



BOROUGHBRIDGE TOWN COUNCIL
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MINUTES OF THE FULL COUNCIL MEETING HELD on Tuesday 1st April 2025.

Meeting held at the Council offices. Meeting started at 18.45.

The reminders about Standing Order point 2 relating to conduct at council meetings were 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 Jamie McNeil, Cllr Zoe Metcalfe, Cllr Rob Young, Cllr Nathan Plowright, Pam Howell (Clerk), Liz Leatherbarrow (Clerk, taking minutes).
County Councillor Robert Windass joined the meeting at 18.45 and left at 18.55

Members of public present: Mr Jules Preston, Mr Nigel Brummey, both representing Boroughbridge Community Charity.

1. Apologies for absence

None

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 4th March 2025.

Approval proposed by Cllr K Fuller, Seconded by Cllr Peter Phillips. **All in Favour.**

3.2 Planning Committee Meeting Minutes Tuesday 4th March 2025.

Approval proposed by Cllr K Fuller, Seconded by Cllr Sean Hynes. **All in Favour.**

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

A presentation was given by Mr Jules Preston, Chair of Boroughbridge Community Charity.

Initially Mr Preston thanked the council for the opportunity to address the meeting. He mentioned that in 2025 Boroughbridge Community Charity (BCC) is celebrating its fiftieth year of existence with celebration. He gave a short history of the conception of the Charity and a summary of the range of support the charity gives to the community. He explained that BCC has now been recognised as a Community Anchor Organisation by North Yorkshire Council (NYC) and is currently operating in year three of a 6-year strategic plan. The plan recognises the need to develop support for local people, to enable them to live longer, healthier, lives, to counteract inequalities and to provide opportunities to engage with learning new skills. The charity supports all people within Boroughbridge and the wider community and is not restricted to supporting only older people.

The Charity now has about 100 volunteers, and the trustee group members now include some younger members who are invigorating and enhancing the dynamic of the organisation and it's planning. The BCC staffing structure now includes an operations manager with responsibility for implementing the 6 year plan. Mr Preston explained that the BCC aims not to duplicate existing services in the Boroughbridge locality, rather

to work in partnership with all to supplement services used.

Cllr Fuler asked if the remit of BCC included provision for young people also.

Mr Preston explained currently this is not the case but the charity are interested in equality of opportunity and recognise the provision for younger people is limited.

This led on to a conversation about the important role of a community building in which services and information may be delivered and accommodated. The notion of the need for a 'Community hub' is one that BCC supports.

Cllr Metcalfe commented positively about the fact the strategic plan is continuing with finances breaking even and asked about the next stage of the plan if it is halfway through the 6-year period.

Mr Preston explained there is a developing partnership with Boroughbridge Library and that marketing has now been included in the plan in years 4 to 6.

Cllr Peter Phillips listed areas of possible partnerships that are currently co-ordinated by the town council. This included Boroughbridge Emergency Response Team (BERT), a schools liaison group, a Police liaison group that is working positively. The provision of a 'Community hub' is a long-term aim of the town council that needs partnership working to achieve. He explained the development of a Sports Facility at Aldborough Gate provides new thinking about the possible location or design of a community building. Partnership working to achieve the completion will be crucial.

Mr Preston declined involvement with the Sports Facility development but welcomed the potential opportunities a community hub building might offer to BCC.

The Chair thanked Mr Preston for his presentation on behalf of the council and welcomed the contact made.

She agreed that going forward partnership working would be interesting and valuable for the community and suggested the town council would reach out soon to continue discussions with BCC.

Mr Preston and Mr Brummey then left the meeting.

5. External Stakeholder, Committees and Working Group Reports

5.1 District Councillor's report from District Councillor Robert Windass

County Councillor (CCllr) Windass gave his report:

Firstly, CCllr Windass gave apologies for his absence due to illness.

The NYC budget was set in February with funding reduced and cuts essentially imposed because of changes to Government funding and the impact of new policies. Cutbacks have already been noticed, including rationalisation of both NYC buildings and officers employed. Cllr Peter Phillips gave a recent example of an NYC change that has frustratingly impacted the town council and involved wasted admin hours due to an NYC error.

The new Boundaries Commission report has been reported on today with a period of consultation now in place. (The town council confirmed the document has been received into the office.)

