



BOROUGHBRIDGE TOWN COUNCIL

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FULL COUNCIL MEETING MINUTES– Tuesday 3rd March 2026 The meeting started at 18:30.

Present: Cllr Pauline Phillips (Chair), Cllr Zoe Metcalfe, Cllr Sean Hynes, Cllr Peter Phillips, Cllr Elisa Philips, Cllr Jamie McNeil, Cllr Nathan Plowright, Cllr Simon Ashley, Cllr Robert Young. Agnes Gurney (Clerk), Liz Leatherbarrow (Clerk who also took the minutes).

Before the meeting started The Chair formally welcomed the new clerk to her first Full Council Meeting and she was introduced to the council.

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

No apologies received. The Chair explained the absence of Cllr K Fuller and of Cllr J Fuller would be explained later in the meeting.

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

None.

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

Cllr Plowright declared an interest in point 124.2 on the agenda.

122.1 To confirm the minutes of Full Council Meeting on 3rd February 2026 as a true and accurate record
Resolved.

122.2 To confirm the minutes of the Planning Committee Meeting on Tuesday 3rd February 2026 as a true and accurate record.

Resolved.

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

Mr Good, Chair of Boroughbridge Allotment Society.

Mr Collier and Ms Bagley (residents) had sent apologies and did not attend.

Mr Good gave his report:

The town council had contacted the Allotment Society with regards to news that a PID was to be submitted for a new building/shed on the Allotment site and in the spirit of good partnerships Mr Good and Mr Smith welcomed the opportunity to share with the town council the planning they would like to put in place, The society recognises that the lease held on the land expires in 2031, which impacts their planning.

Mr Good explained that the PID had been prepared carefully with great consideration given to ensuring the society met the criteria for the Commuted Sums grants. Mr Good gave a full report of how the society met the criteria, with examples of events and activities that either have previously taken place or are planned as on-going activities with members and the community. The PID is to enable the society to build a new pavilion, a temporary structure for the members to use for a range of purposes and to improve the facilities they currently have.

The town council Chair thanked Mr Good for his detailed report. She welcomed and encouraged the opportunity at this meeting to develop the understanding the town council have of the activities of the

Allotment Society and the valuable role they play within the community. Cllr Phillips expressed the hope that this may be the beginning of improved communication and partnership in the future.

Cllr Peter Phillips explained the figures currently held of Commuted Sums funding that may be available for the Allotment Society's project.

Cllr Pauline Phillips suggested that sending a copy of the Newsletter produced by the Society to the town council office may be a simple means to sharing information quarterly with the town council. Mr Good agreed this was a feasible and positive step to take and welcomed the idea.

Cllr Metcalfe commented that she recognised that the terms and length of the lease held by the society was important and confirmed that at the next Finance and Council Assets Committee Meeting the lease would be added as an agenda point for consideration and review.

The Chair then thanked Mr Good and Mr Smith for their time and information shared and both gentlemen left the meeting at 18:35.

County Councillor Robert Windass joined the meeting at 18:37.

124. To receive External Stakeholder and Working Group Reports

124.1 To receive updates from County Councillor (CCllr) Robert Windass

CCllr Windass gave his report:

A 4.99% increase in Council Tax has been confirmed by NYC. SEND provision is a focus for NYC, with a possible £22Million allocated to this spending.

The annual Christmas tree provided by NYC (previously Harrogate District), will no longer be funded by NYC. It has been recognised that inequities existed regarding the provision and funding of trees and festive lights, and flower hanging baskets across North Yorkshire. To improve equality of provision NYC will henceforth not provide a Christmas tree in Boroughbridge. It was confirmed that as the announcement came after Precept requests were submitted there may be some assistance this year but this historic arrangement will then end. Cllr Metcalfe asked for confirmation that as Harrogate and Scarborough will also now have town councils if the equitable nature of the arrangement applied to all.

