



KIRKBYMOORSIDE TOWN COUNCIL

Church House
7 High Market Place
Kirkbymoorside
YO62 6AT
Tel: 01751 432217

town.clerk@kirkbymoorsidetowncouncil.gov.uk

Minutes of the Ordinary Town Council meeting held at Church House on Monday 19 February 2024 at 7.30pm in Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT.

Present: Councillors C Dowie, J Illingworth, A Moffat, A Riby, J Wells (Chair) and S Woodhams.

Also Present: County Cllr Greg White (arrived at consideration of agenda item 9.), and Town Clerk L Bolland.

Cllr Wells welcomed all present.

23184 Agenda item 1. Apologies for absence

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

26185 Agenda item 2. Cllr Woodhams made a Declaration of Interest in respect of agenda item 9a.

23186 Agenda item 3. Minutes and Matters Arising

- a. The draft minutes of the Ordinary Meeting held on 15 January 2024 were **received** and **approved**.
- b. There were no matters arising.
- c. The minutes of the Staffing Committee meeting on 7 February 2024 at 10am were **received**.
- d. The minutes of the Staffing Committee meeting on 7 February 2024 at 11am were **received**.

23187 Agenda item 4. Public Session - there were no members of the public present.

23188 Agenda item 5. There were no discussions with Councillors in respect of questions already posed, and any new matters. County Cllr Greg White was not present at this time in the meeting. Cllr Wells proposed to offer the opportunity for County Cllr White to contribute to discussions at agenda item 12, if in attendance at that point in the agenda. **Agreed**.

23189 Agenda item 6. Financial matters

- a. The 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 January 2024 was **received**.
- c. It was **agreed** to retain the 2024 honorarium for the winding of All Saints' Church Clock at £250.

23190 Agenda item 7. 20mph and Highways considerations

- a. The response from North Yorkshire Council Highways Authority in respect of existing 20mph signage in the town centre, pursuant to Minute 23169, agenda item 12 of the Ordinary meeting dated 15 January 2024 was **noted**.

Cllr Dowie reiterated concern that the current signage to indicate the 20mph on High Market Place is inadequate, consisting of a single sign mounted on the right hand side of the road (entering High Market Place from Dale End). This location means that the sign is not in the immediate line of sight of motorists, being on the opposite side of the road. The installation of a 20mph sign, on the left hand side of the road and a roundel on the highway would be clearly visible to all motorists.

Cllr Wells proposed that the Town Council request attendance, by a Councillor or the clerk, when the speed measurements are taken, in order to explain the Town Council's concerns whilst in situ. **Agreed.** Cllr Dowie proposed that the response include photographs of the junction on approach from Dale End, and Castlegate, to demonstrate the need for better signage. **Agreed.**

- b. The response from North Yorkshire Council Highways Authority in respect of the feasibility of introducing a 40mph buffer zone on Gillamoor Road, pursuant to Minute 23169, agenda item 12 of the Ordinary meeting dated 15 January 2024 was **noted.**

Cllr Illingworth proposed inviting the Highways Officers, when they attend to take speed measurements on High Market Place, to also undertake speed measurements on Gillamoor Road, to demonstrate the real concern of the speed of vehicles entering the 30mph on approach from Gillamoor. **Agreed.**

- c. The response from North Yorkshire Council Highways Authority in respect of safety concerns for motorists and pedestrians on the A170 associated with the highways works in proximity to the Manor Woods development pursuant to Minute 23168, agenda item 11 of the Ordinary meeting dated 15 January 2024 was **noted.**

Cllr Dowie commented that the developers, Countryside Partnerships, are no longer on site and therefore there will no longer be any personnel on site to regularly monitor the temporary signage. Cllr Wells proposed that, in the absence of Countryside Partnerships, the Town Council continue to monitor the situation and report any concerns to the developer and North Yorkshire Council. **Agreed.**

23191 Agenda item 8. Grass Cutting and Wildflower Friendly Verges

- a. Correspondence from NYC with regards to urban grass cutting highway visibility splays was **received** and continued provision of this service at the revised rate of 8.0p per m², accounting for a contribution of £1,122.89 for the 2024/25 season, **agreed.**
- b. The draft revisions to the grass cutting contract were **received**, pursuant to Minute 23170.
- c. The revisions to the grass cutting contract were **agreed.** Determination of areas for plug planting and seeding will be made according to the suitability of the ground once prepared.
- d. The designs for signage to denote the designated wildflower friendly verges were **considered.**

Cllr Wells proposed signage specifying the designation of verges as wildflower grassland, to include the Town Council logo and Blue heart. **Agreed.**

- e. Information on 'Caring for God's Acre' <https://www.caringforgodsacre.org.uk/> was **received.**
- f. Revisions to grass cutting of the town cemetery were **considered.**

Cllr Dowie proposed that the area at the north west of the site, not presently assigned for burial, should be designated for wildflower friendly management: Area to be cut twice a year with all arisings collected. The first, Spring cut will be carried out at the beginning of the growing season. The second cut will be carried out at the end of the growing season in Autumn. **Agreed.**

County Cllr Greg White joined the meeting.

