minutes of the Staffing Committee Meeting at 9.30am on the 15th December 2010 were **received and noted** by the Town Council.
262. Minutes of the Staffing Committee Meeting at 10.45am on the 15th December 2010 were **received**. A discussion was held on the recommendations (a) and (b) below and members requested that they receive a copy of the summary of the Clerk's Annual Appraisal before making a decision.
- a) The Committee resolved to recommend to Council that the Clerk receive an annual salary increment to the next Spinal Column Point, 28. The Town Council **resolved to defer** a decision.
- b) The Committee resolved to recommend to Council that the Assistant to the Clerk receive an annual salary increment to the next Spinal Column Point, 17. The Town Council **resolved to defer** a decision.
263. Declarations of Interest. Councillor Dowie **declared** a personal interest as a member of Kirkbymoorside Environment Group. Councillor Brampton attended a meeting of said group but is not a member.
264. No members of the public wished to make representations, ask questions or give evidence in respect of any item of business.
265. Planning Applications from Ryedale District Council:
- a) Application No:10/01303/HOUSE, Proposal: Erection of an attached garage
Location: 4 Kirk Forge Piercy End Kirkbymoorside York Applicant: Mr D Hill
The Town Council had **no objection** to this application.
- b) Application No: 10/01295/HOUSE, Proposal: Replacement of 10no.windows to front elevation with timber double glazed Yorkshire sliding sash windows,
Location: 26 - 28 High Market Place Kirkbymoorside Applicant: Mr G Jenkins
The Town Council had **no objection** to this application.
266. The Town Council **resolved to approve** the protocol for councillors researching issues on behalf of the council.
- Brief written reports or updates are emailed to the clerk by the Monday preceding an Ordinary Meeting at the latest for inclusion in the Meetings Document Pack. If a verbal update is given at an Ordinary Meeting it is followed up in writing by the councillor for the following Meeting Documents pack.
 - If there is nothing to report or no progress it would be useful to let the clerk know for the record.
267. Standing Orders. Amendments adjourned from previous meeting.

- a) Adjourned Standing Order (V2.1) 1x was **adopted**.
1x the quorum for a meeting shall be 3 members.
- b) Standing Orders 12A (a) and 12A (b).

12A Casual Vacancies

- a) 12 A (a). In the event that a casual vacancy is created and the lawful possibilities for a poll have been exhausted, the following procedure shall be followed.
The Town Council **resolved to adopt** the amended Standing Order.
- b) 12 A (b). A notice shall be placed on the Town Council's notice board, website and office window advertising the vacancy and requesting that interested parties submit a letter to the council via the clerk stating their interest, together with whatever representations they consider appropriate to support their case for becoming a member of the council. The notices must state that members of the public will, on request, have the right to inspect any or all submissions, either before or after the vacancy has been filled once the papers have been made available to the council . A response deadline of 21 calendar days after the date of the notice shall be given.

The Town Council **approved** a further amendment to 12A (b) at this meeting and the change to the Standing Order stood **adjourned**.

268. Councillors Audit (Internal Controls)

- a) The Town Council **noted** the resignation of Councillor Donald from Councillors' Audit.
- b) Councillor Coughlan was **appointed** to fill the vacancy following the resignation of Councillor Donald from Councillors' Audit.
- c) Councillor Ward was **authorised** to undertake Councillors' Audit in the event of the unavailability of Councillors Coughlan or Dowie.

269. Manor Vale Management Committee

- a & b)** Councillors Brampton and Cossins were **appointed**.
- c)** A quorum of 3 members was **approved** and includes one councillor and one non councillor.

270. Advisory Committee for the Old Library

- a)** Standing Order 11 on the rescission of decisions was **suspended** to deal with (b) and (c).
- b)** The Town Council **resolved to amend** the Term of Reference on Secretariat Services to allow volunteers or members of the public to take the minutes.
- c)** Access to the Old Library. Members **resolved to delegate** decisions on who may access the Old Library to the Town Clerk on condition that she has received a written request stating the reason(s).

271. Community Resilience Committee

- a)** The Town Council **resolved to approve** the setting up a Community Resilience Committee.
- b)** Terms of Reference
 - **No decision** was made on determining a full description of what the committee is appointed to do.
 - Number of members: Councillors and non-councillors. One councillor to be **appointed**, number of non-councillors was **not decided**.

