



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of a meeting of the Kirkbymoorside Town Council held remotely via Zoom on Monday 15th June 2020 at 7.00 pm

Present: Councillors S Brown (joined the meeting at 7.11pm), J Cossins, J Coughlan, C Dowie (left the meeting at 8.50pm), N Holroyd (Chair) and J Wells.

Also present: Guests Claire Robinson, Development Manager Scarborough & Ryedale Carers Resource and Paddy Chandler, NYCC Stronger Communities Delivery Manager (Scarborough and District), the Town Clerk L Bolland, 1 member of the public and 1 member of the press.

Councillor Holroyd welcomed all present.

20023 Apologies for delayed arrival were received from Cllr Brown and apologies for absence were received from County Cllr Arnold.

20024 There were no declarations of interest in items on the agenda.

20025 Minutes and Matters Arising

- a) The minutes of the meeting held on 18th May 2020 were received and **signed**, the 2019/20 Mayors Report (Appendix A) was **received**.
- b) There were no matters arising.

20026 Public Session

A member of the public and representative of the Ryedale Cycle Forum provided information on the project to encourage safe cycling in Ryedale and specifically completion of the cycle path from Kirkbymoorside to Ryedale School in Nawton. The initiative is supported by the Ryedale Federation and support is being sought from NYCC as the Highway Authority, the developers of Manor Woods Countryside Properties, District Councillors and County Councillors.

When the schools re-open in September social distancing on school buses will be problematic and safe cycling would offer a solution whilst also encouraging a healthier lifestyle.

Councillors were asked if they would consider supporting 'Ryedale Cycle Forums' bid to NYCC for funds to support walking and cycling in North Yorkshire with this suggestion for social distancing measures and active travel measures.

20027 There were no ongoing matters for discussion with Town Councillors in respect of questions already posed and no District or County Councillors present.

20028 Community Support

Cllr Holroyd welcomed guests Claire Robinson and Paddy Chandler and thanked them for participating in the meeting.

- a) Information was **received** from Paddy Chandler on the role of Stronger Communities throughout the wider district and county and from Claire Robinson on the changing purpose and progress of the CSO (Community Support Organisation). A summary of the information discussed is as follows:

Paddy Chandler, Stronger Communities

Stronger Communities encourages the development of good relations with other groups or organisations in the voluntary sector. In Ryedale they have been working in partnership with the CSO and Ryedale Carers support to address isolation, providing assistance with shopping, collection of prescriptions, dog walking etc. There is a grant available from the CSO for those who are struggling to access money for food and essential items.

Throughout the coronavirus situation the Ryedale Volunteer Network and all sorts of local groups of volunteers have been offering neighbourhood support.

Stronger Communities refer people through the contact centre to all emerging groups.

Now grants are being reviewed with a view to local resilience forum to see what the impact will be locally in the coming months

Stronger Communities maintains the lead role in the public sector. They are aware that organisations may struggle in the voluntary sector and it is anticipated that there will be a hit and support will be available.

Claire Robinson, Community Support Organisation – Leading Community support in Ryedale

To date we have supported: 470 households (550+ individuals) - these will have been supported through a number of means: shopping/prescriptions, befriending, support grants, emergency food provisions, referrals to specialist support and so on. Our actions represent a key part of the Ryedale response, but they should be viewed alongside our role in supporting and the contributions of the Ryedale Covid-19 Network, Food Banks, Community Kitchens, and RDC etc. to create a plethora of support across the district.

In terms of Kirkbymoorside, we have worked alongside the network (Charlotte and Katy) to help when they needed it. Their work has been largely focused on being 'good neighbours', and only when they needed more advice have they come to the CSO and/or passed residents on to us where more structured support was needed. In total we have recorded 35 interventions with households in Kirkbymoorside from a CSO perspective.

In discussion with the Kirkbymoorside volunteer network we have assessed the nature of these interventions and of those they complete themselves. At present there is possibly 5/6 people being supported with a meals service. This is manageable currently through 'good neighbours' and/or bringing in meals for the current community kitchen arrangements. There is scope to increase this arrangement should we discover any increased demand on this type of service. However, we have had preliminary discussions about the need to consider a Food Bank provision sited in Kirkbymoorside if at all possible. This sort of provision would fit much better with the apparent/current need. There are some key steps to work through in order for this to be established properly but at the moment we have the commitment and keenness from the Ryedale Food Bank to work with the Town Council and partners to make this happen.

