



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of the Ordinary meeting of Kirkbymoorside Town Council held on 16 June 2025 at 7.30pm in Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT.

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

Also Present: Town Clerk L Bolland, North Yorkshire Councillors Greg White (arrived at 8.19pm) North Yorkshire Council's Community Development Officers Paddy Chandler and Ellen Jackson, and Jean Illingworth as representative of the Kirkbymoorside Community Support Group.

25032 Agenda item 1. Apologies for Absence

- a. Apologies for absence given in advance of the meeting were **received** from Cllrs Riby and Woodhams.
- b. Reasons given for absence were **approved**.

25033 Agenda item 2. Declarations of Interest in items on the agenda

Cllr Shields declared a non-pecuniary interest in agenda item 9. as a member of the Kirkbymoorside Community Support Group.

25034 Agenda item 3. Minutes and Matters Arising

- a. The draft minutes of the Annual meeting held on 19 May 2025 were **approved** and **signed**.
- b. There were no matters arising.
- c. The Events Committee meeting dated 2 June 2025 were received.

25035 Agenda item 4. 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.**

25036 Agenda item 8. Information was presented by Community Development Officers Paddy Chandler and Ellen Jackson on North Yorkshire Council's Community Locality Team Priorities and Offers. Appended.

Key points from the presentation are as follows:

The Localities Community Team will have two core aims that will be delivered through collaboration, connection and engagement:

1. Prevention and community resilience

- Supporting communities to contribute to the Council and public health prevention priority to reduce, prevent or delay the point at which people need to access statutory health and social care services

- Supporting people to live longer, healthier and independent lives within their community and contributing to broader public health priority to reduce health inequalities
- Supporting communities to become more resilient to respond to local challenges

2. Social Regeneration

- Ensuring that the places where people live, now and in the future, create new opportunities, promote well-being and reduce inequalities so that people have better lives, in stronger communities and achieve their potential.

COMMUNITY ANCHORS AND PARTNERSHIPS

Community Anchors will deliver services that contribute to two or more of the areas listed below.

- Building local partnerships and alliances to deliver services
- Improving physical and mental wellbeing and reducing health inequalities
- Regeneration of their communities
- Building community resilience – such as being part of the local community emergency response arrangements
- Improving people's financial resilience – such as supporting people experiencing food & fuel insecurity

The Kirkbymoorside Community Support Group has the potential to fill the role of the Kirkbymoorside Community anchor as it is a local organisation, familiar with the community.

- **Community Partnerships** are a key part of the North Yorkshire Council Bid to ensure that local priorities and challenges are addressed as effectively as possible, with the ultimate aim is for circa 30 Community Partnerships around market towns and hinterland.
- **Informal partnerships** between officers and Members of the new Council with colleagues from public, business, faith, voluntary and community sectors where each organisation commits to work together towards a set of shared goals.

DEVELOPMENT OF TOWN INVESTMENT PLANS, the purpose of which are:

- Provide a **co-ordinated approach** to regeneration and investment at a **place-based level**
- Help the Council and the York and North Yorkshire Combined Authority to **understand investment priorities**
- **Evidence-base** for future business cases and investment decisions. Kirkbymoorside is identified as a local service centre with significant industry.
- **Bring together** business networks, community organisations, developers, public sector agencies and other stakeholders – proactive engagement and co-design is key
- Identifying **real, positive changes** that can help our neighbourhoods thrive and become a better place to live

HOW THE LOCALITIES PRIORITIES AND OFFERS ARE APPLICABLE TO KIRKBYMOORSIDE:

- Organisational Development Support: Kirkbymoorside Community Support group, Kirkbymoorside Primary School – Children's centre lease and development work
- Digital Inclusion Funding: KMS Library and Ryedale Carers Support
- Household Support Fund: Supporting Food supplies to Free fridges
- Inspire grant funding for Menzone, Community Library, KCSG website
- December 2024 Flood support – Community recovery – working with local leads and groups as well as the Resilience & Emergencies team.
- Town Investment Plan - Kirkbymoorside planned start July 2026
- Live Grants available through the community team now: £1000 Inspire grants, Digital Inclusion, Community Buildings Funding < £50k
- Weekly informal newsletter / information

Cllr Coughlan thanked Paddy and Ellen for a very succinct presentation and comprehensive sharing of a significant amount of information in the time allowed.

