

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 27 June 2022

PRESENT: **Chair:** The Deputy Mayor – Councillor Mark Flood

Councillors: J Batt, A Bell, D Goode, H Gostlow, K Lacey, M Longhurst, M Walker and H Westmancoat

Staff Present: The Clerk and Deputy Clerk

Also Present: Several members of the public

Late Arrivals: None **Early Departures:** None

22/001 ITEM 1 – To receive apologies for inability to attend the meeting

Apologies were received from Councillors Davies, Oakes and Pickard.

22/002 ITEM 2 – Councillors’ Disclosure of an Interest

None for this meeting

22/003 ITEM 3 - KTC Public Speaking Session

a) A representative of the George Moore Foundation and a sculptor attended to explain the rationale behind installing a statue along the riverside.

Members asked questions and the deputy mayor moved to take **Item 8.1a – To consider** planning application no: 22/01809/FUL – the installation of a memorial bench, featuring a bronze sculpture of George A Moore. High Bridge Gardens, 4 Waterside HG5 9AZ

RESOLVED: KTC has no objections to this application.

b) A representative from Knaresborough Chamber of Trade attended to speak in favour of their grant application for funding towards the reinstatement of an ATM in the Market Place.

Members asked questions and the deputy mayor moved to take **7.2 To consider** the Grant Application from Knaresborough Chamber of Trade.

RESOLVED: That using the power granted under Section 137, KTC agrees to support the estimated cost of electricity for this ATM, for a 12 month period, at a cost of £600.

22/004 **ITEM 4 – To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meetings held on:**

4.1 Monday 25 April 2022

4.2 Monday 16 May 2022

RESOLVED: That the minutes of the meetings of 25 April 2022 and 16 May be approved as a correct record and signed by the Chair.

22/005 **ITEM 5 – Business Remaining**

5.1 To Resolve to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council.

RESOLVED: As above.

22/006 **ITEM 6 - Reports from the Clerk**

6.1 To consider the Annual Internal Audit Report 2021/22

RESOLVED: To receive and note the Annual Internal Audit Report 2021/22

6.2 To complete the Annual Governance Statement 2021/22 points 1 – 9

RESOLVED: To agree 'yes' in response to statements 1 to 9 on the Annual Governance Statement 2021/22.

6.3 To consider the Accounting Statements 2021/22

RESOLVED: To approve the Accounting Statements 2021/22

Councillor D Goode expressed his thanks to the Clerk and Deputy Clerk for the hard work involved in securing a successful year end audit as signed off by the Internal Auditor.

6.4 To receive the finance figures for March

RESOLVED: To receive the finance figures for March

6.5 To approve the schedule of accounts for April (2) and May 2022

April (2) 2022

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Reimbursement to A Pulman	16	49.70	0.00	49.70	Refreshments for Freedom of the Town Presentation
Reimbursement to A Pulman	17	21.00	0.00	21.00	Jubilee Event TEN application
Flagpole Express	18	340.75	68.15	408.90	Castle WG project Flags in Castle Yard
Total*		411.45	68.15	479.60	

May 2022

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Shaw & Sons Ltd	19	141.00	28.20	169.20	Declaration of Acceptance Book
Reimbursement C Willoughby	20	43.17	0.00	43.17	Zoom Feb - Apr 2022
The Hummingbirds	21	350.00	0.00	350.00	Jubilee entertainment deposit paid
Green Dragon Framing	22	40.00	0.00	40.00	Freedom Scroll
Gallagher Insurance	23	1,049.75	0.00	1,049.75	KTC Insurance Part 3 of 3 2022 - 23
Yorkshire Film Archive	24	79.17	15.83	95.00	Jubilee film footage
Viking	25	54.07	10.81	64.88	Office stationery
Vision ICT	26	25.00	5.00	30.00	Search facility on website annual fee
Knaresborough Lions Club	27	20.00	0.00	20.00	Artisan donation
Knaresborough Friendship & Leisure	28	20.00	0.00	20.00	Artisan donation
A Davies	29	25.00	0.00	25.00	Artisan traffic mgmt expenses
Printzone	30	14.00	3.50	17.50	Jubilee posters and flyers
Selectplan Ltd	31	386.70	77.34	464.04	Castle light repair and loading of new scheme
Arena Group Ltd	32	121.50	24.30	145.80	Photocopies
Salaries, pensions, tax and NI	33- 36	4,349.18	0.00	4,349.18	
Flying Colours	37	212.95	42.59	255.54	Castle Flags and design
Total*		6,931.49	207.57	7,139.06	

RESOLVED: To approve the Schedule of Accounts for April (2) 2022 and May 2022 in the sums of £479.60 and £7,139.06 respectively

6.6

(i)To appoint three signatories to the Town Council bank account

RESOLVED: That Councillors J Batt, M Flood and H Gostlow be appointed as signatories to the Town Council bank account.

(ii)To appoint a named councillor from the signatories to carry out a monthly audit of financial information.

RESOLVED: That Councillor K Davies carry out a monthly audit of the financial information.

22/007 ITEM 7 - Correspondence

7.1 To consider the Grant Application from Knaresborough in Bloom

The Chair of Knaresborough in Bloom (KiB) attended the meeting and answered questions, which had been submitted to her prior to the meeting, regarding insecticides and peat free compost. She explained that KiB had not used insecticides or weed killers for three years. In terms of compost, this is not refreshed every year and this year a one-third peat free compost mix is being trialled and results are being monitored.

RESOLVED: That KTC thanks KiB for all their hard work on behalf of the town and award them the full grant requested of £1600.

