



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **MINUTES OF THE FULL COUNCIL MEETING HELD ON Tuesday 4<sup>th</sup> February 2025**

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

The Chair reminded the members to kindly silence mobile telephones and reminded members about Standing Order point 2 relating to conduct, which was available on the tables for reference.

**Present at the meeting:** Cllr Pauline Phillips (Chair), Cllr Peter Phillips, Cllr Kenny Fuller, Cllr Julie Fuler, Cllr Sean Hynes, Cllr James Wilkinson, Cllr Nathan Plowright, Pam Howell (Clerk), Liz Leatherbarrow (Clerk, taking minutes). Cllr Robert Young arrived late at 6.55pm after the meeting started. Cllr Jamie McNeil was present.

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

Cllr Zoe Metcalfe, County Councillor Robert Windass.

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

Cllr Plowright declared an interest in agenda point 6.6.

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

##### **3.1 Full Council Meeting Minutes Tuesday 7<sup>th</sup> January 2025.**

**Proposed. All in Favour.**

##### **3.2 Planning Committee Meeting Minutes Tuesday 7<sup>th</sup> January 2025.**

**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**

The Chair read aloud a report received from CCllr Windass in lieu of attendance.

No response had been received about questions posed regarding matters from previous council meeting.

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

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

Cllr Kenny Fuller gave his report:

Progress with regards Planning consultant information is progressing. Only one consultant in Darlington has replied to requests made for support. Local contractors were sought. No other progress to report.

The Chair offered thanks for the on-going work on behalf of the council.

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

Cllr Pauline Phillips and Cllr Peter Phillips gave their report:

Contact has been made with two contractors to visit the site next week to offer ideas and quotes for the developments planned to provide equipment for the younger children who use the recreation ground. One other contractor will be approached also.

A small problem has arisen with regards a screw on the new MUGA. The contractor who fitted the equipment is sorting the issue in the coming week.

The litter in the recreation ground is awful currently. A request for moving the bins to more strategic places is being made with North Yorkshire Council (NYC). It was suggested displaying notices may help remind users about rubbish disposal. This will be considered after the bins are moved.

Cllr Pauline Phillips is planning to do a litter pick in the area. A request was made for volunteers to help with this. Hopefully when the bins are located nearer the MUGA this may help.

Cllr Peter Phillips reported that a large gap has appeared in the hedge, allegedly a car has driven through the hedge. This needs repair. The fence near the gate is also broken and mole hills have appeared in the grounds. A survey of the trees needs doing as a broken/deadwood branch has also been identified in a tree.

Cllr Peter Phillips and Cllr Pauline Phillips have noted all the issues for action and will report back with progress.

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

The Chair explained this item is to remain on the agenda to keep it live, but no actions have been taken yet.

### **6.4 Minskip report**

The Chair explained no report had been shared by Cllr Kaczmarczyk and no apologies had been received for her lack of attendance at the meeting.

The replacement bench for the Minskip bus stop has now been purchased and the bench for Chatsworth Grove also. Cllr K Fuller offered to help fit the benches.

Cllr McNeil and Cllr J Fuller commented on their frustration and disappointment that there was no report from Minskip, expressing concerns that the community in Minskip were not being adequately supported by the lack of report.

### **6.5 Sports Village**

Cllr Peter Phillips gave his report:

Frustratingly there was no progress with planning as the report from Historic England has not been received for the Environmental Impact assessment. Trenches have previously been dug on the site in the past but this has not impacted this request for further digging, in spite of nothing previously being found. Yet again it was delay and waiting to report, nothing additional to this.

### **6.6 Mill Lane**

The Chair gave a report:

The estate agent has been instructed to remarket the site. The dentist previously interested had withdrawn interest.

A resident has contacted the office to express his interest in the site and an outline of his proposals for the site has been received informally. He has been advised to contact the estate agent if he wishes to proceed.

Cllr Wilkinson asked about the prices included in the instruction to the estate agent. Cllr Phillips reported that no changes have been made to the instructions given originally.

### **6.7 CCTV**

The Chair reported that two of the cameras were recently not working and have now been repaired, causing some disruption to the footage collected.

Cllr K Fuller reported that two incidents had recently happened in town. The Clerk reported that no contact to request CCTV footage had been made regarding these incidents.

