



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 2nd JULY 2024.

Meeting held at the Council Offices.

Councillors attending: Cllr Sean Hynes, Cllr Pauline Phillips- Chair of the meeting, Cllr Peter Phillips, Cllr James Wilkinson, Cllr Rob Young, Cllr Monika Kaczmarczyk, Cllr Julie Fuller, Cllr Kenny Fuller.

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

Members of the public present:

Ms A Cornelius.

The meeting started at 18.30.

1. Apologies for absence

District County Councillor Robert Windass. Cllr Jamie McNeil, 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 4th June 2024.

Proposed. All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 4th June 2024.

Proposed. All in Favour.

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

4.1 Presentation by Ms A Cornelius re the planning objection campaign about the proposed Asphalt plant on the A168 outside Boroughbridge.

Ms Cornelius introduced herself as a resident of Marton-cum-Grafton and member of the campaign group opposing the development of the asphalt plant, proposed along the A168.

She explained that the Planning Application will be reviewed at the strategic Planning meeting in August at the earliest, possibly later. Many residents have supported the work of her campaigning group, by sending letters of opposition in response to the planning application made. The prime reason for addressing the town council was to ask the council to send a letter of objection regards the planning application being made.

She listed the concerns of the campaign group regards the plant as follows: (i) air pollution and odour, as the odour has been described in the planning application to be "not significant". Her group would like more air monitoring information to be provided by the applicant, using examples from existing plants. The campaign group believe the limits of nitrous oxide that will be emitted will be close to dangerous levels, given the existence of the incinerator now already operating on the same site.

(ii) Drainage and flooding concerns. - The proposed site will be positioned over a main aquifer, with cleansing process described that the group consider to be insufficient for the plant and consequently damaging to the locality.

It was confirmed the proposed site for the plant is the same as the site for the sugar beet factory never built. Ms Cornelius described the application as being 'the wrong application in the wrong place'.

(iii) increased traffic nuisance- Ms Cornelius explained the proposed site has work schedules that extend from 07.30 to 20.30 each operational day, but possibly including up to 24.00 hrs, with up to 56 lorry trips being made each day.

Cllr Pauline Phillips asked if the application has been received by the town council as consultees. It was confirmed it has not. Ms Cornelius requested that as a nearby local council a letter of opposition could be sent in support of the campaign group opposing the application.

Cllr Pauline Phillips suggested that the Chair of the Boroughbridge Town Council (BTC) Planning Committee, Cllr Hynes, read the application and feedback information to the town council in order to better make a considered response from BTC. Cllr Hynes agreed to do this at the next Full Council Meeting.

It was also suggested Ms Cornelius approach District Councillor (DCllr) Robert Windass with her objections, as DCllr Windass also sits on the North Yorkshire Strategic Planning meeting committee.

Ms Cornelius thanked the council for their time and attention. She agreed to send written information from the campaign group to BTC for the councillors' information. She then left the meeting.

5. External Stakeholder and Working Group Reports

5.1 District Councillor's report from District Councillor Robert Windass

Apologies have been received from DCllr Windass for his inability to attend the meeting.

The Chair expressed the shared regret of the town council that DCllr Windass was not present as several issues had arisen that BTC was hoping to discuss with him at this meeting. This included:

- (i) questions around the rental agreement in place with BACLA for the rental of the library space; (See 9.1 below)
- (ii) issues arising from the Planning Application submitted by the dentist hoping to build on the Mill Lane site
- (iii) concerns about the pedestrian safety at the junction with Harclay Park and the main exit road from Boroughbridge to the A168; (see 9.3 below).
- (iv) The concerns identified by Ms Cornelius about the Planning Application for the asphalt plant.

5.2 Schools Liaison Group report led by Cllr Pauline Phillips

There has been no meeting therefore there was no information to report.

