

**PRESENT:**

<b>Chair:</b>	The Mayor – Councillor Phil Ireland
<b>Councillors:</b>	M Clemmitt, E Darling, J Gair, D Goode, H Gostlow, M Wood, A Willoughby, C Willoughby and A Wright
<b>Staff Present:</b>	The Acting Clerk and Deputy Clerk
<b>Also Present:</b>	County Councillor Z Metcalfe A resident
<b>Late Arrivals:</b>	None
<b>Early Departures:</b>	None

District Councillor Ed Darling reported that HBC is in ongoing conversations with the owners of the empty shops on Knaresborough High Street.

District Councillor C Willoughby informed members that she has been appointed to the Board of Visit Harrogate.

County Councillor Zoe Metcalfe picked up on the comments detailed in 3b above and said she would contact NYCC, Area 6.

She spoke about the Bond End 'meet the designer event', which had been held the previous week. Over 50 residents had visited and comments had been both good and bad, but overall very positive. She confirmed that NYCC is taking the comments on board and that the next step will be to hold a 'meet the contractor event' in August.

**18/030 ITEM 4 – to consider and, if thought fit, approve as a correct record, the Minutes of:**

**4.1 Monday 04 June 2018**

**RESOLVED:** That the minutes of the Council Meeting, held on Monday 04 June 2018, be approved as a correct record and signed by the Chair.

**4.2 Monday 11 June 2018**

**RESOLVED:** That, subject to a minor amendment, the minutes of the Council Meeting, held on Monday 11 June 2018, be approved as a correct record and signed by the Chair.

**4.3 Report of Mayor Making 24 May 2018**

**RESOLVED:** To Receive and note the Report from Mayor Making 24 May 2018

**18/031 ITEM 5 - Business Remaining**

**5.1 To consider** the recommendation from Office Services Committee in response to the HBC Consultation on Community Infrastructure Levy (deadline for submitting representations Friday 6 July).

Councillors Goode and C Willoughby offered to leave the Chamber for this item, due to the interests declared above. However, the Chair suggested it was prudent for them to stay and offer comment/answer any questions as appropriate.

**RESOLVED:** That KTC responds to the HBC Consultation in line with the recommendations from the OSC meeting on Tuesday 26 June, as detailed in the Minutes from that meeting.

**5.2 To consider** approving the extra costs associated with siting a Shipping Container for community storage at King George V Field

Members discussed this matter at some length, particularly those councillors who had not been involved with this project at its inception. Particular concern was raised around the lack of any consultation with residents in the vicinity.

**RESOLVED:** That KTC invites company number one in the Clerk's Report to carry out a site visit at a cost of circa £150 and that the office enquires if there is a national committee, responsible for King George V fields, which would need to give permission before a container can be placed on the field for community storage.

Councillor A Wright voted against this Resolution.

## 18/032 **ITEM 6 – Planning**

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

Ref:	Details of Application:	KTC Comments:
<b>16/01964/ADV</b>	Display of 2 internally illuminated fascia signs, 1 internally illuminated totem sign, 1 internally illuminated poster display unit and 3 externally illuminated wall-mounted billboards. Proposed Lidl Store, Chain Lane, HG5 0DH.	KTC objects to this application due to the excessive size of the totem and resulting loss of public amenity in this residential area. However, if this application is approved KTC would ask that a condition be put in place to ensure that the lights are turned off when the store is not open.
<b>18/02126/FUL</b>	Change of use from workshop and premises (use Class – A1) to 2 dwellings (use Class – C3), with associated garages, formation of terrace and alterations to fenestration. Riverside Works, 4 Waterside, HG5 9AZ.	KTC does not object to this application but would ask that if it is approved, then all permitted development rights are removed.
<b>18/02181/FUL</b>	Alterations to shopfront and fenestration. 2 Chain Lane, HG5 0DH.	Councillors D Goode and C Willoughby left the Chamber. KTC supports this application.
<b>18/02212/FUL</b>	Installation of plant enclosure. Sewage Works, HG5 8LJ.	KTC has no objections
<b>18/02341/FUL</b>	Erection of single storey extension and alterations to fenestration. 21 High Bond End, HG5 9BT.	KTC has no objections
<b>18/02365/FUL</b>	Erection of single storey extension. 10 Appleby Gate, HG5 9LY.	KTC has no objections.

