



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 5th SEPTEMBER 2023.

Meeting held at the Council Offices.

Councillors attending: Sean Hynes (Chair), Pauline Phillips, Peter Phillips, John Goss, Julie Fuller, Kenny Fuller, Jamie McNeil.

District Councillor (DCllr) Robert Windass entered the meeting at 18.35 and left at 19.09

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

Meeting opened at 18:32.

1. Apologies for absence

Cllr James Wilkinson, Cllr Monika Kaczmarczyk, Cllr Robert Young.
Sgt Jeffrey Peel, North Yorkshire Police-(Police report received prior to the meeting)
Inspector Holly Nicholls, North Yorkshire Police.

2. Declarations of interest in items on the agenda

Cllr Kenny Fuller and Cllr Julie Fuller declared an interest for agenda point 9.1.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 1st August 2023.

Proposed. All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 1st August 2023.

Proposed. All in Favour.

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

Mr and Mrs Leeming attended the meeting.

5. External Stakeholder and Working Group Reports

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

DCllr Windass gave his report:

The unitary council has been in operation for over 100 days now and is running smoothly. There has been an issue regards interruptions to collection of recycling and garden waste recently. The issue is being resolved with a recruitment drive.

£30million will be taken from reserves to fund the 2024-2025 budget for North Yorkshire. Some council buildings are being disposed of and site/office changes are planned to improve costs and make savings, including some of the area offices which have become obsolete.

North Yorkshire Services for Looked After Children have recently been inspected by OFSTED and were judged to be Outstanding in the report.

Cllr Windass is attending the Strategic Planning Committee Meeting on 12th January that will consider the A1M Motorway Services proposals near Langthorpe.

Cllr Peter Phillips confirmed that the most recent document confirming allocation of Commuted Sums monies has been received by the town council.

Cllr Windass reported that he had made enquiries with specific North Yorkshire Council officers regarding the proposed project of a sports facility in Boroughbridge. He confirmed that the officers were supportive of the proposals, accepting that a professional approach at all stages will be assured of.

This was confirmed and welcomed by Cllr Hynes on behalf of the council.

Cllr Peter Phillips shared information about his recent conversations with different NY Officers that confirmed this positive support from relevant departments to the projected plans.

Cllr McNeil asked about the possibility of a footpath being developed along the allotments to give improved access for pedestrians at the Chapel Hill, Greystones site. DCllr Windass agreed to investigate this regards the Taylor Wimpey planning for the site.

Cllr Goss asked if any schools in North Yorkshire had issues with RAAQ cement. DCllr Windass confirmed only one school in Scarborough had reported problems, thankfully.

Cllr Pauline Phillips asked if DCllr Windass had considered her request for support with funding for a VAS traffic calming initiative on York Road near the Primary School. DCllr Windass reported that minimal evidence was found for speeding along this stretch of road when a survey was implemented, and he did not give his support to this idea.

Cllr Pauline Phillips commented that her reporting of fly tipping locally had been dealt with very promptly and she extended thanks for the efficacy of this NY Council service.

DCllr Windass left the meeting at 19.09.

5.2 Police Report

Apologies had been received for non-attendance by the Police. In lieu of attendance there had been a report sent to Cllr Peter Phillips, which had been circulated to all councillors. The report contained crime statistics for August:

'Crime stats: 01/08/23 – 01/09/23_ 11 crimes in total, for the same period last year there were 30 crimes in total.

23/08/23 an environmental visual audit completed with police and council members present

24/08/23 a mobile clinic was run outside the council offices with mobile police vehicle.

4/09/23 community meeting held in Boroughbridge library.

28/09/23 a mobile clinic to be run outside of the council offices to engage with Boroughbridge public.

(Engagement)... continue to focus efforts in and around Eastgate, New Row area and ...(individuals) pending prosecution...with High visibility reassurance patrols in area (Kirby Hill) conducted on a daily basis.

(New) PC 1609 is scheduled to be joining us on 11/09/23... and will manage Boroughbridge area (With PCSO's and Sergeant.)

Inspector Nicholls confirmed that both PCSO's will be supporting the Remembrance Day Parade and requested liaison with them regards the timings of the event. They will not provide road closures but will support event generally.

Apologies were sent by Inspector Nicholls for not attending the meeting also, with an intention to attend the council meeting in October.

5.3 Cemetery Committee Report led by Cllr Rob Young including purchase of additional land for Aldborough Cemetery

A report was shared by the Burial Clerk due to the absence of Cllr Young.