Lots of correspondence has been received about speeding cars and traffic issues from residents. CCllr Windass did not feel he could support some of the speeding issues highlighted and stated parking enforcement can only be managed by Police enforcement officers.

The Chair explained the context of the traffic issues also copied into and received by the town council, highlighting the times of the vehicles reported speeding, causing danger and noise nuisance. She reinforced the concerns already expressed by the council that a visible Police presence and support is needed in the town. The Boroughbridge PCSO has been relocated to Ripon, leaving Boroughbridge vulnerable.

Cllr Metcalfe and Cllr Peter Phillips both commented on the speed limit along Chapel Hill and the concerns about speeding traffic dangers to residents. They requested more 30 mph signposts and support from Cllr Windass to push Highways to make changes on this very well used route.

Cllr Phillips also explained how the primary school response to the dangerous parking issue has been challenged by an officer at NYC. Despite the use of cones positively impacting the hazards caused by illegal and dangerous parking. Help for this issue has been requested from a contact of the council at Area 6 NYC offices. Similarly help was requested from CCllr Windass in urging action from NYC officers to relocate waste bins in the Wetherby Road recreation ground. Response times for the repeated requests made to NYC have not been met again and no actions have happened.

CCllr Windass reported the amount of Locality Budget funding available has been reduced by all County Councillors from £10,000 to £5,000 annually in response to budget cuts. MIND in Harrogate received funding

last year and they are now operating outreach services in Boroughbridge. The Chair informed CCllr Windass that the council were aware of this development and had been approached by MIND already.

Cllr Metcalfe asked how the rationalisation of NYC estates is progressing following moves away from District offices.

CCllr Windass explained progress with the agenda is slow but this has started. Hambleton offices are in need of change.

The Chair expressed thanks to CCllr Windass for his report, and he then left the meeting.

5.2 Finance and Assets Committee Report

Cllr Metcalfe gave her report:

The Finance and Assets Committee met on 28.3.25 to approve slight alterations to the budget planned. All were in favour of the changes.

Car park donations are not covering the costs of running the toilets and maintaining the car park. This is an issue. Funding needs raising. Suggestions welcomed. NYC rates for the car park are increased by c£5000 in 2025-26.

Cllr Peter Phillips explained the chair of the Chamber of trade (C of T) had contacted the council regards the car park. It was suggested a meeting is needed with the C of T Chair to discuss the economics of keeping the car park running.

ACTION: Cllr Metcalfe will arrange a meeting

Cllr Peter Phillips suggested the rates increase is challenged. He had recently compiled data to illustrate the car park donations are below what should be expected. There are c100 spaces in the car park, with donations for parking it should receive c£40,000 per year, yet the average is c£16,000 per year. A big shortfall.

Cllr McNeil suggested advertising is sold in the car park to generate revenue.

The Fire Alarm replacement project is underway but one last estimate is awaited.

The quotes for the new play equipment in the recreation ground have been received.

The quotes for tree works in the cemeteries were received.

Proposal was made by Cllr Metcalfe to accept the estimates of £320 and £460 submitted for the tree works. All were in Favour.

Cllr McNeil also asked that the storage bin facility in the Boroughbridge Cemetery is also replaced and renewed. All were in Favour of this action using Commuted Sums funding.

Cllr Metcalfe suggested the legal support needed to assist with the Land Registry questions received needs comparative quotes to be sought before appointing a solicitor.

It was agreed the support is essential as the questions are detailed. Prospective costs were discussed.

ACTION: Cllr Metcalfe to get 2 other estimates for the legal support.

Cllr Pauline Phillips explained that the library had requested financial support from the council again.

Discussion was shared about the request.

A consensus was shared that the library is an important community resource, but annual funding contributions cannot be guaranteed from the budget set. Cllr Metcalfe made a proposal: To donate £200 to the library funding. Cllr Hynes seconded the proposal. Cllr Mc Neil and Cllr Young voted against the proposal; the motion was carried.

ACTION: donation of £200 to be made to the library fund from 2025-26 budget.

5.3 Cemeteries Committee Report

Cllr McNeil gave his report:

Tree works will now be commissioned, using Commuted Sums funding.

Similarly, a PID will be completed for replacing the bin storage needed.

The grass cutting contractor has completed a first cut and it was very good. A request was made to acknowledge the quality of the works with the contractor.

ACTION: Clerk to contact contractor.

