

KNARESBOROUGH TOWN COUNCIL (KTC)

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11 April 2023

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

Dear Councillors:

I hereby summon you to the Full Council meeting of **KNARESBOROUGH TOWN COUNCIL** to be held at Knaresborough House

Monday 17 April 2023

7:00 pm

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
office@knaresboroughtowncouncil.gov.uk

COUNCIL AGENDA – Monday 17 April 2023

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

2. To receive declarations of **disclosable pecuniary interests** (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*.

Representative from Knaresborough in Bloom – Item 7.1

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

4.1 Monday 13 March 2023 (ca)

4.2 Monday 20 March 2023 (ca)

5. Business Remaining

5.1 To **consider** extending the £20 monthly donation to the Friendship and Leisure Centre for the next financial year or until such a time that Council no longer stores traffic signage in the building.

5.2 To **consider** the correspondence from KASHS regarding the previous container request and a new request for a larger shed (ca)

6. Reports from the Clerk

6.1 To **approve** the schedule of accounts for March 2023 (ca)

6.2 To **receive and note** the finance for February 2023 (ca)

6.3 To **receive and note** the urgent decision re Film licensing for Coronation (ca)

6.4 To **consider** the KASHS allotment agreement payment schedule as put forward by the Clerk and Cllr H Gostlow following discussions with a representative from the scheme (ca)

6.5 To **note** the Final Year End Internal Audit will take place on Wednesday 14 June and be conducted by Yorkshire Internal Audit Services.

6.6 To adopt the complaints procedure policy following minor alteration to wording after advice received from the YLCA as part of the Local Council Award Scheme preparation work (ca)

6.7 Committee Structure 2023/24

1) To consider adoption of Terms of Reference for the new Committee Structure (ca)

2) To receive and note schedule of meetings for 2023/2024 (ca)

Please note that Councillors will be asked to confirm their membership of committees for the year 2023/2024 on or before the full council meeting on 15 May.

7. Correspondence

7.1 To consider the grant application from **Knaresborough in Bloom** (ca)

7.2 To consider the email from Assistant Chief Executive (Legal and Democratic Services) North Yorkshire Council re Community Governance Review – Draft recommendations for the unparished part of Harrogate – views sought (ca)

7.3 To consider the email and request from The Mayor of Volodymyr and **decide** next steps (ca)

7.4 To consider the email from North Yorkshire Council's Assistant Chief Executive Legal and Democratic and Monitoring Officer regarding Standards Arrangements (ca)

8. Reports from Committees and Working Groups

8.1 To receive update from the Coronation Working Group

8.2 To receive update about the Town Council's stall at the Community Festival to be held on 22 April 2023

8.3 To consider the KTC/Unitary Authority working group response to the NYC draft Parish Charter Consultation (ca)

9. Motions from Members

9.1 Councillor D Goode (seconder Cllr H Westmancoat)

That KTC ask the Clerk to formally submit Knaresborough's Neighbourhood Development Plan to North Yorkshire Council with a request for the Reg 16 Consultation to take place as soon as possible.

Supporting documentation emailed (x 3) to all Councillors, copy available on request to the Clerk.

10. 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 Kathryn Davies

Councillors: J Batt, M Flood, H Gostlow, M Longhurst,
S Oakes and M Walker.

Staff Present: The Clerk

Absent: Cllrs K Lacey, A Bell, J Pickard and H Westmancoat

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

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor D Goode.

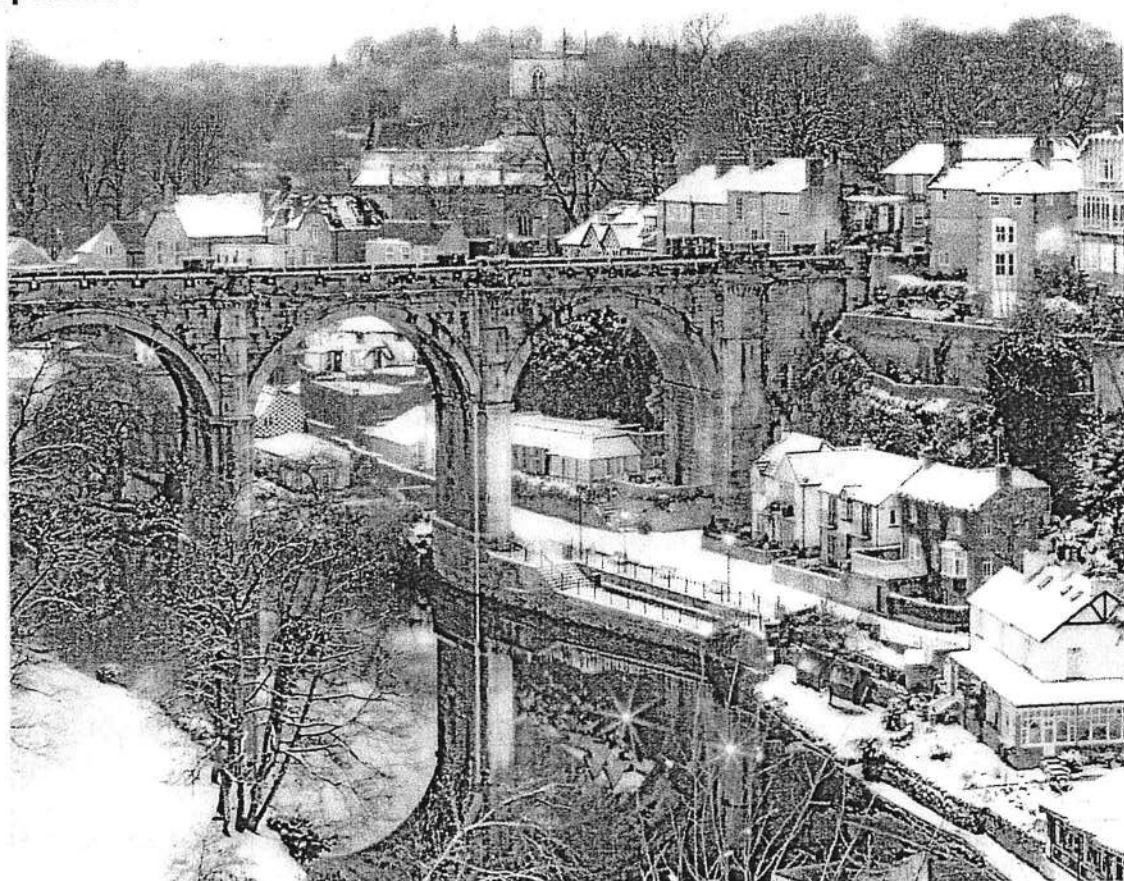
None for this meeting.

None for this meeting.

Mr Rhodes spoke passionately about his extensive research and thoughts on the future of Knaresborough, its Town, Castle, Gorge, and Forest and how Knaresborough's rich history links with current projects and opportunities such as devolution and the White Rose Forest. (See appendix for Profile details by Mr D Rhodes).

Meeting closed at: 8.40 p.m.

Signed by the Mayor:
Councillor Kathryn Davies



KNARESBOROUGH

Town, Castle, Gorge and ancient Forest

PROFILE

2023 – 2030



Photographs by Charlotte Gale

KNARESBOROUGH

Town, Castle, Gorge, and ancient Forest

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Preface

This is a very brief personal series of thoughts from a retired architect, who spent 40 years in local Government. The last 15 of those years were at Harrogate Borough Council. Knaresborough to me has been a delightful Castle Market Town, but looking back, over the centuries, it has taken three serious blows to its pride /natural and built heritage.

1. 1086 Chenardesburg gradually developed into a fine market town with its Castle being at times a grand regional royal residence. But c1650 the Castle had to be dismantled so it could no longer be defended. Knaresborough lost its regional Royal residence and related importance
2. 1770 Enclosure Act gradually dismantled its Royal Forest / legal administration that reached westwards beyond Blubberhouses.
3. 1974 Local Government Reorganisation resulted in locally the formation of Harrogate 'District' Council taking over management of Knaresborough's – Market, Castle, Knaresborough House, Conyngham Hall etc. All the assets KTC had assembled. Also West Riding was consolidated and NYCC extended

2023 April 1st another Local Government Reorganisation will mean the end for Harrogate District Council. North Yorkshire Council will take over the responsibilities of 7 Districts and it seems that as and when its appropriate it will hand back to local Town Councils the related responsibilities they are willing to manage [item 3 above]

Too some this seems a marvellous opportunity for Knaresborough; to gradually re establish the true natural and built heritage of its remarkable setting / history.

1. Introduction

The Domesday Book of 1086 gives the earliest known written reference to Knaresborough as Chenardesburg and the Burg indirectly means defended settlement. Illustrating that this defended location, high above the River Nidd, has been appreciated for well over 1000 years.

The Town developed easterly away from the Castle located on the Gorge, whilst the ancient Royal Forest developed westerly for 30mls. Today these remarkable natural and built parts of the town's heritage, are mainly appreciated separately. Today there is now a marvellous opportunity to link them together as a whole to raise the important profile of Knaresborough in the Yorkshire region.

North Yorkshire Council [NYC] will absorb the present tasks of Craven, Hambleton, Harrogate, Richmond, Ryedale, Scarborough and Selby Districts. Knaresborough will have its 12 local Councillors and just two NY Councillors.

NYC departments, senior officers, staffing arrangements and use of various District Centres is still being resolved.

It seems that Devolution financially will be from central Government to the recently established York North Yorkshire Local Enterprise Partnership [YNY LEP] and then to York City and NYC.

As KTC and the community think about the potential roles, tasks, structure, Pride in the Towns natural and built heritage, it is important to appraise the natural and built heritage of NYC. In particular the remarkable:

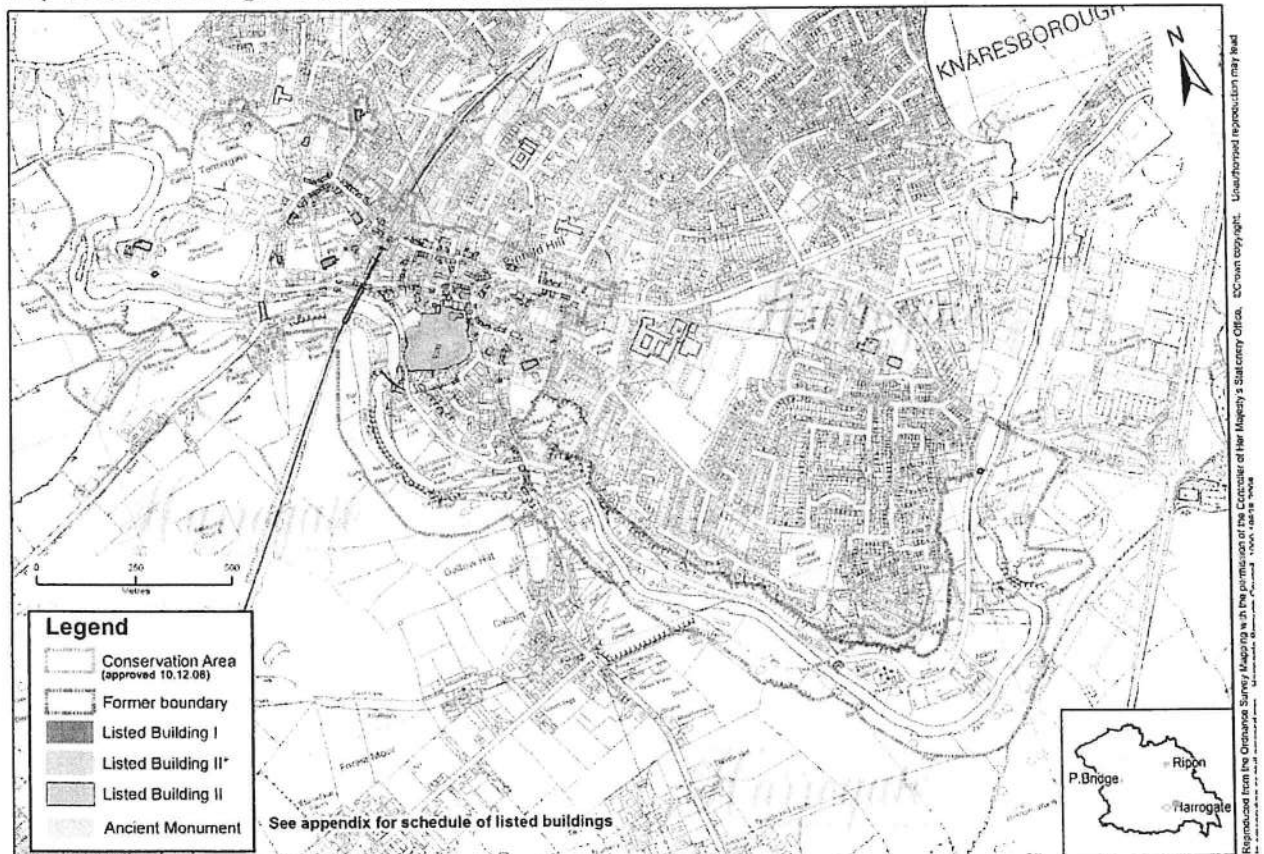
Coast-line, North Yorkshire Moors, Yorkshire Dales, Vale of York, etc. In addition the numerous NYC market towns, river settings, private & English Heritage Castles and Ripon as a Cathedral City, all need to be considered.



