



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

Minutes of the Yarm Town Council Meeting Tuesday 11 February 2020 at 7pm

In Attendance:

Cllr C Walker (Vice Chair)	Cllr C Johnson
Cllr P Smailes (Proper Officer)	Cllr P Morton
Cllr P Addison	Cllr P Monck
Cllr J Coulson	Cllr M Simpson
Cllr J Hadlow	

1.0 **Appointment of a Chair and Vice Chair:** In the absence of Cllr Gallafant, Cllr Walker chaired the meeting.

2.0 **Apologies for Absence:** Apologies were received and accepted from Cllr Gallafant and Cllr Moffitt.

3.0 Code of Conduct

Declarations of Interest:

- Cllr Monck and Cllr Addison declared a non-prejudicial interest in item 11(d) (Snaith's Field)
- Cllr Monck, Cllr Hadlow declared a prejudicial interest in item 11(m) (West Street parking)

Code of Conduct – Requests for Dispensation: no items requested.

4.0 **Confirmation of Minutes – Yarm Town Council:** Cllr Monck requested that reference to 'Yarm School' within item 11(p) be updated to 'Yarm Grammar School Trust'.

With the exception of the above, the minutes of the previous meeting, held on Tuesday 14 January 2020, were accepted and signed by the Chair.

5.0 **Acceptance of Minutes – Recreation Committee:** the minutes of the Recreation Committee, held on Tuesday 8 January 2020, were accepted by Councillors.

6.0 Matters Arising

- Cllr Walker requested an update on electricity usage and security lighting at the allotments – noted that this would be progressed at the next meeting as both Cllrs Gallafant and Moffitt had submitted their apologies
- Cllr Morton confirmed that he had spoken with Cheryl Henderson regarding the placement of decorated rocks within the Town Hall, and had confirmed that the location was not suitable for display purposes given limited visibility to the public. It was agreed that this request would be revisited once the refurbishment was complete
- Cllr Morton provided an update on the provision of disabled access ramps on the High Street, noting that there had been a good response at Yarm Business Forum

- Cllr Coulson queried whether all keys had been labelled and stored within the key box – Cllr Monck advised that this process had started but this task had not yet been completed – **Cllr Gallafant and Cllr Monck to progress in advance of the next meeting**
- Cllr Walker confirmed that Simon McCabe was attending the re-enactment of the S&DR Promoters Meeting to take photographs on behalf of the Council.

7.0 **Acceptance of Minutes – Recreation Committee:** the minutes of the Recreation Committee, held on Tuesday 8 January 2020, were accepted by Councillors.

8.0 **Finance:** Cllr Addison provided a summary of accounts paid by either cheque or direct debit since the previous meeting. Cllr Monck advised that changes to the bank mandate process would need reflecting reflected within the Standing Orders (the new process requires two signatories whereas the Standing Orders state that three are needed). Cllr Monck advised that a late request for payment from Boss Management needed to be added to the list of items for approval.

Cllr Monck advised that a land search had been performed to determine ownership of the rose garden outside Scholars Court. It was noted that Yarm Town Council assumed responsibility for the land in the late 1970s however the land search confirmed the area was common land. Cllr Johnson suggested that the area in question be registered in the name of YTC – **Cllr Monck to progress**

Councillors authorised the payment of accounts:

YARM TOWN COUNCIL ACCOUNTS
MEMBERS APPROVE THE FOLLOWING ACCOUNTS RECEIVED

Payments by Direct Debit		£	£
Creditor	Service	Sub Total	Total
EE	Mobile & telephone 19.01.20		£26.99
Stockton-on-Tees BC	Willey Flatts Cleansing 1.01.20		£198.29
Stockton-on-Tees BC	Cemetery refuse bin. 1.01.20		£55.80
Stockton-on-Tees BC	Cemetery rates. 1.1 0.20		£36.00
Google	G Suite		£51.92
Npower	Allotment electricity		£350.28
Payments by Cheque		£	£
Creditor	Service	Sub Total	Total
Town Clerk	January Salary + expenses		£1,903.25
Teesside Pension Fund	Januaryr EE & ER Pension Contri		£615.76
HMRC	January Tax & NI		£840.53
Cornerstone	Backup February	48.00	
	Monthly license	11.28	
	Work on moving realtas	144.00	
	Support February	36.00	£239.28
Merritts & Co	Legal fees		£120.00
Feet First	2 Plaques		£ 61.20
G Tebbs	Clockwinding		£162.00
Cleveland Containers	1 container allotments		£1,800.00
Leighton Landscapes	Work to church walls		£2,520.00
Time Bandits	12th Feb enactment		£375.00
Ian Carling	Work on West St garden		£60.00
Cllr P Addison	2 months printer hire		
	costs	35.98	
	Land search Scholars Ct	79.18	£115.16
iWEB365 Ltd	Annual cloud hosting fee		£150.00
INCOME			
C McGinley Funeral Services	Burial fee		£1,050.00
DH	Allotment rent		£10.00
National Savings	Interest 2019		£184.81
NatWest	Interest 30 Jan		£25.26

Boss management

£1320 ✓

9.0 **Correspondence List:** Cllr Addison provided a summary of correspondence received since the last meeting.

