

**BOROUGHBRIDGE TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
TUESDAY 9 JANUARY 2018
AT 1 HALL SQUARE, BOROUGHBRIDGE YO51 9AN**

PRESENT: P Phillips (Mayor), K Fuller, J Fuller, J Goss, G Haldenby, J Wilkinson, R Young, R Windass, H Chester (Deputy Clerk), V Tattersall (Assistant Clerk), Sgt A Graham, PC Jan Powell

Members of the Public Present: None

Late Arrivals – None

Early Departures – Sgt A Graham, PC Jan Powell (18:59) R Young (19:15)

The Meeting opened at 18.30

1. **To accept apologies and reason for absence:** I Maltby, S Hynes, M Kaczmarczyk
2. **Declarations of interest in items on the Agenda.** None
3. **Approval of the Minutes of the Meeting of the Council held on 5 December 2017. RESOLUTION:**
To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.
4. **Public Questions or Statements.** No members of the public were present.
5. **To receive the following reports:**
 - a. **Policing issues in the parish.** PC Powell stated that over the holiday period 145 incidents were reported locally. These included anti-social behaviour, burglary and domestic incidents. There has been some success in resolving incidents such as the damage at the High School, and the culprit in this case has been apprehended and has admitted his wrong-doing. The owners of dangerous dogs have also been apprehended and work is ongoing dealing with juvenile offenders. Sgt Graham stated that he hoped that the new mobile data system will enable officers to work more efficiently in the Boroughbridge area.
 - b. **County and District Councillor's monthly written report.** No written report available. Cllr Windass mentioned the withdrawal of the application for the service station but that it may be re-submitted, and problems with litter.
6. **Matters arising from the minutes of previous meetings not covered elsewhere on the agenda:**
 - a. **To receive an update on arrangements for the Freedom of Boroughbridge to 6 Regiment.**
Moved to 8c.
 - b. **To receive an update on progress towards General Data Protection Regulation (GDPR) compliance.** All legal topic notes have been forwarded to the Members. The YLCA have advised that most clerks or serving councillors cannot be the Data Protection Officer. Model documents to enable compliance will be produced in the near future. It is still unclear at this stage what will be expected from Parish Councils.
 - c. **To receive confirmation of successful applications to receive the District Improvement Fund from HBC for installation of a bus shelter on High Street and for the demolition of the Water Rats Building, Mill Lane.** Regarding the demolition of the Water Rats Building Harrogate Borough Council (HBC) requires confirmation of the following:
 - Boroughbridge Town Council (BBTC) confirms it is the owner of the freehold to the Water Rats Club.
 - The consent of no 3rd party or superior landlord is required.
 - Boroughbridge Town Council gives HBC permission to carry out demolition of the Water Rats Building, Mill Lane.
 - BBTC wishes to approve specification of works/finish prior to the work commencing.
 - BBTC will indemnify HBC against any claims or losses that may arise from HBC undertaking the work.
 - On practical completion of the works BBTC will assume full responsibility for the maintenance of the land.

RESOLUTION: BBTC confirms the above. All in agreement. Motion carried. Clerk to send letter to HBC to confirm details. Action: Clerk

Regarding the bus shelter a letter needs to be sent to NYCC highways Area 6 informing them about the bus shelter and enquiring whether we need some form of permission for this.

Action: Clerk

- d. **To receive an update regarding the commemorative stone on the bridge over the River Ure.** Ongoing
- e. **To receive an update on developments regarding the proposal from the Chamber of Trade to take over the Town Council website based Business Directory.** Ongoing.
- f. **To further discuss the issue of anti-social behaviour in Boroughbridge and the 101 telephone system following receipt of a response from Police Commissioner, Julia Mulligan.** No further discussion. Item to remove.

