



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 4th JULY 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. District Councillor (D Cllr) Robert Windass joined the meeting at 18.35 and left at 19.00.

Clerks present: P. Howell and L. Leatherbarrow, L Leatherbarrow took the minutes.

Meeting opened at 18:35.

1. Apologies for absence

None

2. Declarations of interest in items on the agenda

None.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 6th June 2023.

Proposed. All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 6th June 2023.

Proposed. All in Favour.

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

None.

5. External Stakeholder and Working Group Reports

5.1 County and District Councillor's report from District County Councillor Robert Windass

The majority previously held by the Conservative Party has changed due to the resignation of a member. New Independent Councillors have been realigned to the 'team' in which D Cllr Windass sits.

North Yorkshire council has begun a review of the buildings owned/leased by the new unitary authority across the county. It is possible some buildings previously used as offices will no longer be needed and may be vacated/lost.

Similarly, some staffing within North Yorkshire Council offices is being reviewed and may be lost, as duplications within departments now exists. Changes are a result of the new unitary organisation.

A response from Cllr Keane Duncan has been received regarding the repairs to Roecliffe Lane. This was circulated to all councillors prior to the meeting. The road is now being considered in the programme for repairs in 2024/25 and is 'high up on the list'.

Flooding on the road at the bottom of New Row, opposite the play park which occurs after rain, has been reported and the drains are to be cleared and examined to determine if further actions are needed.

Footpaths on York Road and Aldborough Road where vegetation has grown over the path narrowing the access for pedestrians, are to be looked at by NY Officers to determine action needed.

Following his report D Cllr Windass invited questions from the council.

Cllr Julie Fuller asked if any footpath will be made to allow safer access to the allotments. D Cllr Windass referred Cllr Fuller to the planning information which allows only the footpaths permitted in the building permissions for the estate to be installed. This access is not included on plans.

Cllr Wilkinson asked who should be contacted at North Yorkshire Council regarding the omission of Highways reports in a Planning Application being submitted by the Co-op on a site in Boroughbridge. D Cllr Windass advised this is an issue for attention of Melisa Burnham in Area 6.

Cllr Pauline Phillips commented that D Cllr Windass has previously supported local installations of Vehicle Activated Signs (VAS) in neighbouring Parishes with contributions from his fund. She requested that Boroughbridge be considered for funding support to erect new VAS traffic calming measures near to the Primary School on York Road and on Roecliffe Lane.

Cllr Peter Phillips asked if personnel who deal with Commuted Sums at North Yorkshire Council has changed as he has not received any communications from his requests for information from officers dealing with Commuted Sums. D Cllr Windass assured the town council officers had not left their posts and he said he will mention this lack of communication at a meeting he is due to attend tomorrow.

Cllr Pauline Phillips asked if D Cllr Windass had any information to share about police staffing levels in Boroughbridge. Councillors in Boroughbridge are receiving reports from residents who are experiencing policing issues. The number of officers in the town remains inadequate and does not yet seem to reflect the promises for support made by the Chief Constable.

Cllr Wilkinson asked if local parishes/councils will receive training to support them with the Community Infrastructure Levy (CIL) systems that previously they were not involved in. A request for training was lodged. Cllr Young wanted to ensure D Cllr Windass was aware of the new fees being levied by the Primary School for rental of the football pitch. Fee changes are high and impacting negatively on the teams in the local community. Also, the closure of the car park when football teams are playing is likewise impacting negatively on the team's ability to attract players and opposition to their games. The changes are making this community facility vulnerable. D Cllr Windass said he noted the impact of the fee changes.

5.2 Police Report

No Police report had been received.

No response has been received following a request for information last month.

Proposal: To send a letter to Chief Constable Winward to register the dissatisfaction and disappointment of the town council with regards continuing lack of Police support. **All in Favour.**

ACTION: Letter to the Chief Constable to be sent from the mayor.

5.3 Cemetery Committee Report led by Cllr Rob Young

The Deputy clerk gave a report on behalf of Cllr Young.

