

### NOTICE OF MEETING

You are hereby summoned to a virtual meeting of Yarm Town Council to be held via Zoom on-line.

**Date: Tuesday 8th December 2020**

**Time: 7PM**

The venue is thus wherever councillors/public feel comfortable joining from, that is without background noise & sale of alcohol.

Members of the public are invited to attend the meeting.

**To join the meeting, please use Zoom with  
ID: 531 963 1657; PASSWORD: 065167  
for 'YTC Ordinary Meeting & Weigh & Tolls'**

Juliet Johnson, Proper Officer to YTC



Yarm Town Council  
Town Hall  
High Street  
Yarm  
TS15 9AH

In accordance with the Openness of Local Government Bodies Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; the Chair will notify those present of this at the start of the meeting and ask whether they agree to be filmed, recorded or photographed

## YARM TOWN COUNCIL MINUTES

### PRESENT:

Cllr Alan Gallafant - Chair

Cllr Peter Monck

Cllr John Coulson - Vice Chair

Cllr Patrick Morton

Cllr Philip Addison

Cllr Pam Smailes

Cllr Chris Johnson (joined at 19.32pm)

Cllr Marjorie Simpson

Cllr Alan Moffitt

Town Clerk - Juliet Johnson

### 1.0 To appoint a Chairman in the absence of the Chair and/or Vice Chair

N/A

### 2.0 Apologies for Absence

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 – section 100A(4), members of the public (other than those prohibited from doing so) are entitled to attend this meeting and/or have access to the agenda

**2.1** None received. Understood that Cllr Johnson would join the meeting later.

**2.2** Cllr Coulson proposed that a table of Councillor Attendance should be featured on the YTC website in the interests of transparency and public accountability.

**Cllrs Monck and Addison** confirmed that this had been done in previous years.

**AGREED: The Clerk** to create a table of attendance that should then be loaded onto the website.

### **3.0 Code of Conduct | Declaration of Interest | Dispensation**

- a) To record declarations of interest from members of any item to be discussed
- b) To consider, vote upon and record any requests for dispensation

**3.1** None received.

### **4.0 Confirmation of Minutes**

**To accept the minutes of the previous meetings:**

**4.1 Weigh and Tolls Committee** held on Tuesday 10th November 2020 and approve their signature by the Chairman of the meeting.

**ACCEPTED**

**4.2 Yarm Town Council** held on Tuesday 10th November 2020 and approve their signature by the Chairman of the meeting

**ACCEPTED**

**4.3 EGM** held on 23rd November 2020 and approve their signature by the Chairman of the meeting

**ACCEPTED**

### **5.0 Matters arising from the minutes of the previous Ordinary YTC meeting, 10th Nov. 2020:**

#### **5.1 Brief for High St. Banners (for the designer)**

**The Clerk** confirmed that a brief based upon the previous minute had been sent to the graphic artist. She suggested that as the designer had used some of his own photo collection for the first mock-ups, further budget might be required if Cllrs wanted specific photographic images (e.g. if rights / permissions are required).

**Cllr Smailes** suggested that some of **Cllr Coulson's** photos might be used and **Cllr Coulson** agreed to this.

**ACTION: Cllr Coulson** to liaise with the Clerk to supply some images for the brief. **Clerk** to continue liaison with the banner designers.

## 5.2 Lighting of the Viaduct

a) Contacting M.D. at RailTrack

DEFERRED UNTIL CLLR. JOHNSON PRESENT

Prior to the end of the meeting **Cllr Johnson** confirmed that he had spoken with Railtrack and that the idea to light the viaduct had been met with enthusiasm. Cllr Johnson had also identified a creative lighting company that had delivered similar commissions. The cost could be circa. £250-£500K and obviously would need to be the focus for fundraising and sponsorship.

**Cllr Moffitt** queried what the running costs might be for such a project. **Cllr Johnson** suggested that he thought these would be low

b) Plans and Ideas to SBC (2021)

b) **Cllr Morton** stated that he had made contact with a different member of SBC regarding the Viaduct proposal and asserted that this should be considered as a serious proposal going forwards in looking at ideas from 2021 onwards.

