

**NOTICE OF MEETING**

You are hereby summoned to a meeting of  
**Yarm Town Council** to be held by Conference  
call on **Tuesday 9th June 2020** at 7pm  
**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

**MINUTES**

**YARM TOWN COUNCIL**

**In Attendance:**

Cllr Gallafant (Chair)

Cllr Walker (Vice Chair)

Cllr Smailes

Cllr Simpson

Cllr Addison

Cllr Monck

Cllr Moffitt

Cllr Morton

Town Clerk (J Johnson)

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

**2.0 Apologies for Absence**

**Apologies for absence were received from:** Cllr Coulson

**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

**NONE DECLARED**

#### 4.0 Confirmation of Minutes

a) To confirm the minutes of the previous meeting of YTC (Tuesday 12th May 2020) and approve their signature by the Chairman of the meeting

**AGREED**

b) To confirm the minutes of the Annual Meeting of YTC (Tuesday 12th May 2020) and approve their signature by the Chairman of the meeting

**CORRECTION:** P.Monck also agreed to be on the cemetery committee (Town Clerk to amend prior to Chair signing)

**AGREED**

#### 5.0 Matters arising from the minutes of the previous meeting:

**[TO BE PRESENTED AS AN 'ACTION TRACKER' - C. Walker explained by example]**

(Cllr Monck offered as examples for the Action Tracker 3 items he is currently progressing that would not necessarily go to the next meeting but will need to be remembered as update items for future agendas)

**AGREED**

**a) Readings on Remembrance Sunday - other parishes research (P.Addison / Town Clerk)**

**Cllr Addison** fed back on research as to how towns and parishes approached this differently regarding who read the names of the fallen, giving several examples. **The Town Clerk** fed back on examples of when the names of the fallen are read out in other towns i.e. before or after the 2 minutes silence. **Cllr Smailes** offered the example option of reading the names as the wreaths are laid.

**ACTIONS:** **Cllr Pam Smailes** to discuss further with Lyn Simpson (RBL);

**YTC all** to consider the options ready for discussion at the next meeting.

**b) Public Participation in YTC Meetings During Social Distancing (C. Walker/Town Clerk)**

**Cllr Walker** gave an update that this had worked well (**see item 9**). The meeting was reminded that 1 question per member of the public was agreed. **Cllr Gallafant** suggested YTC may need to consider a limit on the number of questions per meeting if this rises significantly.

**c) Cemetery - Chapel 'Before & After' Pictures (J. Coulson)**

**Clr Moffitt** reported that the painter will not start work before 15th June 2020. **Clr Coulson** has taken 'before' pictures and these are on the website currently.

**d) Worsall Rd. Roundabout - social media update (C. Walker / Town Clerk)**

An update confirming that work will now begin in 2021 (due to COVID) and proposed designs from Wilkinsons is now on Facebook and has achieved positive engagement.

**e) Website & Social Media Profiles (A. Moffitt / P. Morton / Town Clerk)**

**Clr Morton** has provided details for his Facebook and website profile. Cllrs Simpson and Addison are next to provide their details for this.

**ACTION: Town Clerk** to obtain details and create posts.

**f) High St. Re-Opening Campaign (P. Morton / Town Clerk)**

The **Town Clerk** gave an update on the 'See You Soon!' research and listing for all businesses

innovating to keep going up until 15th June. This is now being followed with more 'See You Soon!' posts featuring hanging basket images (courtesy of **Clr Coulson**). This will be followed up with 'We Are Open' posts to complement Yarm Business Forum (YBF) work. A request was made for this to be posted on all 3 groups.

**ACTION: Town Clerk**

**g) Website - Out of Date & New Material (C. Johnson / C. Walker)**

**Clr Walker** uploaded all confirmed minutes and out of date material has been removed.

**h) Communications Protocol (including e mails) (Town Clerk / C. Johnson)**

The **Town Clerk** confirmed that, as per 12th May minutes, all Councillors were now aware that

personal e mail addresses are not to be used for YTC business and that all can access shared documents on the share drive. This should be used for document creation as far as possible. Assistance can be offered with any problem accessing the drive. **Cllr Walker** confirmed that papers for future meetings would be sent as one merged PDF document in the future.

**ACTION: Town Clerk**

**i) Update on Temporary Post Office Counter**

**(P. Morton)**

**Cllr Morton** reported that a Post Office counter would hopefully be running by the 29th June (Strickland and Holt). A temporary Postmaster has been identified (who will be identifying other potential staff) and the counter will potentially run for 3 months.

**6.0 To accept the minutes of the Weigh and Tolls Committee held on Tuesday 12th May and approve their signature by the Chairman of the meeting**

**AGREED**

**7.0 Council Finances**

**a) To authorise payment of the accounts and attend to any other account related matters for YTC**

**Cllr. Addison** referred to Payments List. Online banking is now up and running and several BACS payments have been made through this system.

