



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 7th NOVEMBER 2023.

Meeting held at the Council Offices.

Councillors attending: Sean Hynes (Chair), Pauline Phillips, Peter Phillips, John Goss, Julie Fuller, Kenny Fuller, James Wilkinson, Monika Kazmarczyk, Jamie McNeil. District Councillor (DCllr) Robert Windass attended from the beginning of the meeting and left after giving his report.

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

Police representatives present: Inspector Holly Nicholls

Mr Matthew Dawson-Paver (member of public) gave a report at 4.1 on the agenda.

Meeting opened at 18:30.

1. Apologies for absence

Cllr Robert Young

2. Declarations of interest in items on the agenda

None.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 3rd October 2023.

Proposed. All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 3rd October 2023.

Proposed. All in Favour.

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

4.1 Mr Matthew Dawson-Paver gave his report:

Thanks were extended for being allowed to address the meeting, given on behalf of Mr Dawson-Paver's family and the residents of Roecliffe Lane. Recognition was also given to the fact that the town council have made attempts to engage with the issues already identified, and which remain on-going.

A petition of over 150 plus signatures has now been collected from local residents in response to the issues identified by the damaged road surface, the traffic nuisances of HGV vehicles causing more road surface damage, loud noise nuisance from HGV and other traffic, and dangers caused by speeding of vehicles on Roecliffe Lane. This petition will be delivered to recipients this week.

The impact of living on this road has caused serious emotional damage to Mr Dawson Paver and his family and the other residents living on the road. Personal impact on Mr Dawson-Paver includes also limitations on the use of his front garden due to excessive traffic noise; shaking of rooms in the house, including a young infant's bedroom and a home office space, caused when large vehicles are passing. Similar experiences are shared by neighbouring properties along the road, resulting in street facing windows being replaced and also parked vehicles being damaged by traffic on the road. Vehicles using the road have to travel in the middle of the road to avoid potholes, causing dangers to pedestrians and cyclists, over the summer months almost 100 cyclists a day were counted travelling along the road.

In conclusion the road is being used more, and the type of vehicles using the road has changed to include more HGV's.

Cllr Hynes responded to the report:

A meeting was held with DCllr Windass present, and the lead officer at North Yorkshire Highways team to review the road surface in the light of the many continuing complaints and following a letter sent from the town council to the lead officer.

DCllr Windass explained circumstances around his role in the meeting:

DCllr Windass had received a letter from the Town Clerk regarding the continuing complaints about the road surface and traffic nuisance. In response to the letter DCllr Windass contacted the Area 6 Manager and the Leader of North Yorkshire Council to share the complaints and request actions. A meeting took place at 8am with DCllr Windass, Cllr Peter Phillips and Karl Battersby, Director of BES based in Northallerton.

It was accepted some potholes on the road had been fixed, but the surface of the road is in poor repair and needs renewing. North Yorkshire Council will resurface the road in their plan of works for 2024-25 if monies become available. Costs for resurfacing the road are c£25 per square metre. However, if central Government monies are obtained the resurfacing will take place in 2024 not 2025.

Cllr Peter Phillips had attended the meeting, and he reinforced the fact that Karl Battersby had agreed the road needed resurfacing but would not confirm exactly when this would happen. Cllr Phillips stressed that it was the responsibility of North Yorkshire Council to fund the road maintenance and to respond to issues when lack of maintenance impacted residents. He expressed concern that Locality Budget funding was used to pay for road repairs as this was not the remit for this fund. DCllr Windass had previously used Locality budget funds to finance works on dropping kerbs to support residents with issues caused by pothole damage in 2024. This was not acceptable use of the funding in the locality.

Karl Battersby has given his contact information regarding complaints with highways in Boroughbridge district. From now onwards the town council will be directing and forwarding any highways complaints from residents to Mr Battersby. The town council get the brunt of complaints, yet they have no facility to implement changes or improvements, even when supporting the residents in their complaints.

Cllr Phillips explained HGVs are using the road more as SATNAV routes direct traffic along this road. Often HGV's do not keep to speed limits, but enforcement of this is problematic.