**6.2 To determine representation from KTC**, if appropriate, at HBC Planning Committee Meeting on **Tuesday 03 July 2018**, 2pm, Council Chamber, Civic Centre, HG1 2AE

Proposal: Outline application for up to 12 dwellings with access considered from Bar Lane.

Location: Land comprising field at grid reference 435478 458582 Bar Lane.

App No: 17/05292/OUTMAJ

HBC Officer Recommendation: To approve.

KTC Comments: Knaresborough Town Council objects to the proposal on the following grounds: - there is no affordable housing - the severe impact on the AQMA at Bond End and York Place - the site is adjacent to a SSSI - objection to any further development in this area.

No Councillor from KTC is able to attend this meeting.

**18/033    ITEM 7 - To consider the following correspondence**

**7.1 To consider** response to email from HBC re draft Sport and Leisure Strategy 2018 to 2023 Consultation.

**RESOLVED:** Councillors will make a response to this Consultation individually.

**7.2 To consider** email from the NYCC Public Transport Officer requesting comment on Renewal of Subsidised Local Bus Services in the Area of Harrogate, Hambleton and Richmondshire.

Members agreed that KTC should write to NYCC Public Transport Officer mentioning that there used to be a direct bus from Knaresborough to York and asking NYCC to look into how many customers might use a direct service from Harrogate, via Knaresborough and Monks Cross to York.

**7.3 To consider** email from the Definitive Map Officer, NYCC, regarding the Application to Record a Public Footpath at The Abbey, Knaresborough.

**RESOLVED:** That KTC, as the original applicant, should now write to the Secretary of State pointing out that this Council is still in existence and still supports the application to record a footpath at The Abbey, Knaresborough.

**7.4 To consider the Notice** relating to the Proposed Introduction of Waiting Restrictions – Waterside, Knaresborough Traffic Regulation Order (Parking and Waiting No 31 – 2018).

Councillor Goode gave background information which had led to the issue of this Notice. He explained that KTC had been approached by members of the Waterside Residents Association and various meetings had been held with KTC and NYCC Area 6.

**RESOLVED:** That KTC supports the plan as detailed on the Traffic Regulation Order (Parking and Waiting no: 31 - 2018) and would like to see it implemented as soon as possible.

**7.5 To receive and note** the letter from the NYCC Corporate Director, Children and Young People's Service, in response to the Clerk's letter written following concerns raised around funding for King James School at the Annual Town Meeting.

**RESOLVED:** That KTC writes to the MP for Harrogate and Knaresborough outlining concerns that King James's School is having to cut its curriculum because it is the 41<sup>st</sup> worst funded school in England. KTC would ask the MP to do anything he can to resolve this funding differential; other schools in Knaresborough are also being adversely affected by the National Funding Formula which would appear to be flawed in some way and needs to be addressed. KTC thanks our MP for meeting with the Headteacher of King James's School and the Education Minister; KTC would ask to be kept informed of progress on this matter.

County Councillor Zoe Metcalfe mentioned that NYCC Cabinet are endeavouring to raise this issue with MPs throughout the area and would welcome KTC's support by writing to its MP as detailed above.

### 18/034 ITEM 8 - Reports from the Clerk

#### 8.1 To approve the **Schedule of Accounts** as below:

KNARESBOROUGH TOWN COUNCIL June 2018 Schedule of Accounts					
Payable to & Description	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes
YLCA	33 - 35	135.00	0.00	135.00	3 x Councillor training at £45 each
Charlotte Gale Photography	36	100.00	0.00	100.00	Councillor photographs
Yorkshire Internal Audit Services	37	320.00	0.00	320.00	Internal Audit
Siemens Financial Services Ltd	38	291.81	58.36	350.17	Photocopier rental
Friends of Knaresborough Station	39	418.00	0.00	418.00	Grant request
Spa ICT Services	40	35.00	7.00	42.00	IT services - install BT Business Hub and associated cabling
Salaries, Tax, NI and Pension - June	41 - 44	3,811.73	0.00	3,811.73	
		<b>5,111.54</b>	<b>65.36</b>	<b>5,176.90</b>	

**RESOLVED:** To approve the schedule of accounts June 2018 totalling £5,176.90

#### 8.2 To consider finance figures for April and May

**RESOLVED:** To Receive and Note the finance figures for April and May.

#### 8.3 To consider approval of Councillor training requirements

- i) Councillor D Goode - 'Local Councils are employers - make sure you get it right'
  - ii) Councillor T Hunter - 'Developing Your Skills as a Councillor'
  - iii) Councillor P Ireland – 'Chairmanship Skills'
- (each training course priced at £45.00)

**RESOLVED:** To approve the training requirements for Councillors as above.

#### 8.4 To consider the recommendation from the Clerk to improve IT security.

The Clerk explained to members the costs under consideration to improve IT security in the office in terms of one off costs and annual costs. She explained how a preferred supplier had emerged from the research carried out and quotations received. It was

**RESOLVED:** That the Clerk instruct Spa ICT to carry out the IT security improvements as detailed in their communication dated 31 May 2018 at a cost of £240.

