



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of a meeting of the Kirkbymoorside Town Council held remotely via Zoom on Monday 21 September 2020 at 7.00 pm

Present: Councillors J Coughlan (joined the meeting at 7.54pm), C Dowie, N Holroyd (Chair) and J Wells.

Also present: District Cllr Riby (joined the meeting at 7.24pm), Town Clerk L Bolland and 1 member of the public (co-option candidate Mr Trevor Shipley).

Councillor Holroyd welcomed all present.

20069 Apologies for absence were **received** from Cllr Brown and County Cllr Arnold. Apology for anticipated delay joining the meeting was **received** from Cllr Coughlan.

20070 There were no declarations of interest in items on the agenda.

20071 Minutes and Matters Arising

- a) The minutes of the meeting held on 20 July 2020 were received and **signed**.
- b) Matters Arising

The clerk reported that pursuant to minute 20050 the Scarborough and Ryedale Carers Resource's application for funding from the NYCC Coronavirus (COVID-19) – Community Support Grants Programme for the Kirkbymoorside Free Fridge has been awarded. An additional £500 has also been contributed to the project from the Moors Gateway Rotary. A zoom meeting with all participants of the project is scheduled on 22 September. A report on progress of the project will be provided at the next meeting.

20072 Public Session

Cllr Holroyd welcomed Mr Shipley, the co-option candidate. As a member of the public Mr Shipley expressed concern about the recent resurfacing works on Tinley Garth and enquired as to why the repairs involved patching rather than resurfacing of the full road. The Town Clerk explained that she had already raised this concern with NYCC Highways and the response from the Highways Officer was that whilst NYCC Highways Authority would have liked to resurface the whole of the road the extend of the repairs were unfortunately constrained by the funding allocated, which only allowed repairs of the worst areas. The plan is to bring the road up to a standard which is suitable for inclusion on a future surface dressing programme. Unfortunately there is no information available with regards to the timescales of the future works.

20073 There were no ongoing matters for discussion with Town Councillors in respect of questions already posed and no District or County Councillors present.

20074 Financial matters:

- a. Completion of the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2020 by PKF Littlejohn LLP Sections 20(2) and 25 of the Local Audit and Accountability Act 2014, Accounts and Audit Regulations 2015 (SI 2015/234), The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) was **noted**. Cllr Dowie proposed to record thanks to the clerk for completing this exercise efficiently and without delay despite the current pandemic. **Agreed**.

- b. The cost of training since the last meeting of the Council pursuant to minute 20033 was **reported**.
- c. Accounts paid since the last meeting of the Council were **reported** and payments **approved** according to the list provided.
- d. The Financial Summary to 31st August 2020 was **received**.
- e. It was **noted** that the councillor's audit for Q1 was carried out by Cllrs Dowie and Holroyd on 4 August 2020.
- f. 2020-21 National Salary Award
 - I. The National Joint Council for Local Government Services (NJC) new pay scales for 2020 – 2021 to be implemented from 1 April 2020 were **noted**.
 - II. Application of the revised pay award backdated to 1 April 2020 was **agreed**.
- g. It was **noted** that the Council's registration with the Information Commissioner's Officer is due for renewal on 26 October 2020 (£40 fee) and **agreed** to make payment of the annual renewal fee by direct debit, qualifying for an annual reduction of £5.
- h. Payment by direct debit to Total Gas & Power Limited for gas utility at the sports field was **agreed**.

20075 Town Council Procedures & Policies

- a. The NALC Statement - Town and Parish Councils 'The Rule of Six' was **received**.
- b. A draft Co-Option Policy outlining the procedure to be followed when there is a vacancy to ensure the co-option process is fair and equitable was **received**. Cllr Dowie proposed that the wording specified at item 5 of the policy, in respect of management of the application process should be as follows: 'Upon receipt of applications and prior to the date of the next meeting the council will invite applicants to meet with two councillors (one of which will be the chair) for an informal meeting to discuss their application and to provide a precis of the role of the council and councillor. The applications will then be received at the next meeting of the council with an agenda item to resolve to co-opt the most suitable candidate.' **Agreed**.
- c. Adoption of the Co-Option Policy was considered and **agreed**.

