



## KIRKBYMOORSIDE TOWN COUNCIL

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### **Minutes of a meeting of the Kirkbymoorside Town Council held remotely via Zoom on Monday 19 October 2020 at 7.00pm**

**Present:** Councillors J Cossins, J Coughlan (joined at 7.26pm), C Dowie, N Holroyd (Chair), T Shipley, and J Wells.

**Also present:** County Cllr Arnold, District Cllr Riby and Town Clerk L Bolland.

Councillor Holroyd welcomed all present.

**20098** There were no apologies for absence. Apology for anticipated delay joining the meeting due to work commitments was **received** from Cllr Coughlan.

**20099** There were no declarations of interest in items on the agenda.

**20100** Minutes and Matters Arising

- a. The draft minutes of the meeting held on 21 September 2020 were **received** and **approved**.
- b. The clerk reported that pursuant to Minute 20077e) the Council's Insurers have settled the claim for costs associated with the purchase and installation of a Derby Quad Recycling Bin unit in Old Road play area to replace the bin damaged by vandalism.

**20101** Cllr Holroyd welcomed Cllr Shipley to the Council. Cllr Shipley's committee membership and appointment to delegated teams were **agreed** as follows:

Manor Vale Management Committee	Kirkbymoorside Environment Group
Planning Committee	Police – Kirkbymoorside Community Consultation Group
Play Area & Sports Committee	

**20102** Public Session – there were no members of the public present.

**20103** County Cllr Arnold reported that NYCC has been working on the proposal for a single council in North Yorkshire and continuing to do everything possible to keep people safe during the coronavirus situation.

**20104** Financial matters:

- a. The accounts paid since the last meeting of the Council were **reported** and payments **approved** according to the list provided.
- b. The Financial Summary to 30 September 2020 was **received**.
- c. 2019/20 Budget
  - I. Correspondence was **received** from All Saints PCC with regards to the necessity to fell the weeping ash tree in the churchyard and the costs associated.
  - II. It was **agreed** to re-allocate the funds from the 2020/21 budget, previously earmarked for Kirkbymoorside In Bloom, as detailed at Minute 19094c.iv)II. which will not be claimed from the 2020/21 budget due to the coronavirus, to cover the costs detailed at 7.c.i (conditions for application of funds to be retained in accordance with Financial Standing orders).

d. 2020/21 Financial Considerations

- I. The value of items on the Council's Register of Assets was **reviewed** with the addition of the two traffic activated signs noted.

Cllr Coughlan joined the meeting at 7.26pm.

II. Capital Budget

- i) The specific reserves were considered and **agreed** as follows:

**£50,000** allocated to the cemetery fund - the surplus of cemetery funds continue to be transferred into the cemetery account at the end of each financial year.

**£25,000** earmarked for development (including repairs) of the sports field, play area and skatepark.

**£20,000** allocated for specific reserves to include:

- Staff sickness £5,000,
- By-election provision £4,000
- Manor Vale provision £6,000
- Moorside Room provision £5,000

- ii) It was agreed to retain the level of general reserve at **£40,000** on the basis that the general reserve is recommended to be at least half of the precept.

III. Revenue Budget

- i) The Budget Monitoring Document was reviewed and the budget for the financial year 2021/22 was **agreed**.
- ii) It was **agreed** to retain the precept for 2021/22 at £74,000.

Cllrs wished to record thanks to the clerk for her preparation of the budget monitoring document and provision of concise information relating to the financial forecast.

**20105** Vehicle Activated Traffic Signs

- a. The NYCC Vehicle Activated Signage Installation Agreement (agreed at Minute 20032) was **received**.
- b. It was **noted** that the vehicle activated traffic signs to be mounted on the lighting column at the junction with the A170 and Old Road is scheduled for installation on 21 October 2020. There will be a delay to the installation of the solar powered unit due to coronavirus affecting the installation contractors.
- c. The standard warranty term of 24 months was **noted** and councillors **agreed** purchase of the additional warranty at £150.00 per year per device. Cllr Coughlan queried the length of term of the extended warranty and the notice period for termination of the warranty agreement. This information will be made available at the next meeting at which the term of warranty will be considered.
- d. It was **noted** that the traffic signs have been added to the Council's Register of Assets.
- e. It was **noted** that the traffic signs have been added to the Council's insurance schedule with effect from 21 October 2020, in accordance with item 9.3 of the Installation Agreement.

**20106** Tree Safety Assessments

- a. The tree safety assessments for Manor Vale woodland, Old Road play area, Ryedale View play area and the sports field were **received**.
- b. A summary of recommended works was **received** and the associated costs will be considered at the next meeting.

## 20107 Old Road play area

- a. Basket Ball Court
  - I. Completion of the works at the basketball court was **noted**.
  - II. It was **noted** that Cllrs Dowie and Wells attended a site meeting with the contractor to sign off the works on 7 October 2020.
  - III. Payment of the balance of the project costs of £1658.71 was agreed. It was agreed that payment of the additional cost of £300.00 for security fencing will be made once the fencing has been removed. Cllr Wells proposed that the omission of suitable security fencing in the works schedule and quotation demonstrates inadequate attention to health and safety associated with the project and dissatisfaction should be conveyed to the contractors. **Agreed**.
  - IV. The cost of £19.99 + VAT for the purchase of line marking paint was **agreed**, retrospectively. Cllr Wells thanked the clerk for taking it upon herself to carry out the line marking of the court in order to ensure that the facility was ready for use during the October half term.
- b. The cost of £250.00 plus parts for remedial repairs at old Road play area was **agreed**, to include:
  - I. replacement of the mechanical element of cantilever swing
  - II. remedial repairs to the toddler play area gate
  - III. replacement of rivets to skate ramps and kick plates
- c. Oyster Roundabout
  - I. It was **noted** that on 8 October 2020 a fault with the Oyster Roundabout play equipment at Old Road play area was reported to Sutcliffe Play and signage applied to prevent use of the equipment.
  - II. It was **noted** that arrangements are in progress for the faulty equipment to be replaced by Sutcliffe Play at no cost to the Council. Cllrs wished to record thanks to the clerk for getting the matter resolved promptly and with no expenses incurred.

