

NOTICE OF MEETING

You are hereby summoned to a meeting of
Yarm Town Council to be held at

The Fellowship Hall (side entrance)

West Street, Yarm TS15 9BT.

Date: Tuesday 8th June 2021

Time: Immediately following Weigh & Tolls & The Annual
Meeting scheduled at **7.00pm**

Members of the public are invited to
attend the meeting (**COVID: 6 MAX.**)

COVID: PPE MUST BE ADOPTED

in line with government guidance

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. Patrick Morton

Cllr. John Coulson (Vice Chair)

Cllr. Chris Neil

Cllr. Philip Addison

Cllr. Marjorie Simpson

Cllr. Alan Moffitt

Cllr. Pam Smailes

Cllr. Peter Monck

Cllr. Barbara Wegg

Town Clerk - Juliet Johnson

Karen Shields (Rate Payers Representative)

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

N/A

2.0 Apologies for Absence

2.1 Apologies received from **Cllr Chris Johnson**

3.0 Code of Conduct | Declaration of Interest | Dispensation

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

- 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 No declarations of interest or requests for dispensation were received.

4.0 Confirmation of Minutes

To accept the minutes of the previous meetings:

4.1 Annual Meeting held on Tuesday 18th May 2021 and approve their signature by the Chairman of the meeting.

PROPOSED: Cllr Monck SECONDED: Cllr Moffitt ALL AGREED

4.2 Weigh and Tolls Committee held on Tuesday 18th May 2021 and approve their signature by the Chairman of the meeting.

PROPOSED: Cllr Monck SECONDED: Cllr Moffitt ALL AGREED

4.3 Yarm Town Council held on Tuesday 18th May 2021 and approve their signature by the Chairman of the meeting.

PROPOSED: Cllr Moffitt SECONDED: Cllr Monck ALL AGREED

5.0 Matters arising from the minutes of the previous Ordinary YTC meeting, 18th May 2021:

5.1 Additional High St. Banners

The Clerk is waiting to hear from the print company when they are ready (previously reported as having a backlog) and the Stockton Borough Council (SBC) team that hang the banners are standing by to install.

5.2 River Access / EA Suggestion - Floodgates

Cllrs Moffitt and Gallafant are attending a meeting with Environment Agency (EA) representatives - Friday 11.06.21 (Cllr Moffitt is attending as a member of the residents group; response from EA to YTC's letter regarding this issue previously circulated by the Clerk, refers). Update will be given following this meeting.

ACTION: Councillors involved to feedback at the next meeting following attendance.

5.3 Grass Cutting Contract

The Clerk requested that the current temporary contract for grass cutting (for which 3 quotations had recently been sought) be extended until the end of August (re-tender due to be re-issued for 2-3 year period, as previous practice).

AGREED

5.4 Litter Bins and Trade Waste Bins

5.4.1 The Clerk gave feedback regarding the issues previously raised by **Cllr Moffitt** re. the amount of litter piling up in key areas around the town by the end of the day at weekends and also piles of rubbish in Central Street and inappropriate placing of trade waste bins - Low Church Wynd and Central Street (a number of complaints also being raised by residents). In short, litter picking and bin collections end at 2pm on a Saturday and 12 noon on a Sunday. Within these times, extra litter picking rounds had been added.

5.4.2 The Clerk has been briefed by SBC that the piles of trade waste appearing in Central Street will be cleared this week (following Environmental Health investigations). Businesses will be asked to relocate bins back to areas that were part of planning agreements (re Central Street and Low Church Wynd incorrect placement of bins). This was expected to be sorted over the next few weeks.

ACTION: **Clerk and Councillors** to feedback at next meeting as to whether issues are resolved.

5.5 Roundabout: Worsall Rd & The Spital

Cllr Coulson briefed the meeting that he was happy to hand this matter over for leadership by **Cllr Smailes** given her expressed interest in it and also being in touch with the group of volunteers concerned (who had met with Cllrs Gallafant and Coulson regarding this). **Cllr Gallafant** noted that it had been agreed that YTC had £30 for the group to plant perennials. Cllr Smailes stated that she had given the group £30 of her own money and the promised planting had been successfully completed by the volunteers - YTC gave a vote of thanks to all involved.

5.6 Bowling Green

Cllr Gallafant updated the group regarding the above. The Clerk has confirmed the resolution to accept the project to Taylor Wimpey. A further 20+ people have expressed an interest in this project (following the latest Facebook & website posts, in addition to those who had already expressed an interest to **Ward Councillor Sherris**). Work will commence when the last house is finished and will take several months to complete. The project could be up and running for spring/summer 2022.

5.7 Hanging Baskets (& awarding of maintenance contract)

5.7.1 The Clerk updated the meeting that quotations had been sought from 4 companies for the maintenance and watering of the High Street hanging baskets (for this year with an option to extend for a further 2 years). She had progressed with the appointment of one company that had responded with a competitive quotation (compared to last year's costs) coming in at under £1,200 (for the scheduled watering). This contractor had also offered an understanding of the context of the work and health and safety requirements.

