



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 5<sup>th</sup> NOVEMBER 2024**

**Meeting held at the Council offices. Meeting started at 18.30.**

#### **1. Apologies for absence:**

Cllr Peter Phillips, Cllr Pauline Phillips, Cllr Jamie McNeil.

#### **2. Declarations of interest in items on the agenda**

Cllr Plowright declared an interest in Agenda point 6.7.

#### **3. Approval of previous Meeting Minutes.**

3.1 Full Council Meeting Minutes Tuesday 1<sup>st</sup> October 2024.

**Proposed. All in Favour.**

3.2 Planning Committee Meeting Minutes Tuesday 1<sup>st</sup> October 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 District Councillor Robert Windass**

Cllr Windass did not attend the meeting. No report was received.

#### **6. Matters arising from previous minutes.**

##### **6.1 Bridge Lighting**

Cllr Kenny Fuller explained that his work with developing the Planning application is still on-going and no new information is ready to share.

##### **6.2 Progress report on Recreation Ground improvements**

Cllr Hynes gave a report from Cllr Pauline Phillips:

A proposal was circulated prior to the meeting detailing ideas for developing the equipment at the recreation ground for the younger aged children at the bottom end of the play space. This will be developed hopefully in the new year. Approximately £10,000 of funding remains in the budget after the upgrade.

The practitioner leading the local 'Inspire Youth' team has contacted Cllr Phillips to report that the sessions she is running at the recreation ground, using the newly laid hard standing space, are well attended by about 30 young people and are having a positive outcome. Inspire Youth are seeking funding to provide mobile floodlights for the dark evenings. They have approached Cllr Windass and Boroughbridge Lions for their support.

The success of this intervention was made possible by the recent developments at the recreation ground. It is a very positive impact of the recent improvements and investment made at the recreation ground for the

young people of Boroughbridge.

Cllr Wilkinson suggested that this 'good news' story is publicised wider than just on the town council social media site and on the website.

**ACTION:** Clerk to contact Stray Ferret to share information about the positive impact of the improvements made at the recreation ground.

### **6.3 Community Hall/building in Boroughbridge**

Cllr Hynes explained that the Chair of the council had kept this point on the agenda. She would like to request a working party is established to ensure that the aim of developing a community building is kept as an acknowledged aim of the town council and funding streams are not lost.

Cllr Sean Hynes, Cllr Zoe Metcalfe, Cllr Nathan Plowright and Cllr Monika Kaczmarczyk volunteered to set up a working party towards this aim.

### **6.4 Minskip report**

Cllr Monika Kaczmarczyk gave her report: The lack of funding to replace the missing bench in Minskip continues

to hamper this project and means this remains unresolved.

Cllr Kenny Fuller **proposed** that the bench is part funded by the town Council. **All in favour.**

Following a short discussion about the most suitable type of bench to buy Cllr Kaczmarczyk agreed to research this and to bring quotes to the Full Council meeting to consider and approve.

### **6.5 Roecliffe Lane resurfacing**

Cllr Hynes explained that this resurfacing project has been confirmed as being on the programme of works at Area 6. Officer Chris Blackburn has offered to liaise with the Clerk about Highways issues on a regular basis, which is yet to begin. The Clerk will report after any liaison with Area 6. Most of the councillors were optimistic this will prove helpful, but anxious for positive confirmation of actions planned.

### **6.6 Sports Village**

Cllr Hynes shared the report: Several meetings have taken place with officers from North Yorks Council (NYC). All have been positive. Planning issues remain but it is hoped these will be resolved soon. The issue of the Environmental impact statement remains unresolved. However, it is hoped this will also be resolved soon. The support of all NYC officers is positive, welcomed and appreciated.

Cllr Wilkinson reinforced the issue that support from NYC is an improvement and feels positive.

### **6.7 Mill Lane**

Cllr Hynes explained that there has been no contact yet from the purchaser, who it is believed has been on holiday. The estate agent has suggested the land is sold as an amenity space only as NYC do not appear to recognise that there has been a building on the site since c 1926, in spite of evidence held by the town council. Cllr Wilkinson suggested options are to readvertise the land to sell it, or to contact Planning at NYC again. Discussion considered these two suggestions. It was confirmed town council support for building an extension of dentistry provision that is needed to support the growing community is the desirable and favoured outcome. Frustration was expressed again that the support from local Councillor Robert Windass has not been forthcoming to progress this issue. Cllr Hynes offered two proposals:

**Proposal:** To write a letter to the purchaser to ask him for clarity about his position. **All in Favour.**

**Proposal:** To write a letter to Cllr Windass to request his support with this project and to ascertain the actions Cllr Windass may then be able to take in support of the council's aims. **All in Favour.**

### **6.8 The grass cutting contract**

The Clerk confirmed three applications have been received for the grass cutting contract.

