



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 4th JUNE 2024.

Meeting held at the Council Offices.

Councillors attending: Sean Hynes, Pauline Phillips, Peter Phillips, Jamie McNeil, James Wilkinson, Rob Young, Monika Kaczmarczyk.

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

Members of the public present:

Mr T Poole, Mrs S Johnson, Ms C Salter.

1. Apologies for absence

District County Councillor Robert Windass. Cllr Julie Fuller, Cllr Kenny Fuller, Cllr John Goss.

2. Declarations of interest in items on the agenda

None.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 7th May 2024.

Proposed. All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 7th May 2024.

Proposed. All in Favour.

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

4.1 Sue Johnson- Boroughbridge Lions re a Summer fete in June 2024.

Sue Johnson from Boroughbridge Lions spoke to the council:

The Lions motto is 'We serve', which mirrors the aims of Boroughbridge Town Council. (BTC). A request is being made for financial support from BTC to support the event in June. The aim of the Lions event planned is to bring communities together, and it is hoped it may be an annual event for the community. The budget set for the event is planned but it is insufficient, which is why the Lions are asking for a contribution from the town council towards the costs of the event.

An example was given of how other Parish councils have supported similar events run by the Lions in other areas and reference were made to the fact BTC has access to a 'Localities Budget'; with a suggestion this may be applicable to the request being made on this occasion.

Cllr Pauline Phillips, the Chair of the meeting, thanked Ms Johnson for her presentation and she expressed thanks to the Lions for organising such an event in Boroughbridge, which the town council are pleased to welcome and would like to be able to support. However, she explained the finances of the town council are public money and are carefully bound by regulations and defined parameters. She explained that the Localities Budget referenced was a budget Boroughbridge has benefitted from during the last financial year, however it is allocated by District Councillor Robert Windass and therefore is not appropriate to this situation, unfortunately.

Cllr Wilkinson spoke as Chair of the Finance Committee. He explained that the budget of the town council has already been set for 2024-25. It allows no provision to support the Lions event beyond the allocation of a small grant. Budget rules mean that the finances have already been planned without allowance for any substantial funding to be accessed by the Lions. An application for consideration of funding in the 2025-6 budget could be submitted by the Lions if the event is run on an annual basis. This application would need to be submitted before the end of August 2024 as the 2025-6 budget will be planned in September. The town council may be able to give financial support to an annual event, following due process. For 2024 however, the budget is now set.

Cllr Wilkinson reiterated that the town council were in support of any event that served to bring the community together, however all public money in the budget must be duly processed.

Other councillors expressed support for the event and asked how the funding might be spent.

The Chair proposed: The town council support any application for a donation by small grant funding this year.
All in Favour.

ACTION: Clerk to ensure the grant application form is shared with Ms Johnson.

The Chair repeated that the town council would be in favour of giving their support to any annual community event in future should a future application be made by the Lions. All applications would be considered within the limits of the budget constraints set.

4.2 Caroline Salter- a presentation regarding the river Ure and sewage.

Caroline Salter gave her report to the town Council:

Ms Salter is distressed, angered and frustrated by the dreadful continuing decline in the quality of the water in the River Ure. In the past 30 years the River Ure has declined considerably and continues to be threatened. Yorkshire Water contribute to the decline of the waterway with polluting the river, there was a recorded increase of 116% in pollution compared to last year. The problem is exacerbated by high rainfall and the increases in local housing in the area. Yet the situation continues to develop.

The River Ure is used for bathing in the Summer by local families. The River Nidd also is used by bathers, but this has bathing water status. This status was achieved with support from users, Knaresborough council and other interested parties. MP Andrew Jones was approached for his support to acquiring the allocation of bathing status for the Ure, as was the Environment Agency and Yorkshire Water. However no positive responses have been received. Yorkshire Water Company were approached with lots of questions about pollution, planning applications with North Yorkshire Council and care of the river, but no responses have been forthcoming.

Sadly, Ms Salter recently identified a very rare plant on the bank of the Ure. She informed the Yorkshire Wildlife Trust of the existence of the plant on the riverbank to try to protect it, but ironically the plant was destroyed by contractors working on behalf of the Trust.