5.3 Schools Eco-Meeting group report led by Cllr McNeil

Cllr J McNeil attended the meeting on 18th June at the Primary School to discuss the dangerous parking issues along the roads around the school. A report was read in Cllr McNeil's absence by Cllr Peter Phillips:

'Concerningly there were only 6 attendees at the meeting, including school staff, pupil representation and Cllr McNeil. A student from the school gave an eloquent report about the impact of increased high air pollution levels outside the school at the beginning and end of the school day when many cars drop off and collect children. A suggestion was made to request building of a footpath from the town council car park to reduce idling car engines and erroneous parking outside the school.'

Cllr Young confirmed that dangerous car parking outside the school can be seen twice a day, every school day. Traffic enforcement officers have been seen trying to enforce penalties for illegal and dangerous parking along the road on several occasions, yet the problem continues, and this appears to be an ineffectual deterrent.

The Chair asked the Environment Sustainability and Climate Change Committee to discuss the issues raised here at their next meeting. She asked the group to give feedback at the next council meeting, with any suggestions/ideas/comments/solutions to consider in response to the issues being raised, especially given the context that the Environment Agency have previously blocked the building of a footpath on the flood plain field. Cllr Julie Fuller agreed to do this.

Cllr Peter Phillips also agreed to bring the topic to the attention of all attending the next Police Liaison meeting. Primarily regarding the poor enforcement of parking restrictions outside the school and the dangers and hazards caused by the illegal parking taking place each school day.

6. Matters arising from previous minutes.

6 Reports from recent Committee meetings held.

6.1 Human Resources (HR) Committee- including information about policy reviews and the co-option procedure.

The Chair gave the report from the HR Committee:

The reviewed co-option procedures had been previously shared with all members of the council. The workload currently of the council is high currently with several complicated projects being undertaken. Co-option of another councillor would assist goals to be achieved and workloads to be supported/reduced.

Cllr Peter Phillips proposed the co-option procedure be accepted and the process started to co-opt a new councillor.

Cllr Kenny Fuller expressed his anger that a deferment had not been made to the co-option procedure discussions. He did not agree with the reasons being made to restart the process again of co-option. It was confirmed that elections would not take place for council membership again until 2027, which meant a long period with a vacant seat.

The Chair invited comments from all members about the procedure shared and urged any councillor to share any possible amendments or comments.

Cllr K Fuller expressed his opinion that the previous co-option procedure had been erroneous and inequitable.

Cllr Wilkinson responded with a request to Cllr Fuller to put the past in the past and to move forward with the new procedures circulated.

Cllr Peter Phillips made the **Proposal**- "To adopt the new policy and procedures shared".

A vote was taken: 1 abstention, 6 in Favour.

The proposal was carried.

The Chair requested that the Clerk begin the procedure to co-opt a new councillor.

ACTION: Clerk to begin process as per the policy agreed.

6.2 Review of Financial Regulations and Standing Orders.

Cllr Wilkinson reported that the Financial Regulations had not yet been reviewed. A meeting will be held and report given at the next council meeting in August.

Cllr Peter Phillips reinforced that the Standing Orders had been reviewed and shared. The requested amendment had been made. The document is now on the BTC website.

Proposal: To accept the Standing Orders. **All in Favour.**

6.3 The Sports Village- an update.

The Chair proposed that the agenda point be discussed in Committee, due to the sensitive information to share. All were in Favour.

End of meeting in Committee.

6.4 Progress report on Recreation Ground improvements and new MUGA.

The Chair gave a report:

A Kompan representative met at the site with Cllr Phillips and the Chair to confirm a start date for the works for building as 5th August 2024.

It was confirmed some equipment will not need to be relocated, hence a hard standing area may be built instead at no extra cost. This may provide space for Youth intervention team Inspire Youth to park a mobile minibus at the site, resolving the issue of providing a parking site for the team recently experienced.

Tarmac will be laid hopefully by the end of August. This will need time to 'go off' before markings can be painted. A daily update will be shared by the contractor of progress, with photos.

The information will be shared with the North Yorks officer Kate Dawson.

ACTION: Clerk to share progress with the NY Officer and arrange payment process.

Cllr Hynes expressed his thanks on behalf of the town council for the hard work, commitment and

determination made by Cllr Peter Phillips and the Chair to get this project to this end point.

