

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 15 September 2025

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

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

Staff Present: The Clerk and the Deputy Clerk

Absent: Councillor M Flood

Also Present: **Representatives** from All Britain Fleadh 2028

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

25/237 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting:

None for this meeting

25/238 ITEM 2 – Councillors’ Disclosure of an Interest

None for this meeting

25/239 ITEM 3 - KTC Public Speaking Session

Three representatives from the All Britain Fleadh 2028 (fleadh cheoil – annual Irish arts festival) attended the meeting and briefly outlined the origins of the group and spoke about the Festival which they are hoping to bring to Knaresborough at the end of June 2028.

Members were supportive of welcoming the Festival in 2028 and asked for an agenda item to be included on a future Projects, Community & Environment (PCE) Committee meeting to formalise council’s support.

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

Councillor Gostlow:

- Councillor Gostlow informed Members that North Yorkshire Council (NYC) is pulling together several reports including: Section 19 Flooding, Cycling, The

'Big Freeze' and is also reviewing strategies for private parking and toilet provision. Anyone wishing to have input into the toilet strategy review should speak with Councillor Gostlow.

- She confirmed that the next Area Committee meeting is scheduled for Thursday 25th September; the Mayor of York and North Yorkshire will be attending and the agenda is very Knaresborough centric.

Councillor Walker:

- Councillor Walker referred to ongoing work on various streets throughout the town on gullies and drains.
He also mentioned that waste recycling/black bins/blue bags still appear to be an issue for many residents.
He asked Members to keep him informed if they were aware of any specific examples relating to either drains/gullies or bins.

25/240 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:

4.1 Monday 16 June 2025

RESOLVED: That the Minutes of the meeting held on Monday, 16 June 2025 be approved as a correct record and signed by the Chair.

25/241 ITEM 5 - Business Remaining

None for this meeting.

25/242 ITEM 6 – Reports/Information from the Clerk

6.1 To consider a schedule of meetings from December 2025 to the end of the Civic Year (with some amendments/additions to the current schedule).

RESOLVED: To accept the schedule of meetings from December 2025 to the end of the Civic Year with some amendments/additions to the current schedule, including provision for a Markets Committee.

6.2 To review and adopt the following policies:

a) IT and Cybersecurity Policy

Members discussed the Policy and proposed the following amendments:

Point 8 – 'strong password' - to specify 9 character password made up of Upper and Lower Case Letters, Numbers and Symbols.

Point 9 – ‘when working remotely’ - to add wording stating specifically that if using the system outside of the UK the Clerk should be informed.

RESOLVED: That, following the inclusion of the amendments as detailed above, the IT and Cybersecurity Policy be adopted as presented.

b) Asset Register and Disposal Policy

RESOLVED: To adopt the Asset Register and Disposal Policy as presented.

6.3 To receive and note the updated Strategic Priorities 2024 – 2027 document

RESOLVED: To Receive and Note the updated Strategic Priorities 2024 – 2027 document.

25/243 – ITEM 7 – Correspondence

7.1 To consider KTC’s participation in the ‘Knaresborough Events – Mayoral High Street Fund’ bid and **to decide:**

a) Does KTC want to participate in the joint bid?

RESOLVED: That KTC participates in the joint bid – ‘Knaresborough Events – Mayoral High Street Fund’.

b) If yes, KTC to nominate the Community Projects Officer and a named Councillor to join the Steering Group should the bid be successful

RESOLVED: That The Community Projects Officer and Councillor Pickard join the Steering Group should the bid be successful.

7.2 To consider the NYC Report entitled ‘Review of Winter Weather Event – January 2025’ and **decide** on comments/next steps if required

Members discussed and it was

RESOLVED: That in order to gain an understanding of any potential gaps, KTC writes to NYC asking for details of Knaresborough’s gritting programme for this winter. NYC response to be referred to PCE Committee for next steps.

7.3 To consider a response to the enquiry regarding a request to make Knaresborough a designated smoke control area

Members discussed and it was

RESOLVED: That KTC writes back to the resident informing them that North Yorkshire Council, as the principal authority, has the statutory responsibility for designating smoke controlled areas.

(Letter to also make mention of the pollution monitoring which is regularly undertaken at Bond End which is an Air Quality Management Area)

7.4 To consider the NYC draft priorities report for Knaresborough's Local Cycling and Walking Infrastructure plan and **decide** on comments/next steps.