Cllr Monck advised that both he and Cllr Addison would be attending the meeting of the Boundary Commission on 13 February and would report back to the March YTC meeting - **Cllr Smailes to add this to the agenda**

Cllr Monck highlighted the planning application for 48 High Street (Macy Browns) which concerned a change of use from a café to a bar – no objections noted.

Ward Councillor Tony Hampton provided an update on Yarm Railway Station car park and the issue of dog fouling in and around the High Street – **Cllr Smailes to request additional signage in the vicinity**

Cllr Monck noted the planning application for development on West Street and advised Councillors of the potential impact to Yarm Fellowship Hall due to the proximity of planned works – **Councillors confirmed that they wished to submit a collective objection to this application (Cllr Monck to progress)**

10.0 **Adjournment and Questions from the Public**

- A member of the public queried progress to address air pollution in and around the High Street and presented a quotation for a private organisation to carry out independent research to determine existing levels. Ward Councillor Hampton advised that he had raised this with Stockton-on-Tees Borough Council and was not happy with the response that had been provided. Cllr Hadlow queried whether YTC could progress the research that had been suggested. Cllr Addison stressed that YTC had no right to monitor air pollution levels and that (in his view) the Council would be acting outside of its remit if it carried out this work. Ward Councillor Hampton offered to raise the subject again with his fellow Yarm Ward Councillors – **noted that this item would be progressed on the conclusion of the public session.**
- Mrs Jones suggested an event on Snaith's Field to commemorate the 100th anniversary of the facility. Cllr Hadlow queried whether Mrs Jones wanted the Council to fund this proposal, or whether it would be delivered by members of the public. Cllr Smailes suggested adding a post to the Council's Facebook page to gauge public opinion. Mrs Jones also requested that YTC address damage to the tree guards on the field – **Cllr Smailes to add Snaith's Field anniversary to the agenda of the next Recreation Committee**
- Mrs Jones queried whether local people could be more involved with the Riding of the Fair this year rather than focusing on local dignitaries. Cllr Monck advised that local people have been invited to previous ridings but that a notice could be placed on the YTC website/Facebook page in advance of the 2020 event.
- Mrs Jones requested whether a cycle event could take place in and around Yarm – **noted that this would be added to the agenda of the next Recreation Committee**

Cllr Hadlow reminded Mrs Jones of the three minute question limit in accordance with Standing Order 1(g)

- Mr Newcombe highlighted non-agenda items being discussed at the January YTC meeting. Cllr Walker apologised for this, noting that at present the Council was operating in the absence of a Town Clerk however he advised Mr Newcombe that he was happy to take questions on any such items at this meeting. Mr Newcombe queried the memorial on Snaith's Field and queried whether remedial works would be funded by YTC – Cllr Walker advised that this would be addressed at agenda item 11(d)

- Mr Newcombe queried why the public session takes place mid way through the agenda and suggested that this item be moved to the end of each meeting – Cllr Walker advised that this request would be noted and considered as part of the next review of the Standing Orders
- Ward Councillor Hampton queried whether Stockton-on-Tees Borough Council had made contact with YTC regarding the cobbles and condition of the High Street/Wyndes – Cllr Walker advised that Cllr Gallafant had been in discussions with Care For Your Area and that a further update would be provided at the next meeting.

On the conclusion of the public session, Cllr Johnson proposed that YTC return to Stockton-on-Tees Borough Council to inform them of air pollution concerns. Cllr Monck advised that YTC had previously written to DeFRA. Councillors voted to progress the research suggested as part of the public session. Cllr Addison stressed that the Council may be acting outside of their statutory duties in making this decision

