



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 10th SEPTEMBER 2024.

Meeting held at the Council Offices.

Councillors attending: Cllr Pauline Phillips- Chair of the meeting, Cllr Jamie McNeil, Cllr Sean Hynes, Cllr Peter Phillips, Cllr Julie Fuller, Cllr Kenny Fuller, Cllr Monika Kaczmarczyk.

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

The meeting started at 18.30.

1. Apologies for absence

Cllr James Wilkinson, Cllr Rob Young.

2. Declarations of interest in items on the agenda

None declared.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 6th August 2024.

3.2 Planning Committee Meeting Minutes Tuesday 6th August 2024.

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

Observer: Ms Z Metcalfe,

Observer: Ms Elisa Philips.

The Chair welcomed the two observers to the meeting.

5. External Stakeholder and Working Group Reports

5.1 County Councillor's report from County Councillor (CCllr) Robert Windass

CCllr Windass gave his report.

The home to school transport policy at NYC has now changed. In the new scheme the nearest school to home only determines free transport eligibility. Siblings may purchase free spaces on buses if there are empty seats after all eligible young people have been identified on the bus. Any young person already allocated the free transport will remain in the system until the end of Year 11. The change will save NYC £3.8million, which is essential and considerable.

NYC is looking to make other savings and taking measures to reduce spending. There were anxieties expressed about the possibility of parishes losing 'rural allowances' currently in place. This is not confirmed yet. Such changes would impact parishes by increasing the amounts they would be liable to pay for services currently provided. Cllr Phillips confirmed with CCllr Windass that this must impact on precept applications currently being considered for 2025-26.

The new changes to planning and house building implemented after the general election have seen the requirement for new homes to rise to 4,332. Concerns exist about where the new homes can be built as North

Yorkshire is dominated by open spaces/parks that are not eligible for new home building. A request is underway for suitable new building 'sites' to be identified now. The Maltkiln development is progressing slowly. Some established businesses in the area are looking at relocating. It is feasible that some compulsory purchase orders may be necessary in the area.

Cllr Windass congratulated the town council, especially Cllr Peter Phillips and Cllr Pauline Phillips, for the successful building of the new MUGA in the Boroughbridge Recreation ground, financed with Commuted Sums monies. Cllr Pauline Phillips welcomed his congratulations and commented that the town council are very happy that the young people of Boroughbridge will benefit from the new play area.

Cllr Kenny Fuller asked if there was any start date for the resurfacing works on Roecliffe Lane. Cllr Windass confirmed he only date given has been Autumn 2024, but the funding has been allocated for the works. Notice must be given to residents before the works commence.

Cllr Windass then left the meeting.

6. Matters arising from previous minutes.

6.1 Notice of the intention to co-opt two council members and the Co-option interview procedure.

The Chair confirmed the ratified town council policy and procedures for the co-option of two new councillors is proceeding well. Five applications have been received. Two vacant seats exist, due to the resignation of Cllr Goss last month. All legal process has been followed, with helpful support from officers at North Yorkshire Council. The selection process will take place at an extraordinary council meeting on 19th September. The ballot will be by paper ballot, to keep voting confidential.

6.2 Progress report on Recreation Ground improvements and new MUGA.

The Chair reported on the progress of the building works at the recreation ground. The new MUGA is almost completed. The markings for courts have been painted recently and the surrounding areas of the new MUGA have been reseeded and levelled. The area has been accessible for a few weeks already and it has been well used by young people. The Chair expressed her pleasure and joy that the project, which has at times been challenging, has now nearly been completed and will provide needed, additional facilities for the youngsters of Boroughbridge.

Inspire Youth has confirmed it will be visiting the new area with activities organised for young people in October hopefully.

The Chair asked the clerk to publicise the completion of the MUGA on social media and on the website. Final monies will be paid shortly to entirely complete the project.

Cllr Hynes proposed a vote of thanks towards Cllr Pauline Phillips and Cllr Peter Phillips for the hard work and tenacity they have shown to complete the project. All were in favour of this proposal.

6.3 Bridge Lighting report.

Cllr Kenny Fuller gave an update on the progress of this project.

Planning permissions have now been submitted and paid for. 'Nonmaterial' changes were applied for to add the lighting chosen. The original planning application had expired.

