

BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE YO51 9AN

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Helen Heavisides
Clerk of the Council

28 August 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 3 September 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-colored 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 3 September 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 6 August 2019.**
4. **Public Questions or Statements.**
5. **To receive the following reports and representations:**
 - a. **Chair of Minskip Village Hall Committee.**
 - b. **Policing issues in the Parish.**
 - c. **County and District Councillor's monthly report.**
6. **Matters arising from the minutes of previous meetings not covered elsewhere on the agenda:**
 - a. **To receive updates on Harrogate Borough Council (HBC) District Improvement Fund applications.**
 - i. **To discuss** email received from HBC and to discuss other sources of funding for the remaining funds needed for Lighting the Bridge.
 - ii. **To approve** the use of 1 Hall Square on the day of the race.
 - b. **To further discuss** the UCI bicycle race in September 2019:
 - i. **To compile** a list of actions to prepare for Race Day.
 - ii. **To approve** the use of 1 Hall Square on the day of the race.
 - c. **To receive an update** regarding a joint parish meeting to co-ordinate the use of 106 monies.
 - d. **To further discuss** arrangements for VE Day Commemorations 8 May 2020.
 - e. **To receive** an update on the request to contact Harrogate Borough Council enact a compulsory purchase order on a neglected property.
 - f. **To receive** responses from HBC regarding housing developments in Boroughbridge and the surrounding area.
7. **Correspondence:**
 - a. **To receive** information regarding new regulations regarding accessibility to Public Body Websites.
 - b. **To receive** correspondence regarding the hedge in Back Lane Car Park.
 - c. **Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.**
8. **New Business: To discuss** the date possible alteration of the date of the October Full Meeting of the Council.
9. **Committees:**
 - a. **Finance and Human Resources:**
 - i. **To receive** the financial statement and bank reconciliation for August 2019.
 - ii. **To agree** unpaid invoices for August 2019 to be paid.

- iii. **To receive** notification of completion of the External Audit confirming the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and with no other matters of concern.
 - iv. **To approve** the Minutes of the Finance and Human Resources Committee of 20 August 2019 and ratify its recommendation.
 - **To ratify** the award of the Grave Digging Contract.
 - v. **To receive an update** on the applications for Town Clerk/RFO.
 - vi. **To discuss** office cover during September, October & November in the absence of the Clerk/RFO until new appointment of clerk is made.
 - vii. **To receive** an update regarding the replacement of the lights on the trees on St James Square.
 - viii. **To approve** rental fee for Fun Fair on Back Lane Car Park 10-13 October 2019.
 - ix. **To discuss** funding for Youth Club.
- b. Cemeteries and Council Assets:**
- i. **To discuss** the date of the next meeting of the Cemeteries and Council Assets committed scheduled for 17 September 2019.
 - ii. **Tutt Woodland**
 - **To receive** notification of an investigation from the Independent Commissioner's Office (ICO) into the refusal of the Town Council to release a recording of the Public Questions and Statements of the meeting of 20 June 2019.
 - **To receive** correspondence from a resident of Mallard Walk.
 - **To receive** a letter from a past councillor regarding Mallard Walk finances.
 - **To receive** an update on the tree work in Tutt Woodland.
 - **To receive** a request for further work on trees in the Tutt Woodland.
 - iii. **To receive** confirmation of re-payment of £220.96 from Yorkshire Water for wastewater at Boroughbridge Cemetery.
 - iv. **To further discuss** the maintenance of the cobbles on Hall Square.
 - v. **To receive** an update on clearing rubbish in the Back Lane car park.
 - vi. **To receive** an update on the spraying of weeds in the town centre.
 - vii. **To review** the Roundabout Sponsorship Protocol and discuss the maintenance of roundabouts.
 - viii. **To receive** 2 requests for kerb stones around graves in Aldborough Cemetery.
 - ix. **To receive** a request from a funeral director for dispensation to pay old cemetery fees for funerals held between 3 April to 19 August 2019.
 - x. **To receive** an update regarding trees at Back Lane, St James Square, Mill Lane and Tutt Woodland.
 - xi. **To discuss** car park closure and letters to residents for Fun Fair.
 - xii. **To report** blocked drains in Hall Square.
 - xiii. **To confirm** refurbishment of the streetlight on Hall Square.
- c. Planning Committee:**
- i. **Approval** of the Minutes of the Meetings held on 6 August 2019.
 - ii. **To receive** a consultation from North Yorkshire County Council on the proposed diversion of Public Bridleways 15.15/13 & 15.15/14 Heaton Park.
- 10. Working Group Reports:**
- a. **CCTV**
 - i. **To receive** an update on the billing and the camera positioning.
 - b. **Boroughbridge Forward:**
 - i. **To further discuss** information boards for the Three Arrows.
 - ii. **To receive an update on** the future of Springfield Garth.
- 11. *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.***
- 12. **To confirm the Meetings of Boroughbridge Town Council for 2019/20 at 6.30pm in 1 Hall Square. 1st Tuesday of every month.****

Following the Openness of Local Government Bodies Regulations 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.