

**Minutes of the Ordinary Meeting of KIRKBYMOORSIDE TOWN COUNCIL at
Manor Close Community Centre on Monday 18 April 2011 at 7.00pm**

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

Also Present: 6 members of the public, 1 member of the press, County and District Councillor V Arnold, and the Assistant to the Town Clerk, C Eve.

400. Apologies were **received and accepted** from Councillor M Donald.

401. There were no declarations of interest.

402. Minutes and Matters Arising

- a) The Town Council **approved** the minutes of the Ordinary Meeting on the 21 March 2011.
- b) The Town Council received the draft minutes of the Staffing Committee held on 4 April 11.
- c) Matters Arising:
 - Councillor Coughlan has spoken to Maggie Farey from Rural Action Yorkshire regarding the production of a Parish Plan. If the Annual Parish Meeting were to be held on Tue 17 May, she would be available to come and speak to the Town.
 - Councillor Ward asked if the Council has a set of criteria for the Citizen Award. The information available is in the edition of the Moorsider requesting nominees. It was suggested that this item be put on the agenda discussed at the next meeting.
 - Councillor Coughlan said that he has been speaking with the Sportsfield Association regarding rubbish bins and expects to have more information for the next meeting.

403. There were no members of the public who wished to speak.

404. The Town Council commented on 3no. Planning Applications received from Ryedale District Council.

- a) [11/00224/CLEUD](#) by Mr S Walker | Certificate of Lawfulness in respect of the use of land as domestic garden to Highfield House in excess of 10 years (revised details to refusal 10/00161/CLEUD dated 16.04.2010) | Land To Rear Of Highfield House Kraig Lane Keldholme York

The Town Council felt unable to comment as this is a technical legal issue and no council member has any relevant knowledge.

- b) [11/00236/FUL](#) by Mr & Mrs Cornforth | Erection of rear first floor extension above garden room | 4 Parkers Mount Kirkbymoorside York YO62 6JB

The Town Council had no objection to this application.

- c) [11/00260/FUL](#) by Mr Harry Clark | Erection of a three bedroom dwelling to include lowering of site levels and formation of parking/turning and amenity areas (revised details to refusal 10/00332/FUL) | Land To South Of 16 Church Street Kirkbymoorside York

The Town Council is concerned about the possibility of flooding to this site and also that access will be very close to a children's play area.

405. Discussions with the District and County Councillors

- a) There were no questions for County and District Councillors to respond to.
- b) Town Councillors to raise urgent matters recently arisen:
 - Councillors have recently met with officers from North Yorkshire County Council regarding Church House and saving the library.
 - District Councillor Arnold said that she has been in touch with Mark Young at Ryedale District Council regarding the flooding issues but there are no further updates at present.

406. There were no questions to the Chairman.

407. The Town Council **resolved** to confirm to Ryedale District Council the town council's support for the proposed road closure on 1 May 2011 for the Kirkbymoorside 10K run.

408. The Town Council **resolved** to accept the quote from Ryedale District Council to remove the cemetery spoil heap based on their estimated total cost of £810.12.

409. The Town Council **resolved** to accept the original plans for grassed paths in the cemetery.

410. The Town Council resolved make Councillor Coughlan the point of contact for the initiative on signs at the A170 entry points to the town should the Assistant to the Clerk be unable to deal with the matter. Examples of designs will be shown at the Annual Parish Meeting. Having spoken with Ryedale District Council, Councillor Mudd said that planning permission is not required as the signs will be a similar size and shape, give the same information and will be situated in the same place as the current signage. The Town Council is very appreciative of the work that Councillors Gunton and Mudd have put into this project.

411. To consider financial matters:

- a) **Resolved** to authorise the introduction of an imprest system of petty cash with a float of £100.
- b) **Resolved** to defer authorisation of a standing order for quarterly payment of rent for the council office.
- c) **Resolved** to authorise council officers to commit to expenditures, none exceeding £250 subject to sufficient funds remaining in the relevant budget, which are considered necessary for the maintenance of council property or for the efficient running of council services. Such expenditures must be reported at council meetings. This in addition to existing delegated authorities to
 - 1. renew subscriptions
 - 2. purchase stationery

3. commit to emergency expenditures up to £500

- d) **Resolved** to confirm the cancellation of the “search and store” internet based storage service, saving £180 per annum. Replaced by a free service.
- e) **Resolved** to authorise purchase of 2 x Copernic desk top search at a total cost around £55 (ex VAT)
- f) **Resolved** to authorise transfer of telephone and broadband accounts to [Zen Internet](#) using Zen Business Talk Plus with 500 anytime inclusive call minutes £19.99 (ex VAT) per month and Zen Lite Broadband with up to 10 Gb download at £15.31 (ex VAT) per month. The Proper Officer will check to see if there is a current contract with BT before transferring.
- g) **Resolved** to authorise purchase of twin DECT cordless phones for approximately £80.
- h) **Resolved** to approve use of confidential waste disposal service at £3.50 per sack plus £17.50 per collection.
- i) Councillor Ward declared an interest in this item as the third member of the Councillors’ Audit team and as a holder of a North Yorkshire Pension. The Town Council **resolved** to authorise Councillor Brampton to be the council’s signatory for dealings with North Yorkshire Pension Fund.
- j) **Confirmed** that no councillor is aware of any conflict of interest (e.g. they are clients of Mazars) in relation to the council's audit by Mazars.
- k) **Resolved** to approve cheque payments according to the list provided.

