



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

www.boroughbridge.org.uk

Email info@boroughbridge.org.uk

MINUTES OF THE MEETING OF THE CEMETERIES AND COUNCIL ASSETS COMMITTEE

Tuesday 27 November 2018 at 18.30

Present: R Young, G Haldenby, P Phillips, J Goss, S Hynes, P Taylor.

Clerks Present: H Heavisides (Clerk), P Howell (Burial Clerk).

Late Arrivals: None

Early Departures: P Howell (19.11)

Meeting Opened: 18:31

1. **To receive apologies and reason for absence.** None.
2. **Declarations of interest in items on the Agenda.** None.
3. **Public Questions and Statements.** None.
4. **To receive tenders for the Grass Cutting and Grounds Maintenance Contract.** 4 tenders were received and opened in the meeting. **RECOMMENDATION:** The contract for Grass Cutting and Ground Maintenance should be awarded to Farm & Land Services Ltd. To be ratified at the next full meeting of the Council on 4 December 2018. **Action: Clerk**
Cllr Goss requested that an item on treating weeds in the town to be put on the Full Council Agenda.
Action: Clerk
5. **Cemeteries:**
 - a. **To receive information on issues regarding the Cemeteries.**
 - i. A monument had been removed for engraving without the Burial Clerk's knowledge. Problem has been resolved. A casket made of willow for a recent burial caused a problem regarding size of grave. Clerks to alter interment form to specify type of coffin and Cllr Young to talk to funeral director. **Action: Clerk/Burial Clerk/Cllr Young**
 - ii. **Cemeteries regulations** – Due for review in December. Committee considered updates – **APPENDIX 1** - Clerk to add to Full Council agenda for changes to be approved. **Action: Clerk**
 - iii. **Burial request.** A burial has been requested in Aldborough Cemetery in a plot sited against a mature tree. The grave digging may be more expensive due to difficulty caused by roots. Use of this plot approved. **Action: Burial Clerk.**
 - iv. **Future-proofing Aldborough Cemetery.** Cllr Young suggested that if the site cannot be extended, an alternative site should be considered. To be discussed following the asset evaluation.
6. **Public Open Spaces:**
 - a. **To receive a request from HBC Parks & Environmental Services to arrange a meeting to discuss the refurbishment of the Stump Cross Play Area.** Tractor theme has been chosen. Tenders will be returned by late December. HBC will contact the Council for a meeting to be arranged for January.
 - b. **To discuss general maintenance issues regarding public open spaces.**
 - i. Litter picking takes place regularly on Council open spaces. This is done by the Council handyman, HBC Environmental Services and members of the public. The Committee would like to thank members of the public who perform this task.
 - ii. Hedges causing problems are being reported on the Parish Portal.
7. **Council Assets:**
 - a. **Tutt Woodland and Mill Lane:**

- i. **To receive an update on the proposed sale of the Tutt Woodland.** Confirmation has been given to the purchasers that the clawback clause will not be triggered by change of use for garden.
 - ii. **To further discuss the request from a resident on Kingfisher Reach to cut back trees that over-hang the garden.** Ongoing.
 - b. **Land at Aldborough Gate: To further discuss the possible use of Land at Aldborough Gate.** Cllr Young to invite a representative from the Junior Football Club to meet with the Council to discuss this further. **Action: Cllr Young**
 - c. **Land at Mill Lane.**
 - i. **To receive an update on the ownership of the piece of land adjacent to land owned by the Town Council at Mill Lane.** Holding letter received from NYCC.
 - d. **1 Hall Square:**
 - i. **To receive a request from the police for use of photocopying facilities at 1 Hall Square.** Approved @ 10p per copy at times approved by the Clerk. **Action: Clerk**
 - ii. **To further discuss the signage on the exterior wall of 1 Hall Square.** Clerk to contact Watercourt signs to progress. **Action: Clerk**
 - iii. **To receive confirmation of the installation of the IT system in the Tourist Information Point.** Received and noted.
 - iv. **Tourist Information Point – To receive a request to sell a 2019 Boroughbridge Calendar.** Approved. **Action: Clerk**
 - v. **To receive information on any further issues not itemised above.** None.
 - e. **Handyman:**
 - i. **To receive an update of the schedule of work for the handyman.**
 - Completed work:** Locks fitted to back office steel cupboards: Benches in Shared Space now secured; Broken fence now repaired: Ornamental gate in car park vandalised beyond repair has been disposed of.
 - **Ongoing work:** Replacement of Boroughbridge Cemetery noticeboard: Abandoned tyre and fly tipping at Mill Lane to be removed to tip. Disposal of tyre may incur a cost. **Approved:** Sets on Hall Square to secure before Late-Night Shopping (5 December). **Approved.**
 - f. **Car Park:**
 - i. **To receive an update of the removal of the Teen Shelter.** To be removed by Wednesday 28 November at a cost of £50.
 - ii. **To receive details of the proposed resurfacing of the access road to the side of Back Lane Car Park.** Approved. **Action: Clerk**
 - iii. **To receive information on any further issues not itemised above.** None
 - g. **To receive information on any further issues regarding Council Assets not itemised above.** None
- 8. **To agree dates below for future meetings of the Committee: 15 January, 19 March.**

Meeting closed: 20:16

Signed: _____ **Dated** _____
Chairman