



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING HELD on Tuesday 4th March 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 Fuller, Cllr Sean Hynes, Cllr James Wilkinson, Cllr Jamie McNeil, Cllr Zoe Metcalfe, Pam Howell (Clerk), Liz Leatherbarrow (Clerk, taking minutes).

1. Apologies for absence

Cllr Nathan Plowright, Cllr Robert Young.

2. Declarations of interest in items on the agenda

None declared.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 4th February 2025.

An omission on lists of councillors present was amended to include Cllr Jamie McNeil as present.

Proposed by Cllr Peter Phillips, **Seconded** by Cllr Hynes. **All in Favour.**

3.2 Planning Committee Meeting Minutes Tuesday 4th February 2025.

Proposed by Cllr Kenny Fuller, **Seconded** by Cllr Julie Fuller. **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, Committees and Working Group Reports

5.1 County Councillor's report from District Councillor Robert Windass
CCllr Windass did not attend. No report was received.

5.2 Finance and Assets Committee Report

Cllr Zoe Metcalfe proposed her report would be given at Agenda Point 8.

5.3 Cemeteries Committee Report

Cllr J McNeil gave his report:

The meeting was held and policies were reviewed with only minor amendments being made. Cllr K Fuller gave apologies he had not completed tasks he volunteered to do, as he has been ill.

The table of fees was discussed at the meeting.

Cllr McNeil **Proposed:** To keep the town council burial fee charges in line with the fees charged in 2025-26 by North Yorkshire Council (NYC) [Harrogate District] **Seconded** by Cllr K Fuller. **All in Favour.**

The committee will consider and action the improvement of the children's area of burial after the trees have been trimmed.

There is a problem with moles in Aldborough Gate Cemetery. A contractor has been found to deal with the problem.

Cllr Peter Phillips reinforced that in Commuted Sums funding there is currently £58,214.61 for Boroughbridge Cemetery, c£25,000 for Aldborough Gate Cemetery and possibly c£95,000 may also be available when a proposed new housing development is completed.

5.4 HR Committee Report

Cllr Hynes gave his report:

The Committee met and reviewed the policies allocated to them.

The terms of reference were agreed. There were a lot of policies to review, but it was a successful, if long meeting.

5.5 Environment, Climate Change and Sustainability Committee Report

Cllr Julie Fuller said the Committee had not met yet, and she had no report to share.

Cllr Peter Phillips confirmed with Cllr J Fuller that she had received the copy of the terms of reference she needed for the committee meeting.

The Chair commented that the Planning Committee was not included in this list of committees. It shall be in future. She reminded everyone that committee meeting dates for each quarter of the forthcoming year should be agreed with members soon and shared with the office to add to the council diary, please.

6. Matters arising from previous minutes, with Committee reports.

6.1 Bridge Lighting

Cllr Kenny Fuller gave a report:

Saddington Taylor in Darlington has been contacted for advice with regards costs for support to complete the planning actions needed. He listed the estimated costs from the company. The total for the support was estimated to amount to c£8,300.

Cllr Metcalfe asked for more information about the project as a councillor new to the council.

Cllr Fuller explained the history of how the project had been initiated before Covid about five and a half years ago. Planning was started to provide lighting on the bridge to improve safety and the appearance of the bridge, but in the pandemic costs rose suddenly and unexpectedly. Investments had been secured to support the project, but when other circumstances at council also coincided with the spiralling costs the project had to be shelved. A revised, slightly amended plan has had to since be drafted.

Cllr Wilkinson declared an interest in Saddington Taylor at this point.

Cllr K Fuller explained the applications in the project required professional support to be completed and were complicated.

A discussion followed about the financial implications of completing the project, especially given that funding had been received, which continues to be ring fenced in the council budget.

Concerns were expressed that the donors approached were unaware of the situation.

It was agreed that the council needed more detailed financial information about projected costs and contractual agreements to decide on further actions to be taken. It was hoped by Cllr Fuller that all contractors would work together but this has not been confirmed yet.

Cllr K Fuller made a **proposal**: To write to the donors to inform them about the project and events to date. Cllr Phillips seconded the proposal. **All in Favour.**

Cllr K Fuller **proposed**: To suspend the project again until the sale of the Mill Lane site is confirmed. Cllr Metcalfe seconded the proposal. **All in Favour.**

6.2 Progress report on Recreation Ground improvements

Cllr Pauline Phillips gave a report:

Two companies have been found and estimates commissioned. A third company is being sought for an

estimate. The aim is to keep estimated costs to c£30,000 and leave £10,000 as a buffer if needed. All money will come from Commuted Sums, including VAT reclaimed from previous MUGA spending. It is proposed to have the following equipment and changes: repainting of swings in situ, remove seesaw, a more inclusive/accessible roundabout, and a new multi play unit, a basket swing, groundworks to improve the access pathway to the younger children's area. The Primary school head teacher has confirmed they will assist with the consultation process, in addition to using the social media and town council website.