412. Resolved to note planning decisions from Ryedale District Council:

- a) [11/00067/FUL](#) for Mr & Mrs G Gunn | **Approved** | Demolition of existing dwelling and erection of a six-bedroom dwelling with linked double garage with hobby room above | Quarry House Hagg Road Kirkbymoorside York YO62 7JF
- b) [11/00072/HOUSE](#) for Mr & Mrs S Cook | **Approved** | Erection of first-floor extension to rear and single-storey garden room to side | Castle Lodge Castlegate Kirkbymoorside York YO62 6BW
- c) [11/00140/HOUSE](#) by Miss Liz Turnbull | **Approved** | Erection of two storey extension to side and rear elevations. | 48 Keld Head Orchard Kirkbymoorside York YO62 6EF

413. The Town Mayor's Report.

The Town Mayor has been at functions in Pickering and Malton in the last month and was made very welcome. She said that Kirkbymoorside has always enjoyed a good working relationship with the local Market Towns and hopes this continues. She asked Councillors if they were happy for her to sign a nomination for a Police Award and Councillors agreed.

414. There were no reports from Members representing the Town at meetings of outside bodies.

415. Reports from Members on delegated matters:

- Councillors Brampton, Coughlan and Dowie met with staff from North Yorkshire County Council to discuss Church House following the library consultation meeting. They discussed how best to use the facilities and how to make the booking of rooms an easier process.
- Councillor Coughlan reported that Ryedale District Council has received an offer on the Old Community Office.

416. The Officer's report is as follows:

- a) Relevant information has been provided and payroll for the year to 31 March 2011 has now been completed by Moore Stephens with payslips for March issued along with a remittance advice for NY Pension Fund. Correction of tax calculations during the year has resulted in there being no payment to HMRC for March 2011.
- b) It is expected that the April and May payroll runs will have been completed for the proposed meeting in late May.
- c) The new accounts computer has been installed with Moore Stephens, and they have been provided with documents to work on completing accounts for the year to 31 March 2011.
- d) Complaint received from Mr Derek Hanson about cars for sale on verges in or near Kirkbymoorside. Discussions have been held with NYCC Trading Standards who can take action to enforce trading standards if cars are being sold by way of trade. Neither Trading Standards nor Highways consider that they have powers to remove parked cars, whether for sale or not. Although such cars have been seen regularly, recent checks did not find any. A letter has been sent to Mr Hanson.
- e) Letters have been sent to Barclays and NatWest expressing concern about reduced service levels, and in the case of NatWest about the poor state of the building.
- f) Further actions on the Old Road Play Area are pending as the Play Areas Association has not yet dissolved itself.
- g) Cemetery:
 - a) Costings – a method has been defined for establishing costs for cemetery services and a report was promised for the April council meeting. However, the number of one off items requiring officer attention means that this is not quite complete. It is now thought best to make the June meeting a firm target for a comprehensive review of cemetery charges.
 - b) Moles – little new disturbance, low cost anti-mole devices are being considered.
- h) Street lighting remains outstanding.
- i) The SPICA at the Ryedale View Play Area has been inspected. It is faulty but safe to use. Damage to the slide may be disputed as to whether it is a manufacturing defect or vandalism. Ongoing.
- j) Information received about the next meeting of the National Park Southern Area Parish Forum at Sinnington Village Hall on Tuesday 10 May 2011 at 7 pm.
- k) Information received from Rural Arts about workshops.
- l) Advice of occasional 10 mph speed limited received from NYCC affecting the A170 from Appleton to Keldholme on three occasions during the period 2 May to 30 September 2011.

- 417. The Town Council **resolved** that the date of the 2011 Annual Meeting be 11 May 2011 at 7 pm, venue to be confirmed, followed by an ordinary meeting at 7.30pm.
- 418. The Town Council **noted** that a staffing committee meeting (to shortlist candidates for town clerk) is scheduled for Monday 16 May 2011 at 6pm in Manor Vale Community Centre.
- 419. The Town Council **noted** that council meetings have been provisionally fixed for Monday 23 May 2011 and Monday 20 June 2011, these dates to be finalised at the Annual Meeting.

The meeting closed at 8.07 pm.

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Chairman