



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 5<sup>th</sup> AUGUST 2023.**

Meeting held at the Council Offices.

**Councillors attending:** Sean Hynes (Chair), Pauline Phillips, James Wilkinson, Peter Phillips  
John Goss, Monika Kaczmarczyk, Julie Fuller, Kenny Fuller, Robert Young, Jamie McNeil.  
Sgt Jeffrey Peel (North Yorkshire Police).

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

**Meeting opened at 18:30.**

#### **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 4<sup>th</sup> July 2023.

**Proposed.** All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 4<sup>th</sup> July 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 District Councillor's report from District Councillor Robert Windass**

The District Councillor was not in attendance at the meeting and had not sent apologies or a report in lieu. Cllr Hynes expressed the disappointment of the council that no report or contact had been received prior to the meeting. The council had been expecting reports on issues previously raised with DCllr Windass.

**ACTION: Cllr Hynes to chase reports expected from DCllr Windass.**

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

Sgt Peel gave his report to the meeting:

Crime figures were shared: Thefts-11, Criminal Damage incidents-7, Burglaries-2, Thefts from a car-1, Assaults-6, Other-5.

Staffing in Boroughbridge: PCSO Gudger and PCSO Milhaila. Officer Spittlehouse has now left.

A new Officer- PC1609 Connor Coulthurst will be based in Knaresborough, but will soon be stating to work in Boroughbridge from the end of August, possibly.

A new Inspector has been appointed to the area, Holly Nicholls. The Inspector brings a range of previous good neighbourhood policing experience with her when she starts in post.

Cllr Hynes welcomed the appointment of a new Inspector and reiterated the concerns of the other councillors that low staffing levels of the police in the area are a concern to the council, as is the lack of communication

and contact between officers and the council. Partnership working with the town council and the police has previously helped to support the security of the town and the safety of residents.

Sgt Peel acknowledged that poor staffing levels impact on policing and crime. He acknowledged non-attendance at council meetings by officers was disappointing and gave apologies on behalf of the police force. He explained the lack of available mobile police units had impeded the opportunities offered to make monthly visits to the town with a mobile unit.

Cllr Peter Phillips stressed that the lack of visible Police presence in the town is detrimental. He commented that the police messaging service is improving but still needs work, he stressed the portrayal of the police on the local social media sites is poor. In conclusion he explained how this contributes to the poor perception of residents to the efficacy of the police in the area. In order to improve the relationship between the residents and the police force it was suggested greater visibility, improved partnership working and more presence of officers in the town was vital.

Sgt Peel welcomed the renewed opportunity to park a mobile information unit outside the Buttermarket once a month. He suggested the van might be open for regular hours each month to improve visibility of officers in the town. He also stressed that Boroughbridge will be a focus for officers to improve their visible presence to the public when the new staff are in post.

Discussion was shared about local Anti-Social Behaviour incidents that have been reported recently, including in the toilets, the car park, and in local shops. Sgt Peel explained these incidents have been reported.

Illegal drug use was discussed.

Cllr J McNeil expressed concerns that younger children in Boroughbridge are now vulnerable to the wider drug problem of Class A drugs being 'pushed' locally. He also explained how children's use of out of hours school facilities is negatively impacted by measures now enforced as a response to ant-social behaviour incidents.

Sgt Peel explained the police engage with younger children through talks held in schools to warn about drug use and ant-social behaviour threats. He stressed the County lines threat is policed fully by a discrete team of officers. He summarised the issues raised by the town council at this meeting which he would take back to the new Inspector as issues of council concern, and said he anticipated actions would be planned in response.

Cllr Hynes expressed gratitude on behalf of the council for the time given by Sgt Peel in attending at this meeting. He reinforced the continuing commitment of the council towards partnership working with the police to improve the security and safety of the town through the means discussed. He offered a welcome to the new police staff to visit and introduce themselves at future council meetings soon.

(Sgt Peel then left the meeting.)

### **5.3 Cemetery Committee Report led by Cllr Rob Young**

There was no report to share.

The next Cemeteries Committee meeting was confirmed for Tuesday 8<sup>th</sup> August at 6.30pm in the Council offices.

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

Cllr McNeil had nothing to report.