Cllr Coughlan asked the following questions:

Q. Referring to the Household Support Fund - supporting food supplies to Free Fridges, is capital funding applicable?

A. Yes, there is flexible provision of grants. If there is a need for funding then enquiries are encouraged. The Localities team have access to grant finder tools which enable suitable funding to be matched to the project needs.

Q. Referring to the Community Anchors, how is a dialogue established with the local businesses?

A. A forum is developing with the local retailers and businesses. Any offers or ideas of how to engage the community are welcome. It has been identified that there is a need to integrate the industrial organisations with the grass roots businesses. This will provide a good opportunity for application to the Town Investment Fund.

Potentially there will also be funding opportunities applicable to contribute towards project costs associated with the Moorside Room and sports field development.

Cllr Dowie referred to the Town Investment Plan and the scope and key theme identified as 'A Sustainable Settlement – active travel options and infrastructure that improves climate resilience'. She explained that in 2010 Kirkbymoorside achieved status as a Transition Town and has a very active Environment Group that has been working on the 'Path for Everyone' project. It would be a significant boost to progress of the project if allocation of resources was made available through the Community Locality team.

Cllr Coughlan invited Paddy and Ellen to stay and participate in discussion of agenda item 9.

25037 Agenda item 9. 2025 Kirkbymoorside Feasibility Study and Action Plan for Growth, pursuant to Minute 25010 dated 19 May 2025

- a. Information on progress of enquiries with North Yorkshire Council in respect of recommendations identified in the report was **received**:

- i. additional town signage/wayfinding

The Town Clerk has pursued several lines of enquiry for alterations to the existing signage on the A170 roundabout.

It would be possible to revise the layout of the signage on the A170 roundabout (at a cost to the Town Council) to separate the sign indicating 'Town Centre/Gillamoor/Farndale' into two signs featuring 'Town Centre' on its own, and 'Gillamoor/Farndale' on a different sign which would be a clearer indication that these towns are some distance away and the immediate proximity to the town centre.

Cllr Dowie explained that it would not be acceptable or appropriate to consider replacing the 'Library' sign on the roundabout as this had been applied and paid for by Kirkbymoorside Community Library.

It is possible to update the design of the 'Welcome to Kirkbymoorside' signs, provided no adjustments are made to the structure i.e. the supporting posts, and the dimensions remain the same.

The scope for additional directional signage, proposed to be affixed to existing infrastructure (traffic sign posts) on the A170 has also been explored but has thus far presented a number of complications as detailed in the supporting document. Enquiries are ongoing to identify a strategy that will allow regular markers to indicate the direction of the town centre from the A170 roundabout.

II. adjustments to the parking regime

The recommendations for revisions to the parking charges in Town Farm car park and short term parking on Market Place were put to the North Yorkshire Council, Environmental Directorate. The following response from Steve Brown, Head of Parking Service was **noted**:

"Parking Services has drafted a 'Parking Principles' document that is due to go before the Executive in August 25. This framework document, if adopted, will then lead to the creation of new parking policies, some of which will be central policy and some which will require local area action planning. The aim is to start with local area action as soon as is practical if Parking Principles is adopted and when it gets to the former Ryedale area the Town and Parish Councils along with ACC's will be consulted as to any parking strategies and policy. We recognise that not all areas are the same but the Council needs to have some consistency throughout the region. "

- b. Revisions to the design/layout of existing town signage within the scope of permitted development were **considered**.

On behalf of the Kirkbymoorside Community Support Group (KCSG), Jean Illingworth explained the group's intention to create a town brand in order to better publicise and promote Kirkbymoorside. This is already taking shape having applied the 'Gateway to the Moors' title to the upcoming music festival. It would be beneficial if the 'Welcome to Kirkbymoorside' sign was updated, in keeping with the brand, as recommended in the Action Plan for Growth.

