



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of the Annual meeting of Kirkbymoorside Town Council held on 19 May 2025 at 7.30pm in Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT.

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

Also Present: Town Clerk L Bolland and 4 members of the public including representatives of the Kirkbymoorside Community Support Group CIO and Steve Henderson, Synergi Energy Systems.

25001 Agenda item 1. Cllr Coughlan was **elected** the Town Mayor for the coming year.

25002 Agenda item 2. The Declaration of Office of the Town Mayor was **recorded**.

25003 Agenda item 3. Councillor Coughlan's report of the year 2024/25 was **received**.

Cllr Coughlan welcomed the opportunity to express thanks, alongside looking forward, to our future.

"Thanks to colleagues present and past, those who stayed and to those who have left, for what they did whilst working on the Council and for what they do now for our community. Particular thanks too to our Clerk, to our partner organisations and trusted contractors and above all thanks to our community.

Times change, challenges evolve... We all face economic and financial challenges, some more existential than others. I believe it is our duty to our community to keep the precept as low as possible whilst maintaining the minimum sufficient for necessary, essential grants consistent with our community's needs. As a council it is our duty to celebrate our community but also to encourage disparate elements or groups in our community to work together and bring external funds in – one of the best examples this year being the Sportsfield initiatives, the culmination of years! It is wonderful to see commercial organisations active in well-being – such as the Padel Tennis courts. It is particularly heartening to be able to encourage and support initiatives from within our community such as the Music Festival, the In Bloom tubs and baskets, the Veteran's Breakfast Club, community organisations across arts, sports, education and commerce – even when this means in ways other than financially. Our business community is vital to us in so many ways... commerce is the lifeblood of our community and we are going to have to find ways to increase the business activity in Kirkbymoorside...what is the future of local retailing? How can we best encourage a growing local economy? Whilst we can, each and every one of us, support our local retailers, our local businesses: the council must work to ensure we voice our community's interests in the county and regional debates and planning. We do not exist in isolation; an increasingly digital economy nevertheless needs people as creators as much as consumers: we can work on that, keeping the best, creating the rest.

I commend this report to you and welcome all positive suggestions and contributions going forward."

Referring to Cllr Coughlan's mention of local commerce, Cllr Riby commented on the positive changes in the town recently and expressed optimism about the retail future of Kirkbymoorside.

25004 Agenda item 4. Cllr Dowie proposed a vote of thanks to Councillor Coughlan for their work during the year 2024/25. A year most notable for the Community Awards event and the flood recovery efforts following Storm Darragh. **Agreed.**

25005 Agenda item 5. The role of a Deputy Town Mayor for the coming year was considered and Cllr Moffat proposed that rather than electing one Member, Councillors take it in turn to undertake any responsibilities that may arise. **Agreed.**

Cllr Coughlan accepted Cllr Riby's offer to provide support, when needed, and will confer with him in the first instance on Town Council matters.

25006 Agenda item 6. Apologies for Absence

- a. Apologies for absence given in advance of the meeting were **received** from Cllr Bettany and North Yorkshire Cllr White.
- b. Reasons given for absence were **approved**.

25007 Agenda item 7. Declarations of Interest in items on the agenda

Cllr Shields declared an interest in agenda item 21. as a member of the Kirkbymoorside Community Support Group CIO (Charitable Incorporated Organisation).

25008 Agenda item 8. Minutes and Matters Arising

- a. The draft minutes of the Ordinary meeting held on 15 April 2025 were **approved** and **signed**.
- b. There were no matters arising.
- c. The following Committee meeting minutes were **received**.
 - I. Events 7 April 2025 – typo corrected as identified by Cllr Moffat
 - II. Finance 24 November 2024 – typo corrected as identified by Cllr Moffat
 - III. Manor Vale Management 6 February 2025
 - IV. Moorside Room 4 November 2024
 - V. Planning 15 April 2025
 - VI. Staffing 20 January 2025

Committee meeting minutes I. – VI. were **approved** and **signed**.

25009 Agenda item 9. Public Session – Cllr Coughlan invited members of the public to make representation at the relevant agenda items.

Cllr Coughlan proposed to revise the order of the agenda to consider items 21. and 20. respectively, as the next items of business. **Agreed.**

25010 Agenda item 21. Kirkbymoorside Community Support Group CIO (Charitable Incorporated Organisation)

- a. The “Kirkbymoorside Feasibility Study and Action Plan for Growth” produced by The Retail Group, funded by North Yorkshire Council, was **received**.