Cllr Pauline Phillips supported the views shared and explained that she had sent e-mails requesting traffic calming measures on the road due to speeding issues. However, no response has been received from North Yorkshire to her requests. She also recently made a request for VAS traffic signs from DCllr Windass' Locality Funding but this was not successful.

Cllr Julie Fuller, Cllr Wilkinson supported the comments made and gave further examples of how the damaged road surface impacts on residents using the road.

Cllr Wilkinson explained Mr Battersby had acknowledged the new homes development should pay for any damage to roads as a result of their works. Mr Battersby agreed this is fact. However, the road remains damaged.

It was recommended Mr Dawson-Paver send a copy of his petition to Mr Battersby also.

Mr Dawson-Paver thanked the council for the opportunity to speak and for the engagement they had given; he then left the meeting.

5. External Stakeholder and Working Group Reports

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

DCllr Windass gave his report:

- (i) Roecliffe Lane issues are as detailed above.
- (ii) Flooding on New Row at junction with Springfield Road and Ladywell Lane- North Yorkshire officer Melisa Burnham has been contacted regards the flooding and a survey is planned. Yorkshire Water have surveyed the assets they have at the junction and reported to the Town Clerk that there are no faults in their assets.
- (iii) There is a meeting in Great Ouseburn regarding the proposal to build an asphalt plant. DCllr Windass is attending the meeting but will object to the proposal. It was confirmed the Strategic Planning committee meeting will consider the application and the land belongs to North Yorkshire Council.

Questions were then shared from the councillors:

Cllr Pauline Phillips asked for support regards contact information for newly appointed officer(s) to support

Boroughbridge Emergency Response Team (BERT) in an emergency, as the last officer has now retired.

ACTION: DCllr Windass to forward a list of out of hours contacts and follow up this request.

Cllr Wilkinson requested help if information to assist making a Precept calculation is not forthcoming from North Yorkshire Council (NYC).

Cllr Peter Phillips shared information about the project to improve the Recreation Ground. He explained that NYC had been contacted regarding the project. Boroughbridge town council have followed all procedures as elected members should in this situation but have had no response from NYC. This lack of response is prolonging the project and has halted proceedings. Anxiety is growing now that the monies that should fund the project will not be forthcoming.

Cllr Hynes and other councillors then reinforced the issue of how poor response and communication from NYC officers is currently being experienced when contacting NYC. It was felt the lack of acknowledgement and response to e-mails is both rude unprofessional.

DCllr Windass recommended that complaints should be made with officer's names to Richard Flinton at NYC.

5.2 Police Report led by Inspector Holly Nicholls

Inspector Nicholls gave her report:

Apologies were given for not attending the council meetings earlier, but the focus has been on establishing a new team and settling into a new role. The new team has been established with PC Coulthurst and another new officer about to start in post shortly.

A report on crimes was shared: There have been 4 burglaries over 3 months at the new build sites. This has been managed strategically with a focus on cross border policing. Inspector Nicholls encouraged everyone to report suspect vehicles seen in the locality.

A car has been stolen, but an arrest made, and the car has been returned.

Damage reported on the toilet block in Back Lane has unfortunately had no CCTV evidence to pursue the crimes.

Issues arising at the time of the Funfair have prompted actions with the local school, but no CCTV evidence is available.

Statistics from the last 3 months were compared to the same statistics from last year. There were 33 reported domestic assaults in 2022 and only 17 this year. 3 more thefts were reported this year in the period. Incidents of anti-social behaviour were down from 19 in 2022 to 12 this year.

A focus for operations has been on targeting known offenders. A problem-solving plan is in process and currently there is difficulty setting up a meeting, but this is being pursued.

Inspector Nicholls welcomes the opportunity to attend council meetings but is keen to make her attendance fair with regards local parishes in the area. She is wanting to improve the visibility of the Police in the area.

Cllr Peter Phillips explained he has confirmed interest from local parishes to attend a regular quarterly locality based meeting with police representatives.

Inspector Nichols welcomed this, and it was agreed Inspector Nicholls will send suggested dates for meetings to be called.

