

**BOROUGHBRIDGE TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
TUESDAY 6 AUGUST 2019**

These draft minutes are subject to change until approval at the next Full Meeting of the Council

COUNCILLORS PRESENT: P Phillips, K Fuller, J Fuller, J Goss, S Hynes, P Taylor, J Wilkinson, R Young.

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

POLICE PRESENT: None.

MEMBERS OF THE PUBLIC PRESENT: 2 members of the public.

GUEST SPEAKERS: Mayor of Harrogate District, Cllr Martin.

Late Arrivals: None

Early Departures: 18:56 2 members of the public leave, 19:41 Cllr Martin leaves.

The Meeting opened at 18:32

1. **To receive apologies and reasons for absence.** G Haldenby (Mayor) M Kaczmarczyk (Deputy Mayor), R Windass.

It was **RESOLVED** that Cllr Phillips take the chair. Proposed Cllr Young, seconded Cllr K Fuller. All in favour. Motion carried

2. **Declarations of interest in items on the Agenda. JG 6b**

3. **Approval of the Minutes of the Council held on 2 July 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.

4. **Public Questions or Statements.**

A member of the public requested that item 9b(i) be moved up the agenda and this was agreed by the Council.

5. **To receive the following reports and representations: The Mayor of Harrogate District, Cllr Martin.** Cllr Martin emphasised that he is the Mayor of the Harrogate District and would be pleased to support and promote events and projects for all of his District.

- a. **Policing issues in the Parish:**

i. **To receive a response regarding questions about policing levels in the town.** These will be maintained.

ii. **To receive a report from police.** Received and noted.

- b. **County and District Councillor's monthly report.** No report available. Cllr Martin highlighted the fact that the UCI Races will be a big event locally and representatives from twinned towns and other VIPs were being invited. He also mentioned that preparations are underway for V.E. celebrations in 2020.

Item 9b(i) moved here.

- i. **Tutt Woodland**

- **To receive a letter from Andrew Jones MP.** A reply has been sent.
- **To receive correspondence from a resident of Mallard Walk.** There has been a request for a public consultation on the future of Tutt Woodland and for explanations regarding the valuation of the woodland and the lack of opportunity for residents of Mallard Walk to buy land. The councillors have answered this in previous correspondence and there is no new information at present. Clerk to respond. **Action: Clerk**
- **To receive an update on the progress of the sale of Tutt Woodland.** No new information.
- **To receive the results of the survey of the trees behind properties 9 & 13 Mallard Walk.** Recommendations have been received for work to the above trees. A quotation for £345 has been received to carry out the necessary work with a further quotation of £220 to remove Crack Willow (Tag 194) if removal

of ivy identifies further concern for the safety of this tree. **RESOLUTION:** To instruct contractor to go ahead with the initial work at a cost of £345. All in favour. Motion carried. Clerk to contact contractor and residents to inform them of the decision. **Action: Clerk**

- **To receive an update on the outstanding Freedom of Information request.** An appeal has been received from the correspondent requesting release of the recording of Public Questions and Statements from the meeting of 20 June 2019. Advice received from the Yorkshire Local Council's Association recommended that the Council should consider releasing the information as the Council agendas state that recordings may take place. The Council maintains that recordings are made only to facilitate accuracy when writing minutes. The Council's refusal to release the recording is in order to protect the privacy of the speaker. **RESOLUTION:** The information should not be released. All in favour. Motion carried. Clerk to respond. **Action: Clerk**
The Council are no longer recording Public Questions and Statements and the Clerk will make information regarding recording clear on the 'Terms of Reference' sheet given to members of the public who attend meetings. **Action: Clerk**