7. Correspondence

- a. **To receive an email regarding mole hills in Aldborough Cemetery.** Councillors agreed to contact the mole catcher and have the cemetery dealt with. Clerk to contact mole catcher and reply to correspondent. Action: Clerk
- b. **To receive a request for a memorial bench on the Fountain Apron.** Councillors are happy in principle for a memorial bench. There were suggestions that the bench could be sited outside the doctor's or in Hall Square. If the space on the fountain apron is still preferred then we might move one of the existing benches. Clerk to respond and also ask for a drawing of the proposed design and name of manufacturer. Cllr Phillips offered to talk personally to the correspondent. Action: Clerk/ Cllr Phillips
- c. **To receive a request for a skate park or jumps in the parish.** The council have looked into this over the last couple of years and are willing in principle but are currently unable to find a suitable area of land which the council owns. Clerk to reply thanking the correspondent for their suggestion. Action: Clerk
- d. **To receive a report of a break in at a High Street business.** Received and noted. Clerk has sent the details of the Chamber of Trade to this correspondent.
- e. **Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.** None.

8. New Business:

- a. **To discuss a response to difficulties experienced by residents in paying rates and recycling charges now that HBC is no longer accepting payment by cheque.** Clerk to write to HBC Finance department on behalf of the council to pass on concerns of local residents. Action: Clerk
- b. **To discuss the setting of the date for the Annual Parish Meeting (Annual Assembly). To be between 1 March 2018 & 1 June 2018 (inclusive).** This meeting has traditionally been held before the April Full Council Meeting and it was agreed to set the meeting as 3 April 2018.
- c. **To discuss the setting of the date for the Annual Meeting of the Council (Mayor Making).** To be between 9 May 2018 & 25 May 2018. This meeting is set for 15 May 2018. Newly elected councillors take office on 9 May. **To receive an update on arrangements for the Freedom of Boroughbridge to 6 Regiment.** It was agreed that the dinner and Freedom Parade could take place on weekend of 6/7 May with this existing council and Mayor. Cllr Wilkinson will contact some local businesses regarding this. Action: Cllr Wilkinson

Also discussed was the date for the Civic Service and Community Awards Ceremony which was agreed to be held 18 March 2018.

9. Working Groups and Committees

- a. **Finance and Human Resources:**
 - i. **To approve the minutes of the Finance and Human Resources meeting of 19 December 2017. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.
 - ii. **To receive confirmation of the Government's intention to defer the setting of referendum principles for town and parish councils for three years.** Received and noted.

