



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 2<sup>nd</sup> APRIL 2024.**

Meeting held at the Council Offices.

**Councillors attending:** Sean Hynes (Chair), Pauline Phillips, Peter Phillips, Julie Fuller, Kenny Fuller, Monika Kaczmarczyk, Jamie McNeil, James Wilkinson, Rob Young

County Councillor Robert Windass joined the meeting at 19.45 and left at 20.10 when he had given his report.

**Clerks present:** P. Howell, and Liz Leatherbarrow who took the minutes.

No Police representatives present.  
No members of the public present.

#### **1. Apologies for absence**

John Goss

#### **2. Declarations of interest in items on the agenda**

None declared.

#### **3. Approval of previous Meeting Minutes.**

3.1 Full Council Meeting Minutes Tuesday 2<sup>nd</sup> April 2024.

**Proposed. All in Favour.**

3.2 Planning Committee Meeting Minutes Tuesday 2<sup>nd</sup> April 2024.

**Proposed. All in Favour.**

#### **4. Public questions/statements and requests to speak at Agenda item 4 received prior to the meeting.**

None received.

#### **5. External Stakeholder and Working Group Reports**

##### **5.1 District Councillor's report from District Councillor Robert Windass**

The County Councillor Robert Windass gave the following report:

Apologies for late arrival to this meeting were given. This lateness was due to attendance at the 'Harrogate Outer Police Meeting' which was held for County Councillors only to attend with Police representatives as a liaison meeting.

North Yorkshire Council has submitted a scheme for approval for the Malkiln development proposals to the Secretary of State in Central Government.

A decision regarding the compulsory purchase of land will come following this referral. Councillor Windass has concerns about the costs involved with this action.

Councillor Wilkinson expressed concerns about the impact any future development at Malkiln will have on the already stretched local services in this locality. He reinforced the views of the town council that services are

already over stretched locally due to the increase in local housing and residents are suffering currently; the town council fears for the impact such further housing will have on the people within the local community. Cllr Peter Phillips explained that there are problems associated with the local Planning Application being made by the purchaser of the land in Boroughbridge at Mill Lane. The purchaser is a dentist whom the town council are keen to ensure locates at the site to provide much needed dental services for the community of Boroughbridge. Fears are growing that the delays with the Planning application made by this purchaser will result in him withdrawing from the sale and the town's residents will have lost out on needed dental provision. Concerns were expressed that the town council seems to be experiencing repeated issues with communication and partnership working between the town council and officers at North Yorkshire Council [NYC](particularly Harrogate area office). This Planning situation was cited as one example, but others were given. Disappointment and concern were raised to Cllr Windass to express the concerned feelings of the council regards all future projects the town council may develop where partnership working and support from North Yorkshire Council may be needed. It would appear North Yorkshire officers are unaware that Boroughbridge town council has ownership of town assets. This ownership means NYC systems and procedures do not automatically fit with NYC Officer's expectations in any projects that are initiated in partnership. This is leading to delays, obstructions, and miscommunication/poor communication links each time the town council try to work in partnership with NYC officers. This is both a concern and a disappointment.

Other town council issues were raised:

Cllr Phillips highlighted the difficulties with trying to support Inspire Youth with their objective of visiting Boroughbridge and the disappointing outcome reached.

Cllr Fuller explained issues arising with Planning systems and the delays to completion of the Boroughbridge bridge lighting project.

Cllr McNeil outlined two issues with the Sports Facility development, and urged Cllr Windass to understand how the development would benefit from a NYC representative who could both support and champion the project. This project being one that stands to improve the life chances and well-being of the local residents, whom consultation proves are both excited and keen for it to succeed.

Cllr Windass listened to the issues raised. He agreed to support one Planning issue by contacting Mr J Worthington Head of Planning Department, Harrogate Area. He made no other comments.

Cllr Windass shared headline information given in a Police report at the liaison meeting he attended.

A copy of the report was shared for circulation with the council team.

Specific information relating to Boroughbridge was highlighted.