Members discussed and put forward points to be included in a letter to NYC.

RESOLVED: That KTC writes to NYC expressing significant disappointment with the level of programme development specifically relating to Knaresborough priorities.

7.5 To consider and respond to the suggestion from a member of the Mayoral High Streets Fund Team to schedule a future meeting for a conversation about the fund and signposting to other funding streams.

RESOLVED: To schedule a future meeting with a member of the Mayoral High Streets Fund Team.

25/244 - ITEM 8 - Reports from Committees and Working Groups

8.1 To Receive and Note the minutes of the KTC Planning Committee meetings held on 30 June, 28 July (report format – meeting inquorate) and 1 September 2025 (draft). See KTC website for details.

RESOLVED: To receive and note the minutes of the KTC Planning Committee meetings held on 30 June, 28 July (report format – meeting inquorate) and 01 September 2025 (draft).

8.2 To Receive and Note the minutes of the Projects, Community and Environment Committee meeting held on 7 July 2025 (draft)

RESOLVED: To receive and note the draft minutes of the Projects, Community and Environment Committee meeting held on 7 July 2025

8.3 To Receive and Note the minutes of the Finance and General Purposes Committee meeting held on 21 July 2025 (draft)

RESOLVED: To receive and note the draft minutes of the Finance and General Purposes Committee meeting held on 21 July 2025.

8.4 To receive and Note the Mayor of Knaresborough's Tour Guide monthly records (further detail and next steps to be discussed at the next KTC Projects, Community and Events Committee)

RESOLVED: To receive and note the Mayor of Knaresborough's Tour Guide monthly records.

25/245 ITEM 9 - Motions from Council Members

9.1 Cllr Helen Westmancoat

That KTC purchase reusable name badges for Councillors (and Staff) to wear at KTC events, Civic Services and other suitable occasions.

Members discussed two options for the purchase of badges:

- 1) personalised name badges for use at formal events
- 2) photographic ID lanyard badges for informal events

RESOLVED: To give the Clerk delegated power to investigate and purchase both types of badges as detailed above.

9.2 Cllr A Bell

That KTC invite the Mayor of York and North Yorkshire, David Skaith, to visit the town and Town Council to highlight all the positive work that is being done throughout the town.

RESOLVED: That KTC invite the Mayor of York and North Yorkshire to attend the Annual Town Meeting in March 2026.

9.3 Cllr S Oakes

As promised, I have spoken with several disabled community members who highlighted the need for small but important improvements—such as addressing uneven pavements—to enhance safety and accessibility. As these fall under NYC's responsibility, I recommend KTC write to request a meeting or direct communication with the relevant officer.

Members discussed this Motion, and it was suggested that contact be made with Disability Action Yorkshire to see if they can give some recommendations of how safety and accessibility can be enhanced in Knaresborough. A regular meeting with NYC Highways to also be requested.

RESOLVED: That KTC requests a regular meeting with a specific officer from Highways and that an engineer visits Knaresborough to do an 'audit' of the current pavements and setts on the High Street. KTC would also like to request a regular meeting with the relevant director of NYC to continue to explore how Knaresborough can improve.

25/246 ITEM 10 - Information Exchange

- Councillor Bell informed Members that he is experiencing difficulties in engaging with Highways at NYC concerning boundary signs. He has written to the appropriate Director and will continue to follow up.
- Councillor Goode updated Members on the current status of the NDP with the Consultation coming to an end on 25 September. The Planning Committee will be meeting as appropriate to work through and then respond to the feedback. The Committee will be required to choose an Inspector to work on the programme.
- Councillor Longhurst asked Members to contact her if they know of any group/organisation who would be interested in a free guided tour of Knaresborough.
- Councillor Oakes mentioned that Buttercup Café has now been open for a couple of weeks and is acting as a community 'hub'.
- Councillor Batt raised two queries – one in regard to black bins not being placed back outside appropriate properties after being emptied, the second in regard ownership of land behind Bilsdale Grove. The North Yorkshire Councillors agreed to investigate and will report back to Councillor Batt as appropriate.
- The Mayor, Councillor Westmancoat, informed the meeting that she will be visiting Bebra at the beginning of October.

Meeting closed at: 9.05 p.m.

Signed by the Mayor:

Councillor H Westmancoat