Cllr Dowie proposed that the Town Council consult with the KCSG with a view to new 'Welcome to Kirkbymoorside' signs. **Agreed.**

Cllr Coughlan proposed two members of the Council be delegated to represent the Town Council, together with the Town Clerk, to develop design proposals with KCSG in order to make recommendations to full Council at the next appropriate meeting. **Agreed.**

Cllr Shields and Cllr Bettany were **appointed** as Town Council representatives.

Paddy Chandler invited liaison by the Town Council and KCSG with the Community Localities Team, to support application(s) for funding to cover the costs associated with the town branding project. **Accepted.**

25038 Agenda item 5. Discussions with Town Councillors and the North Yorkshire Councillor in respect of questions already posed, and any new matters.

North Yorkshire Councillor White firstly apologised on behalf of North Yorkshire Council, for the lack of notice with regards to the footway repairs. He explained that assurance has been provided that the works will not affect the weekly market as restrictions will not be applicable on Wednesdays and at weekends. This information has been conveyed to the Memorial Hall Committee responsible for the market.

Cllr Shields expressed concern regarding the implementation of parking restrictions for the entire length of Market Place and High Market Place, and the impact this will have on local businesses. Furthermore, commenting on the active attendance of the Parking Warden, enforcement of the temporary parking restrictions in the absence of any highways works/vehicles/contractors is unacceptable.

Cllr Dowie asked North Yorkshire Councillor White why the footway resurfacing had been prioritised over resurfacing of the roads which are in significantly worse condition and warrant repairs. Cllr White explained that there is a substantial difference between highways and footpaths. These are maintained and categorised entirely separately and they do not share a budget allocation. He will make enquiries to determine the need for footway resurfacing as it is unclear from the communications issued as to why resurfacing has been deemed necessary and what the works will entail.

Cllr Coughlan proposed to revise the order of the agenda to consider item 13 as the next matter of business. **Agreed.**

25039 Agenda item 13. Revisions to the North Yorkshire Council bin collection schedule affecting Kirkbymoorside with a change of collection day from Mondays to Wednesdays from 23 June 2025 were **noted**.

On Tuesday 10 June 2025, upon receipt of the notification of change of bin collection schedule concerns regarding the conflict with the Wednesday market were communicated to North Yorkshire Council and to Cllr Greg White. Cllr White immediately responded to confirm that he had raised the matter with Harry Briggs who manages the waste collection service across North Yorkshire. The intention is to have all waste collected from Market Place as the first collection and by 8am. If it is determined that the conflict with the Wednesday market is creating issues after the changes take effect, then an alternative arrangement will need to be considered. The Town Council is invited to keep North Yorkshire Council informed of any issues and the promise to incorporate the learning from this situation into future exercises.

Cllr Dowie explained that it was very disappointing that the Town Council was not consulted, nor did it receive any communication from North Yorkshire Council about the intention to revise the schedule of collections to the same date as the weekly market. Collection of the bins from Market Place by 8am does not eradicate the impact of this scheduling to the market. Bin collection vehicles will still need to travel through Market Place on their return route from the properties north of Market Place and off Tinley Garth, and this additional traffic combined with the market stall vehicles that are parked on the road behind the stalls, will present additional safety concerns for motorists and also pedestrians trying to cross Market Place. Furthermore the presence of wheelie bins left on the pavements throughout the town will be particularly unattractive. This situation demonstrates that due consideration is not given to the parish level of council and it is not acceptable.

Cllr White agreed with all the comments made and expressed his support of the Town Council's position. Having already raised concerns with North Yorkshire Council waste management he reiterated the response received that 'if it is determined that the conflict

with the Wednesday market is creating issues then an alternative arrangement will need to be considered.' He encouraged the Town Council to communicate any issues to him, and similarly, members of the public are encouraged to report any concerns directly to North Yorkshire Council, in order that the situation may be accurately monitored.

Cllr Coughlan reverted to the order of the agenda, returning to item 6.