The Chair requested that all documents relating to the project are now lodged at the town council offices to provide records of the project for safe keeping. She read out the funding already acquired and held by the town council for the project from 2021/22. Cllr Fuller confirmed that the funding would be sufficient for the new lighting and would likely cover all costs involved.

The Chair reported that she was aware there had been recent comments on social media about the need for the renewal of the engraving on the plaque on the bridge. Cllr Peter Phillips explained that this had been drawn to the attention of the council in the past, but nothing had been completed due to the Covid pandemic. He has requested support and advice from an officer of NYC about this and is awaiting a reply. It was agreed the primary focus should be to complete the lighting project first, then to consider any other actions needed regards the plaque.

The Chair expressed thanks on behalf of the town council to Cllr Fuller for his hard work with this project.

6.4 Sports Village update.

Cllr Peter Phillips gave an update, supported by Cllr McNeil.

At a meeting with the developer, solicitor's documents have been shared. Mr Sadler is preparing specifications

for the project. His solicitors will respond accordingly to the documents shared with information required. Frustrations and disappointments have been expressed by all parties involved in the project about the difficulties experienced with NYC Planning Department system and the contradictory responses of their officers. The planning process is delaying the project and has become muddled by inconsistent requests and decisions made by the Planning officers. Cllr Phillips has requested intervention from executive officers of NYC, as he feels the project should warrant support by NYC, as it is designed to improve the facilities of the community. As a result of intervention by Richard Flinton a meeting has been arranged with a senior officer from NYC in mid-October. A second officer has been appointed to act as a conduit between NYC Planning and the project group to support with progress. Nothing has been uncovered in archaeological surveys of the land and it is unclear what the delays are prompted by. The systems of the Planning portal are very difficult to navigate and use successfully. Responses from NYC officers and senior councillors have been disappointing and poor.

Cllr Hynes expressed his frustration that Cllr Windass had not been present in the meeting to learn about the difficulties being experienced with such an important project.

The Chair expressed thanks from the town council to Cllr Phillips and Cllr McNeil for their continuing work towards this project.

6.5 Police Liaison Meeting.

Cllr Peter Phillips gave a report.

The date for the next meeting will now be put back to November, due to health reasons and commitments of the lead members. Cllr Phillips reminded the council that the Police portal does provide good information on statistics for the locality in the meantime.

The process to site a knife amnesty bin in Boroughbridge is still on-going. Members of the town council have given their full support to help the officer leading this project, but progress remains surprisingly very slow. No further information has been shared to communications made in support of the project.

7. New issues.

7.1 Working group for Village Hall/Community centre.

The Chair explained that this has been identified as an agenda item as there will need to be a project to ensure Commuted Sums monies are utilised to achieve the aim of providing Boroughbridge with a community centre/hall. Cllr Peter Phillips detailed the Commuted Sums (CS) monies allocated to this 'community service' by NYC. Currently there is already a significant sum allocated from the CS monies that should effectively double in time when more planned new housing is confirmed and sold. Original thoughts about this project will now have to be reconsidered due to the planning proposed in the sports village project. It will require a council working party to ensure it is reconsidered effectively.

7.2 BT telephone box in Aldborough.

Notification has been received that the BT kiosk has finally had the electricity supply disabled. The kiosk is owned by the Aldborough community and Cllr Hynes reported that the village have yet to decide how it will be used. The kiosk has sadly suffered vandalism and needs restoring. He confirmed it did not need to be used to house a defibrillator for the village, other uses need to be considered and agreed.

7.3 Minskip update.

Cllr Kaczmarczyk gave her report.

There has been progress made by the village hall committee and the field committee with their plans. Money to develop a picnic area has been requested from CS monies, but no news of this request has yet been received.

Applications have been made to trim trees overhanging the play area, as some of the trees have Tree Preservation Orders.

The rotting bench near the bus stop has been removed and now needs replacing. Thanks were given for the removal of the dangerous bench, which was completed by the town council. CS monies would help to fund a new bench, but it seems may be insufficient to cover the costs of doing so. It was agreed Cllr Kaczmarczyk will

bring details of quotes for replacement benches to the next town council meeting. Cllr Peter Phillips will resend the CS spread sheet to Cllr Kaczmarczyk to help her with her project planning.