There was a short discussion about the rationale for improving the provision for the youngest children in the park, rather than new adult provision, and the expected life span of equipment from this large investment. Cllr Phillips explained the current equipment has lasted a long time the new equipment is said to last for over 25 years and the project was always planned to improve provision for young people not adults.

Cllr Peter Phillips gave a detailed description of the monies funding the project: £19,082= VAT from spend of MUGA + £21,914= Commuted Sums funds. It was suggested all Commuted Sums monies should be spent on the project with the VAT already ring fenced and reclaimed, leaving c£10,000 for unexpected costs, if needed. The hope is that by April FCM full pricing quotes will be ready to share.

Cllr Pauline Phillips **proposed**: Council to support the project as described. Cllr Hynes seconded the proposal.
All in Favour.

Cllr Pauline Phillips stated that on the previous Saturday volunteers had litter picked in the recreation ground. She gave her thanks to the Deputy Clerk, Cllr McNeil, Cllr Hynes and their family members for helping with this.

6.3 Community Hall/building in Boroughbridge

The Chair reinforced this is a project aim and shall remain on the agenda even though currently there is no progress with the project.

6.4 Minskip report

The Chair deferred this item to point 6.7 on the agenda.

6.5 Sports Village

Cllr McNeil gave his report:

Negotiations with Absolute Fitness remain on-going. Roles and responsibilities are the key topics to be considered soon, but this will not happen until more progress is made with planning. No other news is ready to be shared.

Cllr Peter Phillips explained his role is as link between the town council, Absolute Fitness and the Sports Village group. He confirmed Cllr McNeil's statement regards planning and explained the Environmental Impact assessment is only recently being clarified by NYC with Absolute Fitness. Progress has been very slow.

Cllr Hynes asked about the impact of the investigations on the ability of the farmer renting the field to plant crops. It was suggested the investigations would comprise trenches being dug and would impact only minimally on crops this Spring. Hopefully by December the building works may be able to be started, subject to the planning reports.

ACTION: Clerk to contact land agent to inform farmer of progress.

There was an agreement made that no intrusions on to the field were to be considered until all Planning applications and investigations are finalised and agreed.

6.6 Mill Lane

The Chair explained no update has been received from the Estate Agent about the marketing of the site, there is no board erected and no news about previous interests expressed.

The space has been registered on the NYC Call for Sites listings.

6.7 Commuted Sums

Cllr Peter Phillips gave his report:

All spreadsheets were shared with councillors prior to the meeting.

The management/processes of Commuted Sums at NYC have reverted to the position of three years previously.

Now all Project Initiation Documents (PIDs) are issued by NYC. NYC vet the forms, and make a decision about the allocation of monies with no contact to Boroughbridge Town council (BTC) in the process until after the PID is agreed and money is allocated. An example of this in Minskip was given where monies were allocated but BTC only became aware after the spreadsheet was updated that the funds were spent, authorised only by a Community Development Officer at NYC.

As a result of this revised process Cllr Phillips suggested that BTC concentrate only on the allocations that are directly linked to BTC from now onwards.

Cllr Hynes asked about the other allocations on the spreadsheet and a discussion was shared. The discussion confirmed the disappointment of all on the council that the system has become inequitable and been taken away from BTC. BTC would argue they are better informed to judge how a community will benefit from any spending planned, than NYC.

Cllr Metcalfe suggested that Cllr Robert Windass should be able to help BTC become aware of any PID claims. In his role he may request copies of submissions of PIDs from NYC. He could then alert BTC of PIDs being processed.

Cllr Peter Phillips thanked Cllr Metcalfe for this suggestion and agreed to write to Cllr Windass to ask for his support with this new PID system.

6.8 VE Day Celebrations- Bunting, flag and logo

Cllr K Fuller explained he had sourced bunting, a flag and a commemorative plaque for VE Day.

The Clerk team had also got estimates for bunting and flags.

A discussion was shared about the costs. The Chair of Finance and Assets Committee explained that the 2024-5 budget did not have any money allocated to the costs proposed but she could find the money needed. She supported the proposal wholeheartedly to buy decorations and commemorate this important event, however, she urged the council to consider going forward that there were changes needed in the management and spending processes of the budget for 2025-6. The Finance and Assets Committee will be reviewing the spending processes and considering budget headings again.

Cllr Peter Phillips **proposed**: To buy the commemorative decorations this time and try to avoid this happening in future. Cllr Metcalfe seconded the proposal. **All in Favour.**

6.10 Toilet Block

The Chair reported that there had been a few minor incidents again recently of vandalism in the toilets. Damage has been minimal thankfully.

