



## KIRKBYMOORSIDE TOWN COUNCIL

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### **Minutes of the Ordinary meeting of Kirkbymoorside Town Council held on 17 November 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, A Riby, H Shields and S Woodhams.

Also Present: Town Clerk L Bolland.

**25123** Agenda item 1. Apologies for Absence – All Town Councillors present. Apologies were received from North Yorkshire Cllr White.

**25124** Agenda item 2. There were no Declarations of Interest in items on the agenda.

**25125** Agenda item 3. Minutes and Matters Arising

- a. The draft minutes of the Ordinary meeting dated 20 October 2025 were **received** and **approved**.
- b. There were no matters arising not included for consideration on the agenda.

**25126** Agenda item 4. Public Session – None present.

**25127** Agenda item 5. Discussions with Councillors in respect of questions already posed, and any new matters

The following information, provided by North Yorkshire Cllr White in advance of the meeting, was received:

He has raised the issue of wheelie bins being left in the highway (pavements) on non-bin collection with North Yorkshire Council Environment and Transport Services. Assurance has been received that following investigations several properties have been identified in the town centre and these properties will be transitioning to sack collections. The Waste team have removed a number of surplus bins and any remaining should be reported to North Yorkshire Council for collection.

Several businesses keep their commercial bins on the street but these are the responsibility of another waste management company. In this regard action can only be taken if there is noncompliance of commercial waste regulations.

**25128** Agenda item 6. Financial matters

- a. Accounts paid since the last meeting of the Council were **reported** and cheque payments **approved** according to the list provided
- b. The Financial Summary to 31 October 2025 was **received**.

**25129** Agenda item 7. 2026/27 Budget

- a. The 2026/27 Budget Monitoring Document, evaluated by the Finance Committee, was **considered**.

- b. The following recommendations from the Finance Committee regarding the budget for 2026/27 were **received**:

Designation of account no 114\*\*\*\*\* for financial management of all transactions associated with the Vibrant & Sustainable High Streets Fund Phase II grant award.

I. Revenue Budget 2026/27

Forecast expenditure of £104,230, as detailed in the Budget Monitoring Document, includes a modest annual £1250 budget for elections in order to accumulate the necessary funds for the expense of the scheduled elections (next in May 2027) which will be recharged to all parish councils by North Yorkshire Council.

II. Capital Budget 2026/27: To revise the allocation of earmarked funds, to include the allocation of match funds to the Ryedale View play area project, resulting in the following allocation of reserves:

- i. £49,414.37 earmarked for expansion of the cemetery;
- ii. £21,491.88 earmarked for new play equipment at Ryedale view play area;
- iii. £51,237.95 earmarked for 'Path for Everyone' project <sup>1</sup>;
- iv. £14,000 Specific reserves to include: Staff sickness; By-election provision <sup>2</sup> ; Manor Vale provision; Moorside Room provision; and sports field, play area and skatepark provision.
- v. £45,000 earmarked for sports field development <sup>3</sup> (of which £4000 <sup>4</sup> has been allocated to architects fees – in progress)
- vi. To retain the level of general reserve of £40,000 in accordance with the generally accepted recommendation that Smaller Authorities maintain a General Reserve at between three (3) and twelve (12) months Net Revenue.

The recommendations were **agreed**.

- c. The budget for 2026/27 was **approved** and the precept of £104,230 **agreed**.

**25130** Agenda item 8. Grass verge management

*The clerk provided the following summary of considerations to date:*

*At the September meeting, it was agreed (Minute 25081) 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.*

*At the October meeting information was received from Holly Ramsden on the NYMNPA GrubsUp! Project together with reports on the 2023-2025 wildflower verges project and Observations and recommendations of In Bloom. New ways forward with verge maintenance to continue to improve biodiversity were discussed.*

*It was agreed to make arrangements to invite interested parties to a meeting to explore the opportunities available to improve biodiversity within the town and determine a strategy that is supported was made in support of a proposal arising from consideration of the supporting documents at an appropriate agenda item.*

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<sup>1</sup> Funds held in Town Council account 314\*\*\*\*\* in accordance with Section 139(1)(b) of the Local Government Act 1972

<sup>2</sup> North Yorkshire Council Parish Election Recharges Policy September 2025

<sup>3</sup> Minute 23215 dated 18 March 2024 committing to 20% match funding of project costs of £222,000

<sup>4</sup> Minute 24184 dated 17 February 2025

*The area referred to as the wildflower bank is located on the graduated slope beyond the road verge near the junction of West Lund Lane and the A170. Whilst this area has been included in surveys as part of the wildflower project, it has always received sympathetic mowing having been sowed with native wildflower seeds by the contractor in 2015. The Town Council's decision to revert to the previous grass cutting schedule will not impact this area which will remain sympathetically mown.*

*Upon consideration of the information received, it was agreed to accept the recommendations to promote biodiversity by raking this area and seeding more yellow rattle and planting select native annuals to help support and promote the wildflowers that were seeded back in 2015. This exercise was carried out by volunteers on 4 November 2025.*

- a. The report by Cllr Dowie on progress of the exercise to prep & seed the wildflower bank on 4 November was **received**. The exercise involved raking and scarifying the bank to the extent that bare earth was exposed. This took considerable effort and demonstrates the enthusiasm and commitment of the volunteers.
- b. It was agreed to rename the wild flower bank which will now be referred as "the Nature Area" in order that there is a clearer understanding of why the area is being managed differently. The signage will need to be revised to allow a clear explanation of the area designation in order to better manage expectations.
- b. The meeting on 4 February 2026 at 6pm in the Moorside Room, to discuss options to improve biodiversity throughout the town and review the grass verge management was **agreed**.

