



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE MEETING OF THE CEMETERIES AND COUNCIL ASSETS COMMITTEE

Tuesday 21 May 2019 at 18.30

Present: R Young (Chairman), J Goss, P Taylor, S Hynes, M Kaczmarczyk, J Wilkinson.

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

Late Arrivals: None

Early Departures: P Howell (19.20)

Meeting Opened: 18:45

- 1. To appoint a chairman to the Committee for 2019/20.** Cllr R Young was nominated by Cllr Hynes. Seconded by Cllr P Taylor. **RESOLUTION:** Cllr R Young is elected as Chairman of the Cemeteries and Council Assets Committee for 2019/20. All in favour. Motion carried.
 - 2. To receive apologies and reason for absence.** G Haldenby, P Phillips.
 - 3. Declarations of interest in items on the Agenda.** None.
 - 4. Public Questions and Statements.** None.
 - 5. Cemeteries:**
 - a. To discuss numbering of plots in Aldborough Cemetery.** Burial Clerk reported that the rows are not in line and this could cause a problem when all the plots are occupied. Burial Clerk and Cllr Young have marked plots to the best of their ability to address this situation but will look again to see if measures can be put in place to avoid a problem in years to come and with a view to engaging a surveyor to mark out new plots if necessary. Clerk to add to next C&CA agenda for an update. **Action Clerk/Burial Clerk/ Cllr Young.**
The issue of capacity in the cemeteries was also discussed.
 - b. To clarify the procedure for effecting the repair of monuments in the cemeteries.** When work is required on headstones, clerks will inform grave owners and give them list of permitted monumental stone masons who would assist. Grave owners to pay for the repairs and to inform the Town Council when the work will take place. PL Insurance to be provided by stonemasons for office records. **Action: Clerk**
 - c. To note the due date of the tender for grave digging as 1 October 2019.** Draft contract and appendix approved. To be sent out in July allowing 6 weeks for interested parties to respond. Clerk to advertise on Website, noticeboards, to known interested parties and press. New contractor to be approved at September Full Council Meeting.
 - d. To receive information on further issues regarding the cemeteries not itemised above.** Request for a stone to mark a plot in Aldborough Cemetery without ashes has been received. The Committee approved this request.
- P Howell leaves (19.20)**
- 6. Public Open Spaces:**
 - a. To further discuss the legal requirements regarding the exclusion of dogs on Wetherby Road Recreation Ground.** Clerk has received advice from the YLCA & Harrogate Borough Council which has confirmed that this is not legally permissible for a Town Council to implement a Public Spaces Protection Order (PSPO). Clerk to inform resident who requested the action. **Action: Clerk.** Item closed.

- b. **To receive an update on the Wetherby Road roundabout sponsorship.** New sponsor is now gardening the roundabout. Item closed.
 - c. **To discuss general maintenance issues regarding public open spaces.** Spraying of the weeds in the town centre has begun. Verges at Aldborough crossroads have recently been cut but not cut where for sale signs have been erected. Clerk to report to NYCC and ask for signs to be removed. Cllr Hynes to check zebra crossings outside Primary School, High School and end of St Helena's to report to NYCC with any necessary repairs. Action: Cllr Hynes. Clerk to re-send Parish Portal log-on details to Cllrs. Action: Clerk. Information: Clerks have recently reported broken sign at bus stop and pavement outside Pybus.
7. **Council Assets:**
- a. **Tutt Woodland and Mill Lane: To receive the draft Transfer document.** Since the posting of this agenda, letters of objection to the sale have been received from residents of Mallard Walk. Residents intend to attend the June meeting. Approval of draft transfer document to be deferred until after the June meeting. Clerk to:
 - i. Check with the solicitor to confirm no laws have been broken in the sale of land. Action: Clerk
 - ii. Contact YLCA to confirm due process has been followed by the Town Council (TC) as a public body and to confirm if the TC are obliged to accept a higher offer. J Wilkinson to approve emails before sending. Action: Clerk/Cllr Wilkinson
 - b. **To further discuss the Allotment Society Lease.** Draft lease approved. Clerk to forward to Allotment Society with email of explanation. Action: Clerk
 - c. **1 Hall Square:**
 - i. **To further discuss replacement chairs for Council meetings.** P Taylor to arrange for some samples to be tested. Action: P Taylor
 - ii. **To further discuss the exterior painting of 1 Hall Square.** Contractor has accepted the contract but has yet to supply the office with method statement, risk assessment and PL Insurance. Ongoing.
 - iii. **To receive a request to hold a collection box for Yorkshire Air Ambulance in the TIP.** Approved. Action: Clerk
 - d. **Car Park & Public Toilets: To receive an update on the cleaning of the Car Park and War Memorial.** Yorkshire Regiment still to respond. Ongoing.
 - i. **To receive an offer of gazebos from Boroughbridge Live.** Accepted with thanks. Clerk to respond. Action: Clerk
 - e. **To receive information on any further issues not itemised above.** Water and electricity boxes in the Car Park are still in need of repair. Cllr Young to progress further. Action: Cllr Young
8. **To agree dates for future meetings of the Committee. To be discussed.** Meetings to be convened as and when required. Clerk to liaise with Chairman and schedule meetings accordingly.

Meeting closed: 20:28

Signed: _____ Dated _____
Chairman