Cllr Peter Phillips explained that the meeting with the contractor who has agreed to relay the flooring confirmed three interior metal drain cover grates need to be replaced before the flooring can be laid. He described the replacement flooring being considered.

At the request of the Chair of Finance it was agreed costings for the new grates will be presented to the council as soon as possible before the grates are purchased.

6.11 Handyman Tender

The Chair explained the period for advertising the tender has ended. No applications have been received. This was discussed and suggestions from Cllr McNeil and Cllr Wilkinson were considered.

It was agreed to add the topic of hourly remuneration for the tender to the agenda of the next Finance and Assets committee meeting to consider if changes can be funded.

6.12 Flat above 1 Hall Square and Town Council building

The Chair explained the list of work needed in the flat has been reviewed and the works need to be completed. The vacancy of the council Handyman is impeding progress.

Cllr Metcalfe suggested this is also discussed at the next Finance and Assets Committee meeting and added to that agenda. It was agreed the duty of care to the tenants is a priority.

The Deputy Clerk confirmed the electrician quote for the Fire Alarm is awaited following his visit.

7. New issues.

7.1 Highways Meeting Report

Cllr Peter Phillips reported:

The meeting took place in February with the Clerk and the NYC officer Mr Blackburn. It was a very positive and helpful meeting and resulted in issues being shared and responded to by the NYC officer. The Chair read out the list of Highways issues discussed, with most recent updates on progress already confirmed by NYC.

Cllr Peter Phillips reinforced two issues: The repainting of white lining on the Highstreet outside Spar, already actioned; and the parking issues outside the Primary School, which it was agreed would be revisited with NYC officers by the Officer present.

There was a discussion about the use of traffic cones outside the school to limit parking. It was agreed this was a temporary measure that was at least improving safety, though Cllr Wilkinson considered it to look 'messy'.

7.2 Knife Bin

The Chair confirmed the knife bin is now situated in Morrisons Car Park.

7.3 Inspire Youth

Cllr Peter Phillips reported that he had feedback from the Inspire Youth leader about her sessions. The attendance has been reasonable, but she has noticed some evidence of gang rivalry impacting. Shockingly, weapons have been mentioned and concerns are raised about this danger.

The issue will be discussed at the forthcoming Police Liaison meeting, Cllr Peter Phillips will attend the meeting. All present expressed their concern and shock at this news.

7.4 Mayor elect

The Chair reminded the council that the term of office for the mayor ended in April and a new mayor elect needs appointing then.

7.5 Cemetery railings

The Chair reminded the council that investigations were made about securing volunteers from offender schemes to help with community projects. It was suggested repainting the cemetery railings would be a project ideally suited to this type of community service. Past investigations had got no responses promised, but it was suggested this needs to be revisited.

Cllr Metcalfe confirmed she knew of a contact who may help with this idea. She agreed to make enquiries on behalf of the council.

8. Finance and Assets.

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

Cllr Metcalfe gave a report about the Finance and Assets Committee Meeting:

The minutes from the meeting were shared with all. Some questions were raised at the meeting but had not been answered due to illness of the Chair. This is now in process.

Risk Assessments needed completing soon on assets. The budget will be reviewed and discussed again at the next meeting of the committee. Some headings needed allocations to be increased, eg. Training, and reserves need to be allocated to establish a true budget to propose to the council.

The Chair of Finance requested that any works/spending anticipated that were non-emergency are identified and sent to the Finance and Assets committee to help with planning the budget effectively and to keep the budget balanced.

Cllr Metcalfe talked through the finance spreadsheet for February, payments and receipts.

Cllr Wilkinson repeated questions about the figures in columns on the sheet. He did not accept answers given by the RFO and it was suggested the questions should be addressed separately to this meeting by the Finance Committee Chair.

Cllr Metcalfe **proposed**: To ratify the receipts and payments, bank reconciliation and finance statements for February 2025.

Cllr Peter Phillips seconded the proposal, **one voted against the proposal** (Cllr Wilkinson), **but all others present voted in Favour.**

8.2 Membership to SLCC

Cllr Pauline Phillips stated that the renewal of membership to the SLCC for the Clerk and to NALC for councillors is now due. Last years costs were given by the RFO.

Cllr K Fuller requested the council consider funding road closure fees in November for the Remembrance Parade, he will supply costs soon.

Cllr Peter Phillips requested Commuted Sums is discussed at the next F&A committee meeting relating to budget impact

It was agreed by Cllr Metcalfe that all three issues would be added to the next Finance committee agenda for consideration in the budget.

Cllr Metcalfe expressed her wholehearted support to funding the subscriptions for the membership to NALC and the SLCC as both organisations had been invaluable in providing advice, information, training and support recently.