7. New issues.

7.1 Subscriptions, including membership of NALC.

Cllr Pauline Phillips proposed that a renewal of the membership to NALC should be considered. The suggestion was made in the context of the large projects that are currently on-going and the possible implications of changes made to the reorganisation of the unitary council.

Cllr Peter Phillips supported the suggestion, and the financial costs were discussed briefly, with some concerns expressed that the subscription is costly.

Proposal: To include the cost of the subscription in budget forecasts prepared for 2025-26, whilst monitoring the advantages/need for NALC support up to April 2025. To reconsider joining NALC in April 2025.

All in Favour.

ACTION: Clerk to send out information about NALC membership to all councillors.

ACTION: Budget forecasts for 2025-26 to include additional £900 for NALC membership

7.2 Sanitary Provision in Back Lane toilets.

Cllr Pauline Phillips explained the need for providing sanitary provision in the public toilets.

Proposal: To discuss again in August with full costing information received. **All In Favour.**

ACTION: Clerk to add item to August FCM agenda and circulate costs associated with provision needed.

Cllr Hynes then asked for an up-date on the situation with regards the damaged flooring in the toilets.

Cllr Peter Phillips explained that the contractor has agreed to meet in the toilet block to discuss a solution. Cllr Hynes agreed to meet with the contractor.

7.3 Boroughbridge Area Community Library Association funding, re letter 9.1 below.

The letter received (see 9.1) was discussed.

The Chair raised some queries from the information in the letter which were considered. The primary issue questioned the responsibility of the landlord for the building with regards the repairs to the library. If the library rent the building should the landlord not be liable for the costs of the repairs that are needed?

It was suggested questions should be raised about the ownership, liabilities and implications of any rental agreement.

It was also suggested that the residents of the local parishes of Boroughbridge also benefit from the library and should therefore be included regards support for the services it offers, not solely Boroughbridge.

Cllr Wilkinson commented that the 2024-25 budget does not allow for any further investment opportunities.

Any financial support would have to go through due process by the town council.

It was agreed the Clerk should respond with following actions:

ACTION: Cllr Wilkinson to include the issues at the Joint Paris Council meeting for discussion within the locality.

Clerk to reply to the library letter and queries raised about ownership and tenancy with DCllr Windass.

7.4 Anti-Social Behaviour in Back Lane Car Park.

Cllr Pauline Phillips advised the council that there had been an incident of damage to the toilets recently. Foul graffiti was written on a toilet cubicle door. This has been removed, but the caretaker of the toilets has reported that incidences of low level anti-social behaviour and vandalism have re-occurred recently in and around the toilet block and in the car park. Sadly, the incidences were not reported to the Police at the time by homeowners affected. The councillors jointly expressed their disappointment that no reports were made to the Police and hoped this would not be the case in future.

ACTION: Cllr Peter Phillips to report the latest vandalism and anti-social behaviour incidents to the Police liaison meeting in July.

8. Finance and HR

8.1 To agree the end June 2024 Finance Statement, Bank Reconciliation, and ratify receipts to end of

June 2024.

Proposed. All in Favour.

Cllr Wilkinson questioned if the grants from North Yorkshire had been received. The Clerk confirmed no monies have been received.

ACTION: Clerk to chase the invoice payments for NYC grants promised. And inform DCllr Windass of the lack of payment.

Cllr Wilkinson commented on the application received from the Boroughbridge Lions for a small grant to help fund the Boroughbridge Fete. He confirmed the budget did not make provision for a payment.

Cllr Pauline Phillips suggested a donation should be made for £300 using monies from the BERT funds which are underspent. She suggested in future the budget should make provision for small grants applications such as this.

Cllr Peter Phillips confirmed that legal restrictions on council finance allow for donations to charitable organisations. He and Cllr McNeil both confirmed that the event was a success and enjoyed by many.

Proposal: To agree to donate £300 to the Lions event as a small grant.

All in Favour.

Proposal: To ask the Lions for evaluation information from the event and invite them to make a formal application for funding support by end of August 2024 if the event is to be repeated annually. Consideration may then be included in the 2025-26 budget calculations, under an events allocation when the 2025-26 budget is prepared.

