



## **BOROUGHBRIDGE TOWN COUNCIL**

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### **FULL COUNCIL MEETING MINUTES – Tuesday 6<sup>th</sup> January 2026 the meeting started at 18:30 hrs.**

**Present:** Cllr Pauline Phillips (Chair), Cllr Peter Phillips, Cllr Zoe Metcalfe, Cllr Nathan Plowright, Cllr Simon Ashley, Cllr Kenny Fuller, Cllr J Fuller, Cllr Robert Young. Liz Leatherbarrow (Clerk who also took the minutes).  
County Councillor (CCllr) Robert Windass joined the meeting at 18.33 and left after his report at 18:58.

**The Chair opened the meeting with a welcome and good wishes to all present for the new year in 2026.**

#### **100.1 To receive apologies for absence and record in the minutes.**

Apologies received from Cllr Elisa Philips, and Cllr Sean Hynes.

#### **100.2 To consider the approval of reasons for absence given by councillors.**

**The council resolved to accept** the reasons given for absence by both councillors.

#### **101. To receive declarations of interest in items on the agenda**

Cllr Plowright declared an interest in Point 106.1 on the agenda.

#### **102.1 To confirm the minutes of Full Council Meeting on 2<sup>nd</sup> December 2025 as a true and accurate record**

**The council resolved to approve** the minutes of the meeting on 2<sup>nd</sup> December.

#### **102.2 To confirm the minutes of the Planning Committee Meeting on Tuesday 2<sup>nd</sup> December 2025 as a true and accurate record.**

**The council resolved to approve** the minutes of the Planning Meeting on 2.12.2025.

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

None received.

#### **104. To receive External Stakeholder and Working Group Reports**

##### **104.1 To receive updates from District Councillor Robert Windass**

County Councillor Windass gave his report:

The period since the last report has been quiet due to the holiday season, apart from bad weather actions taken to support Highways affected.

There is a budget meeting tomorrow to confirm the North Yorkshire Council (NYC) budget for 2026-7. The meeting will confirm any savings planned and proposed for the council to consider. Government cuts to the NYC budget have impacted negatively on spending. Notwithstanding many cuts made resulting from restructuring and changes in organisation and assets following the move to Unitary Authority status it is expected there will have to be more savings made in the budget. The councillors will discuss the savings at the meeting. A promise was made to share any information available with the town council after the meeting. Questions were then shared from the town council:

Cllr Peter Phillips commented that a response received by him to an enquiry about plans for the allocation of

either CIL or Commuted Sums funding by NYC in future, was basic and showed little respect. The enquiry had been made to help assist with future financial planning by the town council and the response was most unhelpful. Several other councillors supported Cllr Phillips' opinion of the response.

Cllr Windass offered to seek an answer to the query posed in the letter from a senior NYC manager to the officer whom Cllr Phillips had received the response from.

Cllr Peter Phillips reminded Cllr Windass he had asked for clarification about funding arrangements for Road closures/traffic management at Remembrance Day Parades, given the events are civic events.

Cllr Windass replied he would enquire with Highways for clarification and feed back.

Cllr Peter Phillips explained following petitioning from the town council the temporary speed limit signs at Stumps Cross had been set up with confirmation from Melisa Burnham in NYC Highways Dept. that the permanent signs will be installed early in January 2026. Whilst this was positive it remains a concern that there is no footpath along the road to support pedestrians from the new houses to walk safely to schools and into Boroughbridge. The lack of footpath makes the extension of the speed limit to the entire stretch of road even more necessary. Pedestrian access from the new housing estates should have been considered when planning permissions were granted at NYC for family houses that would attract young children who need safe pedestrian access to schools.

Several councillors supported these comments and were concerned further when Cllr Windass explained the funding for a footpath was the responsibility of the developer and had not been required in the housing developers planning granted by NYC; NYC also would now likely find the funding of a footpath challenging with reduced budgets. Consternation was again expressed by councillors at the planning decision granted.

Cllr Pauline Phillips proposed the issue as an agenda item for February to allow the town council to make a considered application to NYC for a footpath/and an extension to the reduced speed limit along the highway. Cllr Metcalfe asked about the funding reductions facing NYC from Government policy. Cllr Windass confirmed amounts suggested and again agreed to share details of NYC budget plans after attending the 7.1.2026 NYC meeting.