ACTION: Finance and Asserts Committee Chair to include all points raised in discussions on the next F&A Committee meeting agenda and to report back to full council with recommendations.

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

9.1 Resignation of Cllr Monika Kaczmarczyk

The Chair read out a letter of resignation received from Cllr Kaczmarczyk.

The resignation has been accepted. Thanks were expressed for the contributions made by Cllr Kaczmarczyk. The processes that are necessary following the resignation were described.

The Chair confirmed that if no election is prompted a new councillor will be co-opted to fill the vacancy after 7.3.2025.

9.2 Thalia Waste Recovery Plant- Community Liaison Meeting 2.6.2025 at 6pm invitation.

Cllr Julie Fuller and Cllr McNeil confirmed they will attend the meeting in June.

9.3 Yorkshire in Bloom 2025 Golden Rose Awards

This was discussed.

The invitation to participate was considered and the letter was noted with thanks from the council.

9.4 KKP Sports Survey: Sports Facilities Research

The survey was discussed.

Cllr Peter Phillips commented that he has filled out the survey to avoid missing the deadline. Cllr McNeil commented that a lack of response in the past may have resulted in possible funding being jeopardised that may help the community.

9.5 Letter from Mr Hick

The letter was discussed.

Cllr McNeil reminded the council that Bridgefest is happening on 5th July 2025 and is being advertised currently on social media especially.

It was agreed that the event will be positive for the community.

ACTION: Clerk to write to Mr Hick and thank him for his suggestions, including information about Bridgefest in the response.

9.6 Letter from MIND

The letter was discussed.

The problems associated with sharing the limited space of the town council building were discussed. Cllr McNeil suggested the doctor's surgery on Church Lane may have empty spaces better suited to the needs required in the letter.

ACTION: Clerk to respond to the letter and regretfully decline the request, with an alternative suggestion offered.

9.7 Home to school transport Action Group letter

The letter was shared for information.

The contents were noted with thanks.

9.8 Keep Britain Tidy Campaign

The Chair explained that former Cllr Goss will be organising a litter pick in conjunction with Minskip.

Cllr Wilkinson commented on the litter on the A168 near to Boroughbridge. It was confirmed by Cllr Peter Phillips that the road is managed by Highways and cannot be reported on the Parish portal. He suggested Cllr Windass might be contacted by Cllr Wilkinson about his concerns.

9.9 Letter re GPO Marker post outside proposed Co-op site on Horsefair

The letter was shared for information with the council.

It was agreed that if the marker post is salvaged it would be displayed in the Buttermarket museum.

Thanks were expressed to Mr Fink for his letter.

Additional Correspondence received after 25.2.25:

9.10 Letter from Land Registry (27.2.25) [sent to all Cllrs 27.2.25]

The letter was received after the agenda was compiled. It was read out by the Chair. The request requires expert support to respond to the questions.

The Chair made a **Proposal:** To contact Solicitor already engaged with council to assist with a response to the requests. Cllr Hynes seconded the proposal. **All in Favour.**

10. Invitations received for the Mayor, and/or events to attend in/after February 2025

10.1 An invitation to attend an event in March at Menwith Hill has been cancelled, no other invitations have been received this month.

11. Information Exchange

Cllr Hynes- commented that he has plans to tidy and clean the Buttermarket museum soon as it is untidy with detritus of winter. He is also sourcing Code of Conduct training for all councillors to complete.

Cllr Metcalfe- expressed her thanks to Cllr Phillips and the other volunteers who had litter picked in the Recreation ground recently as it was now looking 'fantastic'.

Cllr Julie Fuller- explained she had recently held a meeting with a contractor interested in possibly supplying more electric car charging points in the car park. There were questions raised about the infrastructure already in place in the car park, which Cllr Peter Phillips responded to.

She also agreed with Cllr Wilkinson that litter on the A168 was atrocious.

Cllr Kenny Fuller- apologised the benches purchased had not been fitted due to illness. Brackets are needed and a volunteer is needed to help with the fitting. Cllr Pauline Phillips agreed to coordinate the fitting

He has information supplied by the clerk team to cost the road closure for the Remembrance parade but has not yet got a price secured as the process appears complicated.

Contact has been made with the Battlefield Trust to enquire about the maintenance of the Battleboards signs. No response has been received yet.

He will attend the YMCA meeting being held soon. He will report back to council in April on the meeting. He requested this is added to the agenda for April.

The Clerk requested that all councillors confirm their current contact details with the office.

Separate council e-mail addresses are recommended, (eg.cllr....@....) rather than using personal ones.

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

Tuesday 1st April 2025 at 18.30 in the town council offices.

The meeting ended at 20.16.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 1st April 2025.

**Signed _____
Mayor and Chair of Council**

Date _____