At the last Cemetery Committee Meeting it was requested that consideration is given to the extension of the land available for burials in Boroughbridge. Cemeteries is included on the Commuted Sums spreadsheets issued, with monies available towards this extension.

Proposal: Clerk team and Chair of Cemeteries Committee to draft a letter to open negotiations with the landowner of the land adjacent to Aldborough Gate Cemetery with a view to extending the cemetery land.

All in Favour.

ACTION: Clerk team and Cllr Young.

The first application has been received for a memorial plaque in Aldborough Gate Cemetery. The applicant requested help towards the funding of the plaque. The councillors discussed the request, including consideration of the price and possible sources of assistance. It was agreed the prices should be reviewed again in April, but no precedents should be set at this meeting. The Burial Clerk will respond accordingly to the applicant.

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

Cllr Mc Neil gave his report:

The only new issue is that a change of personnel has taken place regards the allocated representative/contact at Swish Fibre. A meeting is being arranged. An enquiry will also be made regards installation of provision in the council offices, as the costs to the council have increased and the present contract is due for renewal.

5.5 Events and Social working Group report led by Cllr Julie Fuller.

No report to share.

5.6 Schools Liaison Group report led by Cllr Pauline Phillip

No School report to share.

5.7 Menwith Hill Liaison Group report led by Cllr Monika Kaczmarczyk

Cllr Kaczmarczyk had sent a report that there was no news to share due to vacations and the holiday season.

6. Matters arising from previous minutes.

6.1 Sports Field Facility and principles of the handover process.

A discussion was shared about the importance of a hand over process. It was outlined why the sports facility group require certainty in organisational planning, linked to their financial aims for fund raising.

Cllr McNeil explained how the development of a facility will need to include stakeholders who contribute funding to the project. Boroughbridge Town Council will become a key stakeholder due to the lease of the land for the development. A valuation of the land is required before any progress can be made.

It was agreed and acknowledged that any agreements would be carefully compiled to ensure caveats provide security and certainty that the project will best serve the community, whilst also protecting its assets.

Cllr McNeil assured the council that the stakeholder role would ensure a councillor was on the management group of the facility developed.

ACTION: Cllr Hynes to investigate the tenancy agreement details and circumstances at Aldborough Gate land, given the aims of the project.

During the discussion it was also considered necessary and courteous to contact the householder in the property adjacent to the field.

ACTION: Cllr Hynes to write to the householder.

6.2 Commuted Sums update, report by Cllr Peter Phillips

Cllr Peter Phillips gave his report:

A copy of a detailed breakdown of the allocated Commuted Sums (CS) monies was shared. This report is current and includes the changes requested by Boroughbridge Town Council.

The process of applying for monies from CS was explained.

The allocations were considered.

Cllr Hynes expressed his thanks again to Cllr Peter Phillips for the commitment, time and perseverance given to the task of scrutinising the CS system to ensure monies have been identified and correctly allocated. A huge vote of thanks was extended.

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

Cllr Kenny Fuller gave his report:

No repairs have been completed by the contractors. However, some minor repairs have been completed independently by the contractor who is maintaining and cleaning the toilets.

The quotes for painting the exterior of the toilets were shared and discussed.

Proposal: To appoint Mr Todd to paint the exterior of the toilet block.

All in Favour.

ACTION: Cllr Fuller will ensure the renovations contractor completes the 'snagging list' tasks and ask him to repair the roof damage.

6.5 The state of the Buttermarket Cobbles

The poor state of the cobbles was discussed. The difficulties in finding a contractor to renovate the broken areas was acknowledged. The land management contractor has been approached but unfortunately cannot help with this issue.

It was suggested the clerk team use Facebook to try to identify possible suitable contractors.

ACTION: Clerk to report back with any suggestions identified.

6.7 Lighting on the Bridge led by Cllr K Fuller

Cllr Fuller gave his report:

A quote for the price of 18 lights has been given. The quote is for the cost of lights alone, fixing costs and planning information/advice need identifying and confirming.

Cllr Fuller will report back with this further information when it has been confirmed.

6.8 Update on Car Charging points led by Cllr Peter Phillips

Cllr Peter Phillips gave his report:

The officer who has been leading this project has contacted Cllr Phillips with his frustrations about the process. Unfortunately, the costs have risen exponentially. The budgets allocated originally no longer cover the costs involved in plans previously agreed. Therefore, the project may now not be viable. North Yorkshire Council will advise on a decision. The decision will be shared with the town council when Cllr Phillips is advised of an outcome.