- iii. **To receive the proposed budget 2018/19.** Councillors considered the proposals prepared by the Finance and Human Resources Committee and Responsible Finance Officer. **RESOLUTION: It was resolved to approve the 2018/19 budget – APPENDIX 1** – All in favour. Motion carried.
 - iv. **To set the precept for 2018-2019.** The Finance and Human Resources recommend a precept of £50,000. It was noted that there is no Central Government grant for 2018/19. The result of this is an increase in the band D charge. This increase will be 5% if the precept is set at £50,000. **RESOLUTION: It was resolved that the precept for 2018/19 would be set at £50,000 - APPENDIX 2** - All in favour. Motion carried. RFO to forward the demand to HBC **Action: RFO**
 - v. **To receive the financial statement and bank reconciliation for December 2017.** Received and noted.
 - vi. **To agree unpaid invoices for December 2017 to be paid.** **RESOLUTION:** Payments totalling £7,286.28 approved for payment in line with Finance Regulation 6.9 – **APPENDIX 3** - All in favour. Motion carried. **ACTION: RFO**
 - vii. **To approve the Deputy Clerk’s Contract of Employment and Job Specification.** The terms of employment and job description were approved. Deputy Clerk and Cllr Phillips to sign contracts. **Action: Deputy Clerk/Cllr Phillips**
 - viii. **To receive updated Commuted Sums Spread Sheet, December 2017.** Received and noted. It was requested that the Commuted Sums be made available to the F&HR committee on a regular basis. Clerk to make diary reminder to request this and add to F&HR agenda. Councillors requested more spending guidance. Clerk to contact appropriate person. **Action: Clerk**
- b. **Cemeteries and Council Assets:**
- i. **To further discuss the Tutt Woodland.** A formal proposal has been prepared to send to the Residents’ Trust. **RESOLUTION:** Letter was approved by the council. All in favour. Motion carried. Clerk to send letter. **Action: Clerk**
 - ii. **To approve the sign for the Parish Church Office for the Exterior wall of 1 Hall Square.** Councillors do not approve an external sign. Clerk to inform Church Office. This prompted councillors to request further discussion of current signage on the exterior of 1 Hall Square. **Action: Clerk**
 - iii. **To receive a response to the letter of objection sent by the Town Council regarding the withdrawal of the Grass Cutting Grant.** Received and noted.
 - iv. **To receive the Car Park quarterly walk round risk assessment.** Received and noted.
 - v. **To approve correction to the Car Park Risk Assessment.** Correction approved.
- c. **Planning Committee:**
- i. **Approval of the Minutes of the Meeting held on 5 December 2017.** **RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried. It was requested that the weekly list of planning applications should be sent to all councillors. **Action: Clerk**
- d. **Traffic Management Group:**
- i. **To receive an update on implementation of the HGV restrictions.** This will be completed before the end of this financial year.
 - ii. **To receive an update on investigations into monitoring traffic on Horsefair.** Ongoing. On a related issue Cllr Phillips has notified Area 6 that Linden Homes have completely blocked access to the Marina, adding to the dangers on Horsefair.
- e. **Public Relations:**
- i. **To approve the guidelines for the use of Aldborough Green – APPENDIX 4** **RESOLUTION: To approve the guidance for the use of Village Greens within the Parish of Boroughbridge.** All in favour. Motion carried. Copy of guidance to be filed with other Council Policy Documents. **Action: Clerk**
 - ii. **To receive information re production of a town map for Boroughbridge Tourist Information Point.** Pass on to Chamber of Trade to see if they would like to pursue this. **Action: Clerk**

- f. **Schools liaison and Youth: To receive a written report on activities during December.** No written report. Cllr Phillips presented the Town Council Community Award to Kate Cannon at the Boroughbridge High School Prize-giving 21 December 2017 which was an encouraging event. Cllr Windass has received two reports from parents whose children have left the school because of bullying.
- g. **Brighter Boroughbridge and District Group (BBD): To receive written report regarding BBD activities in December.** No written report.
- h. **Emergency Committee: To receive an update on Emergency Committee activities during December.** Residents have enquired whether the sandbag store on New Row/Church Lane has been checked recently. Cllr Fuller will check the sandbag store. Action: Cllr Fuller
- i. **Water Rats' Development Group:**
 - i. **To receive confirmation date for the electricity disconnection – 19 January 2018.** Received and noted. A new location is needed for the storage of the road closure equipment when the Water Rats' building is demolished. Cllr Fuller will look into this. Action: Cllr Fuller
 - ii. **To receive an update on the ownership of the strip of land by the bridge.** Ongoing.
- j. **CCTV:**
 - i. **To receive a report from the CCTV meeting of 19 December 2017.** The group have produced a draft double-sided A5 survey flyer. They are hoping to get this out to residents as soon as possible. Councillors will hand deliver the survey. The survey needs an end date and the group needs to work on the design of the flyer. Clerk to obtain at least two more quotes for the CCTV system proposed. Action: CCTV working group/Clerk
 - ii. **To receive an update on the letter sent to Cllr Chambers requesting an extension for the present CCTV system until the new system is operative.** No extension is possible. Received and noted.

10. 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.

Cllr Phillips – Agenda item for next meeting re updating the sign outside 1 Hall Square.

Cllr J Fuller – Agenda item for next meeting re decline in public transport services

11. To confirm the next and future meetings of the Council for 2018. The next full meeting of the Council will be on Tuesday 6 February 2018 at 6.30pm in 1 Hall Square. Future meetings to be held on the first Tuesday of the month.

Meeting closed 20:43

Signed: _____ Dated: _____

Chairman