



BOROUGHBRIDGE TOWN COUNCIL

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FULL COUNCIL MEETING MINUTES in Minskip Village Hall – Tuesday 4th August 2026 at 18:30

Present: Cllr Sean Hynes, Cllr Peter Phillips, Cllr Nathan Plowright, Cllr Jamie McNeil, Cllr Rob Young, Cllr Elisa Phillips, Cllr Pauline Phillips, Agnes Gurney, (Clerk), Liz Leatherbarrow (Clerk who took the minutes).

The meeting started at 18:36.

County Councillor Windass arrived at 18:50 and left at 19:20.

186. To receive apologies for absence and consider reasons for apologies received

Apologies received from Cllr Simon Ashley and Cllr Zoe Metcalfe.

Resolved to accept the reasons for absence.

Due to the absence of Cllr Metcalfe, Chair, as per BTC Standing Orders Ref Point 2 p) The Deputy Chair shall preside at the meeting.

Resolved to accept Cllr Nathan Plowright as Chair for the meeting.

The Chair thanked the members for their vote and expressed good wishes to Cllr Metcalfe for her speedy recovery, sent on behalf of all present.

187. To note declarations of interest in items on the agenda

None declared.

188. To consider approval of previous Meeting Minutes.

188.1 Full Council Meeting Minutes Tuesday 7th July 2026.

Resolved.

188.2 Planning Committee Meeting Minutes Tuesday 2nd July 2026.

Resolved.

189. Public questions/statements and requests to speak received prior to the meeting.

None received.

190. Finance.

190.1 **To consider the end July 2026 Finance Statement, Bank Reconciliation, and ratify receipts to end of July 2026.**

Resolved to defer the Finance statement for July to September's meeting.

190.2 **To note comments from External Auditor received.**

The RFO gave a report on the information at 191.2

191 To receive External Stakeholder and Working Group Reports

191.1 To receive updates from County Councillor Robert Windass

County Councillor (CCllr) Windass gave his report:

Attendance was made at the Strategic Planning Committee Meeting regarding Consultation for housing at Chapel Hill, a response was made. The outcome is already known by council. Other large housing consultation

applications have been made in Scotton and Eggborough and the Motorway Services on A1. There are similar issues being raised about new development sites in other areas. The number of applications considered and entered is continuing as no Area Plan is confirmed yet.

Cllr Windass attended a meeting regards care for Disabled Adults. The outcome is publicised. A service provision was challenged with closure, but a decision was made for it to remain open in another venue. This decision and situation were cited as having implications for consideration for NYC as a strategy across the county.

Home to school transport funding decision appeals are being considered now for September in- takes. 3/5 appeals have been granted, including one in Boroughbridge.

Councillor Annabel Wilkinson has agreed to try to attend a council meeting in Boroughbridge in response to concerns relayed from the town council. This may now be arranged. Cllr Pauline Phillips thanked Cllr Windass for his help in arranging a meeting.

Cllr Peter Phillips asked Cllr Windass if he would ensure confirmation from NYC about additional financial demands the town council may need to consider after April 2027 in the budget prepared and the Precept submission is made by the end of December 2026.

He also asked for information about policy at NYC when a housing developer reneges on payment of 106/CIL Funding, as a precedent seems to have been set in Kirkby Malzeard. Cllr Windass had no information to share in response to the question.

Cllr Phillips expressed concerns about NYC policy of how a decision is made about if CIL/106 funding is agreed with developers. He stated when large developments are imposed on a community the funding implications are paramount to enable spending to be fairly allocated for the provision of both new and existing residents in a community.

A discussion was shared about when confirmation by Yorkshire Water regards their services provision on the new housing development at Chapel Hill will be confirmed. It was noted that Yorkshire Water works have not been implemented prior to occupation by residents in new housing estates already built. This has not been a determining factor in ensuring works are completed satisfactorily.

Cllr Hynes thanked Cllr Windass for his support at the Strategic Planning Meeting on 21 July.

