



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of the Ordinary meeting of Kirkbymoorside Town Council held on 21 September 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, T Riby and S Woodhams.

Also Present: Town Clerk L Bolland and 4 members of the public including Jean Illingworth, Kirkbymoorside Community Support Group and Steve Peet, Kirkbymoorside History Group.

Cllr Coughlan welcomed all present.

26065 Agenda item 1. Apologies for Absence

There were no apologies for absence given in advance of the meeting

26066 Agenda item 2. There were no Declarations of Interest.

26067 Agenda item 3. Minutes and Matters Arising

- a. The draft minutes of the Ordinary meeting held on 20 July 2026 were **approved** and **signed**.
- b. Matters arising:
 - i. A report on progress of the multi-agency response regarding 42 Piercy End pursuant to referral by the Town Council to North Yorkshire Police, North Yorkshire Council, North Yorkshire Fire & Rescue. It was **noted** that due to subject sensitivity the report is not suitable for public disclosure.
 - ii. The report on success of the Lewis Creighton Exhibition 31 July to 2 August 2026 by Cllr Dowie was **received**. Cllr Dowie summarized the report explaining that the exhibition was very well attended and Lewis Creighton is a locally renowned artist so the subject generated great interest within the community. Three generations of the Creighton family were present, Lewis's children, grandchildren and great grandchildren.

There were forty paintings and pictures displayed together with a life size cardboard cutout of Lewis himself, which is now being stored by the History Group for future displays.

The exhibition provided a very good opportunity to showcase the Moorside Room, particularly as an exhibition space. Cllr Dowie suggested that it would be worthwhile exploring the Leeds Gallery Exchange if suitable exhibition insurance can be arranged. It is also hoped that the exhibition will generate addition interest and suggestions for more exhibitions.

Chris Feather very kindly donated a large painting (unframed), which had been in storage for 27 years since the sale of the Feathers Hotel. ¹The Town Council had agreed to purchase a Lewis Creighton painting for the town and a budget of £300 was agreed. Cllr Dowie proposed to raise a Question to the Chair regarding framing of the gifted painting.

¹ Minute 26032 Ordinary meeting dated 15 June 2026. Purchase of a Lewis Creighton painting for the town was considered. Cllr Riby proposed a budget of £300 for purchase of a painting, to be chosen by the Town Council. **Agreed**.

Cllr Dowie proposed that formal thanks be made to Chris Feather for his generosity and the Town Council consider framing the painting so that it would be suitably exhibited in The Moorside Room. **Agreed.**

26068 Agenda item 4. Public Session

- Referring to agenda item 11: The requests by the Kirkbymoorside Community Support Group for the Town Council to accept responsibility for the town flags

Jean Illingworth, Kirkbymoorside Community Support Group, explained that due to the group's limited resources (including funds) and personal health issues support is required to make arrangements for the storage and management of the town flags from 2027. The flags are a product of the town promotion project led by Kirkbymoorside Community Support Group and paid for by York and North Yorkshire Combined Authority's Vibrant and Sustainable High Street Fund. Going forward the group are not able to store the flags and there is no financial provision for the cost for installation and removal of the flags, estimated to be £600 per annum. Kirkbymoorside Community Support Group hope to transfer ownership and responsibility of the town flags to the Town Council.

A member of the public raised concern about the costs of the project, identifying the requirement for risk assessments, insurance etc., all being incurred at the expense of the taxpayers. They asked that the Town Council be mindful of the foreseeable financial implications and liabilities associated with the project.

- Referring to agenda item 12: Community Archive Project

A member of the public made the observation that the archive must be accessible to the public and cited issues experienced in the past when trying to access documents held by the History Group.

Steve Peet, on behalf of Kirkbymoorside History Group, agreed with this observation and explained that the project is being proposed precisely because the existing arrangements do not allow easy access by the public to the archived materials. The proposal involves the relocation of the group's archive material from the shipping container on land at Ryedale Auctioneers to Crown House, which offers the ideal location from which the archive can be catalogued, stored and exhibited. The community will benefit because the archive will be situated in the town centre and arrangements will be made for convenient opening times and also access by arrangement.

Jean Illingworth, Kirkbymoorside Community Support Group explained that part funding for the project has been secured from the Vibrant and Sustainable High Streets grant because the provision of a Community Archive aligns with the ambition to make the town's heritage more accessible.

26069 Agenda item 5. There were no matters for discussions with councillors.

26070 Agenda item 6. 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 2026 was **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 2026 was **received**.
- d. The revised National Joint Council (NJC) rates of pay and corresponding adjustment to the clerk's salary, backdated to 1 April 2026, were **noted**.

- e. Renewal of the Data Protection fee of £47 (£52 minus £5 fee reduction for paying by direct debit) due on 26/10/2026 Under the Data Protection (Charges and Information) Regulations 2018 (as amended) were **agreed**.
- f. The date of the Finance Committee meeting on 22 October at 6.30pm was **agreed**.

