



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES of THE FULL COUNCIL MEETING – Tuesday 3rd June 2025

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

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 Nathan Plowright, Liz Leatherbarrow (Clerk, taking minutes).

Mr Derek Hufton joined the meeting at 18.30 and left at 18.50.

County Councillor (CCllr) Robert Windass joined the meeting at 18.33 and left at 19.50.

PCSO Jack Gudger joined the meeting at 18.40 and left at 19.50.

1. Apologies for absence

Pam Howell (Clerk)

2. Declarations of interest in items on the agenda

Cllr Plowright declared an interest in Agenda Point 7.6.

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 6th May 2025.

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

Cllr Young abstained as he was absent on 6.5.2025.

3.2 Planning Committee Meeting Minutes Tuesday 6th May 2025.

Proposed by Cllr K Fuller, **Seconded** by Cllr J Fuller. **All in Favour.**

Cllr Young abstained as he was absent on 6.5.2025.

Cllr Metcalfe **proposed** the approval of the minutes of the **Finance and Assets Committee meeting on 29th May 2025**. Cllr Young seconded the proposal. **All in Favour.**

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

The Chair welcomed Mr Derek Hufton (Chair of Boroughbridge Chamber of Trade) who requested to attend the meeting to talk about car parking in Boroughbridge.

Mr Hufton gave his report:

Mr Hufton explained he had details of a 'Vibrant and sustainable High Streets Fund' that invited applications for grants to develop high streets and local economies. He read out information about the second phase of available funding, including 'better parking initiatives' that opens in the summer for applications. Mr Hufton suggested that as the fund explicitly mentions parking this may be something to consider embracing to tackle the parking problems that exist in Boroughbridge. He acknowledged that the car park on Back Lane was a big asset for the town but felt the pressure of increased visitors trying to shop and park was becoming a serious

issue. The fund encourages collaborative groups to make applications, and the Chamber of Trade wondered if this scheme may be used to help extend the car park. He gave examples of additional initiatives that the funding might support to encourage visitors to explore the locality as well as the shops.

Cllr Metcalfe thanked him for his report and gave a response on behalf of the council Finance and Assets Committee who have identified the Car Park in Back Lane as a project for consideration and development in the budget this year and set up a working committee to develop ideas and actions. She invited a member of the Chamber of Trade to meet with members of the working party.

She asked if the Chamber of Trade had any analysis of numbers of additional spaces that may be needed. Mr Hufton confirmed this had not yet been done. Discussion agreed that the car park in Back Lane is busy, well used by different visitors to the town, not only shoppers, and that it was frequently difficult to find space to park. New housing and the development of a new supermarket add to the already stretched infra structure of the town, including parking.

Cllr Peter Phillips had produced a report on the car park that had been shared with all present prior to the meeting. He read through the key points from his report. Significant facts included financial costs: revenue calculations that could be generated if visitors always contributed £2 when they parked each visit made, amounts of revenue actually collected (c£16,000) and possible c£47,840, council tax rates charged to BTC for the car park and toilets c £15.000 annually, maintenance costs for the grass area, white lining, pot holes, lighting. Alternative solutions for revenue generation and management including encouraging voluntary contributions with increased signage and incentives for regular users, advertising and sponsorship opportunities, implementing a QR code system of payment, handing the car park to a private company, selling the car park back to NYC. The key points were discussed. It was agreed unanimously that the town council would like to keep this asset and not give it back to a private company or NYC. Similarly, it was acknowledged that many people failed to pay when parking notwithstanding that the car park helped to maintain the vibrancy of the town and helped encourage visitors to stay and return. The challenge to the town council is primarily financial.

It was agreed the council support any initiatives to encourage and maintain the vibrancy of the town and are keen to embrace support and ideas.

It was suggested by The Chair that further partnership working is needed with the Chamber of Trade regards the car park. Cllr Metcalfe and her working party will contact Mr Hufton soon to share further discussions and ideas.

Cllr Phillips thanked Mr Hufton for his time given to attending the meeting and expressed the wishes of the council that the car park issues will be considered carefully and in partnership with all interested parties. Mr Hufton then left the meeting.

5. External Stakeholder and Working Group Reports

5.1 County Councillor's report from County Councillor (Cllr) Robert Windass

CCllr Windass gave his report:

The new Home to School Transport Policy was discussed but remains in place and will be reviewed in a year. The impact of changes in the policy has affected the schools appeal systems. CCllr Windass stated that the changes were politically motivated.

Cllr McNeil expressed his concerns about how the policy impacted on Boroughbridge High School and added to the difficulties experienced by the school currently. CCllr Windass suggested the school had other issues that were being supported within NYC, the new policy was not a significant factor currently to challenge the enrolment to the school.

