



BOROUGHBRIDGE TOWN COUNCIL

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Present: Cllr Pauline Phillips (Chair), Cllr Sean Hynes, Cllr Peter Phillips, Cllr Zoe Metcalfe, Cllr Robert Young, Cllr Nathan Plowright, Cllr Jamie McNeil, Cllr Julie Fuller, Cllr Elisa Philips, Cllr Kenny Fuller, Pam Howell (Burial Clerk and Deputy Clerk), Liz Leatherbarrow (Clerk who also took the minutes).
County Councillor (CCllr) Robert Windass arrived at 18:40 and left the meeting after his report at 19:50.

FULL COUNCIL MEETING MINUTES– Tuesday 7th October 2025 the meeting started at 18:30hrs.

68.1 To receive apologies for absence and record in the minutes.

Apologies from Simon Ashley received: 'Working away, with commitment agreed prior to being co-opted as Councillor.'

68.2 To consider the approval of reasons for absence given by councillors.

Chair and council resolved the reasons for absence were approved.

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

None declared.

70.1 To confirm the minutes of Full Council Meeting on 2nd September 2025 as a true and accurate record

The council **resolved** to accept the minutes as an accurate record.

70.2 To confirm the minutes of the Planning Committee Meeting on Tuesday 2nd September 2025 as a true and accurate record.

The council **resolved** to accept the minutes as an accurate record.

71. Public questions/statements and requests to speak at Agenda item 71.2 received prior to the meeting.

None received.

72. To receive External Stakeholder and Working Group Reports

72.1 To receive updates from District Councillor Robert Windass

CCllr Windass gave his report:

Due to ill health and vacation CCllr Windass had not attended meetings at County Hall recently impacting his report. The primary focus at County Hall currently remains considering finance and budget, with cost cutting a priority. Savings being made are impacting on services at North Yorkshire Council (NYC). Weeds not being treated on the Boroughbridge bridge was cited as an example of this cost cutting. However, when CCllr Windass requested actions were taken to treat the overgrown weeds that were reported to him. This was promptly but only partially achieved.

A recent incident at a private property in Hunters Row was also given as an example of how NYC charging Policy is impacting. Following intervention to support Police to board up a property the NYC costs of boarding up have now been lodged with the homeowner, who is unhappy with the costs being charged.

For the first time ever this week prior notification for the allocation of proposed Commuted Sums has been circulated to CCllr Windass NYC for comment on fund allocations made.

The Chair proposed the town council discuss the CS allocations changes at this point, even though this was not an agenda item planned. The council **resolved** to accept the proposal.

The spreadsheet allocations were discussed.

Cllr Peter Phillips has studied the sheet and requested that CClr Windass support the town council with their comments and their suggested changes to allocations. Agreement was reached that the £73,000 allocated to the recently refurbished, small play area near Morrisons supermarket in the new spreadsheet should be distributed to other appropriate community improvement projects. £8,000 is allocated to allotments, £31,000 to Aldborough Gate Cemetery, £37,000 to the Sports Village project as an information/community building and landscaping, play provision. All sums may change due to housing completed and sold by developers, but the amounts agreed would better reflect sensible community provision and current aims.

Cllr Peter Phillips reinforced the council's frustration that the archaic rationale of NYC policy continues to insist NYC officers determine the allocation of CS monies when they do not have the knowledge of where the monies are most usefully spent and allocated within the local community. It was strongly argued that the knowledge of where best to allocate the monies rests within the community and the town council. The Community Infrastructure Levy (CIL) charged following the building of new housing developments, was argued as a better system of financing the services needed following completion of new housing rather than CS allocations. Cllr Metcalfe reminded CClr Windass of a situation in the past when Knaresborough Council drew down CS monies from a neighbouring parish which had been allocated the funding. CClr Windass agreed the system had allowed CS monies to be allocated outside of a parish previously allocated funding. Illustrating the anomalies and discrepancies within the CS system.

It was requested these views of the town council are relayed back to NYC by CClr Windass at the CS meeting he attends.

Cllr Metcalfe asked CClr Windass if he knew about the Planning response received by the town council that requested that consultees who had not responded to a consultation document deadline be contacted for their responses by the Applicant. The system was questionable and never encountered before. CClr Windass did not know about the Planning decision and it was agreed a copy of the letter be forwarded to him to consider and take actions in support of the town council.

