



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of the Annual meeting of Kirkbymoorside Town Council held on 18 May 2026 at 7.30pm in Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT.

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

Also Present: Town Clerk L Bolland, PC Chris Hudson, PCSO Sean Simpson and Phil Gospel, Town Council contractor

Cllr Coughlan welcomed all present and thanked PC Hudson, PCSO Simpson and Phil Gospel for attending the meeting.

26001 Agenda item 1. Cllr Coughlan was **elected** the Town Mayor for the coming year.

26002 Agenda item 2. The Declaration of Office of the Town Mayor was **recorded**.

26003 Agenda item 3. Councillor Coughlan's report of the year 2025/26 was **received**, as detailed in the supporting documents.

26004 Agenda item 4. Cllr Moffat proposed a vote of thanks to Councillor Coughlan for their work during the year 2025/26. **Agreed**.

26005 Agenda item. 5 Apologies for Absence

a. Apologies for absence given in advance of the meeting were **received** from Cllr Woodhams and North Yorkshire Cllr White.

b. Reasons given for absence were **approved**.

26006 Agenda item 6. There were no declarations of interest in items on the agenda.

26007 Agenda item 7. Minutes and Matters Arising

a. The draft minutes of the Ordinary meeting held on 20 April 2026 were **approved** and **signed**.

b. There were no matters arising.

c. The draft minutes of the Planning Committee meeting held on 20 April 2026 were **approved** and **signed**.

d. The minutes of the annual town meeting on 5 May 2026 were **received**.

26008 Agenda item 8. Public Session - to allow members of the public to make representations, ask questions and give evidence in respect of any items of business.

Cllr Coughlan invited PC Hudson and PCSO Simpson to report on local policing and community safety matters. PC Hudson reported on the crime statistics for Kirkbymoorside since the last meeting attended, for the period March to May 2026. By comparison to crimes reported in the period from March to May 2025 the stats show a reduction in crime and reports of anti-social behaviour.

A concise explanation of the Ryedale Neighbourhood Policing had been delivered by PCSO Steve Ridley at the annual town meeting on 5 May 2026. Thanks was once again extended to the Police for representation at the meeting.

Referring to concerns raised at the last meeting attended, as promised PC Hudson paid a visit to Towlers Chemist and is happy to report that there have been no further incidents. The proprietors are confident that the situation had been circumstantial and any tensions were due to frustrations associated with the introduction of a new system.

Cllr Coughlan thanked PC Hudson and PCSO Simpson for attending the meeting and the information provided.

PC Hudson and PCSO Simpson left the meeting.

Cllr Coughlan proposed to revise the order of the agenda to consider agenda item 15. as the next matter of business. **Agreed.**

26009 Agenda item 15. Biodiversity and Grass Verge Management

- a. Consideration was given to designating the area near the weir as a nature area and installing a blue heart.

The proposed management would involve no more than two cuts per year and strimming of the roadside when necessary.

Installation of Blue Heart signs signify that the area is intentionally managed to promote wildlife, as part of the UK-wide rewilding movement.

Agreed.

- b. Consideration was given to reducing the number of road verge cuts per year from 14 to 11.

Cllr Coughlan invited comment from Phil Gospel as the grass cutting contractor. Phil Gospel explained that the effect of a reduced number of cuts would be entirely dependent on the weather. For example, 2025 involved fewer cuts in the spring but more cuts late in the season because the grass kept growing. In other years when the growing season has been drier the verges have needed less frequent cuts at more even intervals. The longer the grass the longer it will take to cut and the more arisings there will be after each cut. If the contract was revised to 11 cuts only, it would be necessary to increase the charges to reflect the increased work involved. It would also have environmental implications, requiring more diesel and increased emissions from the mower.

Cllr Dowie referred to the 'Good Verge Guide' and advice for a variety of different approaches to grass verge management. Information includes 'Road verge winners and losers' which explains the decline of summer flowering plants caused by earlier cutting in spring which means that only plants that flower early have a chance to set seed before the mowers arrive.