## 5.3 Cemetery Seating Area & Bench

a) **Cllr Coulson** reported that the seating area adjacent to the chapel had now been fully dug out and completed. The contractor has raised the granite and edging stones and all had been replaced and repaired. Debris / waste earth is yet to be removed. A member of the public (who wishes to remain anonymous) has kindly offered a new bench for the area (picture circulated). There is also the offer of a bench from the Prison (ref. bench previously left for repair).

b) **Cllr Moffitt** stated that the offer of the new wooden bench for the seating area would be good and that the offer from the Prison was important because of the need to replace at least one or more of the existing benches elsewhere in the Cemetery.

**AGREED:** Offers of the benches to be gratefully accepted and very much appreciated.

c) **Cllr Smailes** also emphasised the need to secure the benches.

d) **Cllr Gallafant** requested that any defunct benches be forwarded to him and the Allotments team for potential repair and reuse in the new Community Orchard area on the Allotments.

## 5.4 Churchyard Path

**Cllr Monck** stated that the contractor repairing the Churchyard path would be on site 9th December.

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## **5.5 Memorial Bench Update - location** (Liaison with R Kench)

**Cllr Gallafant** carried this item forward to January 2021.

## **5.6 Play Equipment: Snaith's Field**

**The Clerk** fed back that **Cllr Sherris** would liaise with his colleagues in the new year now that YTC Cllrs had confirmed that they would like this to go ahead (i.e. as per the Spinner equipment at Kirklevington). **Cllr Sherris** was invited to comment by the Chair and he confirmed this i.e. Spring 2021.

## **5.7 High Street Mounted Christmas Trees** - **Cllr Gallafant**

With YTC funding agreed, this was completed last Sunday - with thanks to **Cllr Morton** and to **Yarm Rugby Club** for fitting.

## **5.8 Proposal for 60 Dwelling Estate: Yarm Old Riding School**

**Cllr Monck** confirmed that the objection had been submitted and that members of the protest group had thanked Yarm Town Council for making a full response. Cllr Monck also understands however, that revised plans are to be submitted.

**Cllr Sherris** asked the Chair if he may comment and stated that the residents group had expressed that they were pleased with the objection. **Cllr Sherris** informed the meeting that Highways England had placed a halt on the application until the Spring and that he would keep the Clerk updated with any further developments he becomes aware of.

## **6.0 Council Finances**

### **6.1 To authorize payment of the accounts** - **Cllr Addison**

**AGREED.**

**6.1.1 Cllr Addison** requested that 3 payments be added:

- a) £180 from SBC for welding in the Willey Flatts Goal Posts;
- b) £150 from I Webb (Cllr Johnson) for YTC Cloud hosting;
- c) £94.99 2 drawer lockable filing cabinet for Town Hall (Cllr Gallafant).

**AGREED FOR PAYMENT**

6.1.2 **Cllr Monck** raised an associated query regarding item b) the Cloud Hosting (Cllr Johnson), in the context that any hosting administrator role should be held by a neutral specialist company. **Cllr Monck** stated that YTC has a contract with Cornerstone for IT matters and they should be approached regarding hosting of the website and any other hosting / IT matters. **Cllr Coulson** stated that he fully agreed with this.

**Cllr Moffitt** queried why it was necessary to have a company that was a complete stranger to perform this role.

**AGREED: The Clerk** to consult Cornerstone regarding administrator role (s) and their advice regarding hosting matters, IT functions and systems.

## 6.2 Finance & Governance Committee

**Cllr Addison** requested a Finance and Governance Committee on 5th January 2021 in order to agree the 2021 / 2022 budget.

**AGREED.**

(Discussion as to whether this might be possible as a physical meeting. Fellowship Hall available if guidance allows and is preferred).

## 6.3 External Auditor Report - Accounts Approved

- Cllr Addison / Clerk

**The Clerk** confirmed that formal approval of the Accounts for 2019/20 had been received from the External Auditors. Prior to this an error regarding section 9 on the AGAR had been raised i.e. that fixed assets had been undervalued at £123,053 when it should have been £140,416 (in respect of expenditure occurring to purchase new play equipment 2018/2019, noting that the same error had been made on the 2018/2019 accounts statement). Following this correction the accounts were approved.

