

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT STOCKWELL AVENUE COMMUNITY CENTRE
on Monday 26 September 2022

PRESENT: **Chair:** The Mayor – Councillor Kathryn Davies

Councillors: A Bell, M Flood, D Goode, H Gostlow, K Lacey, S Oakes, and H Westmancoat

Absent: J Batt

Staff Present: The Clerk and Deputy Clerk

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

22/019 ITEM 1 – To receive apologies for inability to attend the meeting

Apologies were received from Councillors Longhurst, Pickard and Walker.

The Manager of Stockwell Community Centre explained to members how the Centre operates and how the services provided there have developed and expanded since its operation became the responsibility of Brimhams Active.

22/020 ITEM 2 – Councillors’ Disclosure of an Interest

Councillor Gostlow	Items 7.1 and 7.2 - is on the Board of Chain Lane Community Hub and Knaresborough Connectors in unpaid role.
Councillor Oakes	Item 7.8 – Is a Director of Hive and has made a financial contribution
Councillor Flood	Item 7.8 – Is part of the steering group for Hive. Has no financial interest
Councillor Westmancoat	Item 7.8 – Is part of the steering group for Hive. Has no financial interest

The Clerk took the opportunity to remind Councillors about declaration of interests generally with emphasis on maintaining openness and transparency and striving to avoid any bias that may be perceived.

22/021 ITEM 3 - KTC Public Speaking Session

A) A representative from Chain Lane Community Hub attended the meeting to speak in support of their application for funding Games in the Park at Conyngham Hall.

Members asked questions and the Mayor moved to take Item **7.1 To consider the grant application** from Chain Lane Community Hub re Games in the Park at Conyngham Hall.

RESOLVED: That Knaresborough Town Council (KTC) supports the application and awards the full amount requested of £1,582.50.

B) A resident from Appleby Court attended the meeting to listen to debate regarding problems with parking – Item 7.6.

The Mayor moved to take Item **7.6 To consider** the emails from residents regarding problems with parking at Appleby Court, Knaresborough.

RESOLVED: That KTC writes to North Yorkshire County Council (NYCC) with a request for the parking issues at Appleby Court to be investigated with a view to seeing what improvements can be made in terms of managing traffic flow, parking, and giving residents effective access to their homes.

C) A representative from The Creative Rise C.I.C. (The Hive) attended the meeting to speak in support of their application for funding premises running costs.

Members asked questions and the Mayor moved to take Item **7.8 To consider the grant application** from The Hive.

The request was debated by Members at length. It was proposed and seconded that KTC supports the aims and objectives of The Hive and agrees at this point to support the initiative with a grant of £4,000 for the first year. Over that first year period The Hive to report back on progress being made, particularly against specific aims and objectives.

An amendment was proposed, seconded, and accepted that the progress report should be made monthly, or quarterly as appropriate, to town council's climate emergency working group which will make assessments on progress against objectives.

RESOLVED: KTC supports the aims and objectives of The Hive and agrees to support the initiative with a grant of £4,000 for the first year. Over that first year period The Hive to report back monthly, or quarterly as appropriate, to KTC's climate emergency working group which will make assessments on progress being made against specific aims and objectives.

D) A resident from Boroughbridge Road attended the meeting to listen to debate regarding VAS signs – Item 9.3.

The Mayor moved to take Item **9.3 – Motions from Members** - Councillor Andy Bell (seconded Cllr H Gostlow)

That Town Council provides match funding for 4 Vehicle Activated Speed signs for Knaresborough up to a sum of £6000 to match contributions from Knaresborough's County Councillors. These will be situated at subsequently agreed locations to manage speed limits such as Boroughbridge Road, Thistle Hill and Scriven Road and can be moved around town as needed.

Councillor A Bell withdrew his Motion. He explained that he was looking for council support in sourcing VAS signs for Knaresborough – to either join the scheme advocated by NYCC or to purchase signs independently.

The Clerk explained that she had spoken with an engineer from NYCC who is happy to give advice and support to KTC and has offered to meet with councillors on site(s) should they wish to do so.

The resident in attendance was invited to speak and he shared his concerns regarding speeding traffic throughout the town.

RESOLVED: KTC is in support of investigating the scheme that is advocated by NYCC. Report and costings to be brought back to council.

22/022 **ITEM 4 – To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:**

4.1 Monday 18 July 2022

RESOLVED: That the minutes of the meeting of 18 July 2022 be approved as a correct record and signed by the Chair.

22/023 **ITEM 5 – Business Remaining**

5.1 To consider the **response** from HBC's Head of Parks and Environmental Services re provision of bins on the St James Business Park.

RESOLVED: That KTC writes again to HBC expressing that council is not happy with HBC's response.

22/024 **ITEM 6 - Reports from the Clerk**

6.1 To consider the email from the YLCA in reference to Smaller Authorities' Audit Appointments sector led auditor appointment regime (Clerk's recommendation is to continue to remain opted in).

RESOLVED: That KTC remains opted into the Smaller Authorities' Audit Appointments sector led appointment regime.

