

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL**  
**HELD AT KNARESBOROUGH HOUSE**  
**on Monday 17 April 2023**

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

**Councillors:** A Bell, D Goode, H Gostlow, M Longhurst, S Oakes, M Walker, and H Westmancoat

**Staff Present:** The Clerk and Deputy Clerk

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

**23/096**    **ITEM 1 – To receive apologies and consider approval of inability to attend the meeting**

**RESOLVED:** To receive apologies and approve reasons for inability to attend from Councillors Batt, Davies, Lacey and Pickard.

**23/097**    **ITEM 2 – Councillors’ Disclosure of an Interest**

<b>Councillor H Gostlow</b>	Item 7.1 Is Treasurer of Knaresborough in Bloom
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**23/098**    **ITEM 3 - KTC Public Speaking Session**

A representative from Knaresborough in Bloom attended the meeting to speak in support of their grant application. Members asked questions and then the Mayor moved to take Item 7.1 **To consider the grant application from Knaresborough in Bloom.**

**RESOLVED:** That KTC supports this grant application and awards the full amount requested of £1600.

**23/099**    **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meetings held on:**

**4.1** Monday 13 March 2023

**RESOLVED:** That the minutes of the Extra Ordinary meeting held on Monday 13 March 2023 be approved as a correct record and signed by the Chair.

**4.2** Monday 20 March 2023

**RESOLVED:** That the minutes of the meeting held on Monday 20 March 2023 be approved as a correct record and signed by the Chair.

## **23/100    ITEM 5 - Business Remaining**

**5.1 To consider** extending the £20 monthly donation to the Friendship and Leisure Centre for the next financial year or until such a time that Council no longer stores traffic signage in the building.

**RESOLVED:** To extend the £20 monthly donation to the Friendship and Leisure Centre until such time that Council no longer stores traffic signage in the building.

**5.2 To consider** the correspondence from KASHS regarding the previous container request and a new request for a larger shed.

The Clerk explained in detail the background regarding the revised request from KASH for a larger shed. Councillor Hannah Gostlow volunteered to investigate the use of commuted sums for this purpose.

**RESOLVED:** That Knaresborough Town Council supports KASH in erecting a replacement shed on the understanding that KASH'S adhere to the planning regulations for installing it, both in terms of distance from the boundary and its height.

## **23/101    ITEM 6 - Reports from the Clerk**

**6.1 To approve** the schedule of accounts for March 2023

<b>Payable to</b>	<b>File Ref No:</b>	<b>Amount excl VAT £'s</b>	<b>VAT</b>	<b>Total Amount £'s</b>	<b>Notes/ Description</b>
Renaissance Knaresborough	206	1,000.00	0.00	1,000.00	Grant Award S137 to promote 'Knaresborough Forest Park' project
Friendship and Leisure	207	20.00	0.00	20.00	Donation
Clerk	208	21.00	0.00	21.00	TEN licence payment for Coronation Event
BT	209	88.89	17.78	106.67	Broadband
Siemens	210	351.81	70.36	422.17	Photocopier lease rental and service fee
Inspire Youth	211	3,900.00	0.00	3,900.00	Grant Award Payment 3 of 3
Vision ICT	212	216.00	43.20	259.20	Hosted Email Accounts for 23/24 x 12
Vision ICT	213	65.00	13.00	78.00	Biennial fee for.gov.uk domain renewal

YLCA	214	30.00	0.00	30.00	Cllr Training - H Westmancoat
Knaresborough Connectors	215	3,000.00	0.00	3,000.00	Grant Award S137 to support The 'You're Special' Project
SLCC	216	84.00	1.40	85.40	Clerks' Manual and VAT guide
Gallagher Insurance	217	1,080.38	0.00	1,080.38	Town Council Insurance agreement
Salaries, tax and pension	218 - 221	4,592.19	0.00	4,592.19	
<b>Total</b>		<b>14,449.27</b>	<b>145.74</b>	<b>14,595.01</b>	

**RESOLVED:** To approve the schedule of accounts for March in the sum of £14,595.01

**6.2 To receive and note** the finance for February 2023

**RESOLVED:** To receive and note

**6.3 To receive and note** the urgent decision re Film licensing for Coronation.

**RESOLVED:** To receive and note in support the decisions the Clerk had made.

**6.4 To consider** the KASHS allotment agreement payment schedule as put forward by the Clerk and Cllr H Gostlow following discussions with a representative from the scheme.

**RESOLVED:** That KTC approve the payment schedule for the KASH's Allotment Association as presented.

**FURTHER RESOLVED:** That future income from KTC's Allotment Associations will be ring fenced.

**6.5 To note** the Final Year End Internal Audit will take place on Wednesday 14 June and be conducted by Yorkshire Internal Audit Services.

