



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

www.boroughbridge.org.uk

info@boroughbridge.org.uk

Tel: 01423 322956

MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 1ST OCTOBER 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 Robert Young, Cllr Zoe Metcalfe, Cllr Nathan Plowright, Cllr James Wilkinson.

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

The meeting started at 18.30.

1. Apologies for absence

Cllr Monika Kaczmarczyk, Cllr Kenny Fuller offered apologies but managed to attend late and was present from 7pm.

2. Declarations of interest in items on the agenda

Cllr Nathan Plowright declared an interest in Agenda point 6.7.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 10th September 2024.

Proposed. All in Favour.

3.2 Planning Committee Meeting Minutes Tuesday 10th September 2024.

Proposed. All in Favour.

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

None received.

5. External Stakeholder and Working Group Reports

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

CCllr Windass arrived at 18.45 and left after his report.

CCllr Windass explained that he has recently been on vacation impacting his report.

Waste collection- reorganisation at North Yorks Council (NYC) is continuing to progress. It would appear the waste collection systems already in use in Selby will be used across the county. General waste will be collected every two weeks, recycling collected every four weeks, with refuse collectors working a four-day week.

Cllr Metcalfe asked if additional wheelie bins would be given to residents. CCllr Windass agreed to let the council know when he knew if this was to be implemented.

Flooding- A contact officer for NYC support was named with the central telephone number for NYC given as an emergency contact for Boroughbridge Emergency Response Team (BERT) to use when the River Ure floods and Boroughbridge is on flood emergency alert/action.

For explanation and clarity of information for the new councillors present Cllr Pauline Phillips explained how the emergency support systems had previously operated with contacts and support from named officers at NYC.

She expressed her serious concerns about the new system introduced, how it had been implemented without prior notice of officers leaving, with existing emergency contact telephone numbers removed. All of this information was only learned when a serious potential emergency situation had arisen on last Thursday when River levels rose to dangerously high levels, and she attempted to contact NYC to coordinate emergency support if it was needed.

Cllr Pauline Phillips explained how the current system had been muddled, slow and stressful in the context of a potentially dangerous flooding situation.

Cllr Windass confirmed that he is now the only NYC councillor in Boroughbridge area with knowledge of the emergency contact telephone number under the new system introduced by the unitary authority. He confirmed emergency contact initially was via 24-hour access to the 0300 131 121 central NYC switchboard or via contact with himself. He also confirmed the name of the new officer at NYC with responsibility for emergency co-ordination. He explained the NYC policy as a unitary authority deemed it impossible to share the emergency contact number with any other individuals for fear it would be shared inappropriately.

Cllr Phillips expressed her disappointment at the lack of trust inferred and the devaluing of the partnership trust and relationships that had previously existed between NYC officers and BERT leadership. She also questioned the effectiveness of using a central NYC telephone number when this line is often very busy, and response times are slow, computerised voice recognition systems lead to misconnections and it had failed to effectively connect her in an emergency situation.

Cllr Phillips asked Cllr Windass to feedback her concerns, and all comments made to officers at NYC about the new system, including particularly her fears and disappointment.

Cllr Peter Phillips commented that NYC advertise their aims in the phrase "Communities Matter" on the NYC website, yet this new system derides the partnership working based on local communities having in depth knowledge of their own community situations, which is essential in an emergency. This new system appears to have been developed in direct contrast to the values promoted by NYCC and is not supportive of a local community acting for its residents.

Cllr Metcalfe asked if any NYC review of the changes was planned. Cllr Windass confirmed a review is planned. He confirmed he will feedback comments shared tonight to a review. He also told BERT to contact him directly in an emergency at any time (24 hours).

Cllr Peter Phillips commented that all the resilience contact information currently showing on the NYC website is incorrect and needs changing urgently.

Cllr Pauline Phillips finally summarised the discussion by saying that Boroughbridge BERT was now left feeling insecure, unhappy and disappointed by NYC planning and systems.

Roecliffe Lane resurfacing- NYC has confirmed the resurfacing is planned but the schedule has not yet prompted a date to start works.

Several comments were made by councillors about the previous start dates offered by NYC having passed now. Cllr Windass confirmed the works were not in the schedule planning for October.

Cllr Pauline Phillips commented that again trust in the new unitary authority organisation has been challenged by recent experiences in Boroughbridge.

