



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF FULL COUNCIL MEETING – Tuesday 5th August 2025

Present: Cllr Hynes (Chair), Cllr K Fuller, Cllr J Fuller, Cllr N Plowright, Cllr E Philips, Cllr S Ashby, Clerks: p Howell, Liz Leatherbarrow who took the minutes.

The Meeting started at 18.30.

46. To receive apologies for absence and consider reasons for absences

Apologies received from Cllr Pauline Phillips, Cllr Robert Young, Cllr Zoe Metcalfe, Cllr Peter Phillips, Cllr J McNeil.

47. To welcome to newly co-opted councillors

The Chair welcomed the two newly co-opted councillors to the town council. He reinforced the apologies from the mayor for non-attendance at the meeting and expressed his pleasure that the town council now had a full remit of councillors.

48. To receive declarations of interest in items on the agenda

Cllr N Plowright declared an interest in Agenda point 53.3.

49. To consider approval of previous Meeting Minutes from 1st July 2025

49.1 Full Council Meeting Minutes Tuesday 1st July 2025.

The council **resolved to approve** the minutes of the Full Council Meeting of Tuesday 1st July 2025.

49.2 Planning Committee Meeting Minutes Tuesday 1st July 2025.

The council **resolved to approve** the minutes of the Planning Committee Meeting of Tuesday 1st July 2025.

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

None received.

51. To receive External Stakeholder and Working Group Reports

51.1 To receive updates from District Councillor Robert Windass

Councillor Windass did not attend the meeting. No apologies were received, no report was received.

51.2 To receive any updates from the Finance and Assets Committee Chair.

The Chair of the Finance and Assets Committee was not present. A report was shared by Cllr Plowright and the RFO.

The Finance and Assets Committee had made recommendations to share with the full council about quotations received and considered for works planned and agreed.

A quote by Harrogate Premier Fencing was recommended for repairs to the gate and broken fencing at the toilet block, which was damaged by a youth as an act of vandalism.

The council **resolved to approve** the recommendation made and appoint the company to complete the repairs.

Cllr Plowright explained the Police have informed the council that the costs may be recovered from the parents of the youth who admitted the vandalism. This is to be pursued.

The council **resolved to approve** the recommendation made to appoint the contractor to trim the trees in St James' Square.

The council **resolved to approve** the recommendation made to appoint FloorTech as the contractor to replace the flooring in the Back Lane toilet block.

A letter will also be sent to the original contractor who laid the substandard flooring that is being replaced, to request some recompense towards the costs now being incurred.

The council **resolved to approve** the recommendation made to appoint decorator Michael Coates to repaint the exterior woodwork of 1, Hall Square.

The Finance and Assets Committee working party considering improvements to the Back Lane Car Park has made progress with their tasks, but decisions were referred to the next Committee meeting and will be shared when the actions are completed and recommendations can be made to full council.

The Internal Controls checklist was reviewed at the last Committee meeting, and some minor amendments were made. The reviewed form will be presented at the September council meeting for approval.

Similarly, the processes for submitting the AGAR were reviewed again and will be presented to full council for approval in September.

ACTION: Clerk to add items to agenda in September and to appoint approved contractors.

51.3 To receive an update from the Cemeteries Committee Chair, including to consider the purchase of a bench for the children's area of Boroughbridge Cemetery and new wheely bin enclosure

The Chair of the Committee was not present, but a report was shared by Cllr K Fuller:

The committee had selected three different benches to consider. The benches chosen for the children's burial area were circulated, each with their prices shown. These were discussed and a preference was decided by vote to select a design with metal inserts of 'fairy' figures.

The council **resolved to approve** the purchase of the bench selected.

The council **resolved to approve** that an application is made to the Commuted Sums funding, from the cemeteries typography to cover the costs of the bench.

Cllr Fuller explained that the wheelie bin enclosure also needs replacing in Boroughbridge Cemetery. Cllr Fuller will send estimates for the works needed to the office, to include for approval at the September council meeting.

