



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 7th MAY 2024.

Meeting held at the Council Offices.

Councillors attending: Sean Hynes, Pauline Phillips, Peter Phillips, Julie Fuller, Kenny Fuller, Jamie McNeil, James Wilkinson.

District County Councillor Robert Windass.

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

Members of the public present: Mrs Hynes, Mr Collier, Ms L Bagley, Mr N Plowright, Mr N Henley.

1. Apologies for absence

Monika Kaczmarczyk, Rob Young, John Goss.

2. Declarations of interest in items on the agenda

None.

3. Election of Town Mayor and Chairman for 2024-25

The ceremony for the election of the new mayor was held. Cllr Hynes Proposed that Cllr Pauline Phillips be elected as mayor. The motion was seconded by Cllr Kenny Fuller, and all were in favour. Cllr Hynes declared Cllr Pauline Phillips as Town Mayor and Chair of the Boroughbridge Town Council for 2024-25.

4. Removal of Chains.

4.1 Investiture of the Mayor of Boroughbridge

Cllr Hynes, outgoing Mayor presented Cllr Phillips with the mayoral chains of office and the

chains of office for the mayor's consort were presented to Cllr Peter Phillips.

4.2 Declaration of Acceptance of Office

Cllr Pauline Phillips made the declaration of acceptance of office as mayor of the town council. She then gave her thanks to the town council for their faith in her appointment and expressed how grateful she was to be given the opportunity to follow after Cllr Hynes in service to the town.

5. Election of the Deputy Mayor.

Cllr Jamie McNeil was proposed by Cllr Pauline Phillips to be elected as Deputy Mayor. The proposal was seconded by Cllr Peter Phillips and all were in Favour. Cllr McNeil accepted the Deputy Mayor's badge of office.

6. Presentation of gifts and offering thanks.

Gifts were presented to the outgoing mayor and his consort, and to Cllr Peter Phillips, who acted as Deputy Mayor's consort in 2023-2024. Gifts were offered as a representation of the appreciation and thanks of the town council for the service given in the previous year.

7 Signing of the Declarations of Acceptance of Office Forms.

Acceptance of office forms were signed by the councillors.

The new Mayor then became the Chair of the rest of the meeting.

8. Approval of previous Meeting Minutes.

8.1 Full Council Meeting Minutes Tuesday 2nd April 2024.

Proposed. **All in Favour.**

8.2 Planning Committee Meeting Minutes Tuesday 2nd April 2024.

Proposed. **All in Favour.**

9 Public questions/statements and requests to speak received prior to the meeting.

Mr Collier had requested to speak to the council regarding a letter he had sent which was also on the agenda at 13.7 'Land South of Roecliffe Lane'.

Mr Collier explained the purpose of his request was to alert the council to the fact Taylor Wimpey will submit a Planning Application to build more houses on a site to the south of Roecliffe Lane. Mr Collier opposed any building at the site and was hopeful to gain the support of the council to a campaign he was leading to stop any development on the site. Mr Collier had already received a letter of support from Andrew Jones MP, who supported the assertion that Boroughbridge already had sufficient new build housing developments and did not need more. Mr Collier felt that Taylor Wimpey was seemingly failing to meet their responsibilities as a landowner, leaving care for the land unmet; as a means to further their application to build on the land.

Cllr Peter Phillips referred Mr Collier to the recent 'Call for Sites' request published by North Yorkshire Council (NYC) (see13.5). No formal Planning Application has yet been made to build on the site, but Taylor Wimpey may include this site in the NYC document for 2028.

Cllr Wilkinson explained that the site had originally been included in the Local Plan but was removed in 2018. However, until the land is listed in the Call for Sites document Boroughbridge Town Council cannot act.

Ms Bagley expressed dismay that a site with historic interest could be developed for housing. It was explained that this has happened before sadly, but that a developer could potentially fence off the Three Arrows from any new development in the locality.

To summarise Mr Collier said he felt any development of the site would be faced with historical, cultural, and drainage issues/challenges.

Cllr Pauline Phillips noted the concerns and objections expressed and reinforced that the town council would not support any application to build on the site, given all the reasons already mentioned and the fact that general services in the town were already suffering from the strain of so much housebuilding in the locality unsupported by adequate service infrastructure. It was suggested that Mr Collier share any new information about a possible planning application with the council, and that the town council will monitor this issue closely.

Mr Collier and Ms Bagley then left the meeting.

10. Annual Meeting business per the Standing orders of BTC

10.1 Review of the Terms of Reference for Committees.

Cllr Pauline Phillips shared a paper with information about the current Committee membership and structures. She invited all councillors to look at the current membership of the committees and consider where changes would be helpful. It was suggested committees may need to meet prior to the June meeting in light of the reviews. She invited offers of feedback before the next council meeting.

