



## KIRKBYMOORSIDE TOWN COUNCIL

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### **Minutes of the Ordinary meeting of Kirkbymoorside Town Council held on 18 November 2024 at 7.30pm in Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT.**

**Present:** Councillors J Coughlan (Chair), C Dowie, J Illingworth, A Moffat, A Riby and H Shields.

Also present: County Councillor Greg White and Town Clerk L Bolland.

Cllr Coughlan welcomed all present.

#### **24106** Agenda item 1. Apologies for absence

- a. Apologies for absence given in advance of the meeting were **received** from Cllr Woodhams.  
Cllr Moffat offered apologies, explaining that it will be necessary to leave the meeting at 8.45 pm. Accepted.
- b. Reasons given for absence were **approved**.

#### **24107** Agenda item 2. There were no declarations of interest in items on the agenda.

#### **24108** Agenda item 3. Minutes and Matters Arising

- a. The draft minutes of the Ordinary meeting held on 21 October 2024 were **received** and **approved**.
- b. There were no matters arising.

#### **24109** Agenda item 4. Public Session There were no members of the public present.

#### **24110** Agenda item 5. Discussions with Councillors in respect of questions already posed, and any new matters

North Yorkshire Councillor Greg White reported on progress of the changes to recycling collection services which will see the recycling tubs replaced by wheelie bins. Feedback from the public consultation has been positive and the revised service arrangements are estimated to be rolled out early in 2025.

A 10% allowance has been made to factor in properties that do not have sufficient room to store additional wheelie bins, and alternative arrangements for collection will be arranged accordingly.

In line with the Recycle Reuse Reduce waste policy there are several ways that the redundant recycling tubs will be dealt with. Residents will have the option to keep the recycling tubs for their own use, or arrange collection for return to North Yorkshire Council where they will be recycled. The remaining, limited supply of unallocated tubs will be offered to local schools and organisations.

#### **24111** Agenda item 6. 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 31 October 2024 was **received**.

- c. It was **noted** that Q1 & Q2 of the Councillors Audit was carried out on 29 October 2024.
- d. The date of the Finance Committee meeting on 25 November was **noted**.
- e. Payment of the award of £2000 in support of the 3G pitch project at Ryedale School (resolution recorded at Minutes 19021b dated May 2019 and 22123 dated November 2022) was **approved**.

**24112** Agenda item 7. Renewal of the Cyber Risk Insurance due on 27 November 2024 was **noted** and the renewal cost of £334.88 (including IPT and all fees) **agreed**.

**24113** Agenda item 8. Staffing

- a. The Staffing Committee membership was reviewed with appointment of Cllr Coughlan as ex-officio member. Cllr Coughlan proposed inclusion on the agenda of the next Staffing Committee meeting to review the Terms of Reference. **Agreed**.
- b. The Local Government Association (LGA) agreement on the 2024/25 pay scales to be implemented from 1 April 2024 was **noted**.
- c. The revised NJC pay scales for 2024/25 to be implemented from 1 April 2024 were **received** and **accepted**.
- d. The date of the Staffing Committee meeting on 11 December at 12.45pm was **agreed**.

**24114** Agenda item 9. Community Awards & Celebration Events

- a. A report on the Community Celebration Event and Community Awards on 12 October 2024 was **received**. Cllr Moffat presented a comprehensive overview of the event, from conception to fruition, summarised as follows:

In 2023 the Town Council agreed to transform the format of the Community Award, from the understated presentation at the annual town meeting, to an event in its own right, including multiple categories with varied qualifying criteria.

The project developed incrementally to include:

- A daytime event for local charities, groups and membership organisations to showcase and promote themselves to the community;
- An evening event for the awards ceremony;
- External sponsorship was secured for ALL project costs;
- Adoption of a Town Council Policy Document ensures appropriate and necessary compliance of this year's and future events.

The Celebration Event on 12<sup>th</sup> October included:

- 28 stalls in the Memorial Hall, showcasing local groups;
- Café all day;
- Children's activities and entertainment with performances by the Friday Rehearsal String Quartet and Town Brass Bands;
- Free car parking in Town Farm car park;
- Shop windows dressed for the occasion;
- History Exhibition in the Moorside Room, with guided local walking tours;
- Flower exhibition in All Saints Church.

Community Awards Ceremony in the evening:

- 29 Nominations received across the 4 categories;
- 13 shortlisted for awards invited to the ceremony with their nominators;
- 3 shortlisted for best shop window invited;
- An intimate 5 piece concert by the Kirkbymoorside Town Brass Band;
- Awards presented by Town Mayor, Cllr Joe Coughlan and Angus Ashworth, Ryedale Auctioneers;
- Winners were presented with a framed Award Certificate and bespoke hand thrown ceramic jugs.

