

BOROUGHBRIDGE TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 7 NOVEMBER 2006
IN 1 HALL SQUARE, BOROUGHBRIDGE

PRESENT: Cllrs G Craggs (Chairman), R Doyle, C Golightly, H Treharne, E Vose, B Walker, R Windass, J Wilkinson, R Young, Mrs Toni Ramsay (Town Clerk), H Nellis (Assistant Town Clerk), AS Bill Hickson

The meeting opened at 7.00pm

1 TO ACCEPT APOLOGIES FOR ABSENCE Cllrs F Cooper, I Hick, 1282 PC Neil Waite, County Councillor Anthony Alton (retrospectively)

1a TO WELCOME NEWLY-COOPTED COUNCILLOR BARRY WALKER TO THE TOWN COUNCIL AND TO CONFIRM THAT THE DECLARATION OF ACCEPTANCE AND REGISTER OF INTERESTS HAVE BEEN DULY COMPLETED AND SIGNED Cllr Walker was duly welcomed by the Members of the Council and it was confirmed that the relevant paperwork has been completed and signed

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA None

3 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 3 OCTOBER 2006
Proposed by Cllr Young and seconded by Cllr Windass as an accurate record of the previous meeting

4 PUBLIC QUESTIONS OR STATEMENTS None

4a AS Bill Hickson reported on the crime figures for the Boroughbridge District during the previous month and addressed concerns expressed by Councillors

5 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3 OCTOBER 2006

a) To ratify revised standing orders and new financial standing orders Councillor Doyle raised issues resulting from the revised Orders and these were addressed and clarified by Councillors. Councillor Doyle proposed that future Council Meetings should aim to finish by 9.30 pm and Councillor Treharne supported the motion. Ratification of the Orders was proposed by Councillor Young and seconded by Councillor Windass

b) To ratify the updated procedure for the interviewing and co-option of councillors
It was agreed that clarification was needed regarding when the 60 days, quoted in point 1 of the procedure, should begin. The suggestion that 21 days notice should be given of interviews for future appointments of councillors was proposed by Councillor Young and supported by Councillor Treharne

c) Cllr Golightly to report on the Funding Seminar held on 5 October 2006 Councillor Golightly was unable to attend the Seminar. Consequently, no report was made

6 CORRESPONDENCE

a) Village Road Safety Schemes 2007-2008. To consider a bid for funding Two points were identified in the application which calls for match funding. A bid will be made for 2 sets of flashing speed restriction signs; one for Minskip and one for Boroughbridge and County Councillor John Watson will be asked to provide an updated cost for their supply and installation. HBC will be contacted to ask whether they intend to install speed humps outside Springfield Garth as part of the proposed improvement works to be carried out there

b) NYCC 2007/8 Budget Consultation – 13/11/07, 6-9pm at the Cairn Hotel, Harrogate
No Councillor volunteered to attend