The contractor has been appointed to trim the hedge in Aldborough Gate Cemetery.

Quotes for the works identified and ratified in the cemeteries have been obtained.

The amounts were shared. The works amount to significant sums.

Costs for repairs obtained indicate that it may be more economical to replace the damaged benches than to have them repaired.

ACTION: Cllr Peter Phillips to work with the clerk team to use Commuted Sums systems to help fund the costs of the works needed in the cemeteries.

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

Cllr McNeil commented on the importance of any social media posts reflecting the positive nature of the groups they represent. His views were fully supported by the town council.

5.5 Events and Social Working Group report led by Cllr Julie Fuller

Cllr Julie Fuller gave her report:

A meeting was held regarding planning Pride celebrations. It is probable that any celebrations will not be held until 2024. There are groups in the town in favour of celebrations being planned but organisation is needed.

Cllr K Fuller explained there are plans being made to hold an event with the Dishforth Airfield Base to promote positive relationships between the base and local towns people. It was suggested that a freedom Parade helped to boost relationships in the past and that this may be a positive thing to organise again in Boroughbridge in the future.

5.6 Schools Liaison Group report led by Cllr Pauline Phillips

Cllr Phillips gave her report:

A liaison group meeting is hopefully being held next week.

Cllr Phillips will share information about the ill-feeling caused by the fee changes made by the Primary School, impacting the Football clubs and the negative implications of the new car parking restrictions.

Cllr McNeil requested that mention is also made at the meeting about the high costs of mandatory uniform at Boroughbridge High School. He reinforced the need for equitability of access, and questioned if there is equal opportunity for all children when high uniform costs are imposed.

5.7 Menwith Hill Liaison Group report led by Cllr Monika Kaczmarczyk

Cllr Kaczmarczyk confirmed she attended the event on 21st June- 'Civic Leaders briefing'.

She reported on some changes at the base, including the demolishing of some houses on the base.

A new Commander is arriving in July from a base in Cyprus.

Engagement ideas were requested to put forward for suggested partnership working projects with personnel from the base. The last project of partnership working was the Memorial Garden in Boroughbridge. The link officer partnered with this initiative is soon to return to the USA as his tenure in UK ends.

Cllr Kaczmarczyk also commented on how enjoyable the Independence Day celebrations at the base were.

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. The purchaser is almost ready to go to the pre-planning stage of the development. Cllr Fuller had seen copies of the proposed draft design for the building, which was shared with all. The design may change.

Cllr Peter Phillips commented that in discussions recently held with Andrew Jones MP the project was supported and praised for the benefits this will offer to the community when finalised.

6.2 Sports Field Facility update. Led by Cllr James McNeil

Cllr McNeil gave his report:

Minutes from the last Group meeting were shared with councillors prior to the council meeting.

The constitution will be finalised on a meeting to be held on 20th July 2023.

Speed limit challenges are being considered on the road. The group is awaiting solicitor's feedback.

The suggested location for a gym on the site has had to change to the left-hand side of the field. The information is soon to be submitted to Pre-Planning stage of process of development.

In the plans a building has been added for layout purposes only, to provide an indoor Multi Use Games Area (MUGA), this building was added without details or specifications. The specifications for the MUGA are needed, but were not yet supplied to the group by the council.

Cllr Mc Neil reiterated that the project had always been focused on providing sports facilities for the town, the project was never begun as a means to build a community building for general use.

The option to proceed with charity status was supported as it allowed the group to access greater funding streams for the development of the site.

Cllr Peter Phillips supported the comments made by Cllr McNeil reinforcing that Cllr McNeil has been a driving force within the project and has represented a valued partnership link between the group and the town council.

He gave a summary of the actions taken by the group in the last 2 years. He confirmed that the development proposal has reached a crucial point now that requires the town council to offer their terms of reference for the development of any council run building on the site. The building will be financed by the town council and running costs and maintenance will be the responsibility of the town council.