7.2 To consider the Grant Application from Knaresborough Chamber of Trade

See 22/003 above.

7.3 To consider the email sent via The Mayor from a Local business re possibility of installing waste bins at St James's Business Park. *(N.B this road is adopted by NYC)*

Members discussed this matter and

RESOLVED: That KTC writes to the owners of St James's Business Park and to Harrogate Borough Council regarding the possibility of them putting bins in the area, with a response to the local business who raised this matter being held until KTC has heard back from the business park owners and HBC.

7.4 To consider the request from Knaresborough Royal British Legion to insure the Annual Poppy Display in the Castle Grounds.

The Clerk explained that she had approached town council's insurers regarding this matter but had not yet had a response from them.

RESOLVED: That KTC supports the request from Royal British Legion in principle, subject to the Clerk receiving confirmation from town council's insurers that they are happy with this position.

7.5 To consider the request from a member of the public to write a letter of support for an LNER Customer and Community Grant application re Church Lane resurfacing project.

RESOLVED: That KTC writes a letter of support for an LNER Customer and Community Grant application and wish the resident every success in completing the project.

22/008 ITEM 8 - Reports from Committees and Working Groups

8.1 Planning Committee discussion group –

- a) **Full Council to consider** planning application no: 22/01809/FUL – the installation of a memorial bench, featuring a bronze sculpture of George A Moore. High Bridge Gardens, 4 Waterside HG5 9AZ. *(Please note: Full Council Minute no: 22/457 21 February 2022)*

RESOLVED: See 22/003 above.

- b) **Full Council to decide** the future format and timing of Planning Committee meetings and if meetings are to continue in the current format (online) approve the Clerk's delegated power for a further 6 months.

RESOLVED: That the planning committee becomes a planning working group, meeting by Zoom to discuss Parish Council Notifications, with delegated powers granted to the Clerk for a further six months to send responses to HBC on behalf of Town Council.

- c) Full Council to consider the Terms of Reference for the Planning Committee.

RESOLVED: To defer this item to a future meeting if full committee status is reinstated.

8.2 Castle Working Group –

- a) The Castle Working Group asks Town Council **to support** a strategic vision for the castle. The Working Group wants to present key components of the castle, such as the portcullis and the 2 drawbridges. The hope of the Working Group would be to create these features and have them in place to support the celebrations of the 900th anniversary of the castle in 2030. The Working Group asks for KTC approval to investigate what might be achievable and at what

potential cost. Currently there are pots of funding available for heritage and the Working Group is submitting an expression of interest to these funders. It is hoped that the project may be achievable at no cost to KTC.

RESOLVED: That KTC supports the castle working group in carrying out these investigations and researching possible funding sources and look forward to receiving further plans and costings when this work has been carried out.

b) The Castle Working Group asks the Town Council **to consider the purchase of a** 2440 x 1220mm PVC banner from De-signs Signs and Graphics at a cost of £90+ VAT. The image printed to be a hi-res version of the James McKay painting produced during Autumn Fest which currently resides in the Council Chamber. The Group would mount the image on timber battens and then attach to the wall of the gaol, screwing into the mortar beds. The image would only be displayed through the summer months.

The Chair of the castle working group was at the meeting and Members were able to ask questions regarding any permissions required to attach such an image to the wall of the castle gaol. She confirmed that the required permissions would be obtained prior to proceeding with this project.

RESOLVED: That KTC will fund the purchase of a 2440 x 1220 mm PVC banner from De-signs Signs and Graphics at a cost of £90+ VAT.

c) The Castle Working Group asks the Town Council **to consider** allowing the Working Group to send the attached letter re Knaresborough Castle Future under LGR to Cllr Carl Les and Chief Executive Richard Flinton.

Members discussed the content of this letter at length and

RESOLVED: That the letter be sent to Cllr Carl Les and Chief Executive Richard Flinton at North Yorkshire Council with no change to the wording but the letter to be signed by Knaresborough Town Council and the cross community support for this approach to be also annotated.

8.3 Artisan Market Liaison

a) To consider and decide next steps following the notification from the current traffic management volunteer that he is stepping down from the Artisan Market duties only.

RESOLVED: That KTC ask the Little Bird market to take on the responsibility which the current volunteer is stepping down from.

- b) To consider** the communication sent on behalf of the Knaresborough Business Collective re the Artisan Market's impact on local business.

Members discussed this matter and the Clerk informed the meeting that a suggested alternative market layout plan had been put together by the current volunteer.

RESOLVED: That the Clerk contact Little Bird market to discuss changing the layout of the market as suggested by the current volunteer.

A response to the communication from Knaresborough Business Collective to be held pending consultation with Little Bird market.

22/009 ITEM 9 - Information Exchange

- Councillor Batt mentioned that the Newcastle Building Society is now open for business in the Library.
- Councillor Goode mentioned the unitary authority presentation on 30 June at 11.00 a.m. He also asked for more Members to consider joining the unitary authority working group.
- Councillor Goode informed Members about a Presentation to be given by the Chair of the Knaresborough Museum Association to be held on 12 July at 10.30 a.m. at the Castle Museum. She is hoping to elicit support from Town Council to move this project forward.
- The Deputy Clerk gave a date for a civic event being held on 22 September at 7.00 p.m. This will be similar to 'Mayor Making' which could not be held following the Annual Meeting of the Town Council on 16 May due to the uncertainty of a Mayor being elected.
- The Clerk circulated a note from the Mayor which gave details of the events she had attended since being elected on 16 May.

Meeting closed at: 9.15 p.m.

**Signed by the Deputy Mayor:
Councillor M Flood**