

**BOROUGHBRIDGE TOWN COUNCIL**

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

**PRESENT:** Cllrs I Hick (Chairman), F Cooper, G Craggs, R Doyle, C Golightly, I Gibson, H Treharne, R Young, J Wilkinson, Mrs Toni Ramsay (Town Clerk) H Nellis (Assistant Town Clerk)

The meeting opened at 7.00pm

**1 APOLOGIES** Cllr J Windass

**2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** None

**3 MINUTES OF THE MEETING HELD ON 3 JANUARY 2006**

Proposed by GC and seconded by FC

**4 PUBLIC QUESTIONS OR STATEMENTS** None

**5 Mrs S DUGGLEBY – Chair of Minskip Village Hall Management Committee**

Councillors were given a copy of Mrs Duggleby's reply to the Council's letter dated 13 January. Rd proposed, and FC seconded the idea that £1,000 should be donated to Minskip Village Hall for the specific project of fencing and landscaping the grounds around the Hall. The money would be given on the proviso that it is utilised within 6 months, of the offer having been made, for the enhancement of the current village hall.

Clerk

**6 Mr J PIERCEY – re Farmers' Market**

John Piercey reported the feelings of the traders following the three trial Farmers' Markets during the latter part of 2005. He felt that, although publicity for the Markets was good, the response from the public was mediocre. It was, therefore, difficult to persuade stallholders to attend. By December, the initial 12 stalls had dwindled to 3 and he considered that the current arrangement was not viable, financially, for the traders and should be disbanded. Mr Piercey was thanked by the Council for his efforts and for his frank assessment of the situation. The Finance Group proposed foregoing the rent due for December. With the imminent launch of the Town's Website and the prospect of the Summer months ahead, it was suggested that another group, possibly Northern Vales, be contacted to see if they would be interested in re-establishing the Farmers' Market in Boroughbridge.

Clerk

Clerk

**7 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3 JANUARY 2006**

**a) Youth Development Group – RD/CG to report on the first meeting of the Youth Council**

The response to the invitations sent out, to the young volunteers who had shown interest, was poor; only two attended but they were keen and enthusiastic. In order to move forward and involve a larger audience of young people, it was proposed that the idea of the Student Council, at Boroughbridge High School, being asked to adopt a dual role acting as a Youth Council working closely with the Town Council be considered. CG will produce a draft paper for consultation at the next Council Meeting on March 7.

CG

**b) Aldbrough Gate project – Update**

In a letter dated 2 February 2006, Karen Maddison, Estates Manager for NYCC confirmed that NYCC is prepared to offer for sale, to Boroughbridge Town Council, the land at Aldborough Gate for the sum of £40,000. The offer stipulates that the sale is to be completed prior to 5 April 2007. GC proposed accepting the offer and RD seconded the motion. The Finance Committee will investigate fully the financial implications of the purchase, in

WG3

<p>particular the present rental income from the land, prior to a meeting with the Community Sports Association.</p>	
<p><b>c) Councillor vacancy – ratification of co-option procedure</b> Two applicants have expressed an interest in the vacancy. Interviews fall under the remit of the Admin. Working Group. FC proposed that any other interested Councillors should be allowed to attend the interview process. GC seconded the motion. HT will attempt to complete the process by 21 February 2006.</p>	<p><b>WG3</b></p>
<p><b>d) Memorial to John Brear</b> The two principal suggestions for a memorial to John Brear were a bench and the planting of a tree. CG proposed that John’s wife be asked to choose which of the two proposed memorials she would like to see. RD seconded the idea.</p>	<p><b>Clerk</b></p>
<p><b>e) The Yorkshire and Humber Regional Plan – Seminar</b> IH reminded Councillors of the above Seminar which is to take place on 28 February at The Pavilions, Harrogate, starting at 6.30pm. JW is to attend but an open invitation was extended to any other Councillor who might like to be present.</p>	
<p><b><u>8 CORRESPONDENCE</u></b></p>	
<p><b>a) YCLA seminar – Councillor skills</b> IH drew the Council’s attention to the series of seminars run by the YLCA and asked that those interested in attending should register their interest with the Clerk, from whom further details can be obtained.</p>	<p><b>Clerk</b></p>
<p><b>b) Disabled access to Council Offices – further letter</b> A summary of the findings of John Kirkham, building inspector from HBC- Appendix 1- Was read out together with Mrs Bennett’s response to the Council’s letter of 9 January 2006. After discussion, the idea of installing a ridge kerb along the disabled access was rejected since this might represent an obstacle over which the public could trip. JW proposed that the current access remain as it is and FC seconded the motion.</p>	
<p><b>c) Dog waste bins – do we require any if funding became available?</b> CG identified two that are needed, in Minskip, at each end of the bridleway. Councillors were asked to pass on any further suggestions to the Clerk. In response to the Council’s letter of 26 November 2005, Mike Poole and Robin Derry from HBC’s Environmental Services have arranged to meet the Clerk at 10.00am on Wednesday 22 February in Boroughbridge, at which time they will tour the town and identify locations for the installation of waste bins, including dog waste bins.</p>	<p><b>Clerk</b></p>
<p><b>d) Letter from P Styan praising Boroughbridge Cemetery – see 12d</b></p>	
<p><b><u>9 REPORT ON THE COMMUNITY CONFERENCE OF 19 JANUARY 2006</u></b></p>	
<p>See Minutes 12h</p>	
<p><b><u>10 NOMINATIONS FOR MAYOR AND DEPUTY MAYOR 2006/7</u></b></p>	
<p>FC proposed GC as Mayor for the coming term. This was seconded by JW. JW proposed CG as his Deputy and this was seconded by FC.</p>	
<p><b><u>11 WHAT ARE THE PROPOSALS REGARDING THE RESHUFFLE OF COMMUNITY EDUCATION?</u></b></p>	
<p>Discussion of this issue will form part of the Council’s Agenda in March when more information has been obtained from the High School.</p>	<p><b>Agenda</b></p>
<p><b><u>12 LOCAL ACCESS TO HARROGATE BOROUGH COUNCIL SERVICES – update</u></b></p>	
<p>IH read out the latest correspondence from Stephen Metcalfe re: the improved involvement of local community offices with HBC. An invitation will be sent to Mrs Paula Newson-Smith, HBC’s lead officer on the new Customer Services Project, asking her to come and speak to</p>	