North Yorkshire Council commissioned The Retail Group to undertake a Mini ‘Town Boost’ Feasibility Study and produce an Action Plan for Growth using funding allocated by Cllr Greg White. The purpose of the action plan is to improve the appeal, usage and performance of the town centre, based on the evidence and needs of the future customers (residents and visitors) and of the local businesses.

The plan recommends a set of actions that might be implemented as and when funds are available, including any short-term quick win actions that can be implemented within current budget parameters/at no or little cost.

The main strengths identified by the report are the community spirit, friendly people and independent businesses. The main weakness is parking and signposting to direct people into the town from the A170.

The Study Conclusions are as follows:

- i. Kirkbymoorside has lots of reasons to visit it
- ii. Kirkbymoorside is a very friendly and welcoming place
- iii. The market is underperforming
- iv. Short-term parking availability is a contentious local issue
- v. Marketing and promotion of the town and its assets is poor
- vi. Wayfinding and place making signage are weak
- vii. Kirkbymoorside Town Centre looks and feels smaller than it is
- viii. Priority improvements needed include:
 - Better wayfinding / signposting, as well as sense of arrival
 - Better, bigger and more frequent market, including more visiting markets Improved parking regime / signage
 - Stronger presence online, especially on websites targeting visitors
 - More themed events and local celebrations Improved community facilities Stronger promotion of existing offer Improved working together
 - Stronger integration of existing local and nearby attractions / assets
 - Pro-actively target business categories and occupiers for existing vacant units in the core town centre, as well as for the market
 - More effective use of social media to target more frequent visits from local residents and workers

Cllr Coughlan commented that a significant proportion of the recommendations identified in the report are within the remit of North Yorkshire Council, most notably parking and highways related matters such as signage. It is hoped that as the report was commissioned and paid for by North Yorkshire Council, these recommendations will be considered by the authority and the requisite actions progressed.

- b. Information was **received** from James Buffoni on behalf of the Kirkbymoorside Community Support Group (KCSG). KCSG is a group of volunteer Trustees who are working towards the formation of a Charitable Incorporated Organisation (CIO) in order to direct time, energy, and resources into promoting the town. The group will assess, prioritise, and deliver projects in collaboration with the local community, local authorities and other relevant third parties. The objectives of all projects is to support, develop and promote Kirkbymoorside and its community.

The CIO has the opportunity to do things that the Town Council cannot which lends itself as the ideal vehicle to progress town initiatives/projects that support and promote the local community.

The priorities from the Retail Group's Feasibility Study and Action Plan for Growth identifying the Town Council as the suggested lead were considered and the KCSG proposed a focus by the Town Council on the following actions:

9.3 Improve the Kirkbymoorside shopping and visitor experience

	Timeframe
D	<p>Simplify the parking regime. Based on other successful market towns visited, consider:</p> <ul style="list-style-type: none"> • 1-hour free parking in heart of town centre (Market Place and upper Piercy End). • 2 hour free everywhere else (including anytime at Town Farm Car Park) • Paid for parking 2+ hours at Town Farm Car Park. Brand this car park as 'long-term car park'. <p>This will have the benefit of doubling the availability of short-term spaces</p>

9.4 Increase the collective benefit of the existing assets and attractions

	Timeframe
B	Add 2 x large and clear wayfinding signs on the A170 200 – 300 m east and west bound from the main roundabout, along the lines of 'Welcome to Kirkbymoorside, Historic Market Town'.
E	Add further 2 x signs 50 - 100m east and west bound from the roundabout, along the lines of 'Town centre shops, food and toilets' ← or → as appropriate.

Cllr Dowie proposed that the recommendation identified at 9.3 F with regards to the addition of a pedestrian crossing in the town centre (last pursued by the Town Council in 2024) should be added to the shortlist of priorities that the Town Council and Kirkbymoorside Community Support Group would pursue together. **Agreed.**

Cllr Dowie referred to the recommendation to simplify the parking regime (9.3 D) and summarised the Town Council's efforts, for many years, to negotiate with Ryedale District Council in respect of concessionary parking charges in Town Farm car park and more recently the request for 1 hour free parking at any time. All proposals were refused by Ryedale District Council and since devolution in 2023 North Yorkshire Council has similarly demonstrated a reluctance to consider any variation to the county wide parking strategy.

The Clerk explained that all signage on the Highways must comply with the Department for Communities and Local Government's regulations on outdoor advertisements and signs, which is enforced by North Yorkshire Council as the Highways Authority. There is strict criteria for erecting signs on the road verge due to utility apparatus (Water, Electric, Gas and BT) within the verge area. Historically, enquiries for additional signage on the A170 have not progressed to application because no sites for the length of the A170 have been identified as suitable.

