



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of the Ordinary meeting of Kirkbymoorside Town Council held on 15 September 2025 at 7.30pm in Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT.

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

Also Present: Town Clerk L Bolland and 2 members of the public.

25077 Agenda item 1. Apologies for Absence

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

25078 Agenda item 2. There were no Declarations of interest in items on the agenda.

25079 Agenda item 3. Minutes and Matters Arising

- a. The draft minutes of the Ordinary meeting dated 21 July 2025 were **approved** and **signed**.
- b. Matters arising
 - i. Pursuant to concerns raised by Cllr Riby regarding the hedge at Ancoats, Piercy End the determination by the North Yorkshire Council Highways Officer was **received**:

"Following an assessment, it has been confirmed that the hedge maintains an unobstructed width of over 1.0 metre along its entire 19.5 metre length. At present, this private boundary hedge does not pose a concern in terms of pedestrian safety."

- ii. Information was **received** regarding progress of the partnership application to the Vibrant and Sustainable High Streets Fund, Phase II, submitted by Kirkbymoorside Community Support Group (KCSG), pursuant to consideration at agenda item 7 of the July meeting Minute 25058.

In response to feedback provided by the Combined Authority awarding pane, the KCSG request that the Town Council act as Lead Applicant in order to further the application, to:

1. have an overview of the stages of the process, and keep relevant partners informed as necessary;
2. co-ordinate meetings / discussions with other partners as ;
3. pay invoices;
4. keep a record of all expenditure against each budget heading;
5. prepare the monthly return

The request was **not agreed** and the Town Council's participation in the project will remain as a supporting partner, as determined at Minute 25058, as follows:

- the appropriate body to apply for street furniture licences and have an input on where best to situate the information boards.
- support promotion of the trail by making the information available via the Town Council website and social media platforms.

Cllr Woodhams proposed extended support of the Phase II Grant application by accepting responsibility for the management of financial transactions associated with the project, in accordance with Section 139(1)(b) of the Local Government Act 1972.^[1] In the accounts, it will be necessary to create separate headings in the cash book for the project income and expenditure. In the AGAR, the income and expenditure will be shown as separate income to the precept and expenditure will be included in 'expenditure other than staffing expenses'. The application to the Combined Authority would be revised to reflect the KCSG maintaining the lead position and the provision of financial management/administration by the Town Council. A delegated representative, volunteered by Cllr Woodhams, would attend relevant meetings and report any matters to the full Council for consideration, as appropriate. The 35k project funds would be spent on the four initiatives specified on the original application. Any initiative requiring Town Council participation/approval/facilitation will be considered in accordance with the Town Council Standing Orders and processes. All financial transactions will be processed in accordance with the Financial Standing Orders. **Agreed.**

The Kirkbymoorside Community Support Group retain the role and responsibility of Lead Applicant and the Town Council remains as a partner providing financial administration of the funds.

- c. The draft minutes of the Moorside Room Committee meeting dated 28 July 2025 were **received** (to be referenced at consideration of Agenda item 10.)

25080 Agenda item 4. Public Session - Members of the public were invited to make representation at the agenda items of interest.

Having determined that members of the public wished to make representation in respect of Agenda item 12. Cllr Coughlan proposed to revise the order of the agenda to consider "Biodiversity & Wildflower verges" as the next matter of business. **Agreed.**

25081 Agenda item 12. Biodiversity & Wildflower verges

- a. Correspondence from In Bloom was **received**.
- b. Correspondence from members of the public in respect of the wildflower verges was **received**. Cllr Coughlan invited the members of the public to make representation.

A member of the public appealed to all Council members to familiarize themselves with the supporting documents detailing correspondence from concerned residents in respect of the matter and requested the subject be deferred should any Members feel unsuitably familiar with the content.

Both members of the public voiced concerns about the designation of wildflower verges within the town limits, summarized as follows:

The unsightly appearance of the verges undermines the attractiveness of the town and the considerable efforts of the In Bloom volunteers and litter pickers.

Criticism of the project processes, referenced as ill-conceived in the absence of a baseline environmental impact assessment and mission creep, wherein the project has been significantly altered since its conception, without consultation with the public.