The weekend concluded with the Harvest Festival and ecumenical service at All Saints' Church on Sunday 13<sup>th</sup> October.

Feedback received from participants of the Celebration daytime events and the evening Awards have been overwhelmingly positive.

Cllr Coughlan offered thanks to all involved, with particular appreciation of Cllrs Illingworth, Moffat and Woodhams for the considerable amount of time and effort they invested in the project. Congratulations on a thoroughly successful event to the benefit of the Town Council and appreciation of the whole community.

- Formation of an Events Committee was **agreed**.
- The draft Terms of Reference, setting out the basic structure and remit of the Committee, were **considered** and **agreed**. Cllr Moffat proposed inclusion on the agenda of the first meeting to recommend additional specifications to the Terms of Reference for consideration by full Council. make recommendation for additional specifications
- Cllrs Coughlan, Dowie, Moffat and Woodhams were **appointed** members to the Committee.
- The date of the first Events Committee meeting at 2pm on Wednesday 8 January 2025 was **agreed**.

#### **24115** Agenda item 10. Moorside Room

- The minutes of the Moorside Room Committee meeting dated 4 November 2024 were **received**.
- The Committee's recommendation to invite applications for the remaining (three) non-councillor committee member vacancies from the wider community was **agreed**.
- Information on alternative heating options was **received**. Cllr Illingworth provided an overview of information gathered to date in respect of both the installation of an air source pump and underfloor heating. There are issues associated with both options, including planning considerations as the building is in the Conservation area, and the necessity to raise the level of the floor should underfloor heating be installed.  
  
Further quotations will be sought to allow a more informed decision by the Committee and subsequent recommendations to full Council.
- Information on funding opportunities was received. It was agreed to apply for funding of the costs associated with improvement works. The choice of grant fund for application will be dependent upon the works necessary, yet to be determined.
- The cost of remedial repairs, detailed in the snag list drawn up by the Committee were considered and Cllr Coughlan proposed to delegate authority to the Town Clerk to instruct the works to be carried out by a suitable professional to carry out the necessary remedial

repairs identified as necessary, within the parameters of the Financial Standing Orders (5.15), the costs to be allocated to Cost Code 8. **Agreed.**

Cllr Dowie proposed the clerk explore interest in the role of a cleaner through local contacts and social media and to delegate authority to the clerk to instruct the deep clean of the property, within the parameters of the Financial Standing Orders (5.15), the costs to be allocated to Cost Code 8. **Agreed.**

**24116** Agenda item 11. Expiry of the warranty for the sports field defibrillator and the replacement cost of £850 + VAT with a 7 year warranty, was **noted**. The clerk explained that there may be funding available through London Hearts for purchase of a replacement defibrillator at a reduced cost of £660 which, if qualified, would offer a more cost effective replacement option. Cllr Coughlan proposed the clerk make enquiries and in the event that the London Hearts scheme is not application to approve the cost of £850+ VAT. **Agreed**

**24117** Agenda item 12. Information from North Yorkshire Council regarding the NYC corporate wi-fi was **received**. Cllr Dowie proposed to defer consideration to the next appropriate meeting, in the absence of sufficient information. **Agreed.**

**24118** Agenda item 13. Wildflower Friendly Verges

- a. An update on the wild flower areas trial was **received**. Cllr Dowie praised the efforts of the volunteers involved in the raking exercise on 2<sup>nd</sup> and 3<sup>rd</sup> November. Lessons learnt from this year's trial are that the wild flower areas need to be cut in early spring and the cuttings removed. There should then be no further cuts until September and no later than the end of September. The grass must be cut when it is dry to avoid it being flattened by the machinery. After that the cuttings should be left in place for a week before being removed. Ideally some machinery should be used for this but if that isn't possible then volunteers will need to be recruited again.
- b. Proposals for revisions to the grass cutting schedule were considered.

Cllr Illingworth proposed that, in line with the approach to verge cutting by North Yorkshire Council, having declared a climate emergency, the Town Council should consider leaving some additional areas uncut in order to provide a 'corridor' for pollinators.

Cllrs Dowie and Illingworth proposed a revision to the designated wild flower verges to include:

- i. A170 east verge, on the raised bank outside the sports field
- ii. A170 east next to the road signposted Keldholme only
- iii. Old Road, on the west bank side opposite Springfield Lane
- iv. Old Road, on the east verge south of Eastway Close, north of the memorial bench
- v. A170 west, on both sides of the junction with West Lund Lane and extending along the verge east towards Sylatech.

The area to the north of the A170 west at the junction of West Lund will return to the original grass cutting schedule of 14 cuts per annum.

