

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

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08 December 2025

To: **The Town Mayor and Members of Knaresborough Town Council**

Dear Councillors:

I hereby summon you to the ordinary meeting of **KNARESBOROUGH TOWN COUNCIL** to be held in the **Chamber, Knaresborough House** on:

**Monday 15 December 2025**

**7:00pm**

Please see the Agenda for the meeting below:

Yours faithfully

*A Pulman*

A Pulman  
Clerk of the Council

Any queries regarding this agenda should be addressed to the Clerk at  
[clerk@knaresboroughtowncouncil.gov.uk](mailto:clerk@knaresboroughtowncouncil.gov.uk)

## **COUNCIL AGENDA – Monday 15 December 2025**

**1. To receive Apologies and consider approval** of the reasons for inability to attend the meeting.

**2. To receive declarations of disclosable pecuniary interest** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

### **3. KTC Public Speaking Session**

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council's attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda*.

**3a** North Yorkshire Councillors to give verbal updating report on unitary authority matters.

**4. To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Council** Meetings held on:

**4.1 Monday 17 November 2025 (ca)**

**5. Business Remaining** – none for this meeting

**6. Reports/Information from the Clerk** - none for this meeting

### **7. Correspondence**

**7.1 To consider** how Town Council may wish to engage with Knaresborough and District's Community Wealth Building Project (following presentation given on 17 November 2025)

**7.2 To consider** Town Council's response to the information presented by representatives from Network Rail in relation to the risks at the Frogmire Lane level crossing (*emailed to all members 18/11/2025*)

**7.3 To consider** a motion put forward by Councillor H Westmancoat on behalf of the Town Guides regarding a film location tour (*ca*)

**7.4 To consider** the email from Councillor Gostlow re a winter gritting partnership (*ca*)

### **8. Reports from Committees and Working Groups**

**8.1 To Receive a verbal update** from the Market Working Group.

**8.2 To Receive and note** the Knaresborough Town Guides Monthly record for November (ca)

## **9. Information Exchange**

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk's office.

**A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

### **Emergency Procedures for Meetings – Fire**

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.

**PRESENT:**     **Chair:**                   The Mayor – Councillor Helen Westmancoat

**Councillors:**       A Bell, J Batt, M Flood, D Goode, H Gostlow,  
  K Lacey, M Longhurst, S Oakes, J Pickard  
  and M Walker

**Staff Present:**       The Clerk and Deputy Clerk

**Also Present:**       Two representatives from Knaresborough Chamber  
  and a representative from The Stray Ferret

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

To receive apologies and approve reasons for inability to attend the meeting from Councillor K Davies.

None for this meeting

Two members of Knaresborough Chamber attended the meeting to outline the North Yorkshire Council (NYC) Community Wealth Building Project which aims to engage medium to large sized businesses in the wider Knaresborough area who may have the potential to contribute to the socio economic and environmental assets of the District. Further information to be distributed and the item will be included on a future full council agenda.

**3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.**

Councillor Gostlow:

- Councillor Gostlow informed members that NYC member budget seminars are being held ahead of NYC's full council budget meeting in February 2026.

- There have been issues with the new NYC planning portal as the public access area transitions to a new system.
- There are also issues surrounding Planning Enforcements which are being addressed at NYC Area Committee level.
- NYC is looking to formulate a policy on the future of public toilets and Councillor Gostlow would be interested to hear other KTC members' views about toilets in the town. *(Councillor Batt pointed out that the toilets in the castle grounds are part of the Duchy of Lancaster estate and do not belong to NYC).*

Councillor Walker:

- Councillor Walker referred to a meeting with NYC Highways to discuss drains in the town, where 30 drains have been found to require some remedial work. He asked members to inform either himself or Councillor Gostlow if they are aware of any specific problems.  
Highways also confirmed they will be undertaking some work to update the NYC online portal.  
A schedule for leaf clearing has been received and a gritting schedule circulated.
- Some residents are still experiencing problems with waste collection, particularly assisted collections. The NYC system has now been updated but if members are aware of any further problems they should contact Councillors Walker or Gostlow.

**25/250 ITEM 4 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes of the Council Meeting held on:**

#### **4.1 Monday 15 September 2025**

**RESOLVED:** That the Minutes of the meeting held on Monday, 15 September 2025 be approved as a correct record and signed by the Chair.