Safety concerns for pedestrians and motorists at the junction of West Lund Lane and the A170 where visibility is obscured for a significant length when looking east on the A170.

The individuals explained that these concerns are shared by the majority of residents they have consulted with and on their behalf and in the interest of the local businesses, the members of the public appealed to the Council not to proceed with the project.

Cllr Woodhams asked what demographic was canvassed? Approximately three dozen residents from West Lund Lane, Parkers Mount and other residents in the town have voiced their concerns.

Cllr Riby voiced support of the observations made by the members of the public adding that it is not necessary to designate small areas in a town for promotion of wildflowers when more than 35 acres surrounding Kirkbymoorside are effectively assigned to rewilding. The government are funding farmers to assign agricultural land to rewilding initiatives and these are clearly evident in the areas surrounding Kirkbymoorside and throughout the county. Areas of the roadside within towns should be kept safe and attractive.

Cllr Riby proposed that the Town Council take notice of the residents concerns and abort the wildflower project.

Cllr Dowie explained that the wildflower project has involved considerable participation by volunteers. The preparation included germinating plants over the winter of 2023 so they were ready for plug planting and seeding of yellow rattle in the Spring of 2024. This was done in areas that had already had a close cut and collection and the ground scarified. In autumn 2024 the areas were again mowed and the cuttings collected by a team of volunteers. The project was modified to adopt the principles of the NYMNPA GrubsUp! Campaign. Guidance from North Yorkshire Council and partnership organisations including Plantlife were referenced.

Cllr Dowie conceded that the uncut areas do not look good, but the recent survey clearly identified a 50% increase in species of plants and insects in these areas. The increased variety of plants results in more pollinators. There is a clear disconnect between what people want to see and what is necessary for the environment. Cllr Dowie defended the intention of the project to help pollinators and improve biodiversity in conjunction with the NYMNPA GrubsUp! Campaign. Cllr Dowie stated that she does not support the proposal to abort the project and proposed that consideration be given to creating a Biodiversity Action Plan.

Cllr Shields explained that as a businesses owner, she has received many complaints from customers, both residents and visitors, about the appearance of the town on approach on the A170. The feedback about the appearance of the town has been especially negative and it is clear that the allocation of areas of the A170 verge for reduced mowing is not popular.

Cllr Woodhams accepted that whilst the project has been well intended it is beset by conditions beyond control and if the public opinion is opposed to the project then it warrants review. Cllr Woodhams seconded the motion by Cllr Riby with the specification that the current approach be abandoned and reviewed.

Cllr Bettany contributed that consideration should be given to the longevity of a project of this nature and that it should be expected that the desired outcome will take time to be realized. He also commented that there are often wild flowers growing when at first people only see grass.

The members of the public explained that Kirkbymoorside is largely comprised of small independent businesses that need to be supported by encouraging visitors to the town. They appealed to the Town Council not to destroy the good work done by volunteers and local businesses to promote the town.

Cllr Coughlan repeated the proposal to abort the *current* wildflower verges management project with the intention to *review* the opportunities to improve biodiversity within the town and determine a strategy that is supported by local residents through consultation.
Agreed.

Cllr Coughlan thanked the members of the public for their participation and offered assurance that they would be consulted in the process of reviewing the grass cutting schedule.

- c. Cllr Dowie proposed that management of the trees and hedgerows at the sports field and play areas, and the verges that the Town Council is responsible for maintaining will be considered as part of the Biodiversity Action Plan.

25083 Agenda item 5. There were no discussions with Town Councillors in respect of questions already posed, and any new matters and the North Yorkshire Councillor was not present.

25084 Agenda item 6. Community Awards 2025

- a. Progress of arrangements for the Community Awards on 27 September 2025 was **received**. Judging of the awards was carried out on 11 September 2025 and invitations have been issued to the sponsors, RACK Systems Engineering Ltd and Marshall Slingsby Advanced Composites, shortlisted nominees and their nominators plus guests.
- b. The cost of £240 for 6no. bespoke 'Kirkbymoorside' artefacts was **agreed**.

