

**BOROUGHBRIDGE TOWN COUNCIL  
MINUTES OF THE COUNCIL MEETING HELD ON  
TUESDAY 3 SEPTEMBER 2019**

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

**COUNCILLORS PRESENT:** G Haldenby, K Fuller, J Fuller, J Goss, S Hynes, P Taylor, J Wilkinson,  
R Young, R Windass, M Kaczmarczyk.

**CLERKS PRESENT:** H Chester (Deputy Clerk).

**POLICE PRESENT:** PC Jan Powell

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

**GUEST SPEAKERS:** The Chair of Minskip Village Hall Committee

**Late Arrivals:** PC Jan Powell 18:52, P Howell (Burial Clerk) 20:15

**Early Departures:** 2 members of the public 18:41, Chair of Minskip Village Hall Committee 19:01,  
PC Jan Powell 19:10, P Howell (Burial Clerk) 20:32

**The Meeting opened at 18:30**

1. **To receive apologies and reasons for absence.** P Phillips
2. **Declarations of interest in items on the Agenda.** None
3. **Approval of the Minutes of the Council held on 6 August 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. 7 in favour, 3 abstentions. Motion carried.
4. **Public Questions or Statements.**

A request was made to move Tutt Woodland tree items.

**Item 9b ii moved here**

- **To receive a letter from a past councillor regarding Mallard Walk finances.** The letter asked for information regarding the grant given with Tutt Woodland and the Council's plans for the money from the sale. The money from the original grant has been spent over the years to maintain the woodland and money from the sale will mostly be spent on maintaining the woodland prior to its receipt. Clerk to respond to correspondent. Action: Clerk
- **To receive an update on the tree work in Tutt Woodland.** Trees have been inspected and the Council have agreed to carry out the work recommended. The contractor is waiting for planning permission for work on the trees to be granted.
- **To receive a request for further work on trees in the Tutt Woodland. RESOLUTION:** To instruct an arboriculturalist to inspect the trees. All in favour. Motion carried. Action: Clerk

**2 members of the public leave 18:41**

5. **To receive the following reports and representations:**

- a. **Chair of Minskip Village Hall Committee.** Councillors were shown some plans and information and discussed the plans. The Chair of Minskip Village Hall Committee requested a donation from Boroughbridge Town Council. The Council will discuss this at the next meeting of the Council and thanked the Chair of Minskip Village Hall Committee for attending. Clerk to add to agenda. Action: Clerk

**PC Powell arrives 18:52**

**Chair of Minskip Village Hall Committee leaves 19:01**

- b. **Policing issues in the Parish.** PC Powell outlined the incidents from this month. The allotments have been targeted so officers have made extra patrols in this area. The intention is to fill the vacancy for a PCSO by Christmas. A string of domestic complaints is problematic and Cllr Windass offered to assist in this matter. PC Powell confirmed that he will be around at the event to celebrate the UCI race on 27 September. Action: Cllr Windass

**PC Powell leaves 19:10**

- c. **County and District Councillor's monthly report.**

**Harrogate Borough Council (HBC)** There have been problems with waste collection and recycling. Cllr Windass has been dealing with these with some success. HBC will be discussing why so many mistakes have been made. The Local Plan is still ongoing.

