



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of a meeting of the Kirkbymoorside Town Council held remotely via Zoom on Monday 18th May 2020 at 7.00 pm

Present: Councillors S Brown, J Coughlan, C Dowie, N Holroyd (Chair) and J Wells.

Also present: District Councillor Riby and the Town Clerk L Bolland.

Councillor Holroyd welcomed all present

- 20001** The Town Council **resolved** to elect Councillor N Holroyd Chairman and Town Mayor for the year 2020/21.
- 20002** Cllr Holroyd will sign the Declaration of Office of the Town Mayor at the earliest opportunity, in the presence of the Proper Officer before to the next meeting.
- 20003** Councillor Holroyd's report of the year 2019/20 will be appended to the minutes and circulated to all councillors.
- 20004** On behalf of all members of the Council Cllr Coughlan offered a vote of thanks to Councillor Holroyd for his work during the year 2019/20.
- 20005** The Town Council **resolved** to elect Councillor J Coughlan Deputy Town Mayor for the year 2020/21.
- 20006** Apologies for absence were **received** from County Councillor Arnold.
- 20007** There were no Declarations of Interest in items on the agenda.
- 20008** It was **agreed** to maintain the annual allowance for the Mayor at £500 to be claimed as and when expenditure was incurred.
- 20009** Membership of committees, delegated teams and representatives for the coming year was **agreed** as follows with the quorum being maintained at 3 members including 1 Councillor:

COMMITTEES

FINANCE COMMITTEE

Councillor Sally Brown
Councillor Joe Coughlan
Councillor Chris Dowie
Councillor Nick Holroyd

PLANNING COMMITTEE

Councillor Jeanne Cossins
Councillor Joe Coughlan
Councillor Chris Dowie
Councillor Nick Holroyd
Councillor Jill Wells

MANOR VALE MANAGEMENT COMMITTEE

Councillor Jeanne Cossins
Councillor Nick Holroyd
Councillor Jill Wells
Non Councillor Members:
Local Expertise – Mike Simpson
NYCC Ranger – Andrew Hall
RDC Representative – vacant
Ryedale National History – Tom Denney
Local Representative – Mike Simpson
Local Farmer – David Cussons
Ravenswick Representative – Helen Parker
Golf Club Representative – Richard Carr

PLAY AREAS & SPORTS COMMITTEE

Councillor Sally Brown
 Councillor Jeanne Cossins
 Councillor Joe Coughlan
 Councillor Chris Dowie
 Councillor Jill Wells
 Non Councillor Members:
 John Goodyear
 Louise Mudd
 Edward Strickland

STAFFING COMMITTEE

Councillor Sally Brown
 Councillor Joe Coughlan
 Councillor Chris Dowie
 Councillor Nick Holroyd
 Councillor Jill Wells

DELEGATED TEAMS/DUTIES**DISCIPLINARY PANEL**

Councillor Nick Holroyd

APPEALS PANEL

Councillor Joe Coughlan
 Councillor Chris Dowie

INTERNAL CONTROL - COUNCILLORS AUDIT

Councillor Sally Brown
 Councillor Joe Coughlan
 Councillor Chris Dowie
 Councillor Nick Holroyd

CEMETERY DUTIES

Councillor Nick Holroyd (Primary)
 Councillor Jill Wells (Secondary)

REPRESENTATIVES**FIVE TOWNS MEETING**

Councillor Sally Brown
 Councillor Nick Holroyd
 Councillor Jill Wells

NORTH RYEDALE PUBLIC TRANSPORT GROUP

Councillor Chris Dowie

KIRKBYMOORSIDE ENVIRONMENT GROUP

Councillor Chris Dowie
 Councillor Jill Wells

POLICE – KIRKBYMOORSIDE COMMUNITY CONSULTATION GROUP

Councillor Jeanne Cossins
 Councillor Nick Holroyd
 Councillor Jill Wells

JOHN STOCKTON TRUST FOUNDATION

Councillor Jeanne Cossins

District Councillor Riby joined the meeting at 7.12pm

20010 Minutes and Matters Arising

- a) The minutes of the Meeting held on 16th March 2020 were **approved** and **signed**.
- b) The Town Clerk reported that pursuant to minute 19195 the necessary works to find and fix the leak at the sports field have been completed. Additionally, pursuant to minute 19196 the Town Council's response to the concerns raised about the noise emitted from the skate park ramps has been conveyed to the correspondent who expressed great satisfaction in the proposed course of action and appreciation that progress in determining a solution will be delayed due to the coronavirus situation. Works to explore the most effective application of materials to the ramps to act as a sound buffer, have been instructed and will commence as soon as materials are available.

