

**BOROUGHBRIDGE TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
TUESDAY 4 JUNE 2019
AT 1 HALL SQUARE, BOROUGHBRIDGE YO51 9AN**

COUNCILLORS PRESENT: M Kaczmarczyk (Deputy Mayor), K Fuller, J Fuller, J Goss, S Hynes, P Taylor, R Young, J Wilkinson.

CLERKS PRESENT: H Heavisides (Clerk & RFO), H Chester (Deputy Clerk).

POLICE PRESENT: None

MEMBERS OF THE PUBLIC PRESENT: NYCC Senior Early Help Consultant and colleague, 13 members of the public.

Late Arrivals: None

Early Departures: Members of the Public 18:50, 19:09, 20:01.

The Meeting opened at 18:34

1. **To receive apologies and reasons for absence.** R Windass, P Phillips, G Haldenby.
2. **Declarations of interest in items on the Agenda.** K Fuller & J Fuller 4b, K Fuller 7c & 9a(viii), J Goss 9b(iv).
3. **Approval of the Minutes of the Council held on 30 April & 7 May 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.

18:36 Cllr Goss leaves the room.

4. **Public Questions or Statements.** Cllr Kaczmarczyk welcomed members of the public to the meeting.
 - a. **To receive** the North Yorkshire County Council (NYCC) Senior Early Help Consultant. To be dealt with in Item 6c: **To further discuss the provision of groups for young people in Boroughbridge.**
 - b. **To receive** representation from residents on Mallard Walk regarding the Tutt Woodland. A spokesperson from the group read a prepared statement – **APPENDIX 1** – and Cllr Wilkinson responded to the statement giving the history of the situation regarding Tutt Woodland and assuring residents that the Council would fully consider their representation and respond in due course.

18:38 Cllr Young leaves and returns 19:39 Cllr Goss returns 18:41.

18:50 9 residents leave.

Item 6c moved here to welcome NYCC Senior Early Help Consultant: To further discuss the provision of groups for young people in Boroughbridge. Two representatives of the NYCC Early Help Service spoke about their work confirming that direct provision of youth services was not within their remit. Instead some provision was out-sourced and their main role was targeted support for those identified with specific needs, working alongside schools and families. They welcomed councillors to bring specific local concerns directly to them.

19:04 NYCC Senior Early Help Consultant and colleague leave.

5. **To receive the following reports:**
 - a. **Policing issues in the Parish: To receive** a report from police. Report received and noted. PCSO Wright had also reported that the CCTV cameras do not cover New Row where a couple of incidents have occurred and requested that the camera be re-positioned to cover this area. Clerk to contact System Vision and enquire about adding or adjusting a camera at this site. Refer to CCTV working Group. **Action: Clerk**
 - b. **County and District Councillor's monthly report.** No report available.
6. **Matters arising from the minutes of previous meetings not covered elsewhere on the agenda:**
 - a. **To confirm completion of the installation of a bus shelter on High Street funded by the District Improvement Fund from HBC.** Post adjacent is still requiring straightening before photo shoot. Clerk to enquire who cleans bus shelters for Harrogate Borough Council (HBC). Item closed. **Action: Clerk**

19:09 2 residents leave.

- b. **To confirm submission of District Improvement Fund applications.** HBC require confirmation that any ongoing costs for the lighting on the bridge and on the trees on St James Square will be borne by the Town Council. **RESOLUTION:** The ongoing costs will be borne by the Town Council. All in favour. Motion carried. Action: Clerk
- c. **To further discuss the provision of groups for young people in Boroughbridge.** Dealt with after 4b.
- d. **To further discuss the closure of Barclays Bank.** The Council are in conversation with Barclays regarding the provision of an ATM. Awaiting information. Action: Cllr Haldenby
- e. **To receive a reply from Area 6 on the issue of parking outside the Primary School.** NYCC will be looking into the possibility of yellow lines on the junction. Awaiting a proposal from NYCC.
- f. **To receive a reply from North Yorkshire County Council Highways Department regarding the flooding on New Row/Ladywell Road junction.** NYCC are aware that a more permanent solution is required and are trying to secure a budget.
- g. **To receive further information regarding councillor contact details on County and District Council websites.** Telephone numbers and email addresses must be provided. Home addresses do not have to be provided. Clerk to provide up-to-date telephone numbers and email addresses for publication and ask for personal addresses to be removed and replaced with address of council office. Action: Clerk
- h. **To further discuss the UCI bicycle race in September 2019 and the Town Council's possible involvement in events.** The Council are happy to support this event through use of Hall Square and the Fountain and apron. They will also consider other specific requests for support as these are made. Councillors are involved in preparations such as making and selling bike cut-outs and hoping to arrange for a giant outdoor screen. The next meeting of the group co-ordinating this event is 20 June at The Crown Hotel.