11.0 Policy and Resources

- (a) **Contracts: Cornerstone:** Cllr Johnson advised that he had received confirmation of services provided by Cornerstone. Councillors debated requirements and agreed to maintain this contract
- (b) **Tree Survey:** Cllr Monck presented a quotation from Oliver's Tree Services, noting that the price was the same as what had been paid at the time of the previous survey three years prior – **Councillors agreed to accept this quotation and for Cllr Monck to liaise with Oliver's to progress the works required**
- (c) **Headstone Survey:** Cllr Monck presented a quotation from Memsafe, noting that the price was based on a per-unit basis – **Councillors agreed to accept this quotation and for Cllr Monck to liaise with Memsafe to progress the works required**
- (d) **Snaith's Field:** Cllr Walker advised that two quotations had been received, one for £1,100 (Colin Leighton) and the other for £300 (Ian Carling). Cllr Monck advised that Yarm 1914 would meet the cost for this work on the condition that the Colin Leighton was accepted. Cllr Walker queried whether Yarm 1914 would be prepared to meet the cost if the lower quote from Ian Carling was proposed – Cllr Monck advised that acceptance was dependent on the quote from Colin Leighton being accepted. Given that funds would not be met by Yarm Town Council, it was agreed to pass the matter onto the Yarm 1914 Committee to debate with a view that the Colin Leighton quote be accepted and works progressed – **noted by all Councillors**
- (e) **High Street Banners:** Cllr Monck advised that the banner design would incorporate the 'Rising Star' logo and that two banners were being proposed for either end of the High Street. Cllr Morton requested that the final design be presented at the next Council meeting – **Cllr Smailes to add this to the agenda of the next YTC meeting**
- (f) **Nat West Compensation:** Cllr Walker advised that two proposals had been received, one from Cllr Monck that the monies be allocated to Age UK and another from Cllr Gallafant that funds be distributed to a variety of local based charities. Cllr Walker suggested that we invite views from members of the public via social media – **Cllr Walker to progress. Cllr Smailes to add this to the agenda of the next YTC meeting**

- (g) **Worsall Road Roundabout:** Councillors agreed that this was a fantastic proposal and that the Council should review the position on a five yearly basis – **Cllr Smailes to write to Peter Wilkinson to confirm acceptance of the proposals**

Note: due to time constraints, item 11(m) (West Street parking) was moved to the next agenda item

- (h) **West Street parking** (agenda item 11(m)): Cllr Johnson advised that a meeting on using the back lands was imminent and that the land had been gifted for parking use only. Cllr Hadlow advised that long stay parking provision was still under discussion and that potential changes to parking on West Street would potentially free up around 40 spaces on the High Street. **Councillors agreed to keep an open mind to any proposals and noted the link between parking issues and air pollution levels on the High Street**

Cllr Hadlow and Cllr Johnson left the meeting

- (i) **Reports from Committees** (agenda item 11(h)): Cllr Coulson queried why the metal piano in the Chapel was being removed – noted that no decisions had been made and that this would be revisited at the next Council meeting given Cllr Moffitt's apologies – **Cllr Smailes to add this to the agenda of the next YTC meeting**
- (j) **Supporting Veterans** (agenda item 11(i)): Cllr Smailes updated the Council on this initiative and that she would be working with Mrs Lin Simpson to progress. Cllr Smailes also advised of the potential use of a gazebo for Veterans at the next Yarm Gala.
- (k) **Yarm Grammar School Trustees** (agenda item 11(j)): Cllr Monck advised that he had been approached by the Trust to seek expressions of interest in the vacancy – **Cllr Addison, Cllr Morton and Cllr Coulson expressed an interest – Cllr Monck to progress**
- (l) **Welcome to Yorkshire** (agenda item 11(k)): Cllr Walker queried this subscription and whether it offered value for money. Cllr Morton advised of the benefits of the service however he noted that members of the Yarm Business Forum had moved to a Tees Valley facility.
- (m) **Rising Star/Great British High Street** (agenda item 11(l)): Discussed at agenda item 11(e).
- (n) **Riverside Infrastructure Review:** Cllr Morton advised of the lack of facilities in and around the riverside, including lighting provision, electricity and CCTV. **Cllr Morton to obtain quotations for such facilities and liaise with Stockton-on-Tees Borough Council to progress**
- (o) **Standing Orders:** Noted that the latest version of the Standing Orders were approved in 2015 and therefore due for a review – **Cllr Smailes to set up a dedicated meeting to progress**
- (p) **Car Park proposals:** Cllr Monck advised that he was now on the Committee for Yarm School, and requested that the register for dispensations be updated – **Cllr Monck to progress**

The following items were not itemised on the agenda but added at the request of Cllr Monck:

- (q) **Grounds Maintenance Contract:** Due to the absence of a Town Clerk, it was agreed that the existing contract be extended for a further 12 months on current terms – **Cllr Monck to progress**

(r) **Yarm Chapel:** Cllr Monck presented quotation for works and sought approval. Cllr Walker queried whether documentation could be sent via e-mail and approved electronically – Cllr Monck stated that this could not occur in this instance. Agreed to revisit this at the next meeting – **Cllr Smailes to add this to the agenda of the next YTC meeting**

12.0 Content for YTC website: Cllr Morton to send bio details to Cllr Walker for inclusion on the YCT Facebook page.

13.0 Items for Information/Consideration

- Boundary Commission – update
- High Street banners – design approval
- Committee Reports (including update on Chapel piano)
- Yarm Chapel quotation

14.0 The next Yarm Town Council meeting to be held at 7pm on Tuesday 10 March 2020 in the Fellowship Hall, West Street Yarm

Cllr Walker declared the meeting closed at 8:28pm

15.0 Confidential Item: No confidential items discussed

Cllr Gallafant

Date