

BOROUGHBRIDGE TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 5 JUNE 2007
IN 1 HALL SQUARE, BOROUGHBRIDGE

PRESENT: Cllrs F Cooper (Chair), G Craggs, R Doyle, C Golightly, I Hick, H Treharne (arrived 7.50pm) E Vose, B Walker, J Wilkinson, R Young, District Councillor A Alton, H Nellis (Town Clerk), M Collins (Langthorpe Parish Council), M Rae (Kirby Hill Parish Council), D Howard, J Drake, E Clegg (all representing Minskip Village Field)

The meeting opened at 6.30pm

1 TO ACCEPT APOLOGIES FOR ABSENCE County Councillor J Watson, District Councillor P Phillips, Cllr R Windass, PC Neil Waite, PC Bill Hickson

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA Cllrs Treharne and Wilkinson – item 6c

3 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 1 MAY 2007

Proposed by Cllr Young and seconded by Cllr Hick as an accurate record of the meeting held on 1 May 2007

4 PUBLIC QUESTIONS OR STATEMENTS

Mr Drake, on behalf of the Minskip Village Field Committee presented his side of the argument in this long-standing dispute and asked for councillors to approve the voting papers at the Minskip Village Hall Committee's AGM to be held the following evening. Whereas Cllrs Cooper and Craggs confirmed that they would attend the meeting, all agreed that Boroughbridge Town Council should maintain a neutral stance in the dispute and future developments and outcomes should be decided upon by the residents of the Village. Mr Clegg expressed his displeasure at the long-standing wrangle which has, so far, seen no positive outcome or agreement. District Cllr Alton offered to speak with those present as they left the room

5 UPDATE ON THE PROPOSED UNITARY COUNCIL FOR NORTH YORKSHIRE BY JOHN MARSDEN, CHIEF EXECUTIVE OF NORTH YORKSHIRE COUNTY COUNCIL

Mr Marsden dealt in depth with the background to, and rationale behind, a proposed unitary authority for North Yorkshire, and tried to give reassurance to Councillors that under such a scheme services would be streamlined and improved as a result of un-necessary duplication of resources and finances and 'power' would not be devolved from local parishes. Mr Marsden addressed the concerns of councillors, and attempted to convince those present of the advantages of a unitary authority in terms of efficiency and accessibility. Cllr Hick proposed a vote of thanks to the speaker for taking the time to come and talk to the Council and Mr Marsden reminded councillors that he can always be contacted to answer further questions

6 MATTERS ARISING FROM THE MINUTES OF THE MEETINGS HELD 1 MAY 2007

a) Update on Freedom of Boroughbridge Parade by 9th. Regiment AAC and ratification of the budget for the event Cllr Hick reported on the meeting of the organisers of the Parade held on 30 May 2007 – Appendix 1. The issue of road closures during the event is still to be resolved. Cllr Vose proposed that the church service should go ahead on Sunday 29 July and Cllr Craggs supported the proposal

b) Review of Standing Orders Given the length of the current agenda, it was decided that this important item should be given detailed consideration at the next meeting of the Town Council on 3 July 2007. Cllr Hick proposed that members should read through the standing orders and pass on their thoughts or suggestions to the Finance Working Group by 19 June and this was supported by Cllr Craggs

