BOROUGHBRIDGE TOWN COUNCIL
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Present: Cllr Zoe Metcalfe (Chair), Cllr Nathan Plowright, Cllr Peter Phillips, Cllr Pauline Phillips, Cllr Elisa Philips, Cllr Rob Young, Cllr Sean Hynes
The meeting started at 18:30

FULL COUNCIL MEETING MINUTES TUESDAY 1st September 2026 at 18:30

198. To receive apologies for absence and consider reasons for apologies received
Cllr Simon Ashley- **Resolved** to accept apologies.

199. To note declarations of interest in items on the agenda
None declared.

200. To consider approval of previous Meeting Minutes.
200.1 Full Council Meeting Minutes Tuesday 4th August 2026.
Resolved to accept the minutes. Cllr Metcalfe abstained due to her absence from the meeting.
200.2 Planning Committee Meeting Minutes Tuesday 4th August 2026.
Resolved to accept the minutes. Cllr Metcalfe thanked Cllr Pauline Phillips and Cllr Peter Phillips for attending the Planning Meeting.

201. Public questions/statements and requests to speak received prior to the meeting.
None received.

202. Finance.
202.1 **To consider the end July 2026 Finance Statement, Bank Reconciliation, and ratify receipts to end of July 2026 and end of August 2026.**
The RFO confirmed that the details of repairs to the Disabled toilet facilities in the car park will be included in the Finance and Assets Committee meeting agenda. The first of two Public Works Loan Board repayments has been made. The boiler service paid for was for the annual service to the boiler in 1 Hall Square offices.
Resolved to accept the financial information for July
Resolved to accept the financial information for August.

202.2 **To note comments from External Auditor received.**
No new comments have been received since the last Full Council Meeting.

203 To receive External Stakeholder and Working Group Reports
203.1 To receive updates from County Councillor (CCllr) Robert Windass
CCllr Windass entered the meeting at 18:35 and gave his report:
Concern was expressed about the series of road crashes that have been reported recently on Horsefair. Two collisions have recently occurred. Letters from a resident forwarded from the town council office was received. CCllr Windass reported the crash to Sir Alec Shelbrooke and to NYC Area 6 offices. Area 6 are considering parking restrictions across the whole town and will report back. A report regarding the second

collision has not yet been received from Area 6. Cllr Metcalfe asked if Boroughbridge town council would be consulted if any parking restriction changes were to be enforced. CCllr Windass confirmed the council would be informed of ideas suggested for changes.
The potential new Co-op site on Horsefair has been included in considerations being made by Area 6.
There is a sunken boat causing concerns to Milby, Langthorpe residents currently. The Canal and Rivers Trust have been contacted, with CCllr Windass included in the communications sent.
Cllr Metcalfe confirmed a letter has also been sent from the town council regarding this issue. The Joint Parish Council are drafting a letter to send.
CCllr Windass confirmed at NYC Home to School transportation continues to cause many issues from parents. An opposition group has been set up and is taking action, impacting NYC. The opinions of councillors are being sought and 'variation' to decisions is being given to officers.
The road improvements at Kex Gill have been opened partially. The project has been very expensive and is nearing completion.
CCllr Windass has requested to speak with the NYC Executive Director of the Children and Young Peoples Services regarding pupil numbers at Boroughbridge High School. The request has been declined until after the schools OFSTED Report has been published.
In Ladywell Road a few houses have reported branches again falling into their gardens from trees overhanging from the school grounds. A tree survey was taken to establish the health of the trees, but a second survey is planned. The costs to the school from removal of the branches makes this issue a concern when the school budgets are already challenged.
CCllr Windass confirmed he had learnt nothing more regarding the progress of the reparations to the fire damaged bungalows.
CCllr Windass left the meeting at 19:00 following his report.