**Cllr Addison** noted the requirement to now publish the approved accounts and associated documentation (including completion letter and notice) in the public domain i.e. website and noticeboard.

**ACTION: The Clerk** to action as above.

## 7.0 To Review and Consider the Correspondence List

7.1 **The Clerk** drew attention to the first item on the correspondence list - a query from a member of the public which was referred to at the last meeting. This had come through the website and gone straight to Spam with the heading of the email being 'hijacked' by (and then 'titled') as if advertising / junk mail. The Clerk commented that, once investigated, this had happened to another query that had come through the website. The Clerk stated that she would keep an eye on this issue and seek remedy if possible.

## **8.0 Adjournment and Questions From the Public**

8.1 Question received by member of the public: requested to be read out.

a) **The Clerk** read out the question as follows:

“I would like to bring a question to you all and ask that it is read out at the next Council meeting on the 10th November 2020.

Can you explained why the Council employed a new clerk knowing that they had other work commitments (payed employment) and have now increased the clerks hours to 40 plus and the reasoning behind it.”

b) **Cllr Gallafant** responded as follows:

- the Clerk post was advertised as 20 hrs. - the clerk had started on 10 hrs and then moved to 20;
- the Council had then voted on increasing the hours to 28 hrs (with flexibility to do up to an additional 4 as and when needed);
- many people have several jobs.

c) **Cllr Addison** identified the post had originally been 30 hrs (sometime ago ) but that certain councillors had advocated that only 20hrs were needed.

d) **Cllr Gallafant** confirmed that the Clerk had been happy to agree to 28hrs.

**8.2 Ward Cllr Sherris** asked to contribute and stated that he had identified with the Clerk that Andrew Corcoran would be the key contact in SBC for a number of matters relating to Highways, Transport & Design e.g. agenda item **5.2 b) above** (also Iain Robinson).

**Cllr Sherris** also mentioned that there was currently a spotlight on policing in (south) Yarm. **Cllr Sherris** also drew to the attention of YTC Cllrs a planning application underway in relation to land in the west of Yarm. The application had been in for 3 years but had been knocked back by Highways England presently.

## **9.0 Policy and Resources:**

### **9.1 Cemetery Report (Update)**

- **Cllr Moffitt**

#### **9.1.1 Consideration of Quotation for Essential Headstone Repairs**

- a) **Cllr Moffitt** combined 9.1 & 9.1.1 to report that a quote had been received by Cllr Monck in relation to the recent graveyard survey (re. condition of headstones, memorials and monuments; this survey is required every 3 years). In summary, 28 out of 628 headstones / memorials need urgent attention. The cost for this work is £2,300 (+VAT).
- b) **Cllr Gallafant** proposed that Standing of Orders might be waived (i.e. in respect of needing 3 quotations), in light of urgency and health and safety considerations.

**AGREED:** Standing Orders waived, the existing quote accepted and work to proceed ASAP. **Clerk to action.**

c) **Cllr Moffitt** reported that an ongoing issue at the cemetery was tracing the owners of older graves in particular. Owners of graves are responsible for maintaining any headstone, memorial or monument. To address this issue and the associated costs for YTC, Cllr Moffitt stated that he would lead a review of the situation and potential solution and report back to YTC.

## 9.2 Allotments Report (Update)

- **Cllr Gallafant**

a) **Cllr Gallafant** that there was a waiting list at the allotments and that currently there was 1 Allotment left and that this had been offered to a potential tenant and that, pending this response, all allotments were now occupied.

b) **Cllr Gallafant** reported that the Community Orchard was now nearly all planted with 5-6 trees most recently planted and a further 1-2 to go. The Orchard has been funded by **Barclays**.

## 9.3 Snaith's Field (path access improvement: requested contribution)

**Cllr Gallafant** referred Councillors to the paperwork relating to this item i.e a request for the contribution identified above, plan and communications.

Discussion took place as to:

- a previous request to YTC for assistance with this issue (preceding some of the current Cllrs and Clerk, going back @ 2 years); the issue was not resolved at this time;
- identification of the pathway/driveway in question;
- permissions;
- the request for a contribution related to the pathway/road and the wall (comment made that the position / nature of which appeared altered);
- ownership of the pathway/driveway in question - the plan available appeared to show it was not part of Snaith's Field.

