



KIRKBYMOORSIDE TOWN COUNCIL

Church House
7 High Market Place
Kirkbymoorside
YO62 6AT

Tel: 01751 432217

town.clerk@kirkbymoorsidetowncouncil.gov.uk

Minutes of the Ordinary meeting of Kirkbymoorside Town Council held on 21 July 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: Sarah Barrowby, Contracts and Relationships Officer, York and North Yorkshire Combined Authority (YNYCA), Jean Illingworth as representative of the Kirkbymoorside Community Support Group, Martyn Smith as representative of the Kirkbymoorside Bowling Club.

25052 Agenda item 1. Apologies for Absence

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

25053 Agenda item 2. Declarations of Interest in items on the agenda

Cllr Riby declared an interest in agenda item 9. As a member of the Bowling Club.

25054 Agenda item 3. Minutes and Matters Arising

- a. The draft minutes of the Ordinary meeting dated 16 June 2025 were **approved** and **signed**.
- b. There were no matters arising.
- c. The draft minutes of Committee meetings were **received**:
 - I. Moorside Room - 25 June 2025
 - II. Staffing - 2 July 2025
 - III. Events - 3 July 2025
 - IV. Manor Vale Management - 10 July 2025

25055 Agenda item 4. Public Session – Cllr Coughlan invited members to make representations at the relevant agenda item of interest.

25056 Agenda item 5. Discussions with Town and County Councillors

Cllr Greg White was not present.

Cllr Riby referred to concerns raised about the hedge at Ancoats on Piercy End encroaching the pavement. This matter had been referred to North Yorkshire council Highways as a concern for pedestrian safety but to date no action has been taken. Cllr Riby requested that Highways should be pressed to offer a response as to why no action has been taken and accept responsibility if a member of the public is injured due to the pedestrian access being compromised.

Cllr Riby also referred to the derelict condition of 42 Piercy End and the absence of any action taken by North Yorkshire Council in response to concerns raised by the town Council on behalf of residents. He explained that the property continues to look increasingly derelict and the state of the property compromises the neighbouring properties and makes a poor

impression of the town, in contradiction to the concerted efforts by members present to raise the town's profile. Cllr Riby requested that the matter be pursued with North Yorkshire Council to establish what action can be taken to remedy the situation.

25057 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 June 2025 was **received**.
- c. Renewal of the ALCC membership at a cost of £50 was **approved**.

25058 Agenda item 7. Vibrant and Sustainable High Streets Fund

Cllr Coughlan welcomed Sarah Barrowby, Contracts and Relationships Officer, York and North Yorkshire Combined Authority (YNYCA) provided information on the High Street Fund

- a. Information in respect of the Vibrant and Sustainable High Streets Fund was **received**.

The Fund will be delivered over four phases.

Phase 1, for applications up to £40k with no need for match funding, has been completed, with Kirkbymoorside as one of the beneficiaries courtesy of successful application by Kirkbymoorside Community Support Group.

Phase 2 invites applications for £30k to £150k for '*new and creative ideas to make the high street thrive*' and is live with a deadline of 31 July 2025. Trying to get people to stay for longer and boost the economy. Phase 2 is focussed on supporting community and assets on the high street to build resilience. Applications need to be made in partnership, and joint delivery must be evidenced via letters of support at the application stage.

Bringing back key services to the high street. An overarching cross area project idea is business banking hubs. YNYCA are in conversation with Cash Access to look at how they work.

Cllrs explained that since the closure of all banks in the town the only banking facility in Kirkbymoorside is at the Post Office where it is possible to pay in cheques and cash. This incurs a charge by the banks but not the Post Office. Whilst the resources at the Post Office are invaluable it is important for the high street to have adequate banking facilities.

YNYCA are looking to work with Discover Yorkshire to create a single app that could host multiple digital maps across the area. There might be the opportunity to progress this at Phase 3 and 4.

Link to the presentation and webinar online.

Cllr Coughlan thanked Sarah for her thorough presentation.

- b. Information on the proposal by Kirkbymoorside Community Support Group (KCSG) in partnership with Kirkbymoorside History Group for a Kirkbymoorside Town History Trail was **received**.
- c. Consideration of the invitation by KCSG of partnership for grant funding application (Vibrant and Sustainable High Streets Fund Phase II) and the associated role and commitment to the project.

Jean Illingworth, representing the Kirkbymoorside Community Support Group, referred to the Vibrant and Sustainable High Streets Fund Phase 2, which closes on 31 July 2025. She explained that one of the elements of town promotion that the KCSG have been looking at is activities for visitors and the Kirkbymoorside History Group have proposed a History Trail.