CCllr Windass could give no more details.

Cllr Peter Phillips confirmed that when Boroughbridge submitted their Precept request this information had not been shared by NYC and the funding for hanging baskets and the annual Christmas tree was not included in the town council budget. He requested that CCllr Windass asked NYC to confirm the arrangements that would be put in place in 2026 to assist with this unexpected expense.

Cllr Peter Phillips shared a series of issues with CCllr Windass that were of concern to the town council and required his support:

The Commuted Sums funding allocated by NYC from the Stump Cross/Chapel Hill corridor development will be very important to the future plans of the town council, notably regarding provision for the Sports Village project. The maximum legal amounts of allocated funding in the relevant typography must be allocated to the Sports Village. The project will provide the largest new, best equipped sports facility for the community located close to 1,000 new homes.

Cllr Phillips asked if CCllr Windass was ready and prepared to support the town council to ensure this project is achieved?

Cemeteries in Boroughbridge and Aldborough are reaching capacity, with only 10-15 years capacity remaining. Land is needed in the areas where development is planned, as designated space for the expansion of the cemeteries in Boroughbridge. The support from CCllr Windass is needed to highlight and achieve this.

The town council requests support to establish a footpath /pedestrian access route to the Sports Village site via the new Taylor Wimpey site. There are options available to achieve this, but support is required to establish an easy pedestrian access/footpath is included.

Cllr Peter Phillips asked if there was any further information about support for the High School.

CCllr Windass replied he had sent a copy of the email he had received and confirmed this could be shared with the Head Teacher.

Cllr Pauline Phillips confirmed the information was shared but the response had been very disappointing. A school liaison meeting is planned soon.

The councillors again expressed their concern that support was required and did not seem to be forthcoming from NYC. They requested support from Cllr Windass with this situation.

Cllr Phillips asked for support to improve safety of pedestrians on Chapel Hill now that increasing numbers of residents from the new developments are having to walk along the 60mph road to access town and schools, without a designated footpath in place. It is acknowledged that the speed limit is to be reduced for a section of the road, but there remains a dangerous stretch of road with a 60mph limit in place.

Cllr Windass replied that the speed limit has been considered and a 30mph stretch will be implemented, with the remainder left at 40mph limit. He did not agree that the road was dangerous for pedestrians and questioned why pedestrians were walking along the road to town and to the primary school. He considered the route to be safe.

A heated discussion followed, with councillors expressing their consternation at the comments made by Cllr Windass and his disregard for the safety of parents, young families, children, dog walkers, and others who were forced to walk along the road with no footpath.

Cllr Peter Phillips asked Cllr Windass to support the town council to improve safety on the road, including getting the support of NYC Highways to build a safe footpath for pedestrians.

Cllr Windass replied that there was not a lot to be done now that the development was built and Planning agreed.

Cllr Metcalfe asked if a request could be made to the National Planning Framework.

Cllr Young asked if there was any further news about agenda point 127.3 to share.

Cllr Pauline Phillips confirmed how the town council have continued to offer support to the residents affected by the fire. She gave the latest updates and confirmed the houses were due to be reinhabited by Summer of 2026. Support from NYC remained in place but sadly some practicalities were still causing challenges to the residents. NYC had learnt lessons from the tragic event, which would hopefully improve future support.

Cllr Windass had no other news to share regarding the situation.

Cllr Metcalfe reported that at the Joint Parish Council meeting it was requested that someone from Boroughbridge should be included in the resilience planning with Boroughbridge Emergency Response Team (BERT).

Cllr Windass said he would be the contact point for calls and liaison from NYC not the parishes.

Cllr Windass also confirmed to Cllr Peter Phillips that Remembrance Day road closures would be paid for by NYC

Cllr Windass confirmed he would not be standing in the next County Council elections and he left the meeting at 19:18.

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

Cllr Metcalfe requested the meeting move into private session for part of her report.

