



BOROUGHBRIDGE TOWN COUNCIL

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FULL COUNCIL MEETING MINUTES – Tuesday 2nd June 2026 at 18:45

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

Two members of the public also attended. : Mr B Collier, Ms L Bagley.

County Councillor (CCllr) Robert Windass arrived at 18:40 and left the meeting at 19: 18 after sharing his report.

The meeting started at 18:45.

162. To receive apologies for absence and consider reasons for apologies received

All Councillors present.

Mr Tucker gave apologies and has arranged to attend the Full Council Meeting in July 2026.

163. To note declarations of interest in items on the agenda

Cllr Plowright declared an interest in agenda point 168.1.

164. To consider approval of previous Meeting Minutes.

164.1 Full Council Meeting Minutes Tuesday 5th May 2026.

Cllr Young abstained from voting on 164.1 and 164.2 due to nonattendance at May meetings.

Resolved to approve the Minutes.

164.2 Planning Committee Meeting Minutes Tuesday 5th May 2026.

Resolved to approve the Minutes.

165. Public questions/statements and requests to speak received prior to the meeting.

Mr Collier and Ms Bagley gave a report which was pertinent to the Planning Committee and a copy is included also in the Planning meeting (2.6.2026) minutes:

The three fields with, and near to, the Devils Arrows have been included with submissions for development in the NYC Call for Sites document. Following a Freedom of Information request it has been confirmed that a number of houses are suggested for development on each of the three fields. Mr Collier suggested that preparations are needed now for compiling objection information to make in a response to any Planning Applications for development that may be submitted for the fields in the future.

Investigations by Mr Bagley show that the fields are of significant archaeological importance. The site is part of a major neolithic hub. The altar stone from Stonehenge likely travelled to Somerset from Scotland via the Thornbury Henge and the Boroughbridge site. One of the Devils Arrows is the second tallest standing stone recorded in the United Kingdom. Mr Collier stated these facts place the site as a significant site of national archaeological and historic importance and interest that should be protected. He is attempting to get interest and support from other bodies including English Heritage and the Thornbury Henge group and was formally asking the town council to support the idea of protecting the site.

Cllr Metcalfe confirmed that the town council had previously expressed concerns that the fields were of

historical importance if development is to be considered in this area. She thanked Mr Collier and Ms Bagley for their report and the time and effort taken in compiling the information shared.

Cllr Metcalfe suggested the issue is added as an agenda item for the town council to consider and discuss at a future meeting.

Ms Bagley and Mr Collier left the meeting at 18:55.

166. Finance.

166.1 To consider the end May 2026 Finance Statement, Bank Reconciliation, and ratify receipts to end of May 2026.

Copies of the Finance information for the month of May 2026 were considered. The RFO drew attention to lines 61 and 66 on payments record sheet and gave a brief explanation of the payments made. Cllr McNeil asked about line 85. The RFO apologised as this payment had been made following ratification at the Finance and Assets Committee only. The Full Council ratified the payment accordingly.

Resolved to accept the financial reports for May 2026.

Cllr Peter Phillips questioned if there were any payments received as CIL grants from North Yorkshire Council (NYC). The RFO confirmed no payments have been received.

166.2 To consider and complete Annual Governance Statement 2025/26 on page 5 of AGAR Form

The AGAR Form Page 5 was considered. No questions or comments were made about the questions answered.

The council resolved to accept the documents presented.

Cllr Metcalfe signed the AGAR Page 5 form on behalf of the town council.

166.3 To note the Internal Audit Report 2025 – 2026 received and completed AGAR page 4.

A copy of the internal audit report had been shared. It was noted by the council, with no further questions or comments made.

Cllr Metcalfe expressed thanks on behalf of the council to the RFO and Finance Support Officer for their work in managing the AGAR information for submission.

167. To receive External Stakeholder and Working Group Reports

167.1 To receive updates from County Councillor Robert Windass

CCllr Windass gave his report:

There has been a leadership challenge to leader of the Council Carl Les and one councillor has changed allegiance to the Reform Party. The decision about process will be confirmed by the Conservative Head Quarters and the situation is on-going.