A letter was received by the town council complaining about the vegetation growing over the footpath from Boroughbridge to Minskip. The Clerk has reported the state of the footpath to NYC Highways, who are responsible for maintaining the clear access on the footpath. No response can be made to the author of the letter as it was written anonymously.

7.4 Hall Square.

The Chair explained that weed killer was applied to the weeds in the Buttermarket, thanks to Mr Doyle. The weeds have died back but are still in evidence. Several councillors have tried to remove some of the weeds recently, but the task is difficult as the roots can dislodge the cobbles. A flame thrower has been tested in a small area by Cllr Peter Phillips, with some success but it needs repeated use. Cllr K Fuller commented that the area needs to be improved before the Remembrance celebrations in November.

Cllr Peter Phillips suggested that there may be grants/funding available to help cover costs of improving and maintaining the cobbles. Cllr K and Cllr J Fuller commented that they had investigated this option in the past. They agreed to take on the task of looking again at possible funding streams available.

Cllr K Fuller agreed to trim the hedge on the cobbles again and make sure the area looks tidy in time for the remembrance service in November.

7.5 Remembrance Day.

The Chair read out an open invitation to the whole council received from the local church to attend the Remembrance service in November. Responses may be given via the council clerk team.

Cllr K Fuller read out an e-mail received about the remembrance collections planned and asking about the possible collection of remembrance poppy wreaths to local organisations via the town council offices. It was confirmed this arrangement is welcomed and that a donation will be made as usual to the appeal from the town council.

ACTION: Clerk to ensure donation is made.

7.6 Grass Cutting Specification.

Cllr Peter Phillips explained the grass cutting tender process needs to be renewed as the current contract will end in December. A draft copy of an updated specification has already been compiled by Cllr Peter Phillips and circulated to the councillors prior to the meeting. No comments/amendments were received. Cllr Peter Phillips and Cllr Pauline Phillips will consider if any other changes are needed to the contracts and bring them to the 1st October council meeting, when they must be agreed for the tender process to start. Cllr Peter Phillips explained changes may be needed to the specifications for grass cutting. Changes to services provided by NYC are expected, which will impact on town council financing and needs to be reflected when new budgets are set. Costs will increase as grass cutting policy at NYC is limited by a policy change regards 'aesthetic cutting'. Weed spraying in past agreements has not been successful and formally concurrent to the grass cutting tender, this needs considering carefully for the future process. Cllr K Fuller offered his help with regards points to consider for the grass cutting processes. Cllr Peter Phillips welcomed any help and will continue to review documents with the Chair.

7.7 Toilet flooring.

Cllr Peter Phillips explained the contractor who worked on the toilet renovations has left the original company appointed. He has however agreed to help with the replacement of the toilet block flooring. The flooring fitted has deteriorated badly, was poor quality and is not fit for purpose in this high footfall area. Costs for the replacement of the flooring are anticipated, despite the original agreement being improperly upheld. There needs to be negotiation about any costs paid, but the flooring must be replaced with flooring that is appropriate as there are concerns about mould spreading under the flooring and up the walls. It was agreed this will remain on the agenda until a resolution has been agreed.

7.8 Littering posters

The posters received from NYC were shared. The language used on the posters was considered to be a poor reflection of the people of Yorkshire, giving negative connotations about residents. It was agreed unanimously that the posters would not be used in Boroughbridge.

8. Finance and HR.

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

The Chair talked through some points on the spreadsheet shared. No questions were raised.

Proposal: To agree the end August 2024 Finance Statement, Bank Reconciliation, and to ratify receipts to end of August 2024. **All in Favour.**

8.2 Renewal of contract for Toilet Servicing.

The Chair explained that the toilet servicing contract ended in August 2024. The quality of the contractor's work was praised again by the Chair and other councillors. It was agreed unanimously that the current contractors were giving a very high-quality service and their commitment to looking after the toilets and maintaining the car park is commendable and recognised by councillors and visitors alike.

Proposal: To roll over the toilet servicing contract until August 2025.

All in Favour.

Proposal: To increase the hourly rate of pay in the new contract.

All in Favour.

Proposal: To refund the difference between the rate paid and the minimum hourly wage implemented from April 2024 to end of August 2024.

All in Favour.

8.3 Grant Application from BACLA.

The Chair read out details from the application information received from BACLA to ask for a small grant towards the library maintenance.