Cllrs
Finance

<p>c) Pedestrian safety at Morrisons and on the High Street, Boroughbridge Cllr Craggs asked that a letter should be sent to the Chamber of Trade asking its members to review the need for the positioning A boards outside their premises and to use these sparingly. Cllr Doyle supported this proposal. Cllrs Treharne and Wilkinson declared an interest</p>	Clerk
<p>d) Submission of comments on HBC Corporate Rural Community Investment Plan 2007/08 The clerk forwarded the comments submitted by 3 councillors to HBC on 23 May 2007</p>	
<p>e) To ratify the appointment of the Town Clerk The appointment of Mr H Nellis as Town Clerk with effect from 1 May 2007 was proposed by Cllr Craggs and seconded by Cllr Young</p>	
<p>f) Proposed reorganisation of the Police Force Cllr Wilkinson reported on the meeting of the Police Liaison Group held on Monday 4 May 2007 in 1 Hall Square, Boroughbridge. Cllr Craggs proposed writing to Grahame Maxwell, recently-appointed Chief of North Yorkshire Police, asking for a sergeant and a realistic number of constables to be allocated to the Boroughbridge. Cllr Hick seconded this proposal</p>	Clerk
<p>g) To confirm the date of the Civic Service 2007 It was confirmed that the Civic Service is to be held on Sunday 9 September 2007 in St James’s Church, Boroughbridge</p>	
<p>h) To consider action regarding the ‘incident log’ mentioned by a local resident at the Annual Assembly 2007 It was decided that the Council would monitor the situation. At this stage, no positive action can be taken given the small number of incidents that have been recorded</p>	
<p>i) To consider the future of the Back Lane Car Park This item has been deferred and will be discussed at a future meeting of the Council following consideration by the Car Park Working Group</p>	HT/RD
<p>j) To discuss the proposed fortnightly refuse collection It was decided to remove this item from the Agenda and await any proposal on the issue from the local authority</p>	
<p><u>7 TO AGREE WHICH NEW CODE OF CONDUCT FOR COUNCILLORS – GENERIC OR TOWN COUNCIL SPECIFIC MODEL</u></p>	
<p>Cllr Craggs proposed adopting the Town Council specific model with the inclusion of paragraph 12(2) and Cllr Golightly seconded the proposal</p>	Clerk
<p><u>8 TO AGREE THE USE OF THE FOUNTAIN APRON FOR MORRIS DANCING ON SATURDAY 7 JULY 2007</u></p>	
<p>Proposed by Cllr Craggs and seconded by Cllr Doyle</p>	
<p><u>9 TO AGREE THE USE OF THE FOUNTAIN APRON FOR ANNUAL CAKE STALL BY YORKSHIRE COUNTRYWOMEN’S ASSOCIATION ON SATURDAY 21 JULY 2007</u></p>	
<p>Proposed by Cllr Craggs and seconded by Cllr Golightly</p>	
<p><u>10 CORRESPONDENCE</u></p>	
<p>a) Hacs sign outside The Three Horseshoes – response to email from Council</p>	
<p>Hacs confirmed, in their reply, that the sign had been reduced in size, following an inspection of the site by an enforcement officer of HBC, but that it would still be in situ on the day of the Freedom Parade on 28 July 2007 (The Parade will terminate on the forecourt of The Three Horseshoes)</p>	
<p>b) Boroughbridge and District Club’s response to Council’s letter and confirmation of councillors’ attendance at the meeting with the Club secretary on 14/6/07</p>	
<p>At the request of the Secretary of the Club, a meeting has been arranged with interested Members of the Town Council on Thursday 14 June at 6.30pm in 1 Hall Square. Cllr Doyle offered his apologies for the meeting and put forward his views re the future of the site</p>	Cllrs
<p>c) Minskip Village Hall Committee – nomination of Council representative</p>	
<p>This issue was dealt with under item 4</p>	
<p>d) NYCC – extension of double yellow lines outside Morrisons</p>	
<p>NYCC confirmed, in its email of 25 May 2007, that notification of an extension of double yellow lines, together with possible loading restriction lines, would now be submitted to the police for approval and then forwarded to the legal department of NYCC</p>	