Concerns about the diminishing land capacity for burials within the Boroughbridge cemeteries was shared with Cllr Windass. Housing developments are increasing the demand for burial spaces in Boroughbridge, but no additional cemetery land is allocated when housing is developed. This is a major concern. Cllr McNeil confirmed when NYC allocates new 106 funding from new developments money needs to be categorised for the purchase of a new additional burial site, not just for the maintenance of existing cemeteries.

Cllr Windass agreed to make enquiries at NYC about the provision of burial/cemetery land.

Cllr Windass then left the meeting.

191.2 To receive any updates from the Finance and Assets Committee Chair.

The Chair of the Finance and Assets Committee was not present.

The RFO gave a short report in her absence:

As per the last Finance and Assets meeting (2.7.26) the Chair of Finance and RFO reviewed the 2026-7 budget together in preparation for 6-month review in September. All finances were as expected and on track as planned, but arrangements for the Reserves were considered with actions to research and bring to next F & A Committee Meeting in September- date is yet to be confirmed for the meeting.

A series of questions had been raised by the external auditor relating to the AGAR submission. All were responded to. It has been confirmed there will be 3 'except for' matters raised from the AGAR. Two relate to the order in which forms were signed and presented at Full Council Meetings (FCM). The other related to the internal auditor report and the independence of the internal auditor.

An action plan has already been made in response to the comments of PKF Littlejohn: (i) RFO will attend training again in Autumn to support with the AGAR process, (ii) When any documents/part of the process is reported at FCM and minutes recorded. The Clerk will in future ensure more evidence in the minutes of full council resolutions being passed to confirm all arrangements of process; (iii) It is not necessary to change the internal auditor each year, however it is necessary for full council to review the independence of the auditor. The comments **were noted** by Full Council.

191.3 To receive an update from the Cemeteries Committee

Cllr Pauline Phillips gave her report:

The minutes of the latest Cemeteries Committee Meeting have been circulated to all. Quotes are being collected for works needed and agreed at the cemeteries.

The new bin store in Boroughbridge Cemetery is very sturdy and successful. A new contractor entry gate is required at Aldborough Cemetery. Quotes are being sought.

A fire-proof cabinet for storage of records will likely cost c£2,500. Commuted Sums funding is being considered for financing this expense.

Disability Action Yorkshire has been approached for advice about disabled access to Boroughbridge Cemetery, no response has yet been received.

Concerns about the diminishing cemetery space in Boroughbridge were shared with CCllr Windass, see above at 191.1.

The railings of Boroughbridge Cemetery are now newly painted, and it was agreed by all present that a very good job has been achieved at no cost to the rate payers. The team have also agreed to complete a small garden tidying task at Chatsworth Gardens in partnership with NYC parks and grounds contractors.

191.4 To receive an update from the Environment and Sustainability Committee Chair

Cllr Elisa Philips gave a report: The next Committee meeting is planned for 11th August. Cllr McNeil offered to help attend if the committee was not quorate, if he was able to.

Training is to be attended on 11.8.26 regarding greenhouse emissions calculating and information will be shared as appropriate following the training.

191.5 To receive an update from the Planning Committee Chair

Cllr Hynes gave his report: Cllr Metcalfe attended the Strategic Planning Meeting on 21 July and eloquently represented the views of the council regarding the Chapel Hill development. Reserved Matters are not being addressed. This is a major concern and disappointment.

The proposed A1 Motorway Services application has been considered again. The council submitted a response in full opposition to the application. The Kirby Hill RAMS action group are now crowd funding to make a legal challenge to the NYC decision, information about this has been shared in local social media posts.

191.6 To receive a report from the Human Resources Committee Chair

Cllr Metcalfe is now Chair of the committee. In her absence Cllr Pauline Phillips gave a report:

Following an HR Committee meeting the main outcomes were: (i) A review of staff contracts is underway in response to legal changes from April 2026. This will have financial implications with costs not previously planned for; including professional HR advice when new contracts are compiled, and a subscription to the Green Book (c£468/year.) Changing contracts requires a consultation process with all staff- therefore may proceed into October/November 2026. (ii) A review process of salaries for staff has uncovered incremental payments were not made after April 2026 Performance Management (PM) reviews were successfully completed. Financial implications are being calculated for presentation to Full Council in September. Interim PM review dates are being arranged for all staff in September 2026.

