



KIRKBYMOORSIDE TOWN COUNCIL

The Shambles
Crown Square
Kirkbymoorside
York
YO62 6AY

Tel: 01751 432217

email: town.clerk@kirkbymoorsidetowncouncil.gov.uk

Minutes of the ordinary meeting of the Town Council held at Church House, Kirkbymoorside on Monday 15 October at 7.30 pm.

Present: Councillors Dowie (Chairman), M Brampton, J Cossins, J Coughlan, D Turlington, S Ward and J Watson

Also Present: County Cllr V Arnold, District Cllr D Cussons, 6 members of the public and R Gibbeson (Acting Clerk)

Cllr Dowie welcomed those present to the meeting.

12000 Apologies for absence were received from Cllrs Brewster and Marsden.

12001 **Declarations of Interest**

As a member of the Environment Group, Cllr Dowie declared an interest in relation to the grant application from that group which was before the meeting (12005 below).

Cllr Watson declared an interest in respect of grant applications for the skate park (12004b below).

12002 **Minutes and Matters Arising**

- a) The Minutes of the meeting held on 17 September 2012 were approved
- b) The Minutes of the meeting held on 6 June 2011 were approved
- c) The draft Minutes of the Manor Vale Committee held on 25 September 2012 were received
- d) The draft Minutes of the Play Areas Committee held on 2 October 2012 were received
- e) Matters Arising
 - i. Following discussions with Library staff, it had been agreed that bookings could be made for the meeting rooms by completing a form in the Library, staff having advised on the availability of the room. Bookings could be made for annual dates, for example, on one form. It was agreed that this was an improvement on existing procedure.
 - ii. Benefits Enquiries out of Hours: it was agreed that cost savings were likely to be responsible for staff not being available to deal with out-of-hours enquiries.
 - iii. 'Welcome to Kirkbymoorside' Signs: quotations still not received
 - iv. Ownership of cobbles: it was agreed that a meeting be arranged with Mr R Marr of Highways to explore the question of parking enforcement
 - v. Ryedale View Play Area: it was noted that arrangements had been made to clear away the damaged mosaic and board up the aperture it had previously occupied
 - vi. Matrix Boards in Dale End: a reply from Highways regarding a scheme for

town councils to purchase such boards was noted. Also noted was a commitment from Highways to upgrade lights at the traffic crossing when funds permitted.

- vii. Moors Bus: it was noted that the NYM National Park Authority had declined to reverse its decision to withdraw the Moors Bus in October 2012. It was important that the Town Council be invited to take part in the consultation about alternative arrangements.

12003 Public Session

No members of the public wished to speak at the meeting.

12004 Discussions with District and County Councillors

- a) Fly Tipping in Manor Vale (NYCC Depot): Cllr Turlington raised concern that nobody appeared to be responsible for this area, the former depot reportedly being close to being sold. District Councillor Cussons agreed to report the matter with a view to having the area cleared up.
- b) Community Investment Fund: Cllr Ward reminded all present of the event being held on 18 October at the school. Those seeking funds would be represented and there would be an opportunity for residents to vote for their preferred bids. The total funding available to Kirkbymoorside was £10,500 and was expected to be oversubscribed. It was noted that Wombledon Parish Council had felt that all voters be over 18 whereas it had previously suggested that those over 10 should be able to vote. In discussion, there was a general feeling that the 10 years age limit be maintained and that this matter be resolved at a meeting with the parish councils later in the week.

12005 Grant Application

The Environment Group had submitted a formal application for £200 to fund limited research on bus services in the area. It was agreed that this be granted.

12006 Financial Matters

- a) The financial statements for September 2012 were received
- b) Cheque payments were approved in accordance with the report provided
- c) It was agreed that a new bank mandate be signed by all Councillors willing to do so
- d) The auditors' comments in relation to the external audit for the year 2011-12 were noted, there being no significant matters reported.
- e) The premium for renewal of the Council's insurance policy for 2012-13 of £2,631.82 was noted, there being no change on the premium for the previous year (and no change in the basis of assessment of risk).