The Welcome to Kirkbymoorside sign on approach from Pickering is the only suitable site on the A170 verge, the sign on approach from Helmsley is located on private land, standing in the hedge and is not located on the verge due to the utilities apparatus in this area. This line of enquiry has been exhausted and whilst the report identifies recommendations, unfortunately not all are realistic.

However, it is understood that the design of the existing 'Welcome to Kirkbymoorside' signs can be revised, without the necessity for planning permission, so long as there are no alterations to the structures themselves. The signs were last updated in 2013. The Town

Council would need to consider any design proposals and costs in order to authorise any changes.

With regards to the signage on the roundabout, again there are strict regulations about the number, type, style and size of signs that can be installed on a roundabout. However, it may be possible to request a review of the layout and content which might be more favourable to directing motorists into the town centre. This would need to be determined by NYC Highways Officers.

Cllr Moffat identified that many of the recommendations of the report have already been pursued by the Town Council, without success, e.g. the safe crossing on Market Place (9.3 F) parking concessions in Town Farm car park (9.3 D) and improved signage to the town centre (9.4 B, E). Cllr Moffat proposed that there is no reason why these matters cannot be revisited, particularly as they are now substantiated by the North Yorkshire Council commissioned report. **Agreed.**

Cllr Coughlan proposed the Town Council approach North Yorkshire Council to determine the feasibility of progressing the relevant high priority items, and revisiting those proposals that have previously been refused. **Agreed.** Dependent upon the response from North Yorkshire Council, if new/updated signs are determined to be feasible the Town Council will then be able to consider any design proposals.

- 25011** Agenda item 20. The Optioneering Report in respect of energy efficiency of The Moorside Room was **received** and associated recommendations **considered**.

Steve Henderson, Synergi Energy Systems provided a precis of the report. The building is heated by electric panel heaters on the main room and towel rails in the toilets. The panel heaters in the main hall have a total heat output of 4kW which is circa 62% undersized. This combined with poor insulation results in considerable heat loss. Improvements to the fabric of the building by replacing the windows, additional insulation (loft and internal walls) and improved space heating options and de-stratification fans are recommended. On average, efficient gains of 20% to 30% in heating energy usage can be achieved by using destratification fans, particularly in buildings with high ceilings.

Works are already in progress to replace the front windows with new Georgian style double glazed casement windows (Minute 24178 dated 17 March 2025).

Cllr Woodhams proposed a two phase approach to the building improvements:

- Phase I to proceed with the recommendations of replacement windows (in progress), loft insulation, replacement of panel heaters and installation of de-stratification fans.
- Phase II would be the installation of solar panels but this would be dependent upon increased occupancy of the premises to offset cost.

Agreed.

Quotations for the remaining Phase 1 works to include loft insulation, replacement panel heaters and de-stratification fans will be collated and received for consideration by the Town Council at the next appropriate meeting.

- 25012** Agenda item 10. There were no discussions with Town Councillors in respect of questions already posed, and North Yorkshire Cllr White was not in attendance

- 25013** Agenda item 11. 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 2025 was **received**.

- c. The honorarium of £250 for the winding of All Saints' Church Clock was **agreed**.
- d. The cost of £1,458.00 + VAT for Traffic Management costs associated with the annual 10k event, paid in accordance with Minute 24097, was **noted**.

It was commented that the Town Council's support of the 10k event had not been acknowledged on any of the event publicity or advertising. Cllr Dowie explained that the traffic management costs for the 10k event equates to 18.75% of the grant budget which is a considerable allocation of funds, and the public should be aware of the Town Council's financial support. **Agreed**.

25014 Agenda item 12. The amount and means of payment of the Town Mayor's Annual Allowance was **considered**. It was noted that the 2024/25 Town Mayor's allowance had been allocated to cover the cost of a ticket to attend the Yorkshire Day Civic celebration on 1 August 2024 (£109.76) and prizes for the 10k poster competition (£40) only. It was **agreed** to maintain the annual allowance for the Mayor at £500 to be claimed as and when expenditure is incurred.

25015 Agenda item 13. The committee membership and appointment of delegated representatives was **reviewed** with no changes.

25016 Agenda item 14. Cllrs Coughlan and Dowie were **appointed** to attend the YLCA Ryedale Branch meeting on 10 June 2025 to represent the council as voting representatives. There were no items for inclusion on the agenda.