From the research that the CSO has completed there are two potential asks in terms of next steps for Kirkbymoorside:

- Shared leaflet communication to update all Kirkbymoorside residents;
- Exploration to work together with Rev Malcolm Dyer (strategic lead/manager of the Food Bank) to see if it's possible to work on a Food Bank in Kirkbymoorside.

CLlr Holroyd thanked Claire and Paddy for the information provided and welcomed participation by members present.

Food Bank - additional discussions were had with regards to the provision of a Food Bank collection/drop-off in Kirkbymoorside. The Town Clerk confirmed that the telephone box on Market Place had been suggested as a receptacle for collection/drop-off of items for the Food Bank, however, the phone box is still commissioned by BT and to date no response has been received to 15.06.2020 Minutes of Ordinary Meeting of the Town Council

confirm permission of use for this purpose and no response has been received from the Trussell Trust to confirm if it would be suitable.

Cllr Coughlan was aware that the church had been looking into arrangements with the Food Bank. He also requested that, as a local volunteer, special thanks be given to Claire, Paddy and the local volunteers, Charlotte and Katy for their support.

Cllr Dowie reiterated thanks and expressed her support of a local Food Bank. She suggested that it might be possible that the Methodist Church is already involved and that there is also the need for a drop-off/collection point in the town centre as well as on the A170.

Paddy Chandler confirmed that the leaflet that would be circulated to all households would have details of the location of drop-off/collection points. He also explained that the collaboration of Food Banks, providers and volunteer groups is very impressive.

Cllr Wells confirmed that in March the Methodist Church had been involved in arrangements to set up a Food Bank prior to the cv-19 situation. It is understood that this was in collaboration with the Trussell Trust and the local WI.

Cllr Brown commented that the collection points need to be central and secure and consideration should be given to the library as an ideal central location for this purpose.

Cllr Dowie, as a trustee of Kirkbymoorside Community Library agreed that it would be worth asking the question of the management committee to determine their support of this proposal, although space for storage may be a problem.

The Town Council support Kirkbymoorside having access to a Food Bank and the clerk agreed to liaise with Claire to determine how the Town Council can be involved in effecting the provision of this facility.

- b) The draft SWOT analysis for Kirkbymoorside in respect of the Community Connect - Ryedale approach to community efforts and addressing isolation was considered and **agreed**.
- c) The response from Ryedale Federation with regards to the arrangements for families eligible for a free school meal, pursuant to Minute 20021, was **noted**.

20029 Financial matters:

Cllr Holroyd proposed an amendment to the wording of agenda items 7.a) and b), in accordance with advice of the YLCA as follows:

- 7.a) To consider retrospective approval of the £14.39 (incl VAT) monthly subscription charge to facilitate remote meetings of the Council and its committees via Zoom, in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- 7.b) i. To note that no expenditure was incurred from the 2019/20 Mayors Allowance (determined at minute 19011 dated ^{20th} May 2019);
 - ii. To consider retrospective approval of spending £165.80 from the 2020/21 Mayors Allowance (determined at minute 20008 dated 16th May 2020): Celebrating Kirkbymoorside's Community Spirit' feature in the June issue of the Handymag at a cost of £100.80; and Printing of 100no. bespoke thank you cards at a cost of £65.00.

Agreed

- a) Retrospective approval of the £14.39 (incl VAT) monthly subscription charge to facilitate remote meetings of the Council and its committees via Zoom, in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, was **agreed**.