Cllr Peter Phillips asked if this was part of a process by NYC to block the planning application made, it was yet another example of NYC seemingly blocking and not supporting the development of the sports village project. It inferred that NYC might have other plans for the land. CClr Windass made no comment.

CClir Windass mentioned the new planning application made for more housing at Chapel Hill. He explained this proposal was for outlying permission and can be fought and he would do so.

Cllr Metcalfe asked Cllr Windass if he recalled that the original planning agreement made for the development labelled the field now being suggested for building as a 'buffer zone' between Aldborough and Boroughbridge with a play area/zone also, not housing. CClr Windass agreed this was his recollection.

CClir Windass then mentioned a letter about local governance sent to all local residents in Boroughbridge. This letter relates to the proposed change of a local parish provision change due to the collapse of Dunsforth parish meetings.

Cllr Pauline Phillips informed CClr Windass that at the local NYC Parish Liaison Meeting emergency resilience planning and provision had been discussed. She gave feedback that was not positive about the changes to the systems made by NYC. As lead for the Boroughbridge emergency planning and provision team she expressed how she remains very upset and dissatisfied with the changes that have been put in place.

CClir Windass then left the meeting at the end of his report at 19:50.

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

Cllr Metcalfe (Chair of Finance and Assets Committee) gave her report:

A committee meeting was recently held. The minutes are available on the website to read. The meeting included a six-month review of the budget. An overspend of c£12,000 has been identified to end of September. The overspends are from ICT spending to ensure new statutory e-mails are in place for councillors, grave digging, toilet block- including new flooring and high water charges, repairs to Hall Square including new lighting and a fire alarm. The overspend can be offset by budget spending changes but no additional spending can be authorised except for emergencies. It is suggested monies allocated for improvements to the car park are partially reduced and money from Buttermarket cobbles project is reallocated. This year money has been invested into maintaining assets and in 2026-7 this will make the budget easier.

The car park improvements will be managed, and plans are to increase spending for the car park in a new budget in 2026-7 to £20,000.

Cllr Plowright gave information about the suggested additional schemes to encourage payment in the car park. A QR code scheme is favoured. The details were shared and discussed. Examples of the schemes available were shared. Cllr Kenny Fuller expressed concerns about how secure the QR codes will be to scams. It was agreed the system will need regular monitoring.

A contactless scheme was also described and discussed.

The practical and cost advantages of the QR code system outweighed the contactless proposal.

Fees and costs for both systems, with terms and income likely generated, were considered.

A **proposal** was made to introduce a QR code system with a £2 charge and £5 and £10 donation options also, with QR codes placed at strategic places in the car park, including inside the toilets.

The **council resolved** to trial the QR system proposed until April 2026 and to review the system again after April.

A **proposal** was made to transfer spending from the budget to offset overspends, reducing the car park improvement spending to £5000 in 2025-6.

The **council resolved** to accept the budget changes as recommended.

Cllr Metcalfe explained she had offered to meet with the Chamber of Trade members to discuss the car park costs, to try to encourage payment from shop owners and workers. It was agreed publicity is needed to boost awareness of the high costs of running the car park met by the council. Publicity is needed to reinforce the fact it is not a free car park but costs the community a substantial amount each year to run, before any maintenance costs are included. This will be in phase 2 of a car park plan developed this year.

The sale of the Mill Lane site was also discussed. Cllr Plowright declared an interest in this discussion and withdrew.

Cllr Pauline Phillips explained the sale has not progressed. She explained options available to the council including reducing the sale price and changing the agent. A discussion was shared about the sale and the options open to the council. Cllr Kenny Fuller expressed his disagreement with the sale of the site for development purposes.

It was agreed to defer any decision further until December after the national Budget is set.

Cllr Metcalfe invited all council members to the next Finance and Assets Committee meeting on 6th November at 6pm. This meeting agenda will include the budget for 2026-7 and consideration of the Precept request options for 2026-7. It has not been discounted that the Precept may have to be increased next year.

Cllr Metcalfe thanked the Cemeteries Committee Chair for his information about budget costs in 2026-7 and urged the other committee chairs to submit budget requests urgently for consideration and inclusion in the 2026-7 budget proposals.