Cllr Peter Phillips requested support from Cllr Windass to help ensure white lining on the High Street outside Spar supermarket needs Highways to renew it, as does the junction at the Black Bull pub and the High Street.

Parking outside of Boroughbridge Primary School- The Chair referred to agenda point 7.1. She explained concerned residents had again contacted the town council about dangerous parking along York Road and around the Primary School.

Cllr Young expressed his anger as a resident living near the school. He described how dangerous parking bars access and potentially puts residents at risk as emergency vehicles would be unable to negotiate the roads blocked by illegally parked cars.

Cllr Windass commented that this was a NYC Highways department responsibility.

Cllr Metcalfe asked if enforcement traffic wardens could be deployed, if they exist anymore as they are seldom seen in Boroughbridge.

Cllr Peter Phillips suggested a system seen in use around schools in Lincolnshire and Norfolk could be copied. The councils there have zig zag lines prohibiting parking all around the immediate areas of a school. General discussion explained how past meetings between the town council representatives, the Primary School staff, and parents had resulted with no progress with this situation being achieved.

Proposal: To write to the Police, Highways and the Primary School contacts held by the town council to stress the renewed need for co-ordinated action regarding the dangers acknowledged and continuously being reported. **All in Favour.**

Cllr Windass left the meeting after this point.

6. Matters arising from previous minutes.

6.1 Co-option process.

The Chair welcomed the two new councillors appointed by co-option to the town council. She confirmed all processes had been followed and documentation lodged with NYC Democratic services. She was pleased to confirm Cllr Metcalfe and Cllr Plowright are now councillors on Boroughbridge town council.

6.2 Progress report on Recreation Ground improvements

The Chair gave a report on the recreation ground.

The MUGA is now being fully used and enjoyed by local youngsters. It has appeared that now the MUGA is being used the littering problem around the facility is increased. A request has been made to NYC to move the litter bins in the ground to a site nearer the MUGA in the hope this will provide a solution. No response has yet been received from NYC.

Three of the four payments have been made to pay for the MUGA. The final payment will be made only after the safety reports have been received. There are plans in place to develop the bottom end of the recreation ground for younger children when the MUGA development is finalised. Funding from VAT returns and Commuted Sums contributions will be used to finance this project.

A letter of concern was received by the town council from a resident commenting on the number of balls landing outside the MUGA on the roads nearby. Also, it has been witnessed that some young people are climbing up the fence of the MUGA. In response signs were put up warning of dangers of climbing. These were torn down by young people. Any suggestions as to how to combat both issues were invited. No comments yet came forward. Possible planting to infill in gaps in the hedges around the recreation ground, with installation of wire fencing is being considered as a possible response. It is hoped time will ease the ball issue as the 'newness' of the MUGA recedes and youngsters decline from competing to send balls above the height of the fencing.

ACTION: Clerk to respond to the correspondence received.

The Youth work organisation Inspire Youth has now confirmed they will be visiting the Recreation ground weekly from early October. They will park in the recreation ground alongside the MUGA and use the facility. An excellent positive start to a new opportunity possible only by the development of the MUGA.

6.3 Community Hall/building in Boroughbridge

The Chair explained that there is no report to give but this will remain on the agenda to keep the issue live.

6.4 Minskip report

Cllr Kaczmarczyk was not present, but a report had been received in the form of an e-mail. The report was correspondence from a resident detailing progress made with improving the community field provision in Minskip, with funding issues raised.

The letter and contents were noted by the council.

Cllr Peter Phillips explained he has already shared information with Cllr Kaczmarczyk about Commuted Sums Funding that she can use to help give advice about issues raised in the correspondence. It is the responsibility of the ward councillor to offer support.

Cllr Fuller suggested it may be helpful to contact officers at NYC to support the issues raised.

The Chair reported that there was no progress from Cllr Kaczmarczyk regards replacement of the broken bench in Minskip by the bus stop.

It was agreed a report from Cllr Kaczmarczyk whilst present at a council meeting is needed. The point will remain on the agenda.

6.5 Bridge Lighting

Cllr Kenny Fuller gave his report: The planning application submitted has been returned with questions to answer. There is two weeks in which to respond. A response will be submitted within the period allowed. Cllr Peter Phillips reported that he had received a response from NYC regards the engraved stone plaque on the bridge. The plaque was discussed at a recent JPC meeting. The information originally engraved on the plaque was very basic and did not relate to the historical context of the bridge.

