

**BOROUGHBRIDGE TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
TUESDAY 2 JULY 2019
AT 1 HALL SQUARE, BOROUGHBRIDGE YO51 9AN**

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

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

POLICE PRESENT: None.

MEMBERS OF THE PUBLIC PRESENT: 6 members of the public.

GUEST SPEAKERS: Dr Furlong

Late Arrivals: None

Early Departures: Members of the public 18:37 and 20:05

The Meeting opened at 18:32

1. **To receive apologies and reasons for absence.** J Wilkinson, R Windass.
 2. **Declarations of interest in items on the Agenda.** J Goss 6d, J Fuller and K Fuller 9b (i)&(ii), K Fuller 6g.
 3. **Approval of the Minutes of the Council Meeting held on 4 June 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. 8 in favour, 1 abstention. Motion carried.
 4. **Public Questions or Statements.**
 - a. A member of the public requested the Council's help with the UCI event: For permission to put bicycle decorations on the verges, for permission to put temporary 'Boroughbridge Welcomes the World' signs at the five entrances to the town, to write to the Primary School and the Sports Club to request that their parking be made available.
- 18:37 1 member of the public leaves.**
- b. A member of the public made a statement for the Council's information.
5. **To receive the following reports and representations:**
 - a. **Dr Furlong of Sally Farm.** Dr Furlong spoke about his Poultry Units which have been set up to be environmentally friendly and high welfare. It will also be a centre for research. He'd be happy for councillors to visit and work together in the future. He was thanked by councillors.
- Dr Furlong leaves.**
- b. **Mayor of Harrogate Borough Council.** The Mayor of Harrogate sends his apologies.
 - c. **Policing issues in the Parish: To receive a report from police.** No police present and no report available. Cllr Phillips requested that Sergeant Graham (cc Inspector Breen) be contacted ask if levels of policing will remain the same in Boroughbridge. **Action: Clerk**
 - d. **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 receive information regarding the cleaning of the bus shelter.** 2 quotations have been received: £20 per clean = £80 pa (4x per year); £12 per clean = £48 pa. **RESOLUTION:** To offer the work to the contractor with the lower quotation. All in favour. Motion carried. **Action: Clerk**
 - b. **To receive updates on District Improvement Fund applications.** Awaiting reply from Harrogate Borough Council (HBC).
 - c. **To further discuss the closure of Barclays Bank.** Item closed.
 - d. **To further discuss the UCI bicycle race in September 2019 and the Town Council's possible involvement in events:**
 - i. **To receive a request for the use of Hall Square and the Back Lane Shared Space for the UCI Cycle Race.** The Council are supportive of the 'Boroughbridge Welcomes the World' signs at the entrances to Boroughbridge and Clerk to contact 6 Regiment to encourage their participation, write to Primary School and Sports Club to ask for the use of their parking facilities, contact Area 6 regarding permission to put bicycle decorations on verges and Clerk and Cllr Haldenby to produce an 'Information Sheet' for local businesses. **Action: Clerk/Cllr Haldenby**

- ii. To receive a request for a donation towards the cost of running the above event. The group have received a grant of £1,000 so this is no longer necessary.
 - e. To discuss the introduction of a Dignity at Work policy for the Council staff. Clerk to circulate a draft policy for consideration at the next full meeting of the Council. **Action: Clerk**
 - f. To receive an update on the replacement play equipment for the Stump Cross Play Area. Work scheduled to begin 03/09/19. Received and noted.
 - g. To receive notification of the production cost of the Remembrance Day wreaths. Each wreath costs £17.50 to produce. **RESOLUTION:** To increase the donation to £50.00. 9 in favour, 1 abstention. Motion carried.
7. Correspondence:
- a. To receive correspondence from the Royal British Legion (RBL) regarding VE Day Commemorations on 8 May 2020. Cllr Fuller to talk to RBL regarding this issue. Clerk to forward letter. **Action: Clerk/Cllr Fuller**
 - b. Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.
8. New Business:
- a. To receive information regarding High Street parking and use of public waste bins for trade waste. Clerk to contact Traffic Warden to request a variation in their visits, and HBC to report the misuse of public bins. Chamber of Trade to be copied in. **Action: Clerk**
 - b. To discuss a request for a joint parish meeting to co-ordinate the use of 106 monies. Clerk to contact Parish Councils and arrange a meeting. Cllr Phillips suggested this group be formalised. **Action: Clerk**
9. Committees:
- a. Finance and Human Resources:
 - i. To receive the financial statement and bank reconciliation for June 2019. APPENDIX 1 - Received and noted.
 - ii. To agree unpaid invoices for June 2019 to be paid. **RESOLUTION:** Payments totalling £5999.49 approved for payment in line with Finance Regulation 6.9. All in favour. Motion carried. **Action: RFO** Clerk to ask for public liability insurance from Aldborough grass-cutting contractor. **Action: Clerk**
 - iii. To receive the first quarter budget review. APPENDIX 2 -Received and noted.
 - iv. To receive an update regarding the replacement of the lights on the trees on St James Square. Still awaiting planning permission for tree surgery request and result of grant application.
 - v. To further discuss a Small Grant Application from Minskip Village Hall Committee. Deferred to Council Meeting of 3 September 2019.
 - b. Cemeteries and Council Assets:
 - i. Approval of the minutes of the joint Finance & Human Resources and Cemeteries and Council Assets Committee of 20 June 2019 and ratify the recommendations therein. **RESOLUTION:** To sign the minutes as an accurate record of the meeting held and ratify the recommendations therein. 5 in favour, 4 abstentions. Motion carried. Advice from the YLCA was circulated to the Members of the Council by the Clerk prior to the following decisions being ratified. **RESOLUTION:** To proceed with the sale of Tutt Woodland to the residents of Kingfisher Reach. **Action: Clerk**
RESOLUTION: To write a letter to residents of Kingfisher Reach and Mallard Walk explaining the reasons for the Council's decision to proceed with the sale. **Action: Councillors/Clerk.**
RESOLUTION: To contact The Swaledale and Ure Drainage Board to seek further advice regarding the bylaws relating to the banks of both sides of the River Tutt. **Action: Clerk.** This information to be passed on to residents of Kingfisher Reach and Mallard Walk. **Action: Clerk**
RESOLUTION: To seek professional advice on trees bordering two properties in reply to concerns from two residents of Mallard Walk and act accordingly. **Action: Clerk**

