

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD AT  
KNARESBOROUGH HOUSE, KNARESBOROUGH, ON  
Monday 12 March 2018**

**PRESENT: Chair:** The Mayor – Councillor D Goode

**Councillors:** R Aspin, J Batt, S Batt, M Clemmitt, E Darling, J Monaghan, L Powell, B Rigby, A Willoughby and C Willoughby

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

**Also Present:** County Councillor Zoe Metcalfe and a member of the public.

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

**18/775 ITEM 1 – To receive apologies for inability to attend the meeting**

Apologies were received from Councillors Bulmer, Collins, Gostlow, and Lyon.

**18/776 ITEM 2 – Councillors’ Disclosure of an Interest**

<b>Councillor R Aspin</b>	Prejudicial Item 7.1 - is very much an Anglican and knows the applicant
<b>Councillor J Batt</b>	Member of HBC – will consider any same item at HBC in the light of new information
<b>Councillor M Clemmitt</b>	Personal interest - Planning item <b>18/00487/FUL</b> - applicant is a neighbour. Personal interest - Item 7.1 - personally known to the applicant.
<b>Councillor D Goode</b>	Member of HBC – will consider any same item at HBC in the light of new information
<b>Councillor C Willoughby</b>	Non Prejudicial - <b>NY/2018/0029/FUL</b> - Her ‘Declaration of Interests’ does not show that she is a governor at the School.

**18/777 - ITEM 3a - KTC Public Speaking Session**

A member of the public had attended to speak about Item 7.1 - application from **The Parish of St John the Baptist, Knaresborough**, accompanied by the Rector of St John’s Church. *(Councillor Aspin left the Chamber)*

He spoke about the area in question becoming unsafe, and how the matter had been brought into the public domain and that the repairs will benefit the whole community. He explained that three quotations have been received and the project will be broken into phases. Phase 1 will deal with repairing the pavement.

Councillors then asked questions.

The Mayor moved to take Item **7.1 To consider the Grant Application from The Parish of St John the Baptist, Knaresborough.**

**RESOLVED:** That due to the large amount of money requested, KTC defers this grant application to a future meeting after getting answers in writing to the following questions:

- Can the applicant supply a plan showing the areas of car park, road and footpath that are to be re-surfaced in phase 1 of the project?
- Can the applicant supply a plan showing the areas of car park, road and footpath that are to be re-surfaced in phase 2 of the project?
- What materials are to be used on each area?
- Is the £50,000 cost of the project just for phase 1, or is that the total of phase 1 and phase 2?
- Are any works to be done to relay or tidy-up the stone edging blocks along the edge of the road adjacent to the graveyard.
- Can the applicant provide a copy of any reply from HBC regarding what funding can be provided for this project from developer contributions, section 106 agreements, often referred to as commuted sums?
- Can the applicant provide us with any comments from the HBC Heritage Officer regarding the use of different materials?
- Has the applicant obtained a 'faculty' from the diocese for this change of materials?

Councillor J Batt queried when the 2017 PCC accounts would be available.

*(Councillor Aspin returned to the Chamber)*

### **ITEM 3b - KTC Open Forum** - none

### **18/778 - ITEM 4 – to consider and, if thought fit, approve as a correct record, the Minutes of:**

#### **4.1 Monday 19 February 2018**

**RESOLVED:** That the minutes of the Council Meeting, held on Monday 19 February 2018, be approved as a correct record and signed by the Chair.

### **18/779 - ITEM 5 - Business Remaining**

**5.1** Update from Councillor D Goode following his attendance at the Nidd Gorge Community Action Group AGM on Tuesday 20 February and to **consider** if KTC wants to support the Harrogate and Knaresborough Alliance for Less Traffic (HALT). (Min No: 18/770 Item 7.1 KTC meeting 19/2/2018).

The Mayor gave members details from the meeting on 20<sup>th</sup> February and asked if membership of Harrogate & Knaresborough Alliance for Less Traffic (HALT) was something KTC would like to consider. Members felt that as a democratic entity KTC should remain independent of this group.

**RESOLVED:** That KTC supports the aims of HALT but does not feel it is appropriate to formally join the action group.

**18/780 - ITEM 6 – Planning**

**6.1 To consider the following Planning Applications relating to Knaresborough and make such observations as may be appropriate:**