Cllr Metcalfe suggested that the applications are considered and reviewed at the next Finance and Assets (F&A) Committee meeting on 28.11.24. It was agreed a report from the F & A Committee will be given at the Full Council Meeting (FCM) in December. This matter was therefore deferred to the FCM on 3.12.24.

### **6.9 Toilet Block Flooring**

Cllr Hynes confirmed that Cllr Phillips had no further information about progress with the contractor yet. The type of suitable floor covering needed was discussed, with three types of covering identified: heat welded surface flooring, resin flooring, Altro safety flooring. It was suggested quotes for these types of covering should be obtained if no satisfactory progress is made with the contractor.

It was agreed this point should be deferred to December FCM, hoping that a resolution may have then been confirmed with the contractor.

### **6.10 Cemeteries Committee report**

The Chair of the Cemeteries Committee asked the Burial Clerk to give a report:

At the last Cemeteries Committee meeting a list of necessary improvement and maintenance actions for the cemeteries was agreed. Several action points were identified. The deadwood dangerous branches have been removed from Aldborough Cemetery.

Discussion was shared about the suggested improvements to develop an area of garden space and reflection close to the burial site allocated for young children and babies in Boroughbridge Cemetery. The aim of the committee is to improve the space, which is currently felt to be unsupportive to visitors and mourners.

Cllr Kenny Fuller and Cllr Julie Fuller offered to 'tidy up' the space around the graves, but it was agreed a full programme of works is needed, and the committee Chair welcomed suggestions and ideas for improvements from all councillors to assist with developments.

Cllr Hynes explained that a full action plan of improvements is needed for improvements at the cemeteries, suggesting this is compiled. He also suggested any works completed by an appointed contractor must be monitored more carefully and regularly in future.

### **6.11 Joint Parish Council report**

Cllr Wilkinson gave a report: The renewal of the engraving on the plaque on the bridge was discussed. It was agreed this would be considered again by Boroughbridge town council after the lighting project is completed. The date for the next Police Liaison meeting was deferred but agreed.

The possibility of liaising jointly with all parishes locally to agree a unifying 'joint statement' to use when any new major house building Planning is suggested was discussed. The aim of the statement was to confirm infra structure planning is required simultaneously when new house building is considered. This was not agreed at the meeting.

Cllr Metcalfe confirmed that infra structure development is the integral responsibility of a developer when Planning is submitted for new house building projects. She explained the National agenda and systems impact on local issues.

### **6.12 HR review of staff salaries**

Cllr Hynes read out a report from the Chair of the Human Resources (HR) Committee: At the last HR meeting salaries were reviewed. No salary reviews took place last April. Omissions were identified in systems used to identify salaries awarded. The HR committee would like to allocate salaries using the NALC pay systems for clerks and have calculated new pay rates for the Burial Clerk, Deputy Clerk and Town Clerk using the NALC scales.

A new system is proposed to link salary awards to appraisal and monitoring managed by the HR Chair, with targets and appraisal reviews diarised each 6 months. It was suggested back dating the new awards to April 2024, with the award for the Burial Clerk to be instituted from November 1 2024, with additional hours agreed, that will better reflect the skills and workload of the Burial Clerk.

Costings will be sent to the F & A Committee to consider.

Cllr Wilkinson confirmed no costs were received to date for the changes, but were requested and would be discussed at the next F & A meeting on 28.11.24.

It was agreed to defer this point to December FCM.

### **6.13 The MUGA**

See above point 6.2.

## **7. New issues.**

### **7.1 Commuted Sums new spreadsheet, October 2024**

Cllr Hynes read the report supplied by Cllr Peter Phillips:

The newest report was sent to all councillors. Two major changes are to be noted:

Firstly, NYC is asking for PID forms to be returned directly to their offices, not through Boroughbridge town council. Secondly NYC is also able to apply for money using a PID form.

The reasons for, and an explanation of, these two changes needs to be requested from NYC. It could mean NYC applies for money for projects/maintenance using money allocated for local community development, without knowledge of the town council. It is required that NYC confirms PIDs should all come through the town council offices as a first point of contact.

The Allotment Society has spent all £15,000 of their 106 monies on a log cabin/shop/office/building without prior information shared/ request made to the town council as landowners. Cllr K Fuller confirmed he was aware of this new cabin on the site.

Minskip Village Hall have also spent c£800 on new tables in the same way.

Cllr Wilkinson mentioned changes were also made to funding for St James Churchyard.

Cllr Plowright commented this did not fit well with partnership working pledges made at the recent NYC Parish Liaison meeting.

It was agreed this was to be deferred again to December FCM.