**25131** Agenda item 9. Kirkbymoorside 10k

- a. Correspondence from Friends of Kirkbymoorside Primary School was **received**.
- b. Thanks for the Town Council's support of the 2025 10k event was **received**. Continued support of the event for 2026 was considered. Further to determination of the 2026/27 budget at Agenda item 7., provision has already been made for the 2026 event traffic management costs. The Town Council's support of the event was **agreed**, and the original decision, recorded at Minute 24097 dated 21 October 2024, remains unchanged.
- c. The cost of £1500 + VAT for traffic management charges for the 2026 event was **agreed**.
- d. It was **agreed** to accept the offer of a banner to read 'Kirkbymoorside Town Council are proud to support the Kirkby 10K' and mention of the Town Council's support of the event on multi-media event promotions.

**25132** Agenda item 10. Kirkbymoorside Gateway to the Moors Music Festival 2026

- a. Correspondence from Kirkbymoorside Community Support Group was **received**.
- b. Cllr Dowie proposed support of the event on 1 August 2026 by application to North Yorkshire Council for temporary closure of Church Street. **Agreed**.
- c. The associated traffic management costs of £467.75 + VAT were **considered**. Cllr Moffat proposed allocation of funds from cost code 1 'General Grants' upon receipt of the requisite documentation to satisfy the grant criteria. **Agreed**. Referring to the date of the event being in the next financial year Cllr Woodhams proposed allocation of funds from the 2025/26 grant budget to be held in escrow until payment is due. **Agreed**.

**25133** Agenda item 11. The request by [Water Tight Flood Resilience](#) for the siting of stores at Kirkbymoorside sports field from January 2026 for flood recovery works at Kirby Mills was considered.

The Town Clerk provided details of an arrangement beneficial to the Town Council, Football Club and Water Tight. The Football Club are agreeable to offer use of the club facilities, toilets and kitchen, which would remove the necessity for Water Tight to provide a welfare unit. Water Tight have agreed allocation of the unit hire costs of £50 per week to the Town Council. The funds will offset the cost of utilities at the premises for the duration of the arrangement and any surplus funds will be earmarked for development of the football club premises. **Agreed.**

Siting of the stores at the sports field was **agreed**. The storage containers will need to be situated in the most convenient location to cause the least inconvenience to all sports clubs and minimise impact on parking. The sports clubs will be informed of the arrangement accordingly.

**25134** Agenda item 12. The clerk's report on arrangements for the town Christmas decorations was **received** and authorised expenditure from cost code 5 (non-precept funds) **reported**, in accordance with Financial Standing Orders.

It was **noted** that regrettably, due to storm damage affecting the woodland, there are no suitable trees available to be gifted by Holt Farms. Thanks to the Holt family for the longstanding arrangement to gift the two town Christmas trees every year for so many years. Despite not being able to provide the trees, the arrangement to collect and recycle the trees in the new year will continue. This arrangement benefits so many households and is a considerable, and voluntary undertaking, much appreciated.

The arrangements for 2026 involve five Christmas trees, all purchased locally, at a cost of £225 + VAT including free delivery (non-precept funds). The three tallest trees stand centrally on the Market Place cobbles (so as not to impact parking), All Saints' Churchyard, and outside the Moorside Room. Two more trees are located outside the library on High Market Place and 'Love my Hair' on Market Place, where the width of the pavement is sufficient not to affect pedestrian passage.

Cllr Dowie expressed disappointment that there is not the usual large Christmas tree and suggested consideration of a Christmas light switch on event.

**25135** Agenda item 13. Councillor Training

- a. The schedule of training webinars was **received** and attendance by Councillors was encouraged.
- b. The allocation of charges, at £35 per webinar, to cost code 12 pursuant to Minute 20033 was **agreed**.

**25136** Agenda item 14. Moorside Room

- a. Use of the Moorside Room, at no charge, by St. John Ambulance for a Family "Save-A-Life" Evening, on Friday 27<sup>th</sup> March 2026 from 7pm to 9pm was **agreed**.
- b. Recommendations for repainting of the Moorside Room were considered and it was agreed to keep the walls white. It will be necessary to either paint around the existing decal, or remove it and apply a replacement. Cllr Shields offered to investigate the feasibility of sourcing production of a replacement decal of 'The Moorside Room'.

**25137** Agenda item 15. The distribution of 6no. duplicate 'Kirbymoorside' suncatchers at a cost of £40 each to defray the original purchase cost was considered. Purchase of 5no. and payment of 1no. to be made from the Mayor's Allowance, to be gifted to the proposed recipient, was **agreed**.

**25138** Agenda item 16. Reports from Members representing the Town Council at meetings of outside bodies and on delegated matters

Cllr Dowie shared details of the Christmas tree festival at Nunnington Hall at which Kirkbymoorside Environment Group have been invited to display a tree using all natural and/recycled materials.

Cllr Coughlan proposed to revise the order of the agenda to consider item 20. Staffing as the next matter of business. **Agreed.**

**25139** Agenda item 20. Staffing

- a. The date of the Staffing Committee meeting on 11 December at 5pm was **agreed.**
- b. Cllrs Moffat & Woodhams were **appointed** appraisers for the annual appraisal on the same date at 4pm.

**25140** Agenda item 17. The Town Clerk's report was **received.**

**25141** Agenda item 18. The Town Mayor's **reported** having received a request for additional directional signage to All Saints' church which will need to be directed to North Yorkshire Council at the appropriate authority. The Town Clerk referred to pursuit of the same enquiry in the past and lack of success in the absence of locations that would satisfy the highways signage protocol.

**25142** Agenda item 19. There were no Questions to the Chair

**25143** Agenda item 22. The date of the next ordinary meeting of the Town Council on 15 December 2025 at 7.30pm in Church House was **agreed.**

The meeting concluded at 8.38pm.