**8.5 To receive** the latest White Rose Update (June 2018) (emailed to members 26/6/18).

**RESOLVED:** To Receive and Note the White Rose Update - June 2018

### **18/035 ITEM 9 - Reports from Committees and Working Groups**

**9.1 To consider** the report and **recommendations** from the Castle Working Group re Signage and Lighting.

**RESOLVED:** To separate Town Council's previous request for a KTC brand from the overall castle signage project. A new brand is a bigger project needing more consideration.

**FURTHER RESOLVED:** To agree to allow the town council's lighting consultant to act as agent for the town council and instruct said consultant to apply for planning consent and to approve all reasonable associated costs. A bat survey will be necessary.

**9.2 To receive and note** the minutes of the Bright Friday Working Group meeting held on Monday 18 June.

**RESOLVED:** To Receive and Note the minutes of the Bright Friday Working Group meeting held on Monday 18 June.

### **18/036 ITEM 10 - Motions from Members**

#### **10.1 Motions from Councillor Tim Hunter:**

Please can we consider two new discussion areas for possible inclusion in existing working groups/committees:

**E-Commerce:** to look at whether Knaresborough can do more to support the growing needs of small e-commerce businesses. The demise of banking facilities is probably a red herring as most people use internet banking. However, the group could look at e.g. the provision of substantially increased post office capacity (where cash can be paid in for traditional retailers) and parcel depot facilities etc. It could also look at whether we can provide small business units for such companies (which are expanding out of e.g. working from home) as part of the new developments (on e.g. Manse Farm, where some land has been set aside for business use) or even on unused parts of the high street.

**Knaresborough Multi Purpose Venue:** This would look at the feasibility of creating a 200+ seating (several hundred standing) multipurpose venue in Knaresborough. We must recognise that, for most of the year, the weather conditions will require indoor events, so focusing on outdoor capacity is of limited use. It is very important for

Knaresborough to have this size of venue, as without it we will continue to be unable to host anything other than tiny events. Towns with smaller populations in North Yorkshire already have this capability, e.g. Whitby has the Pavilion and the Theatre. The Whitby Pavilion is used for many functions including arts fairs etc. I suggest such a venue would be coupled with appropriate levels of parking (probably ruling out town centre) and the possibility of attracting a hotel chain e.g. Travelodge to set up nearby.

**RESOLVED:** To defer Item 10.1 to a future meeting as Councillor Hunter was not at the meeting due to illness.

### **10.2 Motion from Councillor Christine Willoughby:**

That the town council agrees to set up an “Ear Marked Reserve” (EMR) in the name of the Knaresborough Links Youth Charity. This reserve will expire in March 2025. Any funds not used by this date will be allocated to organisations in the Knaresborough area which are in broad accord with the aims of the Knaresborough Links Youth Charity. (see report)

**RESOLVED:** That the town council agrees to set up an “Ear Marked Reserve” in the name of the Knaresborough Links Youth Charity as detailed in the motion above.

### **10.3 Motion from Councillor Andy Wright:**

#### **Banking in Knaresborough:**

"Knaresborough Town Council notes the alarming number of banks that have closed in Knaresborough and recognises the importance of at least one bank remaining in the town. In order to try to encourage the remaining two banks, Halifax and Barclays, to remain in the town, KTC resolves to write to these two banks and seek assurances about their future plans to retain a branch in Knaresborough. If either or both give a commitment to remain in Knaresborough, Knaresborough Town Council will launch a campaign, hopefully with other bodies in the town, to encourage all local bodies, companies and individuals to change their bank to one or both of the remaining two banks so that it will prove more financially viable for them to remain in Knaresborough for the longer term."

Councillor Wright detailed the rationale for including this motion on the agenda. He felt that any campaign, which would commence after a commitment from one of the banks that they will stay in Knaresborough, would require the support of the Chamber of Trade and other organisations in the town.

