

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD AT  
KNARESBOROUGH HOUSE, KNARESBOROUGH, ON  
Monday 17 June 2019**

<b>PRESENT: Chair:</b>	The Mayor – Councillor Christine Willoughby		
<b>Councillors:</b>	M Clemmitt, E Darling, H Gostlow, P Ireland S Mearns, T Hunter, M Wood, A Willoughby, and A Wright		
<b>Staff Present:</b>	The Clerk and the Deputy Clerk		
<b>Also Present:</b>	County Councillor Zoe Metcalfe, an Officer from NYCC, a representative from JPI Media and several members of the public		
<b>Late Arrivals:</b>	None	<b>Early Departures:</b>	None

**19/197 ITEM 1 – To receive apologies for inability to attend the meeting**

Apologies were received from Councillors Gair and Goode.

**19/198 ITEM 2 – Councillors’ Disclosure of an Interest**

<b>Councillor M Clemmitt</b>	Item 8.2 - is Chair of Town Twinning Committee
<b>Councillor A Willoughby</b>	Item 6.4 - Executive Committee Member of Renaissance Knaresborough
<b>Councillor E Darling</b>	Item 6.4 - Secretary of Renaissance Knaresborough
<b>Councillor S Mearns</b>	Item 6.4 - Chair of Renaissance Knaresborough
<b>Councillor C Willoughby</b>	Item 6.4 - Executive Committee Member of Renaissance Knaresborough
<b>Councillor A Wright</b>	Item 6.3 - Lives very close to the junction of Hambleton Court and Stockwell Lane

**19/199 ITEM 3a - KTC Public Speaking Session**

i) As some of the members of the public present included representation from HALT (The Harrogate and Knaresborough Alliance for Less Traffic) the Mayor moved to take **Item 5.1 - Presentation from NYCC Officer as part of the NYCC public engagement exercise re The Harrogate Congestion Study**

The NYCC Officer distributed paper copies showing the content of the exhibition boards which had been used in the public presentations throughout the area. He spoke of the background which had led to the Study, gave a brief overview including the various packages, and explained the next steps.

Councillors were then invited to ask questions. Several questions were put forward and much discussion followed. The Mayor then invited a representative from HALT to put

forward one of their questions. The Officer was thanked for attending the meeting and members asked for an update of how many members of the public had completed the Consultation. Members were informed that as at 17 June a.m. the number was circa 9.4K.

It was then proposed and seconded that Knaresborough Town Council (KTC) makes a response to the Consultation as follows:

'This council is vehemently against the idea of the possibility of a relief road as mentioned in the consultation document'

An amendment was proposed and seconded that the words 'as identified in package E' be included in the response.

Councillor Wright asked for a recorded vote

**RESOLVED:** That KTC responds to the Consultation stating that it is vehemently against the idea of the possibility of a relief road as identified in package E of the Consultation Document.

Councillor T Hunter abstained from this vote. All other Councillors present voted in favour of the Resolution.

ii) A member of the public had attended to represent residents and speak in favour of the introduction of double yellow lines at the junction of Hambleton Court and Stockwell Lane. Members were then invited to ask questions and the Mayor moved to take **Item 6.3 To consider the request from residents regarding the introduction of double yellow lines at the junction of Hambleton Court and Stockwell Lane**

**RESOLVED:** That KTC writes to NYCC pointing out that members of the public have approached council regarding this matter and will NYCC please consider the introduction of double yellow lines.

iii) A resident had been expected to attend to speak in favour of the extension of double yellow lines on Tentergate Avenue. (*County Councillor Zoe Metcalfe confirmed that she had in fact visited the resident earlier that evening*).

**RESOLVED:** That KTC writes to NYCC pointing out that members of the public have approached council regarding this matter and will NYCC please consider the extension of double yellow lines.

iv) A member of the public had attended to speak about the state of the toilets and waste bins in Knaresborough. She spoke in depth about the state of the public toilets in Knaresborough; their lack of cleanliness, lack of facilities and the fact that toilets are very often locked earlier than published on Harrogate Borough Council's (HBC) website. She also spoke about the state of waste bins, particularly at busy holiday times when they are often overflowing. She informed members that she had personally provided toilet rolls and black bin bags for collecting rubbish.

Members asked questions and the Mayor moved to take **Item 6.5 To consider the correspondence received regarding the state of the toilets and bins in Knaresborough**

**RESOLVED:** That KTC writes to HBC emphasising the importance that town council places on the public toilets in Knaresborough; this is a visitor town and needs decent toilets. Will HBC take on board that the toilets are very important. It should also be pointed out in the letter that KTC receives numerous complaints regarding disabled toilets being padlocked, baby changing facilities being locked, toilets generally being locked earlier than they should be and numerous other issues.