**North Yorkshire County Council (NYCC)** Work on roads is being undertaken. Tenanted farms are being sold.

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.**
    - i. **To discuss email received from HBC and to discuss other sources of funding for the remaining funds needed for Lighting the Bridge.** The Council would like to invite Paul Gilmore from North Yorkshire Highways to come to discuss this issue with councillors at a Full Council meeting. Action: Clerk  
Funding discussion deferred. Clerk to reply to HBC asking for more time to present a proposal. Action: Clerk
  - b. **To further discuss the UCI bicycle race in September 2019:**
    - i. **To compile a list of actions to prepare for Race Day.** Cllr Goss has most arrangements in hand. Clerk to request that Sanics leave the toilet block open and Cllr Goss will lock up on that day. Clerk to provide sign for car park closure. Action: Clerk
    - ii. **To approve the use of 1 Hall Square on the day of the race. RESOLUTION:** To allow the use of 1 Hall Square and equipment on the day of the UCI race 27 September 2019. All in favour. Motion carried.
  - c. **To receive an update regarding a joint parish meeting to co-ordinate the use of 106 monies.** Meeting arranged for 12 September 19:30 at 1 Hall Square.
  - d. **To further discuss arrangements for VE Day Commemorations 8 May 2020.** Cllr Fuller has spoken to Mr Chamley and they are making the arrangements for the service including the road closure.
  - e. **To receive an update on the request to contact Harrogate Borough Council to enact a compulsory purchase order on a neglected property.** The Empty Homes Officer from HBC visited the property and believes it is another address which is neglected. Clerk and Cllr Young to visit the site to confirm correct address. Action: Clerk/Cllr Young
  - f. **To receive responses from HBC regarding housing developments in Boroughbridge and the surrounding area.** Received and noted.
7. **Correspondence:**
  - a. **To receive information regarding new regulations regarding accessibility to Public Body Websites.** Received and noted.
  - b. **To receive correspondence regarding the hedge in Back Lane Car Park.** Clerk to thank the correspondents for their help. Action: Clerk
  - c. **Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.**
    - i. **To receive a card from the outgoing Clerk.** Received and noted. Clerk to pass on thanks to the outgoing Clerk for the good condition in which matters were left. Action: Clerk
8. **New Business: To discuss possible alteration of the date of the October Full Meeting of the Council.**  
The meeting will be held on 8 October 2019.
9. **Committees:**
  - a. **Finance and Human Resources:**
    - i. **To receive the financial statement and bank reconciliation for August 2019.** Received and noted.
    - ii. **To agree unpaid invoices for August 2019 to be paid. RESOLUTION:** Payments totalling £7276.68 approved for payment in line with Finance Regulation 6.9. All in favour. Motion carried. Action: Clerk
    - iii. **To receive notification of completion of the External Audit confirming the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and with no other matters of concern.** Clerk to thank RFO for all her hard work. Received and noted. Action: Clerk

- iv. **To approve the Minutes of the Finance and Human Resources Committee of 20 August 2019 and ratify its recommendation.**
    - **To ratify the award of the Grave Digging Contract. RESOLUTION:** To approve the minutes and ratify the award of the Grave Digging Contract. All in favour. Motion carried. Clerk to contact successful and unsuccessful applicants and ensure agreement is completed and signed. **Action: Clerk**
  - v. **To receive an update on the applications for Town Clerk/RFO.** An application has been received. Clerk to forward applications received to Cllrs Haldenby, Wilkinson, Taylor and Young. **Action: Clerk**
  - vi. **To discuss office cover during September, October & November in the absence of the Clerk/RFO until new appointment of clerk is made.** Councillors may come in to cover the office. Clerk to email with dates of when the office will not be staffed. **Action: Clerk**
  - vii. **To receive an update regarding the replacement of the lights on the trees on St James Square.** Awaiting response from HBC planning.
  - viii. **To approve rental fee for Fun Fair on Back Lane Car Park 10-13 October 2019. RESOLUTION:** To maintain the rental fee at £500. All in favour. Motion carried. Clerk to contact Fun Fair provider. **Action: Clerk**
  - ix. **To discuss funding for Youth Club.** Deferred.
- b. **Cemeteries and Council Assets:**
- i. **To discuss the date of the next meeting of the Cemeteries and Council Assets committed scheduled for 17 September 2019.** Date confirmed.
  - ii. **Tutt Woodland**
    - **To receive notification of an investigation from the Independent Commissioner's Office (ICO) into the refusal of the Town Council to release a recording of the Public Questions and Statements of the meeting of 20 June 2019.** Received and noted.
    - **To receive correspondence from a resident of Mallard Walk.** Clerk to reply reiterating that the progress of the sale of Tutt Woodland was recorded in the minutes and published on the website and that there is no record of any amount of money associated with previous discussions to sell the woodland. **Action: Clerk**  
**The rest of this item dealt with under item 4.**