The project proposal for the purpose of the Phase 2 application is for a non-digital trail, consisting information boards and some leaflets. The simplicity of production means that delivery of the project will be more immediate. The project partnership consists of the KCSG (lead applicant), Kirkbymoorside History Group, Visit North Yorkshire (letter of support received from Craig Nattress, Place Development Manager - North Yorkshire Council) and Kirkbymoorside Community Library.

Jean explained that the invitation to join the partnership is extended to the Town Council and support of the project would involve application to North Yorkshire Council for street furniture licence for the information panels, where necessary.

Jean also outlined the project proposal applicable to Phase 3 of the Vibrant and Sustainable High Streets Fund which would involve progressing the recommendations identified in the Retail Group report and developing a town brand. Further to consideration of the Retail Group report by the Town Council at the June meeting and support of the proposal for new 'Welcome to Kirkbymoorside' signs, it is hoped that the signs will incorporate the town brand and it will also feature on the town information panels and publications. Quotations have been sought for the design and conception works and it is the intention to include this element of the town promotion into the application for Phase 2 funding.

If the Town Council is submit grant application for Town History Trail and branding exercise. Letter of support.

Cllr Coughlan asked exactly what the KCSG envisage the Town Council's role in the project to be. Jean explained that the role of the partners is as follows:

KCSG is facilitating the project as lead applicant, to secure the funding.

Leaflets will be made available from the library

Visit North Yorkshire will promote the History Trail via the website and partner publications

The Town Council would be the appropriate body to apply for street furniture licences and have an input on where best to situate the information boards.

Cllr Dowie proposed that the Town Council could support promotion of the trail by making the information available via the Town Council website and social media platforms.

Cllr Coughlan referred to Sarah Barrowby regarding the criteria for the Vibrant and Sustainable High Streets Fund, and asked "how far does the high street extend?" Would it be possible to connect the sports field with the town centre for the purpose of access to funding?

The question was received with interest and Sarah will make enquiries and determine what scope there might be to incorporate other facilities and interests in the town. She explained that there are a variety of separate funds available for health and wellbeing, Community Buildings, Net-zero etc.

With regards to the Community Building fund, Cllr Dowie explained that the Town Council will be giving consideration to making application for improvement works to the Moorside Room. An application has already been submitted to the Community Buildings fund by the Memorial Hall Committee for improvements to the Memorial Hall. Sarah explained that whilst funding can only be applied for one building, it's not clear if funding for another community building within the same geographical area can be submitted by a separate applicant. Enquiries will be made.

Cllr Dowie asked if there was any funding available to promotion of, or accessibility to Art, explaining the Leeds Art Gallery borrowing scheme and would this type of project be covered by 'Health & Well Being'? Sarah confirmed that funding opportunities for this type

of project would certainly be part of Phase 3. Looking forward to Phase 3, she welcomed conversations with the Town Council and its partner groups and organisations to further develop the collective vision of the town.

Cllr Coughlan proposed to commit to partnership with the application for Phase 2 funding as discussed. **Agreed.**

Cllr Coughlan thanked Sarah for the wealth of information shared and support of the town initiatives.

Cllr Coughlan proposed to revise the order of the agenda to consider item 9. as the next matter of business. **Agreed.**

25059 Agenda item 9. Grants

- a. The balance of £2400 available for allocation in the first half of the fiscal year was **noted**.
- b. Grant application by Kirkbymoorside Bowling club for costs to replace storm damaged floodlights and upgrade to LED in the amount of £1,764 + VAT.

Cllr Coughlan invited Martyn Smith to make representation in respect of the Bowling Club grant application.

Following on from reference to 'Health & Well Being' as part of discussion of the previous agenda item, Martyn explained that the membership of the Bowling Club historically is associated with more mature participants and the club are looking to develop and promote the sport with a focus on health and well being.

The ambition is to develop wider community use:

- being a designated venue for social prescription by the doctors surgery. Social prescribing is a model of care delivery that enables health professionals to formally prescribe non-clinical community activities.
- encouraging younger members of the community to participate by engaging the local schools to offer bowling as an alternative sport
- supporting wider use of the bowling club e.g. attracting the blue and white services (ambulance, police, fire & rescue) to an open day so the community can come and see what these vital organisations do– crime prevents activities.

In addition to the cost of the lighting upgrades the Bowling Club has a number of ongoing financial commitments including green maintenance costs and the installation of CCTV. The bowling green at Kirkbymoorside is rated as one of the best in the area and players travel a considerable distance to play for the quality of the green alone. Maintenance of the green is intensive, the green keeper having received the Community Award for his dedication to the task, and expense.