### **7.2 Boroughbridge Fire Station**

Cllr Hynes reported that a recent call from the Primary School to the Fire Service took 40 minutes response time to attend, when the Boroughbridge Fire station is two minutes away from the school site.

A letter of concern was sent to NYC Deputy Mayor Jo Coles about the issue. No reply has yet been received to concerns expressed.

### **7.3 Boroughbridge Emergency Response Team (BERT)**

A new Community Resilience Plan has been compiled, with liaison shared locally.

Systems at NYC have changed significantly impacting on previous effective working systems of local teams and BERT. County Councillor Robert Windass is now the first contact point for Boroughbridge in an emergency situation, which is a cause of concern.

It was agreed this is also deferred to December FCM.

### **7.4 Boundary Consultation**

See 9.2 sent to all councillors. Noted.

### **7.5 Handyman Tender Vacancy**

The Clerk confirmed the Handyman has left and a new tender needs to be advertised soon.

### **7.6 The disbanding of the Brighter Boroughbridge group and impact**

Information was shared about the demise of the group prior to the meeting.

Cllr Hynes expressed the view that it was sad the group has folded as a result of lack of support, given the number of new residents in the town.

Three areas of garden are currently maintained by the group. Funding in Commuted Sums amounts to only £145 remaining for the group.

Cllr Wilkinson suggested perhaps the town council Handyman might be tasked with maintaining the gardens, but acknowledged this would be added expenditure for the town council to find. He suggested NYC may take the areas back into their maintenance programme.

Cllr Metcalfe suggested a request to County Cllr (Cllr) Windass' Community grant for funding may be possible to maintain the gardens.

Cllr Hynes suggested two actions: 1) To ascertain for sure the areas of garden that need to be maintained, with possible funding monies confirmed, 2) To approach Cllr Windass to ask for funding from his Community Fund. No proposal was recorded.

### **7.7 Localised flooding in Boroughbridge locality, including Yorkshire Water and Area 6 response**

The response from Yorkshire Water (YW) about the flooding on Ladywell Road was discussed.

The Clerk explained Yorkshire Water insisted reporting third hand from the town council after flooding had occurred did not prompt action from the YW Call out teams. Resident's complaints only triggered their response to flooding incidents.

ACTION: Clerk to put information on the town council website and facebook page to urge residents to make complaints at the time of flooding directly to YW to improve any response from them when flooding happens.

### **7.8 Remembrance Day Service 10.11.2024.**

The time of the service was noted and confirmation of councillor attendance planned was shared.

Cllr Hynes confirmed that a short ceremony would also lay wreaths at Aldborough Green at 11.30am.

Cllr Fuller recounted information about a new tribute that he has been displayed in the Black Bull Pub to some very young Canadian (CAF) Servicemen killed in air bombing expeditions in World War II, from Boroughbridge.

### **7.9 Risk Assessments**

Cllr Hynes confirmed that Risk Assessments have been reviewed and checked by the Chair. Thanks were expressed to the Deputy Clerk for her work with completing this task. Some minor changes were planned as a consequence of the reviews.

### **7.10 Electric Car Charging points**

Cllr Peter Phillips had sent out information about the changes to how the car charging points may be secured, in addition to the NYC partnership already established.

It was suggested a working party is needed with a Cllr willing to lead on this project.

Cllr Julie Fuller volunteered to lead on this going forward, liaising with Cllr Phillips as appropriate for information from NYC.

### **7.11 Countryfile visit**

Cllr Hynes explained that the BBC Country File team had visited Boroughbridge town council and used the facilities of the Tourist Information Point as a base for filming. The programme is due to be broadcast on 17.11.24. It was a good opportunity to showcase the town of Boroughbridge, in spite of the dreary weather on the day.

### **7.12 Meeting minutes from: (i) 18.10.24 with Liz Meade, Mark Codman, Susanne Sweeting from NYC, (ii) 7.10.23 with Matt Hewison (NYC) and Sports Village representatives**

The minutes were shared with all councillors. Comments in the minutes were noted.

### **7.11 Attendance at NYC meetings: Parish Liaison Meeting 23.10.24, NYC Wider Partnership Conference (25.10.24), Area 6 Partnership meeting (29.10.24).**

The Clerk attended the meetings on behalf of the town council. Cllr Plowright also attended the Liaison Meeting.

The Clerk reported she is hoping to set up regular liaison with Area 6 officer Chris Blackburn about Highways issues.

### **7.12 Lights on the Fountain**

Cllr Hynes confirmed that the section of a string of lights found near the Fountain was left by the contractors and was not additional/new damage.

## **8. Finance and Assets.**

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

Cllr Wilkinson talked through the Finance information shared. He confirmed the next F & A meeting date.