**P Howell arrives 20:15**

- iii. **To receive confirmation of re-payment of £220.96 from Yorkshire Water for wastewater at Boroughbridge Cemetery.** Received and noted.
- iv. **To further discuss the maintenance of the cobbles on Hall Square.** Awaiting quotes from a specialist contractor. The tubs also need replacing. **RESOLUTION:** To purchase 6 tubs at £15 each. All in favour. Motion carried.
- v. **To receive an update on clearing rubbish in the Back Lane car park.** The work has started. Cllr Haldenby and Clerk approved an extra spend of £52 for the contractor to remove rubbish from the site.
- vi. **To receive an update on the spraying of weeds in the town centre.** Awaiting response from Farm and Land. Clerk to contact HBC to clean gullies and sweep roads more frequently. **Action: Clerk** Clerk to contact Farm and Land to clarify whether those contributing to payment for spraying St James' Square have done so. **Action: Clerk**
- vii. **To review the Roundabout Sponsorship Protocol and discuss the maintenance of roundabouts.** Clerk to contact Craggs' again and request that they remove three dead trees from their roundabout. **Action: Clerk**
- viii. **To receive 2 requests for kerb stones around graves in Aldborough Cemetery. RESOLUTION:** To allow the placing of kerbstones in Boroughbridge and Aldborough cemeteries. 8 in favour. 2 against. Motion carried. **Action: Burial Clerk**
- ix. **To receive a request from a funeral director for dispensation to pay old cemetery fees for funerals held between 3 April to 19 August 2019. RESOLUTION:** To not pursue monies owed due to this misunderstanding. All in favour. Motion carried. **Action: Clerk**

P Howell leaves 20:32

- x. **To receive an update regarding trees at Back Lane, St James Square, Mill Lane and Tutt Woodland. RESOLUTION:** To pay for three applications for planning permission at a cost of £135. All in favour. Motion carried. **Action: Clerk**
  - xi. **To discuss car park closure and letters to residents for Fun Fair.** Cllrs M Kaczmarczyk, J Fuller, K Fuller and P Taylor will deliver letters and put up signs in the car park during the week commencing 23 September. Clerk to prepare letters and signs. **Action: Clerk/Cllrs**
  - xii. **To report blocked drains in Hall Square.** Clerk to Contact Yorkshire Water to report blocked drains and smell of sewage in Hall Square and High Street. **Action: Clerk**
  - xiii. **To confirm refurbishment of the streetlight on Hall Square.** Received and noted.
- c. **Planning Committee:**
- i. **Approval of the Minutes of the Meetings held on 6 August 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.
  - ii. **To receive a consultation from North Yorkshire County Council on the proposed diversion of Public Bridleways 15.15/13 & 15.15/14 Heaton Park.** No objections. Clerk to reply. **Action: Clerk**
10. **Working Group Reports:**
- a. **CCTV**
    - i. **To receive an update on the billing and the camera positioning.** Billing resolved. Clerk to contact System Vision to reposition camera on New Row and put up signage. **Action: Clerk**
  - b. **Boroughbridge Forward:**
    - i. **To further discuss information boards for the Three Arrows.** There will be a meeting of interested parties at the Jubilee Room 6 September 14:00.
    - ii. **To receive an update on the future of Springfield Garth.** Received and noted.
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 – Passed on an email address to Clerk to recontact 6 Regiment. **Action: Clerk**
12. **To confirm the Meetings of Boroughbridge Town Council for 2019/20 at 6.30pm in 1 Hall Square.** Next meeting 8 October 2019.

Meeting closed: 20:50

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Chairman