It was resolved this was appropriate. **CONFIDENTIAL MINUTE ONLY**

An offer for the land at Mill Lane has been received of £100,000 with 6 months back stop. This was discussed.

Resolved to accept the offer of £100,000 with the terms requested.

Consternation was expressed by all about the fact the Estate Agent had received information about the planning stipulations for the land that were extreme and limiting to any use of the land.

Cllr Metcalfe also reported that the costs for High Vis jackets being sourced would be considered at the next Finance and Assets Meeting

ACTION: Clerk to add to F & A Agenda.

Quotes for the repairs to the roof of the Fountain are also being sourced currently.

ACTION: Clerk to add topic to next F & A Committee Agenda for consideration.

Thanks were expressed to Clerk- Agnes Gurney for her efforts with these issues and for her work on completing the identification badges so promptly.

124.3 To receive an update from the Cemeteries Committee

Cllr McNeil gave his report:

The newly installed bin store in Boroughbridge Cemetery has broken and a new more robust structure is needed. Quotes are being sought for a brick built base and stronger store.

The new bench recently purchased was found to be not fit for purpose in the cemetery and has been returned. A small cost was involved. Quotes are being sought for a custom-built bench of stronger durability and quality for a public space.

The contractor appointed to replace the footpath in Aldborough Cemetery is ready to begin work and arrangements are in place for confirming the start date.

The painting of the Boroughbridge Cemetery railings is confirmed with the Community Payback officer. Better weather is needed before a start date is confirmed, but all materials have been purchased.

The Grave Digging Contract has expired and a Tender Notice has been published to support the process of renewing/awarding a new contract.

Cllr Metcalfe commented that Aldborough Cemetery is looking very untidy and the gardening contractor was not willing to help with this basic tidying. She suggested a group of volunteers is organised. It was confirmed the 1322 Club members would be contacted for help, and the volunteer list held by the town council will be considered also.

It was agreed the main hedge would be left for cutting again to the Autumn.

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

The Chair deferred this point until later in the meeting.

124.5 To receive an update from the Planning Committee Chair

The Planning Meeting this evening was chaired by Cllr Hynes.

There were no new consultations relating to residential/business dwellings.

Time was given at the meeting to considering the Call for Sites documentation from NYC, particularly the map of the local area which gives identified sites for possible new residential building.

At least c6,000 new homes are potentially possible from the map as it stands. Many of the green spaces around Boroughbridge are allocated for housing development. The notion of retaining green space between the village areas around Boroughbridge appears to be disregarded and the spread of potential development will effectively 'join up' the urbanisation of the area. Discussion was shared about the threat to the character of the town from over development and housebuilding. Concern and disappointment was expressed by everyone present.

124.6 To receive a report from the Human Resources Committee Chair

Cllr Hynes gave a report:

An HR Committee meeting is confirmed on 23rd March. A review has been held with the Service contractor for the toilets and car park and a new contract signed. Annual HR reviews are arranged for the office staff team this month. New identification badges are now available in the office for all staff and councillors when needed.

124.7 To receive a Minskip area report

Cllr Ashley gave his report:

Cllr Ashley attended the Minskip Village Hall meeting. A request came to know when the latest Commuted Sums spreadsheet is due to be received from NYC.

Cllr Peter Phillips confirmed it should have arrived but is awaited and he will pass on any new information from NYC to Cllr Ashley to share as soon as it is available.

The village hall meeting expressed thanks for the equipment from Visit North Yorkshire obtained.

The Minskip group would like to erect an information board in the village. Options for funding were queried at the meeting.

Suggestions were made by several councillors to possibly try for Commuted Sums funding. If criteria can be

met, or to apply to Cllr Robert Windass's Locality Fund as another alternative.
The Chair confirmed that the NYC Ward Boundary Changes planned will not affect the Minskip village.