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

Cllr Julie Fuller had no report to share.

It was however noted that 1<sup>st</sup> August is designated as Yorkshire Day, with events taking place in celebration locally to mark the day.

Greetings for Happy Yorkshire Day were shared.

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

Cllr Phillips gave her report:

A liaison group meeting was held with representatives from 3 local schools attending. The issues previously raised regarding the Football Club and car parking were discussed with the school concerned, at the meeting. Anti-social behaviour incidents had caused the school to take actions to protect/limit damage, which impacted on the car parking.

Schools present were asked to mention the vandalism in the public toilets to their pupils. PCSO's have been working in partnership with the schools to combat incidents also. Commuted Sums monies have been received by one of the schools because of the town council efforts to ensure the monies are allocated correctly.

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

Cllr Kaczmarczyk reported that she is working to compile a list of suggestions of activities which the volunteer team from the base might help with. The list includes mainly clearing of vegetation from overgrown footpaths in Boroughbridge and Minskip. Other suggestions for support were welcomed. It was acknowledged that the clearing of overgrown vegetation should really be the remit of North Yorkshire Council highways department. However, the paths need clearing imminently, it is hoped this would not preclude the Authority also tackling the works in future.

## **6. Matters arising from previous minutes.**

### **6.1 Sports Field facility. To consider pertinent issues from the Extra Ordinary Meeting, including best use of members' skill sets to forward aims agreed.**

Cllr Wilkinson clarified that D Cllr Windass had agreed at the last meeting to pursue 2 of the key issues via liaison with the appropriate key North Yorkshire (NY) officers. His response from this liaison is crucial before any further planning can be confirmed.

D Cllr Windass has confirmed that he has spoken with legal services officers at North Yorkshire Council. The solicitor appointed by Boroughbridge town council has also spoken with a NY officer. The 'market value' of the land is now needed to proceed with the project.

**Proposal:** To instruct Stephenson's to carry out a land valuation of 3 acres of the land.

**All in Favour.**

**ACTION: Cllr Hynes to instruct Stephenson's accordingly.**

Discussion moved on to consider if the skill sets of the town council and the sports facility committee group are sufficient to enable the best outcomes for the project, or if outside help of professional advisors/consultants would be appropriate.

It was agreed to proceed in two stages: (i) to value the land, and (ii) when the valuation is confirmed, to enlist the most appropriate professional help to proceed with the next stage of the project.

Cllr McNeil agreed to ensure appropriate information is shared from this meeting with the developer.

Cllr Peter Phillips informed the council that at a recent meeting held with Andrew Jones MP he had updated Mr Jones on the current key initiatives of the town council. Mr Jones was in favour of the projects and offered his support to the sports facility development project. He asked to be kept updated about progress made.

It was agreed it was best to wait for a response from D Cllr Windass before any further actions are planned. Cllr Hynes agreed to contact D Cllr Windass again as soon as possible after the meeting.

### **6.2 Commuted sums update, by Cllr Peter Phillips**

Cllr Phillips gave his report:

A meeting is planned for 2.8.23 with officers from North Yorkshire. Some of the invited officers are now unable to attend, but the meeting will go ahead as planned. The spreadsheets prepared by Cllr Phillips will be a focus for some discussion at the meeting. All councillors are invited to attend.

### **6.4 Report on renovation of car park toilets, by Cllr K Fuller.**

Cllr K Fuller gave his report:

A 'snagging list' of issues that need to be addressed by the building renovation company remains in place. Hopefully these issues will be completed on a visit planned for later in this week.

The quote for grounds maintenance and removal of vegetation around the toilets was approved by the council. See 8.2 below.

**ACTION: Clerk to instruct the contractor to complete the works as per the quote.**

Cllr K Fuller asked if there was any news about when additional new car charging points would be installed. Cllr Peter Phillips reported he is waiting to hear from the contractors regarding a start date for the works to begin.

#### **6.5 The state of the Buttermarket Cobbles**

General discussion was shared about how the cobbles might be repaired. It was agreed that professional help is needed for the task.