- Quorum. **No decision.**
 - Membership of the committee will be reviewed annually at the annual meeting of the town council in May. **No decision.**
 - The committee will have power to elect a chairman who will be elected at the first meeting following annual appointment of the committee. **No decision.**
 - Define who will provide secretariat services to the committee. **No decision.**
 - Whether the committee will ratify its own minutes and then send these to full council for information only. **No decision.**
 - That the committee will follow the rules for convening its meetings as those applied to meetings of the full council. **No decision.**
The Town Council **resolved** that the committee will report monthly to Council.
- c) The Town Council **resolved to appoint** Councillor Coughlan to the committee.
The Town Council **resolved to advertise** for members of the public to join the committee.
272. Publications Committee
- a) The Town Council **resolved** not to set up a committee.
 - b) The Town Council **resolved** that Councillor Brampton would edit The Moorsider.
273. The Town Council **resolved to dissolve** the Strategy Committee.
274. Ryedale View Play Area
- a) The Town Council's insurers have stated that councillors may undertake the weekly inspections of Ryedale View Play Area if they have been trained and this was **noted**.
 - b) Councillors G De Barr (Chairman), M Brampton, J Cossins, J Coughlan, M Donald, C Dowie, A Gunton, S Ward were **authorised** to undertake the weekly inspections of Ryedale View Play Area after they have received training.
 - c) A discussion was held on the advice that 2 councillors undertake the inspection together for risk management purposes. The clerk was asked to provide more information on risk.
 - d) A discussion was held on the draft policy that councillors do not carry out the inspection on their own. **No decision.**
 - e) Councillors return the completed checklist by 1pm on Wednesdays to the Town Council Office otherwise a member of council staff will undertake the inspection. **This item was not discussed.**
275. Financial software packages. The Town Council **resolved to authorise** Councillors Brampton and Coughlan to assist the clerk investigate.
276. NYCC consultation on the future delivery of library and information services in North Yorkshire. Members **received** a copy of the consultation and **deferred** making a response until the meeting on the 21 February 2010.
277. The Town Council **resolved to authorise** Councillors Brampton, Coughlan and Dowie to make enquiries about the future of Church House and future library provision and the Customer Services Centre at Church House. Councillor Mudd arrived during this agenda item.
278. Community Office owned by Ryedale District Council

- a) Standing Order 11 on the rescission of decisions was **suspended** to deal with (b) and (c).
 - b) The Town Council **resolved to rescind** the decision not to negotiate with RDC on the rental/lease/acquisition of the former Community Office.
 - c) The Town Council **resolved to authorise** Councillors Brampton, Coughlan and Dowie to discuss Community Office with Ryedale District Council.
279. Standing Orders were **suspended** to allow members of the public to speak about the next item and were then reinstated.
280. The Town Council **resolved to authorise** Councillors De Barr (Chairman) and Coughlan to research flooding. The clerk was asked **to write** to the Environment Agency, Yorkshire Water, Ryedale District Council, the Member of Parliament and the Golf Club and the letters were to be jointly signed by the Chairman and the clerk.
281. The Town Council **resolved to authorise** Councillors Gunton and Ward to investigate storage for the Christmas Lights and the Christmas tree 'hurdles'.
282. The Town Council **resolved to authorise** Councillors Brampton and Coughlan to consider areas for volunteering.
283. Town Clerk's work management and overtime. This item was moved to the end of the agenda.

FINANCIAL MATTERS

284. The Town Council **approved** the monthly payments of Accounts £5,392.10 excluding VAT. Councillor Cossins was not present during this agenda item. Councillor Ward and others complained about the payments list being presented at the meeting.
285. Members **received** the Summary Page of the Cash Book to the 30 November 2010. Councillor Ward and others complained about the information being presented at the meeting.
286. Members **received** the Bank Reconciliation to 30 November.
287. Town Guide 2011-2012. The Town Council **resolved** that Councillor Brampton will **investigate** publishing options.
288. Cemetery Fees
A discussion was held on the cemetery fees and running expenses and the comparative figures for cemeteries and graveyards in Ryedale. The clerk was asked to provide precise figures on the cost to the council for each cemetery transaction at a future meeting. Councillor Ward left the room for part of this agenda item. A decision on any fee increases was **deferred**.
289. Tenders for Manor Vale Woodland and Grounds Maintenance.
 - a) Late and/or emailed tenders. The Town Council **resolved to accept** the late tender which had been posted in advance of the closing date and emailed, but not the tender franked with the closing date.
 - b) Tenders for Manor Vale Woodland and Grounds Maintenance were **received**.
 - c) Manor Vale Woodland Contract. Decision **deferred**.
 - d) Grounds Maintenance Contract. Decision **deferred**.
290. Standing Orders were **suspended** to allow a member of the public to speak at 9.25pm.
291. The Standing Order on the length of meetings was **suspended** to allow the meeting to continue beyond 2.15 hours.

292. The Town Council **resolved** that remaining agenda items would be **deferred** to a future meeting except for the following items.

Other matters

293. Members of the press and public were **excluded** from the meeting on the grounds that due to the confidential nature of the business to be transacted, relating to the clerk's work management and working hours, being prejudicial to the public interest. (Public Bodies (Admissions to Meetings) Act 1960). Councillor Mudd left the meeting.
294. A discussion was held on the provision of information in agendas and meeting documents, the quantity of agenda items, the timing of the publication of the agenda and meeting documents, and planning of workload of clerk and council. The clerk left the meeting at 9.40pm. Councillor Donald left the meeting at 9.50pm.

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Chairman