



## KIRKBYMOORSIDE TOWN COUNCIL

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### Minutes of a meeting of the Kirkbymoorside Town Council held at Church House on Monday 16 May 2022 at 7.30pm.

**Present:** Councillors J Cossins, J Coughlan, N Holroyd, T Shipley and J Wells.

**Also present:** Town Clerk L Bolland.

Cllr Holroyd welcomed all present.

**22001** Agenda item 1. Cllr Wells was elected Town Mayor for the coming year.

**22002** Agenda item 2. The Declaration of Office of the Town Mayor was **signed** and **recorded**.

**22003** Agenda item 3. Councillor Holroyd's report of the year 2021/22 and comments on his period of office were **received**.

**22004** Agenda item 4. Cllr Coughlan wished to record thanks to Cllr Holroyd for his term in Office. All Councillors gave a vote of thanks to Councillor Holroyd for his work during the year 2021/22.

**22005** Agenda item 5. Cllr Shipley was **elected** Deputy Town Mayor for the coming year.

**22006** Agenda item 6. Receipt of the **signed** Declaration of Acceptance of Office of all Councillors was **recorded**.

**22007** Agenda item 7. It was **noted** that Cllr Riby declined to take up office after the election and the Council may co-opt any person(s) to fill the three vacancies as soon as practicable, in accordance with Section 21(2)(a) of the Representation of the People Act 1985.

**22008** Agenda item 8. Apologies for Absence

- a. Apologies absence given by Cllr Dowie in advance of the meeting were **received**.
- b. Reasons for absence given by Cllr Dowie in advance of the meeting were **approved**.

**22009** Agenda item 9. There were no Declarations of Interest in items on the agenda.

**22010** Agenda item 10. The Council **resolved** to adopt the General Power of Competence.

**22011** Membership of committees, delegated teams and representatives for the coming year were **agreed** as follows, with the quorum being maintained at 3 members, to include 1 Councillor where committee membership includes non-councillors:

a. Committees

- I. Finance Committee: Cllrs Coughlan, Dowie, Holroyd and Wells.
- II. Manor Vale Management Committee: Cllrs Cossins, Holroyd, Shipley and Wells, and 5 non-councillor members (no vacancies).
- III. Planning Committee: Cllrs Cossins, Coughlan, Dowie, Holroyd, Shipley and Wells.
- IV. Play Areas & Sports Committee: Cllrs Cossins, Coughlan, Dowie, Shipley and Wells, and 3 non-councillor members (no vacancies).
- V. Staffing Committee: Cllrs Dowie, Holroyd, Shipley and Wells

VI. Disciplinary Panel: Cllr Wells.

VII. Appeals Panel: Cllrs Coughlan and Dowie.

b. Delegated teams

I. Internal Financial Control - Councillor's Audit: Cllrs Coughlan, Dowie, Holroyd and Wells.

II. Cemetery Duties: Cllr Wells (Primary) and Cllr Shipley (Secondary).

c. Representatives

I. Five Towns Meeting: Cllrs Shipley and Wells.

II. North Ryedale Public Transport Group: Cllr Dowie.

III. Police – Kirkbymoorside Community Consultation Group: Cllrs Cossins, Holroyd, Shipley and Wells.

IV. Kirkbymoorside Environment Group: Cllrs Dowie and Shipley.

V. John Stockton Trust Foundation: Cllr Cossins.

**22012** Agenda item 12. Cllrs Wells and Shipley were **appointed** to attend the YLCA Ryedale Branch meeting to represent the council as voting representatives.

**22013** Agenda item 13. Reports from representatives on outside bodies

Cllrs Holroyd and Cossins reported that they attended the John Stockton Foundation meeting on 10 May at which 9 individuals were awarded grants.

Cllr Shipley reported that on Tuesday 10 May, himself and a member of the public joined a speed watch exercise on West End which was attended by a representative of the police, North Yorkshire Fire & Rescue and Ryedale District Council.