**FURTHER RESOLVED:** That KTC requests double bins, rather than single bins, be placed around the castle yard which would accommodate twice the litter and do not have to be emptied as often. This system is working well in the Market Place.

v) Two members of Renaissance Knaresborough had attended the meeting to answer any questions regarding their grant application.

Councillors, E Darling, S Mearns, A Willoughby and C Willoughby left the Chamber at this point and took no part in the discussion or voting regarding this item. The Deputy Mayor, Councillor M Wood took the chair and moved to take

#### **ITEM 6.4 To consider the grant application from Renaissance Knaresborough**

The Treasurer of Renaissance Knaresborough explained the rationale behind the grant request and members asked questions.

**RESOLVED:** That KTC award the grant requested of £3,500 to meet the cost of enabling the road closures and installing a big screen in the market place.

Councillors E Darling, S Mearns, A Willoughby and C Willoughby returned to the Chamber.

#### **ITEM 3b - KTC Open Forum** - none for this meeting

#### **ITEM 3c - Reports from District and County Councillors**

County Councillor Zoe Metcalfe mentioned that she would forward an email to members regarding the pupil roll numbers at King James's School.

District Councillor Ed Darling spoke about the planning application at Hambleton Grove and informed members that whilst a slightly different design had been submitted he had requested this application to be referred to planning committee.

District Councillor P Ireland spoke about a Sports Review for the District - Knaresborough pool and gymnasium still very much 'on the cards'.

19/200 **ITEM 4 – to consider and, if thought fit, approve as a correct record, the Minutes of:**

#### **4.1 Monday 13 May 2019**

Councillor Darling asked for an amendment to item 5.2 in that he had applied for grant funding from the District Improvement Fund, not BID as minuted.

**RESOLVED:** That, subject to the amendment above, the minutes of the Council Meeting, held on Monday 13<sup>th</sup> May 2019, be approved as a correct record and signed by the Chair.

#### **4.2 Thursday 16 May 2019**

**RESOLVED:** That the minutes of the Council Meeting, held on Thursday 16<sup>th</sup> May 2019, be approved as a correct record and signed by the Chair.

#### **19/201 ITEM 5 - Business Remaining**

**5.1 Presentation to KTC**, as part of the NYCC public engagement exercise, re The Harrogate Congestion Study

See 19/199 above.

**5.2 To consider** the quotations received for the printing of **Knaresborough Forest Leaflets** (KTC meeting 24 April Minute No. 19/194)

**RESOLVED:** To accept the quotation received from the **intergroup** and proceed with the printing of Knaresborough Forest Leaflets at a cost of £675.

**5.3 To consider** the associated costs of erecting a banner over the High Street to promote the Castle

It was proposed and seconded that council moves ahead with this project and has the banner produced and erected as soon as possible. The Clerk asked if council would give her delegated authority to have some leeway on the total cost of the banner as at this point she had only requested one quotation for its production. It was suggested that the banner should be double sided.

**RESOLVED:** That the Clerk be given delegated authority to spend up to £900 for this project on the basis of the banner being double sided; cost to include one year's erection.

**5.4 To consider** the logo design ideas (KTC meeting 13 May 2019 Minute No. 19/194)

Councillor Gostlow spoke about the designs presented to Council and informed members that the Town Team's preferred option was concept number 4.

**RESOLVED:** That town council support concept number 4, as presented to members, be progressed to the next stage of design.

#### **19/202 ITEM 6 - To consider the following correspondence**

**6.1 To consider** additional KTC representation on the Nidd Gorge Advisory Partnership (NGAP) body.

It was noted that Councillor A Willoughby is currently KTC's representative on the Nidd Gorge Advisory Partnership body.

**RESOLVED:** That Councillor Mike Wood would also be a representative on the NGAP body and that Councillor H Gostlow would be a substitute representative.

**6.2 To consider** the request from a resident regarding the extension of double yellow lines on Tentergate Avenue

See 19/199 above.

**6.3 To consider** the request from residents regarding the introduction of double yellow lines at the junction of Hambleton Court and Stockwell Lane

See 19/199 above.

**6.4 To consider** the grant application from **Renaissance Knaresborough**

See 19/199 above.

**19/203     ITEM 7 - Reports from the Clerk**

**8.1 To approve the Schedule of Accounts May (2) and June 2019**

**KNARESBOROUGH TOWN COUNCIL**  
**May (2) 2019 Schedule of Accounts**

<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>
FEVA	14	1,500.00	0.00	1,500.00	(grant)
Vision ICT	15	75.00	15.00	90.00	website search facility
Salaries, Tax, NI and Pension - May	16 - 19	3,941.53	0.00	3,941.53	
Mrs A Pulman	20	16.20	0.00	16.20	glasses/ice for Mayor Making
Amy Hodgson	21	650.00	0.00	650.00	Catering for MM
The Wine Shop	22	141.25	28.25	169.50	Drinks for MM
Jubilee Allotments Association	23	1,362.00	0.00	1,362.00	(grant)
Nottingham Jewellers	24	13.33	2.67	16.00	cup engraving
<b>Total</b>		<b>7,699.31</b>	<b>45.92</b>	<b>7,745.23</b>	