25085 Agenda item 7. Financial matters

- a. Completion by PKF Littlejohn LLP of the limited assurance review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2025 with no matters raised.
Noted.
- b. Accounts paid since the last meeting of the Council were **reported** and cheque payments **approved** according to the list provided.
- c. The Financial Summary to 31 August 2025 was **received**.
- d. Completion of the AGAR was **noted**.
- e. The revised National Joint Council (NJC) rates of pay for local council employees from 1 April 2025 were **noted**.

25086 Agenda item 8. It was **agreed** to adopt the IT and Email Policy in accordance with new Assertion 10 - Digital and data compliance in the Annual Governance & Accountability Return.

25087 Agenda item 9. The Kirkbymoorside logo and visual identity revamp document was **received**, pursuant to discussions with the Kirkbymoorside Community Support Group (KCSG). The draft branding designs were considered and the following observations made:

- abbreviation to 'KM' does not work
- preference for 'Kirkbymoorside' to appear as one word and not to be split/hyphenated to fit the page layout
- preference of the first page of designs

It was **noted** that the town rebranding exercise will be furthered as part of the project outlined in the Vibrant and Sustainable High Streets Fund application, led by Kirkbymoorside Community Support Group. Further information will be determined upon success of the application and further liaison with the group and associated partners.

25088 Agenda item 10. Moorside Room

- a. The allocation of £2,166.67 + VAT from development funds (agreed at Minute 25042) for the supply of engineered wood, agreed by the Moorside Room Committee, was **noted**.
- b. Moorside Room Committee recommendations were considered as follows:
 - i. Installation of engineered wood flooring on top of existing stone tiles Agreed.
 - ii. Consideration of a ceiling budget for the associated costs, to include the allocation of up to £1500 from cost code 30 Agreed.
- c. It was **noted** that installation of flooring on top of existing stone tiles will result in a saving of approximately £900. The quotation of £2,075 for was **accepted**.
- d. Completion of works to upgrade the heating pursuant to Minute 25061 dated 21 July 2025 was **noted**.

25089 Agenda item 11. Town Tree Planters on Market Place

- a. The removal of 2no. planters on the cobbles and 1no. o/s Age UK was **agreed**. It was **agreed** to reassign 1no. planter o/s Something Special to be used as a rubbish bin. It was noted that the businesses have requested to keep the 2no. planters in situ o/s Rounthwaite & Woodhead and The Looking Glass, on the understanding that they will accept responsibility for keeping the planters. 'In Bloom' have kindly offered to add the planter next to Pump Hill, o/s Children in Distress, to their planting scheme.
- b. It was **noted** that of the 4no. planters that are to remain in the town, 1no. o/s The Looking Glass is already painted. It is proposed to refurbish the remaining 3no. planters with suitable paint to be more cohesive with the black railings at Pump Hill and the In Bloom planters. Cllr Shields has volunteered to carry out this exercise and confirmed that there will be no associated costs. **Agreed**.

25090 Agenda item 13. Information from the Environment Agency in respect of management of the weir was **received**. The requirement for a flood risk activity permit to undertake in-channel works was **noted** together with the assessment that the associated risks of in-channel works mean that this exercise would not be appropriate for volunteer participation. Any in-channel works would need to be contracted, however, the EA do not have a list of recommended contractors, for channel maintenance work.

Cllr Dowie suggested that maintenance of the vegetation at the weir could be considered as part of the Biodiversity Action Plan.

25091 Agenda item 14. The NEYEDC Site survey report confirming designation of Manor Vale as a Site of Importance for Nature Conservation (SINC) was **received**. These documents will be added to the reference studies and reports appended to the Manor Vale Management Plan.

25092 Agenda item 15. The cost of £1745 + VAT for works to replace damaged ramps pursuant to Minute 25066 dated 21 July 2025 was **agreed**.

25093 Agenda item 16. Sports field

- a. The initial Feasibility Study document produced by Peter Rayment Designs was **received**.
- b. Completion of the refurbishment works to the flood lights at the Bowling Club, funded by the Town Council (Minute 250259) was **noted** and a brief report on success of the project and thanks from the Club was **received**.
- c. The 2025/26 Levy calculations were **noted**.