Cllr Hynes explained how the recent incidences at Aldborough village had prompted a stake holder meeting to be called in April with support from the office of Zoe Metcalfe (District Police, Fire and Crime Commissioner). Disappointment and concern were expressed that the current anti-social behaviour issues in Boroughbridge had increased, had initiated from past unmanaged events and were persistent.

## **5.2 Schools Liaison Group report led by Cllr Pauline Phillips**

No report to share currently.

## **5.3 Cemeteries Committee report**

No report was given by the Chair.

The Burial Clerk informed the council that cemetery fees in North Yorkshire have been reviewed and increased. The town council fees are always reviewed at a similar time, to reflect the Harrogate area fees. The fees were discussed.

**Proposal:** To increase prices in Boroughbridge to reflect the price changes enforced in Harrogate, but to maintain the 20% reduction offered to Boroughbridge residents when fees are levied.

**All in Favour.**

**ACTION:** Burial Clerk to amend the fees from April 2024 as agreed and to circulate amended document to councillors.

Cllr Hynes explained that the actions required to increase the size of the cemetery at Aldborough Gate are continuing.

#### **5.4 Police and Parishes Liaison**

The Police newsletter from February was circulated to councillors previously.

Cllr J Fuller gave a report after attending a meeting about Eastgate. She explained the topics of discussion. She attended as an observer but contributed ideas to the meeting. Solutions suggested by others related to dog warden visits, planting, resurfacing of the shared road/lane, speeding calming suggestions.

Cllr Peter Phillips reported that Kirby Hill Parish had opted to join the new local liaison group, this committee now even better represents the locality. Future meetings may be held at different times during the day to allow other stakeholders to attend. This may result in the need for a bigger venue for meetings, perhaps the local schools. The next meeting will be in June or July.

#### **6. Matters arising from previous minutes.**

##### **6.1 The extension of Aldborough Cemetery led by Cllr Hynes.**

See 5.3 above.

##### **6.2 Sports Field Facility update report led by Cllr McNeil.**

Cllr Mc Neil gave his report:

The last meeting held confirmed the local support in the project. 1193 consultation responses were returned. 93% of all responses returned were in support of the project.

Access to the site is a difficulty currently. An officer at NYC has been contacted but no reply has yet been received. The solicitor supporting the project must be changed. A new solicitor has been approached. A business plan is being developed by Absolute Fitness currently.

The consultation has raised important issues that need considering. The consultation process has highlighted the need for, and importance of maintaining fact sharing with the public of Boroughbridge as the project continues.

Cllr Phillips commented that the hard work and commitment of the Sports Village Committee has been instrumental in getting the project to its current position.

**Proposal:** to write to the committee to express the gratitude of the town council for all the work and time given to this project and its success to date.

**All in Favour.**

**ACTION:** Clerk to write the letter on behalf of the town council.

##### **6.3 Lighting on the Bridge led by Cllr K Fuller**

Cllr K Fuller reported that he is continuing to pursue the planning requirements needed for the project. He is frustrated that the communication between NYC officers is poor, slow, and unresponsive. The project is on-going.

##### **6.4 Proposed MUGA for Recreation Ground led by Cllr Pauline Phillips**

Cllr Phillips explained the progress made since the last council meeting.

Partnership working with NYC has determined a plan of action now that is the same as that devised prior to this partnership by the town council eight months ago. This is disappointing and frustrating, but it will be followed.

New quotes are now being sought again from companies originally approached. When quotes are confirmed, the specifications will be shared. Value for money and quality is the paramount consideration. The specification is complicated, and options are needed from the professional developers contacted.

##### **6.5 VAS signs on Roecliffe Lane**

Cllr Phillips celebrated the fact the VAS signs are now working and installed and are facing the correct way. The consensus shared by all is that this is a very positive action that will hopefully improve traffic calming on the road.