Clerk

Clerk

Clerk

<p>c) Quiz Night in aid of Mayor of Knaresborough's charity. 18/11/06 7pm No-one able to attend</p>	<p>GC HN</p>
<p>d) Anti-social behaviour meeting – 13/11/06 - 6.30pm, 1 Hall Square Cllrs Craggs and Vose will attend together with representatives from the Primary School, the Police, the Youth Service and HBC. The Assistant Clerk will put together the Agenda for the meeting together with a questionnaire which will be sent to all councillors and parties intending to be present, requesting that the questionnaires be filled in, and returned, as soon as possible. The 'evidence' will then be collated and given to Councillor Craggs prior to the meeting</p>	<p>GC</p>
<p>e) HBC has organised a test of the emergency procedures for 28/11/06 – 7pm 1 Hall Square Councillor Craggs will be present</p>	<p>RD</p>
<p>f) To consider entering a Christmas tree in the Boroughbridge Christmas Tree Festival Councillor Doyle reported that the Web Group is intending to enter a tree to be decorated with regalia relating to the Boroughbridge Website</p>	<p>FC Clerk</p>
<p>g) Bulbs to plant Councillor Cooper, on behalf of Boroughbridge in Bloom, will be supplying bulbs to councillors to plant near where they live and councillors will be informed when these arrive at 1 Hall Square</p>	<p>Clerk</p>
<p>h) Electronic Mail sent to Councillors Councillors discussed a letter sent to the Mayor by Councillor Windass on 30 October 2006 regarding the excessive number of emails received from the Town Council. The clerks compiled a further record of how Councillors wished to be contacted and informed, and it was agreed that when emails are sent, and a reply is needed, this should be noted at the top of the email</p>	<p>GC</p>
<p>i) Seat in Aldborough Councillor Craggs informed the Council that a letter of thanks has been received from June Lee, Aldborough, for refixing the bench that was damaged earlier this year</p>	<p>Clerk</p>
<p>j) Homelessness Seminar – 17 November Councillor Craggs will attend the above Seminar to be held at the Hotel St George, Harrogate, on Friday 17 November from 2.00 – 5.00pm</p>	<p>GC</p>
<p><u>7 TO CONSIDER HOW TO DISPOSE OF THE SYCAMORE TREE TO BE FELLED IN BOROUGHBRIDGE CEMETERY</u> After discussion it was agreed to write to the resident whose house is next to the tree, asking whether he would be prepared to make a donation to the Mayor's Fund in return for the wood from the tree</p>	
<p><u>8 TO DETERMINE A COURSE OF ACTION REGARDING LITTER ON BOROUGHBRIDGE HIGH STREET</u> This will form part of the Agenda for the anti-social behaviour meeting to be held on Monday 13 November 2006</p>	
<p><u>9 CLLR GOLIGHTLY TO REPORT ON AFFORDABLE HOUSING CONFERENCE HELD ON 10/10/06</u> see Councillor Golightly's report in Appendix 1</p>	
<p><u>10 TO CONSIDER THE FUTURE OF THE BOROUGHBRIDGE MOBILE CIVIC AMENITY SITE (SKIPS) AND THE FUTURE OF THE GRANT PAYMENT</u> Councillors made grateful recognition of the efficient and conscientious manner in which Donald Broadwith supervises the skips voluntarily. Councillor Young proposed that a financial donation be made to Mr Broadwith at Christmas in appreciation for his hard work. Councillor Doyle supported the proposal. At present there will be no supervision of the amenity in March 2007 and the Clerk will ask Mr Broadwith for suggestions of a possible replacement supervisor for this period</p>	<p>Clerk</p>
<p><u>11 COUNCILLOR CRAGGS TO REPORT ON THE PARISH COUNCILS CONSULTATION WITH HARROGATE BOROUGH COUNCIL – 4/10/06</u> Councillor Craggs proposed that HBC be contacted to ask when they are going to honour the</p>	<p>Clerk</p>