2. Knaresborough TOWN

Clearly the town has developed from Medieval times with Georgian, Victorian, and modern overlays of development. In 1969 the heart and setting of the town was designated a Conservation Area to conserve the town's natural and built heritage. This was reviewed in 1978, 1994 and 1995 and a comprehensive 68 page appraisal of the Conservation Area carried out in 2008. [See below HBC Map 2 for the blue Conservation Area boundary]

Map 2: Knaresborough Conservation Area boundary



Compared to other town centres in the North East this historic town has had various projects carried out in recent decades:

- Town Scheme grants - late 1980/early 90's
- CAP Conservation Area Partnership HBC, NYCC & EH £100,000 grant/yr for six years restoration of fabric / structural issues - late 90's early 2000.
- LOTS Living over the shop scheme creating over 20 new dwellings in town centre derelict buildings

However the town still has numerous concerns over various issues related to:

- Traffic on the High Street, Street enhancement for the Market Place etc.
- Linkage from Waterside to the Castle and Market Place.
- Limited parking and the need for park & ride.
- Potentials for the semi derelict Cattle Market area.
- Pedestrian access from Waterside up to the Castle area.
- Sustainability, biodiversity and Public open play space in the town centre.

3. Knaresborough CASTLE

Today the Castle is owned by the Duchy of Lancaster, a theoretical sovereigns ownership going right back to John of Gaunt as the 1st Duke of Lancaster c1360. However the Castle was managed by KTC until 1974 and since then by HBC up to 31st March 2023.

1st April management will transfer to NYC and there is the question as to who should gradually work to realise the true significance of the Castle, and the important Kings Tower – NYC, KTC or perhaps English Heritage who manage so many Castles etc in NYC. Perhaps a partnership, with EH managing the actual Kings Tower /archaeological interpretation, and KTC managing the public open space.

1925 – 26 Castle excavations by S. C. Barber

1947 Earliest known Guide to Knaresborough Castle

1984 Dilapidation Report by Napper Collerton Partnership

2007 Atkins of Leeds – Conservation Management Plan- mainly consolidation.

2008 A Country Life article by John Goodall entitled 'A Royal Gift' really brought to life the fact that the Kings Tower c1310 really was designed, financed and built by Edward II, primarily using stone masons from York Minster, as a gift for his companion Piers Gaveston. In short it was a house that could be defended, rather than a Castle that might be lived in. As JG says 'it offers valuable insights into the development of English architecture at the time ... with sumptuous interiors and designed with deliberate delicate complexity it deserves to be much better known'

Liaise – with NYC & Duchy & EH over a long term lease on the Duchy land

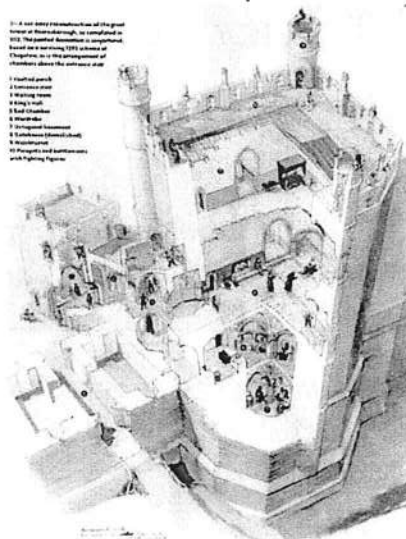
Study – Atkins Plan and consider potential for archaeological reinterpretation.

Commission – EH style Castle booklet with front & back foldout covers.

Visit – Duchy castle's at Peveril/EH managed, Pontefract/ Kirkless managed. Also NYC area EH Castles at Spofforth, Richmond, Middleham, Helmsley etc

Consider – A total revue of the Castle and its setting to be implemented for a 900th Anniversary of the Castle for 2030, negotiate extensive grant potential

Link – the Castle's potential with its Gorge setting and the ancient Forest.



Terry Ball illustration courtesy of John Goodall

C1320 The King's Tower at Knaresborough Castle.

4. Knaresborough Gorge

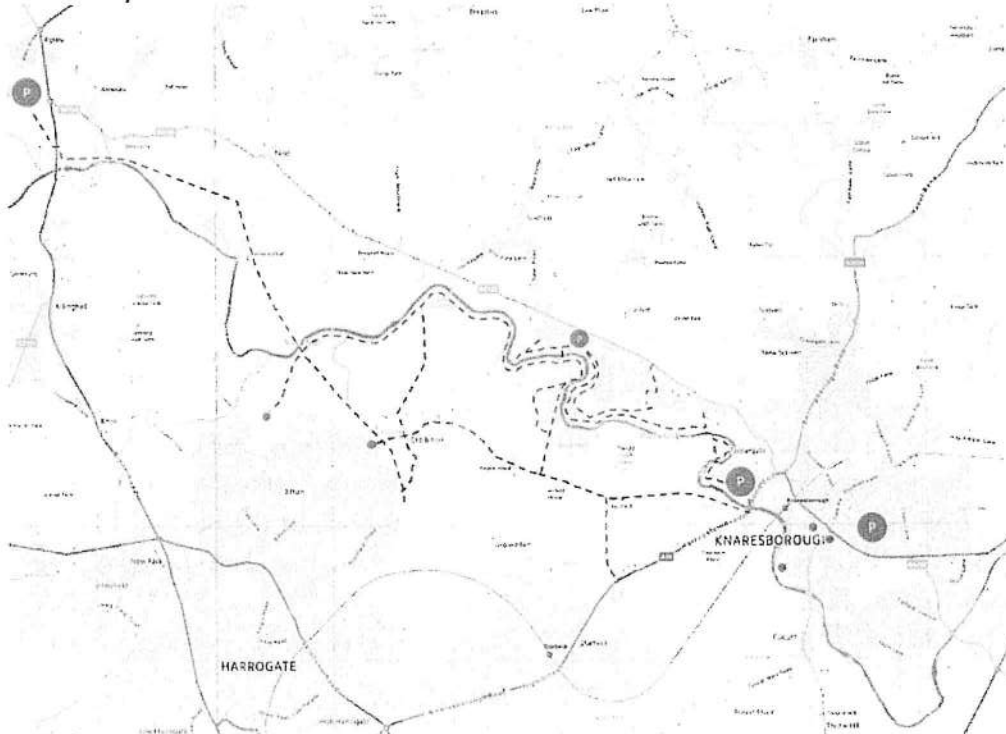
The true geological significance of the Knaresborough Gorge is fully covered in a British Geological Survey of 2008 entitled '*The Geology of Knaresborough Gorge*'. Clearly there is a need to produce a report fully covering the natural and built heritage of the Gorge asap. There is a strong case for NYC and KTC to form a Working Group to investigate the full potential of this remarkable Gorge. In particular consider the recent Glover Report which advocates the need to identify new 'National Nature Reserves'.

For decades Bilton Conservation has been doing a great biodiversity role in that area. Woodland Trust with others has developed their Nidd Gorge site for all to enjoy 24/7. Similarly Sustrans have developed the 'Greenway' from Ripley to Harrogate and Knaresborough 24/7.

Liaise – KTC and NYC along with WT, YWT etc. All to be based on three core sections:

- Killinghall Bridge to High Bridge – a very natural heritage biodiversity section
- High Bridge to Low Bridge – clearly a built heritage section with Knaresborough Town, Castle and cliff face on one side of the river and Mother Shipton's rural setting on the other
- Low Bridge to Grimbald Bridge – featuring more dramatic cliff face, House in the Rock, Chapel in the Cragg, mixed natural and built heritage with Saint Roberts Cave close to Grimbald Bridge

The developing Longlands project is showing the community spirit in the area, along with other woodland planting initiatives. All lead to links with the new community 'Yorkshire White Rose Forest' scheme.



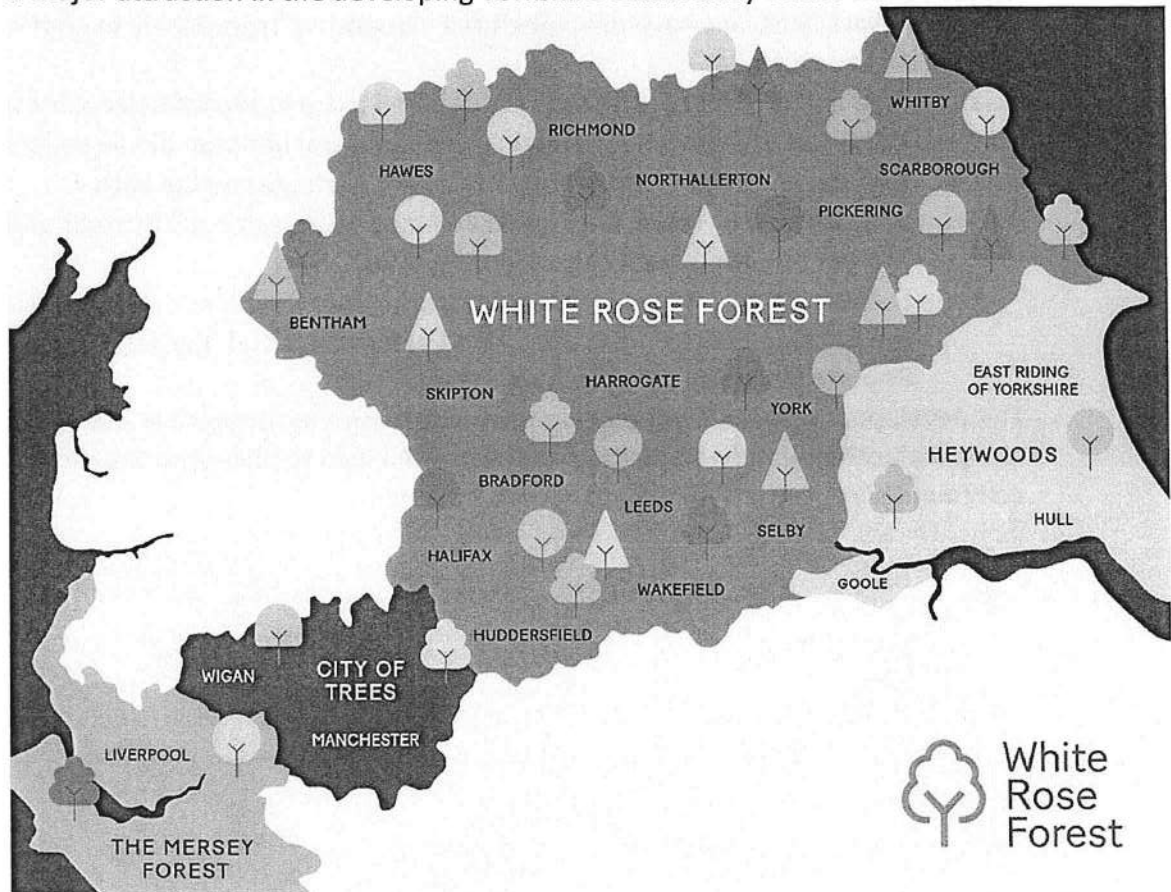
Knaresborough River Nidd Gorge

5. **Knaresborough FOREST** – [see the KTC leaflet] - Knaresborough Forest past, present & future 2018

The 1770 Enclosure Act has meant the gradual disposal of the ancient Royal Forest of Knaresborough that had been a major legal Royal domain for centuries. It is rather ironic that the requested 200 acres of Common land would become what today is Harrogate Stray.

