



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 6th FEBRUARY 2024.

Meeting held at the Council Offices.

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

No Police representatives present.

North Yorkshire Officers Jonathan Clubb and Kate Dawson attended at Agenda point 4 and left the meeting when discussions ended. No other members of the public were present.

Meeting opened at 18:33.

1. Apologies for absence

Cllr Peter Phillips

2. Declarations of interest in items on the agenda

None declared.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 5th December 2023.

All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 5th December 2023.

All in Favour.

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

North Yorkshire Officers Jonathan Clubb (Head of Parks and Grounds) and Kate Dawson (Community Assets and Engagement Manager) attended the meeting to give a report with regards the proposed installation of a Multi-Use Games Area. (MUGA) on the recreation ground, Wetherby Road.

Mr Clubb explained the new team structure at North Yorkshire Council, identifying his own role and that of Ms Dawson.

He stated that for North Yorkshire Council the recreation ground was an unusual situation due to the historic nature of the maintenance of the site by North Yorkshire Council or Harrogate Borough Council (as was). He stated North Yorkshire Council (NYC) were in support of the project but wanted clarity on issues relating to the ownership and maintenance of the site. He stated that if the site is not owned by NYC they will not undertake the maintenance and provide other services, especially when future costs of maintaining a MUGA may often be high. He also stated implementation of the consultation process for creating a MUGA was required.

Cllr Phillips and Cllr Hynes and Cllr Wilkinson responded with information for Mr Clubb.

Cllr Phillips reminded Mr Clubb that ownership proof had previously been assured of by Boroughbridge Town

Council.

Maintenance by NYC was provided in the past as an arrangement made between Harrogate Borough Council and Boroughbridge Town Council linked to payment of the difference between imposition of high rates and grant monies.

Cllr Wilkinson asked if site ownership predetermines all maintenance arrangements at NYC and Cllr Hynes asked on which basis any NYC claims of ownership of the land was being made, given the meetings already held with NYC officers and the information previously shared by the town council.

Cllr Goss gave a historical perspective explaining that young people in Boroughbridge have been asking for improvements to the recreation ground, with requests for a MUGA dating back several years.

Cllr Young recounted that the purchase of present equipment, and the last developments were made using funding from a combination of the Big Lottery Fund and Commuted Sums monies allocated by NYCC to the site.

This funding information was confirmed as correct by Ms Dawson.

Cllr Phillips questioned why high future maintenance costs were being suggested when the companies approached for quotes had given contrary assurances.

She also expressed disappointment that NYC officers involved in the process to date had failed to respond to e-mail communications leading the whole project to be without action for six months. It was the sad, but shared opinion of the council that the process seemed 'wrong' as the town council was trying to improve facilities for the good of the local young people on land that belonged to the town.

Mr Clubb responded by apologising for the lack of communications sent. He reiterated the situation was unique and stressed that ownership of the land was a key issue, as NYC did not maintain sites they did not own.

The Clerk provided Mr Clubb and Ms Dawson with a Land Registry reference number for the site as further proof of ownership by Boroughbridge Town Council.

Cllr Phillips reiterated that as per the systems identified at previous meetings with NYC officers, a consultation process had been held with young people in Boroughbridge with help from the schools.

Cllr Wilkinson reinforced that the town council were simply acting as needed to further the project and wanted to have the support from NYC to achieve the goal of improving town facilities.

Mr Clubb responded by saying that any funding held by NYC that may be used for the project is ring fenced. He stated that for insurance purposes any consultation process needed to be shared with NYC and said that his team wanted engagement with the project and the town council.

At this point Cllr Phillips stressed the aim was simply to move the project forward through engagement. She offered herself as the principle contact for NYC to use.

Ms Dawson stressed the process of procurement will require support from her, with consultation sharing included as a requirement. The procurement process may impact on choices made and the Commuted Sums Project Initiation Document will need the land registry reference. Future maintenance was not a present concern.

Frustration was expressed by several councillors that the Commuted Sums monies generated through new housing developments in Boroughbridge were proving difficult to access and use for the purposes they were supposedly allocated, i.e. the benefit of the towns people through improvement and development of Boroughbridge facilities.

Before leaving the meeting Ms Dawson mentioned that the latest Commuted Sums allocation records were being prepared and she gave examples of some of the figures that were being confirmed, including Aldborough Gate Cemetery, Aldborough sports facilities, village hall allocations. She confirmed she would be checking all allocations, including name changes, before the sheets were distributed. Partnership working was welcomed to ensure details were correct.

