

**NOTICE OF MEETING**

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

**Date: Tuesday 9th March 2021**

**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 photograph

## YARM TOWN COUNCIL

### MINUTES

**PRESENT:**

Cllr Alan Gallafant (Chair)

Cllr Peter Monck

Cllr John Coulson (Vice Chair)

Cllr Patrick Morton

Cllr Philip Addison

Cllr Marjorie Simpson

Cllr Alan Moffitt

Cllr Pam Smailes

Juliet Johnson (Town Clerk / Proper Officer)

**IN ATTENDANCE:** Ward Councillor Andrew Sherris (Stockton Borough Council)

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

**N/A**

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

## 2.0 Apologies for Absence

2.1 **Cllr Johnson** had notified that he would join the meeting later (not in attendance).

## 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 **Cllr. Monck** declared a non-prejudicial interest in relation to item 9.1.1 (quotation for redecorating Yarm Chapel).

## 4.0 Confirmation of Minutes

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

4.1 **Weigh and Tolls Committee** held on Tuesday 9th February 2021 and approve their signature by the Chairman of the meeting - **minutes were approved and accepted** (as per Weigh & Tolls)

4.2 **Yarm Town Council** held on Tuesday 9th February 2021 and approve their signature by the Chairman of the meeting - **minutes were approved and accepted.**

**Proposed: Cllr Moffitt; Seconded: Cllr Simpson.**

## 5.0 Matters arising from the minutes of the previous Ordinary YTC meeting, 9th Feb. 2021:

### 5.1 Additional High St. Banners

5.1.1 **Cllr Coulson and The Clerk** briefed the meeting as to the latest images provided by the design company (aerial image of Yarm to be replaced by more recent one with better resolution; black & white heritage image of Worsall Rd & Screw Arch Bridge also to be included). The designer had confirmed understanding re. copyright of older image (unlikely to be an issue, images being in the public domain after 100 years and, in the unlikely event of someone coming forward to say that they own the image, an appropriate response can be offered e.g. removal or fee. Similarly, the designer confirmed that he had not sent anything through that would have resolution issues when produced as a banner.

5.1.2 **Cllr Coulson** also confirmed that he had obtained permission from the photographer of the Yarm Fair image in question. It was also noted positively that, with the addition of a new aerial image, we now have a selection of Yarm photographers' work featured on the banners.

5.1.3 **Cllr Smailes** advocated for 8 banners to be ordered rather than 6, providing something cheering on the High Street at this time.

5.1.4 **Cllr Addison** confirmed the cost per pair of banners as being approximately £420. The cost of 8 being therefore approximately £1700.

**Proposed: Cllr Smailes;                      Seconded: Cllr Coulson;                      All Agreed.**

**ACTION:**                      **Cllr Coulson & Clerk** to sort replacement images and finalise selection / approvals with designer (and photographer, as required - **Cllr Coulson**).

**ACTION:**                      **The Clerk** to bring banner images to Councillors for final sign off.

### **5.3      Tree Works: Update**

**5.3.1      The Clerk** updated the meeting that the current Arboricultural Contract was just about complete, with the final site, Mary Magdalene Church yard, being signed off this week. Consultation has taken place with adjacent householders. To date, work has been completed to contract.

### **5.4      Community Development / Veterans Project with SBC**

**5.4.1      Cllr Gallafant** updated the meeting as to proposals for the Man Shed & veterans Project (high Church SWynd, Community Centre) working with SBC and local community organisation Little Sprouts as part of their Wellness Project initiative. A site for the project has been identified and agreed (The Old School, High Church Wynd) and is now awaiting planning permission.

### **5.5      River Walk**

**5.5.1      The Clerk** confirmed that this item raised by **Cllr Moffitt** (condition and accessibility of specific parts of the walk) was still awaiting a response from the Environment Agency.

**5.5.2      As a separate but related issue, Cllr Moffitt** shared with the meeting the recent communication residents with properties adjacent to the river had received from the Environment Agency (regarding bricking up flood gates on private properties, now understood to be ineffective, to save on maintenance and in context of new specifications).

### **5.6      Scholars' Court (Garden Area & Roundabout)**

**5.6.1      Cllr Coulson** appraised the meeting of the extensive work now completed to tidy and rejuvenate Scholar's Court Garden and Roundabout. The roundabout has also been tidied and plants retained. Cllr Coulson praised the work of Alex Hodgson to achieve this. Cllr Coulson also gave a vote of thanks to **Cllr Gallafant** for his contribution to achieving this tidy-up (including removing, cleaning and replacing all the commemorative plaques in the garden).

**Cllr Sherris** also praised the work that had been achieved in these areas.

**5.6.2      Cllr Gallafant** suggested that Alex Hodgson would come back once a month or every two months to maintain these areas re.continued gardening services

**AGREED:** All agreed that the gardening maintenance should continue (max rate of £20 -22 per hour).

## 6.0 Council Finances

### 6.1 To authorize payment of the accounts - Payments List

**Cllr Addison** detailed a further payment that needed to be made for £207.36 in relation to posts and wire for the allotments.