## **6.6 Inspire Youth provision in Boroughbridge**

Cllr Peter Phillips gave a report:

The lead practitioner of the project in Boroughbridge, Ms Ward, contacted the town council for support with a venue for the mobile unit she uses. Unfortunately, spaces offered in Boroughbridge have proved either unsuitable or unavailable for the sessions. Frustration and disappointment felt by Ms Ward is appreciated and understood, however no other sites other than the school grounds can be suggested. This has been suggested to Ms Ward.

The town council wished Ms Ward luck with this venture and hoped she would find a venue, but sadly have no other council sites to offer in Boroughbridge.

## **7. New issues.**

### **7.1 Election and nomination of Mayor from May 2024**

Cllr Wilkinson nominated Cllr Pauline Phillips to stand as Mayor in 2024-2025.

No further nominations were received.

**Proposal:** Cllr Pauline Phillips to become Mayor of Boroughbridge town council from May 2024.

**All in Favour.**

**The vote was passed unanimously.**

(Cllr Peter Phillips abstained from the vote.)

Cllr Hynes congratulated Cllr Pauline Phillips on the unanimous vote and wished her success in the role after May.

### **7.2 Mill Lane**

Cllr Phillips gave a report:

The purchaser's designs submitted for the new building have been considered and need support from a Planning officer. No responses have been received from NYC officers regards the planning for six months. The purchaser is frustrated and seeking support. Interventions have been made to try to broker meetings that could help the project continue. Sadly, responses have not been forthcoming. Andrew Jones MP has been contacted due to his interest in dentistry centres of excellence, asking if he may help.

This issue was highlighted to Cllr Windass earlier in the meeting, (See 5.1 above) to request he intervenes and offers his support to ensure the residents of Boroughbridge do not lose much needed dentist provision through inaction from Planning Officers at NYC.

Cllr Phillips will continue to offer support as much as he is able to do so to the dentist, recognising that Mill Lane is offered for sale by Boroughbridge town council.

### **7.3 Security issues in Aldborough Village**

Cllr Hynes gave his report:

There have been repeated incidences of criminal activity in Aldborough Village recently, including three cases of arson. Villagers are distressed and concerned for the safety of themselves and their property. Cllr Hynes contacted the office of Inspector Holly Nichols, but unfortunately she was on leave and her deputising officer has failed to respond to requests for support. Cllr Hynes therefore contacted the office of the Police, Fire and Crime Commissioner, Zoe Metcalfe. A stakeholder meeting was recommended by Ms Metcalfe and this has been arranged for 11<sup>th</sup> April. Cllr Hynes and Cllr Pauline Phillips will attend the meeting.

Discussion then considered how the lack of significant policing in Boroughbridge has contributed to this increase and spike in criminal activity in the locality. It was agreed small scale incidents seen in the past have now escalated to result in the significant lawless issues experienced recently. Disappointment, concern and sadness were expressed by all.

### **7.4 Yorkshire Water and sewerage problems in Aldborough Village, see also 9.3 below.**

Cllr Hynes explained recent issues included a broken major pipe that caused problems with waste and effluent. This was repaired by Yorkshire Water (YW), but later it transpired this was not a YW asset. The pumping station malfunctioned due to 'silting up', this was also repaired again by YW. Verges in the area were damaged

by vehicles and many complaints have been received. Heavy rainfall is adding to the on-going problems and is causing further issues regards wastewater and effluent. These issues appear to be persistently on-going. (Further discussion was shared at point 9.3 below).

#### **7.5 D Day Celebrations- funding for event advertising and information, led by Cllr Goss**

Cllr Goss had suggested the purchase of signs to commemorate the forthcoming D Day anniversary at the last council meeting. Examples of two suitable signs were presented to the council along with prices.

**Proposal:** To purchase the two suggested signs for the garden at Chatsworth Road.

**All in Favour.**

**ACTION:** Cllr Peter Phillips to liaise with Cllr Goss and support the purchase and erection of the signs chosen, with support from Clerk team.

### **8. Finance and HR.**

#### **8.1 To agree the end March 2024 Finance Statement, Bank Reconciliation, and ratify receipts to end of March 2024.**

The finance information for March was considered and some individual items were discussed from the information.