Ref:	Applicant:	Details of Application:	KTC Comments:
18/00211/FUL	M J Quinn	Installation of two louvers, for intake and exhaust fans, in existing window openings and incorporation of acoustic attenuation to existing fan louvers. Telephone Exchange, Park Row, HG5 0BJ.	No Objections
18/00217/FUL	Projex	Erection of a dwelling. The Moorings, Abbey Road, HG5 8HX.	Knaresborough Town Council object to this application as it will lead to an extra residence and therefore more traffic on a road used for recreational activities within the conservation area.
18/00420/LB	Mr Ivan Nicholls	Alterations to fenestration; formation of doorways and of fenestration; removal and installation of internal walls. 14 York Place, HG5 0AA.	No Objections
18/00487/FUL	Mr M Dobson	Retrospective application for erection of single storey extension; demolition of detached garage. 26 Woodpark Drive, HG5 9DL.	No Objections
18/00504/FUL	Mr S Broadbent	Formation of new vehicular access. Dunoon, Thistle Hill, HG5 8JW.	Knaresborough Town Council does not object to or support the application, but wishes to make comment regarding concern raised about the road safety aspect where the proposed new access would join the road.
18/00674/TPO	Mr Bentley	Felling of Spruce tree within Tree Preservation Order 10/2011. Spitalcroft Green, Spitalcroft, HG5 8JB.	Knaresborough Town Council object to this application as there are no reasonable grounds to fell the tree.
18/00758/FUL	Mr and Mrs J and A Ostler	Erection of first floor extension (revised scheme). 14 Crestholme Close, HG5 0SR.	No Objections
18/00762/FUL	Mr A Pedel	Conversion of outbuilding to provide residential annexe. 78 Manor Road, HG5 0DS.	A motion to object was put forward and seconded but this motion failed and therefore: Knaresborough Town Council has no objection to this application.
18/00552/CLE UD	Mr Chi Man Lee	<b>Certificate of lawfulness</b> for existing use as hot food takeaway and living accommodation. Ming Fai Cantonese Takeaway, 76	No comment to make

		High Street, HG5 0EA.	
<b>NY/2018/0029/ FUL</b>		Consultation on planning application for the purposes of the erection of a permanent double prefabricated classroom unit (183sqm), 10 no. wall mounted external lighting, construction of access ramp and steps, re-location of existing canopy (36sqm), fan coil units and hardstanding (53 sqm) on land at The Forest School, Park lane, HG5 0DQ.	No Objections

**6.2 Notice of Appeal:**

APP/TPO/E2734/6597

17/00130/REFTPO

Mother Shiptons Cave, Long Walk, HG5 8DD

Felling of 6 Beech and 2 Sycamore in Woodland W1 of Tree Preservation Order 01/1959.

*KTC comment 6/11/2017: KTC object to this application as no good reason has been given for the removal of some of the trees. KTC supports the arboriculturalist's report.***RESOLVED:** To Receive and Note**6.3 To determine representation from KTC**, if appropriate, at HBC Planning Committee Meeting on Tuesday 13 March 2018, 2pm, Council Chamber, Civic Centre, HG1 2AE.**17/01350/OUTMAJ**

Location: Land Comprising Field At 435295 458903, Boroughbridge Road, Knaresborough.

Proposal: Outline application for the erection of up to 120 dwellings with public open space, landscaping, sustainable drainage system and vehicular access from Boroughbridge Road with access considered (Site Area 7.44ha).

Applicant: The Slingfold Trust And Gladman Developments Ltd

*KTC objects on the following grounds: Significant urban extension into the countryside. The site is not within reasonable walking distance of schools, shops, doctors etc. and is not adjacent to a bus route so would generate significant traffic movement adding to congestion and pollution at the towns two Air Quality Management Areas.*

This item has now been withdrawn from the 13 March agenda.

**18/781 ITEM 7 - To consider the following correspondence****7.1 To consider the Grant Application from The Parish of St John the Baptist, Knaresborough.**

See 18/777 above.

**7.2 To consider** the letter from the Chairman, Knaresborough Players Ltd

**RESOLVED:** That this item be deferred to a future meeting when the Chairman of Knaresborough Players can attend.

**18/782 ITEM 8 – Reports from the Clerk**

**8.1 To approve the Schedule of Accounts:**

<b>KNARESBOROUGH TOWN COUNCIL</b>						
<b>March (1) 2018 Schedule of Accounts</b>						
	<b>Payable to &amp; Description</b>	<b>File Ref No:</b>	<b>Amount excl VAT £'s</b>	<b>VAT</b>	<b>Total Amount £'s</b>	<b>Notes</b>
	Vision ICT website hosting Apr 18 - Mar 19 and email host	168	230.50	46.10	276.60	Paid
	D3 Office Group (stationery)	169	161.50	32.30	193.80	
	De-signs (Corex event panels x 12)	170	144.00	28.80	172.80	
	Arena Group Ltd (copier usage)	171	106.03	21.21	127.24	
	Plan Ahead Communities (NDP Feb)	172	700.00	0.00	700.00	
	Pitney Bowes (Ink cartridge)	173	91.90	18.38	110.28	
	BT (Broadband)	174	63.10	12.62	75.72	
			<b>1,497.03</b>	<b>159.41</b>	<b>1,656.44</b>	

**RESOLVED:** To approve the schedule of accounts (March 1) as above totalling £1,656.44.

**8.2 To consider** the Clerk's report regarding the purchase of a laptop

**RESOLVED:** That the Clerk is authorised to purchase a laptop, Microsoft Office Home & Student, wireless presenter and wireless mouse at a cost of no more than £850.