125. To consider approval of Finance information for January 2026

125.1 To consider approval of the end February 2026 Finance Information and Bank Reconciliation.

To note receipts and payments to end of February 2026.

Copies of the finance information were shared. The Clerk/RFO identified some key payments for the month.
Resolved to approve the Finance and Bank reconciliation for February 2026.

126. Matters arising from previous Minutes

126.1 To consider Remembrance Day Parade arrangements for 2026

Details were confirmed about financing costs for a parade by Cllr Windass in his report above at 124.1.

126.2 Response regarding Boroughbridge High School (see 118.2 below)

See comments made at point 124.1 above.

126.3 To note changes at Allotment site

Discussed with Mr Good above at 123.

126.4 Proposal received Re: (131506 – BOROUGHBIDGE, STUMP CROSS TO ALDBOROUGH - PROPOSED 30MPH SPEED RESTRICTION) to note (see 128.1.below)

Discussed above at point 124.1

127. New issues

127.1 To consider possible funding implications regarding the end of NYC funding for town Christmas tree and hanging baskets

As discussed at 124.1

127.2 To consider a Litter Pick event in March (see also 128.2 below)

Several events are planned for litter picking by various groups. The Chair and other councillors expressed their thanks and appreciation that groups were willing to give time to keeping the area tidy.

It was confirmed that the Brighter Boroughbridge group had litter pickers to lend out to volunteers and this was being arranged.

A litter pick in Aldborough is planned, date yet to be confirmed. Another pick is planned in Langthorpe and the Boroughbridge group are already planning a litter pick. It was again suggested the volunteer list held by Boroughbridge town council will be consulted with dates and opportunities to possibly help.

127.3 To consider updates on fire damaged bungalows in Boroughbridge

See above in 124.1.

127.4 To receive ICT update and consider next steps

The Clerk reported that the new equipment has been installed and is a valued improvement for the office. The old equipment will need to be recycled after end of March.

A fireproof box to store burial records and some other historic documents is still required and will hopefully be purchased after April 2026.

127.5 To note actions needed for annual reviews of Policy statements, terms of reference and Standing Orders

The Chair confirmed that the agreed review of policies is due by the end of April. A list of policies for each Committee to review was shared and it was confirmed each committee would review their terms of reference, the council Standing Orders, Code of Conduct and read the latest document relating to disclosure of interests, to ensure all councillors were involved in the review of these key documents.

ACTION: Clerk team to send out digital copies of policies to be reviewed by each Committee to the Committee Chairs. Committee Chairs will also be able to collect a paper copy of each policy to review, from the office for annotating changes/amendments agreed.

Cllr Peter Phillips recommended that when reviewing the Cemetery policies careful consideration is given to the comments made in discussions at 124.1 above regarding capacity.

127.6 To consider progress with Highways issues and partnership working

The Chair confirmed that some of the Highways issues on-going were discussed with Cllr Windass above at 124.1.

Partnership with an officer at Highways NYCC has been maintained by the clerk but actions completed have not been accompanied by interaction/communication from Area6. The sign outside Morrisons Supermarket has been removed, improving sight lines for vehicles; new hedging at the recreation ground has been planted in the gaps identified and reported. Sadly, the footpath on New Row remains dangerously overgrown and is still a concern, which was raised to Cllr McNeil.

ACTION: Clerk to continue to try to reinvigorate communication links with Highways Area6 Officer and report New Row footpath hazards again.

127.7 To receive a report on Sports Village developments

Cllr Peter Phillips gave his report:

Meetings have been recently held with the leading officers from Highways and Planning at NYC. Good partnership working has been welcomed. The Planning officer has identified how cost savings may be potentially made. Communication with NYC has assisted with some of the progress being made recently and supported decision making. The project is moving forward steadily, and the next step will be to apply for outline planning permission.

In recognition of the significant costs that will be involved in the project, and to ensure transparency, all figures will now be recorded and shared, as they are identified in the development plan.