6.2 To receive the finance figures for May, June and July

RESOLVED: To receive the finance figures for May, June and July

6.3 To approve the schedule of accounts for July and August

July 2022 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Purchase Power	65	94.90	18.98	113.88	Franking Machine Ink
Knaresborough Lions	66	20.00	0.00	20.00	Traffic help donation
Knaresborough Friendship and Leisure	67	20.00	0.00	20.00	Traffic help donation
Alwyn Davies (reimbursement)	68	25.00	0.00	25.00	Artisan Market Expenses
Mimesis	69	100.00	0.00	100.00	Jubilee Entertainment
Yorkshire Internal Audit Services	70	375.00	0.00	375.00	Final Year End Audit 21/22
Knaresborough in Bloom	71	1,600.00	0.00	1,600.00	Grant Award Min No. 22/007
H Gostlow (reimbursement)	72	50.00	0.00	50.00	Jubilee Library Competition
BT	73	42.79	8.56	51.35	Phone
Network Print	74	187.00	37.40	224.40	Jubilee Printed Correx boards
Salaries, tax and NI, pensions	75 - 79	4,509.34	0.00	4,509.34	
Total		7,024.03	64.94	7,088.97	

August 2022 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/Description	
R Maude	80	360.00	0.00	360.00	Photography Castle Interpretation Boards	
Spa ICT	81	540.00	108.00	648.00	IT Services and Security (annual)	
Rialtas	82	129.00	25.80	154.80	Accounts Software and support (annual)	
D3 Office	83	10.20	2.04	12.24	Stationery	
SLCC	84	215.00	0.00	215.00	Annual Subscription	
Brimhams Active	85	80.10	0.00	80.10	Jubilee Hall Hire	
Gersh Gardens	86	1,000.00	0.00	1,000.00	Tree and shrubbery work King George V Field	
Vidar Media Group**	87	4,955.93	991.19	5,947.11	Part 2 Graphics Castle Interpretation Boards	Inv 1p out - incorrect addition
Knaresborough Lions	88	20.00	0.00	20.00	Traffic help donation	
Knaresborough Friendship and Leisure	89	20.00	0.00	20.00	Traffic help donation	
Alwyn Davies (reimbursement)	90	25.00	0.00	25.00	Artisan Market Expenses	
YLCA	91	25.00	0.00	25.00	Cllr Training (H Westmancoat)	
Arena Group	92	76.27	15.25	91.52	Photocopies	
Salaries, Tax and NI, Pensions	93 - 97	4,429.26	0.00	4,429.26		
Total		11,885.76	1,142.28	13,028.03	** Incorrect addition by supplier on invoice 87	

RESOLVED: To approve the Schedule of Accounts in the sums of £7088.97 and £13,028.03 for July and August 2022 respectively.

6.4 To receive and note the External Auditor Report and Certificate 2021/2022 with no matters arising from the review.

RESOLVED: To receive and note the External Auditor Report and Certificate 2021/2022 with no matters arising from the review.

6.5 To consider a request from the Spa Baths Charity to appoint another Council representative in addition to Cllr John Batt.

Members discussed this matter and queried what exactly Spa Baths Charity does and why a second representative from Council is required.

RESOLVED: The Clerk writes to the charity for further clarification on why a second representative from Council is required.

22/025 ITEM 7 - Correspondence

7.1 To consider the **grant application** from Chain Lane Community Hub re Games in the Park at Conyngham Hall

See 22/021 above.

7.2 To consider the **grant application** from Knaresborough Connectors re Knaresborough Voice.

RESOLVED: That Town Council supports this application and awards the amount of £1,000 requested on the proviso that the outcome is presented to town council.

7.3 To consider the letter received from the local area Citizens Advice regarding a possible donation to help continue service delivery.

It was proposed, but not seconded, to make a donation to Citizens Advice (CA) of £750.

RESOLVED: To make a donation to Citizens Advice of £1500.

FURTHER RESOLVED: That KTC writes to CA asking them to consider holding drop-in sessions in Knaresborough, as is the practice in other parts of North Yorkshire.

7.4 To consider the email from a local business re markets and parking in the Town

RESOLVED: That KTC writes to the local business stating that town council does not support the proposal to move the market, which has been in situ for over 700 years since the 1310 Royal Charter, to another location in the town.

7.5 To consider the email from YLCA to review the statements and sign up to the Civility and Respect Pledge

It was proposed and seconded that KTC signs up to the Civility and Respect Pledge.

It was proposed, but not seconded, that KTC asks OSC to carry out an audit of KTC's Policies and Procedures against the list contained in the Civility and Respect Pledge to ensure that KTC is fully compliant with the proposal members have voted to sign up to.

An amendment was then proposed, seconded and accepted that KTC sets up a task and finish working group to determine whether KTC is compliant.

RESOLVED: That KTC signs up to the Civility and Respect Pledge and sets up a task and finish working group to determine whether KTC is compliant.