7. Correspondence:

- a. **To receive notification of funds raised from the Mayor's Civic Service.** £166.04 received and donated between Boroughbridge and District Community Care and United Parochial Church Council. Received and noted.
- b. **To receive an email regarding the former police station, Boroughbridge.** Date of registration of interest has passed. Clerk to respond to correspondent. Action: Clerk
- c. **To receive a letter requesting assistance from the Royal British Legion (RBL).** **RESOLUTION:** To allow the RBL to use the back area of the Tourist Information Point and the safe to count and store their collection for a limited time. All in favour. Motion carried. Action: Clerk
- d. **To receive notification from Yorkshire Water of the closure of vehicular & pedestrian access in Druid's Meadow from 3 June 2019 for 6 weeks.** Clerk to respond asking for more notice in the future so that the Council can make a response. Action: Clerk
- e. **Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.**
 - i. **To receive** the sad news of the passing of Tourist Information Point volunteer Sheila Wass. Clerk to send a card and pass on funeral details once they are known. Action: Clerk

8. New Business:

- a. **Confirmation of appointments to working groups and committees in line with Standing Order 5j.** Received and noted.
- b. **To confirm the following:**
 - i. **Arrangements for insurance cover in respect of all insurable risks.** Insurance is up to date. Received and noted.
 - ii. **Subscriptions to other bodies – SLCC/YLCA/ICO.** Subscriptions are up to date. Received and noted.
 - iii. **Review of Council's expenditure incurred under S137 of the Local Government Act 1972.** 2018/19 limit was £21,521. Actual spend - £92. Received and noted.

19:40 Cllr Goss leaves and returns 19:42.

- c. **To review council policy documents in line with Standing Order 5j:**
 - i. **To confirm all Town Council policies are up to date and need no alterations as noted on the Policies Review Spread Sheet. APPENDIX 2 - Received and noted.**
 - ii. **To discuss the introduction of a Dignity at Work Policy.** Deferred to next meeting.
- d. **To discuss Council protocol in the event of the death of a Senior Royal.** Councillors will take appropriate action.

9. Committees:

a. Finance and Human Resources:

- i. **To approve the minutes of the Finance and Human Resources Meeting of 21 May 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.
- ii. **To receive the financial statement and bank reconciliation for May 2019 – APPENDIX 3.** Received and noted.
- iii. **To agree unpaid invoices for May 2019 to be paid. RESOLUTION:** Payments totalling £11,715.92 approved for payment in line with Finance Regulation 6.9. All in favour. Motion carried. **Action: RFO**

20:01 1 resident leaves.

- iv. **To consider future support for Brighter Boroughbridge and Boroughbridge Chamber of Trade.** Clerk to request a breakdown from the Chamber of Trade on how the money contributed towards the Christmas lights is spent. Cllr Goss requested a donation for Brighter Boroughbridge. Finance and Human Resources Committee to consider this. Clerk to add to F&HR agenda. **Action: Clerk**
- v. **To receive a quotation for repair of the lights on the trees on St. James Square.** Not necessary as going ahead with replacement.
- vi. **To receive quotations for the replacement of the lights on the trees on St James Square.** Three quotations have been received: £2,460.00; £1,520.00; £1,630.00. **RESOLUTION:** To pursue the quotation for £2,460.00 dependent upon the result of the grant application to Harrogate Borough Council. Clerk to ask for more detail about the lights and if the work can be done by September. **Action: Clerk**
- vii. **To receive a Small Grant Application from Minskip Village Hall Committee.** Clerk to respond asking for clarification of the plans and inviting a representative to attend the next meeting. **Action: Clerk**
- viii. **To approve a donation for Remembrance Day Wreath and a wreath for D-Day Service, 06/06/19. RESOLUTION:** To approve a donation of £25 per wreath for those two occasions. All in favour. Motion carried. Clerk to find actual cost of a wreath to ensure that donation is appropriate. **Action: Clerk**

b. Cemeteries and Council Assets:

- i. **To approve the minutes of the Cemeteries and Council Assets meeting of 21 May 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.
- ii. **To confirm Cllr Young has approved the shredding of office paperwork no longer needed in line with the Document Retention Policy and GDPR requirements.** Received and noted.
- iii. **To receive the draft Transfer Document for the sale of the Tutt Woodland.** Deferred to next meeting to give proper consideration to this issue. Clerk to respond to representatives and forward residents' statement to all councillors. **Action: Clerk.** Clerk to contact solicitor to find out costs incurred so far in this project. **Action: Clerk**

20:37 Cllr Young leaves and returns 20:38.

- iv. **To receive an update on payment for wastewater at the cemeteries.** An application has been filed for exemption of water rates at the cemeteries. Ongoing.
- v. **To receive an update on the ownership of the trees on St James's Square.** No further information.
- vi. **To discuss the Boroughbridge Town signs by Morrisons & on Leeming Lane.** Information has been received from NYCC Highways. No further action. Item closed.

- vii. **To discuss the proposal to make a suggested donation request for overnight parking of camper vans/caravans in Back Lane Car Park.** Cllr Wilkinson to make enquiries to find out who is parking there and what the Council's options are. **Action: Cllr Wilkinson**
- c. **Planning Committee: Approval of the Minutes of the Meeting held on 30 April 2019.**
RESOLUTION: To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.

10. **Reports: No reports have been submitted.**

11. ***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.***

RY – Agenda item: Local businesspeople parking on the High Street and using town bins to dispose of trade waste.
Action: Clerk

KF – For information - hanging baskets up on Friday morning.

JG – Agenda item: Request for Brighter Boroughbridge to use Hall Square for Secret Gardens. **Action: Clerk**
For information - Rubbish Pick 6 July.

PT – Agenda item: Request for a meeting across the parishes to co-ordinate use of 106 monies. **Action: Clerk**

JW – Agenda item: Request for a discussion about affordable housing. **Action: Clerk**
Agenda item: Representation from HBC Mayor at the next meeting. **Action: Clerk**

12. **To confirm the Meetings of Boroughbridge Town Council for 2019/20 at 6.30pm in 1 Hall Square. 1st Tuesday of every month. Next meeting 2 July 2019.**

Meeting closed: 21:06

Signed: _____ Dated: _____

Chairman