The Burial Clerk reported that no new fees for 2025-26 have been published by NYC yet, but they are expected soon. These will inform the new rates to be charged in Boroughbridge.

The mole infestation has been dealt with in Aldborough Gate Cemetery and the recreation ground also.

5.4 HR Committee Report

Cllr Hynes gave his report:

Code of Conduct training for all councillors is being sought. This yet to be confirmed. It will take place now after two new councillors have been appointed following resignations.

Cllr Plowright asked about training for newly appointed councillors, Cllr Hynes agreed to liaise with him about this after the two new appointments are made.

5.5 Environment, Climate Change and Sustainability Committee Report

Cllr Julie Fuller gave her report:

No Committee meeting has taken place yet. No report to share.

Cllr J Fuller asked if there was any funding available for this agenda. It was confirmed that there is an NYC Climate Change agenda with officers appointed to support with actions to achieve net zero.

ACTION: Cllr J Fuller to start this agenda for the town council.

5.6 Planning Committee Report

Cllr K Fuller gave his report:

The Motorway Services area has been discussed at the Planning Committee meeting. A response will be made with comments similar to the last submission.

Cllr Metcalfe suggested a seeded roof is recommended.

It was agreed a consistent message is important from the council and the local consultees.

Cllr K Fuller requested the Planning Committee recruits more members.

Cllr Metcalfe volunteered to join the Committee.

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

6.1 Bridge Lighting

Cllr K Fuller reported that no progress was made with the project. He expressed concerns about the funding, which were discussed by the councillors.

Cllr Peter Phillips made a **proposal**: To write to all donors who pledged money for the bridge lighting project and explain the project situation and ask if they would like to respectfully consider putting the money to the new Sports Facility project that will offer significant community benefit, or have the money returned. Cllr Plowright seconded the proposal. **All were in Favour.**

ACTION: Cllr Fuller to write to funders.

6.2 Progress report on Recreation Ground improvements

Cllr Pauline Phillips gave a report:

Three quotes have now been received for the remaining new equipment planned. No commissions will be made until the consultation process takes place. This is planned. Results will then be passed to the Finance and Assets Committee to review.

There is a query over the inspection visits being made to the playground equipment.

Cllr Phillips will investigate the process and procedures in place and report back.

6.3 Community Hall/building in Boroughbridge

The Chair commented no progress with this project currently, but it will remain on the agenda as a council aim. She commented it is pleasing that BCC are supportive of the need for a community hub this will be included in any meeting agendas shared with BCC.

6.4 Minskip report

No report due to resignation of councillor with this responsibility.

A new bench has been purchased for the bus stop, it is waiting to be fitted, with help from a volunteer secured, as soon as possible.

6.5 Sports Village

Cllr Peter Phillips gave his report:

Some slight progress has been made regards the Environmental Impact Assessment required. No progress is reported elsewhere.

Cllr Hynes added that the farmer has been informed about the progress, and he is aware of possible impact on his crops, he has drilled the land recently.

6.6 Mill Lane

Cllr Hynes **proposed**: To appoint a new agent to market the site and reinvigorate the sale. Cllr McNeil seconded the proposal. **All in Favour.**

6.7 Commuted Sums, (including feedback from Allotment Society.)

Cllr Peter Phillips gave his report:

A new spreadsheet has been received that contains errors. The Aldborough Gate Allotments are now again on the sheet with funding allocated.

Cllr Phillips has queries to follow up with the RFO and Chair of Finance Committee.

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

Cllr Peter Phillips reported that he is still chasing the repairs needed with the contractor.

6.9 Battleboards

Cllr K Fuller is still awaiting a response to the letter he sent regards the maintenance of the boards and will report back.

6.10 YMCA Meeting

Cllr K Fuller reported that he had attended a meeting with YMCA officers and representatives. It was confirmed money from the charity shop in Boroughbridge does not go directly to Ripon, but the money is distributed across all projects equally.

7. New issues.

7.1 Resignation of Cllr James Wilkinson

The chair read aloud the resignation letter received from Cllr Wilkinson. The resignation was accepted and the vacancy is advertised.

The Chair expressed thanks to Mr Wilkinson for his contributions made to the council.

There are now two vacancies on the council. If no applications are made in response to the vacancy advertised by 4th April 2025 the council will begin a co-option process.

