

**Minutes of the Ordinary Meeting of KIRKBYMOORSIDE TOWN COUNCIL at
Church House on Monday 20 June 2011 at 7.00pm**

Present: Councillors C Dowie (Chairman), A Alexander, M Brampton, J Coughlan, J Cossins, D Marsden, S Ward (District Councillor), J Watson.

Also Present: 4 members of the public and Town Clerk, S Brown.

Before the meeting began Mr Tim Elliot of Kirkbymoorside & District Sportsfield Association offered a brief description of the on-going grant application regarding the provision of bins for the Sportsfield. He then answered questions. He invited members of the Council to visit the Sportsfield to see the facilities. This was accepted and will be coordinated by Councillor Coughlan.

Ms Helen Gundry from Kirkbymoorside Environment Group and her colleague Eden Blyth gave a presentation regarding the NYCC local transport consultation document (due by 31 July 2011.)

The meeting formally started at 7.26pm

11043 Apologies were received from District Councillor D Cussons, County Councillor V Arnold and the Press representative.

11044 There were no declarations of interest.

11045 Minutes and matters arising:

- a) The Town Council **approved** the minutes of the Ordinary Meeting on the 23 May 2011
- b) The Town Council **received** the draft minutes of the Staffing Committee held on 6 June 2011
- c) The Town Council **received** the minutes of the Manor Vale Committee held on 20 May 2011
- d) To consider matters arising:

No matters were discussed at this point in the agenda

11046 The Town Council resolved to consider agenda item 14 next. Councillors D Marsden J Coughlan and J Cossins will work in conjunction with Ms Gundry to respond to the consultation by NYCC and also to design a questionnaire to assess transport needs in the town

11047 Public Session

- a) A complaint was received regarding the irregular but frequent use of motor vehicles through the Manor Vale Nature Reserve. This is occurring mainly at weekends. A request to find out who has permission to use the bridal way with a motor vehicle (from Castle to field gate), then, if such a permission exists what actions the council might consider to minimise use or take away that permission, and, if no-one has permission what action the council might take to prevent use of motor vehicles on the path. All this does, of course, exclude vehicles being used for the council's maintenance of the woodland.

- b) A member of the public enquired regarding the starting of a Volunteer program with the Library now it has been classed as Category 2. A reply was **deferred** until agenda item 22
- c) A member of the public suggested the Sportsfield bins be “sponsored”

11048 The Town Council **confirmed** the appointment of Miss Sally Brown as Responsible Financial Officer and Proper Officer to Kirkbymoorside Town Council

11049 The Town Council reviewed the following planning applications:

[11/0260/FUL](#) for Mr H Clark | **Amended** | 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 YO62

The council expressed concerns in relation to the following areas:

A query was raised regarding the possible existence of a covenant on the land on which the proposed dwelling has been moved to. It was also noted that the excavation required on the sloping surface into shale and rock could exacerbate a flooding risk. The proximity to other properties was also questioned. Concern was also raised regarding the access to the main public highway without this accessibility both for the build and in future for the residents

[11/00438/HOUSE](#) for Mr Mark and Mrs Lisa Wake | Erection of 2 no single storey extensions and extension of existing detached single garage to form a detached triple garage| Priory Lodge, Village Street, Kirkbymoorside York YO62

The Town Council made no comment

11050 Discussions with the District and County Councillor

- a) District Councillor Sarah Ward advised the Town Council that following questions posed investigations were underway regarding Parking signage in Kirkbymoorside
- b) No urgent matters raised
- c) No new matters required consideration

11051 Town Cemetery

- a) Information was given by Councillor Brampton about the costs of running the cemetery and consideration as to how the costs should be recouped in charges and if a fund should be created in order to deal with future maintenance costs. A vote of thanks to Councillor Brampton and C Eves, for preparing this information, was **proposed** by J Coughlan and seconded by C Dowie