20076 Website Accessibility - Compliance with the Public Sector Bodies (websites and mobile applications)(No. 2) Accessibility Regulations, 2018

- a. A report on progress of the re-build of the town council website pursuant to minute 20054 was **received**.

The re-build has been carried out by Simply Website Support using the Joomla WCAG2.1 compliant template (including 508 & ADA compliance) in accordance with minutes 19198 and 20054, in order to satisfy the compliance criteria as far as practicably possible.

The Town Clerk explained that the support and expertise provided by Martin Brampton has been invaluable in managing the Town Council website and is very much appreciated. Cllr Holroyd proposed thanks on behalf of the council to Martin Brampton of Black Sheep Research for his continued IT support. **Agreed**.

- b. The Accessibility Statement was **agreed**.

20077 Play Areas

- a. The annual Operation Inspection report was **received**.
- b. Remedial repairs instructed in accordance with the Maintenance of Manor Vale Woodland & Grounds Maintenance (Cemetery & Play Area) contract specifications were **noted**.
- c. Vandalism to the bins at the skate park Police Ref: NYP10092020 was **reported**.
- d. The cost of purchase and installation of replacement bins was considered and it was **agreed** to purchase the Derby Quad Recycling Bin at a cost of £699 + £114 delivery (ex VAT). Signage on the

bin will denote disposal of 'Litter & Dog Waste', 'Glass', 'Plastic & Cans' and 'Card & Paper' in order to ensure that waste is recycled as much as is practicable.

Cllr Dowie proposed that the extent of the damage caused by vandalism and the associated costs of a replacement should be publicised in order to raise awareness of the impact of such acts of vandalism, possibly via the blog and in the next issue of the Moorsider. **Agreed.**

- e. It was agreed to submit an Insurance Claim to cover the associated costs (Excess of £250).
- f. Installation of additional signage was considered. It was agreed that signage should encourage members of the public to behave respectfully and to report any incidents of vandalism or anti-social behaviour to the police via 101. Cllr Holroyd proposed that in order to expedite matters draft signage should be circulated for approval. **Agreed.** Cllr Dowie proposed a ceiling budget of £100 be allocated from the Play Areas cost code to cover the cost of production and installation. **Agreed.**

District Councillor Riby joined the meeting at 7.24pm.

20078 Kirkbymoorside Football Club

- a. The request by the Kirkbymoorside Football Club to extend the lease agreement beyond March 2021 for a period of 35 years was **considered** and **agreed**.
- b. Permissive use of the sports field on 17 September for the 'Hungry Minds' interactive session for under 5's organised by Coast & Vale Community Action in conjunction with NYCC was **noted**.

20079 The cost of £500 for the triennial tree safety assessment survey for Manor Vale, Old Road play area and the sports field was **agreed**.

20080 Works to remove excess garden waste from the cemetery instructed in accordance with the Maintenance of Manor Vale Woodland & Grounds Maintenance (Cemetery & Play Area) contract specifications were **noted**.

20081 Planning

- a. Information on the Governments consultations on changes to the Planning System were **received** as follows:
 - I. first consultation seeking views on proposed changes which would fundamentally change the way in which Development Plans are produced and used, together with changes to the role of National Planning Policy
 - II. second consultation and as an interim measure, changes are proposed to the current system including changes to the way in which the amount of housing to be delivered in each local authority area is calculated

Cllr Wells raised concern that the proposed adjustment to the small sites threshold would have a detrimental impact on the delivery of affordable homes available in Kirkbymoorside. Cllr Wells reinforced the importance of a strong application of 'green methodology' to all future planning applications.

Cllr Dowie expressed concern that applications for smaller developments by local contractors would be impacted should the current Permission in Principle be extended to major development so landowners and developers have a fast route to secure the principle of development for housing on sites without having to work up detailed plans first. Cllr Dowie also impressed the need to retain a local overview of development in the area and the importance of the role of parish councils in the planning process.

District Cllr Riby agreed that he had raised concern about the proposed changes to the Planning system and the impact that the proposed changes are likely to have on the locality, specifically the removal of local influence on decisions made.

Cllr Coughlan joined the meeting at 7.54pm.