<p>e) Fitzgerald-Harts – ownership of forecourt in front of Claro Chambers In response to an email sent to Fitzgerald-Harts by the Council, Mr R Fitzgerald-Hart stated that he had ‘always understood’ that he owned ‘the forecourt between the building and the edge of the public footpath running along the edge of the road’</p> <p>f) Ripon Division Guides – letter of thanks Cllr Cooper read out the letter of thanks received from the Divisional Fundraising Committee for the Council’s donation towards the new Headquarters in Ripon</p> <p>g) HBC – offer of free daffodil bulbs In response to a letter received from HBC on 10 May 2007 offering free daffodil bulbs, Cllr Cooper confirmed that a request had been submitted by the Council on 14 May for these bulbs and HBC will notify the Council when these can be collected</p>	
<p><u>11 TO AGREE FUTURE ACTION BY THE COUNCIL RE RECEIPT OF ANONYMOUS CORRESPONDENCE</u> Cllr Doyle proposed that the Clerk should ask for direction and advice on this issue from YLCA together with research into the stance taken by other councils. Cllr Wilkinson supported the proposal</p>	Clerk
<p><u>12 TO AGREE FUTURE STAFFING OF COUNCIL OFFICE TOGETHER WITH JOB SPECIFICATIONS AND TERMS AND CONDITIONS FOR CLERKS</u> Proposed by Cllr Young and seconded by Cllr Wilkinson</p>	
<p><u>13 APPOINTMENT OF ASSISTANT TOWN CLERK – TO AGREE SHORT LIST AND DATE FOR INTERVIEW</u> Proposed by Cllr Young and seconded by Cllr Wilkinson. Cllr Doyle proposed that the Finance Working Group should review interview procedure and that this should feature on the agenda of the next Council Meeting on 3 July 2007. Cllr Craggs supported this proposal</p>	Finance
<p><u>14 FINANCE</u> Appendix 3 contains the minutes of the Finance Group meeting held on Monday 14 May 2007</p> <p>a) Bank Balances Appendix 2. Proposed by Cllr Young and seconded by Cllr Wilkinson</p> <p>b) Invoices and salaries to be paid Appendix 2. Proposed by Cllr Young and seconded by Cllr Vose.</p> <p>c) To approve additional payment to internal auditor Cllr Treharne proposed paying the extra £125 to Yorkshire Audit, making £400 in total, for the annual financial audit of the Council’s finances. Cllr Craggs seconded the proposal</p> <p>d) To approve summary of internal audit The summary of the internal audit documents were approved and proposed by Cllr Treharne and seconded by Cllr Craggs. These documents will now be submitted to the Audit Commission for external audit</p> <p>e) To approve depositing money in a High Interest Bond The Finance Group’s recommendation was supported by councillors. Cllr Young proposed the motion and this was seconded by Cllr Craggs</p> <p>f) To consider future membership of Finance Working Group Cllr Hick reminded fellow councillors of the need to review the membership of this working group as part of the annual review of the Council’s committees and working groups and this will form part of item 16 on the agenda</p> <p>g) To agree to ask for tenders for internal auditor 2007/08 Cllr Treharne proposed asking for tenders for internal audit for the financial year 2007/08 and this was seconded by Cllr Craggs</p>	Clerk Clerk Clerk RW Clerk
<p><u>15 COMMITTEES / PROJECTS REPORTS</u></p> <p>a) Roundabouts Report Nothing further to report</p> <p>b) Public Relations report to include which press releases for this month Cllr Doyle</p>	