Cllr Metcalfe asked CCllr Windass about his involvement in the Home to School policy review and his support to Boroughbridge High School. She also asked him about the estate's strategy of NYC in the light of comments made by Carl Les about funding for leisure services.

CCllr Windass replied he was unsure of finance changes that were to be confirmed in a future imminent meeting in County Hall.

Cllr Pauline Phillips commented the council were concerned Boroughbridge High School was becoming a victim of a cost saving strategy of NYC.

CCllr Windass commented about the reply he had received from The Police Fire and Crime Commissioner about the recent response of the Fire Service to a fire on Springfield Grove. He expressed concerns about the

impact of staffing measures at the Boroughbridge Fire Station that had prevented the appliance responding to the fire.

A discussion considered the importance of having a fully staffed team at Boroughbridge Fire Station that included a senior officer in charge to allow the appliance to respond to call outs, as this was the reason for non-attendance at two local fires by the Boroughbridge Fire crew. Worries were expressed that lack of recruitment, training and appointments were putting the station at risk of closure.

Primary concerns of the council were that the recent fire could easily have resulted in a fatality, the residents were lucky to escape without serious harm from this fire, but the dangers and risks of not having a local fire crew available in Boroughbridge are manifold and a serious concern. Support from Cllr Windass with this issue was requested.

Cllr Windass assured the council that he was in correspondence with the Deputy Mayor of North Yorkshire with regards his concerns and he would report progress when made.

The fire at Springfield Grove was discussed. PCSO Gudger contributed to the discussions.

Cllr Peter Phillips explained how he and Cllr Pauline Phillips had been asked to help the two older residents made homeless by the fire. He expressed their serious concerns about the lack of joined up actions between North Yorkshire teams involved in supporting the residents. Some Senior officers had responded without knowledge shared of the true situation, and some officers had shown poor standards for the professional behaviours expected of them, especially given the age and frailty of the residents affected and the severity of the outcome of the fire.

PCSO Gudger confirmed that the Police had been frequently called out to respond to disturbances at the property where the fire was started. The policy to house such an individual in elderly persons accommodation was questioned by Cllr Phillips, as the individual had developed a known history of inappropriate, challenging and allegedly possibly illegal, anti-social behaviours.

Cllr Peter Phillips and Cllr Metcalfe requested Cllr Windass feedback to North Yorkshire Council that the housing policy implemented had failed these two residents catastrophically, and that the multi-agency responses had been severely lacking and inefficient.

The Chair suggested the training for all NYC officers concerned in this terrible situation needed to include and emphasise particularly Maslow's hierarchy of needs. Sadly, it appeared NYC officers concerned had failed to implement this theory when making their responses, especially to the elderly residents.

Cllr Metcalfe asked if the breakdown described between communication from local Police/PCSO's and other agencies in housing had been cascaded up to the chain of managers in the Police as it appears multi-agency working has failed in this instance. PCSO Gudger was unsure if this was so but reinforced the priority of the Police to participate in multi-agency working as a mode of policy.

PCSO Gudger gave apologies for infrequent attendance at council meetings. He reported that Connor Coulthurst was appointed the Officer for the area of Boroughbridge, but that he was working between Ripon and Boroughbridge. Further recruitment of Police personnel was happening, but the process was slowly impacting.

The issue of Planning Application for development of more new homes in Kirby Hill was discussed.

Cllr Metcalfe asked about the Local Plan. Cllr Windass confirmed the plan still existed and that the area would be covered in the Skipton Committee.

Cllr Metcalfe asked if the new houses would generate 106 Commuted Sums funding or Community Infrastructure Levy funding. She emphasised the monies will be vital to the locality if the housing is built, to ensure the already strained infra structure has funding to support an additional influx of new residents. Consensus shared was that the new housing would again impact negatively on the strained and stretched local services of the small town of Boroughbridge, which were already under pressure and struggling to cope with so many additional residents. The negative cultural impact of 'ribbon development' joining up swathes of housing without interruption, on what was once a discrete rural town, was also a serious concern to the council.

Letters have already been received at the town council by local concerned residents about the planning proposals.

Cllr Windass explained that the Motorway Services Application did not proceed as significant historical findings, possibly neolithic, have been uncovered at the site, delaying progress.

The work of the RAM's group was praised by all for their efforts to fight this development.

Cllr Windass confirmed that the Asphalt Plant on the A168 is likely to be approved. He has already given a statement of opposition about this decision to the press locally.

Cllr McNeil commented that a vast body of opposition had been raised against the development but NYC appeared to have ignored this. Including the opinions of the local MP. He expressed his regret that local voices had been ignored.

