



BOROUGHBRIDGE TOWN COUNCIL

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FULL COUNCIL MEETING MINUTES– Tuesday 1st July 2025

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 Zoe Metcalfe, Cllr Nathan Plowright, Cllr Robert Young, Pam Howell (Clerk), Liz Leatherbarrow (Clerk, taking minutes).

County Councillor (CCllr) Robert Windass joined the meeting at 18.30 and left at 19.10.

1. Apologies for absence

Cllr Jamie McNeil.

2. Declarations of interest in items on the agenda

Cllr Plowright declared an interest in points 7.6 and 8.7

3. Approval of previous Meeting Minutes.

3.1 Full Council Meeting Minutes Tuesday 3rd June 2025.

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

3.2 Planning Committee Meeting Minutes Tuesday 3rd June 2025.

Proposed by Cllr K Fuller, Seconded by Cllr R Young. **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

CCllr Windass gave his report.

A letter regards the bridge lighting project funds previously awarded had been received from the town council. The locality budget grant must be returned, unfortunately, but a new application may be made in future for a different project.

ACTION: Clerk to ensure the grant funds are returned to CCllr Windass.

Actions taken by the town council and CCllr Windass after the fire at Springfield Grove have resulted in NYC stating that they will develop new protocols to ensure better liaison between NYC inter departmental partnership and communication systems. The Housing policy has also been reviewed to ensure housing for elderly is not allocated in future to younger residents but is kept solely for elderly residents (over 60 years). Questions were asked about this change to policy by councillors. CCllr Windass confirmed any residents currently under 60 years in elderly accommodation will remain, but going forward the policy will apply in future. The policy will apply to all areas of NYC, not just in Boroughbridge.

It was acknowledged that some NYC officers involved in this particular case did not respond with the expected professional manner or polite responses deserved. Cllr Peter Phillips request to be involved in a review by NYC was acknowledged by CCllr Windass.

Cllr Metcalfe requested that feedback is given in any review about the ineffective and problematic partnership

working between the Police Service and NYC departments. Cllr Windass commented that he was similarly concerned by the response given from the Chief Fire Officer to his questions about the reasons why the appliance at Boroughbridge was not deployed to this emergency. He said he will be following up both issues. One resident affected by the fire has been assured she will return to the house when it is refurbished. The person accused by Police of starting the fire has now submitted a plea of guilty.

The Home to School transport policy change is still resulting in many appeals that Cllr Windass is involved in. The concerns expressed about the impact of the transport policy detrimentally threatening closure of Boroughbridge High School were refuted. Cllr Windass reinforced that there is no imminent planned closure of the school. Problems at the school are being supported by NYC officers in the Education Department, including Ofsted recommendations and findings. Falling rolls are due to parental choice, and financial difficulties do exist at the school.

Councillors commented that the school is essential especially as new housing attracts more families to the locality, which is already witnessed in the Primary School intakes. The senior school appears to have suffered from the effects of continued poor/low funding in recent years. Cllr Hynes commented the community deserves better facilities and greater investment from NYC, which was agreed unanimously by town councillors. Cllr Windass reported the current Director of Education in post is leaving soon and when the new incumbent is in post he needs to be approached again with the concerns raised.

Cllr Peter Phillips expressed his concerns, and asked Cllr Windass for his comments about the new Call for Sites map published by NYC. Cllr Windass echoed the concerns raised. He will sit on a committee that examines the new sites and pledged he will fight against 'unnecessary' sites, agreeing that local services are already over stretched and straining by increased housing built recently.

Cllr Metcalfe asked about actions taken by NYC in response to the 5 year land supply. Cllr Windass commented that some building companies are starting projects quicker than others. He agreed the housing sites allocations along the A1 area around Boroughbridge are driven by communication links but are damaging the historic nature and make-up of the locality, whilst smaller villages away from the motorway remain unfairly minimally affected by development.

Cllr Windass left the meeting at the end of his report at 19.10.

5.2 Finance and Assets Committee Report.

Cllr Metcalfe gave her report.

No Committee meeting has recently taken place. But responses were submitted regards the AGAR review received.

5.3 Cemeteries Committee Report

Cllr k Fuller gave a report on behalf of Cllr McNeil reading from minutes of the last meeting held. The minutes had previously been shared with councillors.

