



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE MEETING OF THE CEMETERIES AND COUNCIL ASSETS COMMITTEE**

**Tuesday 25 September 2018 at 18.30**

**Draft Minutes subject to change until approval at the next full meeting of the Council  
on 2 October 2018.**

**Present:** G Haldenby, S Hynes, P Taylor, H Heavisides (Clerk),

**Late Arrivals:** None

**Early Departures:** None

**Meeting Opened:** 18:38

**RESOLUTION:** In the absence of R Young, it was agreed that G Haldenby would chair the meeting.  
All in favour. Motion carried.

1. **To receive apologies and reason for absence.** R Young, P Phillips, J Goss, P Howell.

2. **Declarations of interest in items on the Agenda.** None.

3. **Public Questions and Statements.** None.

4. **To approve tender documents and process for the Grass Cutting Contract.**

**RESOLUTION:** To approve tender documents. All in favour. Motion carried. Clerk to send out the applications for tender. Final date for tender submissions Monday 26 November 2018. Action Clerk.

5. **Cemeteries:**

a. **To receive confirmation of the completion of tree works in Aldborough Cemetery.** Received and noted.

b. **To receive information on further work required on deadwood in Aldborough Cemetery.** Estimate of £150 to complete the work. Agreed and approved. Action: Clerk.

c. **To discuss the cutting of the hedge on the northern boundary of Boroughbridge Cemetery and clearing of growth from the base of the trees.** Agreed and approved. Action: Clerk.

d. **To discuss the details of the burial of cremated remains in a plot at Aldborough Gate Cemetery.** Fee of £475 approved for purchase of plot. Agreed and approved. Action: Burial Clerk.

e. **To discuss safe storage of cemeteries documentation.** Cupboards in the back office to be made secure. Handyman to give quotation. Action: Clerk.

f. **To receive questions/information from the Burial Clerk.** Confirmation of wording for Olga Murray memorial approved. Action: Burial Clerk.

6. **Public Open Spaces:**

a. **To receive confirmation from the YLCA of the legal position regarding the Town Council's authority on the hedge and verge cutting in the parish.** The Town Council have no authority to carry out work on private hedges/verges. Received and noted.

- b. **To discuss general maintenance issues regarding public open spaces.**
    - i. **To receive** a request from the Chamber of Trade to use Hall Square, Council Office facilities and the Fountain for the Christmas Late Night Shopping on 5 December 2018. Agreed and approved. **Action: Clerk.**
  - c. **To receive further information regarding the request from Milby Island for a dog waste bin.** No reply to response sent to Harrogate Borough Council's (HBC) request to relocate a dog waste bin. Item closed unless reply received.
7. **Council Assets:**
- a. **Tutt Woodland and Mill Lane:**
    - i. **To receive an update on the proposed sale of the Tutt Woodland.** Letter received from Fitzgerald-Harts (dated 03/09/18) outlining the terms of the sale agreement. All details acceptable except for a need to confirm that any legal costs will be paid by the purchasers. The Town Council will not pay any fees towards this sale. **Action: Clerk.**
    - ii. **To discuss conducting a Tutt Woodland Tree Survey.** Last survey 2013. New survey to be commissioned. **Action: Clerk.**
    - iii. **To further discuss the request from a resident on Kingfisher Reach to cut back trees that over-hang the garden.** Ongoing.
    - iv. **To receive information on any further issues not itemised above.** No items identified.
  - b. **Land at Aldborough Gate: To further discuss the possible use of Land at Aldborough Gate.** A request has been received from the Junior Football Club (JFC) to build a football pitch on the Town Council owned land at Aldborough Gate presently occupied by a tenant farmer. The committee recommends that the JFC submit a Business Plan to the Council before further discussion can take place. Clerk to contact JFC. **Action: Clerk.**
  - c. **1 Hall Square:**
    - i. **To further discuss the signage on the exterior wall of 1 Hall Square.** New sign to be designed. G Haldenby to prepare wording to circulate to the committee for discussion. **Action: Cllr Haldenby.**
    - ii. **To receive a quotation for the painting of 1 Hall Square.** Clerk get more quotations for consideration and to confirm if commuted sums can be used for the painting of the external wall of 1 Hall Square. **Action: Clerk.**
    - iii. **To further discuss a projection system for the Tourist Information Point.** Clerk to get professional advice regarding a new laptop in the TIP and how to project onto a screen. P Taylor to look into community funding opportunities. **Action: Clerk/ P Taylor.**
    - iv. **To receive information on any further issues not itemised above.** Smoke alarm replaced.
  - d. **Handyman:**
    - i. **To receive an update of the schedule of work for the handyman.** Received and noted.
    - ii. **To discuss the renewal of the Handyman contract.** Clerk to offer current handyman 3-year contract and prepare paperwork. **Action: Clerk.**
  - e. **Car Park:**
    - i. **To discuss replacing the Salt/Grit bin in the car park.** HBC/NYCC will not provide a replacement bin. Budget of £150 approved for a replacement bin. **Action: Clerk.**
    - ii. **To receive information regarding lighting, litter and broken fencing.** Flood lighting now repaired but timer needs altering. Electrician to attend week beginning 1 October. Littering becoming more frequent. Litter bin and toilet roll holder in gents' public toilets vandalised. Criminal damage reported to police. Clerk to get quotations for new bin. Handyman to repair fence. Committee recommends removal of the youth shelter. Clerk to add to Full Council agenda. **Action: Clerk.**

- iii. **To confirm details of the Back-Lane Fun Fair, 11 October – 14 October.** Letters to residents and notice of car park closure (Tuesday 9 October 17.00- Monday 15 October 8.00) to be distributed Wednesday 26 September. Fee of £500 to be charged. Action: Clerk.
  - iv. **To receive information on any further issues not itemised above.** No further items.
  - v. **To discuss an overhanging tree obscuring a floodlight in the car park.** Clerk to contact land owner regarding the possibility cutting back the tree. Action: Clerk.
  - f. **To receive information on any further issues regarding Council Assets not itemised above.** Front Street name plate in Aldborough has been repaired by resident as HBC/NYCC would not take responsibility for this.
8. **To agree dates below for future meetings of the Committee:**  
**27 November, 15 January, 19 March.**

Meeting closed: 20:15

Signed: \_\_\_\_\_  
Chairman

Dated \_\_\_\_\_