**RESOLVED:** To approve the schedule of Accounts May (2) totalling £7,745.23

**KNARESBOROUGH TOWN COUNCIL****June 2019 Schedule of Accounts**

<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>
Knareborough Flower Club	25	230.00	0.00	230.00	Flowers MM**
Arena Group Ltd	26	93.00	18.60	111.60	Photocopying May
BT	27	81.70	16.34	98.04	Internet
Councillor C Willoughby	28	1,100.00	0.00	1,100.00	Mayoral allowance 1st instalment
<b>Total</b>		<b>1,504.70</b>	<b>34.94</b>	<b>1,539.64</b>	

The Mayor asked members to consider approval of the Schedule of Accounts June 2019 Items 25 - 27.

**RESOLVED:** To approve the Schedule of Accounts June Items 25 - 27 totalling £439.64.

The Mayor then left the Chamber and the Deputy Mayor, Councillor Mike Wood, took the Chair. Members considered item 28 (1<sup>st</sup> instalment of mayoral allowance) of the schedule of accounts June 2019.

**RESOLVED:** To approve item 28, 1<sup>st</sup> instalment of mayoral allowance - £1100.

The Mayor returned to the Chamber.

## **7.2 To receive the Work in Progress report**

Councillor A Willoughby mentioned that in reference to 'change to bedding schemes' HBC is generally doing what KTC had asked. The Clerk confirmed that as yet no invoice has been received and confirmed that when an invoice does arrive she will liaise with Councillor A Willoughby.

The Clerk briefly spoke about the adoption of the three telephone boxes in the Market Place and confirmed that she was in communication with BT who would like us to adopt the two left hand boxes and not the outside two as originally requested by council. This is due to BT's wiring primarily extending into the middle phone box. BT is favourable to KTC refurbishing the boxes and has offered to provide the paint required.

**RESOLVED:** That KTC moves forward with this project.

## **7.3 To consider the Annual Internal Audit Report 2018/19**

**RESOLVED:** To receive and note.

**7.4 To complete the Annual Governance Statement 2018/19** points 1 – 9

Each statement was read out from points 1 to 9 on the Annual Governance Statement for Council to agree.

**RESOLVED:** To agree 'yes' in response to statements 1 to 9 on the Annual Governance Statement.

**7.5 To consider the Accounting Statements 2018/19**

**RESOLVED:** To approve the Accounting Statements 2018/19.

**19/ 204 ITEM 8 - Reports from Committees and Working Groups**

**8.1 To receive and note** the minutes of the Knaresborough Planning Committee meeting held on Tuesday 04 June and **to consider the recommendation to approve** the terms of reference document as detailed in Appendix A.

**RESOLVED: To Receive and Note** the minutes of the Knaresborough Planning Committee meeting held on Tuesday 4 June.

**FURTHER RESOLVED: To accept the Recommendation** approving the Terms of Reference document as attached to these minutes in Appendix A.

**8.2 To receive and note** the minutes of the **Town Twinning Committee** meeting held on Thursday 09 May 2019.

**RESOLVED: To Receive and Note**

**8.3 To receive and note** the notes of the **Performance Pavilion Working Group** meeting held on Wednesday 08 May 2019.

Councillors Ireland and Wood mentioned that their Apologies for absence had not been noted on these Minutes.

**RESOLVED: To Receive and Note**

**8.4 To receive and note** the minutes of the **Games in the Park Working Group** meeting held on Tuesday 21 May 2019 and **to consider the recommendation to support** the Illustrated Map Project by paying the costs for printing 5000 copies at a cost of £494+VAT.

Councillor Gostlow spoke about the Recommendation contained in these minutes.

**RESOLVED: To Receive and note** the minutes of the Games in the Park Working Group meeting held on Tuesday 21 May 2019 and to approve the recommendation to support the illustrated map project by paying the costs for printing 5000 copies at a cost of £494 + VAT.

**19/205 ITEM 9 - INFORMATION EXCHANGE**

- Councillor Mike Wood informed members that he had attended the Army Cadet Force Presentation Day and that it had been mentioned the Cadets are very keen to help in local projects - distribution of leaflets, marshalling etc.
- Councillor A Willoughby mentioned that he and the Mayor had felt moved to be part of the 50 year anniversary celebrations in Bebra and thanked Councillor Clemmitt for all her hard work over the years.
- Councillor Clemmitt also mentioned Bebra and what had been a most enjoyable trip.

**Meeting closed at: 9.35 p.m.**

**Signed by the Mayor:  
Councillor C Willoughby**