All in Favour.

ACTION: Finance and Assets Committee to include the changes to the budget preparations made in August.

ACTION: Clerk to write to Lions and process donation as a small grant.

8.2 Annual Audit Process (AGAR) for 2023-2024 update.

The Clerk confirmed that the AGAR process is on-going, and information has recently been received from the external auditors to confirm this.

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

9.1 Boroughbridge Area Community Library Association (BACLA) funding request.

See above at 7.3.

9.2 Keep North Yorkshire Clean Campaign letter.

The Chair asked for opinions on the letter which had been previously circulated and was summarised.

Proposal: To request posters to display in Boroughbridge. **All in Favour**

ACTION: Clerk to organise delivery and display of posters.

9.3 Letter received from Area 6 re dangerous crossing near Harclay Park development.

The Chair summarised the contents of the letter previously circulated.

This was discussed. Cllr Hynes commented that the junction is poorly landscaped. The verges are full of weeds and uneven, the road surface is very rutted and uneven. He suggested it gives a very poor impression of Boroughbridge to visitors who first enter the town at this junction and should be addressed by Highways or the developers.

ACTION: Chair to contact DCllr Windass to share concerns and complaints about the junction, asking for his support to expedite improvements needed.

9.4 Request by Reform Party candidate.

The Chair shared the request made and explained the response made to the candidate.

9.5 Enquiry made about metal detecting permissions.

The Chair shared the information received with the council. She explained the response made.

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

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

The Chair confirmed that the event was a happy occasion that was enjoyed by all who attended. Photos are on the website of the birthday girl.

A visit was made to Menwith Hill by the mayor and Clerk. This event was an interesting session that also allowed for networking opportunities.

A recent invitation to attend an event at the Roaman Museum was unfortunately postponed due to poor weather.

11. Information Exchange

Cllr Kaczmarczyk- reported that a committee has been formed in Minskip -Village Field Committee, including the MUGA. Actions are planned and are beginning. Cllr Peter Phillips suggested looking at the commuted Sums spreadsheet to see if any funding may be accessed for the group.

Cllr Julie Fuller asked for a letter of thanks to be sent to the yarn bombers. She agreed to send contact details to help the Clerk to meet this request.

Cllr Kenny Fuller explained that the Bridge Lighting Planning Application had met with issues relating the Biodiversity Net Gain (BNG) clause. The Chair asked if Cllr Fuller would like any other support from the council to create a working group to help with the project. Cllr Fuller declined the support offered currently.

Cllr Fuller suggested that if Roeclyffe Lane is resurfaced speed /traffic calming measures should be added at the same time. It was suggested he talk to DCllr Windass about the issue.

Cllr Fuller reported he had recently attended a meeting of the local Royal British Legion.

Cllr Peter Phillips explained that the Mill Lane site was recently weeded and tidied. The adjacent land on the bank is now going to be cleared of weeds also.

A broken bollard on the High Street was recently reported to North Yorks Council (NYC).

Cllr Phillips has received complaints from residents that large wagons are driving through Horsefair regularly. Possibly they are doing so for access, but this is an issue to note.

Similarly, complaints have been received about road markings not being repainted after road repairs. This was an issue he is referring to DCllr Windass.

Cllr Pauline Phillips reported that the grass cutting contractor has recently been contacted with regards complaints from residents about the damage left after mowing in the cemeteries. The damage is distressing and disappointing. Complaints have been made to the contractor, but issues remain unresolved.

The weeds on the Fountain apron look unsightly and on the Buttermarket. Again, the contractor is responsible. The new flower tubs for the Buttermarket cobbles are ready to be filled. Suggestions were made about how to proceed. But Cllr Fuller and Cllr Kenny Fuller offered to arrange the filling of the tubs.

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

Tuesday 6th August 2024 at 6.30pm.

Please also note the September Full Council Meeting date is Tuesday 10th September at 18.30.

The meeting ended at 20.40.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 6th August 2024.

Signed _____

Date _____