Working Group Members to be Councillors Davies, Goode and Oakes.

7.6 To consider the emails from residents regarding problems with parking at Appleby Court, Knaresborough.

See 22/021 above

7.7 To consider the email from NYC Assistant Chief Executive regarding the Community Governance Review of the unparished part of Harrogate.

RESOLVED: That on behalf of town council the Clerk completes and submits a completed survey form.

FURTHER RESOLVED: That the Clerk writes to HBC confirming that KTC supports the unparished areas of Harrogate becoming parished such that the residents of Harrogate have full democratic representation within the area.

7.8 To consider the **grant application** from The Hive

See 22/021 above

7.9 To consider the **grant application** from KASHS re Hedge reduction work

RESOLVED: That KTC write to KASHS confirming that KTC will pay the full bill for the required hedge reduction work at £2160.

22/026 ITEM 8 - Reports from Committees and Working Groups**8.1 KTC/Unitary Council Working Group/Residents Survey Group**

Motion to Council:

1. That this Council agrees to the amalgamation of the Residents Survey Working Group and the KTC/Unitary Authority Working Group.
2. That each KTC Committee and Working Group be asked to review the Residents Survey and produces an action plan that details what appropriate actions the committee/working group will take to identify and integrate residents' priorities into their work programme.

Proposed: Cllr D Goode Seconded: Cllr H Westmancoat

Councillor Goode explained the rationale behind this Motion.

RESOLVED:

1. That this Council agrees to the amalgamation of the Residents Survey Working Group and the KTC/Unitary Authority Working Group.
2. That each KTC Committee and Working Group be asked to review the Residents Survey and produces an action plan that details what appropriate actions the committee/working group will take to identify and integrate residents' priorities into their work programme.

8.2 Castle Working Group

The Castle Working Group are requesting Council to consider the Group's request to arrange a public consultation event re: the future of Knaresborough Castle. It is suggested that this could take place on a Saturday morning (possibly at Knaresborough House) and be run as a drop-in session for residents to give their views.

RESOLVED: That KTC supports the aims of a public consultation for the future of Knaresborough Castle. However, Full Council must be actively involved in the formulation of the survey, how it is run and the review/assessment of the results arising from it.

8.3 Artisan Market Liaison

The Little Bird Artisan Market has moved to a new location in Knaresborough Castle grounds, it is hoped that this new location will continue to receive excellent footfall and allow the market to grow beyond the confines of the Market Place location. The Market will continue to be on the first Saturday of the month.

The Clerk and Market Liaison recommend:

- 1) That Town Council confirms that the Agreement with Little Birds Artisan Market has ended due to traffic management and space issues meaning existing road closure arrangements were no longer viable.
- 2) That Town Council ceases to pay the expenses of the road closure volunteer and Lions Club donation related to the assistance given for the Artisan Market with immediate effect. However, Town Council continues to honour the monthly £20 donation to Friends and Leisure Charity for the continued storage of road closure signage.

RESOLVED:

1) That Town Council confirms that the Agreement with Little Birds Artisan Market has ended due to traffic management and space issues meaning existing road closure arrangements were no longer viable.

2) That Town Council ceases to pay the expenses of the road closure volunteer and Lions Club donation related to the assistance given for the Artisan Market with immediate effect. However, Town Council continues to honour the monthly £20 donation to Friends and Leisure Charity for the continued storage of road closure signage.

22/027 ITEM 9 - Motions from Members**9.1 Councillor Shan Oakes**

That Town Council considers setting up a working group to review land that may soon become available within the Knaresborough parish boundary with the aim for the group to make recommendations as to whether KTC should:

- a) Have an interest in the possible purchase of one or more parcels of land.
- b) Develop a policy regarding possible future land purchases

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

RESOLVED: KTC sets up a task and finish working group to define a procedure to be adopted for town council to consider possibly purchasing any land.

Group Members: Councillors S Oakes, M Flood and D Goode

9.2 Councillor Shan Oakes

That Town Council considers setting up a working group to start a process to look at how best to clean up Knaresborough's water (and air) quality. Cllr Oakes has suggested looking at reaching 'bathing designation' status as a way to clean up the river (see <https://www.gov.uk/guidance/bathing-waters-apply-for-designation-or-de-designation> for information).

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

Councillor Oakes withdrew this Motion

9.3 Councillor Andy Bell (seconded Cllr H Gostlow)

That Town Council provides match funding for 4 Vehicle Activated Speed signs for Knaresborough up to a sum of £6000 to match contributions from Knaresborough's County Councillors. These will be situated at subsequently agreed locations to manage speed limits such as Boroughbridge Road, Thistle Hill and Scriven Road and can be moved around town as needed.

See 22/021 above.

22/028 Item 10 - Information Exchange

- Councillor Gostlow asked for item to discuss Commuted Sums to be included on the October agenda.
- Councillor Oakes informed Members that one of the town council's display telephone boxes is now ready to be used.

Meeting closed at: 9.20 p.m.

**Signed by the Mayor:
Councillor K Davies**