Cllr Pauline Phillips made the proposal: Each Councillor to submit ideas and suggestions for what

could/should/might be included within the design of the building so that all views are aired. This information will then support the compilation of a proposal to be submitted with the pre-planning application being made.

ACTION: Information to be submitted to the Sports Committee to allow them to provide dimensions and particulars of the building to be developed on the facility in the area identified.

Councillor Peter Phillips commented that the development of the facility had the full support of MP Andrew Jones.

6.3 Commuted Sums update, report by Cllr Peter Phillips

Cllr Phillips gave his report:

No communication has been received from officers at North Yorkshire Council to the letters sent regarding queries and questions about Commuted Sums. Hence the question asked of DCllr Windass about personnel changes in this department earlier in the meeting. Andrew Jones MP has provided a contact to pursue but again no responses have yet been received.

This matter continues and will remain actively in pursuance.

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

Cllr K Fuller gave his report:

The decoration of the toilets is now completed. The toilets look clean, fresh and good. They are now all fully open to the public again.

Cllr Fuller has compiled a 'snagging list' of issues that need to be addressed by the building renovation company. A member of his team is due to return to finish off a small job uncompleted. The list will be shared with the company.

There has been vandalism damage to one of the cubicle doors in the ladies' toilets, sadly. This damage has been reported to the Police and is being investigated. A repair is now needed.

Cllr Fuller suggested that now the inside of the toilets is renovated the exterior needs repainting and the vegetation around the site needs attention and clearing. It was agreed that a quote for painting the exterior would be sought, along with a quote to repair the damaged internal door, plus a quote to trim vegetation.

ACTION: Clerk to find quotes for the issues identified.

6.5 The state of the Buttermarket Cobbles

A decision was taken to refer this agenda item to the next meeting.

6.6 Road Safety issues, including pedestrian crossing outside Boroughbridge Post Office.

Cllr Pauline Phillips expressed concerns about pedestrian safety when crossing some of the busiest roads around the town. She had made a request earlier in the meeting to DCllr Windass for financial support to install VAS systems on York Road and Roecliffe Lane.

There was discussion about the issue of crossing outside the post office, which has been regularly raised by residents and the council acknowledged the dangers at the location but also reiterated that previous attempts to install a crossing point have been very complicated and have failed. The Planning Application for a new Co-op store along the same road will likely also impact on traffic flow and traffic volume if planning succeeds.

Cllr Goss explained he recently met with representatives from Ripon Disability Action Group. The meeting was attended by a North Yorkshire Council representative. Crossings were discussed and some suggestions and ideas were shared that he is hopeful may be noted by the council.

6.7 The flat above 1, Hall Square.

Cllr Kenny Fuller reported that he had responded to a call from the tenant in the flat regarding a fire alarm. A repair had been made and the issue resolved. The clerk team are awaiting the report and invoice for the works from the contractor.

7. New Issues.

8.1 Finance and HR

8.1 To agree the end June Finance statement, Bank Reconciliation, and payments made to end of June 2023.

The finance information was shared with key points highlighted by Cllr Wilkinson.

Proposal: To accept the Finance Statement for the end of June 2023.

All in Favour.

8.2 Audit 2022-23

The internal audit has taken place. The report submitted with the AGAR form was circulated to all councillors. Cllr Wilkinson talked through the points made by the auditors and the actions proposed as a result. An action plan was shared.

Proposal: To reinstate the Petty Cash Facility in the office, with £25 float.

All in Favour

ACTION: Clerk to implement action plan and reinstate Petty Cash System, amending the spreadsheets accordingly.

Cllr K Fuller proposed a vote of thanks to the mayor, Cllr Wilkinson, the clerk team for their actions with regards the audit.

8.2 Back Lane Toilets- Cleaning contract and tender.

No cleaning contractor has yet been found for the toilet block maintenance and cleaning.