Each of the areas will be cut once in the spring, and all arisings collected, and then be left uncut until the end of September when the final cutting exercise will be carried in the same way as hay making, again with all arisings removed. In each of the designated wildflower areas the compulsory 1m safety strip will be mown frequently, as appropriate. **Agreed.**

Following a meeting on 18 November with the grass contractor, attended by Cllrs Dowie, Illingworth and the Clerk, quotations are awaited for the costs associated with the collection and disposal of arisings from the autumn cut.

**24119** Agenda item 14. A review of the timings of the town street lighting schedule was **considered**. Cllr Dowie proposed to make enquiries (of North Yorkshire Council) as to whether it would be possible to adjust the schedule to reduce the number of street lights on all night by a quarter. **Agreed**. Information will be reported at the next appropriate meeting once received.

**24120** Agenda item 15. Ryedale View Play Area

- a. Information of additional proposals for new equipment was **received**.
- b. Further community engagement was considered and it was **agreed** to invite members of the public to form a focus group for selection of equipment.

**24121** Agenda item 16. The proposed disabled parking bay on Queen's Way in Kirkbymoorside was considered and the application **supported** with no objections.

**24122** Agenda item 17. Cllr Coughlan proposed to invite the winner of the Celebration Day window competition to judge the Christmas Window Competition. **Agreed**.

**24123** Agenda item 18. Information on the Ministry of Housing, Communities and Local Government High Street Rental Auction policy was **received**.

**24124** Agenda item 19. Information about the 80<sup>th</sup> Anniversary of VE Day on 8<sup>th</sup> May 2025 was **received**. Cllr Dowie proposed consideration be delegated to the Events Committee. **Agreed**.

**24125** Agenda item 20. Information about the 2025 Royal Garden Party was received. Cllr Riby proposed to nominate Cllr Dowie to attend the 2025 Royal Garden Party. **Agreed**.

**24126** Agenda item 21. Reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.

Cllr White wished to take the opportunity to express his support of any initiatives that promote the town. He will endeavor to minimize charges to the public to encourage visitors and is keen to support local businesses by ensuring there is accessible and affordable parking. In order for him to pursue this with the Officers involved with the parking strategy, Cllr White invited the Town Council to engage with the community to determine what the preferred concessionary parking offer in Town Farm car park would be. He suggested consideration by the Town Council of a policy on parking would help to support any representation to North Yorkshire Council.

**24127** Agenda item 22. The Town Clerk's report was **received**.

On 24<sup>th</sup> October the Town Clerk met with the Inspector of Ancient Monuments for Historic England pursuant to concerns raised at the recent Manor Vale Management Committee meeting by a member of the public in respect of the stability of Neville's Castle. The outcome of the site visit was the determination that there is no structural problem with the standing fabric, no cracking, and no visible signs of movement. Details will be received by the Manor Vale Management Committee at the next meeting.

Since the last meeting the clerk has met with two additional play providers, on-site at Ryedale View play area. The clerk explained the importance of ensuring that any new equipment is suitable for the location, taking into account the complexities of the site by virtue of the gradient, poor drainage and issues caused by the number of trees, all of which need to be factored when choosing new play equipment.

**24128** Agenda item 23. The Town Mayor's report was **received**.

Since the last meeting the Town Mayor had attended a site meeting in Manor Vale to assess the structural integrity of Neville's Castle. The Mayor explained that the meeting was very interesting and the information provided by the Historic England, which will be received the Manor Vale committee at the next meeting, will be very useful to expand on and feed an interest in the historical significance of the ruins and an opportunity to update the information boards with any additional information.

The Town Mayor attended the Remembrance Parade and Armistice Day Service Sunday 10<sup>th</sup> and Monday 11<sup>th</sup> November respectively.

The Town Mayor also attended the meeting with parties interested in forming a CIC to support the business interests of the town.

**24129** Agenda item 24. Questions to the Chair

Cllr Riby asked what costs had been incurred for the works associated with the distribution of bark at the net climber in Old Road play area, having volunteered to undertake this task at no charge.

The Town Clerk confirmed the expense of £80 only to move and apply seven half tonne bags of play bark from the location of delivery next to the entry gates to the bark pit. The reason why the works had been carried out by the contractor was because the clerk had been able arrange delivery to coincide with the hedge cutting. The clerk offered further explanation that in order for the delivery to be received it was necessary to cordon off the length of Old Road so that no vehicles were parked, allowing the delivery wagon space to maneuver into a suitable position to off load the bulk bags, using a crane arm, over the hedge into the play area. The hedge cutting similarly requires the length of hedge to be cordoned off and is carried out by a tractor, which was used to transport the bark from the deposit site, uphill to the bark pit with expediency so completing the exercise.

**24130** Agenda item 25. The date of the next ordinary meeting of the Town Council on 16 December 2024 at 7.30pm in Church House was **agreed**.

The meeting concluded at 9.11pm