6.9 Update on Recreation Ground led by Cllr Peter Phillips

Cllr Pauline Phillips gave her report:

CS monies have been allocated to the recreation ground and make it feasible to make some improvements. Suggestions were shared for changes that could be considered. Three quotations have been sought. The suggestions included an enclosed Multi Use Games Area (MUGA) for older children and using additional money to improve the opposite end to this space for younger children's play activities. Footpaths would be needed to be directed to the areas created. Organisation of accessing the monies needed is an issue, as deposits are required from the contracting companies. CS monies are not usually paid in advance.

Proposal: To proceed with the project. To canvas thoughts from public when quotes are confirmed, and ideas can be shared in more detail.

All in Favour.

ACTION: Cllr Phillips to continue to get quotes and confirmations about planning approvals, and funding process required.

7. New issues.

7.1 Citizens Advice and Outreach Minibus visits to Boroughbridge every other month from September onwards.

The council were unanimous in welcoming this partnership work. The bus visit has been confirmed and will hopefully be a regular event going forward.

7.2 Possible formation of a Youth Council led by Cllr Pauline Phillips

Cllr Pauline Phillips recounted that she had been approached via Andrew Jones MP to ask the council if they would be in support of having a Youth Council in Boroughbridge. The issue was discussed, including detailing how 'support' may be needed and what it would entail. There was general approval of the notion.

Cllr McNeil outlined his full support, suggesting the possible advantageous effects of having a link with younger people in the town and the process of unravelling the issue of Anti-Social Behaviour.

Proposal: To support the individual proposing a Youth Council to establish a Youth Council for Boroughbridge. To provide access to a meeting space at the council offices and to offer advice as to how to access some funding.

All in Favour.

ACTION: Cllr Pauline Phillips to liaise with the individual concerned.

Councillors willing to help by involvement in this venture were urged to contact Cllr Phillips.

7.3 Car Park- small works required led by Cllr Peter Phillips

Cllr Phillips explained the works needed:

Several small holes in the tarmac surface have been identified and need repairing.

The speed bump needs repainting.

A sign 'No pedestrian exit' is required at the exit area.

It was suggested approximately £100 would be needed for the completion of the tasks identified.

Proposal; To spend about £100 from the budget to cover the cost of the repairs. **All in Favour.**

ACTION: Cllr Phillips to carry out/arrange the repairs.

7.4 Proposed equipment for the recreation ground led by Cllr Pauline Phillips

Covered in 6.9 above.

7.5 Broken fence at the Devils Arrows site led by Cllr Peter Phillips

The Clerk reported that the fence has been repaired recently, independently of the town council.

7.6 Remembrance Day 2023

It was confirmed in a recent report from Inspector Nicholls that 2 PCSO's are allocated as support to the parade.

The road closure application is required as in the past. It was agreed a wreath will be laid on behalf of the town council. A donation of £50 will be made to the Royal British Legion

Proposal: To apply for the application to support the event as in previous years with organisation as agreed.

All in Favour.

ACTION: Clerk to make application and liaise with Royal British Legion and other participating partners, and to order a wreath.

7.7 Photograph of town council members

It was agreed a group photograph is needed.

Proposal: To confirm a date for the photograph when all councillors are back from holidays. **All in Favour.**

ACTION: Clerk to contact suggested photographer and arrange for the photograph.

7.8 Painting of exterior of 1 Hall Square

The exterior of the offices is in need of redecoration.

Proposal: To organise for the repainting of the exterior. **All in Favour.**

ACTION: Clerk to get 3 quotes for the repainting for consideration in October.

7.9 Overgrown grass verges encroaching on local footpaths

There have been many complaints received by the both the councillors and the council office team about the overgrown state of the grass verges in Boroughbridge locality. It was agreed the grass cutting regime has impacted negatively on the appearance of the town.

The clerk has received a reply from a NY officer that 'verges are not cut for aesthetic reasons, rather for safety reasons.' It was agreed some action was needed and a review of the verges was important.

ACTION: Clerk to contact Kirsty Stewart at NY to discuss the complaints.

8. Finance and HR.

8.1 To agree the end July 2023 Finance Statement, Bank Reconciliation, and ratify receipts to end of August 2023 for payment

The finance statement was considered. The receipts and payments were agreed and noted.