12007 Staffing Matters

- a) Appointment of Staff

Cllr Dowie requested that a recommendation by the Staffing Committee for appointment of a new Town Clerk be adopted. The basis of the appointment would be a 23 hour contract (20 hours office, 3 hours Library duty) remunerated at scale point 23. While appointment of a single member of staff raised some issues in relation to holiday and sickness cover, it was felt this represented the best way forward for the Council. She also asked that managing the recruitment process be delegated to the Staffing Committee.

These recommendations were agreed.

It was further agreed that the Acting Clerk would study the present Job Description and Person Specification and make suggestions for updating in the light of his experience in the role.

Cllr Ward asked that the period of notice to be given during the probation period be extended from 1 week to 1 month. It was also proposed that candidates be asked to declare any interests in relation to the job.

Cllr Coughlan proposed that the Council's adherence to the North Yorkshire Pension Scheme be reconsidered in the light of new legislation on pensions and the cost of funding shortfalls.

b) Temporary Proper Officer

Cllr Brampton was appointed Temporary Proper Officer from 29 October until such time as the new Town Clerk had been appointed and was fully ready to take up the role of Proper Officer.

12008 **Annual Plan**

The contents of the updated Annual Plan were noted as a basis for ongoing work and planning.

12009 **Old Library**

a) Prices for repairs to the Floor

Prices had not been received at the time of the meeting. It was agreed that authority to proceed with repairs be delegated to the Acting Town Clerk when suitable prices had been received.

b) French Drain

The PCC had been contacted with regard to the need to excavate a French drain to the back of the Old Library. No response had yet been received.

c) Youth Club

At a previous meeting of the Council it had been agreed in principle that the Old Library be made available for community use when repairs had been completed. It was now agreed that it be made available for two sessions on Thursday evenings run by Youth Workers, rent free for a six-month period, subject to:

- i) The people concerned having all necessary qualifications, approvals and insurance and
- ii) Contributions towards any damage to the fabric being sought.

It was understood that the sessions would be run by two qualified County Youth Workers and that volunteers would also be involved. Small subscriptions were to be charged to include refreshments.

12010 **Broadband, E-mail and Website Hosting Arrangements**

The Acting Clerk reported that a tender document was being prepared and that this would be completed during the present week.

12011 **Street Lights**

a) Maintenance

Quotations for maintenance had been circulated prior to the meeting and it was agreed that the contractor who submitted quotation 'B' should be appointed.

b) Report on Street Lighting

A report commissioned from the County Council on street lighting in the town had been circulated to Councillors. This had identified work needed to the lights (categorised as high, medium and low urgency). Estimated costs had been provided for carrying out the necessary work.

The report also identified the number of additional lights (and associated costs) which would be required to bring certain areas of the town's lighting up to a standard at which it could be adopted by the County Council.

After consideration of the report's implications, it was agreed that the County Council be asked to clarify the level of urgency of work required for the 'high' priority items and also that the Finance Committee be asked to put together a strategy for providing current and future spending for street lighting, cemetery and Old Library, taking into account the need to maintain reserves of 50% of the precept. As part of the work, the possibility of installing LED lights could be examined.

12012 **Town Guide**

Cllr Turlington had been working with Mr R Stuip to put together a new Town Guide. There had been some confusion about the intended audience for the guide and the consequent quantity to be printed. Cllr Turlington agreed to meet with Mr Stuip in the coming week to resolve outstanding matters.

12013 **Planning Application 12/00902/CON**

It was agreed that no comment be made to the Planning Authority on this application.

12014 **Library**

Performance statistics for the Library, previously circulated, were noted with satisfaction. These demonstrated the growing use of the Library, the number of users already exceeding expectations.

12015 **Mayor's Report**

There were no items to report as the Mayor had attended no civic functions in the month.

12016 **Reports from Members Representing the Council on Outside Bodies**

No matters had arisen during the previous month.

12017 **Reports from Members on Delegated Matters**

No matters had arisen during the previous month.

12018 **Questions to the Chairman**

a) Library – Volunteers

It was agreed that the recruitment of volunteers to help in the Library be put on the agenda for the next meeting. A new Library Manager was now in post and was keen to encourage the use of volunteers.

b) Budgetting

Members of Council Committees were asked to consider budget requirements for the next year. Finance Committee would be considering the 2013-4 budget which had to be drafted by December.

12019 The date of the next ordinary meeting was noted as 19 November 2012 at 7.30pm in Church House.

The meeting closed at 9.20pm

Chairman

Date