



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 2<sup>nd</sup> MAY 2023.**

Meeting held at the Council Offices.

**Councillors attending:** Sean Hynes (Chair), James Wilkinson, Pauline Phillips, Peter Phillips  
John Goss, Monika Kaczmarczyk, Julie Fuller, Kenny Fuller.

**Clerk present:** L. Leatherbarrow.

Mrs Howell joined the meeting at 18:55

**Meeting opened at 18:45.**

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

Cllr James McNeil, Cllr Robert Young  
District County Councillor (DC Cllr) Robert Windass.

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

None.

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

3.1 Full Council Meeting Minutes Tuesday 4<sup>th</sup> April 2023.

**Proposed.** All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 4<sup>th</sup> April 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 from District County Councillor Robert Windass**

District County Councillor (DC Cllr) Windass gave his apologies for his lack of attendance, due to a clash of meeting dates. A short report had been given to Cllr Peter Phillips to read in his absence:

*No major problems have been reported since the move to a unitary authority organisation in North Yorkshire Council.*

##### **5.2 Police Report**

No Police report had been received.

Cllr Hynes reported that he had attended a meeting recently with PC Mike Spittlehouse. The Police were urging communities to adopt the community messaging service, and this was being promoted as a liaison/contact method with the local Police force.

Cllr Pauline Phillips read information from the recent community messaging post she had received from the messaging service. The message stated a drop in reported Anti-Social Behaviour incidents in the locality, which was positively received by all the councillors. However, it was agreed that sharing of positive information with the community, ought also be distributed via meetings such as this council meeting.

Cllr Hynes recommended that all councillors sign up to the messaging service and that it is promoted by the council.

**ACTION:** Clerk to add the QR code for the messaging service to the town council website and to promote it on the council Facebook page.

### **5.3 Events and Social Working Group report led by Cllr Julie Fuller**

Cllr Julie Fuller gave her report:

Decorations to commemorate the coronation have been added to the Buttermarket Museum front, yarn bombing has been added to the bollards on the high street and the post box. More bunting is to be added to the Fountain soon. The town is looking festive. The decorations in shop windows are adding to the decorations in the town and are appreciated by the town council.

**ACTION:** Cllr Fuller to write a letter on behalf of the council thanking the yarn bombers for their lovely decorations.

### **5.4 Social Media and News Working Group report led by Cllr Jamie McNeil**

No report to share, however it was noted that the newly updated website is operating well.

### **5.5 Schools Liaison Group report led by Cllr Pauline Phillips**

Cllr Phillips gave her report:

No meetings with the schools have recently taken place, but Boroughbridge Primary School and the Chair of Governors from Kirby Hill School have tried to get information via the Freedom of Information Act about Commuted Sums payments for the schools. No information has yet been obtained about credits available. Commuted Sums monies from Hockley Croft housing development were allocated to Kirby Hill School not Boroughbridge Primary School. The Head Teacher of Kirby Hill School mentions funds available in her report to a Parish meeting, but Harrogate Borough Council have said it did not get the £588,204 mentioned.

### **5.6 Menwith Hill Liaison Group report led by Cllr Monika Kaczmarczyk**

Cllr Kaczmarczyk confirmed she is waiting for a reply to her recent contact with the camp.

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

### **6.1 Update on the sale of Mill Lane, report by Cllr Sean Hynes**

Cllr Hynes reported that the sale of the land is still progressing. There is no further information to share at this stage.

### **6.2 Sports Field Facility update. Led by Cllr James McNeil**

Cllr Peter Phillips gave a report on behalf of Cllr McNeil:

Actions agreed at the extraordinary meeting have been completed and a solicitor has been appointed and engaged to lookover the sale agreement. A meeting has been requested with Mr Saddler and when this is confirmed a member of the Council will attend the meeting also.

### **6.3 Commuted Sums update, report by Cllr Peter Phillips**

Cllr Phillips gave his report:

No progress has been made recently. Figures agreed by Harrogate Borough Council now are the same as those identified by Cllr Phillips. A small amount of interest has accrued in the bank. The spreadsheet held by Cllr Phillips is felt to be accurate now. Allocations of monies are still not appropriate for the community and will be disputed wherever possible. Legal agreements have been requested from HBC regards specific sites, which are yet to be received. The monies available for the recreation ground need to be carefully considered to make best use of them for the users of the recreation ground.

Cllr Hynes expressed his thanks on behalf of the council for the work and the tenacity of Cllr Phillips in pursuing this topic.

### **6.4 Report on review of Council Policies by Cllr Pauline Phillips**

Cllr Phillips gave her report:

All the council policies have now been reviewed. Some minor changes have been made to some. A rolling programme of annual review needs to be reinstated from hereafter. The BTC Standing Orders then need to be checked to ensure they link with the policies.

### **6.5 Report on renovation of car park toilets, by Cllr K Fuller, including Water rates issue.**

Cllr Fuller gave his report:

The renovations are proceeding well and the toilets are looking much improved.

In the original quotation painting of the ceiling was not included. It now looks in need of repainting from the dark colour it currently is.

**ACTION:** Cllr Fuller to ask the contractor to add a variation to the quote to include painting the ceilings light grey.

The water rates were said to have been calculated from an automated reading. Cllr Fuller refutes this.