72.3 To receive an update from the Cemeteries Committee

Cllr McNeil gave his report:

Thanks were expressed to Cllr Pauline Phillips in enlisting the help of the Community Payback system.

Representatives are meeting with Cllr Pauline Phillips on Wednesday 8.10.25 to discuss repainting of the Boroughbridge Cemetery railings. Cost of paint will be sought from CS funding.

When considering the finance needed for 2026-7 budget the issue of topple testing of memorials has been highlighted. The testing is managed currently on a rolling programme of inspections driven by hazard/dangers identified. The legislation about topple testing is changing and the arrangements currently in place will be impacted. The costs in the next budget will be c£1,500-£2,000 but monthly walk round inspections will have to take place to ensure safety is maintained until April 2026 when a new system begins. The impact of these plans on the insurance was questioned. The Clerk team will investigate and report back to Cllr McNeil.

The new benches and bin store have been ordered using CS money.

A walk round of cemeteries has been arranged for Thursday 9.10.25 at 1pm for all members of the Cemeteries Committee.

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

Cllr Julie Fuller had no report to share. No meetings have taken place and no requests submitted for the 2026-2027 budget proposals yet.

72.6 To receive an update from the Planning Committee Chair, including the Co-op site and the Sports Village

Cllr Kenny Fuller gave his report:

The response agreed at the extraordinary Planning meeting in September has been sent from the town council. A response will also be sent about the Miller Homes application, even though it is in a neighbouring parish.

Another extraordinary Planning Committee Meeting is called for 22nd October 2025 at 6pm to discuss the response to the Chapel Hill Planning Application received after tonight's agenda was published.

The Sports Village Planning Application decision will be shared with Cllr Windass (see above).

No information had been received about the Co-op site.

73. To consider approval of Finance information for September.

73.1 To consider approval of the end September 2025 Finance Information and Bank Reconciliation.

To note receipts and payments to end of September 2025.

A copy of the September finance information was circulated to all councillors prior to the meeting. There were no questions or comments made.

Cllr Metcalfe **proposed** the information was accepted by the council.

The **council resolved** to accept the finance information for September, to accept receipts and payments made in September against the bank reconciliation to 31st September 2025.

74. Matters arising from previous minutes

74.1 To consider actions needed to maintain the lights on trees in St James' Square

The Chair explained that the lights had come down from their fixings and were temporarily hanging again now. The lights were discussed. In discussion it was considered if the lights were an expensive feature at the Fountain to run, if new lights would be more robust and more cost effective, if changes should be made.

Cllr K Fuller volunteered to try to reattach the lights to their correct fixing places.

Cllr McNeil had found details of costs for the original lights, for fixing the lights to the trees and an old quote for a replacement set of lights. It was agreed given there was £3,000 allocated in the budget for the Fountain, as yet unspent, it might be possible to replace the lights with more robust lights. Cllr McNeil agreed to source a current quote and to report back.

The remote control for the lights was located and will be recharged to use once more.

74.2 To receive confirmation of whole council training for Fire Alarm and Code of conduct- Wednesday 26th November 18:00 to 20:30 hrs

The Chair confirmed the date is fixed and will take place in the council offices. The training will link to the additional information circulated to councillors about the Civility and Respect Pledge.

Only Cllr Elisa Philips is unable to attend.

Fire Alarm training will help ensure the new Fire Alarm is understood by all councillors in case support is needed.

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

Cllr Peter Phillips has called a meeting for all councillors to attend on 22nd October at 7pm.

74.4 To consider current Youth provision in Boroughbridge

The Chair explained the current situation.

No youth sessions are taking place currently. Inspire Youth has suspended the meetings at the Recreation ground due to concerns about safety and hazards identified by Cllr Phillips and Cllr Peter Phillips.

Communication with the Inspire Youth team leader has been on-going. The site at the recreation ground is not

considered safe or suitable now that the evenings are dark and events in Boroughbridge and at the gatherings have indicated the children/youths may be put at heightened risk.

Cllr Metcalfe explained that funding for such provision required the organisers to ensure safety is assured and was a key responsibility of the provision.

It was agreed the site at the recreation ground is not viable in the dark, identified risks are too great and vulnerability is worsened by recent reports of drug dealing and inappropriate dangerous behaviours in the area. Considerable regret and sadness were expressed by many of the councillors that the provision is failing to meet a youth provision need, but the reality of the threats outweighed the positive benefits awarded without a building as a venue to house the provision.

