

Minutes of the Ordinary Meeting of KIRKBYMOORSIDE TOWN COUNCIL held at 7 pm on 21st March 2011 in the Manor Close Community Centre.

Present: Councillors G De Barr (Chairman), M Brampton, J Coughlan, M Donald, C Dowie, L Mudd, S Ward.

372. Apologies for absence were **received and accepted** from Councillors Cossins and Gunton.
373. Declarations of Interest in items on the agenda: Councillors De Barr and Mudd **declared** an interest in the Community Award. Councillor Coughlan **declared** an interest in Sports Field Association matters as the council's representative there.
374. Minutes and Matters Arising
- a) The minutes of the Extraordinary Meeting held on 7 March 2011 were **approved**.
 - b) The minutes of the Staffing Committee held on 12 March 2011 were **received**.
 - c) Matters arising: None.
375. Public Session - to allow members of the public to make representations, ask questions and give evidence in respect of any items of business: None.
376. Planning applications reviewed:
- a) [11/00118/HOUSE](#) by Mr & Mrs Peter Blunt | Erection of single storey linking extension to rear | 36 Castlegate Kirkbymoorside York YO62 6BJ: **supported**.
 - b) [11/00140/HOUSE](#) by Miss Liz Turnbull | Erection of two storey extension to side and rear elevations. | 48 Keld Head Orchard Kirkbymoorside York YO62 6EF : **supported**.
 - c) [11/00174/HOUSE](#) by Mrs J Luck | Erection of single-storey rear extension | 14 Oak Close Kirkbymoorside York YO62 6PR: **supported**.
377. Discussions with District and County Councillors
- a) County and District Councillors responded to questions already posed:
 - i. Councillor Arnold has attempted to contact Mark Young of NYCC about flooding but has been unable to reach him. Councillor Arnold understands that work on flooding is aimed at a long term solution, with short term fixes thought to be unfeasible.
 - ii. Councillor Cussons is working to achieve the removal of wood chippings from Manor Vale.
 - b) Town Councillors raised urgent matters recently arisen: none.
 - c) County and District Councillors to advised the Town Council on any new matters:
 - i. Councillor Arnold advised that there would be second budget for NYCC.
378. Questions to the Chairman:
- a) Councillor Ward asked about letters sent by the Chairman in relation to flooding and it was agreed that copies should be provided for the next council meeting.
 - b) Councillor Ward asked about a letter sent by six councillors to the Chairman, who replied that it had been considered.
379. **Resolved** that:
- a) Officers to write to banks about reduced services (citizen's request)
 - b) Officers to review volunteer assistance at Old Road Play Area
 - c) Officers delegated to procure new sign for Old Road Play Area from local supplier on best available terms, subject to confirmation of transfer from Play Areas Association
 - d) Council officers to manage all the council's internet services
 - e) Council officers to purchase replacement for sticking mortice sashlock and install or have installed by local joiner
380. Selection of the recipient for the Kirkbymoorside Community Award: it was **agreed to**

defer this item and to review the criteria for the award before making a decision at the next meeting. It was noted that the recipient received a scroll, and it was agreed that the presentation should be at the annual Town Meeting, which must take place between 1st March and 1st June inclusive.

381. **Resolved** to make grants:

- a) Kirkbymoorside PCC £2,000 towards churchyard maintenance – **agreed**.
- b) Kirkbymoorside Sports Field Association requests £1,767.60 for rubbish bins – **rejected subject to the following**
- c) **Resolved** that Councillor Coughlan should explore concerns about the emptying of bins, the exact need, recycling and fire resistance, with a view to the council offering to provide rubbish bins for the sports field

382. **Resolved** Old Library matters:

- a) **Delegated** to council officers the commissioning of a local builder to adjust the window which will not close and replace a missing tile on the right hand side of the porch roof after obtaining up to three quotations
- b) Received and adopted recommendations from the informal meeting of the Old Library Committee held in the Old Library on 11 March 2011 (it was noted that councillors were concerned that a meeting had been held in the Old Library that did not follow the correct procedures for a council committee meeting), viz:
 - i. **Agreed** to defer any major decision on the Old Library until after a Parish Plan has been developed
 - ii. **Agreed** to make it known that the Old Library is available for use in its present state by groups in the town, subject to implementation of any necessary measures
 - iii. **Agreed** that the council will consider minor renovations to the Old Library if there is a viable plan for its interim use
- c) **Agreed** that the Old Library Committee be dissolved.

383. **Resolved** to adopt proposals made by the staffing committee:

- a) **Approved** the job description prepared by the staffing committee with “job share” deleted
- b) **Approved** the person specification prepared by the staffing committee
- c) **Agreed** to create a part time post of town clerk (with the role of assistant to continue)
- d) **Agreed** to set the new post at points 23 to 29 inclusive of the local government salary scales
- e) **Agreed to delegate to the staffing committee** the final decision on the normal hours for the post of town clerk
- f) **Agreed** to appraisals being carried out by 2 or 3 members of the staffing committee
- g) **Agreed** that appraisal of new staff be after 3 months, 6 months and then annually at a time to fit in with budget setting
- h) **Agreed** on the approach to be taken on advertising and the costs to be incurred: two weeks using the SLCC web site at a cost of £75, advertising in the Gazette & Herald at a cost to be determined, the council's notice boards and web site, the Job Centre, other relevant web sites as available where free entries are offered.

