



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES of FULL COUNCIL MEETING – Tuesday 2nd September 2025

Present: Cllr Pauline Phillips, (Chair), Cllr S Hynes, Cllr Peter Phillips, Cllr K Fuller, Cllr J Fuller, Cllr J McNeil, Cllr R Young, Cllr N Plowright, Cllr E Philips, Liz Leatherbarrow (Clerk, who also took the minutes), County Councillor (CCllr) Robert Windass joined the meeting at 18:30 and left at 19:00.

58.1 To receive apologies for absence and record in the minutes

Cllr S Ashley was absent due to a commitment accepted prior to co-option as a councillor, P Howell (Clerk) gave apologies due to illness.

58.2 To consider the approval of reasons for absence given by councillors

The council resolved to accept the reasons for absence received.

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

No declarations of interest were made.

60.1 To confirm the minutes of Full Council Meeting on 5th August 2025 as a true and accurate record

The council resolved to accept the minutes as a true and accurate record of the meeting.

60.2 To confirm the minutes of the Planning Committee Meeting on Tuesday 5th August 2025 as a true and accurate record.

The council resolved to accept the minutes as a true and accurate record of the meeting.

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

None received.

62. To receive External Stakeholder and Working Group Reports

62.1 To receive updates from District Councillor Robert Windass

CCllr Windass gave his report, the council noted his report:

Apologies were given for absence from the last council meeting due to illness.

A meeting is to take place on Wednesday 3.9.25 with Brierley Homes development company about potential new housing planned, which CCllr Windass is planning to attend.

The Home to school transport policy change is causing many appeals to be heard and CCllr Windass is involved in this system and attending many appeals hearings, which are resulting in a mixture of outcomes.

CCllr Windass has received a lot of correspondence about the Stump Cross development plans. He explained that outlying permission was previously granted for the development and therefore the decision was already passed and approved.

Following this statement there was then discussion shared about the comments CCllr Windass had given and which were reported in the media recently about the planning decision.

The discussion focused on councillors sharing again the expressed anger of residents, and their shared concerns the additional challenges more new housing will bring to existing infra structure, which is already failing and causing problems and disruption locally.

Cllr McNeil commended the opposition response made by Yorkshire Water to the planning proposal. He asked if this opposition would be acknowledged by North Yorkshire Council when final planning decisions are made. Cllr Windass responded that it may impact at the review held.

Cllr K Fuller asked if new infra structure is planned for the new development site.

Cllr Metcalfe and others commented it is shocking that tankers are regularly being used to remove sewerage waste from the existing new housing site currently, demonstrating the infra structure is insufficient.

Cllr Windass explained a new pumping station had been added to the new existing development site, and that North Yorkshire Council (NYC) are aware tankers are being deployed to remove waste, nonetheless.

However, he stated NYC had no influence over this.

Cllr Hynes challenged Cllr Windass for the comments he had made, which were reported in the media. The anger of residents was fuelled by the apparent lack of support given and inferred. He expressed the shared disappointment at the statements reported.

Cllr Windass defended his comments and stated that issues will only be addressed when the site is completed.

Cllr Peter Phillips questioned how trust could be maintained to NYC Planning department and this point of view. He reinforced the anger of residents towards the planning decisions currently being made. He questioned how decisions for new housing developments were being rushed through yet an application designed to support improvement of existing resident facilities has been delayed and unsupported.

He explained that the system of attributing Commuted Sums or CIL funding from any new development is crucial for the future of Boroughbridge residents and the Town Council. If Commuted Sums is applied the town of Boroughbridge would be disadvantaged. He reinforced that residents from new estates built in Kirby Hill or neighbouring parishes close to Boroughbridge would use facilities, roads, infra structure, services managed and provided by the town council. Yet if CIL is not applied Boroughbridge town council will be unable to bid for funding to support new projects for the residents who will need them, unfairly disadvantaging the whole community the town council supports.

Cllr Windass agreed to ask questions about the allocation of CIL or Commuted Sums funding at the Development Planning Committee Meeting in NYC that he will attend later this week.

Cllr Metcalfe urged to Cllr Windass to prioritise the need for greater partnership working between the county council and the town council and parishes. He was also reminded that the local area would soon seriously need land from developers for additional cemetery provision. A fact perhaps not being considered.