Cllr Metcalfe asked for an update on the support being given to the senior school in Boroughbridge by NYC. Cllr Windass replied that there is now a recently appointed new Director of Education in post. He agreed to talk with him about support allocated to the school from NYC, given the falling numbers on roll, mainly attributed to the closure of the sixth form provision. Cllr Metcalfe voiced the concern of the town council that the school is sufficiently well supported to succeed, as the town valued the school and residents deserved good quality education for their young people. She requested the County Councillor responsible for Education is made aware also of the town council's concerns.

Cllr Pauline Phillips commented that she had attended the GCSE presentation evening as a guest, and it was a very positive occasion, which she had enjoyed.

Cllr Windass again confirmed the arrangements are in process for the communities funding awarded to the town council to be utilised for repairs to the Fountain structure.

The Chair thanked Cllr Windass for his attendance and his support, and extended greetings from the town council for the new year.

Cllr Windass left the meeting at 18:58.

#### **104.2 To receive any updates from the Finance and Assets Committee Chair.**

Cllr Metcalfe gave her report:

A Finance and Assets Committee Meeting is scheduled for the end of January and a date will soon be confirmed. A full report will follow in February.

#### **104.3 To receive an update from the Cemeteries Committee**

Cllr McNeil gave his report:

A quote from a contractor is still yet to be received to consider costs of works to Boroughbridge Cemetery. This will be pursued.

Quotes for the footpath repairs have been received to consider at Finance Committee.

A letter has been received from a resident concerned about a tree in Boroughbridge Cemetery overhanging a garden in Kingfisher Reach. Investigations are being made, including obtaining advice from a tree surgeon, to

consider the issues raised regarding the tree. This remains on-going currently. A response will be made when investigations are concluded.

The new bench for the children's area in Boroughbridge Cemetery is yet to be delivered but is ordered. It was agreed when the new bench arrives this will be installed and the bin store will be erected at the same time.

#### **104.4 To receive an update from the Environment and Sustainability Committee Chair.**

Cllr Julie Fuller gave her report:

A response from NYC to a letter requesting additional lighting on the bridge in Boroughbridge was received and it confirmed that there was no funding available to support additional lighting.

Cllr Peter Phillips asked if any progress was made regarding the suggestions made for the car park and toilet block using rainwater harvesting and a solar electricity generated light.

Cllr Julie Fuller had nothing to report yet and agreed to research the ideas when they were resent.

#### **104.5 To receive an update from the Planning Committee Chair**

Cllr Kenny Fuller gave his report:

An Extraordinary Planning Meeting was held on 16.12.25 to consider an amendment to the application to the new motorway services received. A response was submitted from the council.

At the meeting tonight no new application decisions were on the agenda. A Planning breach at the new development at Stumps Cross was received but no documents were found to detail the breach.

A letter had been received complaining about the weeds and vegetation on the site of the new proposed Co-Op from a resident. Cllr Kenny Fuller will send a response to the resident and share the complaints again with the Co-Op.

Cllr Peter Phillips mentioned that he had written to Highways at NYC to ask if Planning permission was needed for the new signs erected outside Morrisons. Some of the signs on the verge are obstructing vision for cars turning at the entrance. No response has yet been received and the issue will also be shared with Cllr Windass.

#### **104.6 To receive a report from the Human Resources Committee Chair**

Due to the absence of Cllr Hynes the Chair shared a report:

The interviews for the Deputy Clerk were held. An appointment is recommended to the council for the applicant felt to be most suitable.

**The council resolved to accept** the recommendation and appointed Agnes Gurney as the Deputy Clerk. Ms Gurney will start in the post in January.

The council resolved to offer a vote of thanks to Mrs Howell for her work as the previous Deputy Clerk.

The town clerk has shared notice of a planned medical procedure and her subsequent sickness absence in January, prospective dates were shared.

#### **104.7 To receive a Minskip area report**

Cllr Ashley gave his report:

The Minskip committee are awaiting clarification of a request for a new notice board.