Cllr Pauline Phillips suggested at the next Police liaison meeting the incidents would be mentioned to discover if there had been any Police resolutions.

It was suggested that there is a notice added to the town council website to notify visitors that the town has CCTV cameras operating in some areas, managed by the town council. The Clerk agreed to add this information to the website.

#### **6.8 Toilet Block repairs-flooring, door and drainage issues.**

Cllr Peter Phillips gave a report on the toilets:

The toilets had been blocked repeatedly and a contractor visited to clear the blockage and do a survey of the pipes. The camera showed silt in the pipes and a possible reason for the blockages. No formal report has yet been received, but the drains are now cleared again. The toilets will probably need the drains clearing regularly in future to counteract the silt from collecting again and causing more blockages. This is an expense that needs noting.

The contractor who is to refit the faulty floor covering has met with Cllr Peter Phillips and Cllr Pauline Phillips. He has agreed the floor covering was not fit for purpose and will try to get a refund from the original contractor who was deployed. A new agreement was made that the floor covering originally suggested is required now. The drain grates need replacing before the new flooring is laid. It was suggested that the grates are not fit for purpose either and that the council should pay and fit the new grates to ensure the flooring is not damaged. This was agreed: the town council will fit and pay for the grates before the contractor fits new flooring.

Recently the large metal door at the side of the ladies' toilets broke from its hinges. An urgent repair was made to the door, that was expensive due to the door being heavy weight metal.

There is a slipped ridge tile on the roof of the toilets. Close to where previous repairs were made.

ACTION: Clerk to contact roofer to get quote for repairs,

#### **6.9 Handyman Tender**

The Chair reported that no responses have been received yet for the tender.

It was suggested the Clerk advertise the vacancy again on Facebook and any help to advertise the vacancy is requested and welcomed.

#### **6.10 Flat above 1 Hall Square and Town Council building**

There has been no confirmed appointment made yet with the electrical contractor due to difficulties arranging a suitable time. The appointment will hopefully be confirmed soon, this is an urgent action.

#### **6.11 VAS Sign on Roelcliffe Lane**

The broken sign has been reported but no repairs will take place until after the resurfacing has taken place.

#### **6.12 EV Charging Points**

Cllr J Fuller reported that she had held a meeting with a representative from Plug and Go but the company seemed to be deterred by the costs of removing any grassed area to site the chargers. The original contact with an officer at NYC remains open. It may be better to resort to this contact. The Environment, Climate Change and Sustainability committee will investigate this further.

#### **6.13 Training feedback re Recording of Meetings**

The Chair reported that she and the Clerk had attended training about recording of meetings but the content of the training was not relevant to the issues of the council currently. The training had focused on live streaming of meetings and the equipment needed to facilitate this.

The machine owned by the council to record meetings is not fit for purpose and caused issues recently when used. The decision is needed as to how to proceed with this. The Chair opened up the subject for debate again. Cllr K Fuller, Cllr J Fuller, Cllr J Wilkinson all expressed views that they were against the use of a recording machine. Cllr Wilkinson repeated information about the legal status of recordings and how requests may be made for recordings. The Chair thanked him for his information and reinforced the fact that the legal requirement to have written minutes is always met at meetings.

Further discussion was shared about the current systems used and possible options to consider as technology is improving, including the use of an App and Zoom. There was agreement the minutes were adequately written using the current systems.

**Proposal:** Clerk to continue to keep the minutes without recording them and not to purchase a new recording machine.

**All in Favour.**

#### **6.14 Commuted Sums**

Cllr Peter Phillips gave a report:

Issues have been discovered about the current situation. Information had been previously circulated to all prior to the meeting by Cllr Phillips.

The development of the Stumps Cross housing should generate c£1million for the town council.

The Project Initiation Development Form (PID) has now been discovered to be controlled by the officers at NYC; completed forms are sent to NYC without the town council knowing or seeing them. This change was only discovered when Cllr Phillips found monies had been awarded from the Commuted Sums funds that had not been passed by the council. The PID form has a question on it that asks if the town/parish council is informed about the project, yet even if the answer is given to the question as 'no', NYC have not informed the town council of the project suggested in the PID. When NYC officers were asked about this change they informed Cllr Phillips that no changes had been made to the systems used with PIDs.