**25/251 ITEM 5 - Business Remaining** - None for this meeting.

#### **25/252 ITEM 6 – Reports/Information from the Clerk**

**6.1 To consider** the advised amendments to the NYC commuted sums mapping for King George V field as discussed with the KTC commuted sums working group.

Councillor Gostlow explained the rationale for the suggested mapping amendments and members discussed these along with the broader perspective on the field's use.

**RESOLVED:** That KTC supports the proposed merger of the 4 OSF ID's into a single entity for investment across the whole of the King George V field, and as a follow up to the

development of the project, KTC revisits the existing contract currently in use for the hire of the field.

**6.2 To consider** a request from the Clerk to receive payment for a proportion of the time in lieu built up over recent months as there has been no opportunity to take time off.

The Clerk explained the reasons for the request, and it was:

**RESOLVED:** That KTC supports the Clerk's request for a proportion of payment in lieu as discussed and very much appreciate all her hard work.

**6.3 To consider** staffing requirements specifically related to the Wednesday Market and **decide** next steps to be taken (awaiting information from NYC at time of print).

**RESOLVED:** That in view of the confidential nature of the business to be transacted re **ITEM 6.3** pertaining to staffing, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public.

**RESOLVED:** That for the purposes of budget planning for the financial year 2026/2027, KTC considers appointing two new roles, a Town Manager and an Administrative resource to support the day to day management of the market on Wednesdays.

Staffing Committee to take this forward.

**RESOLVED:** To come out of confidential session

**6.4 To consider** the 6-month financial position and agree the budget to inform the precept request for 2026/27.

The Clerk explained the rationale behind the figures in the budget spread sheet which had been circulated and informed members that she had kept any data relating to the potential operation of the market as a separate entity. She also explained that this budget reflected preparation for costs which the Town Council has not encountered previously.

**RESOLVED:** That based on the budget set for 2026/2027 (copy spread sheet attached) KTC submits a precept request to North Yorkshire Council for £280,351.

**6.5 To consider** the KTC office making appropriate arrangements to open a separate KTC bank account to service the Market.

**RESOLVED:** That the KTC office makes appropriate arrangements to open a separate KTC bank account to service the Market.

## **25/253 – ITEM 7 – Correspondence**

**7.1 To consider** the email from NYC Parish Liaison re Electric Vehicle Charging Infrastructure Programmes.

**RESOLVED:** That the email is passed to the Climate Emergency Group for follow up.

**7.2 To consider** the grant request from 1st Knaresborough (Castle) Scout Group for funding towards replacement fire doors. (This request missed the Finance meeting due to a delay beyond the groups control, and they have asked Council if it would make an exception).

Members discussed the grant application, and it was proposed and seconded that KTC award a grant of £700 towards this project.

A second proposal was made and seconded that KTC award the full amount of the grant.

**RESOLVED:** That KTC awards £700 to 1<sup>st</sup> Knaresborough (Castle) Scout Group for funding towards replacement fire doors.

The second proposal therefore fell.

**7.3 To consider** the request for permission to proceed with the installation of a borehole at the Jubilee allotment site following the allotment committee's successful national lottery grant application.

**RESOLVED:** That KTC, as landowner, gives permission for the Jubilee allotment committee to install a borehole at the Jubilee allotment site.

#### **25/254 - ITEM 8 - Reports from Committees and Working Groups**

**8.1 To Receive and note** the minutes of the KTC Planning Committee meetings held on 6 October, 21 October and 3 November 2025 (draft).

**RESOLVED:** To receive and note the minutes of the KTC Planning Committee meetings held on 6 October, 21 October and 3 November 2025 (draft).

**8.2 To Receive and note** the minutes of the Projects, Community and Environment Committee meeting held on 6 October 2025 (draft).

**RESOLVED:** To Receive and note the minutes of the Projects, Community and Environment Committee meeting held on 6 October 2025

**8.3 To Receive and note** the minutes of the Finance and General Purposes Committee meeting held on 20 October 2025 (draft).

**RESOLVED:** To Receive and note the draft minutes of the Finance and General Purposes Committee meeting held on 20 October 2025

**8.4 To receive and note** the minutes of the Staffing Committee meeting held on 29 September 2025 (draft).

**RESOLVED:** To receive and note the draft minutes of the Staffing Committee meeting held on 29 September 2025

**8.5 To receive** the latest Mayor of Knaresborough's Tour Guide monthly record and **note** that the Tour Guides will be representing KTC at this year's Christmas Tree Festival held at the Church of St John the Baptist.