2020 was to have been a 250th Commemoration and a rebirth of the ancient forest. However Lockdown prevented that event happening.

2025 could be a 255th Commemoration of the 1770 Enclosure Act and it may be an appropriate promotion for the remaining centrally located forest features to become a major attraction in the developing Yorkshire Community **White Rose Forest**?



The Governments coast to coast **Northern Forest**, is a long term 2050 aim to Plant 50 million trees, in the five developing Community Forests.

The ancient Royal Forest of Knaresborough is centrally located to provide a Dynamic heart to the Governments coast to coast concept.

Perhaps a **White Rose Forest** – visitor centre at Conyngham Hall servicing the Forest, Gorge & Town

Liaison & Funding – KTC, NYC, YNY LEP, FC, NHLF, WRF, WT, YWT etc

6. CONCLUSION

The Governments Devolution proposals for NYC, York and the YNY LEP provide an opportunity for all the Parishes of the County to totally rethink their roles, responsibilities and the natural and built heritage.

For Knaresborough it is a chance to regain the proud heritage it had created with vision up to 1974. It is a great opportunity leading up to the 900th Anniversary of its Castle in 2030, to develop over 7 years the heart of its Town and the remarkable natural and built heritage of its Castle, Gorge and ancient Royal Forest.

2025 is the 255th Anniversary of the 1770 Enclosure Act, perhaps a year to launch a full appreciation of the ancient Royal Forest? [Lock down sadly prevented the planned 250th Commemoration planned for 2020]

Obviously the Gorge and Forest extend beyond Knaresborough's Parish Boundaries and there is a need to work with other Parishes and NYC, alongside YNY LEP, Duchy, NHLF, HE etc. Clearly there is also a need to embrace the local community and the numerous Town organisations, Charities etc. over the next seven years and be ready for a 12 month 900th Anniversary in **2030**

Throughout this brief personal PROFILE there have been numerous potentials, pointers, and references to how the people of Knaresborough might link together to develop town pride in its natural and built heritage.

It is up to all aspects of the town to come together in a bonding of unity and vision, gradually raising its 'Profile' for in **2030** an embracing 900th Anniversary of its Castle / Town on its Gorge by its ancient Royal Forest.

1 MP – Liaising with the Chancellor of the Duchy of Lancaster etc

2 County Councillors – providing collaboration with NYC Departments

12 Town Councillors – linking, lobbying and promoting

Numerous town amenity groups - developing themes

16,000 people – having fun caring for the town & its setting

Numerous over lapping groups & organisations, religious, social, commercial, sporting, political - all ideally working together on numerous areas that relate to their basic aims and roles in the area

1086 Chenardesburg to **2023** Knaresborough to
2030

KNARESBOROUGH – Basic BIBLIOGRAPHY

1770 Enclosure Act

1871 **rp 1988**-William Grainge - Harrogate and the Forest of Knaresborough

1882-Thomas Parkinson –Lay & Leaves of the Royal Forest of Knaresborough

1894-Harry Speight – NIDDERDALE and the GARDEN of the NIDD

1959-NikolausPevsner – Yorkshire West Riding [Buildings of England]

1967-Bernard Jennings and others – A history of Nidderdale

1984 Dilapidation Report by Napper Collerton Partnership

1991-Arnold Kellet – Historic Knaresborough

1997-David Alred – Washburn Valley

2001- David Alred – Nidderdale Yesterday

2003 – N. M. Soc. –The Book of Nidderdale

2004-Maurice Turner – Yorkshire Castles

2005-Malcolm Neesam – HARROGATE Great Chronicle1332 –1841

2007 Atkins of Leeds – Conservation Management Plan- mainly consolidation.

2008-John Goodall – Country Life article 17th January –A Royal Gift –Knaresborough Castle

2009 -Sir Thomas Ingilby – Ripley Castle

2009-Christopher Butterfield –Cyril Mason & John Webster-The boundary stones of Knaresborough Forest.

2011-John Goodall – English Castles

2013-Claro Community Archaeology Group – The Chronicles of Scriven

2013-Mike Brough – History & Hikes of the ancient Royal Hunting Forest of Knaresborough

2014- Ed. Mike Baxter – Tudor and Stuart Knaresborough

2014-Diana Parsons – The Washburn Valley

2015-Rob Cowan – Common Grounds

2016 Jane Sellars HBC – A Souvenir of KNARESBOROUGH CASTLE

2017-Jim Brophy & Mark Haley- The Metes and Bounds of Knaresborough Forest

2017- Kathryn Warner – EDWARD II the unconventional King

2020- Kathy Allday – "Our Knaresborough Our Stories"

2020 – Carey Tourism – Knaresborough Cliff Lift Feasibility Interim Report

2022- Kathryn Warner – Philppa of Hainault – Mother of the English Nation

2022- John Goodall – The CASTLE a History

TOWN – is a Conservation Area, and has ancient Monuments, almost 200 listed buildings [Grades I, II* and II]

CASTLE – Ancient Monument, listed buildings & Public Park

GORGE - 2004 HBC Landscape Character Assessment AREA 53

British Geological Survey of 2008 - 'The Geology of Knaresborough Gorge'.

FOREST – KTC leaflet for Forest area c1770 / boundary

!6 free woodland walks

5 Castles

8 Ancient Churches

10 Visitor attractions

7 Historic Parks & Gardens

KNARESBOROUGH - Brief CHRONOLOGY

- 1066** William the Conqueror granted the Manor of Knaresborough to Serlo de Burgh from Tonsburgh in Normandy for services to the King
*The Manor was known as the **Honour of Knaresborough**, consisting of the **Forest of Knaresborough**, the **Borough or Town** and the **Forest Liberty** comprising- a dozen villages on the level farmland to the North*
- 1086** Domesday survey refers to the Manor of Chenardesburg
- 1130** Earliest known reference for the castle, Henry I spent £11 on works
- 1132** Lord Eustace Fitz-John sent a 'cart-load of fine bread' to the starving monks at the recently established Fountains Abbey
- 1167** Earliest mention of the Honour of Knaresborough [Borough, Forest & Liberty]
- 1170** Hugh de Moreville, Constable of the Castle was one of the four Knights that killed Thomas Becket
- 1204/12** accounts show £1290 spent cutting/enlarging the ditch, primarily to stop the new siege engines
- 1210** Earliest known Maundy Thursday gifts by King John
- 1216** Feb 17th King John visited the hermit Robert Floure in his cave
- 1257** First known Charter for Knaresborough Priory granted by King John
- 1300** Castle reverts to Edward I who undertakes repair & new work to great hall, great chamber, chapel of St Thomas, White & Great Towers
- 1307** Edward II gave the Honour and Forrest of Knaresborough to his favourite Piers Gaveston
- 1310/12** Main construction period, old tower on north side demolished and the Kings Keep erected in grand style with twelve towers
- 1312** Edward II takes refuge at the castle whilst the rebellious barons including Thomas of Lancaster capture and then behead Gaveston
- 1317** October 5 John de Lilleburn takes the Castle on behalf of rebels and holds it until 29 Jan 1318 retaken by Roger Damory the Constable
Later marauding Scots destroy 140 houses and the parish church
- 1328** Edward III marries Queen Philippa in York and later grants her the Castle, Town and Forest.....
- 1332** Earliest known mention of Harroagte
- 1372** Edward grants his son John of Gaunt the Honour of Knaresborough and starts the long link with the Duchy of Lancaster
- 1408** John the Mason constructed the Chapel of our Lady of the Crag
- 1536** Dissolution starts of Knaresborough priory and Fountains Abbey
- 1644** Dec 20 after the Battle at Marston Moor royalists surrender the Castle to Fairfax
- 1648** December Act of Parliament confirms that numerous royalist castles be 'slighted'-taken down until they no longer can be defended
- 1760** Enclosures Act marks the end of the Royal Forest of Knaresborough
- 1790s/1826** Turner sketched/painted the castle / Nidd Gorge
- 1851** Nidd Gorge Railway viaduct in use
- 1890's** Castle Public park created
- 1920's** War memorial
- 2010** Greenway - Knaresborough to Ripley uses disused railway in Nidd Gorge
- 2030** 900th Anniversary of Knaresborough Castle

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 20 March 2023

PRESENT: Chair: The Deputy Mayor - Councillor Mark Flood

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

Staff Present: The Clerk and Deputy Clerk

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

23/086 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillors Davies and Pickard.

23/087 ITEM 2 – Councillors' Disclosure of an Interest

Councillor M Flood	Item 5.3 – attends the meetings of the Kiosk Community Working Group
Councillor M Walker	Is now a member of the Planning Committee at NYC
Councillor Westmancoat	Item 5.3 – attends the meetings of the Kiosk Community Working Group
Councillor J Batt	Items 8.4 and 9.1 is Chair of Knaresborough Town Twinning

23/088 ITEM 3 - KTC Public Speaking Session

A) A representative from Knaresborough Flower Club attended to give further information relating to their grant application request. Councillors asked questions and the Mayor moved to take **Item 7.1 – To consider** grant application from Knaresborough Flower Club.

RESOLVED: That KTC supports this grant application and awards funding of £300, to be taken from town council's grant budget for 2023/24.

B) The Economy and Transport Officer from Harrogate Borough Council attended the meeting to speak re the work which the team has been doing on active travel and EV chargers in Knaresborough. He informed members that there are currently 22 EV points in Knaresborough with another 5 to be added at the new Leisure Centre.

He referred to increased funding to be used for installing charging points at the Waterside car park, where the River Nidd will be used to power these points. He referred to the 'car club' in Harrogate, Ripon and Knaresborough which was launched in 2020 where residents have access to using a borrowed car. It is hoped that access to £1.2M BID funding will help to create net zero mobility hubs.

C) The CEO from Inspire Youth attended the meeting to give further information about their grant application request. Councillors asked questions and the Mayor moved to take Item **5.1 To consider** the grant application from Inspire Youth re Junior Youth group funding for Knaresborough.

It was proposed and seconded that KTC supports Inspire Youth with funding of £4,500 for the first year of the Junior Youth club initiative. Any subsequent funding of the group will be dependent on some kind of evidence-based data showing the success of the project.

RESOLVED: That KTC supports Inspire Youth with funding of £4,500 for the first year of the Junior Youth Group initiative.

Councillor Goode complimented the CEO on the wonderful work which Inspire Youth are doing.

D) A resident attended to speak about the possibility of Knaresborough twinning with the town of Volodymyr in Ukraine. He gave a detailed description of how he had become involved in taking medical equipment, toys and other goods to the hospital in the town. He envisaged that twinning with the town, once peace has been restored, will promote commercial, sporting and social links.

The Mayor moved to take Item - **9.1 Motions from Members;**

Cllr D Goode (2nd Cllr H Gostlow)

"That KTC supports in principle the establishment of a Town Twinning relationship between Knaresborough and Volodymyr in Ukraine and that Council request the Town Clerk to write to the Mayor of Volodymyr to establish a dialogue with a view to an agreement being made at some time in the future".

RESOLVED: That KTC supports in principle the establishment of a Town Twinning relationship between Knaresborough and Volodymyr in Ukraine and that Council request the Town Clerk to write to the Mayor of Volodymyr to establish a dialogue with a view to an agreement being made at some time in the future.

23/089 **ITEM 4 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes of the Council Meeting held on:**

4.1 Monday 20 February 2023

RESOLVED: That the minutes of the meeting on Monday 20 February 2023 be approved as a correct record and signed by the Chair.

23/090 ITEM 5 - Business Remaining

5.1 To consider the grant application from Inspire Youth re Junior Youth group funding for Knaresborough.

See 23/088 above.

5.2 Cllr A Bell (2nd Cllr H Gostlow)

That KTC add standard wording to relevant planning applications to reflect KTC's climate emergency declaration.

RESOLVED: That KTC add standard wording (see below) to relevant planning applications to reflect KTC's climate emergency declaration as appropriate.