**Proposed: Cllr Monck; Seconded: Cllr Coulson; All Agreed.**

### 6.2 Transfers Between Funds '20 - '21

**Cllr Addison** gave details of transfers between funds (as per the report circulated for the meeting) and requested permission for the Council to approve. This included:

- a) £1,400 expenditure (Cupola repair) transferred against the Town Hall Development/ Refurbishment Fund
- b) £5,902 expenditure (new hut related) transferred against the Allotment Development Fund
- c) £10,000 COVID support grant received transferred to the Town Hall Development / Refurbishment Fund

[the report also detailed £3,750 allocated budget transferred to the By Election Expenses Fund]

**Proposed: Cllr Addison; Seconded: Cllr Simpson; All Agreed**

### 6.3 Spend & Estimated Outturn for '20 - '21

**6.3.1 Cllr Addison** reported a predicted underspend of approximately £36,000 for '20-'21 which when finalised and proposed that this figure be transferred to the general reserves.

**Proposed: Cllr Addison; Seconded: Cllr Monck; All Agreed.**

**Cllr Addison** was congratulated by the meeting for his work on this.

**6.3.2 Cllr Smiles** enquired if monthly bank reconciliations were being done on Rialtas. **Cllr Addison** explained current challenges / issues prior to face to face Rialtas training being possible given lockdown and COVID but that manual checks were made frequently. A backlog of monthly reconciliations that should have been removed relating to 2019 and before had now been removed by working with the Rialtas helpline.

**6.3.3 The Clerk** confirmed that, as per a previous decision, the Rialtas Trainer (person who previously helped with accounts closure) would visit ASAP following COVID guidance within the government's roadmap to recovery, to conduct face to face training (the trainer's recommendation) with Cllr Addison, Cllr Moffitt and herself and that, in the interests of accuracy/security, it was not advisable for people to sit and 'experiment' with the system prior to training.

**6.3.4 Cllr Addison** asked the meeting to note and minute the budget and precept for '21-'22 agreed as £117,859 with a contribution from YTC reserves of £23,300 (minutes of Finance and Governance, 05.01.21 approved and accepted at 12.01.21).

**Proposed: Cllr Addison; Seconded: Cllr Moffitt; All Noted.**

#### **6.4 Financial Information - Quarterly Reporting**

**The Clerk** feedback that the above would be introduced and that this would eventually form part of improving financial information to Council on the YTC website.

**Proposed: Cllr Gallafant; Seconded: Cllr Coulson; Agreed.**

#### **7.0 To Review and Consider the Correspondence List**

**7.1** The Correspondence List was noted.

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

**8.1 The Chairman** adjourned the meeting for questions from the public. None were received.

#### **9.0 Policy and Resources:**

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

##### **9.1.1 Contracts to Re-decorate Chapel Interior & Floor**

**Cllr Moffitt** presented quotation examples that had been received in relation to:

- a) redecoration of Yarm Chapel interior (paper refers re. companies 1 - 3);
- b) restoration of Yarm Chapel floor (paper refers re. companies A - C).

**Cllr Moffitt** recommended Company 1 and Company C respectively.

**Proposed: Cllr Moffitt; Seconded: Cllr Smailes; All agreed.**

##### **9.1.2 Donated Bench for Chapel Outdoor Area**

**Cllr Coulson** updated the meeting as to his / the Clerk's enquiries as regards the proposed arrival date of the above bench (ordered from a local company) i.e. after July 2021. A more expensive option had been offered. **Cllr Coulson**

considered that this was not appropriate given the bench had been resourced by a specific donation and proposed to approach Kirklevington Prison to see if a bench could be produced that honoured the design the donor had originally preferred (and fitted best in the proposed space).

**Proposed: Cllr Gallafant;                      Seconded: Cllr Moffitt; All Agreed.**

**ACTION: Cllr Coulson** to discuss production of the proposed bench with the prison.

### 9.1.3 General Update

- a) **Cllr Moffitt** confirmed that the whole Cemetery database and plan was now on the website and accessible (with thanks to **Cllr Johnson's** expertise in this area). The meeting thanked **Cllr Moffitt** for his extensive work on this.
- b) **i) Cllr Moffitt** updated the meeting as regards the issue of needing to identify a new burial ground (Yarm Cemetery having capacity for approximately a further 10 yrs). In short, burials will have to take place in other parts of Stockton if a further burial ground within the Parish is not acquired.

ii) the Chairman invited ward **Cllr Sherris** to speak. Cllr Sherris gave a brief summary regarding a local site that had been discussed within SBC's Select Committee.

iii) **Cllr Moffitt** gave feedback from a meeting between himself, the Clerk and Dale Robotham at SBC as regards some of the key milestones and associated timescales involved in identifying suitable land which included: deployment of a specialist external surveyor, 4yr. period for the land to 'settle' prior to use, requirement for 'Change of Use' as regards Planning Permission and the issue that suitable land under consideration might be agricultural but also might be viewed as development land.

