BOROUGHBRIDGE TOWN COUNCIL
1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN
www.boroughbridge.org.uk
info@boroughbridge.org.uk
Tel: 01423 322956

FULL COUNCIL MEETING MINUTES – Tuesday 6th October 2026 in ALDBOROUGH VILLAGE HALL.

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

The meeting started at 18:30

210. To receive apologies for absence and consider reasons for apologies received
Apologies were received from Cllr Rob Young, and Cllr Simon Ashley, and County Councillor Robert Windass.
Reasons for absence had been received; these were noted and considered.
It was proposed to accept reasons for absence from the meeting by Cllr Metcalfe, Seconded by Cllr Hynes.
Resolved.

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

212. To consider approval of previous Meeting Minutes.
212.1 Full Council Meeting Minutes Tuesday 1st September 2026.
Proposed to accept the minutes by Cllr Metcalfe, Seconded by Cllr Nathan Plowright. **Resolved.**
212.2 Planning Committee Meeting Minutes Tuesday 1st September 2026.
Proposed to accept the minutes by Cllr Sean Hynes, Seconded by Cllr Metcalfe. **Resolved.**

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

214. Finance.
214.1 **To consider the end August 2026 Finance Statement, Bank Reconciliation, and ratify receipts to end of September 2026.**
Finance information, bank reconciliation was shared and considered.
Cllr Metcalfe proposed to accept the information, Cllr Pauline Phillips seconded, **Resolved**.
It was noted that the QR code in the car park is resulting in additional payment income and should be promoted further.
ACTION: Clerk team to ensure more signs are displayed in car park with QR code payment information.

214.2 **To note closure letter from External Auditor, notice of conclusion of Audit and draft Action plan.**
The RFO explained the notice of the conclusion of the Audit has been received and information is displayed on the council website.
An Action Plan for the 'except for' statements has been compiled. This was shared and considered.

Cllr Metcalfe proposed to accept the action plan, Cllr Plowright seconded. **Resolved.**

214.3 To consider new bench on Aldborough Green

Cllr Metcalfe reported that she had met with Cllr Hynes to review the asset register for Aldborough and it was agreed that a bench is now in need of replacement. Cllr Hynes provided background information about the donation of the bench and previous maintenance. This was discussed, with reference to articles listed on the asset register that have been donated to the council.

It was agreed a protocol is needed to establish how donated objects should be maintained/repaired/replaced in future.

ACTION: Protocol to be written by Clerk for approval in November.

Cllr Metcalfe proposed to replace the bench, Cllr Pauline Phillips seconded. **Resolved.**

ACTION: Clerk team to source and install new bench.

215 To receive External Stakeholder and Working Group Reports

215.1 To receive updates from County Councillor Robert Windass

CCllr Windass was absent from the meeting.

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

Cllr Metcalfe reinforced the key points from the meeting. The minutes had been shared with all present.

Key points were a review of 2026/7 budget at half year point, with some adjustments made to allocated monies agreed going forward, AGAR- conclusion of audit information, review of asset register format, CCTV upgrade -quotes for works.

Cllr Peter Phillips explained the reasons for the choice of the recommended CCTV quote to council. This was considered. The contractor will not be appointed until confirmation that Commuted Sums (CS) funding is allocated by NYC to pay for the upgrade. A Project Initiation Document (PID) will be submitted first.

Cllr Peter Phillips proposed the contractor recommended is chosen for the works. Cllr Pauline Phillips seconded. **Resolved.**

ACTION: PID to be submitted and when monies are confirmed, chosen contractor to be contacted.

Permissions from building owners where new apparatus is to be erected, are already being sought by Cllr Peter Phillips to ensure the works can proceed.

Cllr Metcalfe thanked Cllr Peter Phillips and Cllr Pauline Phillips for their work in securing the quotes and contractors.

215.3 To receive an update from the Cemeteries Committee

Cllr Pauline Phillips gave her report:

The works to Boroughbridge Cemetery are being completed. Cllr Phillips is very pleased with the improvements being made. It was agreed the area looks much better.

Quotes have been obtained for the large contractor gate at Aldborough Cemetery to be replaced. The quote was explained and recommended to council. Replacement gate will be funded by Commuted Sums funding. A PID will be submitted prior to contacting the chosen contractor.

Cllr Pauline Phillips proposed the contractor is appointed, Cllr Hynes seconded. **Resolved to appoint chosen contractor.**

A fireproof cabinet for safe storage of old burial records has been chosen, three quotes are to be obtained and will be brought back to next meeting for consideration by council. Cllr Metcalfe confirmed it could be paid for from the current budget.