- b) i. It was **noted** that no expenditure was incurred from the 2019/20 Mayors Allowance (determined at minute 19011 dated 20th May 2019);
- ii. Retrospective approval of spending £165.80 from the 2020/21 Mayors Allowance, (determined at minute 20008 dated 16th May 2020) was **agreed** (by a majority vote 4:2): Celebrating Kirkbymoorside's Community Spirit' feature in the June issue of the Handymag at a cost of £100.80; and Printing of 100no. bespoke thank you cards at a cost of £65.00.
- Cllrs Cossins and Brown opposed the proposal.
- Cllr Brown requested it be recorded that she did not agree with the expense of sending thank you cards to all local businesses in the absence of specific authorisation.
- c) The cost of £5.00 for the spring planting of the flower tub located at the Christmas tree manhole on Market Place was **noted** and it was **agreed** to delegate authority to the Town Clerk to make payment of future maintenance costs of the planter from petty cash provided expenditure is with the budget provisions of budget code 10.
- d) Accounts paid since the last meeting of the Council were **reported** and to cheque payments **approved** according to the list provided.
- e) The Financial Summary to 31st May 2020 was **received**.
- f) It was **agreed** to close account number 51387707 balance £0.00.

20030 Town Council Standing Orders and Charges

- a) The Standing Orders were reviewed.

Cllr Brown suggested that there should be a standing order to allow the Town Council to hold meetings remotely citing The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Cllr Coughlan suggested that the lawfulness of meetings held remotely in accordance with the new legislation, which has been provided for that purpose, validates the conduct of the council and all decisions made at the remote meetings. Additionally Cllr Holroyd commented that the aforementioned legislation, by nature of the reference specifically to coronavirus, only applies during the current pandemic.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Town Council is authorised to hold meetings remotely provided that the conditions specified in Regulation 5(2) of the 2020 Regulations are satisfied.

Regulation 5(2) provides that a member in remote attendance attends the meeting at any time if the member is able at that time: a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance, b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting. All of the above conditions must be satisfied. These conditions allow members to join via a video link system or by telephone so long as every member can be heard by every other member and the public. All members, clerk and other staff, and any members of the public will be in attendance for the purposes of the 2020 Regulations if they are in remote attendance. The provisions in Regulation 5 will apply notwithstanding any standing orders or rules to the contrary.

Clarification is needed to determine if this legislation will be valid post cv-19, and if future attendance at meetings may be done remotely, in which case the standing orders will then need to be updated. The matter will be under review.

- b) The Financial Standing Orders were reviewed. Cllr Coughlan proposed addition of the following extract from NALC model standing order 6.8 to the Town Council Financial Order at 6.5:
 “If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker’s standing order and any payments reported to council as made. “ **Agreed.**
 The revisions to the Financial Standing Orders were **agreed.**
- c) The period of Exclusive Right of Burial to a period not exceeding 100 years was considered. Cllr Dowie suggested that there was insufficient information to allow an informed decision and proposed that consideration be deferred to the July meeting. **Agreed.**
- d) Review of the charges for the Exclusive Right of Burial was **deferred** to the July meeting.
- e) Review of the Town Council Burial Policy was **deferred** to the July meeting.

20031 Grant Applications

- a) The grant application submitted by All Saints Parish Church for £3000 to contribute towards the cost maintenance of All Saints graveyard and Millennium Garden was **agreed.**

Cllr Dowie made a declaration of interest in agenda item 9.b) as a trustee of Kirkbymoorside Community Library (CLIC) and removed herself from participation in the agenda item.

- b) The grant application submitted by Kirkbymoorside Community Library (CLIC) for £1300 to contribute to the cost of cleaning Church House was considered. The Town Council **agreed** the awarding of the grant with the caveat that a CV-19 grant has not already been awarded by another local authority or awarding body.

20032 Vehicle Activated Traffic Signs

- a) It was **noted** that pursuant to Minute 20020 dated 18th May 2020 the application to the NYCC Environment Budget in the amount of £2500 to contribute to the cost of vehicle activated signs has been awarded by County Councillor Val Arnold. On behalf of the Town Council Cllr Holroyd expressed thanks to County Cllr Arnold for this support.
- b) Expenditure of the balance of project costs in the amount of £3,327.50 + the VAT for the full project costs to install 2no. vehicle activated traffic signs on the A170 was **agreed.**

20033 NALC & YLCA

- a) NALC Guidance - Compliance with the Public Sector Bodies (websites and mobile applications)(No. 2) Accessibility Regulations, 2018 was **received.** Consideration of the Accessibility statement will be scheduled in the July agenda.
- b) Cllrs Holroyd and Wells were **appointed** as representatives to the YLCA Branch
- c) The Ryedale Branch Annual Meeting on 2nd July 2020 was **noted.**
- d) Attendance of councillors and the clerk to YLCA webinars and delegated authority to the clerk, due to the current situation, to approve the cost of training from the training budget, all costs to be reported at the next available council meeting, was **agreed.**

20034 It was **noted** that emergency tree works have been carried out at the sports field to make safe a large fallen limb on Ash tree and to prune the ripped limb back to the branch collar at a cost of £320 + VAT in accordance with Financial Standing Order 3.4.