The various quotes for additional works in the car park and in the council offices were discussed. The clerk is continuing to find additional quotes to submit at the next council meeting.

**Proposal:** To ratify the end March 2024 Finance Statement, Bank Reconciliation, and receipts to end of March 2024.

**All in Favour.**

#### **8.2 Annual Audit Process (AGAR) for 2023-2024, appointment of internal auditor.**

The Clerk informed the council that the auditing process for 2023-2024 has begun with a letter from PKF Littlejohn received. The internal auditor has been contacted and the council is waiting for a confirmed date for this audit to happen.

#### **8.3 Replacement of combination boiler in 1 Hall Square- quotes received.**

The clerk relayed information about the quotes received to replace the boiler in 1 Hall Square offices. The quotes were discussed, and it was requested that an additional quote is sought for comparison.

**ACTION:** Clerk to obtain another quote for consideration at the next council meeting.

### **9. Additional correspondence received since the last Full Council Meeting.**

#### **9.1 Invitation to attend Local Nature Recovery Strategy (LNRS) for North Yorkshire and York on Tuesday 26<sup>th</sup> March from 7pm to 8pm.**

This invitation date has passed.

#### **9.2 'A Potential Boroughbridge Market'**

Cllr Wilkinson gave a brief summary of how market stalls have taken place in Boroughbridge in the past, for information.

The consensus of the council was that this is a very interesting and positive idea, that could bring more footfall to the town.

**ACTION:** Clerk to write to the correspondent on behalf of the council, expressing thanks and to ask for further research to be undertaken to pursue the idea.

#### **9.3 'Pollution in the River Ure at Boroughbridge'**

The information in the letter was discussed.

The environment Agency has recently been contacted regards effluent and pollution in the Ure by Cllr Peter Phillips. Their response did not result in action, only a suggestion to contact Yorkshire Water (YW) with regards the complaints made. No response has since been received from YW.

Discussion was shared about a further recent leak of sewage on the High Street in Boroughbridge. Reports were made again about this leak to YW.

Discussion considered how YW have been contacted many times regarding leaks and issues in Boroughbridge. Partnership working between YW and the town council from five years ago should have resulted in a promise from YW to supply a report on how the new housing mains and sewerage requirements would be supported and met by existing YW assets in Boroughbridge. No recollection could be made of having received such a report from YW.

**ACTION:** Clerk to contact YW to request a copy of the report made prior to the new housing developments being completed.

#### **10. Invitations received for the Mayor, and/or events to attend in March**

. *Chairmans Annual Civic Service 14 April, an invitation from Dean John at Ripon Cathedral to a celebratory service on Sunday 12<sup>th</sup> May,*

**Invitation was noted.**

#### **11. Information Exchange**

Cllr Kaczmarczyk- reported that the recent 'Litter Pick' event in Minskip was a success although attendance was not great. It was a very windy day, but litter was collected to improve the village.

Cllr Peter Phillips- reported that the new information from North Yorkshire Council regarding Commuted Sums monies has yet to be received. This spreadsheet is now very overdue, and he looks forward to its arrival.

Cllr McNeil- reported that a PCSO visit was made to some residents following distress caused by the arrest of a drug dealer in Boroughbridge. The residents were distressed by the event. It was appreciated that the visit was made to support the residents.

Cllr J Fuller- reported that a request had been made regards borrowing a gazebo for an event the Lions group are to hold. It was suggested they contact the council office.

Cllr K Fuller- reported that he is continuing to research the purchase of new flower tubs for the Buttermarket. Further information was shared about where similar tubs are available to purchase to help the process. A reminder was given about the election for the Mayor of North Yorkshire, which is imminent.

#### **12. Confirm the time and date and venue of the next Full Council Meeting.**

**Tuesday 7<sup>th</sup> May 2024 at 6.30pm.**

This meeting will be the Annual Assembly and include the Mayor Making process.

The meeting ended at 18.55.

**Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 7<sup>th</sup> May 2024.**

Signed \_\_\_\_\_  
Mayor and Chair of Council

Date \_\_\_\_\_