An Independent Advisory Group exists in the Harrogate area. Inspector Nicholls would like to extend this to Boroughbridge. She welcomed any response to attend this.

Impact from incidents in Gaza is being monitored and is a police focus. A request was made that any incidences are reported to Police. Cllr Pauline Phillips will inform the members of the next Schools Liaison meeting of this request.

Cllr Wilkinson requested that the presence of the Police advice/support van is continued regularly in town. Inspector Nicholls supported this request.

Cllr Wilkinson asked how policing is assured to limit actions of known offenders when curfews are imposed. Inspector Nicholls assured the meeting that patrol plans are in place to ensure monitoring takes place at the necessary times.

Cllr Pauline Phillips explained that when emergency support is given by BERT the police support is valued and crucial. However, if the officers do not have local knowledge their help is not efficient. Road closures are complicated, and Highways and Police have not always worked effectively in partnership. She suggested that Police attendance at BERT local meetings would be beneficial to both BERT and the police.

BERT responded to all emergencies- not just flooding, with lots of plans in place for emergency situations.

Inspector Nicholls agreed this was a very useful suggestion and requested dates of future meetings are shared with her.

6th December 2023 has been confirmed as late-night shopping in Boroughbridge, to help assist Police planning for support, this date was shared.

Inspector Nicholls confirmed that PC Coulthurst and the PCSOs would be on duty at the Remembrance Sunday event.

Issues arising when the Funfair was in town were shared briefly as they were known to the police. It was suggested if the funfair is planned for 2024 dates are shared as soon as possible to ensure policing can be planned in advance.

Cllr Hynes asked about an arson incident in Aldborough Road. Inspector Nicholls asked for the information to be shared with her.

Cllr K Fuller asked for clarity on when to call 101 or 999.

Inspector Nicholls reinforced that it was important to call 999 when an emergency occurs, and people feel vulnerable. She reinforced that it was not right to feel scared or vulnerable and said call 999 if there is a situation when you feel scared or vulnerable to threat.

Thanks were extended to Inspector Nicholls at the end of her report and she then left the meeting along with DCllr Windass at 19.40..

5.3 Schools Liaison Group report led by Cllr Pauline Phillips

Cllr Phillips reported that the next meeting is on 16th November 2023 at the council offices.

6. Matters arising from previous minutes.

6.1 Remembrance Day 2023

Planning is in place. Mr Chamley asked councillors to contact him if they are attending the event.

6.2 Sports Field Facility update report led by Cllr McNeil.

Cllr Mc Neil gave his report:

A meeting was held with Mr Sadler. Now the group are awaiting a response from Mr Sadler regards his plans.

The sports committee had a meeting with another Council who had successfully completed a similar project to the one being proposed. The purpose was to share information and gain advice about good practice ideas.

6.3 Commuted Sums update, report by Cllr Peter Phillips

Cllr Peter Phillips shared his report:

No new information to share. The existing spreadsheet remains current. It was suggested that given the anxieties expressed about successfully accessing the monies, it would be useful to start applying for smaller projects to 'test' the process.

Cllr K Fuller asked about a cemetery in Markington that needed help accessing funding, which Cllr Phillips said he would try to help support if details were shared.

6.4 Report on renovation of car park toilets.

Cllr K Fuller stated there was no new information to share.

ACTION: Clerk to contact the renovation company to ask about remaining issues not addressed, including flooring, toilet seats and snagging list items.

6.5 The state of the Buttermarket Cobbles- Project required to explore possible funding streams. Finance and Assets Committee?

Cllr Pauline Phillips requested that the issue of repairs to the Buttermarket cobbles is added as an item to the agenda of the next Finance and Assets Committee meeting.

Cllr Wilkinson agreed to do this and to include the issue in the preparations made for the 2024-25 budget.

6.6 Lighting on the Bridge led by Cllr K Fuller

Cllr K Fuller explained he has found new examples for possible lighting units. He will share more information when the details have been received and confirmed to him.

6.7 Update on Car Charging points led by Cllr Peter Phillips

Cllr Phillips reported:

The officer at North Yorkshire Council liaising with this has confirmed issues exist with Northern Power Grid (NPG), which is disrupting the project. It has been confirmed Boroughbridge is top of the list for 2024 installations.