**Cllr Simpson** commented that some of this work had been looked into a number of years ago.

iv) **Cllr Sherris** commented that, working in partnership with YTC, SBC would lead on matters such as (e.g.) compulsory purchase, should they arise.

v) Purchase of suitable land would involve approaching long-term financing via the Public Works Board. **Cllr Monck** commented that the period of such financing could be 50-60yrs.

vi) **Cllr Coulson** suggested that there may be mileage in joining forces with Eaglescliffe, depending on this Parish's position as regards capacity. **Cllr Sherris** suggested similarly that conversations might be had with Ingleby Barwick & Kriklevington.

**ACTIONS: The Clerk** is to arrange a further meeting with **Cllr Moffitt** and officers at SBC to gain further intelligence as to key milestones and timescales as regards legal issues and acquisition.

## 9.2 Allotments Report (Update)

**9.2.1 Cllr Gallafant** reported to the meeting that a further 30 rare breed fruit trees had been planted at the Community Orchard, completing the tree planting - total 60 trees.

**9.2.2 Cllr Gallafant** stated that 3 plots were coming up at the Worsall Road site. Currently there are 9 people on the waiting list.

### **9.3 Outdoor Exercise Equipment**

**9.3.1 Cllr Gallafant** summarised a proposal for outdoor exercise equipment that might be placed within at least one parish recreation area (offering free, intergenerational/family exercise, relevant to a number of current issues). Essentially the equipment is similar to that used at 'Trimtracks'. Following an initial consultation with one company, further research was being undertaken.

### **9.4 Risk Assessment**

**9.4.1 The Clerk** confirmed that the previous Risk Register adopted by YTC contained information relating to another local authority. She stated that work had been undertaken to update, amend and add necessary information (especially in relation to adding the Council's specific list of assets and the associated risk register factors) - previously circulated document refers. The Clerk confirmed that the Risk Register development underway would be presented at the next Finance and Governance Committee.

**9.4.2 Cllr Addison** confirmed that the next Finance & Governance Committee might be held on 23.03.21. **The Clerk** requested that Councillors come back to her within the following week (**before 17.03.21**) with any comments / queries regarding the circulated Risk Register under development.

### **9.5 Poll Cards Decision**

**9.5.1** Councillors noted for the minutes the majority view (as previously discussed by email) that YTC did not require additional Poll Cards to be circulated for the by election (i.e. as Poll Cards were being distributed anyway for other area based nominations which could/would be used for residents to present re. YTC by elections).

### **9.6 Social Distancing & Yarm High Street**

**9.6 Cllr Coulson** raised the issue of behaviour on Yarm High Street, particularly at weekends during fine weather, that ignored government guidance re COVID (as displayed by the lamppost wraps). Whilst Cllr Coulson recognised there was little that could be done to change this he wanted it noted that YTC had recognised and was concerned about the issue.

**ACTION AGREED: The Clerk** to make additional 'awareness and safety' posts on Facebook for weekends and to also contact SBC re. ensuring presence of wardens.

### **9.7 Yarm & Eaglescliffe Rocks - Bench Update**

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

**9.7.1 Cllr Coulson** updated the meeting that Yarm & Eaglescliffe Rocks are to be congratulated on successfully completing their fundraising for the above and had requested that YTC to purchase the above on their behalf (having obtained design specification and forwarded their funds to YTC in order to do this, including funding for installing the bench). **Cllr Addison** suggested that full and final costs would need to be forwarded and confirmed for YTC to formally approve this.

**ACTION: The Clerk** will seek advice from SBC as to any required permissions / specifications and the associated cost in order to complete the full scheme (including liaison between SBC and the Yarm & Eaglescliffe Rocks Designer).

## **10.0 Planning & Environment:**

### **10.1 Matters Arising from SBC Planning Lists**

No matters raised.

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

### **11.1 Feedback on Items to Date**

**The Clerk** confirmed a number of articles awaiting facebook and website features, including the work at the allotments, cemetery and cemeteries database.

### **11.2 Proposed new items**

**The Clerk** confirmed the agreed item re. observing COVID guidance on the High Street and review re. financial information.

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

### **12.1 Cllr Smailes - Christmas Tree Lights (Weigh & Tolls)**

## **13.0 To confirm the date and time of the next YTC meeting: Tuesday 13th April 2021**

## **14.0 Confidential Item(s)**

### **14.1 Re. confidential Item of EGM 23.11.20 - 3rd Party Proposal**

**The Clerk** confirmed the latest proposal from the third party's adviser (as previously circulated by email). She asked if further information was required from YTC's adviser. It was agreed by majority to proceed with the suggestion provided by the third party's adviser.

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**14.2 Banking Arrangements**

**Cllr Addison** confirmed a transfer of £60,00 from one YTC bank account to another.

**The Clerk** presented a summary of potential for banking some YTC funds (previously circulated paper refers) and welcomed Councillor viewpoints as favourite and least favourite options. **Cllr Morton** raised a point re. potential insurance. This item was carried forward to the next agenda - Policy & Resources.

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 (Chairman) :** .....**Date:**.....

**Signed (Town Clerk) :** .....**Date:** .....