25040 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 May 2025 was **received**.
- c. Submission of the 2024/25 VAT 126 claim for refund of £6,643.52 was **noted**.

25041 Agenda item 7. Annual Governance and Accountability Return 2024/25

- a. Completion of the Annual Internal Audit Report 2024/25 on 22 May 2025 was **noted**.
- b. The Annual Governance Statements as set out in Section 1 of the Annual Return for year ending 31 March 2025 were **considered** and **approved**.
- c. The Accounts for the year to 31 March 2025 as detailed at Section 2 of the Annual Return for year ending 31 March 2025 were **approved**.
- d. The Bank Reconciliation for inclusion in the Annual Return for year ending 31 March 2025 was **approved**.
- e. The report on variances in the accounts beyond the permitted 15% and £200 was **approved**.
- f. It was **agreed** to issue the Notice of public rights and publication of unaudited Annual Governance & Accountability Return 2024/25.

Cllr Dowie thanked the clerk for completing this exercise and acknowledged the amount of work involved.

25042 Agenda item 10. The cost of £6573.54 + VAT for Phase 1 equipment to improve the Moorside Room energy efficiency, pursuant to Minute 25011 dated 19 May 2025 was considered. The requisite equipment detailed in the quotation has been determined by Synergi Energy Systems subsequent to consideration by the Town Council at the meeting dated 19 May and the findings of the Optioneering Report (Minute 25011).

Cllr Dowie referred to the explanation of high reserves detailed in the AGAR submission (Agenda item 7.) and the allocation of reserves to the improvement of the Moorside Room. Additionally, as detailed in the Localities report received earlier in the meeting, there are funding opportunities available for community buildings.

Cllr Moffat proposed progression of Phase 1 according to the recommendations received. **Agreed.**

Cllr Dowie proposed the Moorside Room Committee progress discussion of Phase 2 of the improvements, specifically the flooring. **Agreed.**

25043 Agenda item 11. Recommendations of the Events Committee in respect of the choice of artefact to be presented to the 2025 Community Award recipients were **considered**. Cllr Moffat proposed commission of the chosen artefact x 6no. which would enable additional awards to be offered. **Agreed.**

25044 Agenda item 12. It was **noted** that Windows 10 is approaching its end of support date on 14 October 2025 and the cost of upgrade to Windows 11 (including Setup and Data Transfer)

was **considered**. Cllr Bettany proposed acceptance of Quotation A DELL Optiplex, Intel i5 14500, 16GB RAM, 3 Year Warranty at £837.50 + VAT. **Agreed**.

25045 Agenda item 14. The following expenditure authorised by the Town Clerk in accordance with Financial Standing Orders was **noted**:

- a. repairs to the play surfacing at Old Road play area at a cost of £393 + VAT
- b. replacement of coir entrance matting at the Moorside Room at a cost of £50
- c. purchase and installation of dog bin on Kirby Mills o/s Brickfields at a cost of £120 + VAT

25046 Agenda item 15. **Deferred**. No quotations for the gas contract at the sports field for the term from 30.09.2027 were available for consideration.

25047 Agenda item 16. There were no reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.

25048 Agenda item 17. The Town Clerk's report was received:

CHRISTMAS LIGHTING - Site meeting with Neil Jackson, Electrical Engineering Manager, North Yorkshire Council to assess the connection points for the commercial Christmas lights.

It became apparent that the loss of the commando socket on the Howe End lighting column was caused by passing heavy machinery. Possibly a tractor arm, and the socket had not been deliberately removed. Replacement has been ordered in time for the Christmas display this year.

FLOOD RISK ASSOCIATED WITH THE WEIR AT KELD HOLME - Concerns have been expressed by Cllr Dowie and residents of Kirby Mills about the amount of debris collecting on the weir at Keldholme and the associated flood risk to the neighbouring properties should there be a storm. Following the devastating impact on the properties in Kirby Mills following Storm Darragh, a number of properties remain uninhabitable, and it is imperative that the watercourse at the weir is kept clear.