Proposal: To refer the information about the plaque back to the JPC group. **All in Favour.**

6.6 Sports Village

Cllr Peter Phillips gave a report:

A meeting with MP Sir Alec Shelbrooke, who has replaced MP Andrew Jones, took place to share information about the Sports Village project. Sir Shelbrooke MP was very supportive and encouraging of the project. All details were shared regards the history of trying to get NYC support and the lack of partnership working experienced. Cllr Phillips explained some positive impact has been felt since contacting Richard Flinton at NYC. NYC officers have since contacted Cllr Phillips, and two meetings have been arranged with officers in October. It is hoped these meetings will help progress the project. Mr Saddler is currently away at Strongman events in USA, but he is aware of the meetings. The timelines have been exceeded for the consultation planning Application and apologies have been received from NYC.

6.7 Mill Lane

(Cllr Nathan Plowright declared an interest in this agenda point.)

Cllr Peter Phillips explained that there has been no progress with the planning application made by the prospective purchaser. Contact with the purchaser has dwindled away. His intentions are unclear now.

Proposal: To write to the Estate Agent dealing with the sale and ask the purchaser to clarify his intentions regards the sale. **All in Favour.**

ACTION: Clerk to send letter on behalf of town council.

6.8 The grass cutting contract

Cllr Peter Phillips gave a report:

The draft contract circulated has been amended with comments and additions received.

Cllr Hynes confirmed that the contractor cutting grass in Aldborough does not wish to continue after the contract ends this December. A short discussion was shared about the possibility of villagers performing the grass cutting tasked. It was agreed this was not a satisfactorily formal solution.

ACTION: Clerk to send a letter of appreciation and thanks to the contractor for his help and commitment to the village.

Proposal: To adopt the tender and contract agreed, with Aldborough grass cutting added. **All in Favour.**

ACTION: Clerk to start tender process with up-dated contract specifications, including offering an opportunity for applicants to have an accompanied tour of all sites.

7. New issues.

7.1 Dangerous parking outside Boroughbridge Primary School, along York Road.

Discussed above, see 5.1.

7.2 Cemeteries- young people and children burial space, extension and footpath.

The Chair requested that the Cemeteries Committee look at the area of Boroughbridge cemetery where young children and babies are buried. She expressed concerns that the area is unwelcoming, unattractive, poorly suited to supporting the needs of bereaved parents and families of younger children.

Cllr K Fuller agreed and suggested a bench is installed and bushes cut back and cleared. He and Cllr J Fuller offered to help improve the area. In discussion it was suggested that other improvements could also be planned and included in the area.

The Chair also suggested that the footpath in Aldborough cemetery needs improvements made.

Cllr Hynes reminded the council that there is a requirement to investigate how the cemetery may be extended. He has not yet completed actions to support this but has reservations about the site suggested and the archaeological difficulties that may be experienced if it is developed in any way.

Cllr Peter Phillips gave information about possible Commuted Sums monies that are allocated to the two cemeteries. A substantial amount of money exists in the fund.

Cllr Young also suggested some funding may be needed for improving the building at Aldborough Gate Cemetery.

ACTION: Cemetery Committee to meet and then give a response to the Full Council concerning issues raised at this meeting.

7.3 Toilet block flooring

The Chair reported that the contractor has informed her that he is resolving the problem and will contact her again with a resolution as soon as he can.

7.4 The purchase of new deputy mayor chains

The Deputy Mayor explained that the current chains are inappropriate for the ceremonial role. He showed photos of a range of alternative suggestions to purchase. It was agreed the cheapest set was acceptable and more appropriate.

Proposal: to buy the set of new deputy mayor chains identified. **All in Favour.**

7.5 Roecliffe Lane- resurfacing

Discussed with CCllr Windass at point 5.1 see above.

7.6 Car Park- donations

(Cllr J Wilkinson did not declare an interest in this point as he is a member of the Chamber of Trade, but only acts as the representative of Boroughbridge Town Council.)

The Chair explained that conversations with the Chamber of Trade about parking in Boroughbridge and how parking availability impacts on traders and visitors continues.