7.2 Mayor elect 2025-26.

Cllr Sean Hynes **proposed**: To elect Cllr Pauline Phillips to act as mayor of Boroughbridge Town Council for the next year 2025-26. Cllr Jamie McNeil seconded the proposal. **All in Favour.**

Cllr Pauline Phillips expressed her thanks to the council for their votes. She also expressed her thanks to Cllr Peter Phillips for his on-going support to her in the role as mayor throughout her last term of office.

7.3 Office security entry code

The Chair confirmed the office security door code has altered and the number was shared.

7.4 NYC HAM Grass cutting of verges in Boroughbridge

Cllr Peter Phillips reported that a letter had been received from NYC about the grass verge cutting. A significant amount of admin time had been spent trying to respond to the letter. It however transpired that the letter was sent in error and does not need actions.

7.5 The Roman Museum in Aldborough

Cllr Hynes reported that the Roman Museum at Aldborough has been closed by English Heritage within a very brief period of consultation time.

There was consternation and disappointment and shock expressed by the council to this news. The museum is now considered as a 'hidden gem' that may be visited only by bookings directly with English Heritage. The site is owned by English Heritage but is an attraction that is valued by the council and the town residents, drawing visitors to the area. Cllr Hynes reported that he is attending a meeting with Sir Alec Shelbrooke on 8.4.25 about the closure, he will feedback to council again after the meeting. All agreed the closure was a concern to the town council.

7.6 Letter from Cllr Windass re Chapel Hill

The letter was discussed at agenda point 5.1 with Cllr Windass, see above.

7.7 VE Day Service of commemoration.

Cllr K Fuller reported that the Royal British Legion are arranging a service of commemoration for VE Day. The town council are invited to attend. Thanks were expressed for the invitation. It was agreed the council would lay a wreath at the service. ACTION: Clerk to arrange wreath to present.

7.8 Police Liaison Meeting report.

Cllr Peter Phillips gave his report: The meeting was very useful and informative. The minutes from the meeting held last had previously been shared with the councillors. It was suggested the Chamber of Trade should also be invited to attend the liaison group. Discussion was shared about the serious concerns that have arisen lately due to acts of anti-social behaviour reported in Boroughbridge. The impact on the positive support of the Inspire Youth team was discussed and regret was shared that the initiative is impacted so negatively by the recent events. Cllr Phillips confirmed that close liaison is continuing between himself and other parties, including the Inspire Youth team.

8. Finance and Assets.

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

Cllr Metcalfe **proposed** the council agrees the end of March 2025 Finance Statements, Bank Reconciliation, and ratify receipts to end of March 2025. Cllr Hynes seconded the proposal. **All in Favour.**

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

9.1 Letter of thanks, and information from Will Swales re 'History of Crown in Boroughbridge'.

The Chair showed the book sent by Mr Swales and mentioned the acknowledgements made in the book for the contributions made by Cllr Phillips, herself and the clerk. A copy of the book will be kept available in the Tourist Information Point.

It was welcomed as a very nice gesture and the book was appreciated.

9.2 Town and Council Survey for NYC Gypsy and Traveller Accommodation Assessment GTAA (2024/5)

The Chair confirmed that the survey had been completed and returned.

9.3 Letter from resident on Mill Lane.

The Chair confirmed that the matter described in this letter had now become regrettably a Police matter.

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

10.1 Invitation (Open to all councillors) from Boroughbridge Manor Care Home- 7.4.25 at 10.30am. Noted.

11. Information Exchange

Cllr Metcalfe commented that the Pharmacy in Boroughbridge now closes 1pm. She was concerned about the

problems this causes to residents and her consternation was shared by all.

Cllr Julie Fuller asked about the roundabout sponsorship income. It was confirmed the income from sponsorship is still being collected by the council and continues. She expressed her pleasure that the roundabouts currently are looking very attractive.

She asked if Cllr Wilkinson had returned the remote controls for the Fountain lights. It was agreed that Cllr Young would collect these back from Mr Wilkinson.

She confirmed that no further progress has been made with regards securing more car charging points in the town on council land.

Cllr Peter Phillips reported that he is aware the wagon wheel on the Crown Hotel needs repair and renovation. He asked for this to be added to the agenda in May.

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

Tuesday 6th May 2025 at 18.30.

The meeting ended at 20.50.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 6th May 2025.

Signed _____
Mayor and Chair of Council

Date _____