The situation was reported to the North Yorkshire Council Flood Risk Management Team who have advised that as the River Dove is a main river it will fall under the responsibility of the Environmental Agency and the query has been passed to the appropriate personnel.

MANOR VALE WOODLAND - Surveys have been carried out by a local botanist in association with North York Moors National Park Authority and separately by endomologists associated with Ryenats. The findings will be appended to the Manor Vale Management Plan.

The contractor instructed with treatment of the Japanese knotweed has been prompted to undertake this exercise. If the exercise is not completed by August then alternative arrangements will be made.

NEVILLE WALK - Enquiries are ongoing with North Yorkshire Council to address the issue of erroneous signage at Neville Walk. The sign for Neville Walk is no longer appropriately situated since completion of the Wainds Field development. The Neville Walk sign is located at the junction of Wainds Field, at the corner of 6 and 8 Wainds Field. Properties 8 – 16 Wainds Field are located on the length of road indicated by the 'Neville Walk' sign. This is indicative that the property addresses belong to Neville Walk, when they are actually Wainds Field. Subsequently, deliveries for 8 Neville Walk are persistently made to 8 Wainds Field.

PLAY AREAS - Surfacing repairs to the wet pour at the aerotilt and basket swing, and application of fibrefall at the base of the fireman's pole, at Old Road play area have been carried out at a cost of £393.00 + VAT, authorised by the clerk in accordance with Minute 18126 and Financial Standing Orders.

SPORTSFIELD DEVELOPMENT - The appointed architects, Peter Rayment Design Ltd, recently undertook a site visit to conduct the survey of the squash club building, and have since prepared the survey drawings for the building. They will be on site again on Tuesday 17 June to conduct more detailed level surveys and collect data regarding the neighbouring dwellings and the topography of the land. Following that, they will carry out the site analysis and assess the feasibility of the project development. An initial report is anticipated in time for the next Town council meeting.

WILDFLOWER VERGES - Arrangements are in progress with Holly Ramsden *GrubsUp! Project Officer, North York Moors National Park Authority* to survey the wildflower verges at the junction of West Lund and the A170. The invitation to participate in the data collection will be extended to everyone who expressed support of the initiative.

25049 Town Mayor's Report

Cllr Joe Coughlan reported receipt of the invitation from the Lord Mayor of Bradford & District (Cllr Mohammed Shafiq) to join him for a Civic Lunch to celebrate Yorkshire Day on Friday 1st August 2025. The event includes breakfast at City Hall, Bradford at 8am and transport for lunch at King's Hall and Winter Gardens, Ilkley.

Unfortunately, due to prior commitments Cllr Coughlan will be unavailable, and offered the invitation to another member of the Council in his place.

25050 Agenda item 18. Questions to the Chair

Cllr Bettany referred to concerns raised by members of the public about the safety of joining the A170 at the junction of West Lund Lane and asked if the visibility splay could be cut in this area designated for wildflowers? Cllr Dowie referred to recently revised grass cutting schedule specific to the wildflower designated verges and the decision that the visibility splays would only be cut when necessary. Accordingly, the contractor will now be instructed to cut this visibility splay.

Cllr Bettany asked who is responsible for cutting back overgrowing vegetation? The clerk explained that in the instance of a private property, any vegetation that is overhanging the boundary can be cut by the property owner, the property boundary is definitive. Where the boundary involves a public right of way/access, the owner of the vegetation (i.e. where it is rooted) would be the responsible party.

Cllr Dowie referred to the vegetation at the weir and the abundance/dominance of bull rushes, which need to be managed, and also a variety of wildflowers which should be encouraged. Accepting that the clearing of the bull rushes will need to be carried out by a contractor as this a significant task, she asked if the Town Council might generate the interest of volunteers to maintain the vegetation at the weir, much like the Manor Vale woodland volunteer activities and if this could be on the agenda for consideration at a future meeting?

25051 Agenda item 19. The date of the next ordinary meeting of the Town Council on 21 July 2025 at 7.30pm in Church House was **noted**.

The meeting concluded at 9.14pm