



BOROUGHBRIDGE TOWN COUNCIL

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FULL COUNCIL MEETING MINUTES - Tuesday 7th April 2026. The meeting started at 6.30 pm

Present: Cllr Pauline Phillips (Chair), Cllr Zoe Metcalfe, Cllr Sean Hynes, Cllr Peter Phillips, Cllr Nathan Plowright, Agnes Gurney (Clerk who also took the minutes).

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

Apologies received from Cllr Elisa Philips, Cllr Simon Ashley, Cllr Robert Young, Cllr Jamie McNeil, Town Clerk Liz Leatherbarrow and Cllr Robert Windass

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

Approved

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

Cllr Plowright declared an interest in point 139.15 on the agenda.

134.1 To consider the minutes of Full Council Meeting on 3rd March 2026 as a true and accurate record

Proposal by Cllr Peter Phillips: Amendment to item 124.1 regarding National Planning Framework requested.

Seconded by Cllr Hynes. **All in favour.**

134.2 To consider the minutes of the Planning Committee Meeting on Tuesday 3rd March 2026 as a true and accurate record.

Proposed by Cllr Hynes, **seconded** by Cllr Pauline Phillips. **All in favour.**

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

Mr Collier and Ms Bagley (residents) Apologies were received for absence and not attending.

136. To receive External Stakeholder and Working Group Reports

136.1 To receive updates from District Councillor Robert Windass

Cllr Windass had sent apologies and did not attend.

The councillors expressed disappointment that issues raised during the previous meeting have not been responded to by Cllr Windass prior to his absence this evening.

136.2 To receive any updates from the Finance and Assets Committee Chair, including to consider review of internal controls and to consider internal audit arrangements for 2025-6.

Cllr Metcalfe gave her update

Cllr Metcalfe **proposed** to extend the allotment lease for 21 years.

The proposal was **resolved**.

Cllr Metcalfe enquired about further quotes regarding the Fountain roof inspection. The Clerk hasn't yet received another quote from the second company approached.

Cllr Metcalfe also noted that end of financial year 2025-26 arrangements have been confirmed, internal audit arrangements have been finalized, and the AGAR submission is on track.

The council **resolved to accept all policies, terms of reference, asset register and financial regulations** which have been reviewed in 2026.

136.3 To receive an update from the Cemeteries Committee

In the absence of Cllr McNeil the Chair shared his report including:

- Alborough Cemetery path resurfacing has been completed; however, surface quality concerns were raised with the contractor; the contracted managing director will reassess and potentially apply remedial measures.
- The grave digging contract renewal deadline was March the 31st; the councillors are awaiting an update from the burial clerk hoping that there will be successful applications.
- The bin storage replacement is required by a sturdier one with concrete base and brick as the previous wooden bin failed.
- The Standing orders have also been reviewed.

The **committee resolved to accept the 2026 Standing Orders.**

- The Children's area at Boroughbridge Cemetery requires significant improvement: the new bench returned as unsuitable, but there are plans for planting a wild rose hedge and wildflower seeds alongside the purchase of a more suitable bench.

The cemetery fees review is in progress. North Yorkshire charges for 2026-27 have been received. The burial clerk will contact North Yorkshire Council to clarify some fees and is preparing a comparison table for the various items.

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

No update due to the absence of Cllr Philips; a meeting will be held later.

136.5 To receive an update from the Planning Committee Chair

Nothing new to report.

136.6 To receive a report from the Human Resources Committee Chair

Cllr Hynes confirmed that performance management reviews were completed for the clerks and the toilet caretaker, a salary review was conducted, and a number of proposals were made which have yet to be actioned.

Some policy updates were considered by the councillors, including: adding an annual committee-specific training requirements for councillors; code of conduct policy to be merged. Review of policies of point 21 of the HR agenda was addressed. Social media management issues were also identified to action.

The council resolved to accept all the changes made.

136.7 To receive a Minskip area report

Cllr Ashley's report was shared in his absence: Tourism leaflet racks from Visit North Yorkshire were installed at the Village Hall. A historic notice board supplier was contacted for consideration at the next meeting.

136.8 To receive a report on the Sports Village development

Nothing further to share.

136.9 To receive a report on the Community building project

The Chair gave a report of her recent meeting with Cllr Elisa Philips, who has been appointed as Chair of the Committee. Cllr Philips is planning to call a meeting for the following month. The covenant information regarding the community building project is pending, however a 'clean slate' approach will be adopted for

current requirements. Improved parking and tree preservation potential was also identified for the proposed future site.

137. To consider approval of Finance information for March 2026

137.1 To consider approval of the end March 2026 Finance Information and Bank Reconciliation.

To note receipts and payments to end of March 2026.

The council resolved to accept the end March 2026 Finance Information and Bank Reconciliation and to accept receipts and payments to end of March 2026 noted.

138. Matters arising from previous Minutes

138.1 To consider nominations for mayor in 2026-7, Nomination received.

Cllr Peter Phillips **proposed** Councillor Zoe Metcalfe as Mayor for the year 2026-27, who accepted the proposal. **Seconded** by Cllr Hynes, the councillors present **unanimously supported** the nomination and were delighted by the outcome.

The Deputy Mayor nomination was deferred to May.

138.2 To consider Co-option for vacancies on council (see also 140.5 below)

Democratic Services at NYC have confirmed that co-option must proceed for council vacancies; a tried and tested application process must be followed and will begin upon the RFO's return to work with one month notice period for application.