Burial soil removal costs are now being charged by the contractor at a cost of £100 per burial.

Occasionally soil must be brought back for levelling sunken graves, incurring a second cost. Therefore the clerks will identify a corner of the graveyard for a soil store. If this is not feasible Cllr Pauline Phillips stated burial fees may need to be reviewed with a possible increase to cover the additional costs.

The necessity to identify and purchase land for cemetery expansion has been considered carefully. The three potential sites for expansion were described and considered. It was agreed a formal letter will be sent to Sir Andrew Lawson Tancred to enquire about purchasing land adjacent to the Aldborough Cemetery.

Cllr Peter Phillips confirmed the new development at Stumps Cross has accrued £164,000 in commuted sums,

bringing Aldborough Cemetery funds to c£200,000 to fund the purchase.
Risk Assessments have been completed, but monitoring is not recorded. This was considered and discussed. It was confirmed all contractors entering the cemetery have their own risk assessments and insurance. Therefore, it was suggested quarterly monitoring records will be implemented only if the insurance company agrees. Interim actions from reports/clerk and councillor visits will always be completed to ensure safety is maintained.
The digitisation of burial records was approved by the committee and is recommended. The cost implications were explained. Costs will include purchase of an overhead scanner, memory stick storage device/cloud space, Ordnance Survey map and paid staff time to input data. Cllr Metcalfe confirmed there is funding available in the budget to pay for the scanner.
Cllr Pauline Phillips proposed to buy the chosen scanner, seconded by Cllr Hynes, **Resolved.**
It was agreed the staff planning and costs suggested for this improvement/action will be discussed at the next Human Resources (HR) Committee Meeting, and Finance and Assets (F & A) Meeting and brought back to the Full Council for consideration again.
ACTION: Clerk to add items to next agenda of HR meeting and next F & A committee meeting.
The additional maintenance costs after completion of works to the children's graveyard area were considered. It was agreed Cllr Phillips will seek advice from the current contractor and feedback to council in November.
ACTION: Clerk to ensure all agenda items are included in November FCM.

215.4 To receive an update from the Environment and Sustainability Committee Chair
Cllr Elisa Philips gave her report:
Training was attended on 21.9.2026 that was very useful with ideas garnered to support development of a Environmental and sustainability framework for the work of the council. The carbon accounting task is almost finished, needing some extra information from the clerk office. Community Litter Picks have been noted as welcome events in Boroughbridge. A recent event from Marina Lane towards the marina has taken place and made the area look better and more cared for. The organisers were commended for their efforts along with all who attended and worked to improve and look after the community area. All the councillors agreed and commended the efforts taken by residents and expressed their gratitude for the litter picking event.
The next committee meeting is planned for 27.10.26 but will be confirmed shortly.
Cllr Metcalfe expressed thanks to Cllr Elisa Philips for the works being undertaken and for the progress made in this area.

215.5 To receive an update from the Planning Committee Chair
Cllr Hynes gave his report:
The Planning Meeting today was not quorate and will be held again in a week on Tuesday 13th October 2026.
Cllr Hynes had attended the consultation meeting held in Langthorpe for the proposed development of 280 new houses. He shared the information pack supplied at the meeting and summarised key facts from the meeting.
The developer (a small West Yorkshire firm) presented outline plans for 280 houses on the site.
Planning proposes 40% affordable housing as a percentage of 280 homes. The impact of increased traffic volumes on existing roads was mentioned, as was the impact on the existing utilities. Cllr Hynes reinforced his concerns about the potential serious impact on the already over loaded Yorkshire Water infrastructure, especially given the historic events following new house building in Boroughbridge.
Langthorpe residents were concerned about developer spending on a new recreation area.
Cllr Pauline Phillips asked if the impact on local schools had been discussed, when such a large new housing Estate will attract families with children. Local primary schools are already at capacity. Cllr Metcalfe stated that Education funding from new developments is not ring-fenced to the nearest local schools.
A School liaison meeting is to be arranged with head teachers soon by Cllr Pauline Phillips, she will include this on the agenda.
Cllr Metcalfe suggested County Councillor Robert Windass should be made aware of the council's concerns and asked to push for education funding to be directed locally from this development. It was noted that this new estate combined with an existing 130-home development in Boroughbridge will result in potentially 410 new homes in the area.

215.6 To receive a report from Human Resources Committee Chair
Cllr Metcalfe gave a report:
At the last meeting there was a review of the staff salary scales and back dated pay awards were implemented in September, with salary increments added. The new cleaner is appointed and has started.