<p>reported on the Web Group meeting held on Wednesday 30 May, the minutes of which are contained in Appendix 3. A request was made to approve the purchase of further website stickers. Cllr Hick proposed the motion and Cllr Wilkinson seconded this. Cllr Doyle asked the Council's approval to replace the Jomu tile on the homepage of the Boroughbridge website with that of Boon Business Centre. Netconstruct will complete the necessary work, taking approx. 15 minutes, @ cost of £40 per hour. Boon will carry the cost of the hour's work and pay the Council accordingly. Cllr Young proposed the request and it was seconded by Cllr Wilkinson. Councillors supported the idea of someone outside the Council joining the Web Group and the Clerk will try to recruit a member of the IT staff at the High School. Two press releases were identified for this month – the Boroughbridge Freedom Parade and the handing over of the Nidderdale Chain to the Council</p>	RD
<p>c) St James Square Report Cllr Hick reported that the new benches and litter bins are now in place at the Fountain and two of the old benches have been located in Boroughbridge and Aldborough cemeteries. The current troughs on the Fountain apron are to be replaced shortly and Cllr Hick proposed asking the Chamber of Trade for suggestions of where to re-position them in the Town. Cllr Doyle seconded the proposal</p>	RD
<p>d) Yore Vision Report Cllr Craggs reported that he had attended the Yore Vision AGM held at the High School on Thursday 10 May 2007 and is now the Council's representative on the Executive Committee</p>	Clerk
<p>e) TIP Report No developments to report this month</p>	
<p>f) Minskip matters Dealt with under item 4. The Clerk will contact County Councillor John Watson re the proposed speed restriction signs for the village</p>	Clerk
<p>g) Planning Committee Meetings – to approve the Minutes of the meetings held on 14 April 2007 and 21 May 2007 and to report on decision from meeting held on 5 June 2007 The minutes were proposed by Cllr Craggs and seconded by Cllr Vose. Cllr Wilkinson reported on the planning meeting earlier that evening</p>	
<p>h) Cemetery Committee Report Nothing to report. HBC will be reminded that the bins in the Boroughbridge Cemetery have not been emptied</p>	Clerk
<p>i) Finance and Admin Working Group Report Appendix 3. Re The Mayor's allowance which was considered at the meeting of the Finance Group. It was agreed to accept the recommendation of the group to leave the allowance at £200 and to allocate a mileage allowance of 40p per mile. Cllr Doyle proposed setting a ceiling of £500 as car allowance for the current term of office, making £700 total allowance, and to review this in 12 months' time. The proposal was seconded by Cllr Treharne. Cllr Wilkinson was against the proposal</p>	
<p>j) Schools' Liaison Report The Bridge Club at the High School has requested financial help for buying items, including lights, for the memorial garden in the cemetery. Consideration of this will be passed to the Cemetery Committee. The Bridge Club will be informed and thanked for their work and advised not to install lights in the memorial garden. They will also be reminded of the need to maintain the garden and water the plants regularly</p>	RW Clerk
<p>k) Aldborough Gate Report Cllr Craggs proposed writing to the Secretary to request a report on progress at Aldborough Gate in time for the next Council Meeting on 3 July 2007</p>	Clerk
<p>l) Tutt Woodland Report Nothing to report</p>	
<p>m) Mill Lane Report Considered under item 10b</p>	
<p>n) Community Office Report Nothing to report</p>	
<p>o) Hall Square Report Nothing to report</p>	
<p>p) Car Park and picnic Area Report Full consideration of the future of the car park will feature on the Agenda of the next meeting on 3 July 2007</p>	
<p><u>16 ANNUAL REVIEW OF WORKING GROUPS AND COMMITTEES</u> Cllr Treharne proposed that the Chairman, Cllr Windass, should review membership of the various groups and this should be ratified at the next meeting on 3 July 2007. Cllr Doyle supported the proposal</p>	RW

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 taken to be unlawful if challenged in the future

- Cllr Treharne mentioned that the Chair of Governors at the High School had submitted information on students' achievement for inclusion on the Town's website. The Clerk had already written to the Chair to inform her that nothing had been received at the Council Office
- Cllr Wilkinson queried why there had been no allocation of wheelie bins to residents of the High Street.
- Cllr Walker mentioned the problem of wheelie bins blocking the pavement on Eastgate on refuse collection day

Clerk

Clerk

17 TO CONFIRM THE DATE OF THE NEXT MEETING OF BOROUGHBRIDGE TOWN COUNCIL WILL BE HELD ON TUESDAY 3 JULY 2007 AT 6.30 PM IN 1 HALL SQUARE, BOROUGHBRIDGE

The Meeting closed at 9.13pm

SIGNED
CHAIRMAN

DATED

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