

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD AT
KNARESBOROUGH HOUSE, KNARESBOROUGH, ON
Monday 14 May 2018**

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

Councillors: M Clemmitt, E Darling, J Gair, H Gostlow, T Hunter, P Ireland, S Mearns, A Willoughby, C Willoughby, M Wood and A Wright.

Staff Present: The Acting Clerk and Deputy Clerk

Also Present: A representative from the FEVA committee and a member of the public.

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

18/001 **ITEM 1 – To receive apologies for inability to attend the meeting** - none

18/002 **ITEM 2 – Councillors’ Disclosure of an Interest**

Councillor A Wright	Item 7.3 - as receiving confidential information from a pecuniary source in relation to this item. Item 8, 8.4c - Jubilee Fountain WG, interest declared no details given.
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18/003 - ITEM 3a - KTC Public Speaking Session

A representative from the FEVA committee gave Council a verbal report on how the festival went in 2017 and a preview of events planned for 2018. She highlighted the challenges faced last year due to funding issues from losses suffered in 2016 and the fact that, with help from KTC and other organisations, the 2017 festival saw a return to usual fiscal levels.

The Mayor moved to take item 7.1:

18/007 **ITEM 7 - To consider the following correspondence**

7.2 To consider the grant application from FEVA 2018.

RESOLVED: That KTC award the full grant of £1500 as requested.

ITEM 3b - KTC Open Forum - none

18/004 - ITEM 4 – to consider and, if thought fit, approve as a correct record, the Minutes of:

4.1 Monday 23 April 2018

RESOLVED: That the minutes of the Council Meeting, held on Monday 23 April 2018, be approved as a correct record and signed by the Chair.

18/005 - ITEM 5 - Business Remaining - none

The Mayor moved to take Items 8.3 and 8.4 at this point of the meeting:

18/008 - ITEM 8 - Reports from the Clerk

8.3 To consider Mayoral Points 2018/19

Councillor Wright stated his intention to move his 'Independent' accumulated points to the Labour party in June.

The Mayoral points system used by KTC states that the Conservative Party holds the right to choose a Mayor.

Councillor Phil Ireland put himself forward as Mayor, with Councillor T Hunter as Deputy Mayor.

8.4 To consider arrangements for Mayor Making

a) Schedule of meetings for the civic year 2018 - 2019

RESOLVED: To receive and note

b) Order of Proceedings

RESOLVED: See Appendix 1 for the copy of the order of proceedings

c) Committees and Working Groups

A list of committees and working groups was considered by members, where necessary a brief summary of a group's work/purpose was given and decisions taken about each one in turn:

Office Services Committee:

RESOLVED: Councillors Wood, Goode, Clemmitt, A Willoughby, C Willoughby, Wright, Ireland and Hunter to be members of the committee.

FURTHER RESOLVED: Councillor Goode to Chair the OSC, with Councillor C Willoughby as Vice Chair.

All Councillors NOT members of the OSC form the Appeals Committee.

Events Committee:

RESOLVED: Councillors Wood, Clemmitt, Gostlow, A Willoughby, S Mearns and J Gair to be members of the committee with Councillor A Willoughby as Chair and Councillor M Wood as Vice Chair.

Neighbourhood Development Working Group:

RESOLVED: Councillors Clemmitt, Goode, A Willoughby, C Willoughby and P Ireland to continue the working group with Councillor Goode as Chair.

Christmas Lights Switch on (Bright Friday) Working Group:

RESOLVED: Councillors Clemmitt, Gostlow, A Willoughby and Mearns to continue the working group with Councillor Gostlow as Chair.

Emergency Response Working Group:

RESOLVED: Councillors Clemmitt, Goode, C Willoughby and Gair to be KTC representatives on the Group, with Councillor Goode as Chair.

Allotment Working Group:

RESOLVED: To close this working group, but appoint one Councillor to liaise with the allotment associations. Councillor Darling agreed to be the appointed Councillor.

Performance Area Working Group:

RESOLVED: Councillors Wood, A Willoughby, C Willoughby, Ireland and Wright to continue the working Group.

FURTHER RESOLVED: Councillor A Willoughby to be Chair.

Two Councillors put their names forward to act as Chair for this group; this vote was tied and the Mayor used his casting vote.

It was agreed to close down the Knareborough Walkers Working Group and Future Events Working Group.