- b. The following planning applications processed by the Planning Authority since the last meeting on 20th July 2020 were **noted**:
 - I. 20/00677/LBC | Installation of 6no. double glazed timber sash windows and 1no. double glazed timber french door as replacement to existing single glazed windows and door | The Petch House 34 Howe End Kirkbymoorside North Yorkshire YO62 6BD
 - II. 20/00723/FUL | Erection of an agricultural building for the housing of tractors and machinery following removal of existing buildings | Broad View New Road To Kirkdale Lane Kirkbymoorside North Yorkshire YO62 7HB
- c. Planning application 20/00791/LBC | Erection of rear open sided entrance porch | Rowan Tree Cottage 18 High Market Place Kirkbymoorside North Yorkshire YO62 6BQ was **considered** with no observations made.
- d. Approval of application 20/00426/FUL | Erection of general purpose agricultural building | High Park Farm Woodhead Field Lane Gillamoor Kirkbymoorside North Yorkshire YO62 7HS was **noted**.

20082 Moorside Room

- a. Use of the Moorside Room by Towlers Chemist for the administration of flu vaccinations was **agreed**. Cllr Coughlan proposed that the council offer use of the premises at no charge. **Agreed**.
Cllr Wells volunteered to offer assistance in any capacity should it be needed.
- b. Quotations for the cost of remedial repairs to the noticeboard and exterior window frames were considered and quotation B **accepted** at a cost of £800 (All paint and materials to be charged as extra and sourced from a local distributor).

20083 The content of the next issue of The Moorsider was **considered**.

- i. Listing of roles & responsibilities of the Town Council, RDC, NYCC, and how to contact each unitary authority and the police
- ii. Feature providing information about the vandalism at the play area, explaining (i) the costs associated with replacing the bin to highlight the financial implications and (ii) encouraging people to report any incidents of vandalism or anti-social behaviour to 101
- iii. Kirkbymoorside Free Fridge
- iv. Promote the free wi-fi
- v. Encourage residents to SHOP LOCAL
- vi. What3words

Over 80% of services in the UK now use the what3words. The what3words app can be used to report incidents with organisations like National Grid, Network Rail and the Environmental Agency: <https://what3words.com/report-incident-locations-efficiently>. The app is totally free to download and use, you can download it on iOS or Android here. Find your what3words address on map.what3words.com

- vii. Warm and Well in North Yorkshire service

‘Warm and Well’ is a free service offering North Yorkshire residents practical advice and hands-on home assessments to save them money, help them apply for grants and gain the knowledge to heat their home efficiently to ultimately stay warm and well this winter.

20084 The quarterly public wi-fi usage report was **received**. Cllr Wells proposed additional signage to promote the free wi-fi zone in the town centre. **Agreed**.

20085 Remembrance Sunday 8 November 2020

- a. The Royal British Legion Remembrance Parade Policy Update was **received**. It was **noted** that the local branch will be unable to make arrangements for Remembrance Parades under the revised policy restrictions.

The Town Clerk confirmed that she had liaised with the Kirkbymoorside Town Brass Band and whilst they are unable to perform at the Remembrance Day Ceremony due to the current coronavirus restrictions 'The Last Post' will be performed by Jeanette Kendall in the churchyard on Remembrance Sunday and on Pump Hill on Armistice Day.

- b. The update from North Yorkshire Police in respect of Remembrance Day events was **noted**.
- c. It was **agreed** to contribute £50 towards a wreath under s137 of the Local Government Act 1972.

20086 Information from NYCC Passenger Transport Team on the funding for Supported Bus Services and Rural Mobility Fund 2020/21 was **received**.

20087 Renewal of the annual Community First Yorkshire membership at a cost of £42 was considered and **agreed**.

20088 Information from Citizens Advice on extended service provision in Mid-North Yorkshire was **received**.

20089 Correspondence from Kirkbymoorside In Bloom was **received** and appreciation **noted**.

20090 Correspondence from Ryedale Community Transport was **received** and acknowledged.

20091 The Town Mayor reported that he had not had any formal engagements since the last meeting. However, he had attended the skate park in July following an incident of vandalism involving obscenities marked in graffiti on the ramps. The incident was duly reported to the police via 101 by the clerk and Streetscene were notified, and the offending message was promptly and efficiently removed. On 10th August he had liaised with residents in response to a fallen limb from the large oak tree in Oxcroft behind Howe Garth. The tree is the responsibility of NYCC and a Highways Officer was in attendance and has since been liaising with the owners of the neighbouring property.