2 members of the public leave 18:56

RY leaves 18:56, returns 18:58

6. Matters arising from the minutes of previous meetings not covered elsewhere on the agenda:

- a. **To receive updates on Harrogate Borough Council (HBC) District Improvement Fund applications.** Awaiting information regarding tree work before progressing the new tree lights on St James Square. Clerk's office is in negotiation with Harrogate Borough Council regarding the cycle racks. Boroughbridge Forward group to discuss this further. Clerk to inform HBC that information will be sent to them presently. **Action: Clerk**
 - i. **To discuss other sources of funding for the remaining funds needed for Lighting the Bridge.** Cllr Taylor has been pursuing permission for this and suggested that a letter be sent to local businesses to inform them and ask for funding when there is a clearer plan. Cllr Taylor will draft the letter when appropriate. The Clerk reminded councillors that the funding must be spent in this financial year. **Action: Cllr Taylor**
- b. **To further discuss the UCI bicycle race in September 2019.** Emails sent to 6 Regiment, Primary School, Area 6, and Sports Association as requested. Parking has been declined at the Primary School. Cllr Young offered to ask about the Sports Association field at their next meeting. Cllr Hynes volunteered to approach the owner of a field on the way to Aldborough to ask if that could be available for parking if the Sports Association are unable to help. Positioning of bicycles on verges approved by Area 6. No further replies have been received. **Action: Cllr Young**
A donation of £310 has been requested by the UCI committee. The Clerk informed the UCI committee that this would be discussed at this meeting of the Council. However, the bill has already been paid in error in the absence of the Clerk. Cllr Phillips proposed that the payment be retrospectively agreed.
RESOLUTION: Payment of £310 is retrospectively approved. All in favour. Motion carried.
Clerk requested opportunity to inform Council of events surrounding the payment, but the opportunity was declined by the Chairman.
- c. **To approve the draft Dignity at Work policy.** Deferred to future meeting.
- d. **To receive information regarding High Street parking and use of public waste bins for trade waste.** This practice has been reported to HBC. Councillors have noticed more visits by traffic wardens. Businesses using public bins for trade waste are acting illegally and should be reported to HBC.
- e. **To receive an update regarding a joint parish meeting to co-ordinate the use of 106 monies.** Adjoining parish councils have been contacted. Some are still to respond.
- f. **To receive confirmation that Councillors' details have been updated on HBC website and only the Clerk is listed as a contact on NYCC website.** Received and noted.
- g. **To further discuss arrangements for V.E. Day Commemorations 8 May 2020.** Cllr K Fuller has not yet made contact but will do so. **Action: Cllr K Fuller**

7. **Correspondence:**

- a. **To receive a request for funding for the refurbishment of the plaque on the bridge.** Langthorpe Parish Council are making inquiries into the refurbishment. The Town Council has been asked to consider assistance with funding for this refurbishment. Clerk to reply saying a contribution to funding will be considered when a specific price is available. **Action: Clerk**
- b. **To receive correspondence re HGVs through the town.** There has been an improvement since the restrictions came into effect. However, some HGVs are permitted and councillors are keeping a watching brief and do contact companies to make them aware of any breach of the restrictions. Clerk to reply to correspondent suggesting they also report the HGV companies. **Action: Clerk**
- c. **To receive correspondence re inadequate road safety measures in Minskip.** The Council sympathises with the concerns of the correspondent and will pass them on to Area 6 and the police. This road has been monitored previously but the level of risk was not then judged to be high enough for action to be taken. **Action: Clerk**
- d. **To receive a request from the United Parish Council that the council office send out the invitations to the service of installation of the new vicar.** The Clerk recommends that we cannot give out this information due to GDPR. Clerk to reply. **Action: Clerk**

19:41 Cllr Martin leaves

- e. **To receive information regarding anti-social behaviour.** This matter has been reported to the police who have requested CCTV footage of the incident.
- f. **Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.**
 - i. **To receive a request for assistance with parking restrictions from the incoming vicar of Boroughbridge.** Clerk to reply that the Council cannot help with this. **Action: Clerk**

8. **New Business:**

- a. **To receive information regarding Cllr Phillips providing a 'Boroughbridge Digest' for the Ripon Gazette.** Cllr Phillips intends this to promote the work of the Council. Councillors were happy for him to write as a councillor on their behalf and contributions from other councillors are welcome.
- b. **To consider requesting that Harrogate Borough Council enact a compulsory purchase order on a neglected property.** Clerk to report to Empty Housing Officer of HBC and request that they inspect the property. **Action: Clerk**
- c. **To confirm the Information and Data Protection Policy is up to date and requires no alterations.** Received and noted.

9. **Committees:**

- a. **Finance and Human Resources (F&HR):**
 - i. **To receive the financial statement and bank reconciliation for July 2019.** APPENDIX 1 - Received and noted.
 - ii. **To agree unpaid invoices for July 2019 to be paid. RESOLUTION:** Payments totalling £6,102.83 approved for payment in line with Finance Regulation 6.9. All in favour. Motion carried. **Action: RFO**
 - iii. **To receive an update regarding the replacement of the lights on the trees on St James Square.** Awaiting planning consent.
 - iv. **To receive a reply from Harrogate Borough Council regarding Commuted Sums letter of intent.** No project registration number will be issued until there is money to be allocated.
 - v. **To receive letters of resignation from the Clerk/Responsible Finance Officer to the Council and the Deputy Clerk.** The councillors proposed a vote of thanks for the work of the Clerk/Responsible Finance Officer to the Council and the Deputy Clerk. The Finance & Human Resources Committee will begin the recruitment process as soon as possible. Clerk to add to F&HR agenda. **Action: Clerk**
 - vi. **To receive the Harrogate Borough Council Budget 2020-2021 Consultation.** Received and noted.
- b. **Cemeteries and Council Assets (C&CA):**
 - i. **Tutt Woodland- item moved above.**