Ms Salter is approaching the town council to enlist help to her personal campaigning and to raise awareness of the decline of the river.

Cllr Pauline Phillips thanked Ms Salter for her report. She explained that Boroughbridge town council have been engaged in constant disputes for the last 10 years with Yorkshire Water with regards Planning applications made locally impacting on water supply, sewerage, drainage, flooding and the River Ure.

Cllr Peter Phillips gave some of the historical context of how BTC has tried to work with Yorkshire Water to share issues related to inadequate water services installed alongside new house building. The current sewerage systems are inadequate for the volume of new housing. In the past Yorkshire Water had identified a programme for 'reinforcement and renewal' which was abandoned and never implemented. Progress in managing the issues in Boroughbridge has never been made, especially since the plan was abandoned.

Cllr Pauline Phillips read out a recent statement that has been received by the town council from Yorkshire water concerning works planned because of the recent sewerage failures in Aldborough.

It is anticipated the sewerage system failures will be aggravated further when the Motorway Services development at Dishforth is built, as the services at the site will also connect with the existing over stretched services supporting Boroughbridge.

An incident number was allocated by The Environment Agency to the recent overflowing sewage problem in Aldborough, after a complaint was lodged about this episode. However, no actions have resulted from the complaint.

Cllr Hynes explained that he has found from experience that it is the volume of complaints received by Yorkshire Water that prompts any actions taken by the company. He urged Ms Salter to keep complaining and to encourage others to do likewise.

Ms Salter asked for recommendations of any other organisations that could be contacted by her to support this cause.

The Chair proposed: Boroughbridge Town council contact Yorkshire Water again and invite them to a council meeting to address concerns raised. **All in Favour.**

ACTION: Clerk to send invitation from the mayor to Yorkshire Water to attend a Full Council meeting.

Ms Salter left then the meeting.

5. External Stakeholder and Working Group Reports

5.1 District Councillor's report from District Councillor Robert Windass

Report received from DCllr Windass, with his apologies on 4.6.24:

'I am in Lancashire today and it is doubtful that I will be back in time for the meeting.

Aa the General Election has been called we are in Purdah.

Home to School transport. We have approximately 7,500 pupils in school across North Yorkshire, of those around 14% are entitled to transport to and from school. The cost to the Authority is £42 million. We are looking to reduce this by removing some of the discretionary arrangements. One of which is the choice of nearest or catchment school to the pupils address. By removing the Catchment School saying that transport will only be provided to the Nearest it would save approximately £3.8 million over 3 years.

Staff. We inherited too many staff in April last year. Some have taken early retirement; some have left because they did not like the new roles they were given but, now we are starting to look at compulsory redundancy. Working with the individuals and the unions 22 are to leave or have already left. This is only the start of redundancies.

These are the main topics for now.'

5.2 Schools Liaison Group report led by Cllr Pauline Phillips

Cllr Pauline Phillips reported that there is a meeting planned for 18th June at 15.45-16.30 at the Primary School to discuss the dangerous parking issues along the roads around the school. The school roll has increased significantly and more traffic is bringing children to and from school, parking on restricted parking areas that have no enforcement to deter them. Concerns have previously been expressed about this issue and are now increasing again at the school.

Both Cllr Young and Cllr Hynes confirmed the parking is hazardous and there is no management in place.

Cllr McNeil agreed to attend the meeting, as Cllr Phillips will be away on holiday.

5.3 Cemeteries Committee report

Nothing specific to report.

The Lych Gate doors have been oiled recently. The Burial Clerk will try to open the doors before the next funeral date to test if this has solved the problem of the clerk opening them unaided.

5.4 Police and Parishes Liaison

Cllr Peter Phillips reported that the next Police Liaison Meeting is on Wednesday 17th July at 16.00 in the town council offices. The earlier time is planned to allow the local schools to attend, and it has been confirmed Inspector Holly Nicholls will be attending. Jess Ward from Inspire Youth has been invited, along with other representatives from local Parishes.