Cllr Phillips will try to contact NPG for any more information.

6.8 Update on Proposed MUGA for Recreation Ground led by Cllr Pauline Phillips

Cllr Pauline Phillips gave her report:

Information has already been briefly shared above see 5.1.

As with standing Orders of the town council 3 quotes for the works have been obtained. One additional quote was withdrawn after interventions from NYC officers. The costs range from c £77,000 to c £100,000 for the project.

Planning has included liaison with schools and a questionnaire is ready to share with students at local schools. At the forthcoming Schools Liaison Meeting information will be shared with school headteachers asking for their support with the questionnaires.

The town council plans are continuing even though NYC have stalled everything currently through their lack of response to e-mails, which is frustrating.

6.9 Menwith Hill liaison

This item was not on the agenda and Cllr Kaczmarczyk asked for it to be added again. She is waiting for a response to her e-mails as it recently came to light the communication link was broken/lost.

7. New issues.

7.1 Funfair 2023 and the future

Cllr Pauline Phillips explained how some incidences during the period the funfair was in town impacted on the toilet maintenance staff and caused problems.

Incidents of vandalism in the toilets increased, verbal abuse was experienced from youths attending the fair and there were several small fights/altercations reported to the council as youths left the funfair.

Discussion was shared around whether the funfair should be invited back to town in 2024, given the complaints shared.

Following discussion, it was agreed that the children of the town had few events like this to look forward to and therefore the funfair should be allowed to return.

However, it was agreed provisos should be in place: The bond and costs agreed with the Funfair owner will be reviewed and slightly raised; the dates must be confirmed sooner to allow the Police to be informed with sufficient time to ensure support is planned, the toilets will be closed when the Fair is open.

ACTION: Clerk to contact Fair owner and implement proposed changes to the organisation for next year.

7.2 Car Park donations and general up-keep, led by Cllr Peter Phillips

Proposal: To add this item to the agenda for the next Finance and Assets committee meeting. All in Favour.

7.3 Motor Home bays- grass extensions

Proposal: To add this item to the agenda for the next Finance and Assets committee meeting. All in Favour.

7.4 CCTV; including (i) repairs and maintenance, and (ii) CCTV Training (SIA Licence).

Proposal: To add this item to the agenda for the next Finance and Assets committee meeting. All in Favour.

7.5 Workload of the Clerk team

Cllr Pauline Phillips explained that the Clerk team are working hard to meet the demands of the workload created, but they are consistently overloaded with tasks.

The recent change to NYC as a unitary Authority is impacting workstreams and workloads will most likely continue to increase. Footfall in the office is high and the part time staff are working hard to meet all the varied demands on their time. With this in view it was requested that councillors are aware of this and support the office team by taking greater responsibility for all issues that arise on the agenda. It was stressed this was not a personal issue, but frustrations are often felt due to workloads and it needed discussing.

A heated discussion then ensued and at one point Cllr Peter Phillips left the meeting in anger resulting from the exchanges taking place.

7.6 Possible formation of a Police Liaison group

Discussed with Inspector Nicholls, see above at 5.2.

7.7 Defibrillator- including (i) care after use, and (ii) Defibrillator training and CPR/First Aid Training.

Cllr Hynes explained that the Defibrillator was recently used in an emergency. After the event the pads were replaced, and spares have been purchased. No one in the council is trained to use the Defibrillator, but training is available.

Cllr K Fuller proposed that CPR and Defibrillator training is held in the council offices. **All in Favour.**

ACTION: Cllr K Fuller and Cllr J Fuller to investigate possible training sessions available to access/book, with costs attached. To share details at a future meeting.

7.8 Office opening hours for Christmas period 2023

Suggested office opening hours during the Christmas period had been previously suggested with the HR Chair. The hours were agreed.

ACTION: Clerk to send opening hours to the councillors and publish these as required.

7.4 Handyman vacancy and appointment

Cllr Pauline Phillips gave her report:

Three applicants were interviewed after responding to the advert posted.

Recommendations were shared as a result of the interviews, and these were discussed.