- b) It was **agreed** that Councillors would review the information given and hope to make a decision at the July meeting
- 11052 The Town Council resolved to amend standing orders to allow the Chairman to invite a member of the public to speak during a meeting. This request to be taken to the next meeting for **ratification**
- 11053 Councillor Brampton offered a proposal in respect of future development of the Web services. This was **deferred** after questions were raised to allow Council Members further opportunity to ask additional questions at the next meeting
- 11054 The form for the Kirkbymoorside 2012 Community Award was reviewed and after slight amendment **accepted**. The closing date for receipt of applications was **confirmed** as 31 January 2012
- 11055 It was decided **not to vary** the number of Councillors on the Town Council. It was **agreed** that the option to co-opt at this time would remain
- 11056 A review of the method of receipt of Council Agendas and supporting documents was discussed and Councillors indicated their preferences.
- 11057 Financial Matters
- a) The Town Council **resolved to approve** cheque payments according to the list provided after excluding two invoices requiring further investigation
- b) It was **agreed** to offer a bulk purchase price for local retailers selling "Kirkbymoorside Trails". This was set at a minimum supply of 10 books at £5.00 per block of 10 ordered (50p per unit)
- 11058 Council Offices
- a) The item to approve the signing of a four year lease for the Shambles Office was previously discussed and it had hoped a Draft document be ready for this meeting. This has now been **deferred** to the next meeting
- b) It was noted that the refurbishment will begin on July 1 and the office will be closed over that period. The staff will work independently with files kept at the Old Library.
- c) The Town Clerk will continue to collect post and telephone messages from the office and both email and telephone numbers remain the same.
- d) A note will be displayed on the door, in the notice board and the Gazette advising that there will be no official opening times for the public and appointments can be made
- 11059 The Town Mayor reported that she attended the Parish Liaison meeting at Ryedale House on 15 June. Councillors Brampton and Cossins also attended.
- Steve Graham from Keep Britain Tidy gave a presentation about the organisations new campaign "love where you live" which will be launched in

July.

Winter maintenance

It is hoped that the volunteer scheme that was trialled in Hovingham last winter can be rolled out to other councils. NYCC will help with training and bulk salt buying. RDC has earmarked £20,000 to help volunteer schemes and will also provide shovels and gloves. They will also provide equipment for cleaning street signs.

The Town Mayor announced that from September there will be a new re-cycling scheme with a kerbside collection of plastic bottles and cardboard.

The Town Mayor advised that NYCC are involved in a scheme to bring next generation broadband to towns and villages in the county.

More information is available at

<http://www.northyorks.gov.uk/index.aspx?articleid=16135>

It was reported that preparation for the office refurbishment, due to start on 1 July has started and Councillors and staff have been packing up the contents of the Town Council. This has created an opportunity to sort out the paperwork and it is hoped that a considerable number of files will be archived at County Hall.

11060 There were no reports from Members representing the Town at meetings of outside bodies.

11061 Reports from Members on delegated matters were received from:

- a) Councillor Brampton reported that he and Councillor Dowie attended a meeting in Northallerton with regard to the Library provision. It was reported that there is a commitment to keep the Library open for at least the next three years. There was an agreement that additional monies coming in to Church House will be used to fund library staffing. It was a positive meeting with an agreement that the Town Council will set up a community based steering group for Church House as part of the Parish Plan
- b) Councillor Coughlan reported that he along with the Chairman had completed the 4th quarter Audit. Items raised had been validated
- c) Councillor Watson reported that she had had a productive meeting with a representative of Ryedale Folk Museum regarding the possible joint use of the Old Library. It was agreed that a fresh start was to be made and a further meeting will be arranged. The Town Council appointed Councillor Alexander to attend with Councillor Watson.

11062 The Officer's report is as follows:

- a) It was noted that the Assistant to the Town Clerk worked an additional 36.25 hours in May due to increased workload

- b) It was noted that staff have contacted the contractor regarding the state of the Town Pound
- 11063 The Chairman received the following questions:
- a) Two items were requested to be included in the Agenda for the next Ordinary Meeting:
 - Discussion on furtherance of the Parish Plan
 - Ways of raising money with regard to the Old Library
 - b) Comment was raised regarding the grass cutting being incomplete at Swineherd Lane and the requirement to find out what has happened regarding a bench that has been removed from near the Brick Works
 - c) Concern was raised regarding an unconfirmed site for a Tesco Express at Russells Yard
- 11064 Agenda item 25 regarding the late application for the position of handyman was not considered because Councillor Brampton advised that a previous minute had moved the deadline for applications to 1pm in line with the delivery of Royal Mail Special Delivery.
- 11065 The Town Council **resolved to exclude** the public for the following item by virtue of the need to discuss confidential material
- 11066 After declaration of interest being received from Councillor Ward the remaining councillors selected a handyman from the candidates. The position to be offered on a casual basis to Mr M Jeminson.
- 11067 The Town Council **noted** that an Extraordinary Meeting is to be held at 6pm on 24 June 2011 in Church House.
- 11068 The Town Council **noted** that the next Ordinary Meeting is at 7pm on 18 July 2011 in Church House .

The meeting closed at 9.44pm.

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Chairman