51.4 To receive an update from the HR Committee Chair.

Cllr Hynes gave his report:

Training for the whole council team on the Code of Conduct is required. Code of Conduct training has not taken place for a while and is necessary, to ensure all councillors understand the Code and commit to it. Lack of commitment to, and understanding of, the Code had sadly resulted in serious detrimental consequences recently for some members of the town council and a particular staff member.

It is intended that the training will be held in person, not virtual training. It is suggested that perhaps other local parishes may find it useful to attend also and will be invited when the date is confirmed.

The National association of council Clerks information about an agreed pay rise for 2025-26 has been shared with councillors for information.

51.5 To receive an update from the Environment and Sustainability Committee Chair.

Cllr J Fuller gave her report:

Letters have been sent to enquire about grants and funding opportunities from North Yorkshire Council and Others to support the sustainability projects of the council. Unfortunately, no positive responses have been received. This will continue to be done none the less.

Some projects including solar electricity generating panels on the toilet block roof are being considered, but funding is required to support the projects.

Cllr E Philips offered to join the committee to support with actions and planning.

51.6 To receive an update from the Planning Committee Chair.

Cllr K Fuller gave his report:

Meetings have been recently locally held by developers Gladman's, Caddick and Miller Homes. Cllr Fuller has attended the meetings as a representative of Boroughbridge Town Council.

Planning Applications have yet to be submitted by Miller homes and Caddick, but Cllr Fuller will write a letter of opposition from the town council in response to the Gladman's proposals.

52. To consider approval of Finance information for July.

52.1 To consider approval of the end July 2025 Finance Information and Bank Reconciliation.

To note receipts and payments to end of July 2025.

The financial information for the month of July had been shared. It was considered and some questions about certain payments were answered by the RFO.

The council **resolved to approve** the end of July 2025 Finance Information and Bank Reconciliation, including the receipts and payments made to the end of July 2025.

53. Matters arising from previous minutes

53.1 To receive an update on the Toilet Block flooring.

This was already discussed above at 51.2 and a resolution made to appoint the contractor to start the works.

It is anticipated the work will be completed with limited disruption to the opening hours of the toilet block, but some closure times will be unavoidably needed for the works to be completed.

53.2 To consider future care and maintenance of the Garden area at Chatsworth Gardens

The Chair explained that the small area of garden had previously been maintained by the Brighter Boroughbridge group volunteers. Sadly, when the group folded the gardens have not been maintained and now look sad and unkempt. Options were discussed as to how to proceed with the space.

It was **resolved to contact** North Yorkshire Council (NYC) and request that the care of the garden area is once again returned to the Unitary Authority.

ACTION: Clerk to contact NYC.

53.3 To consider offer received for Mill Lane site

Cllr Plowright declared an interest in this point of the agenda and withdrew from discussion.

Cllr K Fuller suggested the council attendance numbers were too low to warrant making any firm decisions about how to proceed with this point.

The Chair repeated the information shared about the progression of the sale of the land and determined that as the meeting was quorate a decision would be reached about how to respond to the offer received. He was concerned that delaying a decision may be detrimental to the sale and explained he did not think the prospective buyer should have to wait another month for a response to his offer made to the council.

An offer, below the asking price, has been received with a back stop clause attached.

Discussion was shared about the lowest offer the council felt was acceptable and the amount of time felt appropriate for a back stop clause.

Cllr K Fuller and Cllr J Fuller suggested the land could be used for a project they were supporting in Boroughbridge. The Chair instructed them to make a formal proposal to the council about their project and the land for it to proceed, as the sale had already been resolved previously by the council.

A vote was taken following the discussions shared.

Cllr K Fuller was against the proposal. Cllr J Fuller abstained.

The council **resolved to respond** to the purchaser rejecting the offer made and requesting a higher offer increased by £30,000; with a reduced backstop of 6 months only.