Suggested wording may include:

KTC has declared a climate emergency; as such we encourage ways to target Energy Performance Certificate (EPC) A rating. Please consider the following items:

Having draught-proofed, energy-efficient windows and doors. Consider triple glazing.

Insulation of roof and loft

Insulation of both cavity and solid walls

Installation of a low-carbon heating system

Installation of solar panels

5.3 Cllr H Gostlow (2nd Cllr H Westmancoat)

That KTC writes to the Head of Parks and Environmental Services and the Community Development Manager at HBC to request a change in usage category of the current 'putting green' at Conyngham Hall to 'provision for children and young people', to progress a project to install a children's playground on the site.

In addition to writing to HBC, KTC gives full support to this project for a children's playground and that KTC and the Kiosk Community Working Group be involved in the consultation and planning design/process.

Councillor Gostlow explained that this request had originated from the Kiosk Community Working Group who had been advised by HBC that a 'change of use' request would be required prior to them progressing any initiatives.

RESOLVED: That KTC writes to the Head of Parks and Environmental Services and the Community Development Manager at HBC to request a change in usage

category of the current 'putting green' at Conyngham Hall to 'provision for children and young people', to progress a project to install a children's playground on the site

5.4 To consider the Recommendations from the KTC Traffic Survey of January 2023.

RESOLVED: That KTC purchases a single VAS and three sets of mounting to be placed on rotation at Thistle Hill, Boroughbridge Road and a third location which is to be selected using the data captured in the survey.

5.5 To consider letter from Avant Homes (received and noted January 16 meeting) in light of continuing problems. Verbal report from Councillor Bell.

RESOLVED: That KTC writes again to the Managing Director of Avant Homes pointing out that he has not delivered against the commitment made in his letter of 12 December 2022, ask him exactly what the plans are to complete the road, and also pointing out that the road is now in a worse state than when he wrote to us. Letter to include invitation to visit the site, meet with councillors and enquire what compensation Avant is prepared to offer to residents.

FURTHER RESOLVED: That KTC raises the issue with Planning Enforcement at HBC and NYCC and ask them to investigate the situation on this estate.

23/091 ITEM 6 - Reports from the Clerk

6.1 To approve the schedule of accounts for February 2023

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Friendship and Leisure	185	20.00	0.00	20.00	Traffic storage donation
Knaresborough Lions Club	186	6,000.00	0.00	6,000.00	Bed Race grant award
Friends of Meadowside	187	100.00	0.00	100.00	Donation for Bright Friday Performance
Kboro Choral Society	188	100.00	0.00	100.00	Donation for Bright Friday Performance
Silver Band	189	100.00	0.00	100.00	Donation for Bright Friday Performance
North Yorkshire County Council	190	1,320.00	0.00	1,320.00	Speed Survey for VAS research
Weirside Terrace	191	57.28	0.00	57.28	2022-23
Nottingham Jewellers	192	56.00	0.00	56.00	Engraving on Mayoral Chain 2014 to present day
Network Print Design	193	168.00	0.00	168.00	Remembrance Service sheets
A V Matrix	194	3,200.00	640.00	3,840.00	Coronation Big Screen
Arena Group	195	76.02	15.20	91.22	Printing
Vision ICT	196	258.25	51.65	309.90	Website and email hosting and support

Harrogate Borough Council	197	2,613.34	522.67	3,136.01	Flower beds
Information Commissioner	198	40.00	0.00	40.00	Data Protection
Salaries, tax and pension	199 - 202	4,592.19	0.00	4,592.19	
First Aid Skills and Training	203	500.00	0.00	500.00	Coronation Event First Aid Cover
Knaresborough Business Collective	204	1,500.00	0.00	1,500.00	KTC grant - Spring Fayre
FEVA	205	2,000.00	0.00	2,000.00	KTC grant - FEVA 2023
Total		22,701.08	1,229.52	23,930.60	

RESOLVED: To approve the Schedule of Accounts for February 2023 in the sum of £23,930.60.

6.2 To consider using 'Part 12 Development by local authorities' to progress the siting of a small shipping container at the Stockwell allotments following Council's decision to allow such a container on site to improve security and peace of mind for allotment users.

The Clerk explained to members the implications of using 'Part 12 Development by Authorities' in terms of permitted development rights.

It was proposed and seconded that KTC assumes it has permitted development rights and move ahead without submitting planning application to put a shipping container on site.

RESOLVED: That KTC assumes it has permitted development rights and will install the shipping container on site without submitting a formal planning application. KTC recognises that the allotment site provides a sense of well being to the whole community and the safe and secure storage of allotment holders' possessions is paramount.

FURTHER RESOLVED: That the Allotment Association is asked to ensure that steps are taken to discourage access to the flat roof.

Councillor Walker asked for his abstention in this vote to be recorded.

23/092 **ITEM 7 - Correspondence**

7.1 To consider grant application from Knaresborough Flower Club

See 23/088 above.

7.2 To consider email from Business Development Assistant, Parks and Environmental Services, HBC re Knaresborough Castle Performance Space.

RESOLVED: That KTC writes to the Business Development Assistant, Parks and Environmental Services HBC stating that KTC would be happy to support seven bands at £100 each to perform in the castle grounds over the summer.

7.3 To receive and note response from MyLockup re landscaping of Knaresborough premises

RESOLVED: To Receive and note

23/093

ITEM 8 - Reports from Committees and Working Groups

8.1 To receive update from the Coronation Working Group

Councillor Gostlow outlined the key points from the Minutes of the Working Group meeting held during the previous week. She informed members that approval for the cost of hiring toilets for the day was urgent and needed immediate consideration. A Press Release had been prepared and was with the office for submission to the press.

RESOLVED: To note the verbal update from the Coronation Working Group and to approve the hire of 4 x single plastic toilets at a cost of £600.

8.2 To receive and note the report from Castle Working Group on the visit to the castle by NYCC Chief Executive and Leader of the Council on February 15

RESOLVED: To receive and note

8.3. To receive and note minutes of the Office Services Committee Meeting held on Tuesday 28th February and consider the Recommendations.

Members discussed the Minutes and the Recommendations included within them. The Clerk spoke about the impact on the office of the suggested re-organisation of committees and associated schedule of meetings. She spoke of the importance of being able to understand council priorities and explained that Terms of Reference for the Committees/Sub Committees and Working Groups (which must be approved by full council) would be key to ensuring any new structure is successful. Members considered a draft organisational chart and draft schedule of meetings for 2023/2024 based on the new committee structure.

RESOLVED: That KTC Receives and Notes the Minutes of the Office Services Committee Meeting and the Recommendations contained in them.

8.4 To approve Town Twinning Committee access, via delegated authority to the Clerk, of £1277.10 remaining in ear marked reserves to host a Reception for visitors from Bebra on Friday 9 June.

RESOLVED: That The Town Twinning Committee is given access, via delegated authority to the Clerk, of the £1277.10 remaining in ear marked reserves to host a Reception for the visitors from Bebra on Friday 9 June.

23/094 ITEM 9 - Motions from Members

9.1 Cllr D Goode (2nd Cllr H Gostlow)

"That KTC supports in principle the establishment of a Town Twinning relationship between Knaresborough and Volodymyr in Ukraine and that Council request the Town Clerk to write to the Mayor of Volodymyr to establish a dialogue with a view to an agreement being made at some time in the future".

See 23/088 above

22/095 ITEM 10 - Information Exchange

- Councillor Longhurst informed the meeting that she is now ready to commence her guided walking tours of Knaresborough.
- Councillor Bell informed members about the community litter pick which is on 16 April, based at the Stockwell Wellbeing hub from 10.00 a.m. until 2.00 p.m.
- Councillor Goode reminded members of the meeting of the unitary authority group on March 21.
- Councillor Walker mentioned that the permanently fixed wooden bollard at the entrance to the castle is to be replaced with a removable bollard.

Meeting closed at: 9.25 p.m.

**Signed by the Deputy Mayor:
Councillor Mark Flood:**

KASHS Application for a large shed on the Stockwell Road allotment site

We are asking for permission to put a large shed 12 feet by 8 feet on the allotment site. It will replace an existing shed that is too small for our needs. We want to expand our shop and need a secure place to store our goods. It will be sited by the entrance and will have little impact on existing members.

We shall also be applying to commuted sums to pay for this.

No container in the short term

We would like to make the point how much we have appreciated the support of KTC Hannah Goslow and Clerk to the Council in our efforts to get permission from Harrogate town Council for a small container on the site, a great deal of time and effort has been put into this and I feel I should explain why we are not seeking to pursue the application at the moment.

Our original proposed site has been opposed by the planners at Harrogate Borough Council. They felt it would impinge on our neighbours and insisted on a 2 metre gap from the fence. This would have the effect of taking more of the entrance nature garden; make the road entrance to the site narrower particularly for any lorries, take light off an existing plot and make access to their plot more difficult.

We discussed with Hannah and Angela the possibility of moving it to the other side of the entrance car park where planning would be less of an issue.

One option that would involve losing little car park space would involve a member losing a proportion of their plot in which they have invested a lot of time and effort. It would also block light off an already dark plot and in principle we don't want to take cultivated land off existing plots.

Placing the container more on the car park area would take up definitely one and possibly two car park spaces. We need space to put wood chippings, hop sacks and any deliveries of sand/stone. We are already short of car parking spaces and parking in the area of Stockwell Road is limited and dangerous. Also the banking next to the road would allow trespassers to jump on top of the container and we would be responsible for their safety.

Talking to other site representatives in the area they felt that containers near the entrance visible from the road suggest there are valuables in there worth stealing. Despite locks thieves using angle grinders can easily get into containers on sites such as ours.

We have explored other areas of the site with no joy. We need the space of the turning circle with a grassy area.

However we have marked out potential sites near the turning circle that are part of existing plots. We can manage our storage issues at the moment but would still like the opportunity to

put a container on site. When an existing tenant leaves we would like to put a container on the plot and re let the smaller plot to a new tenant.

I hope that this explains why we are asking for a large shed.

Rob Snow KASHS Chair

KNARESBOROUGH TOWN COUNCIL**March 2023 Schedule of Accounts**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
Renaissance Knaresborough	206	1,000.00	0.00	1,000.00	Grant Award S137 to promote 'Knaresborough Forest Park' project	
Friendship and Leisure	207	20.00	0.00	20.00	Donation	
Clerk	208	21.00	0.00	21.00	TEN licence payment for Coronation Event	
BT	209	88.89	17.78	106.67	Broadband	
Siemens	210	351.81	70.36	422.17	Photocopier lease rental and service fee	
Inspire Youth	211	3,900.00	0.00	3,900.00	Grant Award Payment 3 of 3	
Vision ICT	212	216.00	43.20	259.20	Hosted Email Accounts for 23/24 x 12	
Vision ICT	213	65.00	13.00	78.00	Biennial fee for .gov.uk domain renewal	
YLCA	214	30.00	0.00	30.00	Cllr Training - H Westmancoat	
Knaresborough Connectors	215	3,000.00	0.00	3,000.00	Grant Award S137 to support The 'You're Special' Project	
SLCC	216	84.00	1.40	85.40	Clerks' Manual and VAT guide	
Gallagher Insurance	217	1,080.38	0.00	1,080.38	Town Council Insurance agreement	
Salaries, tax and pension	218 - 221	4,592.19	0.00	4,592.19		
Total		14,449.27	145.74	14,595.01		

6.2

Date: 15/03/2023

Knaresborough Town Council Current Year

Page 1

Time: 12:56

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Current Bank A/c

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	28/02/2023	730	5,000.00
			<u>5,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	28/02/2023	308	227,505.27
			<u>227,505.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			227,505.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			227,505.27
		Balance per Cash Book is :-	227,505.27
		Difference is :-	0.00

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00		6,992.00
322 EMR - Performance Area	21,500.00		21,500.00
323 EMR Christmas Lights	14,214.75	-1,775.25	12,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	3,775.00	-2,160.00	1,615.00
326 EMR Castle Lighting	0.00		0.00
327 EMR - DPSE	0.00		0.00
328 EMR Links Charity	6,000.00		6,000.00
329 King George V Field	5,535.00	-1,000.00	4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	3,000.00	-1,722.90	1,277.10
332 EMR - Inspire Youth	7,800.00	-3,900.00	3,900.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
334 EMR - Chapel of Our Lady Grant	0.00		0.00
335 Mayoral Charity Fund	684.08	-180.00	504.08
	80,624.83	-10,738.15	69,886.68