Use of floodlights allow for extended hours of play and therefore increased accessibility to the sport throughout the year, weather depending. Upgrading the floodlights to LEDS has many benefits including: support of the NYMNP and their ambition for 'Dark Skies'; reduced running cost, also supported by the existing solar panels; and reduced carbon footprint. All add to the environmental considerations that are fundamental to the application.

Cllr Shields supported the merits of the Bowling Club as a facility, providing a fantastic venue for local events.

Cllr Woodhams referred to the amount of funds available as detailed at agenda item 9.a. and support of the application should the balance allow.

Cllr Dowie proposed approval of the grant application.

Cllr Moffat proposed that the Bowling Club be invited to provide a report on progress of the club's activities following installation of the replacement floodlights.

Cllr Coughlan proposed award of the grant and receipt of a progress report following the club's AGM in November. **Agreed.**

25060 Agenda item 8. The designs for revised Highways approved directional signage were received and the ceiling budget of £800 for associated costs was **agreed**. (pursuant to Minutes 25010 and 25037).

25061 Agenda item 10. Moorside Room energy efficiency (pursuant to Minutes 25011, 25042 and MR 25005)

- a. Completion of works to install replacement windows to the front elevation were **noted**.
- b. Allocation of £4060.00 + VAT for works to upgrade the heating (supply and installation) and the balance of allocated funds of £2513.54 was **noted**.
- c. Authorisation by the Town Clerk for emergency repairs of a water leak at a cost of approximately £180, in accordance with Financial Standing Orders was **noted**.
- d. The installation of a Bleed kit cabinet adjacent to the Defibrillator cabinet in support of North Yorkshire Council Community Safety was **agreed**.
- e. The annual fire alarm and emergency lighting service on 24th July was **noted**.

25062 Agenda item 11. Judges to decide the Community Award winners were considered. Cllr Moffat suggested three judges to include a member of the Events Committee, one member of Council and invitation be extended to the sponsors for the third judge.

Appointment of Cllr Woodhams, Cllr Shields and invitation to be extended to the lead sponsor, **Agreed**.

25063 Agenda item 12. Town Council Policies and Cemetery Fees (pursuant to Minute 25017)

- a. Completion of the exercise to review Town Council policies was **noted** and revisions **considered**. The following revisions were **agreed**:
 - I. Complaints Policy –
Additional text at:
 2. i) c) ... by the Town Council who may appoint a committee to deal with it, *and referral of the matter to YLCA and any appropriate bodies for guidance.*
 2. ii) ...If relevant, the Town Clerk to explain the Town Council's position. *A suitable representative of YLCA or appropriate body may be present if appropriate.*
 - II. Disciplinary & Grievance Policy
Additional text at:
 4. para 2 You will be invited to a meeting with the Appeals Panel, held in private in absence of members of the public. *(A suitable representative of SLCC, ALCC or other appropriate body may be present if appropriate see 5. below).*
 7. Appeals ... You will be invited to a meeting of an Appeals panel, comprising members of the Council who were not involved in the disciplinary sanction being appealed against. *A suitable representative of SLCC, ALCC or appropriate body may be present, if appropriate.*
- b. Revisions to the Burial Ground Policy were **considered** with the additional text to explain 'Exclusive Term of Burial' **agreed**. The Cemetery fees were reviewed and a modest increment to align with other cemeteries locally, **agreed**.

25064 Agenda item 13. Biodiversity

- a. Information on “Biodiversity - Practical measures to help enhance wildlife and address recent legislation” was **received**.
- b. It was **agreed** to adopt the Biodiversity Policy in accordance with Environment Act 2021.
 - I. The commitment (detailed at Policy item 6.) to address biodiversity when commenting on planning applications was **noted**.
 - II. Consideration was given to drawing up a management plan for the trees and hedgerows at the sports field and play areas, and the verges that the Town Council is responsible for maintaining.

Cllr Dowie provided information on the Biodiversity webinar attended on 25 June. In addition to promoting wildflower growth on the verges, the hedgerows can be managed to support wildlife by not cutting all the hedges at the same time as this effectively removes the areas that would have produced blossom and berries. One approach is to cut on a three-year cycle (one side, top, the other side) to allow time for flowering and fruiting shrubs to develop. Another consideration would be to allow some native trees to grow to maturity within the hedge.

Following the Biodiversity webinar, on 27 June Cllr Dowie and volunteers joined Holly Ramsden, NYMNP Grubs Up! Project leader, to survey the wildflowers at the junction of West Lund Lane and the A170. The exercise identified 41 and 31 different species of grass and flowers on the west and east sides of West Lund Lane, respectively. Yellow rattle was growing in both areas and these will spread, so reducing grass growth and promoting more wildflower growth. The findings are being collated into a detailed report by Holly Ramsden and will be received at the next appropriate meeting.