<p>the Council in more detail about how Boroughbridge might take advantage of the opportunities that this project will provide. All Councillors are invited to attend this talk.</p>	<p><b>Agenda</b></p>
<p><b>13 FINANCE</b></p>	
<p><b>a) Bank Balances</b> See Appendix 2 . Noted with no comments or questions</p>	
<p><b>b) Invoices / salaries to be paid</b> Proposed by GC; seconded by RY</p>	<p><b>Clerk</b></p>
<p><b>c) Audit Report and Risk Assessment update</b></p>	
<p>The concluding comments on the Audit Report, regarding the need to upgrade the risk assessment, were read out by IH. IG, as a qualified risk assessor, volunteered to take on this task. JW proposed accepting this offer and HT seconded the idea.</p>	<p><b>IG</b></p>
<p><b>d) Quarterly Budget Review</b></p>	
<p>Everything appears to be in order and no questions were asked or observations made.</p>	
<p><b>e) Purchase of a key cabinet</b></p>	
<p>FC proposed buying a cabinet at the cost of £42.99 + VAT and JW seconded the proposal. The cabinet is to be sited in an inconspicuous place in the Council Offices.</p>	<p><b>Clerk</b></p>
<p><b>14 COMMITTEES / WORKING GROUP REPORTS</b></p>	
<p><b>a) Planning sub committee meeting's minutes 10/01/06 and 31/01/06 to be approved. JW meeting with Tim Richards</b></p>	
<p>Approval of minutes proposed by JW and seconded by HT. JW met with Tim Richards, chief planning officer at HBC on Monday 6 February in order to glean a clear insight into the new national planning policies. Although there are no immediate implications for the Town Council's planning recommendations, it is imperative that planning applications are scrutinised more rigorously and that the Town Council has full access to HBC's documentation. It was suggested by IH, and agreed by the Council, that future planning meetings be open to all Town Councillors.</p>	
<p><b>b) Cemetery sub committee report</b></p>	
<p>There was no report from the Cemeteries Sub-Committee and IH reported that he had received a number of complaints about the overflowing waste bins in the cemeteries. A number of other items had still not been attended to and RD suggested that RW be approached to see if he needed some assistance in charing the Sub-Committee. GC proposed and FC seconded that a contractor be asked to remove the rubbish immediately. This was agreed by the Council. GC suggested that the current system of Working Groups was not operating effectively and IH asked that members of the Council consider possible alternatives, which can then be discussed at the next Meeting on 7 March.</p>	<p><b>Agenda</b></p>
<p><b>c) Finance and Admin Working Group report to include updates on the installation of Touch Screen and Office sign. CCTV for Hall Square update</b></p>	
<p>IH is to meet with Mark Palacio at 11.30 on Wednesday 8 February to discuss final details for the installation of the Touch Screen. The cost of a new larger sign for the Council Offices is £125 + vat. HT proposed buying the sign and JW seconded the motion. The larger, more clearly-visible sign will replace the current sign on the wall facing Fishergate and the present sign will be moved to the wall facing Hall Square. The CCTV camera, promised for the end of January, has not yet appeared. The suppliers will be contacted and asked for a definite date for installation.</p>	<p><b>Clerk</b></p>
<p><b>d) To consider the future organisation / plans for the TIP – to include a budget for merchandise</b></p>	
<p>Mike Jones has agreed to be in charge of the volunteers and organisation of the TIP for the coming season, with HN having ultimate responsibility for its running. It was decided to delay the allocation of a budget for the TIP until specific requirements have been identified following the opening at Easter. The organisers, in consultation with the volunteers, will then report back to the Council with clearly-identified requests and costings.</p>	