If the town council has no knowledge of PIDs submitted the Commuted Sums monies could potentially be used for projects without support or direction of the town council and planning will become very difficult with monies 'lost' that were anticipated for use in town council spending plans.

County Councillor Robert Windass has been informed of this situation, along with Sir Alec Shelbrooke MP, both were upset and surprised by the information.

The issue of 'development impact' from new housing projects is crucial as the Commuted Sums (CS) monies should be allocated to manage issues arising from the impact of new housing projects within the community. Therefore the management of how the CS monies are allocated and by whom is crucial to the community and the town council's role within the community. Discussion was shared about how the system controls the applications, the number of applications permitted, the authority of the decision maker(s) ratifying PIDs, and the role of Cllr Windass in the system and how he may be aware of planning and be able to support the town council's aims.

Cllr Phillips asked if the town council was in agreement a letter should be sent to NYC to express dismay about the system and to ask for comments from NYC.

**Proposal:** To write a letter and copy the letter to Cllr Heather Phillips at NYC.

**All in Favour.**

Cllr Wilkinson asked if any information had been received about the PID submitted by the allotment society with ideas about how their monies will be used on the site. It was confirmed no information has been shared.

**ACTION:** Clerk to write to the allotment society and request information about their plans.

Cllr Hynes thanked Cllr Phillips for his time and work given to the management of the CS systems.

#### **6.15 Committees and Working Groups**

The Clerk gave each Committee lead a folder with information to support the committee Chair, including planning sheets and copies of policies to review at the first committee meeting.

Cllr Wilkinson mentioned again an issue about legal requirements to be reviewed.

### **7. New issues.**

#### **7.1 Hanging Baskets for Boroughbridge**

The Chair explained the information about NYC hanging baskets has been received. The prices were read out.

Cllr K Fuller said there were usually 4 baskets on the Buttermarket and 8 on the Fountain each year. There was a discussion about who usually pays for the baskets on the Fountain. It was agreed the Clerk would investigate payments from past years and order 4 for the Buttermarket or 12 in total if the other 8 were not already funded

## **7.2 Aldborough Gate Footpath**

The Chair suggested the concerns about the footpath leading to Aldborough Gate is an issue to discuss with Mr Blackburn, NYC Area 6 manager, at the forthcoming meeting promised to discuss Highways issues and concerns. The date for the meeting is yet to be confirmed, due to illness.

It was agreed other topics were: Minskip Road issues, the road markings outside Spar on the High Street and the development impact of new housing and increasing issues with school parking and dangerous access routes for children to schools from the new housing sites.

## **7.3 80<sup>th</sup> Anniversary of VE Day (8.5.25)**

The Chair invited suggestions and comments about any planning ideas to celebrate the VE Day anniversary in June.

Cllr K Fuller suggested the council fly a commemorative flag on the Buttermarket, bunting is displayed again and it was hoped by all that the Yarn bombers would make decorations.

**Proposal:** Clerk to investigate bunting and flag to purchase for the 8<sup>th</sup> May.

**All in Favour.**

Cllr Fuller commented that requests had been made to have a formal road closure at the Remembrance Service in November this year. He requested prices are sought regards the traffic management costs for a road closure.

**ACTION:** Clerk to get quotes for prices to share.

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

### **8.1 To agree the end January 2025 Finance Statements, Bank Reconciliation, and ratify receipts to end of January 2025.**

Finance information was circulated.

Cllr Peter Phillips invited questions and comments. None were raised.

Cllr Phillips explained that recently there had been spending needed for urgent actions that were not expected/planned for but were essential to maintain health and safety risks. He suggested the budget needs to be considered again to include funding set aside for risk-based decisions. He mentioned two recent examples of spending in the cemetery and the toilet block.

**Proposal:** To ratify the Finance statements and payments for February 2025, Bank reconciliation and receipts.

**All in Favour.**

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

### **9.1 NYC Hanging Basket scheme order form.**

Discussed above at 7.1.

### **9.2 Business is Blooming (Hanging Basket scheme)**

Discussed above at 7.1.

### **9.3 Letter from Sir Alec Shelbrooke MP re resident and tree in Boroughbridge Cemetery**

The Chair gave a precis of the letter received.