Cllr Shipley also met with PC Jez Walmsley on Wednesday 11 May. PC Walmsley had expressed willing to attend a meeting on order to provide an update to the Council and residents of local police activity/ interests and proposed that PC Walmsley should be invited to attend the June meeting. **Agreed.**

**22014** Agenda item 14. Minutes and Matters Arising

- a. The draft minutes of the Planning Committee meeting held on 25 April 2022 were **received** and **approved**.
- b. The draft minutes of the Meeting held on 25 April 2022 were **received** and **approved**.
- c. The minutes of the Annual Town meeting held on 3 May 2022 were **received**.
- d. Matters arising

Pursuant to Minute 21200 in respect of concerns raised by a member of the public regarding the delay of installation of the 20mph roundels on West End and the absence of traffic enforcement to deal with speeding motorists, the clerk confirmed that she had participated in the Community MAPS meeting on 28 April at which this matter was discussed. Subsequent to the meeting, the members of the public and Cllr Shipley were invited to participate in a speed watch exercise on Tuesday 10 May attended by a representative of the Police, North Yorkshire Fire & Rescue and Ryedale District Council. Additionally the clerk confirmed that the 20mph roundels were installed on West End by 4 May 2022.

Pursuant to Minute 21208 wherein the Council authorised the instruction of traffic surveys to be carried out in the town centre and on Grey Lane in Keldholme, to support the application to North Yorkshire County Council Highways Authority for a 20mph speed restriction, the clerk confirmed that the ATCs were successfully installed on 11 May 2022. The total cost for all 5 surveys is £650 + VAT (£500 + VAT, and £150 + VAT Order Authorised by the Town Council recorded at minute 21185 and in accordance with Financial Standing Order 3).

**22015** Agenda item 15. There were no members of the public present.

**22016** Agenda item 16. There were no District or County Councillors in attendance.

**22017** Agenda item 17. Financial matters:

- a. Accounts paid since the last meeting of the Council were **reported** and cheque payments **approved** according to the list provided.
- b. The Financial Summary to 30 April 2022 was **received**.
- c. It was **noted** that there is no change to the bank Mandate for Local Authority

**22018** Agenda item 18. Town Mayor's Annual Allowance

It was **noted** that Cllr Holroyd had claimed no expenses during his term a Town Mayor from 2019 - 2022. It was **agreed** to maintain the annual allowance for the Mayor at £500 to be claimed as and when expenditure was incurred.

**22019** Agenda item 19. Annual Governance and Accountability Return 2021/22

- a. The Annual Governance Statements as set out in Section 1 of the Annual Return for year ending 31 March 2022 were considered and **approved** as appropriate
- b. The Accounts for the year to 31 March 2022 were **approved**.
- c. The figures to be included in Section 2 (Accounting Statements) of the Annual Return for year ending 31 March 2022 were **approved**.
- d. The Council **resolved** to **approve** the figures to be included in Section 2 (Accounting Statements) of the Annual Return for year ending 31 March 2022.
- e. The Bank Reconciliation for inclusion in the Annual Return for year ending 31 March 2022 was **approved**.
- f. The report on variances in the accounts beyond the permitted 15% was **approved**.
- g. Minutes of items a-f above were **approved**.

**22020** Agenda item 20. Grant Applications

- a. The grant application submitted by Kirkbymoorside PCC in the amount of £4000 to contribute towards the cost of maintenance of All Saint's graveyard and Millennium Garden and the additional costs associated with felling of the dying weeping Ash (£648 pursuant to minute 20104 dated 19 October 2020) was **considered**.

Cllr Holroyd proposed to approve the grant application with allocation of £3000 from the grant budget and £1000 to be allocated from budget code 10. **Agreed**.

- b. The grant application submitted by Moorsbus CIC in the amount of £500 to contribute towards the service provision of the Moorsbus was **approved**.
- c. The grant application submitted by Friends of Kirkbymoorside Primary School in the amount of £2000 to contribute towards the costs associated with purchase and installation of a Defibrillator was **considered**.

The clerk provided details of a £300 grant currently offered by London Hearts towards the cost of every Defibrillator supplied and provision of online training. London Hearts is a registered charity who specialises in the supply of Defibrillators, related equipment and training. The Defibrillator London Hearts supply to communities is the advanced dual functioning Mindray C1A semi-automatic Defibrillator. Which can be applied to both an adult and a child.

The usual cost for Mindray C1A Defibrillator is £1045.00 however taking into account the £300 grant offer the cost of the Defibrillator alone is currently £745.00.