5.7.2 Cllr Coulson confirmed to the group that the hanging baskets would cost slightly more than he originally reported, the cost being **£29 each including VAT**.

NOTED & AGREED: Revised cost of the hanging baskets and awarding of maintenance/watering to the company recommended by the Clerk.

5.7.3 Cllr Coulson recorded his thanks to colleagues who'd helped install the hanging baskets (**Cllrs Neil and Gallafant**) and also extended thanks for help from Alex Hodgson Gardening Services and Andy Grief (AC Movers) who'd again volunteered transport services. The meeting thanked and congratulated **Cllr Coulson** for coordinating this.

6.0 Council Finances

6.1 To authorize payment of the accounts

6.1.1 Payments List Refers. In addition to the Payments list circulated, **Cllr Addison** requested payment of 2 additional items - £45.89 (batteries for watering system and gift of flowers agreed at previous meeting); £200 invoice from the internal auditor. Further invoice for approximately £300 to be presented by the Rialtas Accountant for end of year work and training.

ALL AGREED

6.2 Annual Governance and Accountability Return 2020/2021 - Clerk / Cllr Addison

6.2.1 Receive and note:

- a) Effectiveness of Internal Control Report
- b) Internal Audit Annual Report -

The Clerk introduced the above reports and their purpose, noting that (a) the 'Effectiveness of Internal Control' was new to YTC but had been recommended by the Internal Auditor and Rialtas accountant and was helpful in clarifying/reminding what internal audit is about, highlighting the context and current position for YTC. **Cllr Addison** raised points from these reports including the fact that no issues for improvement had been raised this year by the Internal Auditor - vote of thanks was given to **Cllr Addison and the Clerk**. (DOCUMENT REFERS)

RECEIVED AND NOTED.

6.2.2 Consider the Statement of Accounts 2020/2021

The Clerk introduced the narrative report as regards the Statement of Accounts and Cllr Addison briefed the meeting as to key points within the document and outturn figures (DOCUMENT REFERS) hi-lighting (e.g.) reasons for under/overspends, issues as they relate to reserves (e.g. building up the elections reserve) and reminding Councillors that this year's agreed budget had included taking £23,000 from reserves to balance the budget (i.e. not increasing the precept request and, consequently, council tax).

RECEIVED AND NOTED.

6.2.3 Approve the Annual Governance Statement 20/21

The Clerk drew the meeting's attention to the Annual Governance Statement form and asked for it to be approved.

PROPOSED: Cllr Monck **SECONDED:** Cllr Addison **AGREED:** All

6.2.4 Approve the Accounting Statements

Cllr Addison drew attention to a number of contextual issues as per 6.2.2 above. **The Clerk** explained that several figures for the 2020 return column of the form had been restated (and highlighted to the external auditor) in order that they are consistent with the way this years figures had been calculated, given a change in definition as to what should be included

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in the 'Staffing' category (affecting boxes 4 & 6 of the financial section of the Annual Governance and Accountability Return - AGAR). **The Clerk** requested that the meeting approve the Annual Accounting Statement.

PROPOSED: Cllr Moffitt **SECONDED:** Cllr Monck **AGREED:** All

(supported by the Annual Accounts Report)

6.2.5 Ensure that the following are signed by the Chair -

- a) Statement of Accounts (A.G.A.R.)
- b) Balance Sheet
- c) Statement of Governance (A.G.A.R)

The Clerk requested that the **Chairman** signed all of the above documents - **SIGNED.**

6.2.6 Note the requirement to inform the public of the period for the Exercise of Public Rights (10th June 2021 - 21st July 2021) and details regarding sections 26 and 27 of the Local Audit and Accountability Act 2014.

The Clerk briefed the meeting as regards the period for The Exercise of Public Rights and the documentation that is required for this.

NOTED: Councillors / the meeting noted the requirement and period for the Exercise of Public Rights.

6.3 Councillors named to authorise the PSDF Investment

The Clerk confirmed that the application for the above (as previously agreed) was underway but the final step included naming 4 Councillors to authorise the investment. 3 could be the current bank signatories (Cllrs Gallafant, Monck and Addison) and it was suggested that Cllr Coulson could be the 4th (i.e. to approve the investment on the application form).

ALL AGREED

7.0 To Review and Consider the Correspondence List - ALL

7.1 Cllr Monck queried an item of correspondence regarding a proposed charitable event on the High Street.

The Clerk clarified that the request was really an issue for SBC (Highways). Several councillors commented that the proposal, whilst a fun idea, would not be suitable for a busy pavement re. health and safety issues.

ACTION: Clerk to feedback to the enquirer.

8.0 Adjournment and Questions From the Public - Cllr Gallafant

8.1 No questions were received (no public in attendance).

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9.0 Policy and Resources:

9.1 Cemetery Report (Update)

9.1.1 Request for Information - Valuation Office HMRC

Cllr Moffitt updated the meeting as regards an official request for information from HMRC - Valuation Agency inc. total area of cemetery, number of interments over different periods, estimation of land required for the next 10 & 15 years, any changes to the land. Cllr Moffitt and the Clerk had made the return.