PCSO Gudger reported that the incident that resulted in damage in the Car Park has been completed. The culprit apprehended has offered to pay for the damage caused. The day nursery has been informed about the event and warned about the possibility of a breach to their security.

Cllr Windass and PCSO Gudger left the meeting after the Chair thanked them for their attendance and contributions at 19.50.

5.2 Finance and Assets Committee Report.

Cllr Metcalfe gave a report.

The minutes of the meeting were circulated. The key points were summarised.

The AGAR was submitted, and a special review will be completed this year.

The Car park is a focus for development. A working group has been set up to support developments. The report shared by Cllr Peter Phillips has been discussed and will support actions of the working party. Following comments made at this meeting the sale agreement of the land will be scrutinised again. The suggestion of Cllr Kenny Fuller to approach CP Media about sponsorship possibilities will also be explored.

A claim has been submitted to the town council insurance company for an injury sustained by a person from a fall in the car park in 2007.

Three quotes for replacement of the Fire Alarm in Hall Square were discussed. One was recommended and approved.

Repairs to the flat at 10A Fishergate were approved.

The Handyman tender has been reviewed and amended.

The fees for the cemeteries have been reviewed and recommended.

The small grant made to the Lions group will be requested for repayment as the event did not take place, with a recommendation to reapply when the event is replanned and confirmed.

The appointment of a professional to carry out a valuation of Hall Square was recommended and approved.

The appointment of a solicitor to support with Land Registration documentation was recommended and approved.

The quotes for the recreation ground improvements were recommended and approved. The contractor chosen was Wicksteads. Thanks were given to Cllr Peter Phillis and Cllr Pauline Phillips for their hard work in securing this project to be completed.

Cllr Peter Phillips **proposed:** To approve and ratify the recommendations made by the Committee. Cllr Metcalfe seconded the proposal. **All in Favour.**

ACTION: Clerk to submit the PID and quotes for the recreation ground improvements project.

5.3 Cemeteries Committee Report

Cllr McNeil gave a report.

The report about vandalism in the cemetery was followed up with inspections and no further actions other than monitoring are needed.

ACTION: Clerk to respond to the letter received and to ensure monitoring is completed regularly.

A meeting with the leader from the new grass cutting company took place and issues raised are to be Actioned by both sides to improve the appearance of the cemeteries. Improvements have already been noted following the meeting.

A successful PID has provided funding to carry out planned works to the trees that was needed in Boroughbridge Cemetery. Moles are back in Aldborough Cemetery and the pest control contractor has been asked to visit again.

The large gate in Aldborough Cemetery needs repairs.

The next Committee meeting date is 24th June.

5.4 HR Committee Report

Cllr Hynes gave a report.

Minutes from the meeting of 27th May have been approved. The appraisals took place of office staff. Targets were agreed with both staff members. The new policy for Performance Management was slightly amended and approved.

Code of Conduct Training for all councillors will take place in the summer when new co-opted councillors have been appointed. Planning is in place for this.

5.5 Environment, Climate Change and Sustainability Committee Report

Cllr Julie Fuller gave her report.

The committee had met but only informally to discuss ideas for the actions/remit of the group. Ideas suggested by the group were to fit solar panels on the toilet block roof, to continue to try to put lighting on the bridge. She asked for ideas from the council for the group to consider.

Cllr Peter Phillips made the following suggestions as options to consider: exploration of alternative power sources. Solar panels, wind generation- particularly at the allotments, Rainwater harvesting, for toilets.

Reduction of use of paper. Make more use of ICT equipment including at council meetings, eg. Sharing agendas on the big screen, or Cllrs to have I pads. Wilding areas, eg. car park, parts of cemeteries.

Electric charging points in car park. Improving Insulation in Hall Square. Using Water generation, eg. River Tutt. Car park lighting, installation of a large Solar streetlight. Identification of any possible grants available.

Cllr J Fuller gave her thanks for the ideas.

Cllr K Fuller suggested the Committee name is changed to Environment and Sustainability Committee. This was agreed by all.

5.6 Planning Committee Report

Cllr Kenny Fuller gave his report.

There are two new planning proposals locally. As CCllr Windass mentioned above. Information has been shared through the town council office from developers. A meeting takes place on Wednesday 11th June for local residents to attend. Cllr Metcalfe agreed to attend this when Cllr Fuller declined attendance.

Consultation date ends 22nd June 2025. It was acknowledged it was important to give a response from the council commenting on how the build will be shaped and developed. It is already clear that preventing the development completely is now impossible.

ACTION: Cllr Fuller to liaise with Clerk to send a response to the applications from the town council.