53.4 To receive a progress report on the Recreation Ground improvements, (including update on land registry)

A report had been received from Cllr Peter Phillips:

The new equipment has been ordered and works are due to start installation in early September. It is hoped

the works will be completed by the end of September.

Progress has been made with the Land Registry application. The solicitor handling the process has provided an update to say the preliminary information submitted is being reviewed.

53.5 To receive an update on the Community Hall/building in Boroughbridge Project

Cllr Peter Phillips is compiling a report to share with the council. The report will include historical information about previous ideas considered.

53.6 To consider the purchase of a bench for the Aldborough crossroads

Cllr Hynes proposed a bench is required to replace the one lost from the Aldborough crossroads junction. He had sourced a wooden bench as a suggested option.

Discussion was shared about how the bench was to be funded. It was suggested Commuted Sums monies may be accessed to pay for the bench. Three quotes would be needed and Cllr Hynes deferred this to September.

53.7 To receive an update on the response from Yorkshire Water re letter sent about sewerage

The response from Yorkshire Water to the letter sent by the town council was discussed.

Disappointment was expressed by all that the contents dismissed the evidence provided previously to Yorkshire Water of sewerage leaks in Aldborough, Springfield Road and other sites in Boroughbridge.

The news that the CEO of Yorkshire Water declined to visit the council was unsurprisingly accepted, however it was agreed an alternative representative of the company should still attend a meeting.

The council **resolved to** accept the offer made for a representative from Yorkshire Water to attend a council meeting to discuss the concerns of the council.

ACTION: Clerk to respond to the letter with a further invitation.

53.8 Remembrance Day Parade – road closure

Cllr K Fuller proposed that the town council apply for a road closure on 9.11.25 to allow the Remembrance Day Parade to take place from that James' church to the war memorial.

A discussion was shared about the funding for the cost of £300 to apply for the road closure, as this was not included in the budget. Cllr Fuller was certain the mayor supported the parade.

The council **resolved to apply** for the road closure with funding to be found in the current budget and planned next year.

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

54.1 To consider a Request for a memorial bench

The proposal was discussed. Further details about what the request entailed were needed. The clerk team will Respond to the applicant.

54.2 To note correspondence from residents on Ladywell Road (Numbers: 38, 40, 44,46) regards trees in Boroughbridge High School grounds overhanging these Ladywell Road properties

The letter was noted by the council.

The resolution to the issue remains with north Yorkshire Council, unfortunately the town council do not own the land involved.

54.3 To note response from Kirby Hill PC about partnership working in locality parishes

The letter received had been circulated. It was discussed.

The council were very pleased that the sentiments expressed supported the notion of increased partnership working. The council welcomed the improved opportunities this would bring and expressed thanks for the response.

ACTION: Clerk to send letter from council in response.

54.4 To note correspondence from Keoghs Legal Company appointed by Zurich Insurance re claim

The contents of the letter received were discussed. The letter indicates the claim made is progressing. The letter was acknowledged and noted.

55. Invitations received for the Mayor and/or events to attend from July

55.1 Aldborough & Boroughbridge Show - Sunday 27th July at Newby Hall

The mayor and her consort attended the event and had a very enjoyable day.

55.2 VJ Day on Sunday 17th August at St Mary's Parish Church Tadcaster, at 10.30am

Not yet taken place.

55.3 Community event on Thursday 28th August In partnership with '**Right at Home**' Harrogate

Not yet taken place.

56. Information Exchange

The Chair explained that this would be the final time that this would be included as an agenda item, to ensure The forthcoming town council agendas correctly meet the requirements determined in local government law. This was considered by the councillors present and accepted as a requirement.

Cllr K Fuller- explained he is working with a group of likeminded volunteers to set up a new inclusive meeting group. The group needs a venue for the meetings it is planning to hold and a safe place to store equipment Suggestions were welcomed.

57. To confirm the time and date and venue of the next Full Council Meeting will be Tuesday 2nd September at 6.30pm.

The meeting closed at 20.00

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 2nd September 2025.

Signed _____
Mayor and Chair of Council

Date _____