



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 7<sup>th</sup> FEBRUARY 2023.**

Meeting held at the Council Offices.

**Councillors attending:** Sean Hynes (Chair), Pauline Phillips, Peter Phillips, James McNeil, John Goss, Monika Kaczmarczyk, Robert Young, James Wilkinson.

**Clerk present:** L. Leatherbarrow.

**Meeting opened: 18:30.**

#### **1. Apologies for absence**

Cllr Julie Fuller, Cllr Kenny Fuller.

#### **2. Declarations of interest in items on the agenda**

None

#### **3. Approval of previous Meeting Minutes.**

3.1 Full Council Meeting Minutes Tuesday 10<sup>th</sup> January 2023.

**Proposed.**

**All in Favour.**

3.2 Planning Committee Meeting Minutes Tuesday 10<sup>th</sup> January 2023.

**Proposed.**

**All in Favour.**

#### **4. Public questions/statements and requests to speak at Agenda item 4 received prior to the meeting.**

None received.

#### **5. External Stakeholder and Working Group Reports**

5.1 County and District Councillor's report.

The District County Councillor did not attend the meeting. A report was received in lieu, and this was read by Cllr Peter Phillips.

The District County Councillor (DCCLr) had contacted Melissa Burnham regarding gulley cleaning in Boroughbridge. The reply received said that she would check where Boroughbridge was on the list to have gulleys cleared. It was noted by the Council that gulley cleaning had occurred in the town during the previous week. Regret was expressed that without notice of clearing the gulleys unfortunately some gulleys remained unattended to, as cars parked in streets where gulleys were cleared prevented the operatives from working in all locations.

The issues regarding the siting of a Bus Stop on Chapel Hill had been relayed. It was reported that further advice was required about the issues raised. When advice has been sought it was promised that a response would follow regarding the planned location of the Bus stops.

#### 5.2 Police Report

No Police representatives attended the meeting. No report was received.

The Councillors were surprised at this non-attendance, given the number of recent events and incidences that they were aware had taken place in the local area and in Aldborough during the recent weeks. It was noted that the Chief Constable had agreed to attend the Full Council Meeting in April, her attendance at a Council Meeting is welcomed and anticipated.

#### 5.3 Events and Social Working Group report.

No Meetings had been held. No report given.

#### 5.4 Social Media and News Working Group report.

Cllr Wilkinson gave a report. The progress being made with the new website is good. There have been adverts sent to local businesses inviting them to advertise on the new site, which was already prompting positive replies. Images have been sourced for the website sections. Development is continuing.

#### 5.5 Schools Liaison Group report.

Cllr Pauline Phillips gave her report. A meeting was held with representatives from Kirby Hill Primary School, Boroughbridge Primary School and Boroughbridge High School on 31<sup>st</sup> January 2023. The purpose of the meeting was to share information about Commuted Sums allocations and monies received.

The schools had requested that a letter was sent from the school liaison group to the local District County Councillors Robert Windass and Nick Brown, to request their support in pursuing issues identified about monies not received by them from Commuted Sums allocations. No replies to the letters sent have yet been received.

Concerns were expressed by the schools regarding the 'lost' monies, simultaneously there is frustration also being expressed. The schools have requested the support of the Town council when meetings take place with the HBC officers.

Cllr Phillips voiced the shared disappointment of the Town council that neither District County Councillor has responded to letters sent to them over such an important issue.

Cllr Peter Phillips reported that he is planning to write to Andrew Jones MP informing him of issues that are arising from new house building developments. He is going to invite Andrew Jones to a meeting to discuss all concerns raised.

#### 5.6 Menwith Hill Liaison Group report.

No meetings have been held by the group.

It was reported, however that an invitation had been received by the Council asking the mayor to attend a Spring Reception event in March at Menwith Hill. It was hoped this event will provide an opportunity for the relationship with the Camp to be renewed and reinvigorated.

### **6. Matters arising from previous minutes not specifically covered on the agenda.**

#### 6.1 Update on the Toilet Block refurbishment project

A meeting was held with representatives from the company appointed to carry out the planned refurbishment works. Confirmation has been given that when works begin the toilets will remain open, if in a limited capacity. The notification from the Water Supplier informing the Council of an increase in water usage was discussed. The suggestion was made that the increase noted may coincide with the closure of the toilets during lockdowns during the Pandemic.