Information shared to clarify responsibility for maintaining the verges in Minskip was helpful to the village. A new meeting date is planned, and Cllr Ashley will be pleased to attend this and will report back to full council with any further news.

### **105. To consider approval of Finance information for December**

#### **105.1 To consider approval of the end December 2025 Finance Information and Bank Reconciliation.**

##### **To note receipts and payments to end of December 2025.**

The payments were considered for December. The charges from Scottish Water for the toilet block were discussed again briefly. Cllr Kenny Fuller confirmed that the water meter was new, but it was difficult to access and read. Location of the stop cock for the water point and electricity point in the car park was discussed. It was agreed the issue of the water service charges will be discussed fully at the next Finance and Assets Committee meeting.

**The council resolved to approve** the end of December Finance information and bank reconciliation to end of December 2025.

**105.2 To consider quote for new laptop with ICT systems applied and new e-mail address for burial Clerk**

The RFO shared the news that the ICT equipment in the office has been recently reviewed by the contractor who supports the council. In addition to the new laptop requested for the burial clerk the current office ICT equipment is now in need of updating to ensure it can support the business of the council. Quotes have been received for options for the equipment required.

The Chair deferred this point to the Finance and Assets Committee to consider in January and to make recommendations to full council in February.

**106. Matters arising from previous Minutes**

**106.1 To consider actions regards sale of Mill Lane site.**

*Cllr Plowright left the meeting room as he had declared an interest.*

The Chair explained the current position regarding the sale of the land and shared the information sent by the Estate Agent about the interest shown. Discussion was shared about the options going forward. Background information was given about the original cost of the site to the town council. It was agreed this asset was not currently generating any income, rather it was continuing to accrue costs to the council to own it. Suggestions were made about the possible uses for the land if sold. It was agreed the sale was necessary as part of investment for future planned projects.

Cllr Metcalfe agreed to liaise with the Estate Agent to discuss options that supported the discussions shared. A report will be shared at the January Finance and Assets Committee meeting and recommendations made to full council in February.

*Cllr Plowright returned to the meeting room.*

**106.2 To consider actions needed regarding rates charged by NYC for the toilet block (see also 108.1 and 108.2 below)**

The Chair expressed thanks on behalf of the council to Sir Alec Shelbrooke MP for the response received about the rates for the car park. The information shared was very helpful. Further information has been received recently about rate increases and rateable values.

It was agreed the matter will be added to the Finance and Assets meeting agenda in January for consideration and recommendations to suggest in February.

**106.3 To consider a review of Remembrance Day service arrangements**

Discussed above at 104.1.

**106.4 To consider repair works to the Fountain**

The Chair requested the office team seek more quotes from suitable companies for the works needed as no quotes had been received.

ACTION: Office team to secure quotes for repairs to Fountain.

**106.5 To approve Car Park works identified**

The Chair confirmed that the repairs to the fence were no longer necessary. The fence is secure and can remain as it is without further works.

Cllr Plowright confirmed that he had made progress with the QR code system for donations for the car park. He is almost ready to install the signs. He described a plan to publicise the QR codes on social media. The aim of the publicity is to ensure the reasons for the new payment system are explained in relation to the high overheads incurred in maintaining the car park and toilets funded by the voluntary donations premise.

Cllr Pauline Phillips commented that recently there have been employees from Happy Jays Nursery sheltering in the entrance to the ladies toilet area when they are smoking on their breaks. This was discussed. It was agreed the consequences of this practice was unpleasant for women visiting the toilet block. 'No Smoking' signs are to be put up around the toilet block. It was agreed a letter would be sent to the nursery with concerns expressed about the use of the toilet block space by the nursery staff.

ACTION: Office team to send a letter to Happy Jay's Nursery.

**106.6 To consider actions required to maintain lights on trees in St James' Square**

Cllr McNeil reported that he had not received any quotes yet from the contractor and he will try again to confirm costs and report back in February.

**106.7 To receive an update on the Community Hall/Building project**

No report to share due to absence of Cllr Elisa Philips.