Summary Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	173,718	0	(173,718)		
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>173,718</u>				
101	Administration					
	Payments	6,220	10,150	3,930		3,930
102	Staff Costs					
	Payments	52,456	90,000	37,544		37,544
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	366	800	434		434
105	Mayoral Expenses					
	Payments	2,997	4,100	1,103		1,103
	plus Transfer from EMR	180				
	Movement to/(from) Gen Reserve	<u>(2,817)</u>				
110	Grants/Donations					
	Payments	38,857	38,000	(857)		(857)
	plus Transfer from EMR	185				
	Movement to/(from) Gen Reserve	<u>(38,672)</u>				
120	Events/Projects					
	Payments	50,142	59,170	9,028		9,028
	plus Transfer from EMR	4,698				
	Movement to/(from) Gen Reserve	<u>(45,444)</u>				
999	VAT Data					
	Receipts	9,551	0	(9,551)		
	Payments	8,605	0	(8,605)		(8,605)
	Movement to/(from) Gen Reserve	<u>946</u>				
	Grand Totals:- Receipts	183,269	0	(183,269)		
	Payments	159,643	205,220	45,577	0	45,577
	Net Receipts over Payments	<u>23,626</u>	<u>(205,220)</u>	<u>(228,846)</u>		
	plus Transfer from EMR	5,063				
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>28,688</u>				

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Income						
1000 Allotments Income	6,240	0	(6,240)			
1012 Christmas Lighs HBC agreement	9,500	0	(9,500)			
1020 Farmers Market Income	365	0	(365)			
1065 Misc	5,268	0	(5,268)			
1076 Precept	151,420	0	(151,420)			
1090 Bank Interest	925	0	(925)			
Income :- Receipts	173,718	0	(173,718)			0
Net Receipts	173,718	0	(173,718)			
101 Administration						
4005 Bank Charges	82	0	(82)		(82)	
4021 Stationery	411	400	(11)		(11)	
4022 Postages	165	350	185		185	
4023 Telephones & Internet	438	800	362		362	
4025 Insurance	1,050	1,400	350		350	
4026 IT Expenses	1,419	2,000	581		581	
4027 Photocopier	1,225	1,500	275		275	
4043 Recruitment costs	0	200	200		200	
4045 Audit	1,175	1,400	225		225	
4075 Subscriptions	255	2,100	1,845		1,845	
Administration :- Indirect Payments	6,220	10,150	3,930	0	3,930	0
Net Payments	(6,220)	(10,150)	(3,930)			
102 Staff Costs						
4000 Wages & Salaries	32,288	70,000	37,712		37,712	
4001 Tax & NI	9,722	0	(9,722)		(9,722)	
4002 Pension	10,445	0	(10,445)		(10,445)	
4003 Temp Staff	0	20,000	20,000		20,000	
Staff Costs :- Indirect Payments	52,456	90,000	37,544	0	37,544	0
Net Payments	(52,456)	(90,000)	(37,544)			
103 Establishment Costs						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	0	3,000	3,000	0	3,000	0
Net Payments	0	(3,000)	(3,000)			

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
104 Training						
4030 Training/Travel Clls	245	500	255		255	
4035 Training/Travel Staff	121	300	179		179	
Training :- Indirect Payments	<u>366</u>	<u>800</u>	<u>434</u>	<u>0</u>	<u>434</u>	<u>0</u>
Net Payments	<u>(366)</u>	<u>(800)</u>	<u>(434)</u>			
105 Mayoral Expenses						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	1,600	2,200	600		600	
4056 Regalia / Mayoral Other	1,397	1,400	3		3	180
Mayoral Expenses :- Indirect Payments	<u>2,997</u>	<u>4,100</u>	<u>1,103</u>	<u>0</u>	<u>1,103</u>	<u>180</u>
Net Payments	<u>(2,997)</u>	<u>(4,100)</u>	<u>(1,103)</u>			
6000 plus Transfer from EMR	180					
Movement to/(from) Gen Reserve	<u>(2,817)</u>					
110 Grants/Donations						
4069 DPSE (development, projects, se	15,589	18,000	2,411		2,411	
4070 Grants	21,768	20,000	(1,768)		(1,768)	185
4072 Donations	1,500	0	(1,500)		(1,500)	
Grants/Donations :- Indirect Payments	<u>38,857</u>	<u>38,000</u>	<u>(857)</u>	<u>0</u>	<u>(857)</u>	<u>185</u>
Net Payments	<u>(38,857)</u>	<u>(38,000)</u>	<u>857</u>			
6000 plus Transfer from EMR	185					
Movement to/(from) Gen Reserve	<u>(38,672)</u>					
120 Events/Projects						
4060 Christmas Lights Costs	25	0	(25)		(25)	
4061 Christmas Switch On	1,473	2,000	527		527	
4062 Christmas Lights Contract	31,183	35,000	3,817		3,817	
4064 Castle Lights Maintenance	717	1,000	283		283	
4065 KGV Playing Field	1,000	0	(1,000)		(1,000)	1,000
4081 Weirside Terrace Expend.	57	70	13		13	
4084 Flags & Bunting	0	1,000	1,000		1,000	
4085 Allotments Expenditure	2,490	900	(1,590)		(1,590)	2,160
4088 Rd Closure Signage/Cones	789	0	(789)		(789)	
4089 Roads/highways/car parks	1,320	1,500	180		180	
4091 Promotion	0	3,000	3,000		3,000	

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4095 Bebra Reception	1,538	0	(1,538)		(1,538)	1,538
4096 Remembrance	218	500	282		282	
4097 Flower Beds	5,163	3,000	(2,163)		(2,163)	
4099 Misc Expenses	120	0	(120)		(120)	
4101 Rd Closure signs/comes	0	200	200		200	
4102 Cony-Hall Improvements	349	10,000	9,651		9,651	
4106 Trees	0	1,000	1,000		1,000	
4999 Transfers To/From Reserves	3,700	0	(3,700)		(3,700)	
Events/Projects :- Indirect Payments	<u>50,142</u>	<u>59,170</u>	<u>9,028</u>	<u>0</u>	<u>9,028</u>	<u>4,698</u>
Net Payments	<u>(50,142)</u>	<u>(59,170)</u>	<u>(9,028)</u>			
6000 plus Transfer from EMR	4,698					
Movement to/(from) Gen Reserve	<u>(45,444)</u>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	9,551	0	(9,551)			
VAT Data :- Receipts	<u>9,551</u>	<u>0</u>	<u>(9,551)</u>			<u>0</u>
515 VAT on spend - input automatic	8,605	0	(8,605)		(8,605)	
VAT Data :- Indirect Payments	<u>8,605</u>	<u>0</u>	<u>(8,605)</u>	<u>0</u>	<u>(8,605)</u>	<u>0</u>
Net Receipts over Payments	<u>946</u>	<u>0</u>	<u>(946)</u>			
Grand Totals:- Receipts	183,269	0	(183,269)			
Payments	159,643	205,220	45,577	0	45,577	
Net Receipts over Payments	<u>23,626</u>	<u>(205,220)</u>	<u>(228,846)</u>			
plus Transfer from EMR	5,063					
Movement to/(from) Gen Reserve	<u>28,688</u>					

Date: 17 April 2023**Subject:** Purchase of the necessary licenses for the screening of 2 family films at the Town Council's Coronation event to be held on Saturday 6 May 2023**Report by:** The Clerk to the Council**Reasons for the Urgent Decision**

The next Council meeting was not until Monday 17 April, and this was deemed to be too late to notify the supplier from the quote provided and ensure the license would be in place. There was little opportunity to call an extra-ordinary meeting and the matter is not sufficiently important to call an extra meeting. The date for the event is set at 6 May so the timeline cannot be extended.

The matter to be determined is one which is lawful for Council to delegate.

Background

Town Council resolved to hold an event to mark the King's Coronation and set up a working group to progress the arrangements. Town Council has also previously agreed to hire a large screen for the event, and this has been booked and paid for.

The Councillors organising the event are hoping to screen 2 films after the screening of the Coronation and this requires a license to be in place, the price was negotiated to £1000 +VAT for both films based on the capacity of the site holding the event. The price was further reduced to £800 +VAT.

The Clerk, following the Council's procedure emailed the information and the majority of Councillors were in favour of going ahead. The Clerk therefore emailed the organisers to give the go-ahead and the license has been agreed and will be invoiced after the event.

Summary of costs to date:

King's Coronation**Payments:****Budget £5000****Match Funds HBC £3000**

Company	Date	Net	VAT	Total	Paid
A V Matrix	21/02/2023	£3,200	£640.00	£3,840	
First Aid Skills and Training	28/02/2023	£500.00	£0.00	£500.00	
TEN	14/03/2023	£21.00	£0.00	£21.00	
Inspire Youth		£500.00	£0.00	£500.00	
G&S Toilet Hire		£600.00	£120.00	£720.00	
Film Bank Media		£800.00	£0.00	£800.00	
Total		£5,621.00	£760.00	£6,381.00	

Recommendations

The Council is RECOMMENDED to:

1. Receive and note the report.
2. Agree that the clerk acted according to policy

From: office@knaresboroughtowncouncil.gov.uk
Sent: 23 March 2023 13:52
To: ~~rob59knares@gmail.com~~; 'Hannah'
Subject: Allotment Agreement

Dear Rob and Hannah,

Key points from our meeting on the 22 March 2023:

- We went through the current agreement and explained the need for the inclusion of certain clauses which, whilst seem unnecessary, are part of a wider legal requirement as advised by Harrogate Borough Council and the National Allotment Association.
- It was explained that the need to get permission from Council regarding the construction of buildings was in place so there was oversight over construction to ensure that the balance of open plot space and sheds was appropriate. It was asked if larger structures would be considered and the answer was yes on a case by case basis provided the reason for such structures was given.
- The efforts of the allotment scheme and the plot holders to keep the site clear of refuse and debris were commended and the wish to try to keep the area clear by encouragement of plot holders removing their own material on a regular basis was understood. The need for skip hire should be reduced where possible but if it was required Council would consider looking at the covering some costs.
- The Clerk will reiterate to Council that funds from allotment site rental should be earmarked to help improve and maintain the site particularly the boundaries where gates and hedging/fencing are required.

The Clerk and Councillor Gostlow proposed the following schedule of payments to be agreed by Council and KASHS:

From	To	Rental	
01 Dec 2023	31 Mar 2024	£923.44	4 month period
01 Apr 2024	31 Mar 2025	£2910.32	
01 Apr 2025	31 Mar 2026	£3050.32	
01 Apr 2026	31 Mar 2027	£3190.32	
01 Apr 2027	31 Mar 2028	£3330.32	
01 Apr 2028	31 Mar 2029	£3470.32	
01 Apr 2029	31 Mar 2030	£3610.32	
01 Apr 2030	30 Nov 2031	£2500.21	8 month period

This represents a 7 year agreement with a 50% reduction on the current agreement's annual increase of £280 to £140.

Next steps:

The Clerk and Cllr Gostlow to present the payment schedule as above with the agreement unchanged to Council at its meeting on Monday 17 April.

Councillor Gostlow to attend KASHS AGM on Wednesday 19 April to communicate the decision of Council and answer any questions.

Please let me know if any amendments are required to the above but I hope I captured the main points.

Thank you.