20035 Old Road play area

- a) The installation of signage at the play areas, in accordance with government guidance dated 13th May 2020, pursuant to minute 20015, was **noted**.
- b) The installation of additional signage at the skatepark, in accordance with government guidance dated 1st June 2020 was **noted**.
- c) Information from Environmental Art with regards to re-commencement of works to the basketball court was **received** as follows: temporary security fence will be installed on 29th June 2020; works will commence upon delivery of materials from galvanisers by Wednesday 1st July.

20036 The cost of £100 to clear the vegetation alongside the full length of the public footpath leading from West End to Feversham Drive, through Wainds Field to Nevilles Walk and Piercy End was **agreed**.

20037 It was **agreed** to invite members of the public to participate in arrangements for a town event when government guidance allows.

20038 The Hidden Disabilities poster and press release to promote the scheme throughout Ryedale was **received**.

20039 Planning

- a) The 9 proposed street names for the Manor Woods development, 17/01449/MREM, were considered. The following response to the Planning Authority was **agreed**:
 - i. to submit an initial response to the correspondence, identifying the lack of relevance of the proposed names and suggesting that reference to the history and geography of the site should be made to determine more appropriate street names;
 - ii. to request an extension to the deadline for observations to allow more informed consideration at the meeting on 20th July.
- b) The following planning applications were reviewed:
 - I. 20/00433/HOUSE | Erection of two storey extension following part demolition of existing ground floor extension and installation of dormer window to southern elevation | West Leigh West Lund Lane Kirkbymoorside YO62 6AH
No observations made.
 - II. 20/00412/HOUSE | Erection of single storey rear garden room extension | Kings Lea Vivers Place Kirkbymoorside YO62 6EA
No observations made.
- c) Approval of planning application 20-00235-FULDecision| Change of use of part of a light industrial unit (Use Class B1) to a hot food takeaway (Use Class A5) | 30 Dove Way Kirkby Mills Industrial Estate Kirkbymoorside North Yorkshire YO62 6QR was **noted**.

Cllr Dowie left the meeting at 8.50pm.

20040 The Town Mayor reported that he had had no engagements since the last meeting.

20041 There were no reports from members representing the Town Council at meetings of outside bodies and on delegated matters.

20042 Town Clerk reported the following:

- i. Information provided by the football club has enabled a more accurate calculation of the quantity of water lost due to the leak at the sports field. Adjustments have been made to the allocation of usage and the calculation in respect of the quantity of water that was lost due to leak amounts to £1,473.97. Efforts are being made to claim back these costs from Business Stream and Yorkshire Water and an update will be provided at the earliest opportunity.
- ii. The clerk has been liaising with Katy Kallagher, to establish what role the Town Council can play in assisting the volunteer efforts in Kirkbymoorside. The efforts of the volunteers is enormous and the support they have been able to offer to so many members of the community is outstanding. The need for a Food Bank collection/drop-off site in Kirkbymoorside has been identified.
- iii. Arrangements are in progress with Streetscape to schedule the annual play area inspection (in compliance with insurance requirements and agreement at minutes 228 and 17020b), at a cost of £250 + VAT. The date of the inspection will be determined by the changes in government guidance on social-distancing.
- iv. There is a planned road closure of Starfitts Lane, Fadmoor for a period of 2 days between 22nd June 2020 and 26th June 2020.

20043 Questions to the Chair

Cllrs referred to the report provided at the public session by a representative of the Ryedale Cycle Forum and asked if consideration could be given to writing a letter to Councillor MacKenzie to support the initiative to encourage a safe cycle route between Kirkbymoorside and Ryedale School in Nawton. **Agreed.**

20044 The date of the next meeting on 20th July 2020 at 7pm, venue/accessibility to be confirmed, was **noted.**

The meeting concluded at 9.01pm.