

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD AT
KNARESBOROUGH HOUSE, KNARESBOROUGH, ON
Monday 15 October 2018**

PRESENT: **Chair:** The Mayor – Councillor Phil Ireland

Councillors: M Clemmitt, E Darling, J Gair, D Goode, H Gostlow,
 T Hunter, A Willoughby, C Willoughby,
 M Wood and A Wright

Staff Present: The Acting Clerk and Deputy Clerk

Also Present: A representative from King James’s School
 A representative from Knaresborough Celtic
 A representative from Love Sustainable
 Knaresborough
 2 representatives from Dementia Friends
 A member of the public

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

18/080 ITEM 1 – To receive apologies for inability to attend the meeting

Apologies were received from Councillor S Mearns.

18/081 ITEM 2 – Councillors’ Disclosure of an Interest

Councillor M Clemmitt	Item 6.3 – as a neighbour to the property.
Councillor H Gostlow	Item 9.2 – as acquainted with persons relating to 2 of the quotations put before Council.
Councillor C Willoughby	Item 6.1 – 18/03830/TPO – bias interest.

18/082 ITEM 3a - KTC Public Speaking Session

The Mayor welcomed Mr Justin Waters, a representative from King James’s School, to the meeting. Mr Waters gave a brief overview of the grant application – **item 7.2** (Min No. 18/086) – he explained that the existing all-weather Astroturf at the school is nearing the end of its life and that site feasibility studies for a replacement 3G surface with the addition of floodlights have already taken place, and there is an outline project cost of £400,000.

The school, in partnership with Knaresborough Celtic FC, have an agreement in principle by the Football Foundation to cover remaining costs if the partnership can contribute the first £100,000.

The 3G pitch will be a community facility and its existence is predicted to free up more space in the sports hall for other sports to increase their participation also.

After a short question and answer session the Mayor moved to take **Item 7.2:**

RESOLVED: That KTC support this grant application for the full amount of £7500, being assured that the project implementation will ensure any noise and light pollution is mitigated for nearby residents.

ITEM 3b - KTC Open Forum

A representative from *Love Sustainable Knaresborough* spoke about the idea to bring all the local community groups and interested individuals together in a round table discussion to support positive action for a sustainable Knaresborough.

The event will take place on Saturday 17 November, 10 to 12.30pm, at Knaresborough House.

The representative left Council with the thought – ‘*What are the Town Council’s small achievable steps towards a sustainable Knaresborough?*’ Council members are very welcome at the meeting.

The meeting adjourned to the Committee Room for an informative training session given by the Services Manager of Ripon, Harrogate, York and Selby Alzheimer’s Society on how to be more ‘***Dementia Friendly***’ (13 August Min No. 18/057).

ITEM 3c - Reports from District and County Councillors

County Councillor D Goode informed members he had attended another briefing session at NYCC and that he had a presentation pack available should any member wish to know more.

Borough Councillor C Willoughby stated that she had attended the AQM meeting to look at responses from the public through consultations.

18/083 ITEM 4 – to consider and, if thought fit, approve as a correct record, the Minutes of:

4.1 Monday 24 September 2018

RESOLVED: That the minutes of the Council Meeting, held on Monday 24 September 2018, be approved as a correct record and signed by the Chair.

18/084 ITEM 5 - Business Remaining

5.1 To consider the current situation re **Men’s Forum Defibrillator** request and decide how to proceed

RESOLVED: To continue to move forward with permissions for the project.

5.2 To consider the responses received to letters sent out to NYCC and the CCG outlining concerns raised over levels of development in Knaresborough following the meeting held on 03/09/2018 Min No 18/061.

RESOLVED: That KTC accept the offer from the NYCC Corporate Director of Business and Environmental Services for one of the Highways team to come and give a short presentation on the role of the Highway Authority in the planning process.

The Acting Clerk was asked to gather pre-prepared questions from councillors once a date has been agreed.

18/085 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:
18/02882/FUL MAJ	Demolition of warehouse; erection of warehouse with associated works to hardstanding and landscaping. Lapidia, Grimbald Crag Close, HG5 8PJ.	No objections
18/03380/FUL	Change of Use of Tailors (Use class – A1) to form retail unit and 2 no. holiday lets; alterations to fenestration; installation of doors and 2 no. rooflights; application of render. Rear of 8 Castlegate, HG5 8AR.	KTC support this application
<i>Councillor C Willoughby left the room for the following item:</i>		
18/03830/TPO	Crown Thinning (by 5%) of 1 Sycamore Tree within Tree Preservation Order 21/1999. The Old Vicarage, 2 Station Road, HG5 9AA.	No objections
<i>Councillor C Willoughby returned to the meeting.</i>		
18/03856/TPO	Crown lift (to 5.2m) of 1 Holme Oak tree within area A1 of Tree Preservation order 01/1959. Bilton Hall Nursing Home, Bilton Hall, Bilton Hall Drive, HG1 4DW.	No objections
18/03995/FUL	Erection of fire escape staircase; alteration to fenestration to form door. 76 High Street, HG5 0EA.	No objections
18/04035/FUL	Erection of a detached garage. The Firs, York Road, HG5 0SW.	No objections

6.2 To determine representation from KTC, if appropriate, at HBC Planning Committee Meeting on **Tuesday 16 October 2018**, 2pm, Council Chamber, Civic Centre, HG1 2AE – *No Applications for Knaresborough.*

6.3 Planning Enforcement:

18/00514/PR15

24 Woodpark Drive, HG5 9DL

Alleged breach: Erection of Conservatory.