Cllr Windass advised that the Boundary Commission consultation has started again, he was unaware if this would impact on Minskip representation in Boroughbridge town council.

Cllr Peter Phillips asked if there was any news to share about support to the High School.

Cllr Windass had no news. Councillors expressed their concerns and disappointment. It was stressed again that current students deserved the best available but if more housing attracts higher numbers of young people to the town a good secondary school provision becomes even more crucial to the locality.

The notion of an average improvement time of 3 years to embed improvements after a failing OFSTED judgement was discussed.

It was requested that Cllr Windass share the concerns of the town council expressed here when he attends the next Education Committee meeting at NYC and that he provides an update on support at the school in his next report to the town council.

Cllr Windass left the meeting at the end of his report at 19:00.

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

Cllr Metcalfe shared her report with support from the RFO:

The final report following the special review of the AGAR has been received. The comments received in the special review had been challenged by the RFO but PKF Littlejohn had published their final report and would not change the report. Comments from the RFO had been acknowledged by PKF Littlejohn and it was recommended a statement is published alongside the review report.

The RFO will provide a statement as suggested. The special review highlighted the statutory requirements of

local government and the audit system and helped reinforce the importance of recent changes that have been introduced in response to regulatory requirements, including the Internal Controls checklist and processes for submitting the AGAR.

The next Finance and Assets Committee meeting will be held before the October Council Meeting.
This was noted.

62.3 To receive an update from the Cemeteries Committee Chair.

Cllr McNeil gave his report that was noted by the council:

A new wheelie bin enclosure from Samuel Alexander for £133 was proposed, from the three quotes shared. The town council **resolved** to apply for Commuted Sums monies to purchase and install a new wheelie bin enclosure for Boroughbridge Cemetery.

Cllr K Fuller will submit the PID.

Garden maintenance work has been completed. Two trees need trimming again in Boroughbridge Cemetery. The weeds have been sprayed in both cemeteries. No response has been received from the Community Payback scheme regards the railings. Cllr Pauline Phillips agreed to revisit this request.

In the Children's burial area in Boroughbridge Cemetery work has been identified on a grave that has sunk. This will be addressed. The new bench will be ordered in September.

62.4 To receive an update from the HR Committee Chair.

Cllr Hynes gave his report that was noted by the council:

A meeting was held last week to discuss staffing. The pattern of hours completed by the senior Clerk will be amended but remain the same in number. The workload in the office has increased and the skills needed by staff are increasing, which may impact on the total hours of staffed time required each week. This is under review. It is acknowledged that succession planning is needed for the Burial Clerk role, which may impact staffing changes/appointments made.

It was identified from a recent experience that refreshing of Code of Conduct training is required for all councillors. This is planned for January, but a date will be confirmed, an evening session is preferred.

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

Cllr J Fuller gave her report:

An initial briefing meeting has been held. The lighting on the bridge was considered again. A date for a full meeting is to be confirmed soon. This was noted.

62.6 To receive an update from the Planning Committee Chair.

Cllr K Fuller gave his report, which was noted by the council:

A Consultee response letter opposing the Gladman's development has been submitted on behalf of the town council.

A short discussion was shared about the comments made by CCllr Windass about the local housing development planning applications.

It was agreed that the Yorkshire Water response was the first ever seen locally given by Yorkshire Water as an objection to a development.

63. To consider approval of Finance information for August.

63.1 To consider approval of the end August 2025 Finance Information and Bank Reconciliation.

To note receipts and payments to end of August 2025.

Financial information including receipts and payments in August and the Bank Reconciliation to 28th August was shared and questions raised were answered.

The **council resolved to approve and accept** the financial statements for August 2025, Bank Reconciliation and receipts and payments information.

The Chair of the Finance Committee requested that all Committee Chair's submit any requests for proposed planned spending in next year's budget 2026-27 financial year, to her in September, as the budget planning for 2026-7 will be included at the next Finance and Assets Meeting held before the October Full Council Meeting.

64. Matters arising from previous minutes

64.1 To receive an update on progression with Sports Village project

Cllr Peter Phillips gave his report:

Changes in personnel at the Planning Department in NYC have impacted again on the Planning Application being made. The responses from the officers have been disappointingly slow and frustratingly impact negatively on the progress of the whole project.

It is hoped a new response from the officer now involved will soon be forthcoming.