Proposal: To accept the recommendations of the HR Chair. **All In favour.**

ACTION: HR Chair and Clerk to inform applicants and ensure contracts are issued.

8. Finance and HR.

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

Cllr Wilkinson talked through the report previously circulated. It was agreed that the payment for the new noticeboard outside the office should be paid, but also it was agreed funding should be sought to assist with payment.

ACTION: Clerk to seek funding from Commuted Sums/CIL monies.

Proposal: To agree the statement and ratify receipts and payments to end of October 2023. **All in Favour.**

8.2 Parish Precept Letter for 2024/25

Cllr Wilkinson explained that the Precept request must be submitted by 31 December 2023. The information relating to the new Band D houses inhabited in Boroughbridge affects the figure and a request has been made to NYC to assist this. This will be discussed at the Finance and Council Assets Committee Meeting. The Precept request will be impacted by any changes to grants previously awarded to help with town maintenance by NYC.

8.3 Tourist Information Volunteers thank you lunch 2023

The Clerk requested that the lunch is arranged and financed by the council as it has always been in previous years.

Proposal: To arrange the lunch for the volunteers as in the past. **All in Favour.**

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

9.1 Letter re Parking on Bridge Street, Boroughbridge.

The letter was discussed. It was agreed that the town council do not have jurisdiction to help with the issues raised. The Clerk was instructed to forward the letter to DCllr Windass.

9.2 Letter re road safety concerns along road from Stumps Cross to cemetery, especially in view of Sports Development project.

Cllr Hynes reported that he has spoken with the authors of the letter. The comments were noted.

9.3 Letter re Motor Home parking limits in Back Lane Car Park.

It was confirmed that there have only ever been 2 spaces available for Motor Home parking. Clerk to respond accordingly.

9.4 Letter and video clip received re parking on New Row

Noted. As above at 9.1. Letter to be forwarded to DCllr Windass.

9.5 Invitation to Stakeholder Panel meeting at Thalia Waste Management 27.11.2023 at 6.30pm

Noted.

9.6 Information regarding Police liaison event held on 14th October in Boroughbridge, from PCSO Gudger

Noted.

9.7 Request from Jules Preston re car charging points

The request was discussed. It was suggested the options suggested were not suitable. Clerk to respond to the letter.

9.8 Letter regards road safety, crossings, and traffic calming in Boroughbridge

Noted. As above at 9.1. Letter to be forwarded to DCllr Windass.

9.9 Request for installation of a dogwash

The request was discussed. It was agreed that the suggested site for the dogwash was not suitable, and the request was refused.

9.10 Response regards Roecliffe Lane letter sent to DCllr Windass and NY Officer Melisa Burnham

See discussion above at 5.1.

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

Oakleaf Service to be held in Ripon Cathedral on Sunday 19th November at 3.30pm

Thanksgiving dinner at Menwith Hill, Darley Memorial Hall on Thursday November 16th.

Late-night Christmas Shopping event on Wednesday 6th December.

11. Information Exchange

Cllr Hynes- Requested an agenda item is added to the Full Council Meeting (FCM) in December –‘The extension of Aldborough Cemetery’

Cllr Pauline Phillips- requested that an item is added to the FCM in December-‘Damage to headstone in Boroughbridge Cemetery’.

The pre-planning application made for the new dentist surgery was rejected on the grounds ‘it was not in keeping with the area’. A new application will be made.

Cllr Wilkinson- Requested that an item is added to the FCM in December-‘Issues with Healthcare at the Surgery in Boroughbridge’

Cllr Goss- Requested that Brighter Boroughbridge use the office to help with arrangements on 6th December event. All in Favour.

Cllr Julie Fuller- Reported that parking at the doctor’s surgery has become very problematic.

A request was made that new wading sticks and small portable barriers with lights are needed by BERT.

Cllr K Fuller- Reported that he had trimmed weeds around the Buttermarket area in preparation for the Remembrance Day Event. He offered to help with organisation on the day regards sharing keys to the museum space.

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

Tuesday 4th December 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 4th December 2023

Signed _____
Mayor and Chair of Council

Date _____