Knaresborough
Town Council

COMPLAINTS PROCEDURE

1. Knaresborough Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures. It does NOT apply to:
 - 2.1. complaints against individual employees, complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures; or
 - 2.2 complaints against councillors. Complaints against councillors are dealt with under the Code of Conduct for Members adopted by the Council on 12 October 2015 and will be referred to Harrogate Borough Council's Monitoring Officer; for further information on the process of dealing with complaints please call 01423 500600 or email jennifer.norton@harrogate.gov.uk
3. Complaints about the council's procedures or administration should be made to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chair of Office Services. Your complaint will be formally acknowledged within five working days.
4. The Clerk or the Chair (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the council.
5. The Clerk or the Chair of Office Services will notify you within one month of the outcome of your complaint and of what action (if any) the council proposes to take as a result of your complaint. (In exceptional cases the one month timescale may have to be extended. If it is, you will be kept informed).
6. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to full council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk: Knaresborough Town Council
Address: Knaresborough House
High Street
Knaresborough
HG5 0HW

Telephone: 01423 864080
Email: clerk@knaresboroughtowncouncil.gov.uk

The Chair of Knaresborough Town Council's Office Services Committee
Address: As above or please see the Town Council website



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL COMPLAINTS PROCEDURE

1. Knaresborough Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns. It does NOT apply to:
 - 2.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures; or
 - 2.2 complaints against councillors. Complaints against councillors are dealt with under the Code of Conduct for Members adopted by the Council on 12 October 2015 and will be referred to Harrogate Borough Council's Monitoring Officer; for further information on the process of dealing with complaints please call 01423 500600 or email jennifer.norton@harrogate.gov.uk
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Email: clerk@knaresboroughtowncouncil.gov.uk

The Chair of Knaresborough Town Council's Office Services Committee

Address: As above or please see the Town Council website

From the Model Complaints Policy - the Society of Local Council Clerks



Knaresborough
Town Council

TERMS OF REFERENCE PLANNING COMMITTEE

<p>Membership and voting:</p> <p>Minimum five Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.</p>	<p>Quorate:</p> <p>Three</p>
<p>Meeting Frequency:</p> <p>Monthly with the Clerk and/or Deputy Clerk in attendance</p>	
<p>Accountability:</p> <p>The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.</p>	
<p>Aims:</p> <p>To act as statutory consultee to the Planning Authority - North Yorkshire Council (NYC) for all planning applications that are in or relate to the Knaresborough Town Council area.</p> <p>Roles:</p> <p>1. To fully consider all planning applications and respond on behalf of the Full Council to all applications for planning permission and appeals referred to Knaresborough Town Council by the planning authority.</p> <p>When responding to planning applications the standard wording, as agreed by Full Council on 17 March – Minute no: 23/090, is to be applied, if appropriate.</p> <p><i>Suggested wording may include:</i></p> <p><i>KTC has declared a climate emergency; as such we encourage ways to target Energy Performance Certificate (EPC) A rating.</i></p> <p><i>Please consider the following items:</i></p> <p><i>Having draught-proofed, energy-efficient windows and doors. Consider triple glazing.</i></p> <p><i>Insulation of roof and loft</i></p> <p><i>Insulation of both cavity and solid walls</i></p> <p><i>Installation of a low-carbon heating system</i></p>	

Installation of solar panels

2. To consider and respond to all Street Naming Consultations from NYC
3. To consider and respond to all Consultations from Highways Department NYC

Delegated Powers:

1. On behalf of Full Council make and submit observations, via the Clerk or Deputy Clerk, on all planning applications to the planning authority North Yorkshire Council (NYC).
2. Where an application is subject to a Planning Inquiry or Appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the Hearing.
3. The Committee is authorised to nominate a member to attend NYC's Planning Committee meeting if a relevant application is included on the agenda.
4. The Clerk/Deputy Clerk will, in consultation with members of the planning committee, have delegated powers to respond to any outstanding planning applications which the committee did not have sufficient time to consider during its meeting and which would by default fall outside of the consultation period.
5. Identify and make representations to the NYC in respect of enforcement action or any matters considered to be breaches of planning regulations.
6. When dealing with Consultations from NYC, as detailed in points 2 and 3 above, the Clerk has delegated authority to place these before another Committee or Full Council if they are time critical.

Agreed by Knaresborough Town Council at its meeting on xxxxxxxx

Review Date:



Knaresborough
Town Council

TERMS OF REFERENCE PROJECTS AND EVENTS COMMITTEE

Membership and voting: Minimum 3 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	Quorate: Three
Meeting Frequency: With effect from May 2023 there are 2 scheduled meetings to manage Bright Friday. More meetings may be arranged upon request of the Chair if required or as dictated by actual projects and events with the Clerk and/or Deputy Clerk in attendance.	
Accountability: The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
Aims: Work to promote the town whilst enhancing the area within the Town Council's boundaries for the benefit of the community, businesses and visitors. Work to improve communication with residents, local groups and organisations in the area.	
Roles: <ol style="list-style-type: none">1. To liaise with local groups, partner organisations and Local Authorities in the planning of major events in Knaresborough, providing direction for Officers, Councillors and Volunteers.2. To foster and develop relationships between businesses, the community and the Town Council.3. To oversee the Town Council's Christmas lighting event – Bright Friday.4. Considers Resolutions from appointed sub committees and working groups.	
Delegated Powers:	

1. To make decisions to spend budgeted monies on behalf of the Council in the commissioning and/or purchase of goods and services beneficial to the staging of events and entertainment.
 2. To manage the annual budget for the Christmas Lighting scheme, place orders for works, goods and services within the limitation of the approved annual budget. The Committee must seek approval for any budget changes or increased funds from Full Council or Finance Committee.
 3. Explore sponsorship and other financial support, such as match funding, for events taking place within the Town Council area.
 4. To manage budgets allocated to individual events.
- Any expenditure above to comply with KTC's Financial Regulations.*
5. Ensure a system for Risk Management and Health & Safety is in place for the areas within its control.
 6. Through the Clerk/Deputy Clerk the Chair to issue press statements regarding events on behalf of the Council.
 7. Liaise with all necessary amenity groups, Local Authorities and Statutory bodies with regard to implementation of signage.
 8. To nominate on behalf of the Council representatives to participate in joint working parties and to represent the Council on external committees in relation to event planning.

Agreed by Knaresborough Town Council at its meeting on xxxxxxxx

Review Date:



Knaresborough
Town Council

TERMS OF REFERENCE COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE

Membership and voting: Minimum 3 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	Quorate: Three
Meeting Frequency: With effect from May 2023 there are 2 scheduled meetings. More meetings may be arranged upon request of the Chair if required with the Clerk and/or Deputy Clerk in attendance.	
Accountability: The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
Aims: To promote the health and social wellbeing of the town, facilitate and support the local community and voluntary organisations and promote initiatives which support environmental awareness and improvement.	
Roles: <ol style="list-style-type: none">1. Manage all community services within the responsibility of or devolved (now or in the future) to the Council and ensure good levels of community engagement.2. To review crime and disorder issues with the police3. To promote and support environmental awareness and initiatives4. To promote floral and planting initiatives5. To protect and preserve local heritage6. To support young people in the community	

Delegated Powers:

1. Maximise the benefit to the town of any external funding directly or with partner organisations.
2. To work with partner organisations to improve the health of people in the town.
3. To work with partner organisations to support the young people in the community.
4. To review and make decisions on environmental issues, such as the single use of environmentally damaging materials, use of renewable resources etc
5. Manage the council's youth green grant initiative
6. Liaise with the Allotment Associations which manage the town council's allotment sites; review the Allotment Agreements, Allotment fees and make decisions on matters raised by members of the Associations.
7. Make decisions on scope of floriculture throughout the town
8. Makes decisions on issues relating to Street furniture

Agreed by Knaresborough Town Council at its meeting on xxxxxxxx

Review Date:



Knaresborough
Town Council

TERMS OF REFERENCE FINANCE AND GENERAL PURPOSES COMMITTEE

Membership and voting: No fewer than seven Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	Quorate: Three
Meeting Frequency: Four times per annum with the Clerk and/or Deputy Clerk in attendance	
Accountability: The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
Aims: To ensure that the Council's finances and its related statutory obligations are conducted in accordance with legislation, statutory legislation and good practice.	
Roles: <ol style="list-style-type: none">1. Ensures that the Council acts lawfully in relation to all expenditure and maintains adequate financial controls accountable for audit purposes.2. Nominates a Councillor to review the monthly bank reconciliations.3. Nominates Two Councillors to countersign invoices4. Considers any request for budget changes throughout the financial year.5. Manages the Councils Grant Award Scheme6. Manages the Council's tendering process	

Delegated Powers:

1. Can authorise expenditure in accordance with the budget approved by Council.
2. Has delegated authority to authorise payments on behalf of the Council.
3. Ensuring there is evidence of adequate systems of internal control and audit throughout the year and for presentation for external audit.
4. Approving of monthly financial reports
5. Monitor all budgets on a quarterly basis, acting where required to vire unspent provision to ensure that the overall budget strategy is maintained.
5. Awarding grants to local organisations as per the Council's Grant Award Policy.
6. Reviewing Financial Regulations and Standing Orders annually in order to ensure they can be recommended to Council for adoption.
7. To commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
8. To make recommendations to the Council on the use of financial reserves.
9. To undertake annually the risk assessment in relation to the Council's insurance cover
10. To make recommendations to the Council regarding the future provision of civic regalia

Agreed by Knaresborough Town Council at its meeting on xxxxxxxx

Review Date:



Knaresborough
Town Council

TERMS OF REFERENCE STAFFING COMMITTEE

Membership and voting: Minimum 3 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	Quorate: Three
Meeting Frequency: Once per annum, or upon request of the Chair if required, with the Clerk and/or Deputy Clerk in attendance.	
Accountability: The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
Aims: Provide effective and professional staff management of all matters related to the employees of the Council.	
Roles: <ol style="list-style-type: none">1. Ensure compliance with legislation and best practice.2. Manage any recruitment process.3. Take responsibility that confidentiality is maintained over all staffing matters under GDPR and Code of Conduct as signed members.4. Have responsibility to implement/negotiate any changes to contract terms which are required to comply with Staffing Law, Health & Safety Law, and Terms & Conditions of Service as laid down by the National Joint Council (NJC) 'Green Book' and recommended by the National Association of Local Councils (NALC) and Society of Local Councils (SLCC).5. Responsible for the Clerk's staff appraisal each year in February.6. Develop strategy and policy in all matters relating to Human Resources and manage Health & Safety of staff.	

Delegated Powers:

1. Review staffing arrangements and structure including job descriptions and person specifications.
2. Approve all contracts of employment.
3. Consider and implement all pay awards and determine increment raises.
4. Review and implement all employment policies, duty to consult with staff on an ongoing basis.
5. Carry out Clerk annual appraisal
6. Consult with staff about Health & Safety issues and working practices
7. Make decisions on Disciplinary and Grievance matters on behalf of the council
8. Ensure all committee members have appropriate training (eg employment law)

Agreed by Knaresborough Town Council at its meeting on xxxxxxxx

Review Date:



Knaresborough
Town Council

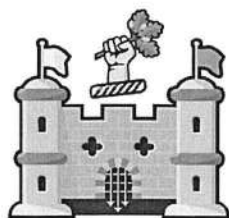
TERMS OF REFERENCE APPEALS PANEL

Membership and voting: Only Full Council can elect an Appeal Hearing Panel of 3 panel members with appropriate training who are not members of the Staffing Committee.	Quorate: Three
Meeting Frequency: Upon request of the Chair if required, with the Clerk and/or Deputy Clerk in attendance.	
Accountability: The Panel is appointed by and answerable to full council.	
Aims: To consider any appeals brought before it following decisions taken by the Staffing Committee or by a temporary Grievance Panel.	
Roles: <ol style="list-style-type: none">1. Will consider and decide whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedure.2. Gather further evidence at appeal committee hearings and decide, based on that information, whether an appeal should be upheld or rejected.3. Will make a final decision on appeal matters on behalf of the Council.	
Delegated Powers: <ol style="list-style-type: none">1. The Appeal Panel has the delegated power to make a final decision on appeal matters on behalf of the Council reporting any decision to Full Council.2. Has delegated power to gather further evidence at Appeal hearings.3. The panel is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this will be financed using an appropriate code of the town council budget as determined by the RFO.	
Agreed by Knaresborough Town Council at its meeting on xxxxxxxx	
Review Date:	