The findings contradict complaints received from two residents about the wildflower verges and the suggestion that only one wildflower was in evidence. The complaints also mention ragwort and upon inspection there is one plant in the area of regularly cut grass, growing in front of the In Bloom planters, not part of the wildflower area. The concern was referred and advice sought on appropriate management of ragwort. Advice received identified no reason not to retain the main areas designated for wildflowers, especially on the bank (east of West Lund Lane) and reference to the findings of the recent survey in June 2025. *“Regarding ragwort specifically, with this being a wildlife area it is worth noting that the cinnabar moth relies solely on ragwort, which is great generally for pollinators. If the area were right next to horse paddocks then it may be necessary to pull it as it’s poisonous to horses.”* For clarification, there are no horse paddocks in proximity to the wildflower designated areas.

Cllr Dowie proposed another agenda item for the September meeting to consider how the hedgerows at the play areas and sports field are managed and further review of the grass cutting. **Agreed.**

In view of comments regarding visibility onto the A170 Cllr Dowie proposed that the contractor be instructed to regularly cut the grass only for the area that has been cut by the residents, to address concerns by the residents. **Agreed.**

25065 Agenda item 14. The Weir

- a. Information in response to concerns regarding silt deposits on the weir was **received**.
- b. It was **agreed** to seek advice from appropriate authorities on best practice for management of the vegetation at the weir, most notably containment of the bull rushes.

Cllr Woodhams asked who owns the land at the weir as it is understood that the sluice gate is operated by the riparian owner at the Corn Mill. Cllr Dowie referred to enquiries made by the town clerk historically, the Town Council does not own the weir (searches have been unsuccessful to determine the authority or agency responsible, including Land Registry listings) so any activities to maintain the vegetation would be discretionary.

- c. It was **agreed** to invite volunteers to participate in exercises to manage the vegetation.

25066 Agenda item 15. Annual Play Area inspection

- a. The annual play inspection report was **received**.

N.B. The intention, as agreed upon receipt of the annual inspection in 2024, is to remove the Trim Trail at Old Road, when necessary to do so, as opposed to the costly exercise of replacing each of the component parts. This equipment has lasted 20 years.

N.B. the only item identified as High Risk is the skate park. Largely due to the risk of injury if you were to spend time UNDER the ramps. This score elevates the total classification of the site to High Risk.

- b. It was **noted** that quotations for the recommended works identified at the skate park are being sought.

Information regarding the risk to individuals when under the ramps was noted as follows:

Q: RE protruding bolts under the ramps. The fact that these are on the underside of the ramps, and appropriate use of the equipment involves the upper side of the ramps, begs the question as to whether this is a valid safety concern and if anyone were to get injured when they're under the ramps would the claim be valid?

Response from Play Provider: For safety concerns under the ramp then my interpretation would be misuse! It would be wise to contact your insurer who may be able to put that in writing?

- c. It was **considered** appropriate to proceed with quotations for repairs to the skatepark.

25067 Agenda item 16. To consider quotations for the gas contract at the sports field for the term from 30.09.2027. **Deferred**.

25068 Agenda item 17. The cost of £300 to be allocated to Cost Code 99 (\$137 expenditure) to offer free parking in Town Farm car park on the day of the Christmas market was **considered**. Members did not consider the charges to be acceptable. Cllr Coughlan proposed the Town Council make representation to North Yorkshire Council and Cllr Greg White, to appeal the charges on the basis that there is no surplus of funds from the event and the resultant decision to not offer free parking should an agreement not be reached. **Agreed**.

The matter will be reconsidered upon response from North Yorkshire Council.

25069 Agenda item 18. It was **noted** that the Vehicle Activated Safety unit on the A170 east is not working and a replacement has been requested within the terms of the warranty.

25070 Agenda item 19. The latest River Dove NFM Update was **received**.

25071 Agenda item 20. It was **noted** that the project to refresh/introduce visitor interpretation and signage across the county is in progress by the North Yorkshire Council Tourism Team and will include updating the existing Information panels in Kirkbymoorside. The Town Council will be consulted on any proposed changes.

25072 Agenda item 21. There were no reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.

25073 Agenda item 22. The Town Clerk's report was **received**.

25074 Agenda item 23. The Town Mayor reported no engagements since the last meeting.

25075 Agenda item 24. There were no Questions to the Chair.

25076 Agenda item 25. The date of the next ordinary meeting of the Town Council on 15 September 2025 at 7.30pm in Church House was **agreed**.

The meeting concluded at 9.10pm.