



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD ON Tuesday 7th January 2025

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

The Chair reminded the members to kindly silence mobile telephones and read aloud Standing Order point 2 relating to conduct.

Present at the meeting: Cllr Pauline Phillips (Chair), Cllr Peter Phillips, Cllr Robert Young, Cllr Kenny Fuller, Cllr Julie Fuler, Cllr Sean Hynes, Cllr Zoe Metcalfe, Pam Howell (Clerk), Liz Leatherbarrow (Clerk, taking minutes).

1. Apologies for absence

Cllr Monika Kaczmarczyk, Cllr James Wilkinson, Cllr Jamie McNeil, Cllr Nathan Plowright.

2. Declarations of interest in items on the agenda

None declared.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 3rd December 2024.

The Chair explained that Cllr Wilkinson had requested a change to the minutes. This was discussed and the Clerk read out a change in wording suggested.

Proposal: To amend the minutes as dictated. A vote was held with 1 abstention and 5 votes in favour of the change. **The vote was carried.**

Proposal: To approve the amended minutes for 3rd December meeting. All in Favour.

The Chair suggested the proposal to record the minutes to assist with minute taking should be considered again in the light of a recent experience. A request for a copy of the recording had been received, but was legally not permissible to share, given the circumstances of the request and the content of the recording. Discussion was shared and concerns were discussed. Three councillors were against the recording of meetings. One was strongly in favour of live streaming.

It was agreed the need to maintain legal requirements is paramount. The process of recording and reasons for sharing any recordings was considered high priority.

The Chair explained that the Clerk and she will attend training on broadcasting of council meetings on 15th January. It was agreed she would report back after the training at the next full council meeting to assist with information to better inform this decision making. All agreed this was a good course of action and that no recording would take place at this meeting.

In discussion it was agreed that any requests for council information by councillors absent from meetings would be followed up by relevant committee chairs.

The Chair explained that the adopted Standing Orders will henceforth be at hand at all meetings to ensure confirmation of any points of order was enabled during the meeting in which they were raised.

All were in support of this change.

3.2 Planning Committee Meeting Minutes Tuesday 3rd December 2024.

Proposed. All in Favour.

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

Mrs E A Hales and Mr and Mrs Coates attended the meeting. Mrs Hales referred to her letter (See 9.1). Mrs Hales reiterated the points raised in her correspondence relating to concerns about cars exceeding 30mph when driving on New Row. She also expressed concerns about insufficient signage and the need to introduce measures to reduce dangerous driving along this stretch of town centre road before a serious accident occurs. Her neighbours supported her concerns and gave examples of evidence of hazardous driving reported and witnessed.

Mrs Hales answered questions posed by councillors about the hazardous driving witnessed and the actions she had already taken. This included contact with the PCSO team, evidence captured on CCTV, repeated reporting of speeding cars.

It was suggested all speeding concerns were reported using 101.

The councillors were all sympathetic to the concerns raised.

The Chair explained that the council did not have powers to implement changes to the highways, but suggested County Councillor Windass should be approached for support.

It was agreed the issue would be reported at the next Police liaison meeting by Cllr Phillips. It was suggested improvements/additional signage/a VAS sign may be funded by monies from a community fund Cllr Windass has from NYC.

It was agreed a personal meeting between Mrs Hales with Cllr Windass should be suggested by the town council to enlist County Councillor help to respond to the concerns raised.

ACTION: Clerk to contact Cllr Windass to ask for a meeting with Mrs Hales.

Mrs Hales stated she would also write to Cllr Windass again about her concerns.

Mrs Hales and Mr and Mrs Coates left the meeting at the end of the discussions.

5. External Stakeholder and Working Group Reports

5.1 County Councillor's report from District Councillor Robert Windass

Cllr Windass was not present at the meeting. No report was shared.

6. Matters arising from previous minutes.

6.1 Bridge Lighting

Cllr Fuller gave his report:

No progress to report. Expert Planning advice and support is needed to further progress any application made. Cllr Fuller will seek a specialist supporting company and feedback at the next meeting with proposed costs involved.

