

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL HELD AT
KNARESBOROUGH HOUSE, KNARESBOROUGH, ON
Monday 19 August 2019**

PRESENT: **Chair:** The Mayor – Councillor Christine Willoughby

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

Staff Present: The Deputy Clerk

Also Present: A local resident.

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

19/215 ITEM 1 – To receive apologies for inability to attend the meeting

Apologies were received from Councillor S Mearns.

19/216 ITEM 2 – Councillors' Disclosure of an Interest

Councillor Wright indicated that he knows the council's auditor but that in future he would not be declaring an interest as other partners in the business are now carrying out council audits.

19/217 ITEM 3b - KTC Open Forum

A local resident had attended the meeting to speak on behalf of the residents of Charlton Drive about disrupted waste collection services. He explained that waste was not being collected at the due time (sometimes 36 hours later than scheduled) and this was causing problems with dustbins remaining on the pavement and restricting access. He also mentioned overgrown hedges in the area.

District Councillor Ireland explained that there had been recent problems with waste collection services throughout the area and gave apologies on behalf of HBC. He went on to say that there had been teething problems with implementing the new collection schedules, mainly due to the staffing of new rotas. He mentioned that assurances have been given by HBC that initial teething problems will be overcome.

The resident left his contact details and a councillor from his ward agreed to follow up the queries.

Councillors asked for an item re HBC waste collection to be included on the next council agenda.

ITEM 3a - KTC Public Speaking Session

Presentation from HBC - Deputy Leader and Cabinet Member for Resources, Enterprise and Economic Development - update on economic growth strategy together with recent and future investments in Knaresborough.

Councillor Swift began by thanking Knaresborough councillors for their understanding of the difficulties HBC is experiencing in regard to waste collections as highlighted by the resident from Charlton Drive.

He then went on to speak about economic growth strategy and explained that there are currently 13 'live' projects in Knaresborough where HBC is actively involved, such as the castle lighting project, town centre Wi-Fi, electrical car charging points, properties on the High Street, and the UCI road world championships. (See Appendix to these minutes for full list). He detailed where and how investment is being targeted for each project. Councillors were then able to ask questions, including, whether Knaresborough House and Conyngham Hall, as major assets, are considered to be assets which HBC would wish to continue to own for the long term. This assurance was given. Further questions included the amount of money spent on buildings on the High Street, electric car charging points on public land, and the viability of statistics following the recent major cycling events. It was also asked if KTC could be kept informed regarding any future planned sales of land in Knaresborough. It was confirmed that this would not be possible at present but once a detailed plan had been approved consideration would be given to informing individual ward councillors when a sale of land is planned over a three to five year phased programme of selling.

ITEM 3c - Reports from District and County Councillors

County Councillor David Goode had attended a full NYCC meeting and a review committee looking at NYCC's environmental strategy and in particular how NYCC can contribute to zero carbon by 2040. At the full council meeting the budget had been discussed where there are still some significant pressure areas, namely Children's services and Health and Adult services, both of which have overspent budgets. He outlined various actions being looked at, including school transport changes, school capital budgets, and also prioritising work on Highways. He went on to explain that he had met with Corporate Director Business and Environmental Services NYCC and had discussed various points and it had been agreed that The Clerk and Deputy Clerk would be granted direct access to Area 6 staff.

District Councillor Ed Darling had been to the event at Conyngham Hall over the last weekend involving segway and go-karts. This was a trial event for the whole district. Councillor Darling asked for any comments to be fed back to him.

District Councillor Phil Ireland spoke about continued progression, along with North Yorkshire County Council, towards becoming zero carbon. He mentioned that the air quality management annual report has been accepted by Defra and is now on HBC's web site.

District Councillor Christine Willoughby informed members that she has a meeting this week with HBC's planners to discuss plans for the east of Knaresborough and how they will impact/fit in with future developments. She will report back to a future meeting.

19/218 ITEM 4 – to consider and, if thought fit, approve as a correct record, the Minutes of:

4.1 Extra Ordinary Meeting Monday 8 July 2019

RESOLVED: That the minutes of the Extra Ordinary Council Meeting, held on Monday 08 July 2019, be approved as a correct record and signed by the Chair.

4.2 Monday 15 July 2019

RESOLVED: That the minutes of the Council Meeting, held on Monday 15 July 2019, be approved as a correct record and signed by the Chair.

19/219 ITEM 5 - Business Remaining

5.1 To decide the next steps re the BT phone box refurbishment and funding of the refurbishment (KTC Meeting 13 May 2019) (copy of Clerk's report attached plus CONFIDENTIAL details from quotation).

The Mayor informed members that subsequent to the agenda being sent out, figures for refurbishing, as per option 3, had now been received. Members discussed the three options and agreed to ask the general public, together with local organisations, for their views and creative ideas for the use of the space. A Press Release to be sent out.

RESOLVED: To defer to the next meeting to review responses.

5.2 To sign-off the new KTC logo designs (verbal report from Councillor Gostlow)

Councillor Gostlow explained the current status of the new logo designs, which may need some technical 'tweaking' depending upon whether their use is for email, letters, compliments slips etc. She distributed example copies of letter head and compliments slips. Members discussed the detail/colour of the flags on the castle.

RESOLVED: That KTC goes ahead with the new logos as presented. To move this project forward, the Clerk to be given delegated authority to deal with any other development around the use of the logo on any other pieces of literature.

Councillor A Wright asked for his vote against this to be recorded.

19/220 ITEM 6 - To consider the following correspondence

6.1 To consider the email from HBC re the Harrogate Borough Council Budget Consultation 2020-2021.

RESOLVED: That members will submit their responses individually.