The cleaner has confirmed he is ending his time in post. (After almost 18 years.)

Resolved to purchase a small gift and card to say thank you to the cleaner for his work.

ACTION: Clerk team to organise this.

Resolved to confirm the advert compiled to attract a new cleaner, to be placed for 1 month on Facebook the website and the office notice board.

Next HR Committee Meeting is planned for September- possibly 7th September, a date to be confirmed.

191.7 To receive a Minskip area report

No report received.

191.8 To receive an Aldborough area report

Cllr Hynes reported that the Maypole in Aldborough has recently been repainted and is looking better.

A discussion was shared about the validity of giving separate agenda reports for Aldborough. The historical rationale of why a separate Minskip report is always given was shared by Cllr Peter Phillips. The electoral conditions had determined this inclusion on council agendas. It was agreed that the clerk would investigate the situation for the town council. The decision to continue with this agenda point was deferred to September/the return of the Chair of council.

191.9 To receive a report on the Sports Village development

Cllr Peter Phillips gave a report:

The Planning Application process is continuing, with a submission being prepared. The change made to the speed limit on Chapel Hill is impacting and is significant to the project. The desired limit is 30mph for the project, but NYC will review the recent changes already made, and signage needed following a stated period set. Highways would not support a 30mph zone along the road.

The bat surveys are nearing completion. A requested press release is noted and will be produced soon by the project leaders.

191.10 To receive a report on the Community building project

Cllr Elisa Philips gave her report:

A verbal agreement has been given at NYC that the covenant on the car park land may be waived to allow a community building. Therefore, planning may be started, but a legal process is needed to remove the covenant. Volunteers for a working group are now needed for this project. The original architect approached previously was to have been contacted by no details are available about this due to absence of Cllr Ashley.

191.11 To receive a report on Commuted Sums/& CIL funding

Cllr Peter Phillips gave a report:

No new spreadsheet is yet available to share- this is due at end of August.

As stated to CCllr Windass the issue of how/whether CIL is allocated to new developments is a concern. Closed graveyards are to be included on the new spreadsheet awaited.

192. Matters arising from previous minutes

192.1 To note end of co-option period and outcome

No applications were received. The co-option advert period ended 8th July 2026. A discussion was shared about the options now open to the council. It was agreed this was disappointing.

Resolved to continue to advertise the vacancies on the town council website and Facebook page and noticeboard. Advert approved.

192.2 To consider approval of retention policy

Resolved: To accept the policy shared and add to list of agreed BTC policies.

192.3 To consider Funfair in 2026

DEFER a decision to September and more information from Chair of council.

The financial implications of the works needed in the car park were discussed, with concerns noted that the repair costs to the Fountain may be high and impact on spending budgets in the car park.

192.4 To consider weed spraying quotation for town including Buttermarket

The Chair reported:

In July FCM it was proposed to accept the Weed spraying quote from a contractor. But the contractors original quote was not for the same terms as requested and agreed by FCM. Therefore, the quote changed. One Application was completed last week. The new quote was discussed. It was confirmed that NYC Highways will spray weeds on the bridge and one application has been applied, the weeds are gone.

Resolved to accept the quote for spraying weeds in car park.

Resolved to accept the quote for spraying weeds in Buttermarket.

Resolved to reject the quote for spraying weeds on the bridge.

ACTION: Clerk to contact contractor again.

192.5 To consider review of actions in Back Lane car park

A discussion was shared about the works for resurfacing and relining the car park. There were concerns raised that the costs are high and repairs to the Fountain may require funds from other parts of the budget including the car park.

It was agreed this should be deferred to FCM in September.

ACTION: Clerk to repeat this agenda item in September.

192.6 To note feedback re Boroughbridge High School

It was agreed this should be deferred to FCM in September.

ACTION: Clerk to repeat this agenda item in September

193. New matters

193.1 To consider communication at BTC

The Clerk team and Chair would like to confirm permissible/preferred and agreed communication links with all councillors and the office and between councillors, to ensure best outcomes. This was discussed. Agreement was given to use emails as general contact and telephone calls when essential when councillors are at work.