215.7 To receive a Minskip area report
Cllr Metcalfe attended the latest Minskip Village Hall Committee meeting as Cllr Ashley could not attend. Concerns of Minskip residents were discussed including parking on pavements at the top end of the village, a request for an additional bin, a new parish information board, the need for a safe pedestrian crossing point, overgrown vegetation on the footpath between Yolk and the roundabout, speeding of emergency vehicles through the village, the vulnerable state of the closed Wild Swan pub and the break ins that have occurred, Cllr Metcalfe ask Cllr Peter Phillips to add this to the next Police Liaison Group. Cllr Metcalfe helped by reporting some footpath issues on the NYC Parish portal.

215.8 To receive a report on the Sports Village development and actions needed
Cllr Peter Phillips gave a report.
A Planning application (outline with reserved matters) is now nearing submission. Minor change has been made to move the entrance further toward the cemetery to accommodate the imposed 40mph limit on Chapel Hill. NYC Highways are still in negotiation regarding the footpath and pedestrian access.
The plan is now to submit the planning application to see what conditions come back, rather than to delay further.
To recap the progress made with the project a summary of events was shared from initial conception in 2023. Project was initiated by former councillor Jamie McNeil; a commercial partner was secured to build a sports village facility. A charitable trust was created also working in partnership with the town council and the commercial partner. A public consultation process was completed with 90% of responses voting in favour of the project. Partnership with the commercial partner has allowed a range of facilities to be considered, with land shared. A delay in progress was caused by local authority changes to a unitary council at NYC, but with new NYC officers in post progress has been reinvigorated again. A solicitor was appointed to support the processes, with a lease to the commercial developer agreed to build a gym on 3 acres of the land, which when obligations are met converts to a sale; the 7 acres of remaining site to be managed and owned by the trust. Fees for planning will be funded by Commuted Sums monies, a PID is to be submitted.
Three years of hard work and determined planning and organisation have passed since the original letter of intent was written. The membership of the town council has changed in the interim, so the summary provided now fully briefs everyone.
Cllr Peter Phillips proposed the town council send a letter of support reaffirming their commitment and support for the project to the team of the commercial partner. Cllr Pauline Phillips seconded, the proposal was **Resolved.**
It was confirmed in the latest commuted sums update the new development (HGT/21/03683/REMAJ) added £192,000 to the sports village fund, bringing the total to c£260,000.
Cllr Metcalfe expressed thanks to Cllr Phillips, councillors and the team who have worked so hard to reach this point since the project started.

215.9 To receive a report on IT and social media working group
Cllr Plowright gave a report.
A review of Boroughbridge Town Council website was completed by Zoe and the IT group. Key recommendations were made: to move the logo left and reduce size to improve appearance on a mobile, to update photos to include Aldborough and Minskip alongside Boroughbridge, to add a strap line: "Representing the communities of Boroughbridge, Aldborough and Minskip", to rewrite several pages: CCTV, education, report a problem, tourist information, to add a dedicated cemetery tab for easier public access, to update councillor photos and committee/working group biography paragraphs, to add car park pricing and local heritage information about the Fountain, Buttermarket, Roman remains, Minskip Scarecrow Festival.

When reviewing Business advertising only 7 of many businesses paid the £50/year listing fee, to reflect this, paid businesses will receive a fuller write-up and web link; unpaid will be listed only by name. The Deputy clerk also suggested removing web links for non-payers as an incentive. It was suggested Chamber of Trade information could also be added.
All changes are to be done in-house; the target for completion is end of 2026. A Social media post will be made in November/December to promote advertising opportunity.
Cllr Plowright proposed the recommendations are accepted, Cllr Metcalfe seconded, the proposal was **Resolved.**

215.10 To receive any other committee/working group reports
No other reports to share.

216. Matters arising from previous minutes
216.1 To consider annual Risk Assessments and planning for monitoring of assets
Completed Risk assessments had been shared.
Cllr Pauline Phillips proposed the assessments are accepted; Cllr Peter Phillips seconded the proposal.
Resolved.
Recorded monitoring of all assets had been suggested by the insurers. This was discussed.
ACTION: Clerk to ask insurers if quarterly records are sufficient.

216.2 To consider quote for the valuation of Hall Square
Cllr Metcalfe explained this point was incorrect. The valuation has been obtained.