It is known the Inspire Youth team are pursuing the possibility of meeting at the football ground site currently.

Cllr Pauline Phillips **proposed** the town council write to Inspire Youth with their good wishes for the future and confirm the Recreation ground is not a viable site for the van to hold sessions in Boroughbridge.

The **council resolved** that a letter is sent to Inspire Youth as proposed.

74.5 To note change of rubbish bins

The Chair confirmed that Cllr Peter Phillips has arranged with an officer at NYC that the bins at the Fountain are changed with newer replacements and bins are to be added to the recreation ground. This is all in hand. Thanks were extended to Cllr Philips for his efforts.

74.6 To consider how to promote the upgrade of the recreation ground facilities

The Chair commented that the new equipment has been well received, and some celebration of the upgrade should be made. The councillors agreed. It was suggested the Primary School may like to be present at an official opening of the play area as some of the school children were involved in the development planning. The **council resolved** that the Chair would write to the Head teacher and organisation will be made to create an event in partnership with the Primary School.

74.7 To consider office key allocation

A quick audit of keys held and spare keys available was made.

The Clerk team will ensure all councillors have a key to the Hall Square building.

74.8 To consider response to resident parking request 29.9.25 (Relating to 75.1 below)

The letter was discussed. It was recognised that a resident affected by the issues is best placed to support the process, with the added support from the County Councillor.

It **was resolved** the Clerk will respond to the letter and make the agreed suggestions.

74.9 To note Risk Assessment Interim Reviews now need to be completed by Committee Chairs and members

The Chair explained that the interim review of Risk Assessments is now required.

ACTION: Clerk to send out all information for completion of the Risk Assessment reviews to the Committee Chairs to distribute to councillors for completion.

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

75.1 Letter and response from D Cranney suggesting resident parking in Boroughbridge

See above at point 74.8.

75.2 Letter from NYC re Community Governance reviews 2025-6

See comments from CCllr Windass above at point 72.1.

The council noted the letter.

75.3 Letter sent from Sir Alec Shelbrooke in response to shared opposition to developments in Boroughbridge Locality

The council noted the letter from Sir Alec Shelbrooke. They expressed their appreciation of both the actions

taken and the support reflected by the response.

75.4 Confirmation of receipt of letter to Jo Coles re Back Lane Car Park incident Ref NY9992.

The Chair noted the response on behalf of the council. She expressed her disappointment that still no letter of apology from the miscreant had been received. She also reported that the gate repairs had been completed. Sadly, she reported there was further damage to the fence at the opposite end of the toilet block recently. The small space is witnessed as being used as a meeting place for inappropriate and probably illegal purposes. The town council have commissioned the repairs to take place urgently.

75.5 Letter of resignation received from the deputy Clerk

The Chair explained that a letter of resignation had been received from the Deputy Clerk. The resignation was accepted and she offered her thanks on behalf of the council for the commitment and work of Mrs Howell during her time in post. The council appreciated the reasons for the resignation and noted with thanks that Mrs Howell will continue to work in the post as Burial Clerk.

A vote of thanks was also given by the Chair of the Human Resources Committee to Mrs Howell.

76. To receive information on Invitations received for the Mayor of events to attend in September

76.1 Farewell Service for Bishop Nick Baines, Bishop of Leeds at Ripon Cathedral on 23rd November at 3.30pm- unfortunately the mayor could not attend.

76.2 Boroughbridge Community Charity 50 years celebratory event, Crown Hotel on 7th October, 2pm-4pm.

Cllr K Fuller and Cllr J Fuller attended the event.

76.3 Oakleaf Service at Ripon Cathedral on Sunday 16th November at 3.30pm

Cllr Metcalfe will also hope to be attending this service.

77. To confirm the time and date and venue of the next Full Council Meeting will be

Tuesday 4th November at 6.30pm.

Before confirming the date of the meeting, the Chair gave her thanks to Cllr Metcalfe for the time and efforts she has put into maintenance work recently completed in the car park, and similarly to Cllr McNeil for his time and efforts in arranging the repairs to the fence in the car park.

The date and time of the next Full Council meeting in Hall square were confirmed.

The meeting ended at 20:15hrs.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 4th November 2025.

Signed _____
Mayor and Chair of Council

Date _____