No legal support has yet been requested.

This was noted by the council.

64.2 To receive an update on the current situation following the arson attack in Springfield Court

Cllr Pauline Phillips gave a report that was noted by the council:

One of the two residents made homeless by the fire is now housed in a flat locally. The other remains with relatives. Carl Doolan at NYC has been very supportive of the situation in Boroughbridge. He has shared that the practice events in Boroughbridge have impacted positively on a situation in Spofforth, with lessons learnt and applied successfully in improved practice.

This was welcomed by the town councillors.

The buildings however remain in the same condition as from after the fire took place and this is a concern. As the weather changes deterioration of the building may be worsened because of poor weather.

64.3 To consider the issue of joint collaborative working within the parish community

Cllr Pauline Phillips reported that she had attended the last Joint Parish Committee (JPC) meeting and the meeting was very disappointing. The JPC seems no longer to be fit for purpose as systems and situations have changed so much since it was first started as a committee. She suggested a new partnership working system is now needed with local parishes. Her comments were noted by the council.

64.4 To consider approval for purchasing a replacement bench at Aldborough crossroads.

Cllr Peter Phillips explained that there is no money allocated in Commuted Sums to finance the purchase of a bench at this location.

A discussion was shared about the need for a bench in this location. Different views were shared and the history behind the last bench was shared. It was proposed that the town council fund the purchase of a new bench, even though the money was not identified in the budget. A vote was held. 9 votes in Favour, 1 abstention (Cllr Metcalfe).

The council **resolved to purchase and fund installation** of a new bench at the crossroads up to the sum of £400.

Cllr Hynes will source a suitable replacement bench.

64.5 To receive an update on the Community Hall/Building project

Cllr Peter Phillips explained that historically work had taken place to identify a community building prior to the Covid Pandemic. The requirements for a community building have since changed with the possibility of a Sports Village provision. Therefore, the notion of a community building now needs review.

He made a proposal for a two-stage plan of action now required. Initially in stage one to meet with councillors to identify aims and objectives for the project. Stage two- to form a working group to formulate project plans. Cllr Metcalfe suggested office staff should be included in any planning/working group.

The council **resolved to accept** the plan proposed by Cllr Phillips.

64.6 To receive an update on the Toilet Block flooring.

Cllr Pauline Phillips reported that the new flooring has been completed and has received many positive comments from public using the facilities.

The works were completed very professionally, with excellent service and represent very good value for money.

These comments were supported by councillors who also commended the excellent results.
It was **resolved to send a letter of thanks** to the company appointed who had fitted the new flooring.

Discussion was shared about the disappointment that the cost of the replacement flooring should be borne by the town council, given the original contractor fitted flooring that was not fit for purpose and not as promised.

It was **resolved to try to claim some recompense** from the original contractor towards the cost of the replacement flooring.

64.7 To receive a report on damaged gate at rear of toilet block

Cllr Pauline Phillips explained the circumstances around the damage by a youth to the fencing and gate at the side of the toilet block.

She explained that the Police Officer involved in apprehending the youth involved in causing the damage had initially suggested a resolution to the vandalism by the youth. The interaction shared by Cllr Phillips and the youth and the Police Officer was described. Cllr Phillips had requested a letter of apology from the youth as no recompense was available, but she felt the act of vandalism should not go without some demonstrable outcome of reconciliation from the youth. Since this was agreed the Police Officer has suggested the event was not significant and inferred the costs of the damage were negligible.

Discussion was shared about the disappointing attitude taken by the Police Officer to help the youth accept his responsibility for wrong -doing in this situation. No letter has been received yet. No funding is available to repair the damage except from the town council existing budget. The repairs quoted are over £400.

The council **resolved to write to Deputy Mayor Jo Coles** about the incident to express their dissatisfaction at the Police response to an act of vandalism that will cost the public purse significant avoidable expense.

64.8 To consider issues relating to the car park including white lining quotes, trees and rubbish

Cllr Metcalfe gave a report that was noted by the council:

Quotes for the works needed for resurfacing and white lining are being compiled and will be shared at the October Full Council Meeting.

There are trees and hedges that are overhanging the spaces where cars park in the car park that need immediate work to limit risks identified.

The cost of the works is £1400 + VAT. Given the hazards caused and the risks identified a proposal was made to immediately have the work completed.