23192 Agenda item 9. Christmas Lighting¹

- a. Correspondence in respect of the Christmas tree scheme was received. The cost of £330 to support the scheme, pursuant to Minute 23175 was **agreed.** Cllr Dowie proposed that continued support of the scheme could be considered each year, upon application, as determined by the financial requirements of the scheme. **Agreed.**

¹ For purpose of clarification, the cost of the commercial Christmas lighting is offset against the annual contribution made to the Town Council. There is no charge to the electorate as this expenditure is not included in the precept.

- b. The 3 year extension to the hire agreement for the commercial Christmas lighting at the reduced cost of £9,216.47 + VAT per annum for the period from 2024 to 2026 was **agreed**.
- c. Design options for pole mounted motifs were **considered**. Cllr Dowie proposed the IPL126W-ASIA in gold and white for all the column mounted motifs and the IPL058W Estelle in gold and white on Chisholm's monument. **Agreed**.

23193 Agenda item 10. Promotion of the town was **considered**.

Cllr Illingworth referred to an anonymous post on Facebook in respect of 'How well does our local council support and promote local business' in our town centre and surrounding areas?'

In 2023 the Town Council facilitated participation by a number of local businesses in the Totally Locally 'Fiver Fest' initiative in March. This was subsequent to a town promotion meeting, organised by the Town Council and attended by local business owners, and representatives from North Yorkshire Council and the Local Enterprise Partnership. The Town Council also tried to set up several follow up meetings in August and November, to continue a collaborative approach to promotion of the town and local businesses, but very few businesses were interested in attending so the meetings did not convene.

Cllr Dowie explained that there is an active Community Interest Company in Pickering, set up by the businesses, that actively promotes the town. As a CIC it qualifies for funding, (not available to a Town Council) which has facilitated events and publicity to the benefit of the local businesses and the town.

The clerk confirmed that there is funding available from North Yorkshire Council and associated agencies e.g. the Local Enterprise Partnership, for initiatives that are business led. Funding is not currently available to Kirkbymoorside businesses in the absence of a business partnership.

Cllr Wells proposed a feature in the next issue of The Moorsider inviting expressions of interest from residents and local businesses, in the formation of a partnership group to promote the town. **Agreed**.

23194 Agenda item 11. Sports field

- a. It was **noted** that works necessary to detect and repair the water leak at the sports field at a cost of £1,650 + VAT, were authorised by the Town Clerk in accordance with Financial Standing orders. The engineers attended site on 13 February. The mains water meter was recording a leak at approx. 3 litres/hour. An investigation was carried out in the area of ground between the mains meter at the roadside and the first connection point, approximately 150m into the site, next to the drive. There were no obvious signs of water egress to indicate a specific location of the leak, therefore, the engineers proceeded to investigate near the found meter that was previously installed 2020, using CAT & GENNY function and excavation, neither of which identified the location of the leak within the time allowed. Further leak detection is required.

The clerk explained that a reduced charge of £1,150 + VAT has been negotiated for the team's attendance on 13 February and it has been necessary to authorise secondary deployment by the leak repair team to return to site on 26 February 2024, equipped with ground microphone, at an additional cost of £1,650 + VAT. It should be noted that it is not possible to guarantee that the leak will be found and repaired in the day, the engineers will do all they can to complete the work.

The clerk explained that there is no alternative course of action to address the issue. The full costs will be determined by the extent of works required to remedy the situation and will be allocated to cost code 106 and paid for from the Sports Field Funds held in account 11434144.

In the meantime, until the water leak is detected and fixed, the mains stop tap remains switched off and clubs have been notified.

- b. The format for submission of meter readings by the sports clubs was **considered**. Cllr Wells proposed that meter readings should be submitted by the 5th of each month by means of a photo of the meter(s) where possible. The status of meter reading submissions (submitted/not-submitted)

to be included in the supporting documents to the Ordinary Council meeting, under sports field matters, as appropriate, in order to catalogue any delayed submission/non-compliance. **Agreed.**

- c. Payment terms for invoices issued to the sports clubs for utilities and levies were **considered**. Cllr Wells proposed a 30 day payment term as standard. The debtor status (paid/unpaid) and corresponding date lapse (30/60/90 days overdue), to be included in the supporting documents under sports field matters. **Agreed.**

23195 Agenda item 12. Reports from Members representing the Town Council at meetings of outside bodies and on delegated matters:

Cllr Moffat confirmed that the Church Bell Ringers will be participating in the 'Ringing Out for Peace' at 6.30pm on 6 June 2024 to mark the 80th anniversary of D-Day.