The 'Good Verge Guide' also refers to different management options for different verges. Consideration could be given to applying a varying grass cutting schedule to verges dependent on whether only one cut is possible, where it's not practical to cut the whole width of the verge and where more cuts are possible. Are there some verges that need to be tidier and others that could be left?

The 'Good Verge Guide' also refers to 'A buzz cut for biodiversity' which promotes ankle height vegetations such as clovers, trefoils, dandelions, creeping buttercup and yarrow. This approach involves cutting once every four weeks to a height of around 3cm to 6cm.

Cllr Dowie proposed a reduction in the number of road verge cuts from 14 to 11 per year.

Cllr Riby disagreed with the suggestion that regular close cutting prevents plants from flowering explaining that there are many plants that are encouraged by repeated cutting as it stunts the taller competitors. Cutting grass frequently stimulates a lot of plants that

support pollinators such as trefoil, daisies, white clover, dandelions and buttercups. He proposed that the Town Council should maintain regular mowing to ensure that the verges are kept neat and tidy. Cllr Riby stated that this subject should not continue to dominate the Town Council's consideration.

Cllr Grounds referred to the tall grasses that have been left to grow on the roadside on West Lund which look good and are thriving at the location. Whereas the verges that the Town Council are responsible for present an immediate impression of Kirkbymoorside and these verges should be kept tidy to showcase the town.

A vote was taken and the proposal to reduce the number of road verge cuts from 14 to 11 cuts per year was **not agreed**.

- c. Consideration was given to leaving an uncut area close to any hedges or other boundaries except where this would block visibility for road users.

Cllr Dowie referred to the wide area of verge on Swineherd Lane near the eastern pedestrian entrance to the skatepark and proposed that this area could be left uncut.

Phil Gospel explained that wherever possible he tries to cut around any wildflowers that are growing on the verge. In the spring this is most obvious around the daffodils but throughout the year he tries to avoid areas of wildflowers on the verge. He suggested that if the area outside the sports field was cut less frequently, with a strip mown along the footpath and road edge only, then this would be less likely to appear unkempt and cause upset to the residents as the soil is very shallow and grass growth is therefore naturally inhibited.

It was **agreed only** to cut less frequently the area on the bank outside the sports field and the identified area of verge on Swineherd Lane.

Phil Gospel explained that he takes great pride, both personally and professionally, in the area and how it looks. Cllr Coughlan thanked Phil for all his hard work which is very much appreciated.

Phil Gospel left the meeting.

- d. It was **noted** that at their AGM Kirkbymoorside Tennis Club agreed to designate the two banks each side of the steps near the tennis courts as nature areas.
- e. The response from the Kirkbymoorside Bowling Club regarding nature areas was **noted**.
- f. It was **noted** Kirkbymoorside Environment Group is holding a Nature Day in the Memorial Hall on Saturday June 13 2026.

26010 Agenda item 10. 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 2026 was **received**.
- c. The honorarium of £250 for the winding of All Saints' Church Clock was **agreed**.

26011 Agenda item 11. The amount and means of payment of the Town Mayor's Annual Allowance was **considered**. It was noted that the 2025/26 Town Mayor's allowance had been allocated to cover the cost of 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.

26012 Agenda item 12. Annual Governance and Accountability Return 2025/26

- a. Completion of the Annual Internal Audit Report 2025/26 on 14 May 2026 was **noted**.

- b. The Annual Governance Statements as set out in Section 1 of the Annual Return for year ending 31 March 2026 were **considered** and **approved**.
- c. The Accounts for the year to 31 March 2026 as detailed at Section 2 of the Annual Return for year ending 31 March 2026 were **approved**.
- d. The Bank Reconciliation for inclusion in the Annual Return for year ending 31 March 2026 was **approved**.
- e. The reported explanation of 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 2025/26 for the period commencing Wednesday 3 June and ending Tuesday 14 July 2026.