20011 There were no members of the public.

20012 District Councillor Riby confirmed that he had participated in the District Council Planning Committee meeting held via Zoom. There were no applications to report for the Kirkbymoorside ward.

20013 Financial matters:

- a) Accounts paid since the last meeting of the Council were reported and cheque payments **approved**.
- b) The purchase of 1no. Lenovo V145 laptop and associated charges by JRA Services Ltd to clone existing operating system and transfer files @ £504.00 + VAT to replace the existing Town Council laptop, authorised in accordance with Minute 19208 dated 16th March, was **noted**.
- c) The Financial Summary to 30th April 2020 was **received**.

20014 Annual Accounts and Return to 31st March 2020

- a) The Annual Governance Statements as set out in Section 1 of the Annual Return for year ending 31st March 2020 were **agreed**.
- b) The Accounts for the year to 31st March 2020 were **approved**.
- c) The figures to be included in Section 2 (Accounting Statements) of the Annual Return for year ending 31st March 2020 were **approved**.
- d) The Town Council **resolved** to **approve** the figures to be included in Section 2 (Accounting Statements) of the Annual Return for year ending 31st March 2020
- e) The Bank Reconciliation for inclusion in the Annual Return for year ending 31 March 2020 were **approved**.
- f) The report on variances in the accounts beyond the permitted 15% was **approved**. At Cllr Holroyd's request the Town Clerk clarified the reasons for variances in Box 1 Balances brought forward, and Box 9 Total fixed assets plus long term investments and assets. The explanation for variances of Box 1 is detailed in the 'Explanation of Variances 2019/20 report' as it is in excess of 15%. The variance of Box 9 is not detailed in the report as it is less than 15%. The variance is as a result of a miscalculation of the value of street furniture when applying to new value of the street lights following completion of Phase 2 and 3 of the street lighting upgrades in 2018. The adjustment to the value of street lights has resulted in a subsequent reduction in the total value of assets.

The explanations were accepted by all councillors. Cllr Brown recommended that the explanation of variance to the value of the fixed assets should be submitted to PKF Littlejohn. **Agreed**.

- g) Minutes of items a-f above were **approved**.

20015 Access to the public open space at the play areas and sports field were reviewed in keeping with current government COVID 19 guidance. It was **agreed** that the notices should be worded clearly to allow interpretation by all ages and images to allow clear understanding by younger children. The notices will specify that the advice is issued in accordance with current government guidance. Separate notices will be issued for the play areas and sports field. Notices in the play area will clearly welcome use of the open space, making it clear that guidance on social distancing should be followed and the play equipment must not be used. Notices in the sports field will clearly welcome use of the open space whilst following the social distancing guidelines.

20016 Grant Applications

- a) The grant application submitted by Next Steps Mental Health Resource Centre in the amount of £1092 to cover the cost of rent for the Kirkbymoorside sessions was considered and **agreed**.
- b) The grant application submitted by Kirkbymoorside History Group in the amount of £600 to contribute to the cost of a full day event in celebration of the 75th Anniversary of the Victory in Europe to be held post CV-19 was considered and **agreed**.
- c) The grant application submitted by Friends of Kirkbymoorside Primary School in the amount of £2000 to contribute towards the project costs to regenerate and add to the existing play equipment at the school was considered and **agreed**.

20017 Sports field

- a) The 2020/21 Levy calculations were **received**.
- b) The Council **considered** to waive the 2020/21 levy charges in response to the coronavirus situation. Cllr Brown proposed a caveat that the Town Council apply for the Small Business Grant and Retail, Hospitality & Leisure Grant Schemes which are available to organisations registered as liable for Business Rates (National Non Domestic Rates) and in receipt of Small Business Relief, to cover the cost of the associated charges incurred at the sports field during this period. The Council **agreed** to waive the 2020/21 levy charges with the proposed caveat.
- c) The Council **agreed** to absorb the cost of utilities at the sports field for the period during which the facilities have not been accessible due to the coronavirus with the above proposed caveat.

20018 Planning

- a) Planning application 20/00412/HOUSE | Erection of single storey rear garden room extension | Kings Lea Vivers Place Kirkbymoorside YO62 6EA was **reviewed** with no observations made.
- b) Approval of planning application 20-00286-FUL | Demolition of existing derelict stone barn and erection of general purpose building for storage of feed, small agricultural equipment, work van and tools and for storing and working on applicants motorcycles | Velgrae Barn Carter Lane Kirkbymoorside YO62 6DS was **noted**.