CCllr Windass confirmed he attended a workshop at NYC about CIL funding, and a council officer has shared information with Cllr Pater Phillips following the workshop.

Cllr Peter Phillips confirmed he had read the information and commented that there was a lot to consider but he was finding contradictory statements within the documents, and did not feel fundamental questions he had raised were being fully answered. He commented Boroughbridge did not appear to have an opportunity to influence the process of decision making and it remained unclear how the process is managed. CIL appeared to be being implemented in Harrogate when NYC had refuted this. Cllr Windass was asked if this was the case, and he replied he did not remember. Commuted Sums (106) funding was implemented, yet CIL funding was identified in Harrogate through evidence given of an application for CIL rejected in Harrogate. All applications go to the County Hall central Executive. The NYC infrastructure Business Plan underpins the CIL process and is interesting, however any changes from Central Government will influence the process in future.

The Infra structure documents published for 2024/25 detail amounts received by Harrogate and Scarborough and also, a sum allocated to Boroughbridge Primary School. Cllr Phillips asked if this large amount was spent on the school as detailed?

CCllr Windass did not know, and he was asked by Cllr Metcalfe to investigate this matter and feedback to the council.

Cllr Phillips confirmed that he was continuing to consider the information; knowing a lead officer was imminently leaving on maternity leave he asked if a successor had been appointed to help him continue with his research into the system.

Cllr Windass reported a meeting is planned about the Emergency Resilience Plan organisation. Cllr Nick Brown, Cllr Windass and Cllr Metcalfe will meet to discuss issues.

Cllr Metcalfe kindly referred the letter received by the town council (Agenda Point 170.3 Letter about additional rubbish bins needed in the local area) to Cllr Windass for a response.

Cllr Young commented that grass cutting standards by NYC were poor in the local area. Cllr Windass explained that the NYC financial cuts were the reason for this poor standard.

Cllr Metcalfe also commented that weed spraying in the area was poor and requested a map of areas sprayed by NYC be shared via Cllr Windass to help the town council plan how they could intercede appropriately.

Cllr Windass was asked to look into why NYC has done another round of call for sites as he was unaware that had happened.

Cllr Windass left the meeting at 19:18 at the end of his report.

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

Cllr Metcalfe gave her report:

Minutes of the last meeting of Finance and Assets Committee have been shared. Key points from the meeting recommended to the town council were: the town council insurance policy has been reviewed and the new quote accepted and renewed. (i) There are now three quotes received for the repair survey to identify works needed on the Fountain roof. The committee has selected one quote to accept and commission; (ii) the application for a small grant for the Funday held by the Lions group has been considered and approved and is recommended by the committee; (iii) the internal financial controls of the town council have been reviewed by the committee (a copy shared at this meeting) and this informs the AGAR forms that have been reviewed. It was proposed the recommendations (i), (ii) and (iii) were accepted by the town council.

Resolved to accept the three recommendations presented above.

The committee also discussed the improvements needed to the CCTV system, three quotes are being sought for the improvements needed.

The revised burial charges 2026-7 proposed by the cemeteries committee were discussed and a final decision was deferred to the Cemeteries committee.

167.3 To receive an update from the Cemeteries Committee, including considering revised cemetery fees

Cllr Pauline Phillips gave her report:

The revised fees and regulations for the cemeteries have been considered and recommendations circulated for 2026-27 changes. The changes were explained and the rationale for the decisions made was explained, along with the details informing the decision making.

Resolved to accept the 2026-27 fees suggested and to accept the new rules and regulations as presented.

The dwindling cemetery space/capacity was mentioned as an on-going concern to the committee. It has been decided that the town council need to approach the NYC Commuted Sums team to ask any new housing developers for land for cemetery development in the future to match the need resulting from the increases in population.