26013 Agenda item 13. Review of Town Council Policies and Cemetery Fees

- a. Cllr Moffat was **appointed** to work with the clerk to review the Town Council Policies and Cemetery Fees. Recommendations for any revisions or amendments will be submitted to the full Council for consideration at the next appropriate meeting.

Cllr Coughlan proposed consideration of an 'Asset Register Policy' to be included as part of the review. **Agreed**.

- b. The date of the review will be arranged at mutual convenience.

26014 Agenda item 14. 2026 Community Awards

- a. Active membership of the Planning Group consisting of Cllrs Coughlan, Dowie, Grounds, Moffat, Woodhams and the Clerk was **noted**.
- b. It was **noted** that nominations are open, closing date 31 July 2026, and nomination forms are available for collection from the library and Home Decorating Centre, and electronically via www.kirkbymoorsidetowncouncil.gov.uk
- c. Support of the 2026 event by RACK Systems Ltd and Smailes Goldie Group was **noted** with much appreciation.
- d. Information on progress of the Honours Board was **received**. Feedback from sign writers has necessitated a revision to the layout and scale of the board which will incur an additional cost of £150. The lettering on the board itself will be black as opposed to gold, to guarantee colour matching of additional entries.
- e. The artefact for the 2026 award was **agreed** and the cost of production of £660 was **agreed**.
- f. Award Judging
 - I. Cllrs Coughlan, Dowie, Grounds, Riby and Sheilds were appointed judges and the date for judging at 7pm on Monday 3rd August was **agreed**.
 - II. The criteria that judges must declare an interest in any self made nominations and exclusion from judging of the corresponding award category was **agreed**.
- g. The intention to explore scope for consideration of more business involvement in future events, beyond the window dressing competition was **noted** and will be included on the agenda of the November meeting.

26015 Agenda item 16. "Bandamonium Yorkshire" Saturday 5 September 2026

- a. Information was **received** from Kirkbymoorside Town Brass Band in respect of the success of the 2025 event.

- b. Support of the 2026 event by application to North Yorkshire Council for temporary closure of Church Street was **agreed**.
- c. The cost of traffic management of £467.75 + VAT was **agreed** from the 2026/27 grant budget.

26016 Planning

- a. It was **noted** that North Yorkshire Council have reopened the [Call for Sites](#) for a period of 6-weeks, closing date 22 June 2026
- b. Neighbourhood Planning
 - I. Information specific to Kirkbymoorside Neighbourhood Planning considerations was **received**. Cllr Coughlan proposed no further action at present, pending completion of the North Yorkshire Local Plan. **Agreed**.
 - II. The consultation on Bradleys Both Neighbourhood Plan Modified to include an additional proposed Local Green Space designation, closing date 3 June 2026 was **noted**.
- c. Retrospective Planning Application [ZE26/00038/HOUSE](#) | Conversion of the attic space to living space and shower room, and addition of 3no. rooflights to the rear elevation (retrospective) | The Smithy 17A Piercy End Kirkbymoorside YO62 6DQ was **noted**.
- d. The following Planning Applications were considered:
 - I. [ZE26/00304/CAT](#) | Removal of the lowest limb overhanging Manor Lodge garden of 1no. sycamore tree (T1) | High Hall Castlegate Kirkbymoorside YO62 6BH **No observations recorded**.
 - II. [ZE25/00440/HOUSE](#) | Erection of single storey rear extension | 6 Cedar Vale Kirkbymoorside North Yorkshire YO62 6BU **No observations recorded**.
- e. The following Planning Decisions were **noted**:
 - I. [ZE26/00071/FUL](#) | Change of use of ground floor from cafe to hairdressers (Class E) | 2 West End Kirkbymoorside North Yorkshire YO62 6AF Approval
 - II. [ZE26/00127/FUL](#) | Erection of replacement dwelling following demolition of the existing dwelling | Reservoir Cottage Park Lane Kirkbymoorside North Yorkshire YO62 6BN Approval

26017 Agenda item 18. Information regarding Community Anchor Organisations, pursuant to consideration at the Ordinary meeting dated 16 June 2025 Minute 25036 was revisited. Cllr Dowie referred to Pickering CIC which since becoming an anchor organization has benefited from £15k in grant funding from North Yorkshire Council. Cllr Dowie proposed that Cllr Greg White be asked to determine if any financial support would be available to Kirkbymoorside. **Agreed**.