The Clerk confirmed that donations from the car park honesty box are used to finance the maintenance of the car park and the public toilets. Donation amounts often do not match the number of cars that park in the car park each day, with average amounts donated always expected to fall after the summer period.

Visitors and shoppers alike use the car park and motor home users often leave notes in praise of the toilet facilities and the town.

The Chair confirmed that some town residents are permitted to park in the car park following an agreement with the town council when their properties were developed.

It was agreed that the donations should continue to be monitored, and the clerk team will report any further issues if they are raised.

8. Finance and HR.

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

Cllr Wilkinson talked through the financial statements, responding to any questions raised with support from the RFO.

Proposal: To accept the financial statement for September 2024 and ratify receipts. **All in Favour.**

The RFO confirmed to the council that the AGAR was published as required on the town council website. The external auditor had been late in returning documents, but time scales were upheld. Cllr Peter Phillips proposed a vote of thanks on behalf of the council to the Town Clerk/RFO for the work put in to ensuring the documents were published successfully. This was gratefully received. The next meeting of the Finance and Assets Committee was confirmed for Thursday 17th October at 18.15 in the council offices. An agenda is being prepared and will be sent out prior to the meeting.

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

9.1 Letter from Ms Donaldson re MUGA safety

The letter was discussed above at point 6.2, see above.

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

10.1 Battle of Britain Civic Event – Sunday 15th September 2024

10.2 Oakleaf Service to be held in Ripon Cathedral on 17th November at 3.30pm

The Chair confirmed the invitations and attendance planned, informing of additional invitations to attend a carol concert and a networking event.

A reminder was shared by the Deputy Clerk to all councillors to respond to the invitation to attend the remembrance service in November.

11. Information Exchange

Cllr Hynes- Heavy rainfall has caused problems again locally with flooding occurring. It was reported by Yorkshire Water that pumps deployed were only used as preventative action. Capacity issues were mentioned at the treatment works with run-off water in soil pipes causing problems. Yorkshire Water reported that it has plans for capital projects in their systems.

This prompted other discussion about flooding issues that were reported in Boroughbridge via the council offices to NYC Highways and Yorkshire Water following heavy rainfall on 31.10.24.

The Chair asked for this subject to be added to the next Agenda in November.

Cllr Peter Phillips- A request was made to the RFO for confirmation of the amount of funds available to the council for use in the recreation ground following VAT returns from the MUGA project. The Clerk/RFO explained the amounts expected and agreed to supply information as requested.

*The Fishergate street name sign on 1 Hall Square has been bent and needs reporting. The Clerk agreed to do this.

*Cllr Peter Phillips and Cllr Pauline Phillips have been invited to attend the Knaresborough Police liaison meeting this week to observe. The group has agreed also to share their terms of reference with the town council.

*At the meeting with Sir Shelbrooke MP the funding problems at BACLA were discussed, prompted by Sir Shelbrooke. The comments made related to the ownership of the building rented by BACLA. Cllr Peter Phillips will feed back the comments made by the MP regards the BACLA issues at the next JPC meeting.

Cllr McNeil- Some winter bulbs have been offered to the town council from Harrogate NYC nursery that Cllr McNeil thought it would be good to accept. It was agreed by all the bulbs should be collected and used in Boroughbridge.

Cllr Julie Fuller- some hedge cutting and other maintenance in the Buttermarket area is needed that Cllr Fuller offered to do.

Cllr K Fuller- Following reports of a burglary at a restaurant Cllr Fuller wondered if any CCTV request had been submitted. The Clerk confirmed no requests had been made.

A stretch of the lights on the Fountain are not working again. The Clerk agreed to report this.

Cllr Pauline Phillips- a request was made to extend the opening times of the Disabled toilet in the car park. This request carried financial implications making it a matter for Full Council consideration. Cllr Fuller agreed to report back to the person who had made the request, sharing this information.

*A thank you gift was taken to the former councillor John Goss from the town council. Mr Goss was looking better when visited and was very pleased and appreciative of the gift received. He has informed that the Brighter Boroughbridge group will soon be disbanded. The areas the group used to tend were detailed. It was agreed to add this to the agenda in November for full discussion.

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

The next Full Council Meeting will take place on Tuesday 5th November at 18.30 in the council offices, 1 Hall Square.

The meeting ended at 20.30.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 1st October 2024.

Signed _____
Mayor and Chair of Council

Date _____

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