**Proposal:** To ratify the October Finance information. **All in Favour.**

## **8.2 Report from Finance and Assets Committee Meeting held in October.**

Cllr Wilkinson made a spoken apology to the Clerk for his behaviour at the last F&A Committee Meeting. Cllr Metcalfe and Cllr Hynes both commented that this was not the appropriate setting for an apology to be made.

Cllr Wilkinson reported that the budget review is taking place with figures still needed from NYC to set the budget for 2025-6 and the Precept request.

He explained the budget setting requires figures about salary increases, grass cutting tender fees, National Insurance increases which are yet to be confirmed. The next F & A meeting will address the issues here and report back to the December FCM with recommendations.

Cllr Metcalfe commented that the figures for the budget must ensure transparency for all funds of the town council. The notion of a 'sinking fund' for projects that will incur high costs to complete was discussed again.

Cllr Wilkinson reiterated the points he had previously made about ensuring the Precept request is not impacted by reserves held by the town council.

It was agreed a question should be raised with the internal auditor about the maximum amount possible to hold in reserves.

With costs increasing for all, a review of rents set by the town council was recommended.

**Proposal:** To apply a 5% increase to the rents agreed from the assets of the Flat above 1 Hall Square and the allotments, from April 2025. **All in Favour.**

(Cllr K Fuller declared an interest in the allotments and was excluded from the vote)

Cllr Hynes explained he had formally visited the flat tenants and carried out an inspection to address issues raised by the tenants. Works are required in the flat and an action plan will be written to address the issues, including exterior paintwork to renew. He reported that the tenants were happy living in the flat.

Cllr Hynes was concerned the flat only has a smoke alarm, no working fire alarm exists, This was reviewed last in 2023 by an electrical contractor. It was agreed this needs to be installed. Cllr Metcalfe suggested Commuted Sums monies might be used to fund a Fire Alarm system in 1 Hall Square.

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

### **9.1 Police and Crime Plan and Fire and Rescue Plan consultation from Jo Coles, York and North Yorkshire Deputy Mayor for Policing, Fire and Crime**

Noted.

### **9.2 North Yorkshire Boundary Review - Initial Consultation**

Noted.

### **9.3 Response re Yorks Road parking from Police 14.10.24**

Action Week noted.

Cllr Pauline Phillips and Cllr J McNeil have arranged a meeting with parties involved in the York Road parking situation discussed last FCM. 19.11.24 meeting arranged to try to get all parties together to find a direction of travel for the issue. Cllr Young asked if he might attend also. This was confirmed.

### **9.4 'Call to Action', from Gillian Taylor**

Cllr Metcalfe explained that there are some results of a report commissioned about speeding concerns that is yet to be published. She suggested the findings of the report may be influential to any decisions made by the town council about this action request.

Cllr Kaczmarkcyz reported that Minskip has problems with speeding traffic currently.

There followed a discussion about the use of speed cameras by the Police as enforcement and how these impacts on local areas.

**Proposal:** To withhold any support to this group until further research papers are published from NYC about speeding initiatives and strategies. **All in Favour.**

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

10.1 *Oakleaf Service to be held in Ripon Cathedral on 17<sup>th</sup> November at 3.30pm*

*Thanksgiving dinner held by RAF Menwith Hill at Darley Memorial Hall on Tuesday November 19th.*

Noted.

## **11. Information Exchange**

**ClIr Kaczmarczyk** reported that a recent Bonfire celebration in Minskip was very successful and enjoyed by many. Sadly on 31.10.24 a series of burglaries took place in Minskip. It was noted the broken street lighting and Halloween festivities may have made the burglaries easier to conceal on this evening.

ClIr Kaczmarczyk also reported that she has been asked to stand down as councillor at Langthorpe Parish Council. She has done so.

ClIr Kaczmarczyk gave her apologies for the December FCM, she is unable to attend the meeting.

**ClIr Wilkinson** confirmed the date of the next F&A Committee meeting as 21.11.24.

**ClIr Kenny Fuller** mentioned that the improvements to the Motor Home parking spaces in the car park have already been damaged. It was agreed the Clerk team will inspect and liaise with the Chair of the council about the repairs needed.

**ClIr Metcalfe** asked if solar panels have been considered to boost funding streams from council assets. ClIr Julie Fuller offered to investigate this idea.

The Clerk explained the planning for the participation in the Christmas Tree festival at St James Church. Information and resources were shared. Decorations need to be completed and returned to the council office by Thursday 28.11.24 please.

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

**Tuesday 3<sup>rd</sup> December at 6.30pm.**

The meeting ended at 20.45.

*Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to manage this activity effectively and lawfully.*

*Just a couple of details to amend.*

*6.2 There will be approximately £10,000 left in the budget after the upgrade  
Coun Windass spelt incorrectly.*

*7.6 paragraph following clIr Wilkinson - gardens spelt incorrectly.*