- ii. **To receive an update on payment for wastewater at Boroughbridge Cemetery.** Awaiting more information.
- iii. **To discuss the maintenance of Land at Mill Lane.** An emergency notice for the removal of willow trees is being pursued by Farm and Land Ltd.
- iv. **To discuss the maintenance of the cobbles on Hall Square.** Awaiting quotation. Councillors requested that a specialist company be approached to possibly complete this work. To go on the agenda of the next C&CA committee meeting. Clerk to add to agenda. Clerk to report dangerous pavement by Hall Square with photographs. **Action: Clerk**
- v. **To receive an update on clearing rubbish in the Back Lane car park.** £348 for labour only. Cllr Wilkinson proposed that this work go ahead.
RESOLUTION: To accept the above quotation for work in Back Lane Car Park. All in favour. Motion carried. **Action: Clerk**
- vi. **To receive an update on the spraying of weeds in the town centre.** 2 sprays a year have not been effective. Recommendation for 4 times per year or to use a more expensive spray. Clerk to ask Farm and Land to quote for this work. **Action: Clerk**
- vii. **To review the Roundabout Sponsorship Protocol and discuss the maintenance of roundabouts.** Add to agenda for Cemeteries and Council Assets meeting. Clerk to contact Craggs' to ask them to improve the maintenance of their roundabout. **Action: Clerk**

c. **Planning Committee:**

- i. **Approval of the Minutes of the Meetings held on 2 & 15 July 2019.** **RESOLUTION:** To sign the minutes as accurate records of the meetings held. All in favour. Motion carried.
- ii. **To discuss the provision of affordable housing in the parish.** Cllr Wilkinson expressed concern that the Council has no information about how affordable housing is allocated and that the situation for local people does not seem to have improved.
- iii. **To discuss the current housing development situation.** Cllr Phillips expressed concern at the amount of partially finished developments and the lack of buyers for these properties. The drive to fulfil Government quotas is spoiling rather than serving the community. Cllr Taylor expressed concern at the lack of subsidised rental properties to provide homes for those on low incomes. Clerk to write to HBC Planning department to explain the situation and express the Council's concerns. Cllr Phillips to highlight these issues in his column and get views from Ripon and Knaresborough. **Action: Clerk/Cllr Phillips**
- iv. **To receive information regarding modifications to the Harrogate District Local Plan.**
The Aldborough crossroads site has been withdrawn.

10. **Working Group Reports:**

a. **CCTV**

- i. **To receive an update on the billing and the camera positioning.** The problem with billing is now resolved and positioning of cameras is ongoing.

b. **Boroughbridge Forward:**

- i. **To receive a report from meeting of 23 July 2019.** Received and noted.
- ii. **To approve the following proposals:**
RESOLUTION: To approve the following proposals:
 - **To commission an architect to discuss options for developing the Mill Lane site and to submit a pre-planning application form to HBC if appropriate.** All in favour. Motion carried. Cllr Taylor to approach an architect for an initial consultation. **Action: Cllr Taylor**
 - **To establish 3 Motor Home bays in the car park and to acquire quotations to carry out required markings and signage if agreed.** Agreed. 7 for 1 against. Motion carried. A more detailed plan to be presented at a future meeting of the Council.
 - **To acquire quotations for two/three signs for the Devil's/Three Arrows**

Clerk to contact the Historical Society who are also interested in this project. All in favour. Motion carried. Action: Clerk

To establish an up-to-date realistic Town/Neighbourhood Plan

CLlr Phillips offered to make a start with some ideas for this. All in favour. Motion carried.

- **To appoint project leaders for the following projects with the assistance from the clerk team.**

Mill Lane, Devil's Arrows, Car park - including Motor Home bays and community facilities, Bridge lighting scheme, The Fountain lighting scheme, Cycle racks, The Town Neighbourhood Plan. As matters progress councillors will need to commit to lead these projects.

- iii. **To discuss the future of Springfield Garth.** Clerk to write to North Yorkshire County Council to ask what the plans are for this facility. 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.*

The next Cemeteries & Council Assets Committee meeting will take place on 17 September 2019. Action: Clerk
RY – To send condolence card to the Mayor on behalf of the Council. 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 3 September 2019**

Meeting closed: 20:54

Signed: _____ Dated: _____

Chairman