20019 There were no reports from Members representing the Town Council at meetings of outside bodies and delegated matters.

20020 The Town Clerk's report was received and the following information noted:

In response to the Coronavirus outbreak it is requirement that Councils across the UK provide the Ministry of Housing, Communities and Local Government (MHCLG) with the number of burials of the deceased that have taken place each day. Any local burials are being reported to Ryedale District Council accordingly.

Yorkshire Ambulance Services are now asking guardians to do a weekly check of the Community Public Access Defibrillator and complete an online report. When checked on Friday 15th May the display on the CPAD at the Moorside Room was indicating that it was not ready for use and that maintenance is required. This has been reported to YAS and a check arranged for 19th May .

Works to clean the play equipment at Ryedale View play area have been instructed and will be carried out in accordance with the government guidance on social distancing.

Repairs to the Kirkbymoorside mill stone sign on approach from Gillamoor are in progress.

Concerns raised by members of the public with regards to the Manor Woods development site have been referred to Countryside Properties. The Town Clerk continues to liaise with the developers and residents and efforts are being made to establish a dialogue with the site manager to address concerns about social distancing of the contractors.

An expression of interest to join the Town Council has been received. Additional details are awaited to confirm the application and allow informed consideration by the council to elect the candidate by co-option.

The amount of the 2019/20 VAT return to be submitted to HMRC is £3,003.94.

The Town Clerk confirmed that NYCC have allocated the Environment Budget to County Councillors so the application for funding to contribute towards the cost of the traffic signs can now be submitted.

20021 Questions to the Chair

Cllr Coughlan asked if the Town Council would consider the feasibility of an event post CV-19 to celebrate the community resilience and kindness demonstrated in Kirkbymoorside throughout the coronavirus situation. Inclusion of an agenda item at the next meeting would allow consideration of

the proposal including allocation of a suitable budget and an invitation to members of the public to be involved in the arrangements. **Agreed.**

Cllr Coughlan asked if it would be possible to offer use of the telephone box on Market Place as a point of collection/deposit for the food and other necessary household items, if it is considered by the Foodbank to be a suitable receptacle for this purpose. The Town Clerk confirmed that the telephone box was the property of BT and permission would need to be granted in order to progress the proposal. It was **agreed** to determine the feasibility of the proposal and ascertain permission from BT and if permission is granted, to convey the same to the Foodbank organisers.

Additionally Cllr Coughlan asked if it would be possible to determine what support the Town Council might be able to give to the local Covid-19 volunteers and the Community Support Organisation. It was **agreed** that the Town Clerk would contact the local organiser to express support by the Town Council for all the efforts made and ascertain to what capacity the Town Council's resources may be applied to offer assistance.

Cllr Brown explained that with the reduction of the number of vehicles on the road there has been an increase in the speed of vehicles. She asked if it would be possible to have a 95 Alive feature on the home page of the Town Council website, so that the information is readily accessible for members of the public to report any incidents of speeding in the town via this channel in order that the incidents of traffic violations can be recorded. **Agreed.**

Cllr Dowie explained that community kitchens have been set up in Malton at Ryedale House, and in Pickering but, whilst the Town Council has suggested the Methodist Chapel and the Primary School as having suitable kitchen facilities a kitchen has not been set up in Kirkbymoorside as the organisers do not know of a chef locally. Acknowledging that post lock down there will still be families in need of this support, it was **agreed** to make enquiries to determine how the Town Council could be involved in helping to facilitate a local community kitchen.

Cllr Dowie asked if the process for distributing the free school meal vouchers was known as there was concern that some families in Kirkbymoorside were having difficulty either getting the vouchers or being able to get to a supermarket where they were valid. Cllr Brown enquired if it was known what would happen to the voucher system when the schools resume part-time education. It was **agreed** to contact NYCC and establish the arrangements for Kirkbymoorside and determine how the Town Council could ensure that there was as much support as possible for the families in need.

Cllr Holroyd thanked everyone for their participation in the meeting. He also wished to offer thanks to Cllr Joe Coughlan for his support as deputy Mayor and to all the councillors for their contribution to the council over the past 12 months. He also thanked the town clerk for her hard work and support throughout his period of office.

20022 It was noted that the date of the next ordinary meeting of the Town Council on 17th June 2020 at 7.30 pm if there is Planning Committee meeting beforehand. In the absence of a Planning Committee meeting the Ordinary meeting will be held at 7pm.

The meeting concluded at 8.16pm.