191.2 To receive any updates from the Finance and Assets Committee Chair.
Cllr Metcalfe gave her report:
The next Committee meeting is planned for 10th September. All councillors were invited to attend and committee members will soon receive agendas. The prime focus for the meeting will be to review the budget to the end of September and consider possible spending costs for the rest of the year from this review.
191.3 To receive an update from the Cemeteries Committee
Cllr Pauline Phillips gave her report:
A quote for £7,185+VAT received for the enhancements to the Children's burial area in Boroughbridge Cemetery was recommended to council.
It was **resolved** to accept the quote and to appoint the contractor.
The railings of Boroughbridge cemetery are now all repainted and look much better. The team who painted the railings had expressed their appreciation for the positive comments and refreshments offered to them by local residents whilst they completed the works. The council commended the team for their excellent help, the team have agreed to help again with a project at Chatsworth Gardens for no costs to the council.
The untidy state of both cemeteries has been noted recently and is a concern. The contractor has not removed overgrowing weeds and brash as requested, nor cut the grass for about 6 weeks. Cllr Hynes also confirmed Aldborough Green has not been cut recently by the contractor and is messy. Cllr Metcalfe agreed to speak to the contractor again about the poor appearance of the sites and the works not completed as expected and assured.
Signs have been fitted to alert the public to the hazard of the uneven ground at both cemeteries. Cllr Peter Phillips was thanked for his help in fitting the signs.
Quotes are being sought for repairs to the large access gate at Aldborough Gate cemetery.
The costs for a fireproof cabinet for storing burial records will be sent to the finance Committee to consider where funds may be found for this in the current budget.
Abbotts who has the tender for the gravedigging contract for both cemeteries have added £100 to their grave digging fees for the removal of topsoil. This is a new cost that impacts council costs and will result in the committee reviewing again burial fees charged by the council. It needs to be noted at the next Finance Committee meeting. Burial Fees charged after April by the council will likely have to reflect this extra charge.

191.4 To receive an update from the Environment and Sustainability Committee Chair

Cllr Elisa Philips gave her report:

A committee meeting was held in August. The primary focus was to determine the overall strategy for the group and to consider some initial projects. Planning identified some short term and long term aims and actions. The first aim was to improve public awareness of amenities for recycling and to consider how to develop community engagement and involvement with local schools.

Cllr Elisa Philips attended training on the NYC Climate Change greenhouse gas emissions calculation tool. The tool is being completed but there are still some gaps to fill with office support required.

A community litter pick in Boroughbridge was recently completed and commended by council, however greater partnership working between the event organiser and the council would be welcomed in future.

ACTION: Clerk to liaise with the event leader and Cllr Elisa Philips to try to develop partnership.

It is anticipated the council emissions calculation will be small, but it is hoped completion of the exercise reflects the commitment of the council to this issue. The next meeting will be in October.

191.5 To receive an update from the Planning Committee Chair

Cllr Hynes gave his report:

Today's agenda had only one consultation to consider. Correspondence received informs of Local Plans being developed at several neighbouring parishes. This was discussed as a project to consider for the town.

The current decision is to wait for the opportunity and capacity to develop a local plan, building on the experience of others shared. It was undecided how much influence the plan would have, given the building targets of NYC.

The Co-op site on Horsefair was discussed.

Cllr Plowright commented that the site is again on the market as a commercial site only, c£600,000 for a large site. It is likely this means the Co-op will not be going ahead. It was agreed the site is in desperate need of tidying.

ACTION: Letter to be sent to the agent about the need for tidying the site and possibly erecting hoardings to improve the appearance.

191.6 To receive a report from the Human Resources Committee Chair

Cllr Metcalfe gave a report: The next committee meeting is planned for 7th September.

191.7 To receive a Minskip area report

Cllr Ashley had given a short report that was circulated to all. The next meeting in Minskip will be attended by Cllr Metcalfe as Cllr Ashley is unable to attend.

191.8 To receive a report on the Sports Village development

Cllr Peter Phillips gave a report:

The Planning elements are progressing and it is hoped will be ready to submit by the end of 2026. The bat survey is still in process at the final stage of four. Highways and the planning team are still in discussions about the sightlines vs the speed limit of 40mph imposed on Chapel Hill. This may require a minor adjustment.

A press statement for the public will be written to inform on the progress being made, Cllr Phillips will draft this.

Cllr Metcalfe thanked Cllr Phillips and the team for the work being continually put into this project.

191.9 To receive a report on the Community building project

Cllr Elisa Philips gave her report:

Written confirmation has been received from NYC that a building project may be permitted, with the covenant on the land being removed only to allow a building, however the covenant will stay in place for car parking; the town council must pay the costs to remove the covenant.