Cllr McNeil explained that the trees mentioned in the letter had been surveyed. The trees have Tree Preservation Orders attached and were healthy trees. Sadly in this instance the issue of 'right to light' does not exist and the trees cannot be trimmed.

**ACTION:** Clerk to write to the resident and inform her of the facts.

### **9.4 Response from Cllr Windass re New Row speeding issues.**

The Chair read out the response received from Cllr Windass that did not support complaints about speeding traffic on New Row.

A discussion was shared about the experience of the residents and the perspectives of pedestrians and residents, compared to road users. Reports of speeding have been sent to Police as requested. The likelihood of more signs was felt unlikely given the response to suggestions at the school. 'Driver education' is given as the prime suggestion to respond to speeding issues by Highways.

It was agreed the issue would be added to discussions at the forthcoming Police liaison meeting.

#### **9.5 Survey from NYC: North Yorkshire Council Gypsy and Traveller Accommodation Assessment (GTAA) 2024/25**

The Chair asked the council for their comments. It was agreed the survey was not within the remit of the town council. No council response will be submitted, but councillors may make independent responses.

#### **9.6 Letter from Boroughbridge Community Charity**

The Chair gave a precis of the letter.

The contents were discussed.

**Proposal:** To invite the Chair of the Community Charity to come to a council meeting and give a presentation for the council to consider and respond to.

**All in Favour.**

ACTION: Clerk to write to the charity accordingly.

#### **9.7 Letter re Campaign for safety if Lithium-Ion Batteries**

The Chair asked for comments. A consensus was shared.

ACTION: Clerk to write on behalf of council and express support.

#### **9.8 Public Release of 'Call for Sites submissions' from NYC**

Discussion was shared about the letter.

Sites to consider were discussed.

**Proposal:** To write and submit Mill Lane site to the submissions list.

**All in Favour.**

ACTION: Clerk to write accordingly.

#### **9.9 'Boroughbridge Cemetery and Aldborough Cemetery' from J Bramley NYC**

The letter was discussed. Cllr McNeil and Cllr Peter Phillips suggested the response should be made again to identify sites owned and managed by the town council.

ACTION: Clerk to submit response for the council.

#### **9.10 Letter from Sir Alec Shelbrooke re Sports & Recreation Alliance nominations.**

After summarising the letter the Chair noted the contents on behalf of the council and Cllr Young informed that the Junior Football Club had made a response.

#### **9.11 Speedwatch Survey Results letter**

The letter was noted by the council.

#### **9.12 Letter re St James Square and cobbles**

The Chair gave a precis of the letter. It was discussed.

Agreement was reached.

**Proposal:** To ask for the resident to put some more details in writing for the council to discuss.

**All in Favour.**

ACTION: Clerk to respond to resident.

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

10.1 Candlemas Festal Eucharist and Procession at Ripon Cathedral on Saturday 1<sup>st</sup> February at 5.30pm.

10.2 Invitation to attend NYC Chair Civic Service on 11<sup>th</sup> May 2025

For information.

#### **11. Information Exchange**

Cllr K Fuller reported that the bridge footpath is very muddy and needs cleaning.

The funding for the battle boards around town given by the historical society is almost depleted. Cllr Fuller will contact the society to discuss this.

Cllr Wilkinson- reported that the Joint Parish Council Meeting took place last week and he attended. This was not on the agenda. He reported that the date for the next Police Liaison meeting was requested- Cllr Phillips confirmed it will be on 18<sup>th</sup> March.

Cllr Wilkinson said he had sent a response to the Clerk and Chair about the Joint Planning statement. This was requested by the JPC and needs to be sent out. This had not been received.

Future JPC meeting dates were given: in July and October for information.

Cllr Peter Phillips- reported he had investigated funding from the Heritage lottery fund. He suggested funding may be available to support the restoration of the Buttermarket cobbles project. The application form is complex and Cllr Phillips asked for any suggestions of expert help that may be called upon. No suggestions were given.

Cllr Pauline Phillips- asked that future agendas included regular itemised committee reports each month.

**The meeting ended at 20.20.**

**Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 4<sup>th</sup> March 2025.**

Signed \_\_\_\_\_  
Mayor and Chair of Council

Date \_\_\_\_\_