Proposed by Cllr Peter Phillips, **seconded** by Cllr Pauline Phillips, **all in favour**.

139. New issues

139.1 To consider disposal of old ICT equipment

Jason Brown of CUC Solutions to be authorized to dispose of old equipment after wiping of data off the hard drives. **Resolved**.

139.2 To note any amendments and comments from reviews of Policy statements, terms of reference and Standing Orders completed

As discussed here and above, the council **resolved to accept** all the policies reviewed in 2026 including the Standing Orders and terms of reference for committees.

139.3 To consider Tender applications for Grave Digging contract

As above at 136.3 to be discussed at Cemetery Committee meeting.

139.4 To consider the Back Lane Car Park

Pothole repair materials had been purchased; Cllr Hynes and Cllr Plowright volunteered to fill the potholes.

ACTION: Cllr Hynes and Cllr Plowright to coordinate/carry out Back Lane pothole repairs.

139.5 To consider Hanging Basket order (see 140.2 below)

It was **resolved** to agree to the purchase of 12 hanging baskets in total under North Yorkshire Council's subsidized scheme which includes a self-watering service. To buy 4 for the Buttermarket and 8 for the Fountain.

ACTION: Office to order hanging baskets.

139.6 To consider request for a Fun Fair in 2026 (see below 140.3)

Invitation to be sent to the organiser Mr G Rowland Tucker and request to be discussed at the June Full Council Meeting.

139.7 To consider installation of sign 'gates' at Aldborough village entrance(s)

Cllr Hynes **proposed** that there are entrance signs for Aldborough village to retain and ensure the identity of the village. **All in favour** – in principle, pending further investigation and following consultation with North Yorkshire Council.

ACTION: Cllr Hynes to contact North Yorkshire Council

139.8 To consider request regarding examination of stone from the fourth arrow

It was resolved to forward this request for archaeological sampling of the stone to North Yorkshire Council

139.9 To consider offer of support from 1322 Committee

ACTION: The Council to write to Chair Jonathan Foster and thank him for his help

139.10 To note start of Co-option period following resignation of two councillors from 24.3.26

As above at 138.2; the Responsible Financial Officer upon her return to work will start the co-option process

139.11 To note nominations for mayor in 2026-7

As resolved at Point 138.1

139.12 To consider the Fire Service provision in Boroughbridge

Concerns had been raised about Boroughbridge fire station responses and availability.

It was **resolved** to make a request for Freedom of Information to the Deputy Mayor's office.

ACTION: Cllr Metcalfe to prepare Freedom of Information request for fire service data.

139.13 To note Schools Liaison Meeting feedback

The meeting was fruitful and interesting, an information exchange for the participants with various topics covered including: Boroughbridge High School awaiting their OFSTED inspection, Boroughbridge Primary School asked for assistance for bicycle racks.

ACTION: Cllr Peter Phillips to help to obtain cycle racks for the Primary School

139.14 To note reopening of Tourist Information Point for Summer Season

The Tourist Information Point reopened for the new season with volunteers.

The removal of the hedge outside the office was **proposed** by Cllr Plowright. This was **resolved** to improve visibility from the car park.

ACTION: Office to organise removal of hedge at Tourist Information Point after the nesting season

139.15 To consider sale of Mill Lane

Confidential minutes were taken as the council moved into a Private session, *(Cllr Plowright left the meeting for the duration of this discussion.)*

CONFIDENTIAL MINUTE TAKEN.

Cllr Plowright returned to the meeting when the private session ended.

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

140.1 Re: Traffic Regulation Order – York Road, Boroughbridge. The North Yorkshire Council (Prohibition of Waiting and Loading and Provision of Parking) (B6265/5/85, York Road, Boroughbridge) (No 45) Order 2026 received.

Noted

140.2 NYC "Business Is Blooming" Hanging Basket Partnership Scheme letter with order details

Discussed and agreed under agenda item 139.5

140.3 Request from Mr G Rowland Tucker

Discussed in agenda item 139.6

140.4 Devil's Arrows Parking letter from resident

Resident complaints about misuse of visitor parking spaces at the top of Marina Lane by Northern Powergrid van and local residents parking inappropriately.

Action: to write letter to Norther Powergrid requesting staff compliance and polite notices to be placed on vehicles regularly parked there but not visiting the Devil's Arrows site.
ACTION: office to write to Northern Powergrid regards inappropriate parking and issue notices for regularly parked vehicles

140.5 NYCC Democratic Services information regarding 2 councillor vacancies

Discussed at agenda 138.2

140.6 Crisis Resilience Fund letter and attachment from NYC

Noted

141. To receive information on Training attended

Nothing to report

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

142.1 Mayor's Civic Dinner, hosted by Cllr Chris Herd, Keighley Town Mayor. Friday 24th April 2026

142.2 Charity Reception held by Chair of Yorkshire Air Ambulance and Chair of North Yorkshire Council, Friday 24th April at 6.30pm, Pavilions of Harrogate
Cllrs Phillips to attend

142.3 Queen Ethelburga's College Speech and Prize Giving Day 9th May 2026
Cllr Metcalfe to attend

142.4 Aldborough and Boroughbridge Show, 26th July 2026
Cllr Metcalfe to attend

143. To confirm the time and date and venue of the next Full Council Meeting will be Tuesday 5th May 2026 at 6.00pm. Resolved.

The meeting ended at 20.00pm.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 5th May 2026.

Signed _____
Mayor and Chair of Council

Date _____