The car park will need to be closed on the day of the works, which will be a Sunday to limit inconvenience as much as possible.

The **Council resolved to accept the quote of £1400+Vat** to complete the necessary tree and hedge trimming works required on the grounds of safety.

64.9 To receive a progress report on the Recreation Ground improvements

Cllr Pauline Phillips gave a report, noted by the council:

The swings have already been painted. The new equipment has begun to be installed. The contractors hope works will be completed by mid-September.

64.10 To consider approval of Risk Assessments agreed in November

The council **resolved to accept and approve** the Risk Assessments completed in November 2024.

64.11 To consider a date for cleaning of Fountain Apron

The council noted the report given by Cllr Metcalfe:

The Grounds Maintenance contractor has equipment to clean the Fountain steps. A quote has been requested for the works.

The bins around the Fountain are rusted and damaged. Cllr Peter Phillips agreed to request new bins are installed by NYC.

Concerns were expressed about the state of the cobbles dislodged in Hall Square.

It was confirmed the contractor has now sprayed the weeds again in Hall Square. Delays were due to weather conditions.

64.12 To consider response to Merit Estates letter (65.1)

The letter from Merit Estates was discussed.

Ownership of the cobbles at the Fountain has been stated in the letter. It was confirmed in agreed discussion that the cobbles are in a conservation area and surround an historic monument.

The council **resolved to write to Merit Estates** to ask about the plans in place to keep the cobbles safe for the public.

The trees around the Fountain have recently been trimmed again, thanks were expressed to Cllr J McNeil for his work to get this task completed.

The tree lights are a concern. It was **resolved** this should be an agenda item to discuss in October.

64.13 To consider latest Commuted Sums information received

Cllr Peter Phillips gave a report:

Updated Commuted Sums (CS) information was requested for August, but it has been confirmed will be shared in September. The questions raised with Cllr Robert Windass about whether new housing estates will generate CS monies or CIL monies have also been asked at the CS NYC offices. It is anticipated the new Local Plan must be implemented before the changes to CS monies are allocated or CIL is confirmed.

This was noted.

64.14 To consider response from Keogh's Legal Services re Insurance claim (65.5)

The Clerk explained that correspondence from Keogh's has been received (65.5) as the claim is progressed.

Information has been shared as best available. The chair of the Finance and assets Committee will support the Clerk in partnership as the claim progresses, with progress informing the finance reviews.

This was noted.

64.15 To consider update on Fire Alarm, exterior painting, Fountain trees.

Cllr Pauline Phillips shared the progress made, which was noted by the council.

The Fire Alarm is fitted and a programme for testing each month is in place, in partnership with the tenant. All councillors should be aware of the procedures if activated and for testing. This simple training will be shared.

The exterior woodwork of Hall Square will hopefully be painted in September by the contractor chosen.

Gratitude was again expressed to Cllr McNeil for his support in getting the contractor to trim the trees at the Fountain.

64.16 To consider suspension of AOB/Information Exchange on agenda

A discussion was shared about the changes to the agenda format to exclude AOB/Information Exchange.

Reasons were again given for the changes. The changes were not welcomed by all.

The change made to meet statutory good practice was noted by the council as a necessity to be accepted.

65.To receive information on the following correspondence and decide further action where necessary

65.1 Letter from Merit Estates

Clerk to send response. See 64.12.

65.2 Letter from Tony Coles

The letter was discussed, and the Clerk will respond accordingly on behalf of the council.

65.3 Letters x 2 from Mel Thornton (16.8.25, 7.8.25)

The letters were discussed, the clerk will respond accordingly on behalf of the council.

65.4 Letter from Bob Geal

A bench will be purchased. See above at 64.4. the Clerk will respond accordingly on behalf of the council.

65.5 Letter from Keogh's Legal Services

Response will be made in partnership with the Chair of finance and assets Committee and the Clerk.

65.6 Letter from NYC re consultation on submitted neighbourhood plans

Noted for Information.

65.7 Letter from Colette Ambrose

The letter was noted; the clerk will send a response on behalf of the council.

66. To receive information on Invitations received for the mayor of events to attend in September

66.1 Battle of Britain Service, which will take place on Sunday 14th September

Noted.

**67. To confirm the time and date and venue of the next Full Council Meeting will be
Tuesday 7th October at 6.30pm.**

**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 _____