**Cllr. Addison** requested that Leighton Landscapes be added to the list in the sum of £1,999.70 for the regular monthly invoice re. cemetery and playing fields maintenance.

**b) Invoice from Radar re. outstanding VAT payment (C.Johnson / C.Walker)**

Cllr. Addison updated that the main costs had been paid to Radar but for insurance claims the VAT has to be invoiced to the client, as in this instance. The proposal is for the invoice of £141.50 to be paid.

**AGREED**

**8.0 To review and consider the Correspondence List**

**NO QUERIES**

## 9.0 ITEMS / QUESTIONS FROM THE PUBLIC ATTENDING -

(submitted in writing in advance, whilst social distancing is enforced and YTC meets by conference call only)

a) *"I would like to know when the fence is going to be removed from the memorial garden at Snaiths Field. The fence should never have been put there due to the covenant on the land and it was agreed many months ago that it would be removed."* (name and email address supplied)

**RESPONSE:** Cllr Monck has spoken to the contractors and they are awaiting staff to return from furlough. Work has recently been delayed due to COVID. Cllr Monck asserted that the noted agreement was for the fence to be modified. Cllr Gallafant confirmed that he had reached agreement (with the family regarding the covenant) that the fence would be modified and made much shorter.

**ACTION:** Cllr Monck will update YTC on progress regularly (a minute of this progress will then be available for the questioner and public to view via YTC noticeboard and website; the family will also be kept updated).

b) *"My question to the meeting refers to the real eyesore on the High Street where Campbell's Tyre premises used to be. Is there any action that could be taken to at least lessen the visual impact of this area? I'm wondering if, as a community of residents and business people, we could, with the aid of the parks department of SBC, arrange a low maintenance floral display reflecting wildlife planting to attract various pollinating insects etc.?"* (name and address supplied)

**RESPONSE:** As this is private land it is not within the gift of YTC to determine or impose a solution but YTC acknowledges and thanks the questioner for these hugely positive ideas. YTC can approach SBC (Stockton Borough Council) to see if they might be able to help or offer a solution e.g. decorative hoardings around the site as in many regeneration projects. The suggestion was made that intelligence should be gathered as to how long this site might be in this condition, prior to being occupied.

**ACTION:** Cllr. Morton will make lines of enquiry including how SBC might be able to help.

## 10.0 Policy and Resources:

### a) Policies & Standing Orders: Review

(inc. roles, processes - e.g. Decision Making - Report Format)

- C. Walker

### i) Finance and Governance - Terms of Reference

Cllr Walker briefed the meeting as to the draft document shared re. Finance and Governance Terms of Reference - this would be reviewed and agreed at the first meeting of the Finance and Governance Committee, followed by setting up a governance framework and review of processes and roles required (with reference to Standing Orders and the policies required to fulfill these).

**AGREED:** Formation of the Finance and Governance Committee and acceptance of the report template (attached with these minutes) & use of for decision making.

**ACTION:** **Town Clerk** to set up the first Finance and Governance meeting.

**b) Cemetery Report - Update**

**- A. Moffitt**

**Cllr Coulson** circulated a photo of the cemetery sign showing shortcomings - no phone number, no email and no YTC logo. **Cllr Moffitt** advocated that this be remedied (repair and maintenance issue).

**ACTION: Town Clerk** to identify quotes from signwriters; **Cllr Walker** to send a high res. copy of logo to **TC**.

**Cllr Moffitt** also briefed re. previous storage and litter issue now addressed. The potential need for a sign to encourage visitors to the cemetery to help keep it clean and tidy arose from this issue, which could be located opposite the chapel.

**AGREED**

**ACTION: Town Clerk** to obtain quotes

**Cllr Monck** informed the meeting that the stone mason will be repairing the church yard wall at the end of the month [12.06.20 - now notified as 6th July]. The tree survey will take place next week (this not only includes the churchyard and cemetery but also Snaiths Field, the Allotments, the Rookery and Willey Flats Field). Testing of headstones will take place at the beginning of July [11.06.20 -now notified as beginning of August].

**c) Allotments Report - Update (Community Orchard & Removal of Hut)**

**- A. Gallafant**

Unwanted plots have now been allocated. One unused area is now designated as a Community Orchard (through the Allotments Association) . Barclays Bank has donated £750 to the Association for the Community Orchard and it has been agreed that this will go towards planting rare species of fruit trees.

The old allotment hut needs to be removed. 3 quotes have been requested, the best of which is £600 (removal needs to happen ASAP to enable siting of the new hut). The proposal is to accept this quote and proceed with the work.

**AGREED**

**d) Social Media (Update from Town Clerk)**

**- A. Gallafant**

The Town Clerk gave an update on Facebook traffic for a number of new posts e.g. 'See You Soon ! business

listings, the 'Get To Know Your Councillor' profile, updates about Worsall Road Roundabout and works at Leven Bridge all achieved higher numbers (some 85% higher) than most previous posts. The reminder post for members of the public to send in questions for this meeting reached 3,187 people. In one week, the Facebook report suggested that 7,000 people had been reached.