193.2 To note replacement of planters for the Buttermarket cobbled area

The clerk reported that many of the wooden flower tubs are rotting and do not retain water, consequently plants are dying. The cost of replacement planters is £103 each. Money is in the budget for the Buttermarket maintenance- therefore 3 planters will be replaced immediately this year and 3 after Winter.

The funding regulations to permit the spending were confirmed by the RFO.

Cllr Peter Phillips confirmed that he has stopped chasing contractors for quotes to repair the cobbles as funding is not planned for this project in the budget and contractors are not responding.

193.3 To consider new advice regarding intruder alarm at Hall square

The Chair reported that Guardian Alarms were contacted after a recent incident in Hall Square when the alarm was activated. The incident was Investigated and the report found the alarm mechanisms on the sealed-up door into one room had perished/were faulty. Recommendations for a solution to the problems diagnosed were supplied.

Resolved to accept the advice of Alarm contractor and to take no further actions.

193.4 To consider and note accident damage to bollard in Back Lane Car Park

The situation regards the damage to the bollard was explained. The incident had been reported to the council and insurance details exchanged.

Subsequently another person has reported a fall near the bollard in car park. She has informed council she is going to submit an injury claim. Full details have been shared with the town council's insurance company.

Resolved to increase the danger notice and warnings around the damaged bollard.

ACTION: Clerk to increase warning notices.

193.5 To consider provision of waste/litter bins in Recreation ground (See also 194.4 below)

The Chair explained a letter received (21.6.26) requested more bins in the Recreation ground.

This was discussed. It was confirmed when the improvements were made to the Recreation area the bins were moved.

Resolved to ask NYC to move the big bin from the bottom of the Recreation ground to near to the middle gate entrance.

ACTION: Clerk to contact NYC to arrange.

193.6 To note the annual service of the gas boiler in Hall Square was completed 24.7.2026

Noted by council.

193.7 To note report from attendance at JPC on 30.7.26

It was noted that Cllr Metcalfe attended, a report will follow.

193.8 To note response from Brighter Boroughbridge re funding

It was agreed to defer this to September.

ACTION: Clerk to add to September agenda.

194. Correspondence received since the last Full Council Meeting.

194.1 Parish Precept Arrangements 2027-8 from NYC

The council **noted** the arrangements received. Cllr Phillips reinforced concerns that NYC funding decisions impact on the Precept calculations made by the town council. Information of NYC changes is needed before the end of the calendar year to budget appropriately.

194.2 Request for Sponsorship from Boroughbridge Community First Responders Scheme (14.7.26)

The clerk reported that no more information had been received since the original request made on 14.7.26. A small grant application form had been sent to the organisation.

194.3 Allotment Newsletter July 2026

The Chair **noted** this has been circulated and offered thanks to the society for sharing the newsletter.

194.4 Letter requesting more litter bins in Recreation ground (21.6.26)

See above at 193.5.

194.5 Resident verbal complaints re Yorkshire Water Sewerage transportation through Aldborough

The Chair asked for this to be deferred to September.

ACTION: Clerk to repeat on agenda in September.

195. Invitations received for the Mayor

195.1 Aldborough and Boroughbridge Show 26.7.26- Confirmed.

Attended and enjoyed.

195.2 Pateley Bridge Civic Service 26.7.26- Declined

Noted.

195.3 Yorkshire Day, Goole 1.8.26- Declined

Noted.

195.4 NYCC Civic Service 4.10.26- Confirmed

Noted.

196. To note any Training attended/planned

196.1 AI Training for Town Councils Session 2- 30.7.26 (LL and Cllr J McN)

Noted.

196.2 How to complete and manage financial risk assessments, 25.8.26 (LL)

Noted.

197. To note the time and date and venue of the next Full Council Meeting.

Tuesday 1st September 2026 in 1, Hall Square, YO51 9AN at 18:30.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 1st September 2026.

Signed _____

Mayor and Chair of Council

Date _____