



## KIRKBYMOORSIDE TOWN COUNCIL

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### **Minutes of the Annual Town Council meeting held at Church House on Monday 20 May 2024 at 7.30pm in Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT.**

**Present:** Councillors C Bettany, J Coughlan, J Illingworth, A Riby and J Wells (Chair).

Also present: 4 members of the public

Cllr Wells welcomed all present.

- 24001** Agenda item 1. Cllr Coughlan was **elected** Town Mayor for the coming year.
- 24002** Agenda item 2. The Declaration of Office of the Town Mayor was **recorded**.
- 24003** Agenda item 3. Councillor Wells' report of the year 2023/24 was **received**, with additional mention of the honour of starting the races at the 10k event on 5 May 2024, which Cllr Wells considered a fantastic event to conclude their mayoral term.
- 24004** Agenda item 4. Cllr Coughlan, on behalf of the Council, led a vote of thanks to Councillor Wells, for their work during the year 2023/24.
- 24005** Agenda item 5. Cllr Jean Illingworth was **elected** the Deputy Town Mayor for the coming year.
- 24006** Agenda item 6. Apologies for Absence
- Apologies for absence given in advance of the meeting were **received** from Councillors Chris Dowie, Andrea Moffat, Hilary Shields and Simon Woodhams.
  - Reasons given for absence were **approved**.
- 24007** Agenda item 7. There were no Declarations of Interest in items on the agenda.
- 24008** Agenda item 8. Minutes and Matters Arising
- The draft minutes of the Ordinary meeting held on 15 April 2024 were **approved**.
  - The minutes of the Annual Town meeting held on 7 May 2024 were **received**.
  - There were no matters arising.
- 24009** Agenda item 9. Public Session – Cllr Coughlan invited members of the public to make representations, ask questions and give evidence in respect of any items of business. Members of the public expressed an interest in agenda item 18a.
- Cllr Coughlan proposed to revise the order of the agenda to consider item 18a. as the next item of business. **Agreed**.
- 24010** Agenda item 18a. Planning Application ZE24/00418/FUL | Use of site for wedding venue with a temporary alternative access and access arrangements (Cond 05 and Cond 06 of planning permission 17/01455/FUL) for a maximum of 13no. weddings in 2024 only from May 2024 through to September 2024 | Deep Dale Farm House Village Street Keldholme Kirkbymoorside North Yorkshire YO62 6LE

A member of the public explained that in 2017/18 Deepdale Farm, Keldholme applied for change of use to a wedding venue, accommodation and livery stables. This was granted subject to a condition that all traffic associated with the 'new' businesses used a new road between Bogg Hall Farm and Deepdale Farm as specified by North Yorkshire Council Highways. This avoided most late-night disturbance from wedding guests, and avoided the dangerous junction with Village Street which was condemned by Highways as being substandard. The applicant I now seeking permission to abandon the 'new' specially constructed track and use the old route down to Village Street. The member of the public explained that the access arrangements are not suitable and use of the track would affect the neighbouring properties considerably. The same arguments submitted in response to the original application (17/01455/FUL) remain valid. These include loss of amenity caused by the increase in volume and frequency of vehicle movement on the existing single track. There are safety concerns regarding ingress and egress of vehicles onto Village Street with poor visibility and obstructed lines of sight. The existing single track is not suitable for dual traffic and the absence of passing places for vehicles results in the necessity for vehicles to reverse significant distances when faced with oncoming traffic. The traffic associated with the site are not suitable for a residential area and will cause considerable disturbance.

Planning Application ZE24/00418/FUL was **considered**. For ease of reference the Town Clerk summarised the Town Council's observations to the original application, 17/01455/FUL, wherein concerns were recorded about the access to the site and the recommendation for approval which is hypocritical bearing in mind that Planning Application 13/01467/OUT with the same access requirements at Sunnycroft, Keldholme was refused. Concern about both the original and diverted access routes were detailed in the Council's observations.

The Council agreed that the same concerns are valid to the current application for temporary access. Cllr Coughlan proposed the Town Council submit a response reiterating its concerns raised in objection of the original application. **Agreed.**

The Town Council agreed to object to the application.