384. **Resolved** to reduce the committed office opening hours to 10 am to 2 pm on Wednesdays until a new clerk is in post, other hours as available or by arrangement.

385. **Agreed to defer** the purchase of new signs for the main entry points to Kirkbymoorside

386. **Resolved** to alter the quorum for the staffing committee from 2 to 3.

387. **Resolved** to arrange a meeting with the Library Service, Youth Service and interested members of the local community to discuss conducting an analysis of the needs of the community and to explore ways of increasing the use of Church House by the community thus increasing income. Councillors Dowie, Coughlan and Brampton to make the arrangements.

388. **Resolved** that officers, with advice from Councillor Dowie, look at the condition and upkeep of the public footpaths (snickets) in the town, referring requests for work to NYCC which is responsible for their maintenance.
389. **Received** an update regarding the flooding in Manor Vale, Manor Close and West End from Mark Young of NYCC.
390. **Resolved** to launch the development of a Parish Plan at the Town Meeting. Agreed that the town council would lead and support the process and that it would be helpful to involve Maggie Farey.
391. The question of holding monthly surgeries so that people in the town can raise concerns, pass on ideas etc. (by appointment Chair/Vice Chair and other councillors in turn) was **deferred**.
392. **Resolved** financial matters:
- a) **Appointed** Councillor Brampton, assisted by Councillor Ward as temporary acting Responsible Financial Officer
 - b) **Resolved** to purchase the Scribe2010 accounting software designed for local council use, quoted price £295
 - c) **Resolved** to purchase a computer for the accounting software at a price of £305 plus carriage
 - d) **Resolved** to award a contract for the entering of the accounts for the year to 31 March 2011 and the preparation of final accounts and annual return to Moore Stephens of Kirkbymoorside.
 - e) **Resolved** to award a contract for the ongoing maintenance of the council's accounts for the year commencing 1 April 2011 to Moore Stephens.
 - f) **Resolved** to award a contract for handling the council's payroll for the year commencing 1 April 2011 to Moore Stephens.
 - g) **Resolved** to delegate authority to council officers to agree terms and purchase assistance for the completion of the current year's payroll operations from Moore Stephens.
 - h) **Resolved** to authorise the council's officers to vary the above prices by up to 20% if necessary
 - i) **Resolved** to approve cheque payments according to the list provided
393. **Noted** planning decisions from Ryedale District Council:
- a) [10/00878/73A](#) for Mr & Mrs Shaw | **Refused** | Removal of Condition 04 on approval 07/00293/FUL dated 23.05.2007 to allow the occupation of the annexe/extension as a separate residential dwelling within its own curtilage | Starfits House Starfits Lane Kirkbymoorside York YO62 6JF
 - b) [10/01166/73A](#) for Mrs Magson | **Approved** | Variation of Condition 03 of approval 04/00570/FUL dated 30.06.2004 to allow Lund Barn to be used as a local needs occupancy dwelling in addition to holiday letting | Lund Barn Ings Lane Kirkbymoorside York YO60 6DN
 - c) [10/01406/HOUSE](#) for Mr & Mrs Webster | **Approved** | Erection of kitchen extension with storage above and installation of replacement dormer to south elevation together with formation of pitched roof over existing garage | 4 Springfield Lane Kirkbymoorside York YO62 6LU
 - d) [11/00025/HOUSE](#) for Mr Derek Thrippleton | **Refused** | Installation of door to give access to second floor fire escape balcony (retrospective application) | Flat 5 Chapel House 26 West End Kirkbymoorside York YO62 6AF
394. **Received** the Town Mayor's Report:
- a) Will attend Pickering Civic Service on Thursday 24th March
 - b) Will attend similar event in Malton, but unable to attend in Norton
 - c) Will attend a reception at County Hall
 - d) Has attended a Five Towns Meeting, where a report on the Hovingham snow

clearance trial showed very high (around a third) participation by local people. Also noted a digital mapping presentation.

395. **Received** reports from Members representing the Town Council at meetings of outside bodies:

- a) Councillor Donald reported on meetings of the John Stockton Educational Foundation, which has made grants to young people to support their education. It was suggested that the town council should try to make the foundation better known by adding information to the web site.
- b) Councillor Coughlan reported that the Community Resilience Committee has met and is pursuing various items. It was also reported that there is a separate Flood Prevention Group and that efforts were being made to ensure that efforts were coordinated.
- c) Councillor Coughlan reported that the Sports Field Committee is facing various problems but was to be commended for its hard work and determination.

396. **Received** reports from Members on delegated matters:

- a) Councillor Brampton requested members to attend the meeting for election candidates at 7 pm on 22nd March 2011 if possible.

397. **Received** officers' report

398. **Deferred to the newly elected council** a response to the British Legion request for support for a "Great Poppy Party Weekend"

399. **Noted** that the date of the next meeting is 18 April 2011 at 7 pm in the Manor Vale Community Centre.