**e) Civic Award & Recognising / Thanking Contributors to the Town - C. Walker**

**Clr Walker** proposed a quarterly social media and website call-out to the public for Yarm's 'unsung heroes' to offer recognition and 'thank yous' to people doing unrecognised works and deeds that benefit the town( e.g. thank you presentations of a bouquet or equivalent - **max £40 per month**).

**AGREED**

**i) Letter to Julie Danks re. Litter Workers - P. Monck**

**Clr Monck** praised the litter clearers and one worker in particular who has had such a cheerful positive attitude as well as performing a noticeably thorough job.

**ACTION: Town Clerk** to draft a letter to go to Julie Danks; **Clr Gallafant** to speak with the litter clearer in question re. photograph and public Facebook 'Thank You'.

**f) Hanging Baskets: costs & quotes for maintenance - J. Coulson / A. Gallafant**

**Clr Coulson** has obtained a quote for £22 per day to water all the 72 hanging baskets. Figure estimated as £1,500 (maximum period provided for from 15th June - to 17th October @ £88 per week for 4 waterings per week - total 72 days watering = @ £1,440). **Clr Coulson**, prior to the meeting, offered to personally deliver any additional watering required.

**AGREED:** Expenditure of a maximum of £1,500 was agreed for watering and maintenance of the hanging baskets, this agreement being dependent upon **Clr Coulson's** offer of additional watering as required being carried out.

**ACTION: Cllrs Coulson, Morton, Gallafant and the Town Clerk** will attend on 14th June to assist **Clr Coulson** in hanging the baskets; **Clr Coulson** to deliver additional watering of the baskets as required, 15.06 onwards.

**g) Re-Opening of the High Street - P. Morton**

**Clr Morton** feedback that he understood that most High Street businesses were re- opening on June 15th,

excluding pubs, restaurants, hairdressers and nail bars etc. as per government guidance. For restaurants, cafes and pubs currently only take-aways are allowed. SBC has emphasised that outside furniture is not permissible. In the future more restaurants / cafes may be granted more outdoor/pavement space to better accommodate distancing.

YBF (Yarm Business Forum) is continuing with the window poster and social media campaign 'We are Open'. YTC will complement and support this with the follow up to 'See you Soon !' Facebook posts) by also running 'We Are Open Facebook' posts.

**h) Town Visioning Exercise (5-10 years)**

**- P. Morton**

**Cllr Morton** proposed a visioning exercise (once face to face business practice re-opens) to look at future planning for Yarm regarding development, facilities and issues. This would focus around keeping in touch with residents and businesses and influencing where appropriate according to how people see Yarm's future (examples include considering leisure opportunities, the route from Yarm to Preston Park, utilising the river more fully, what events would work, making the most of assets such as the viaduct, walking routes, Christmas opportunities, including considerations such as policing and security). Part of the work would be ensuring good communication, shared aims and vision with SBC and ensuring Yarm issues are understood.

IT was proposed that SBC be requested to present the results of their recent visioning work to YTC for wider discussion e.g. including YTC & YBF as a starting point. **Cllr Gallafant** suggested an Autumn meeting when guidance allows.

**ACTION:** **A.GALLAFANT / P.MORTON** to discuss and arrange the meeting.

**i) Yarm Fair 2020 (inc. request from Guild of Showmen)**

**- A. Gallafant**

**Cllr Gallafant** received a letter from the Showmans' Guild saying that they are going ahead with planning although the shared view is that government guidance being given in time for the Fair to go ahead is doubtful. Should the Fair not go ahead the Showmans' Guild are happy to put on a single ride for Charity (subject to guidance).

**AGREED:** One ride to be put on if the Fair is not going ahead (decision regarding Fair going ahead or otherwise to be made mid-July), government guidance allowing.

**j) Willey Flats Facilities - Update**

**- A. Gallafant**

**Cllr Gallafant** confirmed that planned work to provide pitches is still going ahead but on hold currently due to COVID.

**l) Annual Assembly 2020 - date TBC**

Awaiting further guidance.

**11.0 To agree content for the YTC website**

A currently confidential item will go onto the website once sign-off is received from SBC.

Remaining Councillor profiles will also be updated when details are provided.

**ACTION: Town Clerk / Cllrs Simpson and Addison**

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

- a) Annual Return for 2019/2020 (Cllr Addison)
- b) Heritage Item - update (and circulation of report prior to July meeting ; currently confidential)

**13.0 To confirm the date and time of the next YTC meeting: Tuesday 14th July 2020, 7:00pm**

**14.0 Confidential Item(s)**

**Cllr. Monck** gave an update on an item that will be reported & in the public domain at the July meeting.

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)

**SIGNED (Chair) :** .....

**DATE:** .....