The Chair thanked him for his efforts.

6.2 Progress report on Recreation Ground improvements

Cllr Phillips had no new reporting to share yet.

6.3 Community Hall/building in Boroughbridge

The Chair reinforced the point was included to keep the project live. A review of committee membership and project leads was agreed at 7.3 below. Cllr Peter Phillips agreed to share all his information previously collected and relating to this project with the new project leader appointed.

6.4 Minskip report

Cllr Kaczmarczyk was not present at the meeting and no report had been received in her absence.

Cllr K Fuller raised the issue of replacement bench agreed for Minskip. Following discussion an action was agreed.

ACTION: Cllr Fuller and Cllr Peter Phillips to liaise about funding sources to ensure the Minskip bench, and a

second at Chatsworth Grove, are purchased.

6.5 Sports Village

Cllr McNeil and Cllr Phillips gave a report:

The planning application for the development has still not been submitted. Historic England have requested more information with surveys completed and this request has caused delays. A positive meeting was recently held with an NYC officer to discuss the planning application and development issues. The meeting was helpful but has not led to any progress.

Frustrations were expressed that the delays have been due to issues that have not been clarified sufficiently and this was a final stage of the preparations for a planning application to be submitted.

Discussion was shared about the need to keep the farmer tenant informed about possible time scales for the application so that any yield from the land is impacted as negligibly as practicably possible.

6.6 Mill Lane

The Clerk reported that there were no updates to share. A letter was yet to be sent to the estate agent and prospective purchaser. A letter will be sent by the Clerk as requested.

Cllr J Fuller reported that she had heard unofficially that the purchaser had 'given up' with the project due to planning obstacles raised.

Proposal: Clerk to write to the prospective purchaser care of the solicitors, to ask that they be informed that the town council will remarket the land again due to lack of response received. **All in Favour.**

6.7 The grass cutting contract

The Chair reported that a meeting had taken place with the contractor recommended for the tender post. References had been obtained and were very favourable.

Proposal: To award the contractor M Hill the tender for the ground's maintenance contract. **All in Favour.**

ACTION: Clerk to contact Mr Hill and process the appointment.

6.8 Toilet Block Flooring

Cllr Peter Phillips reported that the contractor has been contacted. A request has been made to meet on site at the toilets before agreeing to any further replacement solutions for the flooring. The meeting is due soon. Progress will be shared again following the meeting.

6.9 Flat above 1 Hall Square and Town Council building.

The Chair reported that an electrician visit has still not been confirmed to carry out survey of Fire alarm needed. A recommendation was made that will be followed up.

It has been confirmed that the insurance cover for the building includes the property above 1 Hall Square. A quote for an expert valuation for the building has been obtained but the sum is higher than hoped. It was agreed other quotes should be obtained. Cllr Hynes offered the name of a contractor to approach and agreed to ask for a second valuation quote. Cllr Metcalfe also offered to contact another contractor and obtain a third quote.

6.10 Brighter Boroughbridge

ACTION: Clerk to send a letter to NYC explaining that the town council would like to return care for the sites previously tended by Brighter Boroughbridge.

6.11 The Handyman Tender

A copy of the tender information had been previously circulated to all councillors. The Chair asked for comments. No comments were received that required amendments to the documents. It was agreed the tender should be advertised.

ACTION: Clerk to advertise the vacancy with tender information.

6.12 School Parking issues

The Chair reported that the practical support from the Police had increased regards the issue. Traffic cones are now marking a no parking area. No response has been received recently from the school. However, the issue remains troublesome as the council are aware the school roll is increasing due to new families moving into newly built housing estates. It is anticipated the problems will continue and may escalate.

Cllr Metcalfe suggested the support of CCLr Windass is required as the planning permissions for the new housing developments include impact planning to local services. CCLr Windass should be supporting the school to manage the impact issues with North Yorkshire Council.

A discussion was shared about how the impact of the new housing has not been managed sufficiently regarding existing local services, including Highways provision.