<p>commitment made at the above consultation regarding the installation of an extra litter bin outside the Spar shop on the High Street and more frequent refuse collection in the Town. Councillor Doyle seconded the proposal</p>	
<p><u>12 TO AGREE THE USE OF HALL SQUARE AND BUTTERMARKE</u> <u>T FOR THE CHAMBER OF TRADE LATE NIGHT OPENING ON 6/12/06 – i.e. FOR BAND, CHOIR AND FATHER CHRISTMAS AND SLEIGH</u> Proposed by Councillor Young and seconded by Councillor Doyle. Agreement was also given for the use of Hall Square for the Carol Service to be held on 10 December 2006 at 4pm</p>	<p>Clerk Clerk</p>
<p><u>13 TO CONSIDER SIGNIFICANT EVENTS FOR INCLUSION ON THE WEBSITE ‘LOCAL EVENTS’ AND THE TOURIST BOARD BROCHURE</u> Councillor Doyle urged that the Clerks be informed regularly of any events coming up so that these can be entered on the Boroughbridge Website</p>	
<p><u>14 CLLRS GOLIGHTLY AND HICK TO REPORT ON THE TRAINING EVENT FOR THE LAUNCH OF THE NEW POLICIES FOR OPEN SPACES AND VILLAGE HALLS – 1/11/06. (COMMUTED SUMS)</u> Neither Councillor was able to attend but Councillors had been informed of a further meeting to be held at 7pm on 28 November 2006 at the Cairn Hotel, Harrogate. Councillor Wilkinson is to attend</p>	
<p><u>15 CLLR GOLIGHTLY TO REPORT ON FUNDING TRAINING IN YORK HELD ON 5/10/06</u> dealt with under item 5c</p>	<p>Clerk</p>
<p><u>16 TO UPDATE THE WORKING GROUPS REGARDING RESPONSIBILITIES OF NEW COUNCILLOR, COUNCILLOR WALKER</u> Councillor Walker agreed to share responsibility for the Community Office, the Planning Committee and be the Council’s representative at the meetings of the Citizens Advice Bureau in Ripon</p>	<p>Agenda</p>
<p><u>17 TO CONSIDER PROXY VOTE RE ACTION FOR MARKET TOWNS AGM</u> Included in discussion of item 19d</p>	
<p><u>18 TO CONSIDER POINT 2.56 OF THE COMMUNITIES WHITE PAPER</u> To be considered at the next meeting of the Town Council on 5 December 2006</p>	
<p><u>19 FINANCE</u> a) Bank Balances Appendix 2. b) Invoices / salaries to be paid Proposed by Councillor Young and seconded by Councillor Windass c) To consider payment of £10 to Cllr Golightly to cover catering and venue hire at Yorkshire and Humber Market Towns regional Conference in Great Ouseburn and to consider same for anyone else wishing to attend Proposed by Councillor Craggs and seconded by Councillor Treharne d) To review the subscriptions paid out It was agreed to cancel the subscription to “Action for Market Towns” and leave the final decision on the other subscriptions to the Finance Working Group e) To consider the budget for 2007/8 with a view to setting the precept at the December meeting Discussion of this item will be handed over to the Finance Working Group and its decision will be ratified at the next meeting of the Town Council on 5 December 2006. A letter will be sent to Pat Fitzgerald, HBC, regarding the grant for the Tourist Information Point and Councillor Wilkinson will also speak to Pat Fitzgerald personally. It was reported that the Aldborough Gate Contract of Intent to Buy is now ready for checking and signing.</p>	<p>Finance Finance Agenda Clerk JW Agenda Agenda</p>