**106.8 To receive a report on the Sports Village development project**

Cllr Peter Phillips reported that in December an NYC Planning officer had met with the Sports Village Committee and Darren Sadler and his team. The officer had been complimentary about the processes already undertaken and was supportive of the project. Mr Sadler's team are making the decision about how next to proceed with a Planning application. The council committee are waiting for news of this decision. A separate new meeting is planned in January with a different team of officers from NYC to discuss the project.

**106.9 To receive a Commuted Sums report**

Cllr Peter Phillips reinforced his disappointment at the response from an NYC officer to his letter about how CIL or Commuted Sums systems would be used in the future, as explained above at 104.1. The purpose of the letter had been to inform financial planning at the town council.

The Chair reported that a copy of a Commuted Sums funding application PID had been received from the Boroughbridge Bowls Club with details of their application.

The Chair requested a formal note of thanks is sent to the club in appreciation of their partnership working.

ACTION: Clerk team to send letter.

**106.10 To consider changes made at Allotments site**

The Chair explained that she had not had a reply from her contact made with the Treasurer of the Allotment Society. She requested the office team follow up on this contact request.

ACTION: Clerk to contact Allotment Society on behalf of council.

**106.11 To consider the lease and tenancy agreement for the 10A Fishergate flat**

The Chair explained a copy of the lease had revealed that it needs review and updating.

It was agreed the Finance and Assets Committee would add this matter to the agenda in January's meeting.

**106.12 To consider a resolution to accept the Civility and Respect Pledge.**

The councillors have all signed the pledge statements and the issue has been discussed before.

**The council resolved to accept** the Civility and Respect pledge.

**107. New issues**

**107.1 To consider changes made at Allotments**

See discussions above at 106.10.

**107.2 To consider installation of a grit bin for High Street**

The Chair explained this was an option open to the council. This was discussed. The consensus agreed that the grit bin in the car park is sufficient for the car park space and NYC are responsible for gritting the paths in town. Additional costs of having an additional grit bin were considered. It was agreed if this is needed the Chamber of Trade may be interested in considering the installation.

**107.3 To consider agreement with Scottish Business Stream for water supply to toilet block**

See above discussed at point 105.1.

**107.4 To note appointment of new Deputy Clerk**

See above discussed at point 104.6.

**107.5 To consider maintenance planning for the ICT systems in the council office.**

See above discussed at point 105.2.

Cllr Plowright asked about emails copied into him via the office from CopyTrak. The Chair explained the advice sought about the demands being made, the actions taken following this advice and shared more information found about the nature of this email stream. The office team are continuing to follow the advice received from VisionICT.

**107.6 To note expected staffing issues for office in January**

Discussed above at point 104.6.

**107.7 To consider Playground Inspection report received (see also 108.3 below)**

The Chair explained the report has been received but aspects of the report do not accurately match the equipment in the recreation ground. This has raised concerns about how the inspection was carried out. It was agreed the clerk will contact the officer at NYC who sent the report for comments.

ACTION: Clerk to contact the inspection officer and report back.

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

108.1 Response letter regarding rates on toilet block received 4.12.25.

Noted and discussed above.

108.2 Gov.UK information about rates bills projected for 2026 received 9.12.25

Noted and discussed above.

108.3 Playground Inspection report for Recreation Ground received 10.12.25

Noted and discussed above.

**109. To receive information on Invitations received for the Mayor of events to attend**

109.1 Visit to Roecliffe Primary School to support with curriculum topic on PSHE. The mayor will attend.

109.2 Candlemas Festival Eucharist at Ripon Cathedral on Saturday 31<sup>st</sup> January at 5.30pm. Cllr Metcalfe is attending and will represent the town council.

109.3 Invitation to attend Civic Service for Cllr George Jabbour in Helmsley, Sunday 22 February at 11am and afterwards at lunch. The invitation was received with thanks but declined.

**110. To confirm the time and date and venue of the next Full Council Meeting will be  
Tuesday 3<sup>rd</sup> February 2026 at 6.30pm.**

**The meeting ended at 20:07.**

**Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting  
held on 6<sup>th</sup> January 2026.**

Signed \_\_\_\_\_  
Mayor and Chair of Council

Date \_\_\_\_\_