ii. **Tutt Woodland:**

- **To receive the draft Transfer Document for the sale of the Tutt Woodland.**

RESOLUTION: To approve the draft transfer. 7 in Favour. 2 abstentions. Motion carried. Clerk to sign and return to solicitor. **Action: Clerk**

RESOLUTION: To discuss the following correspondence item 'In Committee' on the grounds that disclosure of confidential information would be involved.

20:05 5 Members of the public leave.

- **To receive correspondence from residents of Mallard Walk regarding the sale of the Tutt Woodland.**

Council came out of 'In Committee'.

Clerk to make further investigations and respond accordingly. **Action: Clerk**

iii. **To receive an update on payment for wastewater at the cemeteries.** Refund for the water charges have been received from Aldborough Cemetery. Still awaiting application result for Boroughbridge Cemetery.

iv. **To receive an update on the ownership of the trees on St James's Square.** In 1965 Dr Hazel donated the trees to the Town Council. Item closed.

v. **To discuss the proposal to make a suggested donation request for overnight parking of camper vans/caravans in Back Lane Car Park.** To be discussed at the next meeting of the Boroughbridge Forward group.

vi. **To receive quotations for work needed on small trees and hedges.** Boroughbridge Cemetery – estimate of £50/60; Aldborough Gate Cemetery – estimate of £150. **RESOLUTION:** To instruct contractor to carry out this work at an appropriate time. All in favour. Motion carried. **Action: Clerk**

vii. **To receive a request from Brighter Boroughbridge and District to use Hall Square, 1 Hall Square and gazebos for the Secret Gardens event 4 August 2019.** Approved. Cllr Goss informed at the meeting.

viii. **To discuss the maintenance of Land at Mill Lane.** Still awaiting planning permission for tree work. Weeds have been sprayed. Cllr Fuller will trim this area. **Action: Cllr Fuller**

ix. **To receive the Back Lane Car Park Walk Round Risk Assessment – APPENDIX 3 -** Received and noted.

x. **To receive an update on the help offered on Council assets by the Yorkshire Regiment.** The Yorkshire Regiment are no longer able to assist with this work.

RESOLUTION: To instruct the Handyman to carry out work in the car park as per the previous estimate but with the Town Council hiring the skip. All in favour. Motion carried.

Action: Clerk

Cllr Phillips volunteered to attempt the cleaning of the War Memorial. **Action: Cllr Phillips**

xi. **To discuss the spraying of weeds in the town centre.** The weed spraying had not been completed and the problem remains of weeds re-growing. Clerk to request road sweeping from HBC before 11 July. Clerk to contact contractor regarding the weed-spraying **Action: Clerk**

c. **Planning Committee:**

i. **Approval of the Minutes of the Meeting held on 4 June 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.

ii. **To discuss the provision of affordable housing in the parish.** Deferred until the next full meeting of the Council. **Action: Clerk**

10. Reports:

a. **CCTV**

i. **To receive an update on the designated BT broadband line.** To remedy an error made by BT in the billing of this service, a new account needed to be set up. DD Charges £39.99. One off charge for new hub £8.50. There will be a bill for back costs still not paid since initial set up approximately £40 per month. Direct debit charges of £39.99 approved.

ii. **To confirm repositioning of cameras on St James Square.** Approved. Clerk to contact System Vision to make alterations. **Action: Clerk**

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.

MK – Cobbles on Hall Square need attention. Clerk to source quotation for work. Action: Clerk

RY – Springfield Drive – could we request house compulsory purchase. Add to agenda. Action: Clerk

BT telephone exchange on York Road needs attention. Clerk to ring BT. Action: Clerk

Back Lane drains – need cleaning out. Report on Parish Portal Action: Clerk

PT – Sponsorship for lighting for bridge – PT to draft letter. Add to agenda. Action: Clerk

PP – Is providing ‘Boroughbridge Digest’ for Ripon Gazette. Add to agenda. Action: Clerk

GH – Roundabouts need to be discussed. Add to agenda. 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 6 August 2019.

Meeting closed: 21:24

Signed: _____ **Dated:** _____

Chairman