Cllr Ashley has contacted the architect last approached, but he is currently on holiday. This will be pursued.

In general discussion it was agreed the progress made is very positive.

191.10 To receive a report on Commuted Sums/& CIL funding

Cllr Peter Phillips gave a report:
The new updated NYC spreadsheet has still not been received. No further information has been received regards clarification about the Commuted Infra structure Levy (CIL). When information is received it will be shared with all.
To aid the process of Commuted Sums funding applications a new council procedure has been written.
Resolved to accept and adopt the Commuted Sums application procedure without any changes made.

191.11 To receive a report on the Police Liaison Committee
Cllr Peter Phillips gave a report:
A date for the next meeting has not yet been confirmed but is hoped for late September/early October. The procedure for planning an agenda is to change so that in future following receipt of the Police report councillors should suggest items for the agenda, including issues from the report shared.
The police website carries good information about the Harrogate outer area that may be accessed also. Cllr Phillips will share any information he receives with all.

204. Matters arising from previous minutes
204.1 To note decision about Funfair in 2026
The clerk has informed the funfair proprietor that the funfair is postponed in 2026 due to car park repairs planned. This was noted.

204.2 To consider results of survey for repairs to Fountain and budget
The Chair explained:
The structural survey of the Fountain has been received, thanks were extended to Agnes Gurney (clerk) for her work achieving this. The report states there is no immediate risks to the public but key concerns have been identified. A structural engineer inspection of the timbers on the cupola is required to determine the deterioration and works needed. The lead flushing is concealing the integrity of the joints and needs a structural engineer to assess damage and/or decay. It was discussed if the hanging baskets may have added to the deterioration through water egress. Many questions seem to be arising from the report about the repairs required.
Cllr Peter Phillips commented that the Fountain was last surveyed in 2016. The proposed time scales for the repairs may be difficult to achieve, and costs will likely be high.
The Chair explained that £11,000 was identified in the budget for any repairs/maintenance. It had been previously agreed monies in reserves awarded for the now abandoned bridge lighting project should be allocated, with permissions confirmed from the donors to the repair project for the Fountain. She also suggested that the possibility of removing the cupola for works to be carried out may be an option when a structural survey is completed, and if costs are identified challenge time scales suggested.
Specialised engineers have already been identified and are ready to be contacted by the clerk to identify repairs required and quotes for costs.
Cllr Pauline Phillips commented that the safety of public is paramount and reinforced the shared view that the Fountain is an important feature of the town and its history that needs to be preserved.
The financial implications of the high cost of repairs was a concern that was identified and agreed by all. Cllr Elisa Philips had identified a Heritage Fund grant that it was suggested may be applicable to the site.
Resolved: To commission the three structural engineers identified to survey the repairs needed, to provide a report with quotes also included for the costs involved.

204.3 To consider review of actions in Back Lane car park, (including letter re EV chargers 206.5)
Cllr Peter Phillips gave his report:
The project to provide more electric vehicle (EV) chargers in partnership with NYC has been on-going for two years. Initially 12 chargers were suggested it was agreed only 4 would be supplied due to the capacity of the existing electric cable. The project was stalled by NYC and is now being restarted. The earliest new installation date is now next summer.
Resolved: To stay with North Yorkshire's arrangements rather than procure independently, with site agreed as near as possible to existing chargers.

Cllr Metcalfe gave an update on the repairs to the car park:

The contractor is Duffields. They have agreed to start works on 21 September 2026. Closure of the car park is required for approximately one week. The state of the car park surface has made this a priority for completion. Comments were requested. It was agreed the notice to the public should include letters to neighbouring residents, to businesses, to Motor Home users. Possible difficulties are anticipated with cars still trying to access the car park during the period of repairs. Cones will be used to block entry, signs will be displayed, a leaflet drop is planned. The toilets will have to be closed. The nursery fire escape access needs to be considered as well as the garage owner's access. The plan is to provide as much information as possible for the public via the website, social media and notices displayed. It is anticipated the closure will result in considerable disruption to the town but the repairs are essential to maintain safety for users. Possibility of borrowing signs and cones from Area 6 at NYC was suggested.