Since the last meeting Cllr Illingworth has attended several meetings in respect of arrangements for the 10k event on 5 May and has been reviewing the health & safety procedures and associated arrangements for the event. Cllr Illingworth attended a 'b-line pollinators' online seminar with regards to managing road verges to promote wildlife, prior to attending the meeting on 25 January with the Town Council grass cutting contractor, Cllr Wells and the Town Clerk to discuss the designation of wildflower verges and revisions to the grass cutting schedule.

Cllr Woodhams reported representation of the Town Council, together with Cllr Wells, at the YLCA Ryedale Branch meeting on 6 February via zoom.

Cllr Dowie reported that since the last meeting she has also attended an online webinar on wildflower friendly verges and meetings of Kirkbymoorside Environment Group. Arrangements for the Eco Fair on 4 May are progressing and local organisations and groups are invited to have a stand in order to explain the environmental considerations and impact of their projects and activities.

County Cllr Greg White was invited to respond to concerns about the state of the roads and information provided by Area 4 Highways Communications Officer, Andrew Santon as follows:

- Condition of the roads

We don't have any resurfacing works planned for Kirkbymoorside during the 2024/2025 capital programme.

All sections of the publicly maintained highway are subjected to routine safety inspections. The frequency of these inspections is determined by the hierarchy of the road or footpath. The busiest routes are inspected monthly whilst the quieter rural and estate roads are inspected annually. We also carry out safety inspections at 3 and 6 monthly intervals on other routes. During these safety inspections any defects that meet our intervention levels in our Highway Safety Inspection Manually will be highlighted for repair. Our highway officers will also respond to any reports we receive of dangerous defects between these cyclic safety inspections and again if our intervention levels are met, the defect will be highlighted for repair.

- 20mph and Highways considerations.

If residents do have concerns about speeding vehicles the best course of action for them to take is to submit a speed concern form to the Traffic Bureau at North Yorkshire Police for the area to go through the Speed Management Protocol.

Mr Andrew Santon

Highways Customer Communications Officer

Area 3 Whitby & Area 4 Kirby Misperton

Cllr Dowie expressed concern that there are no resurfacing works planned for Kirkbymoorside during 2024/2025.

Cllr Illingworth raised concern about the state of the roads and particularly the health and safety implications of the significant number of potholes on the length of the route of the 10k race, which will be taking place on the 5 May.

County Cllr White explained that the North Yorkshire Council policy for potholes is to try not to do pothole repairs unless absolutely possible so that funds can be redirected to undertake complete resurfacing works. The priority is to maintain the standard of the good roads. The policy means that the County Council will spend as much money as possible on properly fixing roads and as little money as possible on quick fixes.

Cllr Illingworth commented that the Kirkbymoorside roads appear to be in a significantly worse state than the roads in the neighbouring market towns. County Cllr White explained that there is no preference for allocation of funds across the area. North Yorkshire Council are working with finite funds and resources and reaffirmed that the strategy to make more roads better permanently than carrying out repeated repairs to potholes is a sound approach.

Cllr Riby asked why the length of road known as Woodhead Field Lane, north of Kirkbymoorside, which is a cart track servicing a pheasant farm only, has been completely resurfaced?

Referring to concerns raised by Cllr Dowie about the regular attendance of Yorkshire Water tankers to the Ambulance Station in Keldholme since October, County Cllr White explained that Yorkshire Water have advised the site is currently being tankered out once a day to empty the well. Yorkshire Water have liaised with the Ambulance personnel to ensure an alternative route in case of emergency when the tanker is in situ. This is a temporary arrangement until the problem is resolved hopefully w/c 19 February 2024.

Cllr Dowie explained the real concern that if the tanker does not arrive to empty the well does the sewage go into the river?

County Cllr White offered assurance that the likelihood of sewage being discharged into the river is very unlikely this would result in a considerable fine. Therefore, if the works necessitated, Yorkshire Water would likely deploy two tankers daily rather than contaminate the waterways.

Cllr Wells asked County Cllr White if there is a requirement to increase the number of street lights in a 20mph zone? County Cllr White explained that the existing infrastructure, in this case the placement of street lights, would be a factor when determining if a length of road would be suitable for 20mph.