26071 Agenda item 7. The expectations for councillors vis a vis training and participation was considered. There is a wide range of training webinars provided by YLCA, the details of which are regularly circulated to all councillors by the clerk however it is not always possible for all councillors to participate in the training. Cllr Moffat suggested an attendance and feedback approach whereby once a councillor has attended a webinar they can feedback the key information and share their learnings with other councillors. She offered to review the YLCA training schedule and identify the subjects most relevant to the Council and circulate a shortlist of training options for consideration.

Cllr Moffat proposed to draft a Councillor Training and Participation Policy Statement, for consideration at the November meeting. Additionally, an in-house refresher session would be of benefit to ensure that all councillors are comfortable with Town Council policies, procedures and access to resources for example the North Yorkshire Council planning portal. **Agreed**.

26072 Agenda item 8. Community Awards 2026

Cllr Moffat provided a report on progress of arrangements for the Community Awards on 31 October 2026. The awards have been collected from Mike Bennet MUST Forge. All nominees, nominators, sponsors and participants have been invited and RSVP's are awaited. The Honours board has been made and signwriting is now in progress.

26073 Agenda item 9. Christmas Decorations Cost Code 5 (non-precept expenditure)

- a. The cost of £280 + VAT to install 2 no. external power sockets at the Moorside Room was **agreed**.
- b. The cost of £1232 + VAT for replacement lights for the main town tree was **agreed**.
- c. The budget of £600 for the 2no. large Christmas trees, to be installed on Market Place cobbles outside Spar and in the churchyard, was **agreed**.
- d. The budget of £200 for 3no. medium sized Christmas trees to be installed o/s The Moorside Room on Church Street, o/s Love My Hair on Market Place and o/s the library on High Market Place was **agreed**.
- e. The cost of £150 for concessionary parking in Town Farm car park to support the Christmas market was **agreed**.
- f. The cost of £274.97 + VAT for replacement icicle lights, authorised by the clerk, was **noted**.

26074 Agenda item 10. Remembrance Sunday

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

26075 Agenda item 11. The requests by the Kirkbymoorside Community Support Group to were **considered** as follows:

- a. transfer ownership to the Town Council of flags and flagpoles used to promote and enhance the town and town events, approximated asset value of £4,000.

Cllr Dowie supported the request, in principal, if it is not going to be in excess of £600 per annum.

Cllr Woodhams considered that the flags had been well received and it would be worth exploring the feasibility of the retaining them.

Cllr Moffat also supported the request, in principal, but expressed concern about ongoing costs in the absence of any quotations.

Cllr Riby suggested that residents could be asked to install their own flags.

Cllr Coughlan proposed transfer of ownership for the purpose of insuring the value of the flags, flag poles and fixings only. Noting that the addition of these items to the asset register does not imply responsibility for activities associated with the installation or removal of the flags and flagpoles (consideration at item b.) **Agreed.**

- b. transfer of responsibility for the seasonal installation and subsequent removal of flag poles and flags, approximated annual cost of £600

Deferred. Cllrs Grounds, Riby and Woodhams volunteered to liaise with Jean Illingworth to ascertain exactly what processes are involved (physical and financial) in order to determine the feasibility of the proposal. Further consideration will be given at the next appropriate meeting.

- c. storage of flags and flagpoles between seasons – **Agreed.** The party responsible for installation and removal of the flags will collect/return the flags and flagpoles from/to the Town Council storage container at the sportsfield, by arrangement with the clerk.

26076 Agenda item 12. Community Archive Project

- a. The grant application by Kirkbymoorside History Group for £1250 match funding was considered.

Cllr Moffat asked if the History Group have forward planning beyond 24 months. Steve Peet explained that the group hopes to generate a modest revenue from various events, sale of merchandise and through fundraising. Additionally, if the application for charitable status is successful then significantly more grant funding opportunities will be available. Worst case scenario, there is an opt out clause in the lease.

The grant application for £1250 match funding was **agreed.**

- b. The request for a letter of support of the Kirkbymoorside History Group's application for Charitable Status was considered and **agreed.**

26077 Agenda item 13. Approval of Planning Application [ZE26/00558/FUL](#) in respect of Phase I Build - Machinery Store at Sports Field was **noted.**

The clerk explained that utilities invoices issued to the Football Club remain unpaid and notification has been issued that the project to replace the machinery store will not be progressed until the account is settled. Cllr Coughlan proposed that no further expenditure be authorised until the debtor status is satisfactorily addressed. **Agreed.**

26078 Agenda item 14. The appointment of four representative trustees to The United Charities Trust of Kirkbymoorside was **agreed** as follows:

- Stephanie Hickman
- Alice Richardson
- Lesley Temple and
- Anne Warriner

26079 Agenda item 15. Thanks from the Kirkbymoorside Horticultural Society for the grant award of £280 were **received**.

26080 Agenda item 16. The date of the next YLCA Joint Annual meeting on Saturday 7 November was **noted** with no questions/issues/topics to be raised.