9.1.2 Cllr Moffitt updated the meeting as to the issues of capacity at Yarm Cemetery and the research to date as regards requiring additional land for the future. The issues related to acquiring new land were complex and potentially prohibitive. Reuse of graves is allowed in legislation (the Clerk has researched and this is common practice within specified guidelines). Cllr Moffitt advised that reuse of graves over 100 years old would provide **over 1000** grave spaces and therefore many more years capacity at Yarm Cemetery.

Cllr Moffitt proposed the reuse of graves over 100 years old should be progressed within legislative guidelines and Cllr Coulson seconded this. Cllr Monck requested that the Cemetery Committee look at this further prior to agreeing to progress.

AGREED: Meeting of the Cemetery Committee to discuss further and come back to the Full Council (September).

9.1.3 Cllr Coulson confirmed to the meeting that the wooden cross that had been donated had now been sited at the Chapel. **Cllr Wegg** asked that the person who'd made the donation be notified. **Cllr Coulson** agreed to do this.

9.2 Allotments Report (Update)

Cllr Gallafant gave an update as to work progressing at the allotments: the waiting list included approximately 15 people currently and there was continuing increased demand for plots. Subdivision of vacant plots was enabling people to move up the waiting list. Key general areas were being cleared and maintained in partnership with the Yarm Community Allotment Association and regular pest control (e.g. rats) was instigated. A number of issues relating to excessive and inappropriate water use were being tackled (at one point the water meter at Worsall Road site had jammed and the Clerk had called out the engineers).

Cllr Wegg observed that the 5 miles an hour sign had fallen off the wall at Brickyard site entrance. **Cllr Gallafant** offered to fix this. **Cllr Wegg** stated that there was a problem with people not knowing the timetable for skips being available and that people had inappropriately brought things from home to put in them. **Cllr Gallafant** confirmed that 3 skips had been brought in recently in succession (in response to demand) and that he and YCAA would and did keep an eye on how they were used.

ACTION: signage to notify skip arrivals - **Clerk and Cllr Gallafant.**

Cllr Coulson confirmed that he'd further discussions with Kirklevington Prison. He would brief councillors at a future meeting as to how the Prison might help with a number of tasks.

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10.0 Planning & Environment:

10.1 Matters Arising: Planning Applications & Lists

Cllr Monck reminded the meeting of current planning applications (prior to the meeting) including the Long Stay Car Park in West Street (it is understood that this has been approved with no additional traffic calming). There was an application for change of use for the old 'Adams Barbers Shop' (west side, north end of the High Street) to become a cafe. Cllr Monck observed that he couldn't see anything to object to in this application. The application for the crossing to service the new Yarm School access was also noted.

10.2 Annual ROSPA Report - Play Areas

The Clerk reported on the annual reports received by ROSPA for the play areas in Snaith's Field and Willey Flatts (DOCUMENTS CIRCULATED REFER). The Clerk recommended that all items identified currently as medium risk should be actioned through SBC and quotations supplied for ASAP. Comment was made that some of what was indicated seemed 'cosmetic'.

AGREED: Clerk to action repairs and will circulate the quotations from SBC.

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

11.1 Feedback on items to date & proposed new items

11.1.1 **The Clerk** updated the meeting that the installation of the hanging baskets had reached over 2,000 people on the YTC Facebook page alone (and had been shared across 3 other Yarm pages) receiving very many positive comments as had the post about the new bowling club requesting expressions of interest (over 2,500 people reached). A further 1,500 people had been reached with the post regarding the cemetery database with great appreciation for this.

11.1.2 **The Clerk** reminded councillors that commentary for social media should be published by the clerk. If a response was needed the Clerk, in discussion with the Chairman, would ensure a singular, PR statement based approach to combat negative assumptions and misunderstandings (e.g. councillors can be drawn into unhelpful, assumption based discussions which can accidentally reflect badly on YTC as a team). Giving simple information or offering positive remarks / congratulations is not included in this.

11.1.3 A brief discussion of outstanding issues, emerging again on social media took place regarding pavements cycling, dog fouling and the ongoing litter issue. Via an SBC representative the message had come back that there was a view that there was currently too much signage clutter and that a concerted 'Enforcement Team' presence to speak with people combined with a social media campaign might be more effective. **Cllr Moffit** suggested that the pavement stencils should be refreshed / increased (regarding dog fouling). **Cllr Smailes** stated that she would follow this up with her contact at SBC.

ACTION: **Cllr Smailes** to action anti dog-fouling stencils for the High Street.

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

12.1 To be forwarded to the Clerk.

13.0 To confirm the date and time of the next YTC meeting: 13th July 2021

14.0 Confidential Item(s)

14.1 Driveway Adjacent to Snaith’s Field - The Clerk had made contact with the lead resident regarding this issue, giving detail of what was agreed at the last meeting and confirmed that formal letters would be forwarded to those concerned which would require confirmation of acceptance.

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 of the Meeting): **DATE:**
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SIGNED (Town Clerk): **DATE:**
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