5.5 Finance and Assets Committee - Recommendations including Boiler replacement, CCTV, Car Park Mo-Ho standing area.

Cllr Wilkinson gave a report about recommendations and decisions made at the recent Finance and Assets Committee Meeting.:

The quotations for the repairs to the Motor Home hard standing surface in the Car park were considered and the recommendation is to award the contract to R Reveley. This was ratified.

The quotations for the replacement of the central heating gas boiler in 1 Hall Square were considered. It is recommended the contract is awarded to MJ Ryder, Option 1 quoted. This was ratified.

The repairs to the CCTV system have been recently completed. A new Hard Drive was installed, and the faulty camera was repaired by the contractor. All 14 cameras are now working and recording again. The quotation for the repairs was ratified at the Finance and Assets Committee Meeting.

It was recommended a Tablet is purchased for use in the Tourist Information Office to assist with on-line information and enquiries. The selected quote was ratified.

The contractor who assists with ICT provision, CCTV and other technical provision for the office has submitted a renewal invoice for a contract for the next 12 months. This was recommended. It was ratified and thanks were extended to the contractor who has been very efficient and helpful to the town council in the previous contract period.

Funding for the purchase of a toolbox for the Service contractor who is responsible for the maintenance and cleaning of the toilet block in Back Lane Car Park was recommended. This was ratified and thanks were expressed to the contractor who is doing an excellent job maintaining the toilets.

The small grant application for the Lions event will be considered favourably when it is submitted, in accordance with the discussions above at 4.1.

The changes to the legal Minimum Wage rates were mentioned with reference to the employment of all council staff. The wage changes were implemented in April 2024 and will impact on the budget. The Human Resources Committee must have regard to this when the other staff annual reviews take place later in the year.

The new British Telecom contract has been secured with help from Cllr McNeil. The contract is for 24 months and saves money on telephone calls.

The subscriptions made by the town council are being reviewed again. It was suggested a subscription to NALC might be considered again, given the many projects at the town council. The costs were explained by the Clerk. It was requested this decision be deferred until July FCM and the details of the subscription sent to all councillors to consider.

ACTION: Clerk to circulate details of NALC subscription for discussion at July FCM. Clerk to process quotations ratified.

6. Matters arising from previous minutes.

6.1 Review and adoption of the Standing Orders and Council Policies including Financial Regulations and HR Policies.

The Chair systematically talked through the reviews of council policies and Standing Orders:

Discussion was shared about point 9f in the Standing Orders draft document. It was agreed the words “the Chair and” should be added to point 9f. All agreed to the change.

It was confirmed that the Policy linked to each Committee should be reviewed with the Chairperson of each committee leading the process for reviews with committee members, at the forthcoming Committee Meetings to be held.

ACTION: The reviewed policy documents to be submitted to the FCM in August for ratification by full council.

6.2 Membership of Working Groups and Committees, with changes to ratify.

The Chair and councillors confirmed the members of each Committee, and the following were ratified:

Planning Committee: Chair- Cllr Hynes, other members- Cllr Wilkinson, Cllr K Fuller, Cllr J Fuller, Cllr M Kaczmarczyk, Cllr Goss.

Finance and Assets Committee: Chair- Cllr Wilkinson, other members- Cllr Hynes, Cllr M Kaczmarczyk, Cllr Young, Cllr Pauline Phillips, Cllr McNeil.

Cemeteries Committee: Chair- Cllr Young, other members: Cllr Goss, Cllr Peter Phillips, Mrs P Howell, Burial Clerk.

Human Resources Committee: Chair- Cllr Pauline Phillips, other members- Cllr McNeil, Cllr Hynes, Cllr

Kaczmarczyk

Environment, Climate Change and Sustainability Committee: Chair- Cllr J Fuller, other members- Cllr K Fuller, Cllr S Hynes, Cllr J McNeil, Cllr Kaczmarczyk.

Working Groups:

Events and Social Group: no longer needed.

Social media: no longer needed.

Recreation Ground Development: Cllr Pauline Phillips, Cllr Peter Phillips, Cllr S Hynes.

Commuted Sums: Cllr James Wilkinson, Cllr Peter Phillips, Cllr Kaczmarczyk.

Sports Village: Cllr McNeil, Cllr Hynes, Cllr Pauline Phillips, Cllr Peter Phillips.