**ACTION:** Clerk to appeal to the Water company against the readings and the amount charged.

The current cleaner/service personnel for the toilets leaves his post on 31 May. No replacement has yet been found. Invitations to tender for a cleaning contract have been advertised.

Cllr Phillips expressed concerns that the area to the rear of the toilet block is very messy and needs clearing.

**ACTION:** Cllr Fuller to inspect the space and report back to the Clerk if a contractor is needed to tidy the area.

#### **6.6 Recruitment of Deputy Clerk, Report by Cllr Pauline Phillips**

Cllr Phillips reported that interviews had been held for the post. A recommendation was made regards the appointment.

**Proposal:** Pam Howell is appointed as Deputy Clerk.

**All in Favour.**

### **7. New Issues.**

#### **7.1 BERT- Report by Cllr Pauline Phillips**

Cllr Phillips gave her report:

A copy of the report had been circulated prior to the meeting. Cllr Phillips gave a short summary of the key points.

The 'wildlife' mentioned in the local waterways and the river Ure was a surprise to most of the councillors.

A refusal was given to a request to raise the height of the wall in front of the Mill Lane area, despite concerns raised by BERT.

It was confirmed the pump at Riverside Court belongs to the Environment Agency, for future reference.

#### **7.2 Meeting with Yorkshire Water representatives- led by Cllr John Goss.**

Cllr Goss gave his report:

The meeting was attended by representatives from Yorkshire Water, local Parish representatives and Cllr Nick Brown and his Secretary. No minutes have yet been received. At the meeting discussion was shared about problems relating to sewage, flooding, and the new building around the area. Yorkshire Water were unaware of any such problems reported. Sites that regularly flood in Boroughbridge were again mentioned.

**ACTION:** Clerk to write to Yorkshire Water to ask about the results of the survey completed by Yorkshire Water and request further information relating to issues that are repeatedly raised locally, putting these within the context of the survey.

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

#### **8.1 To agree the end April 2023 Finance Statement, Bank Reconciliation and payments to end of April 2023**

**Proposal:** To accept the end of April 2023 statement, Bank Reconciliation and payments to end of April 2023.

**All in Favour.**

Cllr Wilkinson explained how expenses payments for the burial clerk are recorded and made from the accounts.

The Clerk reported that a letter has been received asking for an up-date on how a grant awarded for the Bridge Lighting Project has been used.

**Proposal:** Clerk to send a reply about the grant.

**All in Favour.**

#### **8.2 PWLB Statement 31<sup>st</sup> March 2023**

The statement was circulated following a request at the last council meeting.

**ACTION:** The Clerk to request clarification about the statement and values calculated on it.

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

#### **9.1 Letter from Inspector Ed Rogerson following visit by Chief Constable.**

Noted.

#### **9.2 Rotary Club Ripon Bike Ride (Formerly Acorn Bike Ride) Saturday 13<sup>th</sup> May notification.**

Noted

**9.3 Boroughbridge Community Care and Citizen's Advice Bus- Boroughbridge 22<sup>nd</sup> May am.**

Noted

**9.4 Mayors Invitations: Arts and Craft Exhibition St James' Church, Aldborough and Boroughbridge Agricultural Show, Ripon Cathedral Service of Thanksgiving and Reaffirmation of Vows**

Noted

**10. Any Other Business.**

**Cllr Kaczmarczyk** reported that sewage had been leaking from a drain in the village, causing problems. A new larger litter bin has been situated along the main road in Minskip.

Litter is a problem along the roadside by the A1 exit and into Minskip. It was recommended that help is requested from the County Councillor and to alert Highways to this issue again.

**Cllr Goss** confirmed he has litter pickers available for Minskip to borrow.

**Cllr Kenny Fuller** reported that a new sign will soon be put up outside the Tourist Information Office to replace the old one.

**Cllr Julie Fuller** reported that a photoshoot of the Battle of Boroughbridge celebrations had been awarded a National Award.

She also requested grass is cut down on the Reed Bordall roundabout to ensure pedestrians can see clearly when crossing the road at the roundabout junction. The Clerk will contact CP Media to arrange this.

**Cllr Peter Phillips** reported that an overspend of funding allocated for electric charging points has been leading to changes in some localities. Hopefully Boroughbridge will not suffer as a result. No information yet received. The mesh laid at the rear of the Motor Home bays in the car park needs replacing as it has perished badly.

**ACTION:** Clerk to obtain a quote for its replacement.

Tarmac and a poulder has been purchased for some minor repairs to the car park surface.

**Cllr Wilkinson** reported that the Cemeteries Committee had recently met. Financial implications are resulting from work needed in cemeteries. Reviewed charges have been now put into place. Walk round the cemeteries with Committee members is needed and is planned for 6pm Tuesday 9<sup>th</sup> May, starting in Boroughbridge.

**Cllr Pauline Phillips** reported that the state of the cobbles on the Buttermarket area is again of concern. It was agreed this would be an agenda item in June.

**Cllr Hynes** reported that he and Cllr Kaczmarczyk met with a representative from North Yorkshire Council to review the bins in Boroughbridge. Changes planned will be implemented soon in town. The new bins have a larger capacity.

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

**Full Council Meeting** Tuesday 6<sup>th</sup> June, 6.30pm, Council Offices.

The meeting ended at 20.30.

*Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to manage this activity effectively and lawfully.*

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

Date \_\_\_\_\_