216.3 To receive an update on progress of project and to consider 3 quotes for structural engineer for Fountain
Cllr Metcalfe explained three quotes have been received for a structural engineer survey. The quotes were discussed with further details added by Deputy Clerk.
Cllr Metcalfe proposed to accept the second quote £1,450 +VAT, from a local (Northallerton) Company. Cllr Pauline Phillips seconded the proposal, **Resolved.**
The appointed company requires a spider lift for works. Three quotes for a spider lift had been sought and were considered.
Cllr Metcalfe proposed to accept the quote from the local Wetherby based company at £650 +VAT, Cllr Pauline Phillips seconded. **Resolved.**

216.4 To receive update on works to Back Lane Car Park and to consider Motor Home parking
Cllr Metcalfe gave a report regarding renovation works that have been completed.
All the improvement works were completed on schedule with a road sweeper due for a further clean.
Ten additional spaces have been gained, including one extra EV charging point; total is now 105 spaces.
Motorhome abuse is a growing concern, with up to 14–15 motorhomes visiting on consecutive nights. It appears to be listed as free on some motorhome websites. Some residents have also raised complaints, however, a local business has reported the motorhomes do spend money in town.
Cllr Metcalfe suggested a working group is established to review signage, the possibility of using height barriers to direct motorhomes to a specific area, and suggested donation guidance.
Cllr Peter Phillips had calculated an estimated potential income of c£60,000/year at 80%/60% occupancy if all users paid. Income is on average less than a third of this figure.
Cllr Plowright thanked Cllr Metcalfe for her work in leading the project of improvement works.

216.5 To consider Mill Lane
Cllr Metcalfe reported the site is still looking unsightly and needs cleaning of weeds.
The site remains on the market but will be offered for rental for 6 months from the end of November.

216.6 To receive an update on Commuted Sums spreadsheet
Cllr Peter Phillips gave a report.

The latest CS spreadsheet has been received from NYC for Boroughbridge locality, which was shared with all. There is an increase in monies for the sports village site since first the development was initiated.
REF: HGT21/03683/RENNAJ adds £192,000 to sports village funding, making total now £260,000.
Aldborough Cemetery has an increase to £200,000. No monies are allocated for Community Village Hall funding. Everything else remains unchanged.

216.7 To receive an update on arrangements for town councillor surgery drop ins
Cllr Metcalfe reported that town council 'surgery/meet residents' plan has now secured support from Morrisons Supermarket. They have confirmed 5 consecutive Saturday morning dates from 5th December to 3rd April 2027. Cllr Metcalfe will be there on each morning and welcomed any other councillor to join her. It is hoped to give an opportunity for residents to share their views/concerns/ideas about Boroughbridge to the town council. Dates arranged are: 5.12.26, 9.1.27, 6.2.27, 6.3.27, 3.4.27.

216.8 To receive an update on the Co-Op site
Cllr Metcalfe reported she had spoken to the estate agents handling the site. They have agreed to send out a team to assess what needs to be done to clear it and to make the site secure.
The sale price is currently £600,000 for the site. Discussion was shared about the suitability of the site as a space for a council building. The councillors agreed to explore the suggestion further. A site visit is to be arranged via the selling agent.
ACTION: Clerk to add item to November full council agenda. Finance and Assets committee to look at options in more detail at next meeting.

216.9 To consider Horsefair traffic concerns (see also 218.2, 218.8)
Cllr Metcalfe reported that correspondence had been received about the concerns of residents regards the traffic issues and road safety along Horsefair. (See items 218.6, 218.7, 218.8- It was noted the verbal concerns have now been recorded with full details from the residents obtained, to allow the comments to be included on this agenda).
A third road traffic collision happened at Horse Fair within the last two months, concerns about speeding, a lack of safe pedestrian crossing, and double-sided parking have all been received by the council.
CCllr Robert Windass has reported the concerns to Area 6 and involved Sir Aleck Shellbrook MP. NYC are conducting a parking evaluation in Boroughbridge.
Cllr Pauline Phillips has read a resident's correspondence with Area 6 regarding Horsefair and commented that it was disappointing the town council were not included in correspondence.
ACTION: Clerk to write to Area 6 asking to be included in planning/responses made.
Cllr Phillips gave the historical context of why pedestrian crossing sites have been refused, due to private ownership of the pavements near the junction.
Cllr Metcalfe suggested a possible traffic calming island near the Co-op site would help pedestrians or if double yellow lines were extended.
Cllr Metcalfe also commented that at Hall Square/Back Lane junction near-misses have been observed as there are no road markings or bend warning signs. This is to be referred to Highways.
Cllr Peter Phillips will also raise Horse Fair as an issue at the next police liaison meeting.