**AGREED:** **The Clerk** to continue to pursue access to deeds of trust, site plan and associated Land Registry information (understood to be held by YTC's legal representative); further Land Registry information to be sought regarding ownership of the pathway/driveway in question.

Councillors would then review the matter at the next meeting.

## 9.4 Worsall Rd. / Spital Roundabout Tidy-Up (public/cllr. request)

**Cllr Coulson** requested that funds be agreed to achieve the above, given that the overall landscaping and design plan was some way off currently (partly delayed due to COVID).

**AGREED:** a maximum of £200 was agreed to achieve the tidy-up proposed. **Cllr Coulson** to action.

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## 9.5 Rate Payer's Representative

**Cllr Coulson** raised the matter of identifying a Rate Payer's Representative - a role currently absent from the Council. **Cllr Coulson** gave an update regarding someone he wanted to put forward for the role.

**AGREED:**        **The Clerk** is to develop a short brief to identify interested candidates for Rate Payer's representative (e.g. why interested, skills to contribute etc.); to be placed via Facebook and on YTC's website.

## 9.6 Yarm Events Timetable - 2021

a)        **The Clerk** presented a draft timetable for Yarm events in 2021, based on where they fell in the calendar in previous years, and asked that Councillors

- i)        confirm these dates / placings
- ii)       identified any further directions / events that might be developed.

**The Clerk** reported that SBC needed to present the Yarm Events timetable to the Events Board so would need timetable details by January 2021.

b)        The date for Yarm Fair 2021 was corrected to being 14th - 16th October (not forgetting the arrival and set up being from the 12th). The date for the Yarm Gala identified as 4th July (along with the need to avoid Father's Day). Potential for further development around heritage activities was also identified.

**ACTION:**        **The Clerk** to feedback the timetable, corrections and additions to the lead for events at SBC.

## 9.7 Office Equipment        (A3 Printer, A3 Laminator)

- **Cllr Gallafant / Clerk**

**AGREED:**        The Clerk to source good quality and value for money A3 laminator and A3 printer (running / lifetime costs to be considered).

## 10.0 Planning & Environment:

### 10.1 Matters Arising from SBC Planning Lists

**Cllr Addison** raised the matter of an application by 104b High Street for outdoor tables in order to check that this would not affect available parking spaces. **Cllr Gallafant** confirmed that he understood the application was regarding pavement space only.

### 10.2 Play Area Reports - repairs to consider

- **Cllr Monck**

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**AGREED:**        **The Clerk** to obtain quotations from the SBC officer who forwards these reports in order to action the necessary work.

**11.0    To agree any content for the YTC website and requests for Facebook features**

**11.1    Features to include:**

- a) The Community Orchard (**Cllr Gallafant**)
- b) High St. offer during current COVID context (**Clerk**)
- c) Chapel Seating Area Progress (**Cllr Coulson**)
- d) Burial Records and Database Development Work (**Cllr Moffit**) - Cllr Johnson offered to look into search facility functions for the database developed by Cllr Moffitt being placed on the website.

**12.0    To receive items for information and consideration for the next agenda**

12.1    Potential proposal from the Cemetery Sub-Committee: solution for gravestone maintenance cost issues.

**13.0    To confirm the date and time of the next YTC meeting:**

13.1    Tuesday 12th January 2021

13.2    Cllr Addison advocated a Finance and Governance meeting to be scheduled for Tuesday 5th January in order to agree the 2021 - 2022 budget.

In accordance with the Public Bodies Admission to Meetings Act 1960, press and the public shall be excluded for this item due to its confidential nature.  
LGA Act 1972 schedule 12 paragraph 10(2)(e)

**CONFIDENTIAL**

**14.0    Confidential Item(s)**

14.1    Update on action for Clerk re. confidential Item of EGM 23.11.20

**The Clerk** confirmed that YTC's legal advisers had been instructed as per the minutes of 23.11.20. The person dealing with the matter was currently taking leave but would come back with the work requested as soon as possible (e.g. week of 14.12.20).

**ACTION:**        The Clerk is to continue to follow this up along with the invoice to date for this legal advice.

Signed:.....Date:.....

Signed:.....Date:.....