Cllr Peter Phillips explained that the 106 allocation of funds needs also to be carefully considered from the development, as this is legally established when planning permission has been granted. He suggested Sir Alec Shelbrooke MP may need to be contacted for support with this issue. The dangers to residents, children and road users are a concern shared by all on the council.

ACTION: Clerk to write again to CCLr Windass to enlist his support with the issues raised.

7. New issues.

7.1 Aldborough Gate footpath.

Cllr Hynes explained his concerns about the inadequate footpath provision from the new housing estate at Aldborough Gate along the Stumps Cross road towards Aldborough. Pedestrians are forced to walk on the road and are in danger from traffic, especially in hours of darkness. Many children and families are forced to walk along the road to get to school now, the dangers posed are forcing parents into cars for safety reasons, which is adding to issues discussed above at 6.12. This was discussed and the concerns highlighted were echoed by other councillors. It was agreed the support of CCLr Windass is again needed to try to ensure Highways at NYC are aware of the dangers and are contacted to ask for support in finding solutions to prevent a serious accident from happening.

ACTION: Written report of the concerns and a request for support to be sent to CCLr Windass, reinforcing that this situation requires urgent attention.

7.2 VAS Sign on Rocliffe Lane

The Chair reported that the VAS sign is not currently working.

ACTION: Clerk to report fault to manufacturer and start process to repair the sign.

7.3 Committees and working groups review

The Chair explained that due to the vacancy caused by the resignation of the Chair of Finance and Assets Committee it had become an opportune time to reconsider both the leadership and membership of committees generally. The Chair had shared discussions with councillors about their membership on committees and suggestions had been made as to changes that might be favourably made. The Chair explained the organisation of committee membership, reviews of terms of reference for committees, and responsibility for regular review of policies needed consideration and agreed action. Systems had become disjointed and inequitable.

Cllr Metcalfe expressed her support for a system that allowed membership of committees to be regularly reviewed so that the knowledge and understanding of all councillors about the working systems of the council is optimised.

Cllr Peter Phillips explained he had looked at and reviewed all terms of reference documents available, and all policies. He suggested a rational for the system of identifying key roles, membership to committees and responsibilities of the key committees to ensure more efficient working practices going forward each year. It was suggested committee membership is reviewed annually each January, with changes announced, then committees would meet before the February FCM to review policies, terms of reference and leadership, which could be ratified at full council in February or by March each year.

The new membership of all committees was agreed, with the agreement that councillors not currently present might request their membership preferences to the Chair to agree before the next council meeting in February 2025.

Proposal: Chair of Finance and Assets Committee is Cllr Zoe Metcalfe; Deputy Chair is Cllr Peter Phillips. **All in Favour.**

Proposal: Chair of Cemeteries Committee is Cllr Jamie McNeil; Deputy Chair is Cllr Robert Young. **All in Favour.**

Proposal: Chair of Human Resources Committee is Cllr Sean Hynes, Deputy Chair is Cllr Pauline Phillips. **All in Favour.**

Proposal: Chair of Planning Committee is Cllr Kenny Fuller; Deputy Chair is Cllr Julie Fuller. **All in Favour.**

Proposal: Chair of Environment, climate Change and Sustainability is Cllr Julie Fuller, Deputy is Cllr Kenny Fuller. **All in Favour.**

It was agreed the new membership to committees would be circulated again by the clerk to all councillors. The document will include the new working group membership details, with a newly created Fire Service liaison group included.

Responsibility for some projects such as EV Charging development, was agreed should fall under relevant committee remits.

BERT was discussed and it was agreed this group was a community led group.

7.4 CCTV

The Clerk reported that the CCTV system had some faults identified. The contractor is working hard to diagnose the reason for the faults and to resolve the problems with certain cameras.

7.5 Volunteer's access to Tourist Information Point

The Chair explained that due to recent changes, the system for storing and ensuring safe access of volunteers to the keys to the town council offices needed to be reviewed. It was agreed it was better to try to find a solution that allowed for minimal third-party involvement.

A key safe was suggested with inconspicuous location also suggested. This was discussed.