Cllr Hynes thanked the officers for their attendance at the meeting and expressed the council wish that the project will now be completed as planned and expected, as an outcome of the discussions held at this meeting. Ms Dawson and Mr Clubb then left the meeting.

5. External Stakeholder and Working Group Reports

5.1 County and District Councillor's report from District Councillor (Dlir) Robert Windass

DCllr Windass gave his report:

The NYC budget 2024-25 process is proceeding. A 4.9% increase in rates will be levied across the county. NYC is using £80Million from reservesto balance budgets. Savings from a move to a unitary authority will only slowly be realised, the sale of area council properties is still impacting.

Locality budget allocations previously made to district councillors remain in place in 2024-25.

A sum of £3400 is now to be allocated from DCllr Windass' locality budget to Boroughbridge town council for the installation of traffic calming Vehicle Activated Speed (VAS) road signs on Roecliffe Lane.

Cllr Phillips shared information about installation suggestions for the placement of the VAS signs and the lamp posts already surveyed and suggested by the installation company. A contact was given for the NYC officer to confirm the proposals. The sum available was confirmed by DCllr Windass.

Cllr Hynes expressed thanks from the council for the grant and assistance given by DCllr Windass to support improvements to be made to this hazardous road.

Cllr Wilkinson asked DCllr Windass about the latest planning proposal submitted at the Stumps Cross development. Cllr Wilkinson explained the concerns already being noted from the application mentioning particularly omission of an exit from the development onto A168 and primarily about the large number of homes and the house types being suggested on the site. DCllr Windass agreed to look closely at the application, agreeing that the new application appears to be similarly repeating the previous over development issues of the last one made.

Cllr Goss asked DCllr Windass for his views and support to improve the on-going problems of Yorkshire Water (YW) and NYC disagreeing about responsibility for the continuing flooding at the end of Ladywell Road. Information was again sent to Area 6 by Cllr Goss but not acknowledged.

DCllr Windass confirmed he had intervened by sharing the same video information with the lead officer at Area 6 also. He reported that currently YW are not accepting evidence supplied that effluence is escaping from the drains. YW are arguing with NYC Highways about responsibility for the situation. It remains a stalemate. Comments were shared about the frustrating response YW is making regards any problems identified with flooding in Boroughbridge, absolving themselves of responsibility in all situations identified, blaming NYC Highways assets. It was suggested other independent involvement and representation might be needed to help to convince YW to act in favour of the residents of Boroughbridge.

Cllr Young alerted attention of DCllr Windass to problems of a collapsing football pitch on school grounds.

Cllr Hynes thanked DCllr Windass for his report and the support being given. DCllr Windass left the meeting.

5.2 Schools Liaison Group report led by Cllr Pauline Phillips

No further news to share.

Consultation meeting planned for High School Sixth Form changes is on Thursday 8th February at 6pm.

5.3 JPC Meeting feedback from Cllr J Goss

Cllr Goss gave his report.

The meeting was not very well attended by local parishes. The agenda seemed limited by non-attendance and poor support from local parishes. The car park in Boroughbridge had been a topic for discussion.

6. Matters arising from previous minutes.

6.1 The extension of Aldborough Cemetery led by Cllr Hynes.

Cllr Hynes gave his report.

The contact made with Sir Lawson Tancred resulted in the need for a new meeting, as the land is held in trust. Cllr Hynes is currently awaiting a date for confirmation of a further meeting and will report back after this has taken place.

6.2 Commuted Sums update led by Cllr Peter Phillips

Cllr Pauline Phillips spoke on behalf of Cllr Peter Phillips with a brief report.

Some discrepancies were highlighted in a new spreadsheet seen by Cllr Phillips. He is awaiting the new sheet to be confirmed with any alterations completed. He will report on any changes.

6.3 Sports Field Facility update report led by Cllr McNeil.

Cllr McNeil gave his report.

Charity Commission registration for the group has been confirmed.

The latest meeting held with Mr Sadler highlighted some changes to the original ideas proposed and discussed. The next steps require legal representation.

Mr Sadler has requested confirmation of partnership working with the town council through receipt of a non-legally binding letter.

Proposal: To send a letter as requested, with contents previously agreed by the council, to confirm and support continuation of partnership working.

All in Favour.

ACTION: Cllr McNeil to ensure the letter is sent.

The next meeting held is to be on 20th February, the priority topic for discussion will be 'maintenance of the site'.

6.4 Report on renovation of car park toilets

Cllr K Fuller gave his report.