KTC Meeting Dates June 2023 – May 2024

<u>Date</u>	<u>Meeting</u>	<u>Notes</u>
Thursday 25 May 2023	Annual Meeting of the Town Council	
Monday 5 June	Planning 6.30 p.m.	
Monday 5 June	Finance 7.30 p.m.	
Monday 19 June	Full Council	
Monday 3 July	Planning 6.30 p.m.	
Monday 3 July	Community Services/ Environment 7.30 p.m.	
Monday 7 August	Planning 6.30 p.m.	
Monday 7 August	Projects & Events 7.30 p.m.	
Monday 4 September	Planning 6.30 p.m.	
Monday 4 September	Finance 7.30 p.m.	
Monday 18 September	Full Council	
Monday 2 October	Planning 6.30 p.m.	
Monday 2 October	Community Services/ Environment 7.30 p.m.	
Monday 6 November	Planning 6.30 p.m.	
Monday 6 November	Projects & Events 7.30 p.m.	
Monday 13 November	Councillors via Zoom	Councillor Discussion on Zoom for budget projects etc.
Monday 20 November	Finance	Budget preparation – all councillors invited to attend
Monday 4 December	Planning	
Monday 18 December	Full Council	Precept Setting
Monday 8 January	Planning	
Monday 5 February	Planning 6.30 p.m.	
Monday 5 February	Staffing 7.30 p.m.	To set clerk appraisal

Monday 4 March	Planning	
Monday 11 March	Annual Town Meeting	
Monday 18 March	Full Council	
Monday 8 April	Planning 6.30 p.m.	
Monday 8 April	Finance 7.30 p.m.	
Monday 13 May	Planning 6.30 p.m.	
Thursday 23 May	Annual Meeting of the Town Council	



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

(Please ensure you read the accompanying guidance notes and attach all relevant documentation)

Application Summary:

Name of organisation/individual*	Knaresborough in Bloom
Primary Contact regarding application:	Christine Willoughby
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	
Project/event title:	Knaresborough in Bloom annual planting grant
Total cost of project:	Approx. £3,000
Amount of grant requested from KTC:	£1600
Date of Application	02/03/2023

The Applicant:

What is the main purpose of your organisation?	All our efforts are aimed at promoting Knaresborough as a great place to live and an attractive tourist destination.
How many years has your organisation been in existence?	Under the present chair since 2003, however Knaresborough has been part of Britain in Bloom since the 1970's
If your organisation run by a Committee? If yes, how many Committee members?	6
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members: Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	

<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>Planting, weeding, litter picking, admin, planning future schemes, liaison with local schools and societies</p> <p>Local gardens competition and awards evening</p> <p>Entering Yorkshire in Bloom</p> <p>Anyone can join</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input type="checkbox"/> No It does not</p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate <p>Does your organisation meet these requirements:</p> <p>Yes it does No <input type="checkbox"/></p>

The Project/Event/Individual's role:

<p>Brief description of scheme</p>	<p>Annual support grant for Knaresborough in Bloom</p>
<p>What are the aims of the project/event?</p>	<p>Funding from Knaresborough Town Council is for our "core activities" which involve planting containers around the town with spring bulbs and summer planting.</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>Yorkshire in Bloom judges will visit the town sometime during the first 2 weeks of July. Civic pride, excellent environment. Working in partnership with Knaresborough Rotary to care for Bebra Gardens, working with Green Connectors on plans for a new community garden at Conyngham Hall and continuing to work with the</p>

	Knaresborough Wellbeing Hub to encourage gardening at the community centre.
Does your organisation have the ability to meet new community needs, and if so, how?	We are demonstrating our flexibility with our willingness to engage with new and existing community groups across the town.
The quality and effectiveness of service provided through the use of this grant	KIB has been very successful in Yorkshire in Bloom competitions in recent years and has gained Gold on numerous occasions. The stringent and rigorous judging by YIB ensures that KIB puts a lot of effort into making Knaresborough an even more beautiful town.
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	Not applicable
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	We continue to plant the town with attractive bedding plants twice a year and enter the Yorkshire in Bloom competition. Last year the town was awarded Gold.
Why do you think the Council should support this event/project?	It is in everyone's interest for the town to be attractive. KIB adds value through volunteer effort.

Project/Event planning

Date that you propose to commence the project or hold the event.	We will commence our summer planting towards the end of May. We will commence working on various gardens in the town from April.
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	Not applicable

Financial Details

Estimated total cost (including any fees)	£3000
Contribution from your funds:	£1400
Contribution from other organisations (please specify)	
Does the estimated total cost of the project/event include payments in kind,	Volunteer hours

eg free labour/materials etc. If yes, please estimate value of contribution	
-----------------------------------------------------------------------------	--

Check List:
Please tick:

I have read and agreed your terms and policies	tick
I enclose the following documents to support my application: Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from HBC and/or NYCC	tick

*** Applications will be considered from individuals looking to improve their specific skills in support of their contribution to the voluntary sector in Knaresborough.**

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request additional information at any stage of the application process.

Signed: C Willoughby

Name of Signatory C Willoughby

Position: chair

Date: 02/03/2023

CONSTITUTION FOR KNARESBOROUGH IN BLOOM

- 1. NAME** The name of the Group is Knaresborough in Bloom
- 2. OBJECTIVES** The Group is established for the public benefit for the following purposes in the area comprising Knaresborough which area shall hereinafter be referred to as 'the area of benefit'.
- i. To promote high standards of flora features affecting Knaresborough
 - ii. To promote the participation of Knaresborough in local, regional and national competitions and other flora events
 - iii. To promote the principles of the Britain in Bloom Competition to the people of Knaresborough and encourage their participation
 - iv. To secure the protection, development and improvement of flora features and the environment within Knaresborough
- In addition to these objectives the Group shall also:**
- a) Act as a co-ordinating body with the local authorities, Business Organisations and Voluntary Groups, in ensuring a role in the consultation process for projects proposed by such bodies.
 - b) To support and advise with any activities of a flora nature within Knaresborough
 - c) To educate public opinion and give advice and information
 - d) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation, or otherwise; provided that the Group shall not undertake any permanent trading activities in raising funds for its primary purpose.

- e) To do all such lawful things as are necessary for the furtherance of the said objectives.

3. MEMBERSHIP

Membership shall be open to all who are interested in actively furthering the purposes of the Group. All members joining the Group shall be deemed to accept the terms of this constitution.

No subscription is required to be a member of the Group.

Corporate members shall be those organisations interested in actively furthering the purposes of the Group.

Such corporate member shall appoint a representative to vote on its behalf at all meetings. This corporate body must give particulars in writing to the Honorary Secretary of the representative for approval at the following meeting before such a representative may vote.

To invite Knaresborough Town Councillors to sit on the Committee.

4. MEETINGS

An Annual General Meeting (AGM) will be held within fifteen months of the previous (AGM).

Special General Meetings shall be held when a two-thirds majority of members place a request for a such an occasion in writing to the Secretary. The Executive Committee shall also have the power to call a Special General Meeting by decision of a simple majority of its members.

Five Members present in person or online shall constitute a quorum for a meeting of the Group.

The Executive Committee shall give at least 7 days notice to members of all meetings of the group.

Voting – with the exception of changes to the Constitution, decisions put to a vote shall be resolved by a simple majority at Ordinary Meetings.

The Chairman of the Group shall hold a deliberative as well as a casting vote.

5. OFFICERS

The Officers of the Group shall consist of:-

Chairman
Vice Chairman
Honorary Secretary
Honorary Treasurer

The Officers roles are as follows:

- Chair, who shall chair both General and Committee meetings
- Vice Chair, who shall act as deputy for Chair as required
- Secretary, who shall be responsible for taking of minutes and the distribution of papers
- Treasurer, who shall be responsible for maintaining accounts

All Officers of the Group shall relinquish their office every year and shall be eligible for a re-election at the AGM.

In the event of an Officer standing down during the year a replacement will be elected by the next General Meeting of members.

6. THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the management and administration of the Group. The Executive Committee shall comprise of the Officers of the Group and two other Committee members.

7. DECLARATION OF INTEREST

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Group (including any meeting of any Committee or Sub-Committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

8. FINANCES

An account will be maintained on behalf of the Group at a bank agreed by the Committee.

The Honorary Treasurer shall, out of the funds of the Group, pay all proper expenses of administration and management of the Group. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Group shall be applied by the Executive Group in furtherance of the purposes of the Group.

The Honorary Treasurer shall be responsible for maintaining records of income and expenditure.

The financial year shall run from January to 31st December each year.

The Honorary Treasurer shall be responsible for the preparation of Annual Accounts for the Group and will present the Annual Accounts at the AGM.

The Accounts shall be examined by an independent person.

All cheques drawn against the Group's funds or online banking payments shall be signed/approved by the Treasurer and one other nominated office-bearer Signatories. The Signatories must not be related nor members of the same household.

All members of the Group shall be jointly responsible for the financial liabilities of the Group.

9. AMENDMENTS

A proposal to change the Constitution must be submitted in writing/or by email to the Secretary who shall circulate the proposal to all members and allow seven days for submission of any amendments before calling a meeting. May be amended by a two-thirds majority of members present at that meeting.

All proposals for changes to the Constitution shall be signed by two members eligible to vote at an Ordinary Meeting.

10. NOTICES

Any notice required to be given by this Constitution shall be deemed to be duly given if emailed, left at or sent by prepaid

post addressed to the address of that member last notified to the Secretary.


11. WINDING UP

The Group may be dissolved by a two-thirds majority of members voting at a Special General Meeting of the Group confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous meeting. If a motion for the dissolution of the Group is to be proposed at a General Meeting or a Special Meeting, this motion shall be referred to specifically when notice for the meeting is given. In the event of the dissolution of the Group the available funds of the Group shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Executive Committee and approved by the Meeting of the Group at which the decision to dissolve the Group is confirmed. On dissolution the minute books monies and other records of the Group shall be deposited with the Town Council.

The amended Constitution was agreed at the Meeting on:-

Date: 15 March 2022

Name and position in the Group: Katrina Skeer, Treasurer

Signed: 

Name and position in the Group: Kristine Willoughby, chair + secretary

Signed: 

KNARESBOROUGH IN BLOOM
INCOME AND EXPENDITURE ACCOUNT
1ST January 2022 to 31ST December 2022

INCOME	£	EXPENDITURE	£
Market Stall	120.50	Insurance	75.00
Awards Evening	70.00	Plants/Bulbs/Compost	1309.44
Grants:		Website Management	78.00
- Town Council	1600.00	Bank Charges	20.80
TOTAL	1790.50 ✓	Gravel (Mediterranean Gardens)	66.46
		Gift Voucher (Design flower bed)	10.00
		TOTAL	1559.70 ✓

NOTES TO EXPENDITURE

Capital Projects Reserve

2013 £1,000 Knaresborough Lions for Tree Trail

J. Martin
18/2/2023

Knaresborough Clerk

From: CGR <CGR@northyorks.gov.uk>
Sent: 28 March 2023 10:05
To: Undisclosed recipients:
Subject: Community Governance Review – Draft Recommendations for the unparished part of Harrogate – views sought

Dear Parish Clerk

North Yorkshire County Council is recommending that a new parish be created for Harrogate and that a town council be created to serve that parish. The town council would be known as Harrogate Town Council, with 10 wards and 19 elected councillors.

Harrogate and Scarborough are currently the only parts of North Yorkshire that do not have a town or parish council to represent their residents. On 1 April 2023 a new unitary authority, to be known as North Yorkshire Council, will replace North Yorkshire County Council, Harrogate Borough Council, Scarborough Borough Council and the other five district councils. The new council will deliver all services and is committed to keeping services local and empowering communities. A town council for Harrogate would provide a tier of governance which could give residents more control and ownership of local services and enable Harrogate to have parity with all other areas of the county in discussions with the new unitary council.

North Yorkshire County Council agreed to commence the review on 19 July 2022 and the first round of public consultation took place from 22 August to 14 October 2022. The consultation responses were analysed and used to develop draft recommendations, which were considered by the North Yorkshire County Council Executive on 10th January 2023. These recommendations were approved and are available to read on our website, along with all information relating to this review, at www.northyorks.gov.uk/CGR

Because your parish adjoins the unparished area, we are writing to invite you to have your say on the draft recommendations by completing our survey. You can do this online at www.northyorks.gov.uk/CGR or you can request a paper copy of the survey to be sent to you by contacting us using the details above.