Main points included were: The children's area benches are being researched and examples sought, the planned cemetery extension requires support from experts as the land has geological features possibly not suitable for a cemetery, the footpath in Aldborough Gate cemetery needs resurfacing, the bin store needs replacing, the grass cutting has been better with the new contractor, the large gate has dropped and possibly needs a wheel fixing or needs lifting again, the bench at the Aldborough crossroads needs replacing.

The next committee meeting will be on Tuesday 16th September.

Cllr Pauline Phillips reported that she had contacted the Community Payback Scheme to investigate if help might be forthcoming to repaint the Boroughbridge Cemetery railings.

5.4 HR Committee Report

No report to share.

5.5 Environment and Sustainability Committee Report

Cllr J Fuller gave her report.

Research into grants that may be available is being undertaken. No results available to share currently.

Cllr Peter Phillips reported that there are funds available for the Minskip verges in Commuted Sums.

5.6 Planning Committee Report

Cllr K Fuller gave his report.

A summary of applications considered from this evening's meeting was given.

The Planning portal has changed making it easier to view applications and documents.

Training was attended on Planning law changes by Cllr J Fuller and Cllr K Fuller recently with interesting clarification on some definitions.

A letter has been sent on behalf of the council to developers Gladman and Miller Homes regards planning proposals. A meeting with Gladman is planned and Cllr Fuller will attend.

An inquiry has been received from a resident about permissions for a leaning tree, which will be researched into and a response from Cllr Fuller given.

6. Finance.

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

Proposed by Cllr r Young, Seconded by Cllr Metcalfe. **All in Favour.**

6.2 GDPR compliance changes for 2025-6.

The Clerk explained how the GDPR changes from 2025 will impact.

The ICT Service provider of the town council had provided a quote to upgrade the IT system of the council and email systems of the councillors in line with the compliance requirements.

Discussion was shared about the quote and the grounds on which it might be accepted

The Chair **proposed** to accept the quote on the grounds that the quote must be accepted in order to meet the legal requirements of the GDPR legislation from 2025. Cllr Hynes seconded the proposal. Cllr Metcalfe abstained. **The other councillors voted in favour of the proposal.**

7. Matters arising from previous minutes

7.1 The car park, Back Lane.

Cllr Metcalfe gave a report.

A meeting took place to discuss the car park with the Chair of Chamber of Trade and was very useful and Interesting for both sides.

A working group has been set up to consider the car park following last council meeting. It has met and started to consider ideas and possible options and now has actions to complete. Contractors have been met with regards white lining the car parking spaces. There were discussions shared about the parking spaces to be marked out and about the location of possible vehicle charging point spaces. Similarly, the recreational space in the car park was discussed.

The working group will report back with recommendations to the council.

7.2 Progress report on Recreation Ground improvements

Cllr Pauline Phillips gave her report. The contractor quote chosen has been accepted and now we are waiting for the building process to start as the PID has been agreed and accepted. VAT reclaimed will be used to further develop equipment/facilities in the recreation ground and for nothing else.

Recent events at the recreation ground when the Inspire Youth van has visited were explained. Vandalism, littering and poor care of the environment are concerns. These incidents were discussed. It was agreed that the situation will be monitored closely by Cllr Phillips and should be reviewed again soon.

7.3 Community Hall/building in Boroughbridge

Cllr Peter Phillips described how in the past projects had been initiated but without continuing support of the full council when opposing views had been received during consultation. He offered to lead a working party for developing a community building if the council supported the idea.

Discussion was shared about the rationale, including need, for a new community building.

At the end of discussion Cllr Peter Phillips summarised the rationale agreed: some community spaces are available in the locality, but not in the centre of Boroughbridge, the growth of the community will continue with new housing planned and consequently the existing community spaces will not be large enough to meet

increased needs, the notion of a community 'Hub' is the direction of travel of locality policy and the Hall Square building does not have space to meet this requirement in the town centre; a community hub will no longer need to provide sports facilities if/when the Sports Village development is built as proposed. It was agreed Cllr Phillips will begin to compile a project plan for a community space/building.

7.4 Minskip report

The Chair expressed thanks from the council to Cllr Metcalfe and clerk Howell for their help in publicising the councillor vacancy in Minskip, by delivering door to door leaflets in Minskip. As yet no application has been received from a Minskip resident.

7.5 Sports Village

Cllr Peter Phillips gave a report.

Progress has been made with the planning process. An Environmental Impact statement has been submitted and there is optimism that all details are collected for the next stage of the process to now be considered and met. Legal support may soon be required by the town council to ensure any future risks are planned and supported. The initial drawings completed for the site may have to be changed slightly, the drawings will be circulated to all councillors following this meeting. The trust now needs to consider the development carefully again.