Cllr McNeil commented that the partnership working with Mr Saddler has always been key in developing the project but now the town council needs to commit funding to the project as part of the partnership to ensure the 'joint' venture is confirmed. Mr Sadler's team are all liaising with NYC officers at each step of development followed. Cllr McNeil made a proposal.

It was resolved: to allocate local Commuted Sums funding towards the cost of some of the planning actions identified in the application being made.

Cllr Peter Phillips agreed to confirm the resolution with NYC Commuted Sums lead officer.

127.8 To receive a report on the Community Building project

Cllr Elisa Philips explained she had studied the lease agreement for the car park and especially considered stipulations on the land use in the agreement.

Cllr Metcalfe has also been supporting Cllr Philips, and she detailed that the lease dates from 2011, it has stipulations limiting usage, but there is nothing to prevent charges being levied on the toilet block, the car park charging system is stipulated. There is an option for NYC to buy back the car park up to 2034. The agreement did not help alleviate any of the challenges faced by the town council in financing the car park. Cllr Metcalfe is planning to meet with an NYC officer to discuss the lease and will report back.

She suggested a group meeting may be needed to discuss the issues identified and points for consideration.

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

128.1 Proposed Traffic Regulation Order - 30 mph speed limit - Stump Cross to Aldborough

Noted, see above.

128.2 Litter Pick event organisation by resident

Noted, see above.

128.3 North Yorkshire Plan - Public Release of 'Call for Sites' Submission - Update to Online Public Map Information

Discussed at Planning Committee Meeting.

128.4 Letter regarding traffic and parking issues in Boroughbridge from D Cranney

The Chair asked for this to be forwarded to CClr Windass and a response made to Ms Cranney.

128.5 Response from Happy Jays Nursery

The Chair gave a report of her telephone response with the nursery manager following receipt of the letter. Inaccuracies within the letter had been addressed and responses had been made regarding all the issues raised by the nursery. In conclusion 'No Smoking' signs are to be purchased for the toilets. An additional rubbish bin will be placed in the area adjacent to the toilet block.

It is hoped this will end the issues raised.

128.6 Notification shared re updated PID from Bowls Club.

The correspondence was noted and appreciated.

128.7 Additional Correspondence received by the mayor.

The Chair explained she had received letters of resignation from Councillor Julie Fuller and from Councillor Kenny Fuller. The letters had been received prior to the council meeting.

The resignations had been formally accepted by the mayor. NYC electoral officers had been notified of the subsequent vacancies, the official notification of the vacancies has been published on the town council website.

The Chair expressed her thanks on behalf of the town council and the community for the years of service that both Cllr Kenny Fuller and Cllr Julie Fuller have given to the towns people of Boroughbridge as councillors on the town council.

A vote of thanks was proposed and supported unanimously by the councillors present.

The vacancy period expires on 23.3.2026 and the vacancies will be discussed again at the April Full Council Meeting.

As a result of the vacancies the following Committee leaders were agreed: Planning committee Chair- Cllr Hynes, Deputy- Cllr Metcalfe; Environment and Sustainability Chair- Cllr Elisa Philips, Deputy- Cllr Peter Phillips. It was agreed the car charging group would be subsumed into the Environment and Sustainability Committee. The Police Liaison group will continue to be led by Cllr Peter Phillips, a date for the next meeting has been suggested in April.

129. To receive information on Training attended

129.1 Committees (10.2.26) and Clerk Discussion Forum YLCA- L Leatherbarrow Noted

129.2 Allotment agreements and Associations (4.3.26)- L Leatherbarrow NOT ATTENDED

130. To receive information on Invitations received for the mayor of events to attend

None to report.

131. To confirm the time and date and venue of the next Full Council Meeting will be Tuesday 7th April 2026 at 6.30pm.

The meeting ended at 20:40.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 7th April 2026.

Signed _____
Mayor and Chair of Council

Date _____