It was agreed that the information shared, and the request made did not meet the agreed specifications asked for in the Boroughbridge Town Council small grant policy.

Discussion was shared about the understood financial implications of the long-term rental agreement that BACLA has signed, including how this might fit with the Boroughbridge town council small grants policy. It was agreed by all that the library is a vital service to the community, but sadly the financial budget of the town council is both stretched and finite. It was set for 2024-25 without expectation of providing significant allocations of funding to BACLA.

Cllr K Fuller asked if it was known how much funding had been promised by other neighbouring parishes to support BACLA. The Chair explained a per capita amount was calculated in smaller parishes that would require the town council to match pay an amount of approximately £700. It was agreed there was no provision in the current budget to fund such a payment. It was also agreed that the small grant policy was to fund community projects, not to fund maintenance of an existing service, consequently the BACLA application submitted did not fall into the remit of the specifications set.

Following discussion a proposal was made:

Proposal: Clerk to write back to BACLA asking for the grant application to be resubmitted according to the specifications set out in the policy.

All in Favour.

8.4 Monitor and plug to improve CCTV system.

The Chair explained that the contractor who supports with the CCTV system has recommended some improvements to try to manage faults that are repeatedly occurring with the system.

A quote for the remedial works was shared with explanations for the works.

Proposal: To accept the quote and have the new parts installed, with attention paid to keeping the system secure.

All in Favour.

ACTION: Clerk to ensure works are completed according to comments made by councillors.

8.5 Recreation ground annual play equipment inspections.

The Chair read out information received from NYC regarding Annual Inspections of play park equipment. The Annual Inspection of the Boroughbridge Recreation ground has previously been completed by NYC, however due to changes in agreement of ownership the inspection is the responsibility of the town council.

Proposal: To request the NYC appointed contractors to carry out the annual inspection for 2024-25, but to review this again when the next inspection is due.

All in Favour.

ACTION: Clerk to respond to NYC, and add this annual duty to the calendar, with a review in 2025 planned.

The Chair also explained that it was always the intention to improve the play equipment at the bottom of the recreation ground when the MUGA development has been finished satisfactorily.

As the MUGA is nearing completion a plan is in place to do this. The NYC officer who has liaised with Cllr's Phillips during development of the new MUGA has suggested how NYC might be involved in any more changes at the recreation ground. Mindful of avoiding wasting time with any further improvements, the plan was shared about how the process with consultation will proceed. The result of the process, following consultation feedback will be shared with the town council again at a future council meeting. All the councillors agreed that the improvements should take place funded by remaining Commuted Sums monies available and the VAT saved from the MUGA purchase.

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

9.1 Request from PCSO Gudger re Eastgate work

The Chair read out an e-mail from PCSO Gudger asking for financial support to provide a skip. The message was discussed. It was agreed that in the past all works such as this were paid for by NYC, not the town council.

ACTION: Clerk to respond to e-mail accordingly and report that the town councillors were unable to help on this occasion.

9.2 Minskip footpath letter of complaint

The letter was discussed at 7.3 above.

10. Invitations received for the mayor, and/or events to attend from September

10.1 *Battle of Britain Civic Event – Sunday 15th September 2024*- The mayor is unable to attend.

10.2 *Pateley Bridge Civic Service. 10:30 AM on Sunday the 6th of October 2024, Pateley Bridge, HG3 5LQ*-

The mayor and deputy mayor are both unable to attend, apologies have been given.

11. Information Exchange

Cllr J Fuller asked to whom permissions must be requested to walk around the field at Aldborough Gate. The answer was provided.

Cllr Hynes- offered two tickets he is unable to use for an event on 14th September.

Cllr Peter Phillips- read out an e-mail passed on to him from a former councillor regarding the highway's issues at the bottom of Ladywell Road.

A councillor from a neighbouring local Parish gave a complaint to Cllr Phillips regarding a fly tipping issue. Information was shared about how to respond to the councillor using the Portal.

Cllr Pauline Phillips- requested that the next agenda includes an item to discuss the area in Boroughbridge cemetery where young babies are buried. She is concerned that this part of the cemetery is sad and unattractive, and in need of improvement.

Cllr Peter Phillips commented that there is Commuted Sums monies available for improvements at the cemetery.

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

Tuesday 1st October at 18.30.

The meeting ended at 20.20.

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