Aldborough Cemetery path was discussed. The contractor who laid the new path has been contacted. The path should 'settle' and the contractor will be contacted again in 6 months following a review if issues remain. A quote for the hedge to be cut has been received. Cllr Hynes gave details of the quote.

Resolved to commission the hedge works in Autumn as per the quote considered.

Concerns were expressed about the state of the appearance of the Aldborough Gate cemetery and the poor grass cutting. Cllr Metcalfe to contact the contractor to discuss. Following this meeting a working party may be needed to improve the appearance of the cemetery.

At Boroughbridge Cemetery the planning for the children's area is continuing. Quotes are being sought for a bench and landscaping works. Similarly, quotes are being sought for a new bin store.

The cemetery railings are hopefully to be painted soon; this is delayed due to wet weather.

A new computer system is being explored (BACAS) to record cemeteries information. A meeting has been set up with Cllr McNeil and the burial clerk to explore what the system may offer alongside the existing archived papers. Cllr McNeil will report back to the committee.

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

Cllr Philips gave her report:

Links have been made with NYC officers to explore NYC initiatives and planning for sustainability. A meeting is planned for tomorrow to attend. Feedback will be shared following the meeting as appropriate.

167.5 To receive an update from the Planning Committee Chair

Cllr Hynes had no further news to share. All councillors were present to hear the information shared by Mr Colier and Ms Bagley about the Arrows site.

167.6 To receive a report from the Human Resources Committee Chair

Cllr Hynes gave his report:

At the last HR meeting it was confirmed the employment contracts of the town council employees needed review and updating. This task is being undertaken by the clerk. Further information will be shared when this is completed.

167.7 To receive a Minskip area report

Cllr Ashley gave his report:

A meeting is planned on 8.6.2026 with the village hall committee to consider the notice board proposed. Cllr Ashley will attend the meeting.

The new plaque has been sought for the Minskip bench and is due to be fitted soon. A photo will hopefully be shared when completed.

167.8 To receive a report on the Sports Village development

Cllr Peter Phillips gave a report:

The 'required elements' of the planning application are to be submitted soon, including traffic information and a bat survey. The planning application is being made in partnership with Mr Sadler, it has been confirmed from NYC officers that Commuted Sums funding is permissible for supporting the application. A partnership approach is being taken with Mr Sadler and costs will be met by his team initially.

Possible access routes through the new housing development to the proposed Sports Village site have been identified.

167.9 To receive a report on the Community building project

Cllr Philips gave her report:

Information has been shared with NYC about the project proposals. A response is awaited.

167.10 To receive recommendations from IT and social media Working Group

Cllr McNeil gave a report:

A meeting was held and the Facebook page was considered. The organisation and management of the page needs review. This is planned in partnership with the clerk.

Cllr Metcalfe explained the photographs taken of councillors are to be used on the website to improve information shared on the site. A councillor WhatsApp group has been considered and the idea rejected.

168. Matters arising from previous minutes

168.1 To receive a report from the Mill Lane working group

Cllr Plowright left the meeting for this agenda point.

Cllr Metcalfe explained a meeting was held to consider actions regards the site. It was decided to maintain the services of the marketing agent and to contact the architect originally involved with the development planning for the site, to try to achieve the aim to sell the land with Planning Permissions applied for. Cllr Ashley is leading with this action. Cllr Hynes is supporting as he was involved in previous meetings to market the site.

Cllr Pauline Phillips suggested the site looks unattractive and needs clearing of weeds and vegetation again.

Cllr Metcalfe agreed to pursue this action with the ground's contractor.

168.2 To receive a report on progress with Co-option

Cllr Metcalfe explained the closing date for applications is set for 8th July 2026. No applications have yet been received, an enquiry has been received into the office.

168.3 To note venue and date of FCM in August 2026 will be 4th August in Minskip Village Hall

The date and venue have been confirmed, and the meeting will take place in the Village Hall in Minskip. Cllr Ashley agreed that he would try to assist with booking Aldborough Village Hall for a meeting in the autumn.