Some progress has been made with the snagging issues, but further work is needed, especially regards the flooring.

ACTION: Clerk team to chase the remaining issues to ensure completion by S and G Renovations

6.5 The Buttermarket Cobbles led by Cllr J Fuller

Cllr J Fuller gave her report.

A quote has been obtained for pressure washing the cobbles.

The quote was discussed. It was agreed the process of pressure washing may cause more problems for reparations afterwards. This option has been previously considered and rejected by the council.

Agreement was made to leave this item unresolved currently.

6.6 Lighting on the Bridge led by Cllr K Fuller

Cllr K Fuller gave his report.

A quote for the lights shown to council previously consisting of 20 lights was received. Cost is c£27,000.

Planning permission for the installation is needed. The existing application ends in November and a new application is needed.

Proposal: To agree to finance the cost of a new Planning Application for the new lights identified.

All in Favour.

ACTION: Cllr K Fuller to proceed with planning application, including sourcing English Heritage survey information to proceed with lights identified.

6.8 Proposed MUGA for Recreation Ground led by Cllr Pauline Phillips

See discussions above at agenda point 4.

7. New issues.

7.1 The CCTV system in Boroughbridge led by Cllr Peter Phillips

Cllr Pauline Phillips gave a report on behalf of Cllr Peter Phillips.

A review of the current CCTV system is needed to ascertain the actions required to improve and maintain the system.

ACTION: Clerk to obtain review information from the current operative and report back.

7.2 Inspire Youth project led by Cllr Peter Phillips

Cllr Pauline Phillips gave a report on behalf of Cllr Peter Phillips.

Inspire Youth have requested a site to park their minibus when holding sessions. Options were discussed and the pros and cons for each suggestion considered.

It was agreed that the space at the rear of the car park on the shared space was to be offered, subject to review when prompted.

ACTION: Cllr Peter Phillips to share the agreed suggestion with the Inspire Youth representative.

7.3 BERT led by Cllr J Fuller

Cllr J Fuller gave her report.

Information about 4 new barriers requested, and 2 new lights needed by the BERT team was circulated prior to the meeting.

Proposal: To finance the purchase of the 4 barriers and 2 new lights requested by BERT from town council funds. **All in Favour.**

ACTION: Cllr J Fuller to work with clerk team to purchase the new equipment.

7.4 Repair works to damage to 1 Hall Square

Cllr Hynes explained that the reparations have been partially completed but the contractor is planning to finish the repairs when weather conditions are suitable to complete the new rendering.

7.5 Update on faulty tree lights in St James' and on Fountain

The Clerk informed the council that the contractor has been contacted about the fault. Sad difficulties have arisen for the contractor and his team resulting in a backlog to his schedules for work.

Works will be completed as soon as the contractor is able to do any repairs. The clerk will continue to monitor and to liaise with the contractor.

7.6 North Yorkshire Council Consultation regarding planned closure of Sixth Form at Boroughbridge High School (see 9.3 below)

The consultation process is continuing, documents were previously shared prior to the meeting. The town council have previously given comments and expressed their regrets and sadness about the closure of the facility.

7.7 Celebration for 80th anniversary of the "D" Day landings on the 6th June 2024

Cllr Goss stated that at the Joint Parish Council meeting the anniversary date was discussed.

In Boroughbridge Cllr Goss plans to make sure the display at Chatsworth Gardens reflects the anniversary. No other commemoration is planned. It was agreed that a commemorative flag will be raised in Hall Square in tribute to the fallen. The town has no special links with the forces honoured and remembered on this day.

7.8 VAS grant from Cllr Windass Community Funding

Discussed above at 5.1.

8. Finance and HR.

8.1 To agree the end December 2023 Finance Statement, Bank Reconciliation, and ratify receipts to end of December 2023

Information of the accounts was circulated to all, and no questions were raised. The statement was carried over from the postponed January council meeting. It was noted by Cllr Wilkinson that the car park receipts have fallen during the period. Discussion was shared about the contributions being made by people who work in the town and park each day in the car park.

Proposal: To agree the financial statement for December. **All in Favour.**

Proposal: Clerk to write to Chamber of Trade to remind the employees of businesses about how the car park facility operates on a free will offering basis. **All in Favour.**

ACTION: Clerk to contact Chamber of Trade.

8.2 To agree the end January Finance statement, Bank Reconciliation and ratify receipts to end of January 2024

The January financial information was shared and no questions were raised.