**ACTION:** Clerk to contact the water supplier to investigate the time period for which the increases have been noted.

A report was also given on the Car Charging Points in the Back Lane Car Park:

Support from Northern Power Grid has not been required to support the new chargers, only a Charging Point

contractor is required for the works needed. Four new charging points will be erected in the Car Park. The particulars of the chargers to be installed will allow fast charging when 2 of the 4 chargers are being used. If more cars arrive the speed of the charge will be affected.

All information about the nature of the charge will be included on the new Charging points to assist users. The small, grassed area at the front of the first car parking bays is to be removed to allow for the charging points. Plans and details for the works will follow from the contractors. It is expected that when the works are done the worn car parking markings will also be renewed.

#### 6.2 Update on the sale of Mill Lane land

Cllr Hynes gave a report.

There has recently been intervention in the sale proceedings from information given by a tree arboriculturalist. from Harrogate Borough Council, impacting on possible planning applications made on the site. The Agent representing the council has offered advice consequently which was shared and discussed.

In discussion all the new issues raised were considered.

**Proposal:** To accept the advice of the Agent and to continue to work with the purchaser in proceeding with the sale. **All in Favour.**

The consensus of the Council reinforced a desire to work with the purchaser chosen, given the benefits his development will offer to the town.

#### 6.3 Sports Field facility update

Cllr McNeil gave his report.

Discussions are on-going with regards a possible location for the facility. Two possible locations are being considered. Progress is slow but determined. Charity status is being pursued.

#### 6.4 Commuted Sums update

Cllr Peter Phillips gave a report.

In a meeting recently held about Commuted Sums monies the allocation of funding to 'Education' establishments were questioned. School representatives have been given details of a contact to meet with regarding the allocation of money. Support at this meeting was requested.

Documentation has been shared that details monies and their allocation from one housing development. The schools apparently to benefit in the document details, have had no monies allocated to them.

It was noted that due to the new house building Boroughbridge Primary School intake has risen by 30%, However, the school is not allocated monies from the new developments listed.

Developers will be assuming their monies are being distributed to educational settings, but evidence is showing this is not so.

The schools concerned need the support of the Town Council at any meeting they attend on this issue. And Cllr Phillips is offering support.

Harrogate Borough Council have admitted that for 5 years processes were not adhered to properly regarding consultation with Ward Councillors as processes should have been followed. No evidence can be found that contact was made as should have been required.

Questions asked of HBC remain unanswered from previous meetings.

It has been confirmed that some monies that were said to have 'expired' from spreadsheets are now being reinstated.

A visit is to be made by Harrogate Borough Council to view open spaces with an invitation for councillors to also attend. The 106 Taskforce will attend this meeting. This will be an opportunity to demonstrate how allocations made are causing issues for the locality they are supposed to benefit.

There is optimism that some changes may be possible in allocations made to the 'typologies' used.

The formal recommendation of Boroughbridge Town council will be to aim for an outcome regards this issue that supports the best opportunities for all in the local community.

#### 6.5 Issues arising following completion of (housing) development sites

Cllr Peter Phillips gave a report.

Planning Enforcement should be responsible for ensuring that developers finish at their sites as agreed.

Cllr Phillips is referring issues from 'unfinished' developments to a Planning Enforcement Officer directly, whilst also informing an Area 6 Officer about the dangers and hazards being created.

All the issues identified at the last Council Meeting at the Linden Homes site remain unchanged, with worse debris now reported.

Residents at some of the sites are being informally told by contractors what is planned by the developers.

6.6 Review of the current structure of the Town Council sub-committee's system with recommendations Information previously circulated about the proposed new restructuring of Committees was discussed.

**Proposal:** To change the Committee structure to 4 Committees- 1. Finance and Assets Committee, 2. Human Resources Committee, 3. Cemeteries Committee, 4. Planning Committee.