7.6 Mill Lane

The site is still being marketed. Ideas for alternative use of the site were suggested again as car parking, vehicle charging spaces. No changes were agreed.

7.7 Toilet Block repairs

Cllr Peter Phillips reported that quotes for the replacement of the flooring are still awaited, two have been received already. When 3 quotes have been received, they will be brought to full council to consider.

Cllr Pauline Phillips explained that during the last month an incident occurred whereby the fence and gate in the car park was damaged. Quotes for the repairs are being sought currently. The Police were involved in the incident and are liaising with Cllr Pauline Phillips.

Discussion was shared about the space that the fence encloses. It was agreed no changes would be made to the current fencing layout.

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

Applications have been received. The closing date for applications is 8th July.

7.9 Collaborative working- looking forward

Cllr Peter Phillips had previously sent a report to all councillors about the collaboration and partnership working that may be needed in future as the localities initiative is implemented. There was agreement that the report was carefully considered and important.

Cllr Phillips made the **proposal** To send the report to the Joint Parish Council meeting for consideration. Cllr Metcalfe seconded the proposal. **All in Favour.**

ACTION: Clerk to forward the report for inclusion on the next JPC agenda.

7.10 A change of housing policy by NYC

Discussed above at 5.1.

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

8.1 Letter from resident re new housing in Boroughbridge

Noted, Clerk to send response on behalf of town council.

8.2 Letter from resident re new housing proposals

Noted, Clerk to send response on behalf of town council.

8.3 Letter from resident re new Planning proposals for housing in Boroughbridge

Noted, Clerk to send response on behalf of town council.

8.4 Letter from resident re Miller Homes and Kirby Hill Planning development

Noted, Clerk to send response on behalf of town council.

8.5 Letter re support for Youth clubs

Cllr Peter Phillips and Cllr Pauline Phillips will meet with the letter's author to discuss the points included.

8.6 Letter received about fire and response, on Springfield Grove

Noted, Clerk to respond to recommend that the contents to be referred on to the Police Fire and Crime Commissioner's offices.

8.7 Letter received re sewage overflow, Ashbourne Close

Further information was shared about the circumstances of the overflow and the actions of Yorkshire Water in response. Sir Alec Shelbrooke is also now aware of the overflow and the facts that the drainage and sewerage pipes do not have sufficient capacity to cope with the additional effluent and wastewater from the new housing estates, as was promised during construction of the new houses.

This letter sadly provides evidence the infrastructure supporting the new housing sites is insufficient for the needs of the development and existing homeowners are suffering as a consequence.

Cllr Hynes recommended the Environment Agency are notified each time such an overflow occurs.

ACTION: Clerk to write to CEO of Yorkshire Water to request attendance at a council meeting. Letter to explain incident and ask for explanations.

8.8 Letter received re trees on the Fountain

Clerk to respond to letter explaining response of council with actions already taken.

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

9.1 26th June Boroughbridge Agricultural Society Dinner at Newby Hall to celebrate 200 years

9.2 28th June Garden Party at The Deanery, Ripon

9.2 29th Aldborough & Boroughbridge Agricultural Show

The Chair acknowledged the invitations were gratefully received and explained who had attended each, with grateful support from the Deputy Mayor, when she was unable to attend a function.

10. Information Exchange

Clerk P Howell- asked about the Anchor Inn with reference to an enquiry received in the Tourist Information Point.

Cllr K Fuller- Asked if any police report had been received. It had not. Cllr Phillips reported that the next Police Liaison Meeting is planned for 10.7.25. Weeds on the bridge need spraying.

Cllr Peter Phillips- an incident occurred recently at the public toilets when Police and ambulance services were called out.

Cllr Pauline Phillips – gave apologies for absence at the next Full Council Meeting in August. Deputy Mayor Sean Hynes will chair the meeting.

Cllr r Young- gave apologies for absence from the next Full Council meeting.

Clerk Liz Leatherbarrow- requested all councillors remember to notify the office if their contact details change in order to ensure the website details publicised are accurate.

The opening of the Roman Museum in Aldborough is being reconsidered by English Heritage and hopefully may be open for booked tours and other set dates in future, thanks to the Historical Society and Friends of the museum working hard to ensure the museum remains open to the public.

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

Tuesday 4th August at 6.30pm. The meeting ended at 21.00

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 _____