Noted.

**6.6 To adopt** the complaints procedure policy following minor alteration to wording after advice received from the YLCA as part of the Local Council Award Scheme preparation work.

**RESOLVED:** That KTC adopts the new Complaints Procedure Policy with minor amendments relating to monitoring officer contact details as discussed.

**6.7 Committee Structure 2023/24**

**1) To consider adoption of** Terms of Reference for the new Committee Structure

Members discussed the documents as presented and the Clerk explained that as implementation of the new Committee structure progressed the ToR may require some adjustment/amendment. It was proposed and seconded that the ToR should be adopted with minor amendments; minimum number for any Committee should be 4 and Planning Committee should have delegated powers regarding Neighbourhood Development.

**RESOLVED:** That the Terms of Reference for the new Committee Structure, as presented, should be adopted with minor amendments as detailed above.

*It was also noted that Committee members should endeavour to partner with a substitute member if they are unable to attend a scheduled meeting.*

## **2) To receive and note** schedule of meetings for 2023/2024

An alternative schedule of meetings to that circulated by the office with the agenda had been produced but had not been shared with all Councillors. It was therefore proposed and seconded that this item be deferred pending further discussion.

**RESOLVED:** To defer this item pending further discussion.

## **23/102**            **ITEM 7 - Correspondence**

### **7.1 To consider** the **grant application** from **Knaresborough in Bloom**

See 23/098 above.

**7.2 To consider** the email from Assistant Chief Executive (Legal and Democratic Services) North Yorkshire Council re Community Governance Review – Draft recommendations for the unparished part of Harrogate – views sought.

**RESOLVED:** To receive and note.

**7.3 To consider** the email and request from The Mayor of Volodymyr and **decide** next steps.

Members discussed this and agreed that a video conference call between members of Volodymyr's City Council Executive Committee and Knaresborough would be an appropriate next step in establishing a dialogue for discussing the possible future twinning of the towns. Councillor Goode volunteered to organise this and to invite various groups to participate.

**RESOLVED:** That a video conference call be set up between Knaresborough Town Council, together with various other groups in Knaresborough, and Volodymyr's City Council Executive to discuss the possible future of twinning with Volodymyr.

*The Clerk to respond to the Mayor of Volodymyr confirming this next step and that we will be in contact shortly.*

**7.4 To consider** the email from North Yorkshire Council's Assistant Chief Executive Legal and Democratic and Monitoring Officer regarding Standards Arrangements.

**RESOLVED:** To receive and note

**23/103**                    **ITEM 8 - Reports from Committees and Working Groups**

**8.1 To receive** update from the Coronation Working Group

Councillor Gostlow gave an up to date verbal report on how plans for the day are progressing. All major arrangements are now in place. More volunteers are required on the day, and she invited Councillors to consider making themselves available.

**8.2 To receive** update about the Town Council's stall at the Community Festival to be held on 22 April 2023

Councillor Gostlow gave an up to date verbal report on arrangements being made. She explained that details of KTC's grant scheme would be available on the day and that laminated maps of the four wards would be available if required. Questions based on the town survey were being put together for use on the day.

**8.3 To consider** the KTC/Unitary Authority working group response to the NYC draft Parish Charter Consultation.

**RESOLVED:** That with two minor additions the draft Parish Charter Consultation response as produced by the Council's Unitary Authority Working Group be submitted to North Yorkshire Council.

**23/104**                    **ITEM 9 - Motions from Members**

**9.1 Councillor D Goode (seconder Cllr H Westmancoat)**

That KTC ask the Clerk to formally submit Knaresborough's Neighbourhood Development Plan to North Yorkshire Council with a request for the Reg 16 Consultation to take place as soon as possible.

**RESOLVED:** That the Clerk to formally submit Knaresborough's Neighbourhood Development Plan to North Yorkshire Council with a request for the Reg 16 Consultation to take place as soon as possible.

**22/105**                    **ITEM 10 - Information Exchange**

- Councillor Oakes mentioned an event on 29 April at the Mitre to sign the coming together of Knaresborough Forest Park and Longlands Common.

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- Councillor Gostlow informed members the Pet Day at Knaresborough House which is returning on 1<sup>st</sup> May 2023.
- Councillor Westmancoat mentioned that on 19<sup>th</sup> April she was accompanying a Knaresborough PCSO on an environmental visual audit at Stockwell Avenue.
- Councillor Longhurst informed members that QR stickers have been put around the town relating to the town's tourist trail.

**Meeting closed at: 9.05 p.m.**

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