Proposal: To ratify the end July 2023 Finance Statement, Bank Reconciliation, and ratify receipts to end of August 2023 for payment, including salaries to be paid. **All in Favour.**

8.2 Budget for 2024-2025

The RFO gave a brief explanation of the headline issues considered from the compilation of a new budget for 2024-2025. Generally, the budget remains similar in expenditure and income headings. New projects need to be identified, agreed, and added to the new budget, with help from the councillors.

In the 2022-2023 budget a sum was included for the sale of land at Aldborough Gate, which has not happened. This sum needs to be taken out from the budget figures and will show a change. It was agreed this figure needs removing, with annotation to explain why.

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

9.1 Letter re Co-option from Mr Fuller (received 11.8.23)

Cllr Hynes explained that a letter had been received with requests for information relating to the process of the aborted co-option in January. A freedom of information request is being complied with and a letter will shortly be sent in response, with the information requested.

9.2 E-mail letter from SBA PKF Littlejohn re AGAR process. (received 17.8.23)

The Clerk confirmed that the audit review of the AGAR had prompted a letter acknowledging receipt of the forms submitted.

A second letter has since been received asking for clarification on two points on the AGAR form. The response will be sent by the date requested.

9.3 NYC 'Announcing a new approach to managing speed limits in North Yorkshire' letter from Keane Duncan

Cllr Peter Phillips explained that the preponderance of campaigns to support a '20's Plenty' initiative have possibly prompted the letter. The comments included in the letter were noted.

9.4 Response letter from Inspector Holly Nicholls

Cllr Hynes reported that a reply was received from the letter sent to the Inspector which led to a meeting between Inspector Nicholls and Cllr Pauline Phillips and Cllr Hynes.

The meeting was considered a very positive one. Information was shared regarding the policing in Boroughbridge. The two PCSO's have been maintained in the town in lieu of a PC which was lost. Both PCSO's have been very committed and diligent in their role and have supported well in the absence of a PC. It is expected a new PC will start in September with a transition period planned. Both Cllr's had stressed the importance of having reports at council meetings to work in partnership with the policing strategies implemented. Inspector Nicholls had promised a community policing newsletter for the locality to share information on a monthly basis. She hoped the new PC would improve the footfall of the police when he starts in post.

It was explained that the council had voted to leave the local Safer Neighbourhood Group and therefore it was requested a Police liaison group should be started instead. The group would meet quarterly and would invite local parishes to be included to discuss issues with the police present. Cllr Phillips will canvas other parishes to ask if they would like to attend such meetings.

The new Inspector used strident language and her approach was welcomed optimistically.

9.5 Letter from PCSO Gudger re meeting

The meeting had taken place on 4th September and several councillors also attended along with the residents invited. Cllr Pauline Phillips gave a report of the meeting. (This was whilst DCllr Windass was still present.)

The residents' issues shared had been varied and some new information had been given to the Police present. Lots of the concerns of residents were aired at the meeting. It was commented that on a walk around the area Cllrs felt the external appearance of some of the houses was 'shocking' and demonstrated a visible lack of care and respect. The landlords of the houses had a 'duty of care' for the properties, and this does not appear to be in operation. It was requested that DCllr Windass report the neglectful appearance of the properties to the landlord- i.e. North Yorkshire Council, which he agreed to do. He stated he had been unaware of the issues raised and would act immediately.

10. Invitations received for the Mayor, and/or events to attend in September
Civic Service, Pateley Bridge Sunday 10th September. From Mayor and Mayoress of Pateley Bridge- Deputy Mayor attending with Cllr Peter Phillips.
Dunsforth Dog Show, 10th September: Mayor opening the event.
Battle of Britain Service in Spa Gardens, Ripon- Sunday 17th September- Cllr K Fuller and Cllr J Fuller agreed to attend this event, as the Mayor is unable to attend.

11. Information Exchange

Citizens Advice Outreach Minibus on Buttermarket outside 1, Hall Square on Thursday 21st September 2023.

Cllr McNeil: A recent survey of local Defibrillators conducted showed some were 'off-line'. This is being rectified with the custodians of the machines.

Cllr Goss: There has been a crane parking at night times outside the High School, on the pavement. This has been reported to the PCSO and will continue to be monitored.

Cllr J Fuller: the replacement sign for outside the Tourist Information office at 1 Hall Square is yet to be installed. Cllr K Fuller agreed to investigate and get an up-date for the council.

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

Tuesday 3rd October 2023, 6.30pm Council Offices.

The meeting ended at 20.50.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 3rd October 2023

Signed _____
Mayor and Chair of Council

Date _____