169. New Issues

169.1 White line road markings in Boroughbridge High Street

Cllr Pauline Phillips explained the white line wording on the loading bay outside of the Spar supermarket has already been eroded. The delivery lorries are again having problems parking and unloading in the High Street. Similarly, chevrons have been eroded on New Row road surface.

A meeting is planned with the NYC Area6 officer on 3.6.26, the issues will be brought up at this meeting.

169.2 Safety concerns regarding vehicles mounting pavement on junction of Hall square and High Street

Cllr Metcalfe explained safety concerns caused by vehicles mounting the pavement on the corner of High Street and Hall Square have been reported, with recorded data of numerous dangerous instances outside the florist witnessed and noted. Again it is suggested this issue is reported to Area 6 at NYC. Possibly bollards are needed on this area of the pavement.

169.3 The Funfair

Deferred to council meeting in July.

169.4 To consider participation in Lamplight of Peace in Remembrance on 11am 11.11.2026 [[Lamp Light of Peace](#)]

Information about this initiative had been circulated to all.

Cllr Pauline Phillips commented that the initiative includes a change to the existing format of the Remembrance Service. This was discussed. It was considered and agreed that the proposal detracted from the Royal British Legion service aims, and it was agreed not to pursue this.

169.5 To consider St Andrews Churchyard/s and Commuted Sums/106 monies

Cllr Hynes explained that the churchyard is not included in the Commuted Sums funding list, yet it needs maintenance. He had met with the vicar at St James church, Boroughbridge, to discuss the possibility of the Commuted Sums funding systems including this additional churchyard. NYC owns the churchyard but do not maintain it. The vicar agreed to consider the proposal and was supportive of the idea.

Cllr Peter Phillips commented that if the vicar writes a letter to the NYC Commuted Sums officers the panel at NYC will decide if this is permitted.

Cllr Phillips also informed the council he had requested help from the NYC Commuted Sums team regarding funding for future additional cemetery/burial land in Boroughbridge.

169.6 To consider the need for additional rubbish bins in the Boroughbridge locality (See also 170.3)

Cllr Peter Phillips explained that the rubbish bins at the Fountain are in poor condition and need replacing, in addition to the issues identified in correspondence received. This was discussed.

It was noted that a survey of bins had been completed a few years previously with NYC officers and the larger bins were the preferred option of NYC, which the town council did not favour. It was suggested that possibly the finance committee may be able to consider allocating funding in the budget if this was to be actioned in future.

This also was deferred to the Area 6 meeting.

170. Correspondence received since the last Full Council Meeting.

170.1 Letter from Mr Bailey regarding parking at Devils Arrow Site (9.5.26)

Cllr Pauline Phillips reported that the polite notices being left on cars repeatedly parking in the spaces seemed to be impacting. It was agreed erecting more signs was not a possibility as the land was not owned by the town council.

It was agreed to continue to apply the notices to erroneously parked cars and continue to monitor this situation, especially regarding the contractor's van seen frequently parked in the area.

170.2 Boroughbridge Lions Event Sunday 7th June

Cllr Metcalfe reported she is attending the event and has volunteered to help on a stall.

170.3 Letter regarding request for more rubbish bins

(See also 169.6 above).

The issues were noted and Cllr Metcalfe had requested Cllr Windass support with this issue.

170.4 EV Charging Points letter from NYC

Cllr Peter Philips reported that in correspondence with NYC received it was confirmed that NYC still were yet to find a contractor to fulfil this initiative. The matter remains on-going.

171. Invitations received for the Mayor

171.1 Invitation to RAF Menwith Hill Fourth of July Event - Saturday June 27th, 2026

Mayor to attend.

171.2 Boroughbridge Lions family Fun Day Event Sunday 7th June.

Mayor to attend.

172. To note any Training attended

172.1 Clerk attended (7.5.26) Discussion Forum and Asset Register Training

173. To note the time and date and venue of the next Full Council Meeting.

Tuesday 7th July 2026 at 18:30 in the town council offices, Hall Square.

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

Signed _____
Mayor and Chair of Council

Date _____