<p><b>e) Tutt Woodland, Roundabouts and Mill Lane Working Group Report to include update on the Boroughbridge and District Club</b></p> <p>A 5 year plan for the Tutt Woodland will be finalised in March in consultation with the Scouts. Patrick Kilburn from HBC submitted a comprehensive breakdown of areas in Boroughbridge maintained by HBC. Copies of the documentation are kept in the Council Offices. Mr Kilburn will be asked for clarification on two points. The first is the ‘hedgcs’ identified at either end of the Back Lane Car Park and secondly the current and future position regarding the Roecliffe Roundabout. IG proposed that he prune the trees overhanging the Bridge and RD supported his offer. The Council agreed to await the outcome of the AGM of the Boroughbridge and District Club before discussion is resumed on the future of the site.</p>	<b>IG</b>
<p><b>e) Fountain, Butter Market and St James Square Working Group Report to include updates on the railings for the Buttermarket and Hall Square</b></p> <p>The railings on the Butter Market have now been installed. A decision on what should be in the Butter Market has now to be made. RD will consult with the Boroughbridge Historical Society on this. RD proposed that discussion of the railings on the wall on Hall Square should feature on the Agenda of the March meeting of the Town Council, at which time all options should be considered.</p>	<b>RD Agenda</b>
<p><b>f) Recreation Ground, Picnic Area, Car Park and Street Furniture Working Group Report.</b></p> <p>The lights in the trees in St James’s Square have now been removed and a request has been made to HBC to have the trees pruned. A quote has been obtained from Acorn Lighting for differing formations of replacement lights. JW proposed that Boroughbridge Chamber of Trade be asked to share the cost of the new lights and GC seconded the motion. There was nothing to report on the Recreation Ground.</p>	<b>Clerk</b>
<p><b>g) Newsletter, Website and PR Working Group Report to include which press release for February. Update on the launching of the Website.</b></p> <p>RD detailed plans for the Website launch on 18 February. A meeting has been arranged for Monday 13 February at 7.00pm to finalise these. RD called for 5 volunteers to blow up balloons for the launch. IH agreed to introduce Anne McIntosh at the start of the launch. RY reported that the Fire Station will provide a marquee on the apron of the Fountain. The Chamber of Trade has taken on the responsibility for promoting and selling advertising space on the Town’s Website and it was proposed that, in the future, it should fall under the remit of the Town Clerks to monitor and update the Website.</p>	
<p><b>h) Town Team Working Group Report to include the Community Conference held on 19 January and the Action for Market Towns meeting held on 2 February.</b></p> <p>IH reminded Councillors of the first meeting of Yorevision on Wednesday 8 February. It was reported that no-one attended the Action for Market Towns meeting on 2 February.</p>	
<p><b>i) Back Lane Partnership Group Report to include anti social behaviour on Hall Square</b></p> <p>A response was received on 6 January 2006 from John Burton, Head of Transport at HBC, to a letter sent by the Council on 2 December 2005 asking when monies might be available to install traffic-calming measures on Back Lane Car Park. Although a speed ramp has now been installed on the vehicle entry lane to the Car Park, it is clear from Mr Burton’s letter that no further money will be available in the present financial year. A further point made, referred to previous correspondence of 9 and 21 September 2005 in which the Council was to approach the Renaissance Market Towns Initiative to establish whether funding might be available for this project. Nothing has yet been forthcoming from the enquiry.</p>	<b>Clerk</b>
<p><b>j) Representatives’ reports from any other meetings</b></p> <p>GC reported on his attendance at the NYCC Area Committee Meeting held on 2 February, details of which are contained in Appendix 3. GC reminded Councillors of the Public Consultation Meeting on Primary Care Trusts to be held at Hornbeam Park, at 7.00pm on Monday 13 February and felt that the Town Council should be represented there.</p>	

**15 To confirm the date of the next meeting of Boroughbridge Town Council will be Tuesday 7 March 2006 at 7pm in 1 Hall Square, Boroughbridge**

**The Meeting closed at 10.05 pm**

**SIGNED .....**

**CHAIRMAN**

**DATED .....**