Cllr Phillips reminded the council that working groups can include members of the public, not solely councillors. The group must be led by a councillor, but public representation ensures expertise is shared and maximised.

10.2. Circulation to all Councillors of the invitation to stay on/join the existing Committees.

Cllr Pauline Phillips explained that the review of membership on each committee is recommended. She asked all councillors to consider their membership responsibilities.

10.3. Ratification of appointment of members to existing Committees.

Cllr Pauline Phillips suggested that the ratification of members should be carried over to the June council meeting, giving time for consideration.

10.4. The establishment of any new Committees.

Cllr Pauline Phillips suggested again this should be carried over to the July council meeting, following consideration as above at 10.2 when membership may change and groups are reviewed.

10.5. Review and adopt the existing Standing Orders and Council Policies including Financial Regulations and HR Policies.

Cllr Peter Phillips had prepared a review of council Standing Orders and produced a Draft document that was given to the Clerk to consider before adoption by the council. He reinforced that in the document legal responsibilities are written in bold and are non-negotiable.

ACTION: Clerk to send out a copy of the draft following proof reading.

10.6 Review the Asset Register.

Cllr Hynes completed a review of the register last year. He agreed to review the register again ready for the Internal Audit and to liaise with the Clerk.

10.7. Review arrangements for insurance cover in respect of all insurable risks.

The insurance cover renews in June, and this will be linked to the Asset register. The Clerk will liaise with Cllr Hynes to complete this.

10.8 Review of Complaints Procedure

The HR Committee will review this procedure.

10.9 Review of Council's employment policies and procedures.

The HR Committee will review this procedure and refer to the Finance Committee.

10.10 Review of the Council's and/or staff subscriptions to other bodies.

The Clerk will review the subscriptions and report back to the council. It was suggested affiliation to NALAC should be considered. ACTION: Clerk to report back in June.

10.11 Agree the time and place of Full Council Meetings up to and including the next Annual Meeting.

It was agreed all council meetings will continue to take place on the first Tuesday of each month, notwithstanding a change of date already agreed in September, to 10th September 2024.

11. Finance.

11.1 To agree the end April 2024 Finance Statement, Bank Reconciliation, and ratify receipts to end of April 2024. (PRECEPT 1 Received.)

Information was circulated and discussed accordingly.

Proposal: To agree the Financial Statement for April 2024 and ratify receipts. **All in Favour.**

11.2 Agree the AGAR 2023-2024 Public Rights Period will be starting from Monday 3rd June – Friday 12th July 2024.

The Clerk explained the date for the internal audit is confirmed. It is anticipated the audit will be completed by 14.6.24.

It was agreed the Public Rights Period should start from 17th June 2024. **All in Favour.**

11.4 To consider: Tablet Quote for TIP, Swish Fibre offer, Ground works quotes for Mo-Ho standing area.

Cllr Wilkinson confirmed the Finance Committee will meet before the June Council meeting and submit recommendations about the quotes to the full council at the June FCM.

12. External Stakeholder and Working Group Reports

12.1 District Councillor's report from District Councillor (DCllr) Robert Windass

Councillor Windass gave his report:

The election of the mayor for the unitary Authority has dominated proceedings recently.

It has been confirmed that the resurfacing of the highway on Roecliffe Lane is to be brought forward to August 2024.

There was a discussion about the planning application at Mill Lane. Cllr Peter Phillips requested help from DCllr Windass to try to support the purchaser. The purchaser has received lots of negative barriers to his proposals. The purchaser's building will provide a much-needed dentist practice and/service to the town. The town council are eager not to lose this potential provision through inaccuracies of historic planning information that seem to be preventing progress.

Historical information was shared about the previous buildings on the site and subsequent planning applications that were considered. The information shared confirmed that the site had previously supported

a development within this conservation area. Additionally, the site had been designated for 'community use'. The provision of a dentist should fall into this category it was argued.

Cllr Phillips agreed to send copies of photographic evidence that the site had permitted buildings to enable DCllr Windass to act in support of the case of the dentist's Planning Application.

Cllr Fuller requested further help regards a resident previously mentioned who was having housing issues.

DCllr Windass agreed to follow up on this issue again.

Cllr McNeil asked if there was anything to report regards the Sports Village Planning application. DCllr Windass had nothing to share.

DCllr Windass reported that Zoe Metcalfe had stood down from her role as this now fell under the remit of the elected Mayor for North Yorkshire.

DCllr Windass expressed his interest and pleasure that the bridge lighting project was again being pursued.

He asked for an update and mentioned that he was concerned the grant he had supplied for the project was used. Assurances were given that all monies received are ring fenced in the council budget.

12.2 Schools Liaison Group report led by Cllr Pauline Phillips

Cllr Pauline Phillips had nothing new to report.