**RESOLVED:** To receive the latest Mayor of Knaresborough's Tour Guide monthly record and **note** that the Tour Guides will be representing KTC at this year's Christmas Tree Festival held at the Church of St John the Baptist.

#### **25/255 ITEM 9 – INFORMATION EXCHANGE**

- Councillor Bell informed members about a meeting with Network Rail which he had attended, together with the Clerk and some other Councillors, at the level crossing at Frogmire Lane. He briefly explained the concerns discussed and noted that this will be an agenda item at the next full council meeting.
- Councillor Longhurst mentioned an Institute of Tourist Guides event held in Bradford earlier in the week where the mayor and two of the tour guides had been invited to attend to 'put across the town council's experience' of being involved with the scheme.
- Councillor Oakes mentioned that Zero Carbon Harrogate are looking for more sites.
- The Mayor also referred to the Institute of Tourist Guides event and mentioned that she had been speaking with Chair of the Visit England Advisory Board about planting Japanese cherry trees. Members to contact the Mayor if they have any suggestions of suitable locations.
- The Clerk asked for guidance on a meeting which Council has requested with NYC Highways seeking clarification for the content of that meeting.

**Meeting closed at: 9.05 p.m.**

**Signed by the Mayor:**

**Councillor H Westmancoat**



Full Council  
17 November 2025

	Last Year 24/25		Current Year 25/26		Budget 26/27	
	Budget	Actual	Total	Actual YTD	Projected	Suggested
<b>Income</b>						
1000 Allotments	6470	7584	6800	6800	6800	6940
Christmas NYC grant	5000	29000				Remove
1065 Miscellaneous	0	1250	0	703	2000	0
1075 CIL	0	0	0	916	916	0
1076 Precept	172180	172180	237867	237867	237867	TBC
SPF Fund	0	27934				
1090 Bank Interest	500	3875	1000	1733	2000	1000
Movement from General Res	73000	8916	0	0	0	0
<b>Total Income</b>	<b>257150</b>	<b>250739</b>	<b>245667</b>	<b>248019</b>	<b>249583</b>	<b>7940</b>
Minus precept					11716	<b>C</b>
<b>Expenditure</b>						
<b>Strategic Programme</b>						
4072 Town Development	0	0	65000	5052	15500	50000
4070 Grants	30000	18135	30000	11200	30000	35000
<b>Total Expenditure</b>	<b>30000</b>	<b>18135</b>	<b>95000</b>	<b>16252</b>	<b>45500</b>	<b>85000</b>
<b>Events</b>						
4092 Commemorations	4600	958	3000	1304	3000	3500
4061 Bright Friday	2500	1832	2000	0	4000	4000
4081 Events Signage	0	0	2000	0	0	0
4093 Enclosure Act	600	0	1000	611	611	0
4101 Road Management	10000	4440	5000	120	1000	3500
						Remove

Reserves 2025/26 (6 month position)	
Bank Balance at 30 Sept 2025 minus King George V Field ring fenced monies	£420,007 £4,635 <b>£415,372</b>
Minus Current Earmarked Reserves <b>Balance</b>	£100,487 <b>£314,885</b>
Minus 6 months spend based on precept (£237,867) <b>Balance</b>	£118,934 <b>£195,951</b>
5 months operating capital (recommendation 3-6 months) General Reserve <b>Total General Reserve</b>	£99,111 £96,840 <b>£195,951</b>

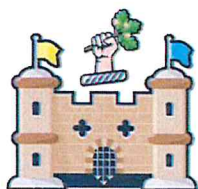
Opening Cashbook Balance 01 April 2025 (box 7 carry forward)	£271,203	<b>A</b>
Actual Precept Received 2025/2026	£237,867	<b>B</b>
Projected Income 2025/2026 (not inc the precept)	£11,716	<b>C</b>
Projected Expenditure 2025-26	£224,439	<b>D</b>
<b>Total</b>	<b>£296,347</b>	<b>A + B + C - D</b>

[illegible]