26081 Agenda item 17. The following North Yorkshire Council information and consultations were **noted**:

- a. Request for Information about Accessible Bus Stops closing date 30th September – the clerk confirmed delegation of the subject to Bill Breakell to ensure an informed response on behalf of Kirkbymoorside.
- b. New parking payment machines across North Yorkshire
- c. Interim Polling District Review and Consultation closing date 12th October
- d. Update on Highways & Infrastructure and Environment & Transport
- e. Reporting System Update - Public Rights Of Way

26082 Agenda item 18. Publication of the York and North Yorkshire Combined Authority draft Local Transport Plan consultation was **noted**.

26083 Agenda item 19. Reports were **received** from Members representing the Town Council at meetings of outside bodies and on delegated matters.

On 24 July and 9 September Cllr Dowie attended the York and North Yorkshire Combined Authority meetings/workshops in respect of the Rural Bus Franchising Study. Proposals for improving rural bus services, specific to Kirkbymoorside included hourly 28 and 31X services, more accurate information at bus stops, and improved shelters and seats etc. Information recorded in the Census demonstrated a large number of people reliant on public transport and a low percentage of car ownership.

Lynne Scott, applicant for the office of Town Councillor, shared a report of the Ryedale Environment Group Restoring Nature Conference on 18 September.

26084 Agenda item 20. The Town Clerk's report was **received**.

Stone wall at entrance to Town Farm Car Park - Information has been received from the Asset Management officer (East), North Yorkshire Council confirming that works to reinstate the pillar and carry out repairs to the adjacent brickwork will now be taking place within the next 4 weeks.

Kirkbymoorside Town Investment Plan - The clerk joined an Initial meeting of the Steering Group to discuss the Town Investment Plan on 10 September. Attendees included members of the North Yorkshire Council Town Investment Plan Team, Paddy Chandler, Howard Wallis and Ellen Jackson, NYC Cllr Greg White, the town clerk, Tamsin Bagby Kirkbymoorside Community Hub, and Jean Illingworth Kirkbymoorside Community Support Group. Information will be presented by Paddy Chandler at the October meeting.

Restoring Nature Conference on Friday 18 September - The conference offered information regarding the North Yorkshire and York Local Nature Recovery Strategy (LNRS) which has two main elements: the written strategy document and the Local Habitat Map. Ryedale Environment Group have compiled a Nature Recovery Workbook for Ryedale & North Yorkshire Parishes. The workbook references the Local Nature Recovery Strategy and covers Habitat Recovery, Dark Skies & Light Pollution, Community Action and Planning and a how communities can help create landscapes that are more resilient for future generations.

Training – The clerk is enrolled on the “Awareness Raising- Martyn’s Law” on Monday 5 October

Moorside Room Annual Servicing of the Fire Detection, Alarms & Components will be carried out on Monday 5 October.

Invitation to join Caring Together North Yorkshire from 10am to noon on Tuesday 20 October 2026 at the Kirkbymoorside Golf club for a special brunch to recognise and celebrate the incredible contribution of their volunteers. RSVP to ann.ferguson@caringtogethernorthyorks.org.uk by 22 September.

POLICE - Manor Close ‘Community Centre’ building.

On 13 September there was a report that the Community Centre building at Manor Close was not secure and speculation that there had been a break in. When PC Hudson attended there were no signs of forced entry / damage etc. The response and diligence of the police was most satisfactory.

Ryedale View Play Area – The new play equipment will be installed w/c 19 October

Christmas light installation will commence w/c 19 October

26085 Agenda item 21. The Town Mayor's report was **received**.

26086 Agenda item 22. Questions to the Chair

Cllr Dowie asked if formal thanks could be given to Di Whitwick, Jean Richards, Hilary Shields, Anthony Bentley and John Paul, for their involvement in the Lewis Creighton exhibition.

Referring to the Lewis Creighton painting gifted by Chris Feather Cllr Dowie asked if consideration would be given to having the painting framed and referred to the cost agreed by the Town Council to purchase of a Lewis Creighton painting for the town ².

Cllr Riby referred to the refusal of RACK System’s Planning Application ZE26/00477/FUL and asked if it could be determined what the Town Council could feasibly do to support the application bearing in mind the status of this business as a key employer.

26087 Agenda item 23. Written applications for the offices of Town Councillor were **received**, and it was **agreed** to co-opt candidates to fill the existing vacancies.

Cllr Coughlan welcomed Lynne Scott to the Council.

26088 Agenda item 24. The date of the next Ordinary meeting of the Town Council on 19 October 2026 at 7.30pm in Church House was **agreed**.

The meeting concluded at 9.17pm.

² Minute 26032 Ordinary meeting dated 15 June 2026. Purchase of a Lewis Creighton painting for the town was considered. Cllr Riby proposed a budget of £300 for purchase of a painting, to be chosen by the Town Council. **Agreed**.