Included with the Mindray C1A Defibrillator is:

AED Battery  
Adult/Child AED Pads  
Carry Case  
AED Rescue Kit  
AED Wall Sign  
Free online recorded Defibrillator Awareness and CPR training session

London Hearts also have package offers which include the defibrillator and an External Locked Cabinet for £1225.00

Cllr Holroyd proposed approval of the grant in the amount of £1225 and recommendation that an application is submitted to London Hearts. **Agreed.**

- d. The grant application submitted by Kirkbymoorside Community Library in the amount of £1400 to contribute towards the annual cleaning costs for Church House was **considered**. Councillors engaged in an informed discussion, acknowledging the considerable efforts of the volunteers to ensure that the library service is retained in Kirkbymoorside including fund raising necessary to afford the substantial costs associated with maintenance of Church House. The grant application was **approved**.

**22021** Agenda item 21. The recent launch of the Ryedale District Council Community Grant Scheme for the 2022/23 financial year with additional funding allocated ahead of the transition to North Yorkshire Council in April 2023 was **noted**.

**22022** Agenda item 22. Planning

- a. The following Planning Applications were **considered**:

- I. 22/00077/HOUSE | Installation of uPVC windows as replacement to existing timber windows, installation of replacement front door and installation of 2no. rooflights | 28 Howe End Kirkbymoorside YO62 6BD **No observations recorded.**
- II. 22/00113/FUL | Installation of replacement front doors to 12, 14 and 16 Howe End and replacement attic window to front elevation of no.16. | 12, 14 And 16 Howe End Kirkbymoorside North Yorkshire YO62 6BD **No observations recorded.**
- III. 22/00326/FUL | Erection of Veterinary Orthopaedic Clinic with associated parking and landscaping | Grace Lane Veterinary Surgery Weighbridge Close Kirkbymoorside North Yorkshire YO62 6FD **No observations recorded.**
- IV. 22/00342/FUL | Change of use of land used as a portable cabin area of the former Highways depot to allow the erection of a building forming 8no. storage/garage units | North Yorkshire Highways Depot Manor Vale Lane Kirkbymoorside North Yorkshire YO62 6EG **No observations recorded.**
- V. 22/00494/CAT | Fell T1 Holly and T2 Yew | Buckingham House 3 High Market Place Kirkbymoorside North Yorkshire YO62 6AT **No observations recorded.**

- b. The following Planning Decisions were **noted**:

- I. 22/00110/HOUSE | Erection of porch to west elevation | Velgrae Barn Carter Lane Kirkbymoorside YO62 6DS **Approved**
- II. 22/00340/HOUSE | Erection of single storey side extension | Howe Green Swineherd Lane Kirkbymoorside North Yorkshire YO62 6LR **Approved**

**22023** Agenda item 23. An update on progress of arrangements for the town event to celebrate the Queen's Platinum Jubilee on Saturday 4 June 2022 was received. Details of all the events are featured in The Moorsider and The Handymag. The next meeting will be held on Wednesday 18 May via Zoom.

**22024** Agenda item 24. It was **noted** that the Kirkbymoorside Youth Club will be moving premises to the Methodist Church Hall in order to accommodate the increasing numbers in attendance and thanks for use of The Moorside Room to date were **received**.

Cllr Coughlan wished to express the appreciation of the Council for providing the youth of Kirkbymoorside with such an important and much appreciated service.

**22025** Agenda item 25. It was **agreed** to renew the Yorkshire Post subscription to facilitate provision of the publication in the library, cancelled in July 2020 due to the pandemic. The subscription will be reviewed after 12 months.

**22026** Agenda item 26. The purchase of 1no. post mounted bin, at a cost of £136.27 + VAT, to be installed by Streetscene on the public footpath leading from Feversham Drive to West End, authorised by the clerk in accordance with Financial Standing Orders, was **noted**.

**22027** Agenda item 27. The proposal for the management of The Pound was considered. The works involve clearing the site of all vegetation and debris, installation of a weed suppressant membrane topped with a sufficient quantity of 20mm gravel. Additionally a post and rail fence is to be erected with a pedestrian gate, which will remain locked to prohibit access. The clerk is in the process of obtaining quotes for the works. Cllr Holroyd proposed, in order to expedite matters, if the associated costs are less than £500 the clerk should be delegated to authorise the same, in accordance with Financial Standing Orders. In the event that the costs are in excess of £500 then the Council will consider the quotations at the next council meeting. **Agreed**.

