

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 17 October 2022

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

Councillors: J Batt, A Bell, D Goode, H Gostlow, S Oakes, and H Westmancoat

Staff Present: The Clerk and Deputy Clerk

Absent: Cllrs K Lacey and J Pickard

Late Arrivals: None **Early Departures:** Cllr Bell 9.00 p.m.

The meeting began with a Presentation from Harrogate Borough Council's (HBC) Emergency Planning & Business Continuity Officer Safer Communities. This was a detailed look at how HBC manages its contingency plans in the event of emergencies throughout the district and how Knaresborough's own emergency plan fits into the implementation of those plans relating to any Knaresborough centric emergency.

22/029 ITEM 1 – To receive apologies for inability to attend the meeting

Apologies were received from Councillors Davies, Longhurst, and Walker.

22/030 ITEM 2 – Councillors' Disclosure of an Interest

None for this meeting.

22/031 ITEM 3 - KTC Public Speaking Session

A representative from Renaissance Knaresborough (RK) attended the meeting and informed members that the town windows (trompe l'oeil), which RK own and are responsible for, are to be taken down for assessment/renovation. She explained that RK has the funding to undertake the removal of the paintings but will need financial help for any renovation which may be required.

22/032 ITEM 4 – To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:

4.1 Monday 26 September 2022

RESOLVED: That the minutes of the meeting held on Monday 26 September 2022 be approved as a correct record and signed by the Chair.

22/033 ITEM 5 – Business Remaining

5.1 To consider response from Head of Parks and Environmental Services regarding St James Business Park Bins – Minute no: 22/023 26 Sept refers.

It was proposed but not seconded that KTC writes to the owners of St James Business Park raising concerns regarding the level of litter being found on the site and asking them to provide litter bins.

It was then proposed and seconded that KTC writes to North Yorkshire County Council (NYCC) and Environmental Health at HBC expressing our concerns, from a health perspective, of the problem of long-distance lorry drivers parking on the business park and leaving their litter, including human excrement, and asking what action they will take to put a stop to this practice.

RESOLVED: That KTC writes to North Yorkshire County Council (NYCC) and Environmental Health at HBC expressing concerns, from a health perspective, of the problem of long-distance lorry drivers parking on the business park, using it as an unofficial night-time stop over, leaving their litter (including human excrement) and asking what action they will take to put a stop to this practice.

22/034 ITEM 6 - Reports from the Clerk

6.1 To receive the finance figures for August

RESOLVED: To receive the finance figures for August

6.2 To approve the schedule of accounts for September

RESOLVED: To approve the schedule of accounts for September

September 2022 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Yorkshire Event Centre	98	1,150.02	229.98	1,380.00	Town Twinning 50th Anniversary (EMR)
Network Print	99	349.00	69.80	418.80	Cony-Hall Map replenish
Spa ICT	100	199.32	39.86	239.18	Office 365 Annual Subscription

BT	101	88.89	17.78	106.67	Broadband
Siemens Financial Services	102	291.81	58.36	350.17	Copier Lease Oct - Dec 2022
River & Rose	103	30.00	0.00	30.00	Flowers for Death of Monarch
Friendship and Leisure	104	20.00	0.00	20.00	Donation Traffic storage
Deputy Clerk Reimbursement	105	178.50	0.00	178.50	Mayor Making
Clerk Reimbursement	106	42.87	0.00	42.87	Black Armbands
Clerk Reimbursement	107	12.74	0.00	12.74	Black Ribbon
PKF Littlejohn	108	400.00	80.00	480.00	External Audit
Salaries, Tax and Ni, Pensions	109 - 113	4,449.28	0.00	4,449.28	
Total		7,212.43	495.78	7,708.21	

RESOLVED: To approve the schedule of accounts for September 2022 in the sum of £7,708.21.

6.3 To receive the interim Internal Audit report for financial year ending 31 March 2023.

RESOLVED: To receive the interim Internal Audit report for financial year ending 31 March 2023.

6.4 To consider adopting the policies prepared by the office in line with NALC/SLCC/YLCA guidance for best practice on:

a) Dignity at Work/Bullying and Harassment

RESOLVED: To adopt the Dignity at Work/Bullying and Harassment Policy.

b) Policy for dealing with abusive, unreasonably persistent, or vexatious complaints and complainants.

It was noted that this Policy required minor amendments to relate to Full Council not OSC.