RESOLVED: To receive and note.

18/086 ITEM 7 - To consider the following correspondence**7.1 To consider the grant application from Jubilee Allotments, Bilton Hall Drive.**

RESOLVED: KTC is inclined to support the application for funding, but first needs more detail of the work to be done on land belonging to KTC. The description of works in the application is not the same as in the contractors quote. KTC need a detailed plan of the proposed works and have serious concerns as to whether this work requires planning permission. KTC to ask the allotment association for a detailed plan in order to further consider the permission and funding.

7.2 To consider the grant application from King James's School, King James's Road, HG5 8EB

See item 3a

7.3 To receive the letter from NYCC Chairman of the Transport, Economy and Environment Overview and Scrutiny Committee re Parish Survey on Vehicle Activated Speed Signs.

RESOLVED: To receive and note.

Councillor A Willoughby informed Council that the present loan system for VAS will continue.

7.4 To consider the Proposed Traffic Regulations Order Amendments; Knaresborough Division, comments and observations to be made to NYCC no later than Friday 19 October.

RESOLVED: KTC ask NYCC, with regard to the proposed extension to waiting restrictions at Claro Mews, to ensure that residents in neighbouring streets are also consulted.

The consultation is to be added to the KTC website.

18/087 ITEM 8 - Reports from the Clerk**8.1 To approve the Schedule of Accounts**

October 2018 Schedule of Accounts

Payable to & Description	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes
Siemens Financial Services - Copier lease rental Oct-Jan	80	291.81	58.36	350.17	
Yorkshire Internal Audit Services	81	320.00	0.00	320.00	Interim Audit Visit 2018/19
PKF Littlejohn LLP	82	400.00	80.00	480.00	Limited Assurance Review of Annual Governance and Accountability Return for Year end 31 March 2018.

Royal British Legion (WW1 Centenary Commemoration Plaque)	83	600.00	0.00	600.00	Paid (Min No. 18/077 24 Sept 2018)
De-signs Signs and Graphics Centre Ltd	84	490.00	98.00	588.00	Castle Signage
St John's Church (Remembrance)	85	100.00	0.00	100.00	
		2,201.81	236.36	2,438.17	

RESOLVED: To approve the schedule of accounts for payment totalling £2438.17.

8.2 To Note the Work In Progress update from 24 September 2018.

RESOLVED: To approve the work in progress as reported.

8.3 To receive the Internal Audit of Accounts for the Financial Year ending 31 March 2019 (First Visit)

RESOLVED: To ask the Office Services Committee to look at the report in further detail and progress any actions and to appoint a Councillor to conduct a monthly reconciliation of cheque books and financial statements.

18/088 ITEM 9 - Reports from Committees and Working Groups

9.1 To consider the **recommendations** from the **Office Services Committee** meeting held on Monday 8 October 2018

RESOLVED: That KTC approve the recommendations relating to staffing and the office.

9.2 To consider the **recommendation** re Christmas brochure printing and design

RESOLVED: (1) That KTC accept the quote from Company 2, Rowena Edwards, for the design of the booklet at a cost of £120 +VAT. (2) That KTC accept the quote from Company 1, Network Print Direct, for the printing of the booklet at a cost of £315 +VAT.

18/089 ITEM 10 - Motions from Members:

Councillor P Ireland

"That KTC consider taking on the responsibility for maintenance of the two lamp posts within the curtilage of St John's Church after they have been replaced or refurbished by NYCC"

RESOLVED: That KTC, subject to confirmation in writing from NYCC that there is no additional risk of any additional lamps being passed on to the Town Council, take on the responsibility for the maintenance of the two lamp posts within the curtilage of St John's Church after they have been replaced or refurbished by NYCC.

18/090 ITEM 11 - Information Exchange:

- Councillor D Goode informed members that the Royal British Legion is looking for volunteers to be Poppy sellers this year.
- Councillor C Willoughby mentioned that the 2 signs on posts outside Knaresborough Castle had been erected and the reaction so far has been very positive.
- Councillor A Wright was pleased to report the bins at the Market place are now being emptied on a Wednesday.
- Councillor P Ireland mentioned that it was the Civic Service on Sunday 21 October. He also told members that his wife had completed the fundraising sky dive and he would be collecting pledges.

Meeting closed at: 10.10 p.m.

Signed by the Mayor

Councillor P Ireland: _____