Cllr Julie Fuller has been cleaning the toilets since the last operative left. She suggested the rates of pay need reviewing to attract applications for the role. Cllr Fuller has calculated the pay she would have been entitled to claim if not a councillor. She would have liked to give half of the remuneration to a charity of her choosing.

Proposal: Clerk to check on the legality of payments to councillors.

All in Favour

Proposal: To raise the rates of pay for the toilet cleaning role to £800.00 per month and to readvertise the post.

All in Favour.

ACTION: Clerk to amend documentation regards the role of toilet cleaner/maintenance operative and advertise the post again.

ACTION: Clerk to confirm rules on payments.

8.3 Purchase of 'Pride' bunting for town council use (request made by Cllr J Fuller)

Discussion was shared about the fact a Pride event may not take place in 2023. It was agreed any Pride bunting purchases would be deferred until an event is confirmed in 2024.

It was agreed the bunting from the coronation celebrations should remain in place in the Fountain area until after the summer season ends.

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

9.1 E-mail and telephone correspondence from residents regards 'request for a banking hub in Boroughbridge on development of new Co-op'.

Cllr Goss reported that Knaresborough has a banking hub. He believes it has to be sited in a Post Office to meet the requirements of the banking systems needed.

He agreed to research further how a banking hub operates.

It was agreed that the location of any hub would require negotiation.

9.2 Request from Yorkshire Country Women's Association to hold a Tombola Fund raising stall on the cobbles outside 1, Hall Square on Saturday 12th August 2023. Proceeds to be split equally between YWCA and BCC.

The request was noted, and Acceptance was proposed.

All in Favour.

9.3 Letter from Boroughbridge Football Association Football Club (Received 3.7.23 after publication of agenda circulated and added to website on 27.6.23).

The letter was discussed at Agenda point 5.1. above.

10. Invitations received for the Mayor, and/or events to attend in June

Aldborough and Boroughbridge Agricultural Show, Newby Hall. Sunday 23rd July. Invitation accepted.

11. Any Other Business.

*(Risk Assessment reviews usually shared in July FCM to be reported on in September 2023 FCM.
Website Training for both Clerks in office Thursday 6th July from 10am to 12 noon)*

HR Committee Meeting (Q2) 11th July 6pm

Cemeteries Committee Meeting (Q2) Thursday 20th July 6pm

Finance and Assets Meeting (Q2) Wednesday 26th July 6pm

SNG Meeting Wednesday 19th July 7pm in 1 Hall Square Offices.

Cllr Wilkinson mentioned he has been asked about nuisance caused by a resident running a commercial business from a private dwelling. It was suggested this is referred to Trading Standards Officers and the Council Rates Offices.

Cllr McNeil reported that he is concerned to have seen signs advertising on 'Give Way' road signs around the town. It was suggested he refer this to Area 6 on the North Yorkshire Portal.

Cllr K Fuller reported he has met with a representative of Thorn EMI to discuss possible ideas for lighting on the bridge. He will report progress at the next Full Council Meeting. He asked that this be reinstated on the next agenda.

ACTION: Clerk to add the topic as an agenda item in August.

Cllr Peter Phillips reported that waste dumped in a bin at the top of Marina Lane was reported to NYC and has been removed.

He reminded councillors that the constituency changes are being finalised. Boroughbridge will be part of Easingwold and Wetherby constituency soon.

Linden Homes have finished fencing that was not completed. However, weeds and rubbish still remain.

He **proposed:**

To remove Any Other Business from the Agenda in future and to have a point 'Information Exchange' in place of AOB.

All in favour.

Cllr J Fuller commented that no progress has been made with replacing the sign outside of 1, Hall Square. It was suggested she contact Mike Collins regarding the issue.

Cllr Young confirmed that the Cemetery Meeting on 20th July is postponed until the Burial Clerk returns from her holiday, date to be confirmed in August.

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

Tuesday 1st August 2023, 6.30pm Council Offices.

The meeting ended at 20.55.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 1st August 2023

Signed _____
Mayor and Chair of Council

Date _____