<p>Ideas for raising Council revenue will be considered at the December Meeting of the Council. Councillor Doyle asked for a Statement of Reserves for the December Meeting</p> <p>f) To consider the quote for lanterns from Metcraft Lighting It was agreed to budget initially for 2 lamps and to discuss this at the December Meeting, following consideration by the Finance Working Group</p>	<p>Finance Agenda</p>
<p><u>20 COMMITTEES / PROJECTS REPORTS</u></p>	
<p>a) Minskip – update on field utilisation No further progress to report</p> <p>b) Planning Committee Meeting Minutes 24/10/06 and report decisions from Meeting on 7/11/06. To update the Council on the Sweet Shop ‘Walls’ Councillor Wilkinson reported on the decisions of the Planning Committee that evening. A letter dated 26 October 2006 from Pat Costar, HBC’s Enforcement Officer, confirms that internal alterations to The Sweet Shop do comply with planning regulations for listed buildings. Councillors were reminded that the deadline for the removal of the forecourt walls at the Sweet Shop is 24 November 2006</p>	<p>Finance RW</p>
<p>c) Cemetery Committee report Councillor Craggs reported that there will be a meeting at the High School on 8 November at 2.40pm regarding the proposed Memorial Garden in Boroughbridge Cemetery. The Finance Working Group will liaise with The Cemetery Working Group on this. 3 Quotations have been received for the kerbing and pathways in the Cemetery and a further 3 for the replacement of the door and surround to the stone building at the top of the Cemetery. Councillor Craggs proposed accepting the quotation for the latter submitted by Mr Haldenby. Councillor Windass seconded the proposal. The quotations for the other works will be considered at the next meeting of the Cemeteries’ Committee Wednesday 15 December 2006 at 7.00pm in 1 Hall Square</p>	<p>Agenda</p>
<p>d) Finance and Admin Working Group Report see report under item 19a. The quarterly Budget Review will feature on the next meeting of the Town Council on 5 December 2006</p>	<p>Agenda</p>
<p>e) Youth Council and Schools Liaison see Appendix 1 for Schools’ Liaison report. Appendix 3 contains the full report of the Youth Council Meeting held Wednesday 4 October 2006. A meeting will be arranged as soon as possible for the adult representatives on the Youth Council to decide on an alternative venue to the Youth Club for the next, and future, meetings. Councillor Golightly reported that the drawings and quotation for the Recreation Ground will be submitted to the Finance Committee in time for setting the Budget. Appendix 4 reports on Councillor Golightly’s meeting with John Collins regarding Youth provision in Boroughbridge</p>	<p>Clerk</p>
<p>f) Aldborough Gate Report Councillor Young gave Council Members a breakdown of the financial situation to date and reported that plans have been drawn up and will be submitted for full planning consent.</p>	<p>Clerk RW</p>
<p>g) Tutt Woodland Report Nothing to report</p>	
<p>h) Mill Lane Report No further progress to report</p>	
<p>i) Community Office Report Gordon Shipley, NYCC Fire Safety Inspector visited 1 Hall Square on 2 November 2006 to check that the premises complied with the fire new safety regulations that came into force on 1 October 2006. Two recommendations were made – that emergency lighting be fitted to the rear exit, together with appropriate exit signs and an additional smoke detector be fitted in the rear room. The Council will purchase the Government Fire Safety / Risk Assessment book at the cost of £12.50 and Councillor Windass will fill in the necessary Risk Assessment forms on behalf of the Council. A reminder was given of the evening get together of TIP volunteers to be held on Tuesday 14 November at 6.30pm in 1 Hall Square</p>	
<p>j) St James Square Report Members had been issued with Councillor Hick’s report (Appendix 5) prior to the Meeting. Councillor Treharne proposed that the lighting in the 2 trees should be of a uniform colour – white – and Councillor Doyle seconded the proposal. It was agreed that the financial considerations contained in the Report be discussed at the next</p>	<p>Finance Agenda</p>

meeting of the Town Council on 5 December 2006

k) Hall Square Report Nothing to report

l) Car Park and Picnic Area Report The Council is still awaiting a response from HBC requesting a meeting to consider the future of the Car Park

m) Roundabouts report Deferred to the December Meeting

n) Public Relations to include what press releases for this month Appendix 6 contains the full report from the last meeting of the Web Group held on 31 October 2006. Councillor Doyle once again urged all Councillors to support him in trying to enrol new advertisers for the Boroughbridge Website. Councillor Craggs thanked Councillor Doyle for all the hard work and commitment he has given to the Website. The press release for November will focus on the work, and recruitment, of Special Constables with a view to attracting interest from local residents in applying for such posts.

o) Yore Vision Report Nothing further to add other than that contained in Councillor Hick's report (Appendix 5)

p) TIP Report – to recognise all the hard work done by Mike and Gill Jones and all the volunteers for the T.I.P. The Tourist Information Point will remain accessible to the public during the times when the Council offices are open. Appendix 7 contains Mike Jones's full report on the Tourist Information Point for September

21 TO CONFIRM THE DATE OF THE NEXT MEETING OF BOROUGHBRIDGE TOWN COUNCIL WILL BE TUESDAY 5 DECEMBER 2006 AT 7pm IN 1 HALL SQUARE

The Meeting closed at 10.00pm

SIGNED
CHAIRMAN

DATED

RD

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