It is important to let us know your views as this is a new survey and any responses to the previous survey will not be incorporated at phase two. Even if you have previously taken part it is important to respond, whether you agree or disagree with the draft recommendations, as it will form the basis of any final recommendations. Please ensure that you read the information before completing the survey. The closing date for this survey is 5 May 2023.

Yours faithfully

Barry Khan
Assistant Chief Executive (Legal and Democratic Services)

OFFICIAL

Read the latest Coronavirus (COVID-19) information from North Yorkshire County Council:

<https://www.northyorks.gov.uk/coronavirus-advice-and-information>

Access your county council services online 24 hours a day, 7 days a week at www.northyorks.gov.uk.

WARNING

Any opinions or statements expressed in this e-mail are those of the individual and not necessarily those of North Yorkshire County Council.

From: Executive Committee VV City Council <v.v.cityconcile@gmail.com>
Sent: 28 March 2023 15:16
To: office@knaresboroughtowncouncil.gov.uk
Subject: Twinning Agreement
Attachments: Лист_до_Нересборо-ENG.pdf

Dear Mrs. Clemmitt

With this letter, on behalf of the executive committee of Volodymyr city council, I want to express my gratitude for passing the motion regarding the twinning of our towns by Knaresborough Town Twinning Committee and Knaresborough Town Council, which was stated in the letter dated March 20, 2023.

I also appreciate the draft agreement which you have kindly provided. For better communication and establishing a dialogue for the purpose of discussing making the Twinning Agreement and getting to know each other in person, I suggest, if possible, organizing a video meeting between the representatives of our municipalities. We kindly ask you to let us know the date and time convenient for you.

Responsibility for the partnership issues is assigned to the Department of International Activities and Tourism of the Executive Committee of Volodymyr City Council. Contact persons: Kateryna Pidhurets (Mrs) - head of the department and Valeriia Korniienko (Mrs) - chief specialist of the department. Email: v.v.cityconcile@gmail.com.

I look forward to hearing from you.

Yours sincerely

Ihor PALONKA
The Mayor of Volodymyr

Відділ міжнародної діяльності та туризму
виконавчого комітету Володимирської міської ради

The Department of International Activity and Tourism of
the Executive Committee of Volodymyr City Council

Tel. 068 060 74 46; 097 529 95 73

From: Executive Committee VV City Council <v.v.citycouncil@gmail.com>
Sent: 07 April 2023 10:33
To: office@knaresboroughtowncouncil.gov.uk
Subject: Happy Easter from Volodymyr city

Dear partners-to-be!

On behalf of the entire Volodymyr-Volyn community, I congratulate you on Easter.

May this bright holiday bring new perspectives, prosperity and strengthening to your communities.

I wish you bright thoughts, easy decisions, high aspirations and successful results.

Let solidarity and partnership cooperation become an internal reference point in our joint work.

We wish all residents of your community energy, inspiration and creative ideas.

May the holiday visit every family and bring peace, harmony and good thoughts, harmony, well-being and understanding to the home.

Let the kindness and sincerity you show to Ukraine give your hearts warmth and joy.

I wish you happy holidays in the family circle.

Mayor of Volodymyr city

Ihor Palonka

Відділ міжнародної діяльності та туризму
виконавчого комітету Володимирської міської ради

The Department of International Activity and Tourism of
the Executive Committee of Volodymyr City Council

Tel. 068 060 74 46; 097 529 95 73

Knaresborough Clerk

From: Democratic Services <democratic.services@northyorks.gov.uk>
Sent: 06 April 2023 13:22
To: Undisclosed recipients:
Subject: North Yorkshire Council Standards Arrangements
Attachments: 23.03.29 NYC Standards Committee Complaint Procedure.pdf; 23.02.22 NYC Code of Conduct for Members.pdf; 23.03.29 NYC Assessment Criteria.pdf; 23.03.29 Complaint Form.doc

Dear Clerk to the Council,

As you are aware North Yorkshire Council (NYC) has now been established and all previous North Yorkshire District and Borough Council functions have transferred to it. This includes the responsibility for upholding high standards of conduct by elected members by having a process in place for considering complaints against NYC Councillors and all Town and Parish Councillors in the North Yorkshire area.

The purpose of this email is therefore to advise you of the arrangements that are in place from 1 April 2023 for considering code of conduct complaints and also to encourage your council to adopt NYC's Code of Conduct which is based on the Local Government Association's Model Code. The adoption of NYC's code is recommended as there is value in having a consistent approach to a code of conduct across all councils in our area, not least because it will facilitate the public's and elected members' understanding of the requirements of the code and how complaints can be framed and addressed.

I therefore attach the new NYC's Code of Conduct for Members, effective from 1 April 2023, for your consideration. I also attach the complaint form, standards complaint procedure and Jurisdiction and Assessment Criteria for your information which all apply if a complaint is made.

If a person wishes to complain that the conduct of a Member of NYC, a voting co-opted Member on one of its committees or a Member of a town/parish council in the North Yorkshire area has breached the relevant Code of Conduct for Members, then a complaint should be made in writing using the attached complaint form and sent to NYC's Monitoring Officer, Barry Khan, at:

Monitoring Officer
North Yorkshire Council
County Hall
NORTHALLERTON
North Yorkshire
DL7 8AD

Email: MonitoringOfficer@northyorks.gov.uk

Where a complaint relates to a parish or town councillor, the Monitoring Officer may also inform the parish or town council of the complaint and seek their views before assessing the complaint. The Monitoring Officer will assess complaints in consultation with the Independent Person for Standards in order to decide whether a complaint merits formal investigation or any other action. Where there is a difference of opinion between the Monitoring Officer and the Independent Person, then the allegation will be investigated.

If a complaint against a parish/town council Member does not involve an alleged breach of the relevant Code, then the complaint should be made to the relevant parish/town council clerk directly.

Where a North Yorkshire Council's Standards Hearing Panel is convened to determine a complaint that a parish/town council Member may have breached the relevant Code, a non-voting parish/town council

representative shall be selected from a pool of parish/town councillor representatives who have received appropriate training, to attend the Hearing Panel.

We are currently making arrangements to establish the pool of parish/town councillor representatives to attend Hearing Panels. If any of your council's councillors are interested in undertaking such a representative role, please could they contact the Monitoring Officer at MonitoringOfficer@northyorks.gov.uk.

If you have any queries please do not hesitate to contact me.

Kind regards,
Barry

Barry Khan
Assistant Chief Executive Legal and Democratic Services and Monitoring Officer

North Yorkshire Council
Legal and Democratic Services
County Hall
Northallerton
DL7 8AD

Telephone: 01609 532173
Email: barry.khan@northyorks.gov.uk

OFFICIAL

Any opinions or statements expressed in this email are those of the author of the email, and do not necessarily reflect those of North Yorkshire Council.

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Incoming and outgoing email messages, IT systems and applications are routinely monitored for compliance with the law, relevant policies and to ensure the integrity and effective operation of our ICT network and digital estate. In line with this, the content of this email and any attachments have been checked for the presence of viruses, but we advise that you take your own steps to ensure that they are actually virus-free.

If you receive an automated response stating that the recipient is away from the office and you wish to request information under the Freedom of Information Act, the Data Protection Act or the Environmental Information Regulations, please resend your email to the Council's Information Governance Team (info@gov@northyorks.gov.uk) who will process your request.

For information about how we process data, please see our Privacy Notice at www.northyorks.gov.uk/privacynotice.



Draft Parish Charter Consultation

A Parish Charter will define the relationship and understanding between the two tiers of local government.

Recognising and supporting the importance of city, town and parish councils and parish meetings (parishes) and facilitating effective partnership working is essential to achieve the vision and aims of the new North Yorkshire council

Due to the nature of local government reorganisation, it has been agreed that the development of the charter will be a staged process, with ongoing consultation, monitoring and update.

A representative group of town and parish councillors and clerks have worked together with officers from across the district, borough and county councils to co-produce this initial version and will continue to be involved throughout the development of the Charter. This work has been supported by the Yorkshire Local Councils Association and Society of Local Council Clerks.

Please review the draft parish charter and complete the following short survey to let us know your views.

This survey is anonymous. Please do not include any personal data into the free text boxes that could identify you or another individual.

Q1. Complete whichever section is appropriate

a) What is the name of your city/town/parish council or parish meeting?

KNARESBOROUGH TOWN COUNCIL

Q2. To what extent do you agree with the principles of partnership working as set out in section 3.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	X
e) Strongly agree	

Q3. To what extent do you agree with the principles of communication as set out in section 4.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	X
e) Strongly agree	

Q4. To what extent do you agree with the principles of consultation and engagement as set out in section 4.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	X
e) Strongly agree	

Q5. To what extent do you agree with the principles for financial arrangements as set out in Section 5.0 of the draft charter

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	X
e) Strongly agree	

Q6. To what extent do you agree with the principles for managing and maintaining local services and assets as set out in Section 6.0 of the draft charter

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	X
e) Strongly agree	

Q7. To what extent do you agree with the principles for practical support for parishes as set out in Section 7.0 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	X
e) Strongly agree	

Q8. a) To what extent do you agree with the proposed Terms of Reference for the North Yorkshire Council and Parishes Joint Liaison Group set out in Appendix 1 of the draft charter.

a) Strongly disagree	
b) Somewhat disagree	
c) Neither agree nor disagree	
d) Somewhat agree	X
e) Strongly agree	

b) Again, with reference to the proposed arrangements for the North Yorkshire Council and Parishes Joint Liaison Group set out in Appendix 1 of the draft charter, it is intended that anyone interested would have the opportunity to participate. Are there any suggestions that could improve achieving this aim?

Knaresborough Town Council would welcome the opportunity to participate in the group and in the procedures of the working group

Q9. The draft charter sets out a number of key areas where North Yorkshire Council and parishes intend to develop more detailed working relationships, including and not limited to the following:

- Local Council Elections and Polls
- Financial Arrangements
- Planning
- Community Services including highways and lighting

Are there any other areas you feel should be considered – please specify below.

Social Care, Climate Change – EV charge point strategy, Town wide renewable energy strategy schemes, Waste strategy, Parks management – dog wardens, Tourism strategy, Economic strategy, Early years – Youth services, Health & wellbeing, Active travel and safer streets

Q10 Would your city, town, parish council or parish meeting choose to formally adopt (endorse) a final version of the charter, assuming it was based on the principles and details in this draft charter? If there are particular reasons or comments, please include these in the text box under Q11.

- Yes
- No

Q11 If there is other feedback you would like to give on the draft charter please give details below.

Knaresborough Town Council supports the principles as set out in the Charter. Given our history, over many years, with lack of engagement from Harrogate Borough Council we are very much looking forward to a massive change in North Yorkshire Council approach to developing strong partnership relationships with Town and Parish Councils.

Access to officer expertise

Complaints procedure

Improved definition of relationship to area committee

Community network group

Community anchor organisation

List of departmental names to contact – not just communication via the service desk,
Highway – improvements by demonstrating best practice developed by one area office across all offices.

Thank you for completing the survey. The survey closes on (12 weeks from start date).

Your feedback will help to inform the further development of the Parish Charter in 2023.



Knaresborough

Town Council

NOTICE OF MOTION TO COUNCIL

AGENDA ITEM		AGENDA DATE	
-------------	--	-------------	--

Title of Motion	<p>Knaresborough NDP Reg 16 Submission to North Yorkshire Council</p> <p>Motion</p> <p>That the council request KTC Clerk to formally submit Knaresborough's Neighbourhood Development Plan to North Yorkshire Council with a request for Reg 16 Consultation to take place as soon as possible.</p>
Proposed by	David Goode
Seconded by (<i>If possible at time of submission</i>)	Helen Westmancoat
Detailed background including any financial implications (provided by the proposer)	<p><i>See attached Reports</i></p> <p><i>3 papers</i></p> <ol style="list-style-type: none"> <i>1. NDP Proposal</i> <i>2. Consultation Statement</i> <i>3. Basic Condition Statement</i>
Additional Background (provided by the Proper Officer) if appropriate	<i>Comment, attach Report or annotate as "n/a"</i>
Financial implications (anticipated by the Proper Officer)	KTC have ear marked reserves to cover any future funding needs. Majority of funding for Reg 16 consultation and beyond is responsibility of NYC.