



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of a meeting of the Kirkbymoorside Town Council held at Church House, Kirkbymoorside, on Monday 16th April 2018 at 7.45pm

Present: Councillors A Ashworth, D Chapman, J Cossins, J Coughlan, C Dowie, J Watson and J Wells.

Also present: Town Clerk L Bolland, District Councillor Bob Gardiner, guest speaker Sam Hutchinson and 1 member of the public.

17221 Councillor Ashworth opened the meeting and welcomed all present.

17222 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Brampton and County Councillor Val Arnold.

17223 DECLARATIONS OF INTEREST

None.

17224 MINUTES & MATTERS ARISING

- a) The minutes of the Meeting held on 19th March 2018 were **approved** and **signed**
- b) There were no matters arising

17225 PUBLIC SESSION

No members of the public wished to make representation.

17226 DISCUSSIONS WITH DISTRICT AND COUNTY COUNCILLORS

District Councillor Bob Gardiner confirmed that an RDC representative, Jane Kitching, will attend at the May meeting to address any concerns with regards to the Town Farm car park and any matters relevant to her role as Community Officer.

With regards to the Planning Application submitted by Gladman Developments Ltd, District Cllr Gardiner advised that after satisfaction of the reserved matters the next step is to satisfy the conditions of the Conditional Approval previously granted. This will be considered by Gary Housden and not the Planning Committee.

17227 Financial matters

- a) The cheque payments were **approved** according to the list provided.
- b) The Financial Summary to 31 March 2018 was **received**.

17228 Sam Hutchinson, Community Mapping Project Officer provided information about the Community Mapping Project set up jointly between the OPCC and North Yorkshire Police. It was **agreed** to participate in the project by assisting the CMPO to make contact with the appropriate local groups and organisations.

17229 Details of Kirkbymoorside Environment Groups' Plastic Free initiative were presented by a member of the Environment Group. Cllr Coughlan proposed that the Town Council delegate two councillors to the role of liaising with the Environment Group to support the initiative. This proposal was agreed and Cllrs Chapman and Coughlan were appointed to be delegated representatives. Cllr Chapman proposed that Kirkbymoorside participate in the Great Plastic Pick-Up on 11 – 13 May and volunteered to liaise with the Environment Group to encourage local businesses, groups and residents to participate in the exercise. **Agreed.**

17230 Grants

- a) The grant application submitted by All Saints Parish Church in the amount of £2500 to contribute towards the cost of grass cutting and maintenance of the churchyard was **agreed**.
- b) The grant application submitted by Kirkbymoorside Environment Group in the amount of £250 to contribute towards the cost of printing the local Shopping Guide was **agreed**. It was proposed by Cllr Dowie and agreed that details of the Plastic-Free initiative should be included within the publication to ensure maximum coverage of the issue. Additionally it was suggested that an electronic version of the guide should be made available if this is not already

17231 General Data Protection Regulations

- a) It was **noted** that the General Data Protection Regulations come into force on 25 May 2018
- b) All Councillors present acknowledged receipt of the following information circulated by the Town Clerk and confirmed that they had read and understood the same:
 - I GDPR checklist and advice issued by SLCC
 - II GDPR Toolkit for local councils issued by NALC
- c) The following draft documents were **considered** and it was **agreed** that Councillors would submit to the Town Clerk any recommendations in advance of the meeting on 21 May 2018:
 - I Draft GDPR Data/Information Audit
 - II Draft Privacy Notices
 - i. Contact Privacy Notice
 - ii. Email Contact Privacy Notice
 - iii. New Councillor Privacy Notice
 - iv. Employee Privacy Notice
 - v. Moorside Room Hirers Privacy Notice
 - vi. EROB Privacy Notice
 - III Draft Policies
 - i. Information Protection Policy
 - ii. Retention of Documents Policy
 - iii. Social Media and Electronic Communication Policy
 - IIII Draft Contact Consent Forms
 - i. New Councillor
 - ii. Employee
 - iii. Exclusive Rights of Burial
 - iv. Moorside Room Hirer
 - v. Sports Club Tenancy @ the Sportsfield
- d) It was **noted** that clarification with regards to the criteria for appointment of a Data Protection Officer is still awaited from SLCC. Appointment of the DPO must be made by 25 May 2018.

17232 It was **noted** that on 29 March 2018 Ryedale District Council submitted the Development Plan Document entitled 'Ryedale Plan- Local Plan Sites Document and the Policies Map' for Examination in Public.

- 17233** Correspondence issued by a member of the public to NYCC Highways Authority and subsequently to the Town Council with regards to safety concerns associated with vehicles parking in close proximity to the junctions off West Fields Road was considered and it was agreed to support the resultant measures taken by NYCC Highways Authority to remedy the situation and additionally to reiterate the need to prioritise repairs to address the very poor condition of the roads on West Fields and Tinley Garth which pose a risk to both motorists and pedestrians.
- 17234** The proposed Lane Closure to carry out maintenance paint works to Hodge Beck New Bridge, A170 Kirkbymoorside from 14th May to 11th June 2018 was **noted**.
- 17235** Correspondence received from the Kirkbymoorside Bowling Club requesting reimbursement of the £200 penalty charge by HMRC for late registration of the Lease with the Land Registry Office was considered and the request **declined**. It was agreed that the Bowling Club should appeal to HMRC who would be best placed to consider a reimbursement.
- 17236** The Town Mayor's Report was received. A complaint had been received by a resident neighbouring the sportsfield about the rubbish resulting from the refurbishment of the cricket and football club house.
The Town Mayor provided a brief report on progress of arrangements for the forthcoming Mayor's Charity Ball on Saturday 21st April, the proceeds of which will go to the Kirkbymoorside Community Library.
- 17237** Cllr Cossins confirmed that she attended the John Stockton Trust Awards where 10 applicants received grants and 1 grant was pending successful appointment of an apprenticeship by the applicant.
Cllr Chapman confirmed that preparations to showcase Kirkbymoorside on the weekend of the Tour de Yorkshire event on 5th May were mostly complete and praised Karen Hartas for her significant contribution to the arrangements and also Angela and Malcolm Richardson for all their time and effort painting the bikes and decorating the length of the A170 and the roundabout.
All present agreed that the town decorations look fantastic and commended all involved for their hard work.
District Councillor Bob Gardiner volunteered to photograph the town to showcase the efforts made. Cllr Chapman additionally confirmed that a land art project was in progress which should further add to the aesthetic impact.
- 17238 Questions to the Chair**
Cllr Watson asked to raise concern about the manner with which Cllr Chapman had addressed the Town Clerk in an email exchange pertaining to a proposed agenda item. She considered the tone of the exchange to be rude and inappropriate and respectfully requested that due care be given to future exchanges.
- 17239** The Town Clerks report was **received**.
- 17240** The date of the next meeting on 21st May 2018 at 7.30pm in Church House was **noted**.

The meeting concluded at 8.47pm

SignedChairman

Date