**8.3 To consider arrangements for Mayor Making:**

a) **Date for Mayor Making:** Mayor Making to be evening of **Thursday 24<sup>th</sup> May 2018** (NB the Mayor for the civic year 2018/2019 cannot be determined until after the 3 May elections)

**RESOLVED:** That Mayor Making will be held on the evening of Thursday 24<sup>th</sup> May 2018.

b) **Catering for Mayor Making:** In order to keep this process simple, the office requests that Council allocate a budget similar to previous years (£800 + 10%) and authorise staff to make the necessary arrangements.

**RESOLVED:** That the office make the necessary arrangements for the catering for Mayor Making, with a budget of £800 plus a 10% contingency if required to secure the preferred supplier.

### **18/783 ITEM 9 - Reports from Committees and Working Groups**

#### **9.1 Update from Councillor A Willoughby re Walkers Working Group website expenses**

Councillor A Willoughby explained the rationale behind this item being included on KTC agenda and gave detail of the circumstances which had led to a member of the Walkers Group being £45.06 out of pocket.

**RESOLVED:** That KTC thank the group member for all his hard work on behalf of the Knaresborough Walkers Group and refund him the £45.06 in full and final payment and make clear that there will be no further funding to this group.

### **18/784 - ITEM 10 - Motion from Members**

The Clerk had produced figures to assist members when considering the Motions below. She went through this in some detail, explaining the monies held in Reserves, Ear Marked Reserves and also the 'best practice' guidance of holding three to six months running costs in reserve.

*From Councillor C Willoughby:*

Community Storage:

'Council instructs the clerk to purchase a 40 foot shipping container to be delivered and installed at King George V field. The precise location to be confirmed as soon as possible. The container to be a used container, at a maximum cost of £2000 +VAT, plus up to £200 for site preparations. The expenditure to come from the DPSE budget. The clerk to draw up a policy for the use of the storage, including details of organisations able to make use of the storage, details of key holders etc as she sees fit'.

Councillor C Willoughby gave background detail which had led to the request for community storage. Members then asked Councillor Willoughby various questions relating to this Motion.

**RESOLVED:** That this Motion be deferred to a future meeting pending further information being provided as follows:

- What other options have been considered?
- What measures would be taken to keep the container secure and deter anti social behaviour?
- Would the container be ventilated?
- Which groups would be using the container?
- Would it be feasible to put a screening area around the container?
- Are there any Health & Safety issues?

It was proposed that there should be a consultation of local residents regarding this container but this was not carried. Councillor J Monaghan asked for his vote in favour of this consultation to be recorded.

*From Councillor E Darling:*

'That Knaresborough Town Council earmarks £20,000 of its general reserves for castle illumination triggering the match funding from Harrogate Borough Council's District Improvement Fund'.

Councillor Darling spoke about this Motion and explained why the commitment to the £20,000 match funding is required specifically at this point in time. It was reiterated that the working group does not have the power to spend money and will be required to refer back to full council at every stage of the project, but that without the commitment to the match funding, Harrogate Borough Council's offer of £20,000 from the District Improvement Fund will be withdrawn. KTC's commitment is a triggering mechanism to release the funds from HBC. Members asked various questions about obtaining grant funding and where the group is up to in bringing the illumination to fruition etc. Members were reassured that the working group is exploring every avenue to secure grant funding for this project.

**RESOLVED:** That KTC supports Councillor Darling's Motion to earmark £20,000 of its general reserves for castle illumination, triggering the match funding from Harrogate Borough Council's District Improvement Fund.

*From Councillor H Gostlow:*

'That Knaresborough Town Council agrees the £2500, previously agreed and offered to HBC but turned down, be allocated to earmarked reserves for the Conyngham Hall (Games in the Park) Working Group's initiatives to help boost footfall at Conyngham Hall'.

**Note:** This Motion was withdrawn prior to the meeting.

### **18/785 - Item 11 - Information Exchange**

- The Mayor reminded people that this coming week-end, 17<sup>th</sup> and 18<sup>th</sup> March, there is to be a model railway exhibition at Knaresborough House and funds will be in aid of his mayoral charity.
- Councillor Clemmitt informed members that Thursday 15<sup>th</sup> March is the AGM for the Town Twinning Group at Knaresborough House at 7.30 p.m.
- County Councillor Zoe Metcalfe informed us that following the recent item on council agenda about salt bins on Manor Drive, two have now been funded from the NYCC locality budget.

**Meeting Closed at 9.10 p.m.**

**Signed by the Mayor**

**Councillor D Goode:** \_\_\_\_\_