20092 There were no reports from Members representing the Town Council at meetings of outside bodies and on delegated matters.

20093 The Town Clerk's report was received as follows:

Electric charging points - Town Farm Car Park, Kirkbymoorside

In April 2020 EV units were installed in Malton and Norton. In July 2020 Ryedale District Council had committed to support NYCC's ESIF application for a county wide charging project. Unfortunately NYCC's ESIF application was turned down however Ryedale District Council have since prioritised a similar EVCP scheme for the market towns and are actively looking at rolling out units in the District's long stay car parks. The proposal for Town Farm includes 2 x 7kW or 22kW units subject to the identified locations meeting capacity within the existing power supply. We are due to go out to tender for the equipment shortly and will firm up the unit specification once we have reviewed the responses. As part of the EVCP programme an application will be submitted to the Office of Low Emission Vehicles for assistance towards the cost. Any evidence of demand within Kirkbymoorside for EV charging would be helpful to include in the application.

Contact: Craig Nattress MTMI, Tourism and Development Officer, Economy, Business and Partnerships

Manor Woods Development

Pedestrian Access – A member of the public expressed concern about the crossing point that pedestrians were being directed to use whilst modifications were carried out to the pre-existing footpath. The matter was referred to James Kennedy, NYCC Transport and Development who confirmed that the junction of West fields and the A170 is currently a relatively wide crossing point and therefore as part of the works the developer is due to carry out they have been asked to move

the crossing point in a little so pedestrians could cross at a narrower section of road. The entire scheme has been through a road safety audit carried out by independent road safety experts, so far NYCC Transport and Development have had a stage 2 audit and later on will ask for a stage 3 road safety audit, which is carried out once the scheme is built.

The Town Clerk contacted Countryside Properties to express concern about the state of the grass verges following works to access the utilities. The matter was raised on 10 September and satisfactorily addressed by 16 September.

Play Areas

Old Road – Basketball court information received from Environmental Art on 17/09/2020:

The funnel hoop had been set at that wrong height in error, the height to the top of the funnel should be 1800mm rather than the height to the bottom. This will be rectified. Remaining component should be delivered by 25/09/2020 at the latest. Allowing for delayed delivery completion is estimated by 30/09/2020.

Upon completion members of the council will need to inspect the works in order to sign off the project prior to making final payment.

Ryedale View – Quotations currently being sought for repairs to the boardwalk.

Community defibrillators:

Wel Medical - Purchase of replacement battery for defibrillator @ the Bowling club - £160.00 + VAT in accordance with Financial Standing Order 3.4 and minute 411c

Cardiac Science - Defibrillator at Moorside Room currently undergoing diagnostics as there is a fault with the pad recognition. Yorkshire Ambulance Services aware.

Training

Protecting the parks that kept us going when the world stopped – Fields in Trust with Jamie Leeson, 30 September @ £5

SLCC Virtual National Conference, 12 – 16 October @ £25 + VAT

Community Event

The Memorial Hall Committee have offered use of Hall for the celebration in town to say thank you for all NHS staff/carers/volunteers etc. (when guidance allows) free of charge.

20094 Questions to the Chair

Cllr Dowie asked if the chair was aware of changes to the covid-19 safety measures in place at the Co-Op store on Piercy End as it had been remarked upon by members of the public, and was noticeable that the social distancing measures, e.g. compulsory use of a trolley by all shoppers to restrict the number of people in the store at any one time, are no longer in place and use of the sanitising station appears not to be encouraged. Concern has been raised by a number of residents about the recent changes in procedure and the impact on the safety of shoppers. It was agreed to convey these concerns to the manager of the store and encourage reinstatement of all safe guarding measures.

20095 The Council **agreed** to exclude members of the public from discussion of agenda item 28 with exception of Mr Shipley, the co-option candidate.

20096 A written application for the office of parish councillor was **received** and it was agreed to co-opt the candidate, Mr Trevor Shipley, to fill the existing vacancy. Cllr Holroyd thanked Mr Shipley for attending the meeting and welcomed him to the Council.

20097 The date of the next scheduled meeting on 19 October 2020 at 7pm via Zoom was **noted**.

The meeting concluded at 8.36pm.