Overall Total Expenditure	257150	185211	292872	98983	224439	D	351924	C
								118129
Earmarked Reserves								
	Last Yr	Change	Current	Projected	Suggested			
320 Castle Lights Maintenance	624	670	1294	1294	2000			
321 NDP	5,072	0	5,072	2,000	2000			
322 Stage upgrade	0	9600	9,600	0	2000			
323 Christmas Lights	39,134	-5000	34,134	30,000	30000			
324 Regalia	2,000	0	2,000	0	1000			
325 Allotments	2,215	0	2,215	2,215	7215			
326 Castle Lighting	670	-670	0	0	0	Remove		
330 Knaresborough House	5,500	-2,500	3,000	3,000	6000			
331 Elections	0	10,000	10,000	10,000	15000			
333 Kboro Nidd Gorge	3,500	-3,500	0	0	0	Remove		
336 CIL monies	652	916	1,568	1,568	1568			
337 Tree Maintenance	1,000	0	1,000	1,000	1500			
339 Cony-Hall Improvement	9,602	-9,602	0	0	0	Remove		
340 Castle 2030	500	0	500	500	1000			
341 Events	2,881	-2,756	125	125	0			
342 SPF Solar	11,184	-1,833	9,351	4,058	4058			
343 Town Development	0	20,602	20,602	20,602	70102			
344 Tour Guides	542	-516	26	26	500			
<b>Total EMR</b>	<b>85076</b>	<b>15411</b>	<b>100487</b>	<b>76388</b>	<b>143943</b>	<b>E</b>	<b>143943</b>	<b>D</b>



**Knaresborough**  
Town Council

## NOTICE OF MOTION TO COUNCIL

AGENDA ITEM		AGENDA DATE	15 DEC 25.
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<b>Title of Motion</b>	The Council agrees to support the move for the Mayor of Knaresborough's Town Guides to create a new film and TV programme tour of Knaresborough, to encourage visitors to come to Knaresborough and benefit local businesses.
<b>Proposed by</b>	<b>Helen Westmancoat</b>
<b>Seconded by (If possible at time of submission)</b>	<b>Hannah Gostlow</b>
<b>Detailed background including any financial implications (provided by the proposer)</b>	<p><b>Required Outcome</b></p> <ol style="list-style-type: none"> <li>1. Promote our town to new visitors and residents and support our local economy.</li> <li>2. To build on Knaresborough's exposure in films and programmes, notably in the recent production of 'Tinsel Town' by providing an additional attraction for tourists.</li> </ol> <p><b>Desired Outcome</b></p> <ol style="list-style-type: none"> <li>1. To provide more work for our enthusiastic volunteers.</li> <li>2. To build on the 'Coach Meet and Greet' project by offering a new themed visit to the town.</li> </ol> <p><b>Practicalities</b></p> <ol style="list-style-type: none"> <li>1. The guides will work together to produce the new tour with no costs envisaged.</li> <li>2. The present budget for the Town Guides should cover any promotional materials, but a small additional amount may be needed if insufficient.</li> </ol>
<b>Additional Background (provided by the)</b>	

Proper Officer) if appropriate	
Financial implications (anticipated by the Proper Officer)	As mentioned, potential small amount of funding needed for promotion. Also, need to factor in use of employed officers time if required.
Legal implications (comment by the Proper Officer)	Legal power falls under LGA 1972 s144

*Proposer must complete all points in Blue. Clerk or Deputy Clerk to complete points in Black.*

clerk@knaresboroughtowncouncil.gov.uk

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**From:** Hannah Gostlow <hannah.gostlow@knaresboroughtowncouncil.gov.uk>  
**Sent:** 20 November 2025 14:55  
**To:** Knaresborough  
**Subject:** KTC Agenda Item - Winter Gritting

Hi Angela,

May I ask if we could put a potential Community Gritting Partnership on the next agenda for Full Council or our Projects & Events Committee?

<https://www.northyorks.gov.uk/roads-parking-and-travel/winter-service/community-gritting-partnerships>

To discuss whether we would like to pursue this, potentially working in partnership with other local organisations.

Best wishes,

Hannah

# KNARESBOROUGH TOWN TOUR GUIDES – MONTHLY RECORD FOR 2025

<u>DATE/MONTH</u>	<u>NAME</u>	<u>DETAILS &amp; Nos.</u>
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## NOV

NOV- 1	Helen Sanderson & Andy Grinter	Sat. tour- 8
NOV-5	Alex Bird & Gerry Fitzmaurice	Wed. Tour- 10
NOV-6	Neil Muffitt & Alison Sykes ( Blue Badge tour)	Thur. Tour-9
NOV-8	Beverley Filippi & Margy Longhurst	Sat. Tour- 0
NOV.12	Alison Sykes & Gerry Fitzgerald	Wed. Tour- 9
NOV-13	Beverley Filippi (Scout group)	Frid.Tour- 12
NOV-15	Ann Richards	Sat. Tour- 2
NOV -19	Beverley	Wed. Tour- 4
NOV 20	Jill Cutter & Beverley Filippi (WI group)	Thur Tour-18
NOV-22	Jill Cutter & Helen Sanderson	Sat Tour-0
NOV-26	Ann Richards & Jill Cutter	Wed. Tour- 7
NOV-29	Alison Sykes & Neil Muffitt	Sat Tour- 2
TOTAL number		42
TOTAL NUMBER for all walks provided:		81