ACTION: Clerk team to support with all aspects of organisation needed.

2 cars that were identified as illegally parked have now been removed from the car park.

The RFO reported that a gap has been identified regards monitoring of assets, including the car park. No formal records are in place and this is to be rectified by the clerks with a weekly monitoring process introduced. The insurers have flagged this up to be addressed. Funding for the maintenance of council assets is being reviewed and links made between the asset register and budget planning. Reserve fund for assets was discussed and will be addressed in precept and financial planning for 2027-8 at the next Finance and Assets Committee meeting.

204.4 To note feedback re Boroughbridge High School

Nothing to report until the OFSTED report is published as stated above.

204.5 To consider Mill Lane

Cllr Metcalfe gave a report:

A plan for the management of Mill Lane was previously agreed: the site is on sale at £100,000 on Stephenson's website for 6 months. If no interest is achieved, it was agreed to offer the site for rental for 6 months.

The site now needs maintenance for removal of vegetation and general tidying.

ACTION: Clerks to arrange for tidying of site.

204.6 To consider planning for Remembrance Day Parade and Service

The clerk reported that planning usually begins in September for the Service. The event organisation is led by Mr Chamley and he will be contacted again soon regards planning needed.

The flagpole is currently inoperative. Cllr Plowright, Cllr Hynes and Cllr Young agreed to meet to try to fix the pole to enable a flag to be raised again. Cllr Plowright agreed to co-ordinate this repair.

204.7 To consider accident on Horsefair (see also 206.2)

The Chair reinforced that CCllr Windass had mentioned this in his report (above). Cllr Metcalfe had also made an attempt to contact the resident who wrote the letter to the town council (206.2). No response was elicited. NYC Highways are now involved in the investigations regarding the incident. Since this awful incident other Events have also taken place along the same stretch of road. Concern and consternation were expressed by all Councillors regarding the situation. The town council has contacted NYC Area 6.

It was noted that road white lining/marking by NYC has taken place this week around Boroughbridge. It was hoped this may help alert road users to enforcement and restrictions.

204.8 To consider Minskip and Aldborough reports

The Chair explained her rationale for introducing an agenda item for a report from Aldborough in the August Meeting that she was unable to attend.

The aim was to improve inclusivity for residents of Aldborough, as with Minskip village report. Feedback had been since shared about the historic reasons why Minskip was considered separately each month. This was appreciated and recognised. It was acknowledged that in 2027 the electoral changes will remove the need for

a separate Minskip report.
Cllr Peter Phillips commented that concerns arose as an open agenda item about Aldborough allowed for items to be raised that were not previously identified to councillors, effectively allowing for 'information exchange' that had previously intentionally been removed from the agenda as unacceptable practice.
This was agreed by all and it was agreed the item would not be included in future for Aldborough Village, and Minskip will remain until changes in 2027.

204.9 To consider annual Risk Assessments
Not all the reviewed Risk Assessments have been received by the office. This item will be repeated in October to allow the remaining documents to be sent to the clerk team.
ACTION: To repeat agenda item in October.

204.10 To consider the weed spraying regime in Boroughbridge
The Chair raised concerns about NYC's late twice-yearly weed spraying on the bridge, which had led to excessive growth and public complaints. An earlier preventative treatment was suggested, with Langthorpe PC willing to consider sharing the cost; inadequate gulley clearing, road sweeping and high vegetation at the roundabout were also noted as possible reasons for the amount of weeds that grow.
Councillors requested clarification of the grounds maintenance contractor's spraying obligations to avoid duplicate payment. It was reported that the contractor had sprayed once but then declined to repeat the work.
It was noted that standing orders prevent a Full Council decision being reconsidered within six months, so no vote was taken and the item was deferred. The clerk will confirm the standing-orders position for the next meeting, and the terms of the grounds maintenance contract will be reviewed prior to renewal at the next Finance and Assets Committee meeting.

205. New matters
205.1 To consider new Commuted Sums Process and Procedures statement
Cllr Peter Phillips reported that the new procedure had been drafted to provide process consistency and clarity. It had been circulated.
Resolved to accept the procedure as drafted.
Cllr Phillips will circulate all current Commuted Sums information to all councillors to help with the process.