Community Centre: to be reviewed in 12 months, but group will remain in place. Aim of establishing a Community Centre remains an aim for the future.

Bridge Lighting: Cllr K Fuller. It was suggested this group may benefit from more members to support Cllr Fuller as this project is complicated and has funding attached to it. The Chair will talk to Cllr Fuller about extending the membership.

Police Liaison: Cllr Wilkinson, Cllr Peter Phillips Cllr Pauline Phillips.

Joint Parish Council: Cllr Wilkinson, + (always) Mayor.

BERT: Cllr Pauline Phillips, Cllr J Fuller, Cllr K Fuller.

Brighter Boroughbridge: Cllr Goss.

Menwith Hill liaison: Mayor.

6.3 The Asset register review.

The Asset Register was recently reviewed for the annual audit. Thanks were expressed to Cllr Hynes who completed the review.

6.4 Review of Policies and procedures including employment, and complaints.

Proposal: to complete policy reviews and submit for ratification at August FCM.

All in Favour.

6.5 Review of Subscriptions

The Clerk listed the current subscriptions paid by the town council in the budget 2024-25. The decision to subscribe once again to NALC was discussed.

ACTION: Clerk to circulate the information from NALC with details of price of subscription and specifications to all councillors. To add again to agenda of July Full Council meeting.

6.6 Recommendations from Working Group regards MUGA quotes.

Cllr Hynes talked through the recommendations made by the working group for the acceptance of a quote to build a new MUGA at the recreation ground. Reasons for the recommendations made were given. The principal reasons were best value for money, given the warranty provision, less moving parts to degrade with continuous use, simple design with accessibility criteria all met and assured.

The recommendation was to accept the quote by Kompan.

Proposal: To accept the Kompan quote and move forward with the planned development. **All in Favour.**

ACTION: Clerk to contact the successful contractor and the other contractors, to inform them of the decision made by council.

The funding process for the payment of the new MUGA was discussed and the Clerk reported on the assurances given by the North Yorks Council officer about reclaiming VAT on the agreement and the agreed staged payment of the invoices.

Cllr Peter Phillips commented that he would be discussing the full specifications again at a site meeting with Kompan representatives to try to ensure the site would also allow space for the parking of a minibus adjacent to the MUGA.

Cllr Hynes expressed a vote of thanks to Cllr Peter Phillips and Cllr Pauline Phillips for the commitment and tenacity they have shown in pursuing this project to the outcomes achieved to date.

6.7 Request from Boroughbridge Lions regards Boroughbridge Summer Fete June 2024.

See discussions above at 4.1.

6.8 The Sports Village development.

Cllr Pauline Phillips extended her thanks to the Sports village Committee for the professional and informative presentation given at the recent Extraordinary Meeting.

She was sure the council members found the presentation invaluable to ensuring the council were better placed to agree the next steps taken in the development partnership process.

Cllr Peter Phillips explained a solicitor had now met with the working group council members and the RFO. The solicitor's advice was welcomed and found very helpful. Reiterating the information outlined in the presentation, it was agreed the solicitor will act for the town council to prepare a package with all terms 'front loaded' to ensure the town council aims are secured and protected in the agreement shared with Absolute Fitness.

Robust project management was recommended and specifications for all itemised facilities will be needed. Mr Sadler is already working with Sport England and this partnership working will be essential in developing prompt specification information to be agreed and discussed.

The solicitors stressed the importance of careful terms to ensure the public money being used is accounted for accurately and appropriately.

In the presentation given at the Extraordinary Meeting it was acknowledged a decision must be made by the town council about the management process to follow; three options were suggested.

Cllr Peter Phillips suggested the second option given at the presentation was the best option for the council to follow. He reiterated that this should best be discussed again when the solicitor's information has been received and duly considered by the council.

Cllr Wilkinson asked for clarification of the points made above. This was given again by both Cllr Phillips and Cllr McNeil. Cllr McNeil suggested that the town council will find it easier to make decisions about specifications when information included in the Planning Information submitted by Mr Sadler is seen.