**ACTION: Clerk to make enquiries to ascertain which contractors may help provide advice and/or quotes for repairs.**

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

Cllr Pauline Phillips suggested that the development of a new supermarket on Horsefair will impact significantly on this issue, with many considerations being dependent on the planning application being made by the supermarket. It was agreed that D Cllr Windass would need to be involved in discussions with the lead NY officer in the Highways department regarding the road and any changes possible.

Letters have been sent to D Cllr Windass requesting his support on several issues relating to road safety issues recently by members of the council. No replies have been received to date, for which disappointment and frustration were voiced.

**ACTION: Clerk to write a formal letter of request for support from D Cllr Windass, detailing the main road safety issues causing concern, i.e. a request for funding to install additional VAS system; car parking dangers outside Boroughbridge Primary School; a pedestrian crossing point by the Post Office.**

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

#### **7.1 Lighting on the bridge, led by Cllr K Fuller.**

Cllr K Fuller reported that he is still waiting for a quote from a contractor regarding the installation of lights discussed. Cllr Wilkinson confirmed that the funding made available for the project has remained ring fenced in a council bank account.

#### **7.2 Vandalism, including broken fence on the flood bank.**

Discussion about vandalism in the toilet block and to the fence had been previously shared with Sgt Peel. Vandalism to the toilets has been reported and quotes for repairs are being sought.

**ACTION: Clerk to obtain a quote for the repairs to the fence.**

#### **7.3 Charity donation on behalf of Cllr Julie Fuller.**

Cllr Fuller expressed again her wish to donate monies to a charity if her voluntary work cleaning the toilets was remunerated.

The Responsible Financial Officer had offered to investigate this request further. Concerns arise as the monies concerned were delegated within the 2023-2024 budget for the maintenance of the toilet block, not for any other purposes. Concerns were expressed that auditors would question any alternative use for delegated monies within a ratified council budget.

Cllr Peter Phillips said he strongly opposed the request being made, as it would allow a precedent to be established by remunerating councillors for time spent working voluntarily in their roles. He argued that all councillors working in their own time to complete council projects/tasks for the good of the community would then also have the right to be paid at a cost unfeasible for the council to fund, whilst also being inappropriate to the voluntary nature of councillor commitment.

Cllr J Fuller said she accepted the reasons given as to why the monies could not therefore be donated to a charity.

#### **7.4 Access to CCTV footage by Councillors, led by Cllr K Fuller.**

Cllr Fuller asked for an explanation why councillors were unable to view CCTV footage recorded around the town. Discussion was shared about the CCTV system in place. Data Protection and GDPR were given as reasons preventing CCTV film to be watched by unlicensed individuals.

It was agreed Cllr K Fuller would investigate the restrictions imposed by GDPR and Data Protection legislation. It was also agreed to ask for advice from the Police representatives at the next meeting they attended.

**ACTION: Clerk to compile a report about the current CCTV system, including costs and payments, for the council to consider.**

### **7.5 SNG report led by Cllr Wilkinson.**

Cllr Wilkinson gave his report:

At the last SNG meeting only 3 parishes attended, including Boroughbridge. No police officers attended. The SNG Chair agreed to write to the police for an explanation of why they failed to support the meeting. Reports were shared by each parish.

Cllr Hynes said that as a result of the non-attendance by the Police at the SNG meeting he wrote again to Chief Constable Winward to express his concerns on behalf of Boroughbridge and the council.

Discussion was shared about whether the SNG meeting was currently fulfilling the purpose for which it was established. After the discussion a proposal was made.

**Proposal:** to withdraw town council secretarial support, and the provision of a venue to the SNG meetings in future as a result of lack of confidence in the efficacy of the SNG.

**Votes were cast:** 6 in Favour, 1 against, 3 abstentions. **The vote was carried.**

**ACTION: Clerk to inform the SNG Chair of the decision.**

### **8.1 Finance and HR**

#### **8.1 To agree the end July 2023 Finance statement, Bank Reconciliation, and ratify receipts to end of July for payment.**

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

**Proposal:** To accept the Finance Statement for the end of July 2023, including ratification of payments to be made and receipts identified.

**All in Favour.**

#### **8.2 Back Lane toilets- *Cleaning contract appointment confirmed. Quote for tree and vegetation maintenance from F and L Services in toilet area.***

The appointment of the new contractor was approved and noted.