- d. The levy structure was **reviewed**. It was noted that contract costs for grounds maintenance and refuse collection applicable to other Town Council assets, namely the play areas and cemetery, are factored in the budget. It was **agreed** to apply the same practice to the sports field charges relating to the annual refuse collection licence and costs associated with hedge and grass cutting of the perimeter.
- e. Consideration of the gas contract at the sports field for the term from 30.09.2027 was **deferred** in the absence of quotations.

25094 Agenda item 17. Remembrance Sunday

- a. The cost of £568 for traffic management of the Remembrance Day parade, was **noted**.
- b. The sum of £50 to contribute towards a poppy wreath was **agreed**.

25095 Agenda item 18. Correspondence from a member of the public requesting to re-site the Colin Woof Memorial Bench near the junction of Old Road and the A170 was **considered**.

Cllr Shields commented that there has been a bench in this situation for more than 20 years. The current seat In Memory of the late Collin Woof replaced an older bench that had been in need of repair. Members of the Council also recognised that the bench at this location has always been well used and much appreciated by a considerable number of residents. The proposed alternative location was not considered to be suitable by virtue of its proximity to the A170 and added likelihood that a street furniture licence application would not be supported by the Highways Authority. The request to re-site the Colin Woof Memorial Bench near the junction of Old Road and the A170 was **not agreed**.

Regarding anti-social behaviour, the clerk confirmed that no concerns have been submitted to the Town Council office specific to this location. It is important that all incidents are reported to the police as the appropriate authority, via 101. This can be done by phone or online <https://www.police.uk/pt/contact-us/antisocial-behaviour/>. It was **agreed** to encourage the resident and any affected neighbours to similarly report any incidents so that an evidence base may be logged by the police to substantiate any future claims.

25096 Agenda item 19. The date of the next YLCA Ryedale Branch meeting on Tuesday 7 October was **noted** and there were no questions/issues/topics to be raised.

25097 Agenda item 20. There were no reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.

25098 Agenda item 21. The Town Clerk's report was **received** as follows:

The following works are in progress:

- arrangements to replace the water meter at the Squash Club
- transfer of domain hosting from Vision ICT to Freethought.uk
- replacement of the commando socket on LP1 Howe End by North Yorkshire Council, at no charge to the Town Council
- sourcing of slow closing mechanism and 2 no. replacement gates for Old Road play area
- Hedge cutting at Old Road play area is due to be carried out on Saturday 20 September 2024.

A directional arrow has now been applied to the Neville Walk street sign, offering a clear distinction between the properties of the same number on Wainds Field from Neville Walk.

Arrangements to replace the Vehicle Activated Sign on the A170 east are ongoing. The company that supplied the equipment, TWM Traffic, has been purchased by Fused, part of the Martin Group. Verbal assurance has been provided that the terms of the warranty will be upheld but there is a backlog resulting from the change of ownership. Further information will be provided when available.

Enquiries are being made to determine the feasibility and procedures involved for a communal memorial for the WW2 evacuees in All Saints' churchyard and the interest of Kirkbymoorside History Group to work in partnership on the project.

Pursuit of a satisfactory outcome regarding the condition of 42 Piercy End is ongoing and the matter is being investigated by North Yorkshire Council Private Housing Standards. It is hoped that an update will be available for the October meeting.

25099 Agenda item 22. The Town Mayor reported no engagements since the last meeting.

25100 Agenda item 23. Questions to the Chair

Cllr Riby explained that he had received further reports of anti-social behaviour by local youth(s) and the apparent targeting of elderly residents and asked what response the Town Council could offer. The clerk explained that the local police are aware and information received from PCSO Steve Ridley offered assurance that they are investigating any and all allegations and are making arrests where possible. Kirkbymoorside residents should continue to report offences by 999, 101 or online, whichever is more appropriate, and refrain from posting information on social media likely to result in any targeting of the individual or group as this would be self-defeating to our aims to get justice.

Cllr Dowie referred to the 'Dark Skies' presentation by Mike Hawtin (NYMNPA), facilitated by the Town Council earlier in the year, and asked if the Town Council has been asked to support the NYMNP Dark Skies project.

25101 Agenda item 24. The date of the next ordinary meeting of the Town Council on 20 October 2025 at 7.30pm in Church House was **noted**.

The meeting concluded at 9.08pm.