205.2 To note response from Brighter Boroughbridge re funding
The Chair confirmed she had spoken to the Brighter Boroughbridge leader. It was confirmed by the group Treasurer they have funds remaining that can be accessed via an application to them.

205.3 To consider possibility of regular town council 'surgery' mornings
Cllr Metcalfe explained the aim for introduction of a 'surgery' was to improve the profile of the council to make it more visible and accessible to residents. It was suggested to trial a monthly 'surgery' for 3 months from September. This was discussed. It was considered the idea had previously been tried but not attracted a good response, but was it was admirable to try again. Safety considerations were considered.
Resolved: to trial providing a monthly 'surgery' until end of 2026. The surgery to run from 9.30am to 11am in the Boroughbridge library, with the Chair and one other councillor present.
ACTION: Clerk team to support with organisation of the events.

206. Correspondence received since the last Full Council Meeting.
206.1 Letter re possibility of burials on Chapel Hill (10.8.26)
The letter was noted by the council and discussed.
Confirmation is needed from NYC that Geophysical surveys are taking place on development sites during Planning process.
ACTION: To send a letter from the town council to NYC Head of Planning Department to confirm that all developers are being made to complete the surveys before developments proceed. Rose Faraday (local authority on Aldborough archaeology) to be consulted.

206.2 Letter re Horsefair accident and traffic hazards (10.8.26) with responses from NYC Highways and CCllr Windass
Discussed above, but letters are noted.

206.3 Letter about crowd funding for Kirby Hill RAMS
The Chair confirmed the date for the request had expired.
Cllr Peter Phillips suggested the legal situation for contributing should be explored first, if applicable a donation could be included in 2027-8 budget planning.
Resolved: To respond with a letter to the RAMs leader explaining the intention of the council to contribute next year, if/when the process was assured.

206.4 Resident verbal complaints re Yorkshire Water Sewerage transportation through Aldborough
The Chair reported that, since a sewer main in Marton broke three months ago, contaminated water has been transported through Aldborough Village by tanker 24 hours a day, seven days a week. The tankers are reportedly travelling at speed and spilling contaminated wastewater onto the roads.
Cllr Hynes commented the Yorkshire Water waste transportation process is a consequence of the fact there is insufficient capacity in the infra structure to cope with the additional new housing, as was promised in development. Also, sewerage waste is being expelled into the River Ure.
Resolved: To write to Yorkshire Water to ask them to attend a council meeting to explain the situation and account for it, also to explain how long this process will continue/ before it is resolved. To ensure a copy of the letter is also sent to the Environment Agency, and to Sir Alec Shelbrooke MP.
ACTION: Clerk to send the letter.

206.5 NYC EV Charging Team letter (13.8.26)
As agreed above.
206.6 On Your Patch (17.8.26) NYC Area 6 Newsletter
Noted.
206.7 Parish Precept letter for 2026/27 (21.8.26)
Noted.
206.8 Letter from Chair of the North Yorkshire Accessible Transport Group (18.8.26)
Noted. A response has been made to the letter by a clerk. Possibly funding will be available to improve accessibility at bus stops.

207. Invitations received for the Mayor
207.1 RAF Menwith Hill Civic Leaders Briefing September 23rd, 2026- unfortunately the mayor is unable to attend.
207.2 NYCC Civic Service 4.10.26- Confirmed
207.3 Battle of Britain Civic Event – Sunday 13th September 2026- confirmed.
207.4 Accessibility York and North Yorkshire Meeting- 16th September 2026- confirmed.

208. To note any Training attended/planned
208.1 How to complete and manage Financial Risk Assessments (25.8.26)- LL attended.
How to complete NYC greenhouse emissions calculator tool- Cllr E Philips attended.

209. To note the time and date and venue of the next Full Council Meeting.
Tuesday 6th October 2026 in Aldborough Village Hall, YO51 9ER, at 18:30.
Planning Committee Meeting will take place at 18:00 on Tuesday 6th October in 1, Hall Square.

The meeting closed at 20:37.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on 1st September 2026.

Signed_____ **Date _____**
Mayor and Chair of Council