



Helen Heavisides  
Clerk of the Council

30 January 2019

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

Dear Councillors:

I hereby summon you to the following meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at  
1 Hall Square, Boroughbridge YO51 9AN

**FULL MEETING OF THE COUNCIL**  
**TUESDAY 5 FEBRUARY 2019 at 6.30pm**

Please see the Agenda for the meeting below:

Yours faithfully

A handwritten signature in black ink, appearing to be 'H Heavisides', written over a light blue rectangular background.

H Heavisides  
Clerk of the Council

*Note: Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interests to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why. Queries should be addressed to the Monitoring Officer Ms Jennifer Norton 01423 556036.*

---

**COUNCIL AGENDA – Tuesday 5 February 2019 6.30pm**

**(Members of the public and press have the right to address the Council between 6.45pm and 7.00pm unless agreed otherwise prior to the Meeting).**

1. **To receive apologies and reasons for absence.**
2. **Declarations of interest in items on the Agenda.**
3. **Approval of the Minutes of the Council held on 8 January 2019.**
4. **Approval of the Minutes of the Extra Ordinary Meeting held on 22 January 2019.**
5. **Public Questions or Statements.**
6. **To receive the following reports:**
  - a. **Policing issues in the Parish: To receive** a report from police present.
  - b. **County and District Councillor's monthly report.**
7. **Matters arising from the minutes of previous meetings not covered elsewhere on the agenda:**
  - a. **To receive** an update on progress towards completion of the installation of a bus shelter on High Street funded by the District Improvement Fund from HBC.
  - b. **To receive** an update on the Town Council asset evaluation.
8. **Correspondence:**
  - a. **To receive** Harrogate District Community Infrastructure Levy Draft Charging Consultation Document.
  - b. **To receive** a request from the Mayor of Harrogate to consider sponsoring 'Force Atlantic'.
  - c. **To receive** a communication regarding the Stumps Cross Play Area.
  - d. **Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.**
9. **Committees**
  - a. **Finance and Human Resources:**
    - i. **To receive** the financial statement and bank reconciliation for January 2019.
    - ii. **To agree** unpaid invoices for January 2019 to be paid.
    - iii. **To agree** a response to the contract renewal offer from the Phone Co-op.
    - iv. **To receive** an email regarding the Milby Island Project
    - v. **To agree** payment for our data protection registration.
    - vi. **To agree** payment for our ongoing online services provided by Microsoft.
  - b. **Cemeteries and Council Assets:**
    - i. **To approve** the minutes of the Cemeteries and Council Assets Meeting of 15 January 2019:
      - **To discuss** the following recommendations:  
RECOMMENDATION: That sponsors who consistently fail to maintain their roundabout in line with point 8 of the protocol be given notice of the termination of their sponsorship.  
RECOMMENDATION: That the council begins the process to carry out maintenance to the trees and lights on St James' Square.

- ii. **To receive** an update on the question regarding the ownership of the parking restricted land on the entrance to Mill Lane and a quotation for replacing/augmenting bollards.
    - iii. **To discuss** progress towards the sale of the Tutt Woodland.
    - iv. **To receive** an email regarding tree work and car park maintenance.
    - v. **To receive** a response regarding the cleaning of the War Memorial.
  - c. **Planning Committee: Approval** of the Minutes of the Meeting held on 8 January 2019.
- 10. **New Business.**
  - a. **To discuss** the setting of the date for the Annual Meeting of the Council (Mayor Making). To be any date in May.
  - b. **To discuss** the provision of groups for young people in Boroughbridge.
- 11. **Reports:**
  - a. **CCTV: To receive** an update on the installation of the new CCTV system
  - b. **Emergency Committee:** To receive an update.
- 12. ***Councillors time to share issues and decide agenda items for next meeting. Members are reminded that the statutory notice of any business to be transacted has not been posted and should recognise that any decisions taken may be considered to be unlawful if challenged in the future.***
- 13. **To confirm the date of the next meeting of the Council for 5 March 2019.**

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 BTC's adopted policy to effectively and lawfully manage this activity.