Details of each individual No. of weekday tours:

ML	1	AB	1	GF	2	AS	2
HS	2	NM	1	AR	2		
JC	2	BF	2	AG	1		

Total input for the month incorporating the additional activities and events. The availability of each guide varied due to holidays and other commitments but demonstrates the actual time and engagement for the month.

ML	3	AB	2	GF	2	AS	4
HS	2	NM	3	AR	2		
JC	3	BF	3	AG	2		



The arrival of colder weather has had an impact on the numbers turning up for the tours which is to be expected, but it is encouraging to see interest is very much there as well as requests for special tours. We will continue to monitor the situation and capacity of the volunteers.

Again, we have welcomed both residents and visitors to the town including some from America. The showing of the film “**Tinsel Town**” is planned for 5<sup>th</sup> December and it will be interesting to see how this might affect visitor numbers, and interest in the tours.

Special note of congratulations to Sarah on her recent Fellowship appointment for her dedicated service- we are proud of her and delighted that her contributions have been recognised.

**November** saw several additional activities and participation opportunities for the Tour Guides including:

- a) **Yorkshire Blue Badge AGM**- Lunch and tours with the Yorkshire Blue Badge guides were well received and provided renewal of acquaintances for some of the Blue Badge guides with the Knaresborough Town Guides, who they had been mentors for. Special thanks to Neil and Alison for doing the formal tour, and to Alex & Andy for the virtual tour for one member. Favourable comments were received including the following.

“The 2 guides, Alex & Andy, were fantastic and told such wonderful stories and painted such a picture of Knaresborough. It was very kind of them and much appreciated”.

“A TOP-NOTCH” Tour by Alison and Neil

- b) **ITG National AGM at Bradford**- Again a wonderful showcase of the Mayor of Knaresborough’s Guided Tours, with a splendid presentation by Margy, and Question and Answer session with Alison and Neil which demonstrated both the success of the scheme, and the enthusiasm and commitment of the Tour Guides. We were also supported on the day by the current Mayor of Knaresborough.
- c) **Scout group**- At very short notice, Beverley rose to the request to take a group of local scouts on a tour on a very windy and damp Friday night! Despite the weather, 12 young people turned up, and another successful event was delivered. As Beverley also got blessed with the coldest Wednesday tour as well in November, special thanks and recommendation of the month!!
- d) **WI group**- Jill and Beverley provided a special tour for a local WI group and with everyone complete with hats, gloves and scarves, a very enjoyable walk took place with 18 appreciative ladies. Trip Advisor entry noted.

“ 18 of us enjoyed a very entertaining tour of Knaresborough led by Jill and Beverley. It left many of the group determined to revisit the town and explore more.

” Another TRIP ADVISOR comment received for the **30<sup>th</sup> November** tour from local residents: “I had a lovely time with my guides Neil & Alison - very welcoming and informative. There is so much to find out about the history of Knaresborough- it was fascinating, Thank You”.

- e) **19<sup>th</sup> November**- Andy organised another useful link and session with Freya Cox from BBC Radio York, when she interviewed Dr. Chris Maunder at the Chapel of Our Lady of the Crag, as part of the popular **“Hidden Yorkshire” series**. Thanks to Margy for arranging and organising the opening of the venue, and liaising with the key presenter. The Tour Guides were once again instrumental in helping to promote and publicise Knaresborough in this way, and have paved the way for future episodes, including one potentially on King John and his visits to Knaresborough in the early 13<sup>th</sup> century.
- f) **Christmas Tree entry**- A successful application was made for the Tour Guides to have a tree at the Christmas Tree Festival in St. John's Church. Thanks to Alex, Alison and Hannah for leading on this, and our entry should hopefully raise the profile and awareness of the weekly tours to a very large audience visiting the festival in December.
- g) **Coach companies**- Neil and Margy have continued to make good contacts and progress with 4 coach companies, and we look forward to seeing how this offer develops in 2026.

ab/ktgreport- Nov. 2025