Proposal: To purchase a key safe and have this fitted as agreed. **All in Favour.**

8. Finance and Assets.

8.1 The appointment of a new Chair of the Finance and Assets Committee

Cllr Metcalfe was proposed and appointed as new Chair of the Finance and Assets Committee. **All in Favour.**

Cllr Peter Phillips was proposed and appointed as deputy Chair of Finance and Assets Committee. **All in Favour.**

Cllr Metcalfe reported that she had received some questions from Cllr Wilkinson that she would respond to.

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

Cllr Metcalfe asked if there were any comments from the council. She recommended the figures supplied as a correct statement.

Proposal: to ratify and agree the finance statement for December 2024, Bank Reconciliation and receipts. **All in Favour.**

8.3 Report from Finance and Assets Committee meeting (28.11.24)

Cllr Metcalfe gave a report. The Finance and Assets Committee had revisited the issues previously considered to ensure there were no irregularities or problems with regards the Precept calculations, the budget proposals and the amount requested as a Precept. There were no new issues found and the members of the committee were content with all recommendations and processes.

Cllr McNeil had got quotes for the new signs about waste disposal proposed for the car park.

Proposal: to purchase the new signs as agreed. **All in Favour.**

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

9.1 Letter from resident regards speeding on New Row to Cllr Windass.

Mrs A Hales spoke to the council about her concerns at agenda point 4 above.

9.2 Christmas Tree festival letter

The Chair expressed thanks for the letter on behalf of the council. The contents were noted with gratitude.

9.4 Letter from D and K Cranney regarding the Co-op development site

Discussion was shared about the letter. The council were sympathetic to the concerns raised and noted the points highlighted. Cllr Hynes shared news that other residents had also expressed similar concerns to those of Mr and Mrs Cranney, to which he had already given his advice and recommendations. The Planning Application for the development has been passed by NYC.

ACTION: Clerk to write to Mr and Mrs Cranney referring them to the support of Cllr Windass.

11. Information Exchange

Cllr Kenny Fuller- asked about the cleaning of the Battle boards. It was confirmed the monies allocated to pay for the maintenance runs out completely in February. Cllr Fuller agreed to contact the Battlefields Trust to ask about future maintenance planning.

Cllr Julie Fuller- explained she and Cllr K Fuller had met with the EV charging company contact, but no quotes have yet been received. It was asked for this to be added as a point to the agenda in February. Cllr Peter Phillips agreed to share information he already had relating to charging points with Cllr Fuller. Cllr Fuller also requested that solar electricity panels is also added to the agenda in February, it was suggested the NYC Mayors fund may have funding that could be accessed for this.

Cllr Peter Phillips- explained he had reported the issue of the eroded loading bay road markings outside the SPAR supermarket has been reported to Area 6 with concerns about the danger this is causing when lorries try to unload outside the shop.

Cllr Hynes- reported that there had been a Yorkshire Water vehicle in the town car park for a while with an officer present. Possibly guarding the equipment on site.

Cllr Metcalfe- asked if there had been any news about the proposed asphalt plant development on the A168. No news was reportedly heard. The footpath along to the river is very flooded and overgrown and in need of attention. It was asked who owned the land and was responsible for the footpath. The landowner was identified.

Cllr Young- commented that the footpaths were not cleared of snow in the recent bad weather and requested this was added as a topic at the meeting to be held with the Area 6 officer and the clerk.

The Clerk-confirmed Cllr Young's comments will be shared at the meeting with Area 6 and asked for any other issues to be emailed before 21.1.25 to her, from all councillors. She explained two issues recently occurred at the public toilets: the drains have been blocking during the week despite a visit from a contractor to flush them through. The service contractor is working hard to keep the drains cleared, and the toilets open, but it appears there is a drainage problem, and a large metal door has broken from its hinges and needs repairing. It was agreed the toilets will be added as an agenda item in February.

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

Tuesday 4th February 2025 at 6.30pm.

The meeting ended at 20.40.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 7th January 2025.

Signed _____
Mayor and Chair of Council

Date _____