Skate Park Working Group:

Council agreed to remove this from the list of working groups at this time, but to bring back to a future agenda to explore the need for this group further.

Knareborough House Working Group had already been amalgamated with the Town Team Group; however the Mayor mentioned that a search at NYCC archives had brought to light the fact that KTC has sitting tenants rights to the building.

Knareborough Market Working Group:

There was discussion amongst members about a possible duplication of effort with HBC's Market Working Group. Currently KTC has two representatives on the Working Group and Councillor Darling as the Knareborough District representative. A request

was made for another KTC representative to be allowed to join the group and Councillor Ireland said he would put this request on the next agenda.

RESOLVED: That Councillor Gostlow would be the Knaresborough Farmers' Market representative to liaise with Otley Town Partnership and stallholders.

FURTHER RESOLVED: That Knaresborough Market Working Group would continue with Councillors Goode, Clemmitt and A Willoughby as members of the group.
This vote was tied and the Mayor used his casting vote in favour of continuing this group.

Conyngham Hall Working Group:

RESOLVED: Councillors Goode, Gostlow and A Willoughby to continue the working group with Councillor Gostlow as Chair.

Town Team Working Group:

A proposal was made that the Economic Development Committee (or Working Group) be reinstated to look at the big picture for Knaresborough. This motion failed.

Councillor Goode mentioned the work that Knaresborough Chamber of Trade is doing and offered to invite the group to provide an update for a future agenda.

Councillor Ireland mentioned the HBC Economic Development Unit that was currently looking into derelict shop premises in Knaresborough.

RESOLVED: Councillors Gostlow, A Willoughby, Goode, Wood, Darling and Hunter to continue the working group with Councillor Gostlow as Chair.

Castle Working Group:

A proposal was put forward to amalgamate this group with the Performance Area group. This motion failed.

RESOLVED: Councillors Darling, A Willoughby, C Willoughby and Goode to continue this group with Councillor C Willoughby as Chair.

Jubilee Fountain Working Group:

Discussion mentioned the fact the Fountain was now on land that had a new landowner so an approach would need to be made to the new owners to move this project forward.

Councillor Wright declared an interest at this point and took no part in the voting.

RESOLVED: Councillors A Willoughby, C Willoughby and former Councillor J Monaghan to continue the working group with Councillor A Willoughby as Chair.

Battles Over - 100 years of Remembrance:

RESOLVED: Councillors Goode, Ireland, A Willoughby and C Willoughby to continue this group with Councillor Goode as Chair.

d) External Organisations

RESOLVED: See Appendix 2 for a complete copy of external groups and their KTC representatives.

18/006 - ITEM 6 - Planning**4.1 To consider the following Planning Applications relating to Knaresborough and make such observations as may be appropriate:**

Ref:	Details of Application:	KTC Comments:
18/01405/FUL	Erection of single storey extension; alterations to fenestration. 3 Tentergate Road, HG5 9BG.	No objections
18/01455/FUL	Conversion of garage to form 1 no. dwelling house; erection of single storey extension; installation of dormer extension; installation of porch; formation of access; formation of boundary. 12 Iles Lane, HG5 8DY.	A proposal was made to object due to the loss of 3 or 4 on street parking spaces. This motion failed. Therefore it was resolved: That KTC has no objections subject to the access and egress being considered to ensure minimal loss of street parking spaces.
18/01487/FUL	Replacement of ground floor office fascia. Statistics for Industry Ltd, 4 Victoria Avenue, HG5 9EU.	No objections
18/01515/TPO	Crown reduction (to 1m) of various trees (W2) within Tree Preservation Order 76/2017. Chapel of Our Lady of the Crag, Abbey Road.	No objections
18/01558/CON	Demolition of garage/outbuildings in Knaresborough Conservation Area. Raw Gap, Stables Cottage, High Street, HG5 0HY.	No objections
18/01563/FUL	Erection of two storey extension; demolition of conservatory; alterations to fenestration. Faenor, 21 Appleby Gate, HG5 9LY.	No objections
18/01588/FUL	Erection of 1 dwelling. House on the Hill, Byards Park, HG5 9BB.	A proposal was made to object to the application as the plans do not show satisfactory access for two houses. This motion failed. therefore it was Resolved: No objections.
18/01606/FUL	Demolition of outbuildings; erection of single storey extension; formation of 1 no. rooflight and alterations to fenestration. 8 Brewerton Street, HG5 8AZ.	No objections
18/01685/FUL	Erection of 1 single storey extension. 3 York Road, HG5 0AF.	A proposal was put forward to object due to the street appearance. This motion failed. Therefore it was Resolved: No objections.