RESOLVED: That, with the minor amendments as above, to adopt the Policy for dealing with abusive, unreasonably persistent, or vexatious complaints and complainants.

6.5 To receive and note the minutes of the King George V Trustee meeting held on Wednesday 20 July.

RESOLVED: To receive and note the minutes of the King George V Trustee meeting held on Wednesday 20 July.

22/035 **ITEM 7 - Correspondence**

7.1 To consider the email from HBC re consultation on the draft New Settlement Development Plan document for Maltkiln.

RESOLVED: KTC to respond to HBC outlining that Town Council very much supports the development of the new community.

7.2 To consider the email from a resident re support for additional highway controls around York Road.

It was proposed and seconded that KTC writes to NYCC in support of the request made by this resident and requesting that NYCC undertake further investigations.

An amendment was proposed and accepted that KTC also requests a pedestrian crossing be included on that stretch of road, as was originally planned, providing a safe route for children on their way to school.

RESOLVED: That KTC writes to NYCC in support of the request made by the resident and requesting that NYCC undertake further investigations. KTC also requests a pedestrian crossing be included on that stretch of road, as was originally planned, providing a safe route for children on their way to school

7.3 To consider the email from the HBC Community Development Manager re S106 Commuted Sums for Open Spaces and **to consider** setting up a working group with a remit to look in depth at the application of commuted sums and any associated Councillor training that may be required

If Council agrees to set up such a group to then identify members that wish to be involved.

Councillor Gostlow spoke briefly about commuted sums and their application. She informed members that training on the use of commuted sums can be provided by HBC.

RESOLVED: That KTC sets up a working group with a remit to look in depth at the application of Section 106 commuted sums.

Members: Councillors Gostlow, Oakes and Flood

FURTHER RESOLVED: That a training session on Section 106 commuted sums be organised for all Councillors with the Community Development Manager, HBC.

7.4 To consider the email from Councillor Gostlow to look at setting up a Highways (Strategic) Working Group with a remit to look at Highways projects for Knaresborough.

If Council agrees to set up such a group to then identify members that wish to be involved.

Councillor Gostlow explained that this is in fact a group which has already been set up by NYCC Highways and is looking for representatives from town council. The group will meet approximately every two months.

RESOLVED: That Councillors Batt and Westmancoat be appointed to the NYCC Highways Strategic Working Group.

Councillors Gostlow and Walker are already part of this group as NYCC Councillors.

22/037 ITEM 9 – Information Exchange

- Councillor Bell updated members on his investigations regarding the possible use of VAS signage in Knaresborough. He explained that he had met with an engineer from NYCC who had been able to offer valuable and practical advice. Councillor Bell is continuing with his investigations and will report back to council in due course.

Councillor Bell left the meeting at this point.

22/036 ITEM 8 - Reports from Committees and Working Groups

8.1 To receive and note the Minutes of the Bright Friday Working Group Meetings on 14 July and 6 October

RESOLVED: To receive and note the Minutes of the Bright Friday Working Group Meetings on 14 July and 6 October.

22/037 ITEM 9 – Information Exchange continued

- Councillor Westmancoat informed members that Chamber of Trade have organised a Knaresborough Economic Development event on 9 November at 5.30 p.m. at Knaresborough Rugby Club.
- Councillor Gostlow informed members that Knaresborough Connectors had launched their 'Welcome to Knaresborough' booklet, aimed at new residents. They have also launched a new website which has reference to many Knaresborough community groups, sports and arts etc.
- Councillor Flood mentioned that the Lions Christmas parcels will soon be out for delivery. He asked that if members were aware of any vulnerable residents to bring their names forward. He mentioned the Lions Christmas party and will confirm the date.

- The Deputy Clerk drew members' attention to the email she had forwarded earlier in the day from the Chair of RBL Knaresborough asking for help with this year's poppy appeal.
- The Clerk reminded members that budget discussions will commence next month and that she would be sending out budget paperwork in the next week or so. She invited any members who required help in understanding the figures to contact the office for help.
- The Clerk informed members that following KTC's letter to NYCC, Councillor Carl Les and Chief Executive Richard Flinton had offered to visit councillors on Monday 19 December, meeting at the castle grounds.
- Councillor John Batt spoke about the 50-year anniversary visit of the Germans from Bebra; the visiting party had been delighted and had commented that the visit had been one of their best yet. He also thanked the Clerks for all their hard work in ensuring the event at the pavilions was such a success and for organising production of the reaffirmation document.

Meeting closed at: 9.15 p.m.

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