**22028** Agenda item 28. The invitation to join a meeting with Zoe Metcalfe, the North Yorkshire Police, Fire and Crime Commissioner on 26 May 2022 at 6.30pm was **noted**.

**22029** Agenda item 29. The Invitation from Keighley Town Council to attend the Official Yorkshire Day Celebration on Monday 1 August 2022 in Keighley was **received** and the cost of tickets at £55 per person **agreed**.

**22030** Agenda item 30. The closing date and time of Tuesday 17 May at 11.45pm for submissions to the NALC survey of all member councils about the views and experiences regarding their finances and direct funding support was **noted**.

**22031** Agenda item 31. There were no additional reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.

**22032** Agenda item 32. Town Clerk's report

The clerk shared information received from the Environment Agency since the date of issue of the agenda, providing a precis of progress to date with regards to Flood Risk mitigation in the Kirkbymoorside catchment. Details of the land owners responsible for the majority of the area implicated by the Natural Flood Mitigation project have been gathered. As a result of the information collated to date and evidence of partnership working by the Town Council, North Yorkshire County Council and the Environment Agency, Yorkshire Wildlife Trust are willing to support the Natural Flood Mitigation elements of a scheme and have offered to lead on the project management and landowner engagement for this. The following are the latest headline notes:

- Building on the JBA report into Natural Flood Mitigation opportunities in the catchment, it was agreed that some drainage improvements, property level protection and natural flood management opportunities could be investigated further as the works most likely to be technically feasible and fundable for the Town.
- A strong partnership approach between the Environment Agency, North Yorkshire County Council, Kirkbymoorside Town Council and landowners is however required to achieve this.
- North Yorkshire County Council met with Yorkshire Water and raised the sewer discharge issue and mentioned this latest scheme discussion.
- The Environment Agency has had preliminary contact with Yorkshire Wildlife Trust as a potential

delivery partner for the Natural Flood Mitigation element. There are willing in principle to be involved and have provided some high level cost and time estimates.

- We have used these estimates to increase the bid for grant in aid (GiA) funding and the Environment Agency and North Yorkshire County Council are in the process of drafting a Local Levy bid to seek additional funding from the Regional Flood and Coastal Committee.
- If these avenues of funding are secured this year, we could ask Yorkshire Wildlife Trust to begin engaging landowners and working on developing the scope of Natural Flood Mitigation interventions.
- Kirkbymoorside Town Council can help with details and contacting landowners in the catchment.
- The Environment Agency and North Yorkshire County Council can then work on a joint business case. It is estimated to take around 2 years to get to this point allowing for the project development work and project assurance that is required to claim the funding.
- It's suggested that proposals at Ravenswick Hall Estate for re-naturalising the site are discussed with Vicky Murray and the Yorkshire Derwent Catchment Partnership to link with wider strategies, knowledge and possibly funding.
- The Environment Agency has raised this proposed scheme with an internal Natural Flood Mitigation practitioners group to draw on learning from other Natural Flood Mitigation schemes.

Further information will be received by the full council at the next appropriate meeting.

The clerk also reported that the tree planters will be installed at various locations on Market Place on Thursday 19 May and the potted trees will be delivered on Friday 20 May.

#### **22033** Agenda item 33. Questions to the Chair

Cllr Holroyd explained that he had received correspondence from a member of the public expressing dissatisfaction with the process involved in selecting the winners of the Community Award. He asked if the issue of the Community Award could be included on the agenda for the next Council meeting so that the process and criteria may be fully discussed and reviewed in anticipation of the 2023 Award.

Cllr Shipley proposed that an additional seating area, ideally located near bird box no. 3 next to the top bridle path in Manor Vale woodland, would provide an ideal space for quiet reflection. He asked if the proposal could be included for consideration on the next Council meeting agenda.

#### **22034** Agenda item 34. The date of the next ordinary meeting of the Town Council on 20 June 2022 at 7.30pm in Church House was **noted**.

The meeting ended at 9.03pm.