25017 Agenda item 15. Review of Town Council Policies and Cemetery Fees

- a. Cllr Woodhams was **appointed** to review the Town Council policies and cemetery fees with the Town Clerk and make recommendations for consideration by full Council.
- b. The date of the review to be mutually agreed.

25018 Agenda item 16. Church House Occupancy

- a. It was **noted** that the Licence to occupy the office in Church House lapsed on 1 September 2020.
- b. The revised Heads of Terms were **considered**.

Confirmation has been received that the sum of £4500 includes cleaning and is fixed for 3 years. The Town Council will be invoiced separately for the utilities (calculated at 15% of the charges for Church House) and room bookings will be managed in the same way as other room users and invoiced according to the applicable rate at the time.

The revised Heads of Terms and renewal of the Licence were **agreed**.

25019 Agenda item 17. The grant application from Friends of Kirkbymoorside Primary School for £800 to contribute towards the costs associated with the 2025 Wow! Day was **agreed**.

25020 Agenda item 18. The recommendations by the Events Committee in respect of the 2025 Community Awards were **received**.

25021 Agenda item 19. Wildflower Verges

- a. It was **noted** that parts of the verges designated as wild flower areas, (as part of the NYMNP Grubs Up campaign) have been cut, contrary to the agreed schedule.

Cllr Dowie explained that yellow rattle, provided by NYMNP, was planted in the designated areas at the junction of West Lund Lane. This was a very time consuming exercise carried out by volunteers and the mowing of these areas means that the yellow rattle has not been able to grow. Cllr Dowie stressed that the contractor does not have the right to change the grass

cutting specifications on the basis of their own determination. As a result, the efforts to rewild these areas have effectively been put back by a year.

- b. Steps to ensure these areas are not cut again until the late summer were **considered**. Cllr Dowie proposed that the contract specification be reiterated to the contractor together with a revision to the frequency of mowing the visibility splays to be considered at item c.

Agreed.

- c. The frequency of mowing visibility splays in the wild flower areas was **considered**. Cllr Dowie proposed that visibility splays at junctions and the 1m berth along the road side should be left uncut in the wildflower areas and only mown when necessary to ensure motorists visibility.

The original revisions to the grass cutting contract specified:

- 1m berth will need to be retained, and mowed at the same frequency as the remaining verges, on the roadside in order to keep visibility splays clear.
- Frequent mowing around any street furniture, including In Bloom planters, within the designated wildflower friendly areas.

These conditions would no longer be applicable in the wildflower designated area at the junction of West Lund Lane and the A170. In this area, and the length of A170 verge east of the West Lund Lane junction, where the wildflower area had been extended to the pedestrian crossing near Sylatech, is to be left uncut. The visibility splays, which include the 1m berth along the roadside, should only be cut when necessary (i.e. when the grass grows to a height that would compromise visibility).

In the remaining wildflower designated areas where there the verge abuts a footpath a 1m margin will be mowed as these should be kept clear for pedestrians. e.g. outside the sports field. **Agreed.**

- d. Temporary suspension of the grass cutting of the A170 verges in support of 'No Mow May' was **noted**.

25022 Agenda item 22. "Bandamonium Yorkshire" Saturday 6 September 2025

- a. Information from Kirkbymoorside Town Brass Band in respect of the event on 6 September 2025 was **received**.
- b. Support of the event by application to North Yorkshire Council for temporary closure of Church Street was **agreed**.
- c. The costs of traffic management of £467.75 + VAT and allocation to cost code 1 was **agreed**.

25023 Agenda item 23. Receipt of design proposals for new equipment at Ryedale View play area and progression to public consultation to determine the preferred option (subject to successful application for grant funding) was **noted**.

25024 Agenda item 24. An update on development of the Path For Everyone project was **received**.

25025 Agenda item 25. The latest update on progress of the River Dove Natural Flood Management Project was **received**.

25026 Agenda item 26. Replacement of the irreparable lantern on lighting column LP4 on Ryedale View with LED at a cost of £400 + VAT, authorised by the Town Clerk in accordance with Financial Standing Orders was **noted**.