Referring to the discussions about Council support of local businesses, County Cllr White commented that much of the work done by County and Town Councils is not registered/acknowledged by members of the public and local businesses, for example, opposition to increased parking charges in car parks.

23196 Agenda item 13. The Town Clerk's report was **received**.

All the recommended works identified by the triennial tree safety report have been carried out in Manor Vale woodland, Old Road and Ryedale View play areas and the sports field.

Town Farm Car Park - as part of the NYC re structure public conveniences will now be managed by Steven Goddard across NYC. Deep clean of the public conveniences are schedule to be carried out on 15 March 2024 and 11 October 2024 and the facilities will be partially closed to allow this to happen. Pre notification will be in place so the general public are aware.

Town Far Car Park –There will be free parking in Town Farm car park on 4th and 5th May to support the Kirkbymoorside 10k event.

Town planters on Market Place - arrangements are in progress to remove the 7no. planter tubs from Market Place for the purpose of replanting, as soon as is practicable. The choice of plants will be determined by the recommendations of Stuart Dean and plants and potting materials will be purchased from Daisy's Garden Centre., in the interest of supporting local businesses.

1st Kirkbymoorside Scouts will be holding a Scarecrow Trail between 29 March and 1 April. Out of courtesy, permission was requested, and granted, for a scarecrow to be placed on the Town Council owned bench at the entrance to Adela Shaw.

The request to keep the north east corner of Manor Woods clear of planting in order to accommodate a helicopter landing for access by the Yorkshire Air Ambulance, was re-submitted to Stephanie O'Brien at Countryside Properties following concerns by a resident that planting was in progress on 7 February 2024. To date this and the original request submitted on 19 April 2023 have not been acknowledged despite the request for a response on behalf of Countryside Properties as to its position on this matter and the reasoning for not keeping this area clear of planting. On 19 February the clerk referred the matter to another contact, Michael Carmody at Countryside Partnerships in the hope that a response will be forthcoming.

A resident has raised concern about bins and recycling boxes left on the kerb for any length of time around refuse collection, specifically on Market Place, West End and Crown Square. The matter has been referred to North Yorkshire Council as the appropriate authority. As a matter of procedure correspondence is issued to the offending properties detailing the protocol for leaving bins out for collection and the requirement that waste containers should not be permanently stored outside the property boundary. The correspondence also explains that waste containers left out for days near roads or on other thoroughfares requiring public access, contravene Section 137 of the Highways Act 1980, as they constitute an obstruction.

23197 Agenda item 14. The Town Mayor's report was **received**.

Since the meeting in January the Town Mayor, accompanied by Nigel Richardson as representative of the 10k event, judged the 10k poster competition and selected three winners.

On Friday 19 January the Town Mayor responded to reports of a water leak at the Moorside Room.

The Town Mayor, joined by Cllr Illingworth and the clerk, met with the Town Council's contractor to discuss revisions to the grass cutting schedule on 22 January.

Together with Cllr Woodhams, they represented the Town Council at the YLCA Ryedale Branch remote meeting on 6 February.

Finally, the Town Mayor will be attending the installation of the new vicar at All Saints' Church on Sunday 25 February.

23198 Agenda item 15. Questions to the Chair

Cllr Dowie asked if the Town Council could monitor the situation of surface water flooding at the Manor Woods development. According to information received from residents of the affected properties, the developers have now acknowledged part responsibility for the surface water flooding due to the poor management of water flowing down gradient from the adjacent field. The situation needs to be monitored further to ensure that adequate measures are implemented to ensure that the drainage is not continually compromised.

23199 Agenda item 16. Written applications for the office of Town Councillor were **received** and it was **agreed** to co-opt candidates to fill the existing vacancies.

23200 Agenda item 17. Staffing

- a. It was **noted** that the Town Clerks annual appraisal was carried out on 7 February 2024.
- b. Recommendations were **received** from the Staffing Committee.

Staffing Committee Minute S23013 It was **agreed** to make recommendations to the full Council to increase the Town Clerk's salary by one NJC salary point to payscale 37, Scale Range LC3 (substantive benchmark range).

Committee members **agreed** to record the thanks of the Town Council to the Town Clerk for her continued diligence and hard work and encourage the use of available resources to support staff development.

Cllr Dowie proposed to accept the recommendations of the Staffing Committee to increase the Town Clerk's salary by one NJC salary point to payscale 37, Scale Range LC3 (substantive benchmark range). **Agreed.**

23201 Agenda item 18. The date of the next ordinary meeting of the Town Council on 18 March 2024 at 7.30pm in Church House was **agreed.**

The meeting concluded at 8.56pm