Cllr Coughlan proposed to revert consideration to agenda item 10. **Agreed.**

**24011** Agenda item 10. North Yorkshire Councillor White was not present and there were no discussions with Town Councillors in respect of questions already posed.

**24012** Agenda item 11. Financial matters

- a. Accounts paid since the last meeting of the Council were **received** and cheque payments **approved** according to the list provided.
- b. The Financial Summary to 30 April 2024 was **received**.
- c. Changes to the bank Mandate for Local Authority were **recorded**.
- d. Revisions by National Association of Local Councils and The Parkinson Partnership (financial adviser for local councils) to the 2019 NALC model Financial Regulations were **noted**.

Cllr Coughlan proposed adoption of the revised model regulations. **Agreed.**

- e. The increase in rent for the Town Council Office in Church House from £130 to £150 per month, effective from 1 April 2024 was **noted**.
- f. The increase to the cost of meeting room hire in Church House from £10 to £12.50 per hour, effective from 1 April 2024 was **noted**.

**24013** Agenda item 12. The amount of the Town Mayor's Annual Allowance and how this is to be paid was **considered**. It was noted that the 2023/24 Town Mayor's allowance had been

allocated to cover the cost of a ticket to attend the Yorkshire Day Civic celebration on 1 August 2023 (£45.83 + VAT) and prizes for the 10k poster competition (£30) only. It was **agreed** to maintain the annual allowance for the Mayor at £500 to be claimed as and when expenditure is incurred.

**24014** Agenda item 13. Councillors Coughlan and Woodhams were **appointed** to attend the YLCA Ryedale Branch meeting to represent the council as voting representatives.

**24015** Agenda item 14. It was **noted** the contract for servicing of the town clock is due for renewal and renewal of the 3 year term contract at the annual cost of £190 + VAT subject to inflation **agreed**.

**24016** Agenda item 15. Grant Policy and Applications

- a. The revised Grant policy in draft was **received**. Cllr Illingworth proposed additional wording to explain that ‘the Town Council has discretion to consider applications in excess of 10% of the grant budget in exceptional circumstances, subject to agreement.’ **Agreed**.

The revised Grant Policy was **adopted**.

- b. The sum of £8,000 available for allocation from the 2024/25 grant budget was **noted**.
- c. The contribution of £1,560 to Ryedale Community Foodbank (Minute 22208), being £30 per week for room hire, was **reviewed**. In view of the revised grant policy and the ambition of the Town Council to support as many local initiatives as possible, Cllr Coughlan proposed a 50% contribution of £780 for the year 2024/25 in line with the revised grant policy and taking into consideration the Town Council’s financial support since March 2022. **Agreed**.
- d. The grant application submitted by Kirkbymoorside Horticultural Society for £80 to contribute to the cost of hire of the Memorial Hall for the Annual Horticultural Open Show was **agreed**.
- e. The grant application submitted by Kirkbymoorside PCC in the amount of £3,000 to contribute towards the cost of maintenance of All Saint's graveyard and Millennium Garden was considered. In the interest of consistency, as with considerations of the financial contribution to support the Ryedale Community Foodbank, Cllr Wells proposed a 50% contribution of £1500. **Agreed**.
- f. The grant application submitted by North Yorkshire Citizens Advice & Law Centre (NYCALC) in the amount of £3,360 to cover the costs associated with monthly attendance at the Kirkbymoorside Community One Stop as part of Ryedale Charities Together was considered and **not agreed**. Cllr Illingworth proposed the North Yorkshire Citizens Advice & Law Centre (NYCALC) be encouraged to engage with the Community library to offer its services in conjunction with the support offered to members of the community by the library volunteers.
- g. The grant application submitted by Kirkbymoorside Community Library (CLiC) in the amount of £2,795 to contribute to the annual cost of cleaning Church House was **considered**.

It was noted that the Town Council already contributes to 50% of the annual cleaning costs of Church House in addition to rent for the Town Council office, utilities and meeting room hire.

The application in the amount of £2,795 to contribute to the annual cost of cleaning Church House was **not agreed**.