216.19 To consider quotes for fireproof cabinet for burial records
Cllr Metcalfe reported that three quotes are needed for purchasing a fireproof cabinet for safe storage of important burial records. The new cabinet will be funded from the cemeteries budget allocation.
ACTION: Burial Clerk to obtain three quotes for fireproof cabinet and bring back to November council Meeting.

217. New matters
217.1 To consider IT Working group recommendations from 14.9.2026 meeting
As above at 215.9

218. Correspondence received since the last Full Council Meeting.

218.1 Letter of resignation from Cllr McNeil
Cllr Metcalfe reported that sadly the resignation letter from Jamie McNeil had been received.
She noted that Mr McNeil will be much missed from the council; he was a positive, diligent, committed and energetic councillor whose loss to the council is significant. She expressed thanks on behalf of the council to Mr McNeil and wished him well for the future.
The comments were all seconded by the other council members and the clerks present.
A letter and gift will be sent to Mr McNeil.

218.2 Letter re accident on Horsefair 14.9.26, (15.9.26)
See above at 216.9.

218.3 Remembrance Day arrangements (15.9.26)
Cllr Metcalfe reported that confirmation of arrangements for the Remembrance Service to start at 10:00am, followed by service of remembrance and congregation at 10:45am at Hall Square. Date to be confirmed. The Army have been involved with parade marshals to be provided by the army as last year. The town council are not applying for a road closure. The new Martyn's Law compliance issue was discussed. A follow-up is needed with the British Legion organiser for written confirmation that security requirements are being met.
ACTION: Clerk to confirm arrangements are secured.

218.4 North Yorkshire Local Plan update for Parish, Town and City Councillors – Scoping Consultation and Engagement Strategy consultations
Noted.

218.4 Email from Chair of Governors at Boroughbridge High School
Cllr Metcalfe shared information from the email received from the Chair of Governors at Boroughbridge High School and read out the positive School's Ofsted comments from their school website.
The latest OFSTED Inspection under the new framework assessed six areas and all six were judged as meeting the expected standard nationally. In summary the inspectors noted 'the inclusive ethos, that pupils thrive, high leadership expectations, and a strong safeguarding culture'.
Cllr Metcalfe extended congratulations to the staff, Governors and students at the school on behalf of the town council for the excellent report. The councillors all seconded these congratulations.
ACTION: Clerk to send letter of congratulations from the town council.

218.5 Verbal correspondence about hazardous parking on York Road at junction with Aldborough Road
See above at 216.9.

218.6 Verbal concerns about hazardous driving and lack of signage on Hall Square at Back Lane junction
See above at 216.9.

218.7 Verbal concerns about hazard to pedestrians due to lack of safe crossing points on Horsefair, and traffic calming measures needed along Horsefair
See above at 216.9.

218.8 Notification of The Ilkley and District Motor Club Jubilee Historic Rally 24th and 25th October 2026 passing through locality
Noted.

218.9 Home to School Travel Policy Post Implementation Review consultation
Noted.

219. Mayor's report, including invitations received

Cllr Metcalfe confirmed she had attended the Battle of Britain Commemoration Service at Ripon Cathedral and the chair of North Yorkshire Council's civic event in Whitby, enjoying meeting other Mayors of the County and raising Boroughbridge's profile.

The later events are in the diary to attend.

219.1 The Oakleaf Service to be held at Ripon Cathedral on Sunday 15th November at 3.30pm

219.2 "A Celebration of Civic and Community Service" to be held on Saturday 17th October, Bedale.

219.3 Visit to Boroughbridge High School, 20th October

219.4 Attendance at Minskip Hall coffee morning 20th October

219.5 BCC Community Transport Week event 12th October

219.6 Parish Liaison Conference 16th October

Noted

220. To note any Training attended/planned

220.1 Addressing the Biodiversity Challenge (21.9.26)- Cllr E Philips had attended the training and found it useful in her role.

220.2 Financial Introduction to Local Council Administration (FILCA) training (LL). The RFO is completing the modules for this training gradually up to the end of December 2026.

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

Tuesday 3rd November 1, Hall Square, YO51 9AN at 18:30.

Cllr Metcalfe requested the Clerk adds the weed spraying item from September FCM to the next meeting agenda.

The meeting closed at 20:40.

Each page of these Minutes has been read and confirmed, following ratification at the Full Council Meeting held on Tuesday 3rd November 2026.

Signed_____ **Date _____**

Mayor and Chair of Council