**All in Favour.**

**Proposal:** Membership of the Human Resources Committee to be: Cllr Hynes, Cllr Pauline Phillips, Cllr McNeil.

**All in Favour.**

**Proposal:** To produce terms of reference for the Human Resources Committee.

**All in Favour.**

It was agreed meetings for Committees had been interrupted due to circumstances beyond the control of the council. However, meetings need now to be rescheduled and reconvened as was past custom.

## **7. New issues.**

7.1 A response to the Draft Parish Charter consultation

The draft Parish Charter document was circulated to all prior to the meeting.

**Proposal:** Each councillor to complete their own draft response to the main document and circulate to all other councillors prior to the next Full Council Meeting.

**All in Favour.**

**Proposal:** To determine a unified response at the next Full Council Meeting, based on the shared views of the whole council.

**All in Favour.**

## **8. Finance and HR.**

8.1 Agree the end January 2023 Finance Statement, Bank Reconciliation and payments to end of January 2023

**Proposal:** To accept the January 2023 Finance Statement, Bank Reconciliation and payments. **All in Favour.**

8.2 Report following the Finance Sub Committee Meeting, including recommendations regarding office staff team changes

The issues with the changes to the bank mandate remain unresolved.

**ACTION:** Clerk to continue to work with HSBC to update changes required.

The Clerk left the meeting at this point.

A report was given by the Chair of the Finance Committee.

Upon her return, the Clerk who had been deputising since the resignation of the Town Clerk was formally offered the role of Town Clerk, which she was pleased to accept.

**ACTION:** Clerk to work with the Human Resources Committee Chair to advertise and appoint a replacement Deputy Clerk.

## **9. Additional correspondence received since the last Full Council Meeting.**

9.1 Response request to the Draft Parish Charter (See 7.1 above)

As above.

9.2 HMICFRS's latest report on North Yorkshire Fire and Rescue

The report was shared prior to the meeting.

In discussion regret and disappointment was expressed in response to the Report findings, and especially with regards to the inspection outcome.

9.3 'Banking Hub Boroughbridge' Letter from Kirby Hill District Parish Council and Langthorpe P.C. The lack of banking facilities in Boroughbridge is a recognised issue for residents. It was noted that Knaresborough have recently achieved the establishment of a Banking Hub.

**ACTION:** Cllr Peter Phillips to investigate and research how the banking hub systems work, especially with regards to progress made in Knaresborough, and to report back to the council.

**ACTION:** Cllr Wilkinson to bring this issue to the attention of the Chamber of Trade meeting when he next attends.

9.4 'Removal of Moss and twigs from property roof'-resident in Kingfisher Reach The letter shared with the council was discussed. It was noted this is an issue for the resident, which the council regrets. However, it is not something the council are unfortunately able to offer support with.

**ACTION:** Clerk to write a response to the resident.

## 10. Any Other Business.

**Cllr Pauline Phillips:** Identified that there are Policies and other documentation owned by the council that have not recently been updated and now require reviewing. She suggested that as the new Committee structure is now agreed, a primary task for each Committee will be to review their policies and processes, implementing changes to update the systems currently in place.

It was suggested the coronation of King Charles in May is a significant event that the council should respond to.

**Proposal:** To add 'Actions to celebrate the Coronation' as an agenda item in March. **All in Favour.**

## 11. Co-option Process

11.1 Review of current situation and future actions to confirm.

Cllr Hynes gave a summary of the current situation.

It was reported that due to reservations expressed by members of the council about the co-option situation legal advice had been sought to clarify council responsibilities and processes, which were now being followed. Regret was expressed that decisions taken now may infer negatively on the quality and calibre of the candidates applying for the co-option seat. It was reinforced all actions being taken by the council should not be seen to reflect poorly on the candidate remaining in the process. Notwithstanding this, the recommendation of the co-option group was that the process be suspended in order to ensure the integrity of the council is not challenged.

**Proposal:** To suspend the co-option process, notwithstanding the quality of the candidate remaining.

**All in Favour.**

## 11. Confirm the time and date and venue of the next Full Council Meeting.

Tuesday 7<sup>th</sup> March 2023, 6.30pm, Council Offices.

The meeting ended at 20.45

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Signed \_\_\_\_\_  
Mayor and Chair of Council

Date \_\_\_\_\_