26018 Agenda item 19. The updated Parish Charter was **received**.

26019 Agenda item 20. The recycling survey by North Yorkshire Council for the Malton area, closing date 14 June was **noted**.

26020 Agenda item 21. Reports from Members representing the Town Council at meetings of outside bodies and on delegated matters

The following information was **received** in the absence of Cllr Greg White: In addition to some individual issues, Cllr White is currently working on the Manor Woods estate, collating residents' concerns and taking them up with NYC Development Control, Highways and the

developer, and still trying to get a workable solution to an extra crossing on the A170 although rules on distances from roundabouts and junctions are making this difficult.

26021 Agenda item 22. The Town Clerk's report was **received** as follows:

The Yorkshire Air Ambulance Clothing Bank was delivered to the sports field this morning and installed in clear sight from the road between the entrance and the Yorkshire Water building.

Sports field development

Notification has been received from Peter Rayment Designs Ltd regarding a complication that has arisen from the non-material amendment to Planning Application:

The architects have received an email from the Planning Officer, who stated that the application does not meet the requirements for an amendment due to the changes in the materials and the new massing of the building. This will necessitate submission of a new application that consults the neighbours. This decision is being challenged and a response is awaited.

The following questions have been raised with the Planning Authority:

1. If we change the materials back to render, would this be considered enough to meet the requirements of a non-material amendment? You may feel that you do not want to pursue a rendered building, but if we get an answer, it could help you make an informed decision.
2. If we need to change the application to a full application or a variation of condition, can the fee submitted be rolled over to form part of the full application?
3. Some of the concerns come from the proposed massing of the building. Even though the building ridge height is marginally higher (150mm) because the building is slightly deeper and we have retained the same roof pitch to suit profiled sheets. Their concerns are that the original drawings don't appear to account for the falling ground levels, and that, because we have accounted for them, the actual building mass is greater!

Kirkbymoorside Town Signs

Progress of the branding project and application to the design of the Kirkbymoorside signs will be featured in the Moorsider. The exercise has involved liaising with the landowner of Broad View, regarding the situation of the sign on approach from Pickering.

The current location presents several inconveniences and complications and unfortunately North Yorkshire Council will not entertain any applications for installation of new signage on the road verge, at any location on the A170 verge, due to highways regulations.

As a compromise the landowners have proposed that the new sign would be better sited westwards to the corner of the field so there are fewer hedge cutting restrictions.

Discussions are in progress to establish the logistics of the proposal.

Misc

The remedial repairs to the net climber at Old Road play area will be carried out on 23 June 2026.

Communication has been received from Lee Brayford, Emergency Planning Manager as the lead on Community Resilience for North Yorkshire Council with a particular focus on incidents and emergencies. Councillors are asked their availability w/c 25 May to meet with Lee in order to discuss the capabilities and resources available for an emergency response

and how North Yorkshire Resilience and Emergencies can support Kirkbymoorside in being prepared and having a plan for the worst.

Cllrs Coughlan and Moffat confirmed availability at 2pm on Thursday 28 May.

26022 Agenda item 23. Questions to the Chair

Cllr Dowie asked if the Town Mayor would judge the poster competition for the Nature Day event on 13 June, organised by Kirkbymoorside Environment Group. Cllr Coughlan accepted the invitation and will liaise with Cllr Dowie to arrange a suitable date for the judging.

26023 Agenda item 24. The date of the next ordinary meeting of the Town Council on 15 June 2026 at 7.30pm in Church House was **agreed**.

The meeting ended at 9.11pm.