6. Finance.

6.1 To agree the end May 2025 Finance Statement, Bank Reconciliation, and ratify receipts to end of May 2025.

Proposed by Cllr Metcalfe, seconded by Cllr Peter Phillips. **All in Favour.**

6.2 Risk Assessments- including Financial management and assets.

All Risk assessments have been completed and approved by the Chair and other Committee leaders. The assessments have been shared and finalised.

Proposed by Cllr Metcalfe, seconded by Cllr Peter Phillips. **All in Favour.**

7. Matters arising from previous minutes

7.1 The car park, Back Lane.

Discussions were shared above at point 5.1 and 5.2.

7.2 Progress report on Recreation Ground improvements

As discussed above at point 5.2

7.3 Community Hall/building in Boroughbridge

The Chair confirmed this is still an item to include on the agenda as it remains a council aim.

7.4 Minskip report

No report to share.

The Chair asked if the Clerk would publicise the new bench installed in Minskip on the website.

7.5 Sports Village

Cllr Peter Phillips reported that the Environmental Impact Assessment is almost completed and will be submitted soon.

Cllr Young commented that a skate park would be a good idea for inclusion at the sports village site. It was agreed lots of good suggestions were welcomed for the site and this would be amongst many to be considered.

7.6 Mill Lane

Cllr Hynes had no news to report.

7.7 Toilet Block repairs

The Chair confirmed that she was still trying to negotiate with the contractor who had fitted the faulty toilet block flooring but no progress had been made. Cllr K Fuller suggested the project to recover the floor needed restarting from scratch, with new quotes and contractors to find. It was agreed this was the only way to proceed.

Cllr Peter Phillips made a **proposal**: To get 3 new quotes for replacement floor covering. To appoint a new contractor and aim to split the cost with the original contractor. Cllr Hynes seconded the proposal.

All in Favour.

7.8 Website review

The Clerk explained there were issues on the website that needed reviewing and professional support was needed to complete the task. Training and support was planned for 5th June, Cllr Plowright was going to support the Clerk with attendance at the training.

7.9 Co-option of two new councillors, including Minskip representative

The Chair confirmed this process would start in June. The Clerk will advertise the vacancies.

7.10 Highways Partnership meeting, 20.5.25 feedback

The Clerk confirmed she had attended a meeting with the NYC Highways team lead officer. She explained the issues discussed, which included: overgrown verges on Hazel Road estate near Morrisons, support with parking problems outside the Primary School, enforcement of car park restrictions in High Street, litter on A168, blocked gulleys on Harclay Park Estate, speed limit on Chapel Hill, grit bins in town centre, white lining contractors subcontracted out from NYC.

7.11 House fire in Springfield Grove

Covered in discussions above at 5.1

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

8.1 Proposed residential development at Land East of Leeming Lane, Boroughbridge.

Cllr Plowright agreed to compile information to add to the website and facebook to reassure residents the site is not for sale by the town council.

8.2 Vandalism in Boroughbridge Cemetery

Discussed above at 5.3

8.3 Letter from Director Menwith Hill to Cllr Pauline Phillips

The Chair summarised the contents of the letter received. The comments were noted and she gave her appreciation of the sentiments expressed.

8.4 Letter from Library regards funding.

The letter was discussed. It was agreed that the council were unable to commit Precept funding to a regular payment to the library as the issue was not included in the Precept request calculated for 2025-26, which would enable this.

It was agreed by all that the library was a valued and important service in the town and the town council would like to offer financial support to it. The only possible way was via the small grants fund.

Cllr Peter Phillips made the **Proposal**: To make a £300 grant available to the library as a donation from the council and encourage them to apply again in 2026 for a repeat of the donation from the small grants fund. Cllr Metcalfe seconded the proposal. **All in Favour.**

8.5 Letter from Spawforths, Miller Homes re Kirby Hill Planning development

Cllr K Fuller to make a response on behalf of the town council.

9. Invitations received for the Mayor, and/or events to attend from May

June 8th Installation of Revd Susan Simpson at St James Church Boroughbridge.

June 21st Independence Day event at Menwith Hill.

June 24th 105th Birthday Party for resident in Barchester Care Home.

June 29th Fundraising Fashion Show at Barchester Manor Care Home.

10. Information Exchange

Cllr J Fuller- asked that the town council offer continuing and further support to the victims of the Springfield Grove fire when they are rehoused.

Cllr K Fuller- reported he had turned round some signs outside the Hideaway Kitchen that were wrongly oriented.

He had also contacted the Crown Hotel to begin arrangements to repair the cartwheel.

Cllr Peter Phillips- reported the new bins in the recreation ground had been fitted and the existing ones moved.

The Clerk- commented that the date for remembering VJ Day is 15th August 2025, if celebrations/commemorations are to be planned.

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

Tuesday 1st July at 6.30pm.

The meeting ended at 20.55.

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 _____