It was proposed that KTC creates a campaign, with the Chamber of Trade, to try and ensure that at least one of the two, if not both, banks stay in Knaresborough. This proposal was seconded.

An amendment was proposed that the motion should read “..... Knaresborough Town Council will join with other organisations across the town to encourage all local bodies, companies and individuals to change their bank .....”.

**RESOLVED:** Knaresborough Town Council notes the alarming number of banks that have closed in Knaresborough and recognises the importance of at least one bank remaining in the town. In order to try to encourage the remaining two banks, Halifax and

Barclays, to remain in the town, KTC resolves to write to these two banks and seek assurances about their future plans to retain a branch in Knaresborough. If either or both give a commitment to remain in Knaresborough, Knaresborough Town Council will join with other organisations in the town, to encourage all local bodies, companies and individuals to change their bank to one or both of the remaining two banks so that it will prove more financially viable for them to remain in Knaresborough for the longer term.

### **Paper copies of the Town Council Agenda.**

"There is a thorough review of the decision to not issue paper copies of the agenda to councillors. This to include reverting to sending paper copies to all councillors, issuing paper copies only to those councillors that request them, only issuing truncated paper copies of the agenda by removing any substantial document and issuing all councillors with an electronic device that allows them to bring all documents to the meeting in an electronic form.

The review to focus on how every councillor can contribute fully to the meeting rather than what is convenient to the office staff."

Councillor Wright explained the rationale for including this motion on the agenda. The motion was seconded.

Two amendments were proposed to the motion:

i) The final sentence to read - "The review to focus on how each individual councillor can contribute fully to the meeting".

This amendment was accepted and voted upon.

ii) A sentence to precede the motion - "As of now councillors should be able to request all papers be sent in the post as before. There is a thorough ....."

Discussion followed the second amendment as detailed above. Members expressed many and differing opinions on this matter. The Chair of Office Services stated any review should encompass all office procedures and related staffing levels and he pointed out that a decision to allow paper copies would have a direct affect on the cost of staffing and the running of the office. Ultimately it was

**RESOLVED:** As of now councillors should be able to request all papers be sent in the post as before. There is a review of the decision to not issue paper copies of the agenda to councillors by Office Services Committee (OSC) as part of the wider review of staffing. The review to focus on how every councillor can contribute fully to the meeting and consider issuing all councillors with an electronic device that allows them to bring all documents to the meeting in an electronic form. However, this element of any review will not be a priority for OSC.

### **10.4 Motion from Councillor Hannah Gostlow: (see attached letter from Questr Ltd)**

"That KTC replies to Questr's letter and request for support, to ask if we may fund five sites around Knaresborough, as listed below, which I understand would total £100.

#### **Conyngham Hall Area**

1. Conyngham Hall Refreshments Kiosk (to publicise facilities and opening times etc)
2. Woodland Discovery Trail (to encourage the further exploration of this area)
3. Beryl Burton Cycleway (to encourage use)

#### **Knaresborough House**



4. Knaresborough House porch (to publicise KTC website & how to get the best out of local council)

**Castle Grounds**

5. Our War Memorial within the castle grounds (as we lead up to Remembrance Sunday and 100yrs since the end of the First World War)".

Councillor Gostlow explained the rationale for including this item on the agenda.

**RESOLVED:** That KTC supports the request in Questr's letter for funding five sites around Knaresborough, as detailed above at a cost of £100.

**10.5 Motion from Councillor Phil Ireland:**

"That KTC purchase a trophy to the value of £250 and present it to Knaresborough FC in recognition of their 2017/18 season achievements at the pre-season friendly on July 10<sup>th</sup>"

Councillor P Ireland explained the rationale for including this item on the agenda. Members discussed and mention was made of a 'cup' in the office which may be appropriate if it can be professionally renovated.

**RESOLVED:** That KTC acquire a trophy to the value of £250 and present it to Knaresborough FC in recognition of their 2017/2018 season achievements at the pre-season friendly on July 10<sup>th</sup>.

**18/037 ITEM 11 - Information Exchange**

- Councillor Wright expressed concern about bins not being emptied following the Wednesday market in Knaresborough. Councillor Ireland told members he had been given assurances by HBC that litter will be picked up following the market in Knaresborough on Wednesdays.

**Meeting Closed at 9.45 pm**

**Signed by the Mayor**

**Councillor P Ireland:** \_\_\_\_\_