- 24016** Agenda item 16. Cllr Illingworth reported on progress of wildflower planting of the designated verges. Three areas, at the junctions of West Lund and West Lund Lane with the A170, have been seeded and plug planted with wild flowers. The response on social media has been very supportive and the Town Council have been invited to present at the Eco Fair later in the year.
- 24017** Agenda item 17. The report on progress of the River Dove Natural Flood Management Project to the end of year one was **received**.
- 24018** Agenda item 18. Planning
- b. The following Planning Decisions were **noted**:
- I. 23/00273/FUL | Erection of 1 no. four bedroom dwelling with associated parking, landscape and amenity area | Land North Of Ancoats Piercy End Kirkbymoorside **Refusal**
  - II. ZE24/00060/FUL | Change of use and alteration of attached outbuilding to form a 3no. bedroom dwelling and erection of two-storey lean-to extension following demolition of existing lean-to extension in addition to installation of 2no. rooflights to west elevation roof slope and replacement shop facilities to existing ground floor retail unit (part retrospective) | 6 Market Place Kirkbymoorside YO62 6DB **Approval**
  - III. ZE24/00166/LBC | Replacement of existing windows to north elevation, alteration of openings and changes to fenestration to south elevation with single glazing replaced by double glazing, internal alterations to replace kitchen floor, add internal insulation to walls, enlarge door opening to pantry and install false ceiling in kitchen | Clay Hill House Village Street Keldholme Kirkbymoorside North Yorkshire YO62 6NB **Approval**
  - IV. ZE24/00337/FUL | Erection of a single storey extension linking The Cornmill and the building known as Mill House to provide additional kitchen and living space following removal of the existing lean to kitchen | The Cornmill Kirby Mills Road Kirkby Mills Kirkbymoorside North Yorkshire YO62 6NP **Approval**
- 24019** Agenda item 20. There were no reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.
- 24020** Agenda item 21. The Town Clerk's report was **received** as follows:
- The Annual Operational Inspection of the play areas has been instructed, at a cost of £250 + VAT, in accordance with Financial Standing Orders and in compliance with insurance requirements. At Old Road play area the damaged basket ball hoop has been removed and replacement instructed, in addition to remedial repairs to replace missing rivets on the skate panels.
- On 30 April the clerk, accompanied by Cllr Woodhams attended Ryedale View play area for a site meeting with a representative of Proludic, to determine suitable options for replacement play equipment with a view to applying for grant funding for the project costs in 2025.
- The clerk carried out weeding at the Pound on 9 May.
- Pursuant to concerns raised by a member of the public at the town meeting, the Town Clerk is in the progress of determining the interest of appropriately qualified individuals to assist in a review of the Management Plan for Manor Vale woodland. Consideration will be given by the management committee at the next meeting on 27 June.
- The bi-annual testing of the fire alarm and emergency lighting at The Moorside Room has been scheduled for 14 June.

**24021** Agenda item 22. Questions to the Chair

Cllr Wells asked if an item could be included on the agenda of the next meeting to consider the management of the full grant budget from a single cost code.

Cllr Riby asked why The Moorside Room is not used as the Town Council office. Cllr Coughlan explained that in 2011, following return of the building from North Yorkshire Council the building was essentially derelict and in need of considerable refurbishment. After considerable investigation, discussion and debate the property was renovated with the intention of providing a venue for community use.

Cllr Illingworth asked if the Council should consider holding the monthly meetings The Moorside Room.

Cllr Illingworth explained that she had received an enquiry from a member of the public about the use of the Moorside Room exclusively as an Arts Centre and it was agreed that this was not possible as the Moorside Rooms are an asset for the whole town to use. It is possible for any interested parties to hire the room when available and any regular hirer providing art classes would be very welcome. She asked if an item could be included on the agenda of the next meeting to consider promotion of the venue and a review of the Policy Position.

Cllr Illingworth explained that the Environment Group are actively trying to promote the town shops with a flyer being delivered to new housing and outlying villages. She asked if an item could be included on the agenda of the next meeting to consider how to support local initiatives and promote the town retailer.

Cllr Bettany asked what processes would be involved in response to an enquiry about using the sports field car park as a base from which to operate a drone for the purpose of filming? The clerk explained that the sports field premises and the car park are leased to respective sports clubs and it is therefore the clubs' discretion to grant permission depending on availability of the car park according to their fixtures.

**24022** Agenda item 23. The date of the next ordinary meeting of the Town Council on 17 June 2024 at 7.30pm in Church House was **noted**.