19/221 ITEM 7 - Reports from the Clerk**7.1 To approve the Schedule of Accounts for July and August****KNARESBOROUGH TOWN COUNCIL****July 2019 Schedule of Accounts**

Payable to & Description	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes	Initials
Salaries, Tax and NI, Pensions July	39 - 42	3,941.53	0.00	3,941.53		
Knares CofT (grant)	43	1,000.00	0.00	1,000.00		
Vision ICT	44	105.00	21.00	126.00	Potential website amendments	
Network Print Design	45	494.00	0.00	494.00	Conyngham Hall map	
D3 Office Group	46	104.50	20.90	125.40	Stationery	
D3 Office Group	47	65.00	13.00	78.00	Stationery	
BT	48	58.03	11.61	69.64	telephone	
King James School (grant)	49	7,500.00	0.00	7,500.00		
Total		13,268.06	66.51	13,334.57		

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

Payable to & Description	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes	Initials
Angela Pulman (reimbursement)	50	30.40	0.00	30.40	postage	
Yorkshire Internal Audit Services	51	320.00	0.00	320.00		
Link Mailing Systems	52	77.85	15.57	93.42	franking machine ink	

Spa ICT Services	53	165.00	33.00	198.00	Computer security annual	
SLCC	54	187.00	0.00	187.00	clerk annual subscription	
Rialtas	55	121.00	24.20	145.20	finance software subs	
Pitney Bowes	56	90.00	18.00	108.00	franking machine new printer head	
Events Ind Forum	57	25.00	5.00	30.00	Event planning guide	
Angela Pulman (reimbursement)	58	21.00	0.00	21.00	TEN app Bright Friday	
Salaries, Tax and NI, Pensions August	59 - 63	4,572.93	0.00	4,572.93		
Total		5,610.18	95.77	5,705.95		

RESOLVED: To approve the schedule of accounts (July and August) totalling £13,334.57 and £5,705.95 respectively.

7.2 To receive the Work in Progress report

Councillor Goode spoke about the Work in Progress Report and the differentiation between council projects and matters resulting from meetings. The Deputy Clerk has agreed to re-vamp the form to try and better reflect the office priorities.

RESOLVED: To Receive and Note the Work In Progress Report.

7.3 To receive the finance figures for July 2019

RESOLVED: To Receive and Note the finance figures for July 2019

7.4 To receive the report following the Internal Audit of Accounts for the financial year ending 31 March 2019 (Final Visit)

RESOLVED: To Receive and Note the Internal Audit of Accounts Report for the financial year ending 31 March 2019.

19/222 ITEM 8 - Reports from Committees and Working Groups

8.1 To receive and note the minutes of the Knaresborough Planning Committee meeting held on Monday 5 August.

Councillor Wright asked that these minutes be deferred to the next council meeting, as he has an amendment which he wishes to put to the planning committee at the meeting on 2nd September.

RESOLVED: To defer to the next council meeting.

8.2 To receive the notes from the **Performance Pavilion Working Group** meeting held on 9 July (recommendation put to Full Council on 15 July 2019) and any further updates as required.

Councillor A Willoughby spoke about his concern re the poor attendance at Performance Pavilion Working Group Meetings. He asked if two more councillors would be willing to join the working group to help facilitate moving this project forward. Councillor M Clemmitt volunteered to join the group.

RESOLVED: To receive the notes from the Performance Pavilion Working Group meeting held on 9 July 2019.

19/223 ITEM 9 - Motions from Members

9.1 Councillor Christine Willoughby:

That Town Council agrees to match fund, to a limit of £10K, based on a total cost of £20K, the projects to light up the Tudor Courthouse Museum building and also the trees between the castle keep and the war memorial.

The Mayor spoke about this Motion and informed members that she now had updated figures for the cost of the project totalling circa £19,543. The Mayor itemised the points of her report and council resolved to progress the project to light up the Tudor Courthouse Museum building and the trees between the castle keep and the war memorial as follows:

RESOLVED:

- i) To Receive and note the Report
- ii) To agree to match fund the scheme up to a limit of £10K, i.e. project total cost of £20K.
- iii) To agree to retain the services of the Town Council's lighting consultant on the same terms and conditions as previously to take forward Phase Two of the castle lighting scheme.
- iv) To agree to set aside its Financial Regulations to allow the same installation team to work on the castle lighting scheme as in 2018 as the new scheme is considered to be an extension of the 2018 scheme. Further, using the same installation team ensures that the new scheme is consistent with and will connect with the existing equipment at the castle.

19/224 ITEM 10 - INFORMATION EXCHANGE

- Councillor Gostlow informed members that HBC has now confirmed that it is unable to make any contribution towards the Conyngham Hall maps.
- Councillor Goode mentioned that the road markings at the Bond End roundabouts are to be re-done using materials which, it is hoped, will be more hard wearing.
- Following on from last year's 800 anniversary of St Robert, organisers are holding another feast on 28 September to celebrate the work of those in our community who serve and care for others. Tickets are £20 and the organising group is looking for sponsors to nominate someone special to attend this event.

- Councillor Andrew Willoughby spoke about confirmation he had received of a footpath order being made for the path along the bank of the river Nidd to the South West of Abbey Road. This follows NYCC taking a neutral stance on this order in 2012 followed by years of evidence gathering by Councillor Willoughby and also his attendance at an Inquiry on behalf of KTC. Fellow councillors gave Andrew a round of applause!
- The Deputy Clerk reminded everyone that there is a memory walk for Dementia on 31st August at Mother Shipton's Estate commencing at 2.00 p.m. All are welcome.
- The Deputy Clerk also informed members that a second tapestry depicting the viaduct, had been received from a donor living in West Yorkshire. This will be put on the chamber wall in due course.

Meeting closed at: 9.30 p.m.

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