6.2 Planning Enforcements:**Case No. 18/00204/BRPC15**

Planning Ref: 17/01199/FULMAJ; 17/04971/DISCON

Site of the Co Operative, Chain Lane

Incorrect siting of site cabins, contrary to CEMP.

6.3 Notice of Appeal:**Appeal Ref. APP/E2734/W/18/3198027 and APP/E2734/Y/18/3198026**

6.100.548.E.FUL 18/00021/NAACPP and 6.100.548.F.LB 18/00020/NAACLB

Please note there are 2 appeal references for this application

Listed Building Application for Change of Use of Estate Agency (Use Class - A2) to Dwellinghouse (Use Class - C3) with Formation of 2 no. roof lights, fenestration, internal walls, internal doorways and parking; Alterations to fenestration and boundary wall; Infill of internal doorways; Landscaping; Removal of shop front, gate and internal partitions; Various internal works.

97 High Street Knaresborough HG5 0HL

KTC comments: KTC neither supports nor objects to this application but would comment that it would prefer brick to render and that KTC finds the proposed windows to be acceptable.

12/6/2017

RESOLVED: To re-state KTC's original objection (12.6.17) as above.

6.4 To determine representation from KTC, if appropriate, at HBC Planning Committee Meeting on **Tuesday 22 May 2018**, 2pm, Council Chamber, Civic Centre, HG1 2AE – no applications for Knaresborough.

18/007 ITEM 7 - To consider the following correspondence

7.1 To consider the grant application from **FEVA 2018**

See Item 3a for Resolution

7.2 To consider a response to the NYCC consultation on what the North Yorkshire Archives service of the future should look like (deadline – 4 June 2018)

Council members agreed to complete the consultation individually.

7.3 To consider a response to the HBC consultation on the draft Welfare Support Strategy document (deadline – 6 June 2018)

Cllr Wright left the meeting for item 7.3 and took no part in discussions.

Council members agreed to complete the consultation individually.

7.4 To consider attendance at Parish Council Workshops arranged by NYCC Highways Area 6.

Councillor C Willoughby volunteered to attend one of the workshops.

18/008 ITEM 8 - Reports from the Clerk

8.1 To approve the Schedule of Accounts**KNARESBOROUGH TOWN COUNCIL**
May (1) 2018 Schedule of Accounts

Payable to & Description	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes
D3 Office Group Stationery	13	41.26	8.25	49.51	
Plan Ahead Communities (NDP)	14	700.00	0.00	700.00	
YLCA Information dividers (stationery)	15	26.90	0.00	26.90	
Deputy Mayor Travel Expenses (7 May)	16	7.20	0.00	7.20	
		775.36	8.25	783.61	

RESOLVED: To approve the schedule of accounts May 1 totalling £783.61.

8.2 To consider signatories for the town council bank account (*two required*)

Councillors Darling and Ireland agreed to be added to the signatories list.

8.3 To consider Mayoral Points 2018/19

See previous details - item brought forward by the Mayor

8.4 To consider arrangements for Mayor Making

- a) Schedule of meetings for the civic year 2018 – 2019
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- d) External Organisations

See previous details - item brought forward by the Mayor

8.5 To consider the latest information from the YLCA and HBC regarding GDPR and the appointment of a DPO.

The Acting Clerk gave a summary of the latest information regarding GDPR and the requirement to appoint a Data Protection Officer or not. Council agreed to put any decisions regarding DPO provision on hold, all other GDPR preparations are ongoing.

18/009 ITEM 9 - Reports from Committees and Working Groups

9.1 To receive and note the minutes of the **Renaissance Knaresborough** Executive Committee meeting held on Wednesday 18 April 2018.

RESOLVED: To Receive and Note

18/010 ITEM 10 - Information Exchange

- Councillor Darling wished to welcome all the new faces to Council.
- Councillor C Willoughby mentioned the Knaresborough in Bloom meeting to be held at Knaresborough House on Tuesday 15 May at 7.30 p.m.
- The Acting Clerk mentioned that all Councillors had been issued with their new KTC emails and passwords and requested each Council member to set their email up as soon as possible.

Meeting Closed at 10.15 p.m.

Signed by the Mayor

Councillor C Goode: _____