12.3 Cemeteries Committee report

The Burial Clerk reported an issue with the opening and closing of the doors at the Aldborough Cemetery Lych Gate. The heavy doors are becoming increasingly too heavy and stiff to manage alone.

Cllr Hynes agreed to assist with problem solving solutions to the issue.

Thanks were expressed to the Burial clerk for her persistence and hard work given to manage the situation.

12.4 Police and Parishes Liaison

Cllr Peter Phillips reported that the next meeting date is yet to be confirmed. Parishes locally were keen to attend a meeting. A meeting date will be confirmed when the Chief Inspector returns from holiday.

It is hoped the meetings will also include school representatives and a representative from the Chamber of Trade. Timing and a venue for the meeting will be decided to accommodate all interested parties who would like to attend.

12.5 Joint Parish Council Meeting report from Cllr J Wilkinson

Cllr Wilkinson reported that the last JPC meeting was very positive. He confirmed local parishes confirmed they preferred to attend a local Police liaison meeting as this seemed more pertinent to them.

He reported that there were issues shared from each parish that helped build a picture of things locally. It was a positive meeting worth attending he felt.

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

13.1 Harrogate Outer Newsletter received from CCllr Windass (2.4.24)

Noted.

13.2 Notice of Submission of new settlement (Malkin) Development Plan Document to the Secretary of State for Levelling up, Housing and Communities (28.3.24)

Noted.

13.3 IMB request for volunteers.

Noted.

13.4 MoHo visitor suggestion about parking fees.

Cllr Pauline Phillips suggested this item be considered with 13.6 together.

The correspondence at 13.6 was carefully considered. Cllr Peter Phillips explained why the letter contained incorrect judgements and statements. The Mo-Ho parking is not a certified site in the car park. CAMBRA has been contacted to ensure the information they display is correct.

Unfortunately, there are times when Motor Homes park and do not follow the recommendations made by the council, but this is rare. Sometimes there is a deliberate flouting of the recommendations that is beyond

the control of the council. Occasionally the certified caravan site at Roecliffe is flooded and when this happens motor homes are evacuated to the car park. Councillors do try to monitor the number of vehicles parked, but there are rarely any challenging situations.

It was agreed the letter (13.4) is evidence of the support for the Mo-Ho parking spaces to be offered. The visitors regularly leave very complimentary notes for the council in appreciation of the opportunity to park in the car park when they pay. There is evidence these visitors bring additional custom to the local shops, cafes, and restaurants, which is favourable for the town.

ACTION: Clerk to reply to the letter 13.6, using information shared above.

13.5 Consult@objective NYC Document.

Received and noted.

13.6 Letter about Back Lane Car Park and Motor Home parking.

See above 13.4

13.7 'Land South of Roecliffe Lane' letter.

Discussed with Mr Collier at 9 above.

13.8 Knife Bin location suggestions.

Cllr Peter Phillips explained how the contents of the letter evidenced a situation that had unfortunately moved in a full circle back to its starting point.

ACTION: Clerk to reply, agreeing the best site proposed is at Morrison's Supermarket.

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

10.1 *The Annual Meeting of Ripon City Council and the Election of the Right Worshipful The Mayor,*

*Wednesday 15th May 2024 at 6pm at Ripon Town Hall,
Queen Ethelburga's Speech Day event 11th May,*

11. Information Exchange

Cllr Hynes: Cllr Hynes expressed his gratitude and thanks for the support shown to him during his tenure as mayor and wished the new mayor and deputy mayor success in their roles.

Cllr Peter Phillips: Cllr Phillips offered a vote of thanks to the last mayor for his time, commitment and hard work over the past two years.

Cllr Julie Fuller: Cllr Fuller asked if a letter of thanks could be sent to the Yarn bombers lead. She agreed to send the contact details to the clerks to ensure this can happen.

The Lions have requested support for an event they are holding in the summer. Cllr Pauline Phillips has also had contact with the lead organiser. This was discussed briefly. Cllr Wilkinson confirmed that regretfully there is no provision planned for an event in the budget, this may limit the financial support that can be offered sadly. Cllr Pauline Phillips agreed to liaise with the organiser with Cllr Fuller.

Cllr Kenny Fuller: Cllr Fuller asked if there was any further information about additional car charging points. Cllr Peter Phillips replied that he had a response from the NYC Officer who was managing this that he would share. To summarise it stated that there was no confirmation of further funding for this initiative from central government, despite original promises made.

Cllr Fuller requested that the Fountain is decorated with bunting again. This was agreed by all. He also requested PRIDE bunting might be purchased to support this cause. All were in favour.

Cllr Pauline Phillips gave her thanks to Cllr Fuller for help with putting up the flag on St George's Day.

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

Tuesday 4th June at 18.30.

The meeting ended at 20.10.

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 _____