25027 Agenda item 27. Planning

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

- I. ZE25/00440/HOUSE | Erection of single storey rear extension | 6 Cedar Vale Kirkbymoorside North Yorkshire YO62 6BU **No observations recorded.**
 - II. ZE25/00465/HOUSE | Erection of an oak framed garden room over the existing flat roof and to create an oak framed porch on the rear elevation | Norfolk House Castlegate Kirkbymoorside North Yorkshire YO62 6BJ **No observations recorded.**
 - III. ZE25/00486/HOUSE | Erection of double-storey extension to the side and rear of the existing dwelling, following the demolition of the garage and conservatory to the side and rear, respectively. | 36 Keld Head Orchard Kirkbymoorside North Yorkshire YO62 6EF **No observations recorded.**
 - IV. ZE25/00496/HOUSE | Erection of single storey rear extension following removal of existing dining room extension. Proposed canopy roof to rear door. | Garth Cottage Old Road Kirkbymoorside North Yorkshire YO62 6LP **No observations recorded.**
- b. The following Planning Decisions were **noted**:
- I. ZE24/01629/FUL | Erection of 1no. General Industrial Building for Use Class B2 and the provision of compensatory flood storage | Kirkby Mills Industrial Estate Wits End Kirkby Mills Industrial Estate Kirkbymoorside North Yorkshire Refused
 - II. ZE25/00180/CLEUD | Certificate of Lawfulness for an existing use or development in respect of the works for the erection of art conservation studio were substantially completed more than four years before the 25th April 2024 | 26 Piercy End Kirkbymoorside North Yorkshire YO62 6DF Lawful Development
 - III. ZE25/00237/HOUSE | Erection of single-storey extension to existing garden studio workspace (retrospective) | 26 Piercy End Kirkbymoorside North Yorkshire YO62 6DF Approved
 - IV. ZE25/00255/HOUSE | Erection of single storey extension and first floor dormer extension to rear of property | 28 Keld Head Orchard Kirkbymoorside North Yorkshire YO62 6EF Approved

25028 Agenda item 28. Reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.

Cllr Moffat provided information on the Environment Group's Eco Fair held on 10 May, on behalf of Cllr Dowie (delegated representative) who was not able to attend.

There were a variety of stalls in the Memorial Hall and the Moorside Room and talks at the Library (each attended by 12 to 15 members of the public) on the following subjects:

- Beyond Plastic, The Ryedale Environment Group, Caroline May & Isabel Jones
- Sampling The River Foss, The Rivers Trust, Mike Gray
- Our Dark Skies, NYM National Park, Mike Hawtin
- Local Action Biodiversity, NYM National Park, Elspeth Ingleby
- Incredible Irises, National Trust, Caroline Boshier

There was also a lunch time roundtable expert panel public question and answer discussion, which Cllr Moffat chaired. The event was well attended and a buzz around the town although it was commented that the event was perhaps less well-attended as a whole than in previous years.

Cllr Woodhams provided information from the on-line briefing session on the development of the North Yorkshire Local Plan, held by the North Yorkshire Planning Department as follows:

- Now that the submissions have been received, the call outlined the sequence of events/actions/consultations that will take place to agree and publish the plan.
- The Planning Officers comprehensively summarised a complex process that will sit alongside existing plans. The terms of the new Local Plan will hold precedence over any previous plans.
- In terms of timeline, Central Government is in the process of passing legislation to simplify the process and the Planning Department are hoping that the timeline will be less than the 7 years it has taken York to put its plan in place.

25029 Agenda item 29. The Town Clerk's report was **received**.

Options for siting of a facility to store equipment in Kirby Mills, to be readily available to the properties affected by flooding, continue to be explored. The exercise is not without complications as it requires landowner permission and compliance with highways regulations. To date 5 locations have been investigated. When more information is available the affected residents and representatives of the associated agencies will be invited by the Town Council to a meeting. This will provide the opportunity to explain progress to date and generate interest in putting together a community flood response strategy specific to Kirkby Mills and Keldholme.

For information, the details of expenses to date and allocation of remaining funds from the £3000 Two Riding Community Foundation grant following Storm Darragh are as follows:

£142.54 Cleaning supplies for Flood affected properties

£19.61 Sundries for the Resilience & Emergency Base

£704.40 Hire of dehumidifiers

£480 costs associated with the use of the Moorside Room in Kirkbymoorside for flood response activity

The balance of £1,654 has been allocated to the following expenses:

- Costs associated with securing storage facilities at Kirkby Mills
- Purchase of flood prevention supplies and equipment (e.g. sand bags) upon recommendations of the NYC Resilience and Emergencies

25030 Agenda item 30. Questions to the Chair – None.

25031 Agenda item 31. The date of the next ordinary meeting of the Town Council on 16 June 2025 at 7.30pm in Church House was **agreed**.

The meeting concluded at 9.27pm