The quotation for the vegetation and tree maintenance was approved and ratified by all.

#### **8.3 Office computer repair and e-mail system review. To consider recommendations from SLA support.**

The recommendations made regarding the repairs to the e-mail system were explained.

**Proposal:** To accept the recommendations made to change the e-mail system licenses and improve the e-mail system organisation and storage as per the quote received.

**All in Favour.**

#### **8.4 Budget Planning for 2024-2025; suggestions from councillors... for inclusion in 2024-25 financial year.**

Cllr Wilkinson requested that councillors submit any requests/suggestions for projects to be included in the financial year 2024-25 budget. He explained that the budget will be prepared at the Finance committee meeting in August.

The following suggestions were made by councillors: Car Park maintenance- surface repairs and repainting of line markings; CCTV system- to extend and improve; Buttermarket cobbles- maintenance and repairs.

It was agreed any further suggestions will be sent to the Clerk office before the Finance committee Meeting.

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

#### **9.1 Letter from North Yorkshire Police and North Yorkshire Council Highways**

The letter provided information about changes to traffic management arrangements that will be in place from 2023 onwards regarding Remembrance Day events.

Concerns were expressed about the implications of the lack of support this letter inferred and the difficulties that may arise.

**Proposal:** Clerk to write two letters from the council to convey concerns about the changes and the lack of support being given. Letter 1 to send to Andrew Jones MP, Letter 2 to send to D Cllr Robert Windass- CC Melissa Burnham (North Yorkshire Council Highways Dept.)

**All in Favour.**

**ACTION: Clerk to send letters.**

### **9.2 Parish Charter 2023 from North Yorkshire Council.**

Cllr Peter Phillips reinforced the importance of the charter and what it represents regards the working partnership between local parishes, local town councils and the unitary North Yorkshire Council. He stressed the importance for the council to have an understanding of the agreement.

### **9.3 Letter from resident regards the damaged fence on the flood bank.**

Damage to the fence had been discussed above see 7.2.

### **10. Invitations received for the Mayor, and/or events to attend in August.**

No new invitations have been received for August .

Cllr Hynes gave a brief report on his attendance at the Aldborough and Boroughbridge Agricultural Show, Newby Hall. Sunday 23<sup>rd</sup> July. He had a very enjoyable day that was not impeded by the unseasonal weather. Photographs have been shared from the event, which the Clerk will add to the website.

### **11. Information Exchange**

#### **Committee Meetings in August:**

*Thursday 17<sup>th</sup> August 18.10 Finance and Assets Committee Meeting in 1 Hall Square TIP offices*  
*Cemeteries Committee Meeting (Q2) Tuesday 8<sup>th</sup> August 6pm in 1 Hall Square TIP Offices*

The Clerk shared the information that the travelling Fair has requested that the Fair come to Boroughbridge Back Lane Car Park on 8<sup>th</sup> October with Fair opening 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> October, leaving on 8<sup>th</sup> October.

**ACTION: Clerk to contact the Fair owner and to add topic to Agenda in September 2023.**

Cllr Wilkinson gave apologies for non-attendance at the Full Council Meeting in September.

Cllr Pauline Phillips recounted that she had reported a fly tipping nuisance and the rubbish had been removed very promptly.

Cllr Kaczmarczyk reported that Langthorpe PC had requested an update on progress with regards the Bridge Lighting Project. She will provide the information.

Cllr Peter Phillips reported that a footpath on the Taylor Wimpey site near Harness Lane is to be closed as the access is encouraging miscreants. The footpath is included on a walking trail leaflet.

Cllr John Goss explained that he had responded to a request from a resident for support regards an issue on Ladywell Lane. He had made lots of enquiries to different authorities that were unhelpful and resulted in little or no satisfactory action. Cllr Goss requested a letter be sent from the council offices to explain his efforts to the resident concerned. The Clerk will give support with this.

Cllr Wilkinson suggested the information about the issue in Ladywell Lane is included at the visit planned with the new Police Inspector.

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

Tuesday 5<sup>th</sup> September 2023, 6.30pm Council Offices.

The meeting ended at 20.38.

**Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 5<sup>th</sup> September 2023**

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

Date \_\_\_\_\_