6.9 Co-option to the Town Council.

Cllr Pauline Phillips stated that currently the town council has significant and important development projects which are progressing and in need of time commitments from all councillors. Consequently, the notion of co-option for a vacant seat is an important consideration. Two individuals have expressed an interest in being co-opted to the town council recently. A request had been made to defer this point of discussion to July, but this was declined to progress the issue more quickly.

Cllr Peter Phillips shared information he had researched about co-option procedures from NALC. Similarly, Cllr Wilkinson shared information he considered pertinent, from other parish council documents.

Following discussion Cllr Hynes summarised the views of the council that selection of any new co-opted councillor should be the decision of the full town council, not a committee.

Proposal: Human Resources Committee to define the process for co-option, with reference to the NALC guidelines. This process to be presented to full council in July. **All in Favour.**

The Chair reminded the council that working group membership did not preclude members of the public. This opportunity to join a working group may allow any expertise of a co-option applicant to be utilised, even if they are not elected as a councillor.

7. Finance and HR.

7.1 To agree the end May 2024 Finance Statement, Bank Reconciliation, and ratify receipts to end of May 2024.

Proposed. All in Favour.

7.2 Annual Audit Process (AGAR) for 2023-2024 Public notice information.

The RFO outlined the dates for the Public Notice Period as specified by the external auditors will commence Monday 17th June 2024 to Friday 26 July 2024.

The dates will be publicised on the website immediately upon formal receipt of the confirmed report of the internal auditors, which is expected this week.

Cllr Pauline Phillips offered a vote of thanks to the Clerk team who have worked to ensure a successful internal audit and are managing the external audit process.

7.3 Recommendations from Finance Committee meeting in May, including Insurance renewal.

See above at point 5.5.

The insurance renewal quote was ratified, with a long-term agreement price preferred.

8. New issues.

8.1 Review of CCTV system and repairs needed.

The contractor has repaired the faults that were affecting the CCTV system and the new parts are now ensuring the system is working to full capacity again.

14 cameras are in operation.

8.2 Boroughbridge Fete 30th June 2024

See above at point 4.1.

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

9.1 Police Liaison – Harrogate Outer Newsletter April 2024

Noted.

9.2 ‘A Market in Boroughbridge’- response received.

The letter received was discussed. Each point in the letter was carefully considered and discussed. The consensus agreement was that the premise of the letter is fully appreciated and supported in principle by the council, however the town council also do not have the expertise, experience, funds, nor capacity to run a market. It was noted that the complications of starting a market are many and support from the Chamber of Trade is not assured.

ACTION: Clerk to respond to the letter and explain the opinion agreed.

10. Invitations received for the mayor, and/or events to attend in May

10.1 Invitation to attend “Hetty’s Big Disco” - a birthday celebration at Boroughbridge Manor Care Home 24th June.

The Chair confirmed attendance at the event. Congratulations were extended from all of the councillors present, with good wishes for a very happy 104th birthday celebration to the lady mentioned.

Proposal: to send flowers and a card from the town council using the mayor’s budget. **All in Favour.**

An invitation was shared from Menwith Hill. The event welcomed and invited all of the councillors to the Independence Day Celebrations at the base in June from 4pm.

Requests have been made for RSVP via the clerk team by June 12.

11. Information Exchange

Cllr Kaczmarczyk- reported that bins had not been emptied in Minskip recently. She will report this on the North Yorkshire Council Portal/website. The MUGA in Minskip is now making progress again with support from different groups in the village. A further update will be shared as more progress is made.

Cllr Peter Phillips- The sale of the land at Mill Lane is still not progressing. Difficulties with Planning are continuing, and it is hoped the project to develop a dentist provision will not be jeopardised.

S & G are trying to find a solution to the problem of the damaged flooring in the public toilets in Back Lane Car Park. Any progress will be shared.

Cllr Pauline Phillips- A new contract to provide a sanitary bin in the toilet in the council office has been agreed, to meet regulations required.

The display boards for commemorating D Day are in place and look very nice.

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

Tuesday 2nd July 2024 at 6.30pm.

The meeting ended at 20.45.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 7th May 2024.

**Signed _____
Mayor and Chair of Council**

Date _____