## 20108 Insurance

- a. The renewal date of 1 November 2020 in respect of the Commercial Combined Insurance Policy and Cyber Insurance Policy was **noted**.
- b. The annual premium of £2,231.21 (including IPT and fees) for Commercial Combined Insurance from Royal & Sun Alliance Insurance Plc for the period of cover from 1 November 2020 to 31 October 2021 was **agreed**.
- c. The annual premium of £300.00 (including IPT and all fees) for Cyber Risk Insurance from Travelers for the period of cover from 1 November 2020 to 31 October 2021 was **agreed**.

## 20109 Computer Software

- a. Successful completion of the website rebuild was **noted** and payment of the associated costs of £679.00 + VAT (agreed at Minute 20054 dated 20 July) were **approved**.
- b. The change from Dropbox to pcloud for storage of public documents (no associated costs) was **noted**.
- c. Renewal of the Sync Pro plan at a cost of £38.35 due on 10 November 2020 was **agreed**.

## 20110 Planning

- a. The following planning applications were **reviewed**:
  - I. 20/00786/FUL | Change of use of existing bed and breakfast kitchen and dining room to mixed use of bed and breakfast kitchen, dining room and cafe/restaurant | Brickfields Farm Kirby Mills Road Kirkby Mills Kirkbymoorside YO62 6NS - No observations made

- II. 20/00791/LBC | Erection of rear open sided entrance porch | Rowan Tree Cottage 18 High Market Place Kirkbymoorside YO62 6BQ - No observations made
- III. 20/00927/HOUSE | Erection of timber framed car port | Garth Corner Vivers Place Kirkbymoorside YO62 6EA - No observations made
- IV. 20/00946/FUL | Change of use, conversion and alterations to stables to form 1no. four bedroom dwelling with associated parking and landscaping | Land At OS Field 04201 Village Street Keldholme Kirkbymoorside - No observations made

b. The following planning decision was **noted**:

- I. 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 - Approved

**20111** A report on progress of the Kirkbymoorside Community Fridge project was **received**.

**20112** The cost of £150.00 to replenish the grit bins located near Towlers chemists and on Market Place at the junction of Tinley Garth @ £75.00 + VAT each was **agreed**.

**20113** Christmas

- a. The cost of £40.00 to purchase four Christmas trees for the brackets on Chisholms Monument was **agreed**.
- b. It was **noted** that the annual PAT testing of the town Christmas lights was carried out on 15 October at a cost of £555.00 (including associated works for connection and disconnection in December and January respectively).

**20114** The Town Mayor's Report

On 26<sup>th</sup> September the Town Mayor took part in the Anna Wallace show on BBC Radio York. The feature was looking at the way in which local communities had coped with the coronavirus pandemic and presented an ideal opportunity to highlight Kirkbymoorside's community spirit and how locals, groups, and businesses all worked together throughout lockdown.

On Sunday 8<sup>th</sup> November he will attend the Remembrance Service at All Saints followed by the laying of the wreath at the war memorial.

The Kirkbymoorside Town Blog continues to be a valuable source of local news and information and Cllr Holroyd proposed a letter of thanks to Jean Richards, co-editor, for her good work. Agreed.

**20115** Reports from Members representing the Town Council at meetings of outside bodies and on delegated matters

Cllr Cossins reported that all qualifying applicants had been awarded grants of £100 by the John Stockton Trust.

Cllr Wells attended the YLCA Ryedale Branch meeting on 7 October.

**20116** The Town Clerk's report was received as follows:

Feedback has been received from Towlers Chemists who have found The Moorside Room to be excellent for use for the administration of flu vaccinations. And thanks to the Town Council for making the premises available.

The Moorside Room is booked for a Christmas craft Fair on 21 November.

Damage has been identified on one of the skate ramp panels that will require replacement at the earliest opportunity. The clerk has contacted the company who installed the equipment and determined the product required is Skatelite Pro Natural 2440 x 1220 x 6mm 6mmx 26mm from [www.Surfacematter.co.uk](http://www.Surfacematter.co.uk). Information will be made available for consideration at the next meeting in order that the costs can be approved.

Information received from Ryedale Cycle Forum and Kirkbymoorside Environment Group in respect of progress of the Kirkbymoorside - Helmsley Path for Everyone was summarised and will be circulated to councillors following the meeting.

**20117** Questions to the Chair

Cllr Cossins asked if the 20mph speed limit on West End was in force as motorists are still driving at speed. The clerk confirmed that the speed limit came into effect when the signs were installed. Cllr Holroyd reiterated that members of the public should be encouraged to report any incidents of speeding or any other traffic violations to the police using 101 and where possible a description of the vehicle, the registration number, time and date of the incident should be provided in order that the issues may be appropriately addressed by the Neighbourhood Policing Team.

Cllr Wells asked if there will be a best dressed Christmas window competition this year. The Town Clerk confirmed that there will be a feature in The Moorsider inviting members of the public to nominate their favourite window displays and the winner will be announced at the council meeting in December.

Cllr Dowie proposed that arrangements for a Christmas Treasure hunt or similar activity be delegated to the Town Clerk. Agreed.

**20118** The date of the next scheduled meeting on 16 November 2020 at 7pm via Zoom was **noted**.

The meeting concluded at 8.25pm.