Proposal: To agree the financial information to end of January 2024, including ratification of expenses claim submitted by the Burial Clerk. **All in Favour.**

8.3 Budget 2023-2024 notes to share, including change to grass cutting fees in Aldborough and Swish Fibre offer.

The budget for 2024-25 is reviewed regularly when the end of month statements are prepared. There have been some changes for 2024-2025 already identified. These were discussed individually.

Grass cutting fees in Aldborough- the contract will increase to £800 per season.

Agreed after discussion.

Herbicide applications for 2024-2025 in Aldborough, Minskip and Boroughbridge- **Agreed.**

Additional works planned in Aldborough Cemetery- **Agreed.**

Allotment fees increase by 5% Proposed- **Agreed.**

Swish Fibre and CCTV/internet contract changes- still not confirmed and frustrations are increasing with the contractor. It was agreed Cllr McNeil will continue to pursue this with support from the Clerk.

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

9.1 Letter re Motor Home Parking in Back Lane Car Park.

The comments were noted. Repairs to the area identified at the rear of the Motor Home spaces are needed. This was discussed.

ACTION: Clerk to arrange repairs with toilet and car park facilities manager.

9.2 Letter re Harclay Park and Wetherby Road junction from resident

Actions were completed in January to forward the information to Highways at NYC.

9.3 Consultation by North Yorkshire Council re Boroughbridge High School.

See above at Agenda point 7.6.

9.4 Dates for JPC Meetings in 2024: April 25th, July 18th and Oct 15th, venue- BTC offices.

The dates are booked in the town council diary.

9.5 Letter copied from Dishforth Parish Council re pony and trap racing on A168, sent to Chief Constable Lisa Winwood.

Comments were noted.

9.6 Flood water issues 29.1.24 from J Charlesworth and videos.

Actions were taken at the time of the flooding reported, by Cllr Peter Phillips and the Clerk team.

Comments were noted. Situation regards Yorkshire Water and NYC Highways discussed above at Agenda point 5.

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

Plough Sunday Service at the Cathedral on Sunday 14th January.

Candlemas Civic Service – Ripon Cathedral – Friday, 2nd February 2024 at 7:30pm

Cllr Hynes expressed his thanks for the invitations.

11. Information Exchange

Cllr Pauline Phillips- The knife bin request received is a matter that is not yet resolved. Cllr Phillips and the Clerk team are liaising with the parties concerned to try to help the bin to be placed in the town at an appropriate site.

A quote has been received for the repairs to the damaged headstone in Boroughbridge Cemetery. The quote was discussed. The Burial Clerk will now ensure the damage is repaired.

Inspector Nichols had shared information about drug related arrest made in Boroughbridge with Cllr Phillips. **Cllr Wilkinson-** issues at the local doctor's surgery were identified previously. A letter has been compiled to send. The letter was not received by the clerk team, but Cllr Wilkinson will resend the letter.

Police reports have not been received and engagement seems to have lapsed again between Police officers and the council. Cllr Wilkinson asked the Clerk to request reports for the meetings in future.

Cllr McNeil- Preparations are being made to organise a PRIDE Event later in the year, with which Cllr McNeil is involved. This is on-going and further information will be shared as it becomes finalised.

Cllr Goss- Information about the hanging baskets for the town centre has been received. Costs for the baskets were detailed. A request was made to order 4 baskets on behalf of the council. This was agreed by all.

Cllr J Fuller- Attendance at the meeting held for residents in January was very poor, with Police and NYC Housing representatives missing. Cllr Fuller expressed her consternation and disappointment that the key organisers of the meeting failed to attend. She wanted this fact noted by the council.

Investigations she is making into the possibility of a fish friendly hydro- electric turbine are continuing, a report will follow.

The new town map sign outside the Tourst Information Point and 1 Hall Square has been installed and is looking good.

A second repeat Defibrillator training event has been planned for Wednesday 21st February at 7pm.

Information will be circulated to publicise the event.

Cllr Fuller reminded the council that 2025 will be the 80th anniversary of the end of World War II and thoughts need to be considered about how the event will be marked.

Burial Clerk- a date for the next Cemeteries Committee meeting was agreed: Thursday 22 February at 6.30pm in 1 Hall Square.

Town Clerk- request was made to change the date of the Full Council Meeting in September to 10th September. This was agreed.

The Allotment Society have informed the council of their application for monies to build a pavilion at the allotment site. The letter was noted by the council.

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

Tuesday 5th March at 6.30pm Council Offices.

The meeting ended at 20.48.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 5th March 2024.

Signed _____
Mayor and Chair of Council

Date _____