

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 14th September 2021

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

Members of the public are invited to
attend the meeting.

Government guidance regarding COVID applies.

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 Chris Neil

Cllr Philip Addison

Cllr Pam Smailes

Cllr Peter Monck

Cllr Barbara Wegg

RPR Karen Shields (non-voting)

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

2.1 Cllr John Coulson; Cllr Chris Johnson; Cllr Alan Moffitt; Cllr Patrick Morton; Cllr Marjorie Simpson

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 No declarations of interest or requests for dispensation were received.

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

4.0 Confirmation of Minutes

To accept the minutes of the previous meetings:

4.1 **Weigh and Tolls Committee** held on Tuesday 13th July 2021 and approve their signature by the Chairman of the meeting.

PROPOSED: Cllr Monck; SECONDED: Cllr Neil. AGREED

4.2 **Yarm Town Council** held on Tuesday 13th July 2021 and approve their signature by the Chairman of the meeting.

PROPOSED: Cllr Monck; SECONDED: Cllr Neil. AGREED

4.3 **Finance & Governance Committee** held on Wednesday 8th September 2021 and approve their signature by the Chairman of the meeting.

PROPOSED: Cllr Monck; SECONDED: Cllr Addison. AGREED

5.0 Matters arising from the minutes of the previous Ordinary YTC meeting, 13th July 2021:

5.1 Update re. River Access, Development, CCTV feasibility & other issues - Cllr Gallafant / Cllr Moffitt

5.1.1 **Cllr Gallafant** reminded the meeting of what had been agreed with the Environment Agency (EA) as regards replacement of gates: where 2 gates exist, likely they would be replaced with a single gate; larger gates replaced with smaller; and where residents were happy with the option of a bricking up a gateway this would also occur. Crucially, all residents would be consulted as their preferred option and Cllrs Gallafant and Moffitt would be available to be present with residents for any discussion with EA as required.

5.1.2 **Cllr Gallafant** reminded the meeting that a conversation with Stockton Borough Council (SBC) had raised the issue of CCTV coverage at the wharf (given vandalism issues). The meeting expressed support for SBC to go ahead with feasibility for CCTV at the wharf.

5.2 Litter Bins and Trade Waste Bins - Clerk

5.2.1 The Clerk appraised the meeting was still awaiting a response from the relevant officer at SBC regarding the proper locations of trade waste bins (i.e. not in Low Church Wynd or Central Street). It is understood that there is an issue regarding the weight of the bins making it difficult to move them back and forth to their proper locations as per planning permissions.

RESPONSE AWAITED

5.3 Dog Fouling Stencils - Cllr Smailes

5.3.1 **Cllr Smailes** reported that she had been given a job number for this to happen but wasn't aware of the date it would take place.

5.4 Disposal of moribund office items & business continuity - Clerk / Cllr Gallafant

5.4.1 **The Clerk** listed the proposed items for disposal (inc. 10 X steel/vinyl chairs; repro. coffee table; 3 x filing cabinets; picture frames not appropriate to their artefacts/contents - curator advised; selection of unusable file binders). It was suggested that these could be offered on facebook marketplace & freecycling page.

AGREED

5.5 Defibrillator: £1,000 requested contribution from YTC - Cllr Coulson / Cllr Gallafant

5.5.1 **Cllr Gallafant / The Clerk** confirmed that Cllr Coulson had communicated that the Defibrillator fundraising now only required £1,000 (hence this amount being placed on the agenda). All councillors (confirming 13th July vote) were in favour of this and happy to confirm this finalised amount.

AGREED

5.6 Membership of Leisure and Culture Committee (4 Councillors) - Cllr Gallafant

5.6.1 Membership of the above committee (formation of agreed as necessary 13.07.21) was determined as being:

Cllr Moffitt (having confirmed interest at the previous meeting and to the Clerk), **Cllr Smailes, Cllr Wegg and Cllr Gallafant.**

AGREED

5.7 Planning Issues: update re. objection & proposal for pavement markings (pubs, cafes and eateries)

5.7.1 **The Clerk** confirmed that a letter and email had been sent to the appropriate sections of SBC as regards the above issue relating to supporting businesses to keep within their defined areas on pavements as per planning conditions both temporary or permanent (as proposed by **Cllr Neil** re. arrangements in other cities / towns). A number of complaints had been received by the public as regards pavement obstruction and clutter. No response has yet been received. The Clerk has shared a table relating to incensed quantities of tables and chairs outside each establishment, temporary licenses for which are about to be reviewed at the end of September (ward Cllr Sherris had also confirmed this prior to the meeting). **Cllr Addison** commented that there might also be an impact on the layout / space for Yarm Fair.

6.0 Council Finances

6.1 To authorize payment of the accounts

6.1.1 Payments List Refers. **Cllr Addison** requested authorisation for additional payments to those on the list (most recently received) as follows:

- a) From SBC for printing and production of 8x banners for the High St. lampposts - **£1,065.91**
- b) Expenditure by The Clerk re COVID protection - **£5.99**
- c) Contribution for the defibrillator - **£1,000**

The bill for the installation of the High St banners is still awaited.

6.2 Budgetary Control Report (document refers) - **Cllr Addison / Clerk**

6.2.1 **The Clerk** presented the new budgetary cost centres and headings that have been created for Railatus so that all income and expenditure has now been reloaded in line with these headings.

6.2.2 **Cllr Addison** presented the budgetary control report including notable areas where actual spend is different to forecast (e.g. 2 years' bills for High St hanging baskets arriving in one year; extra expenditure for allotment development given the infrastructure requirements to subdivide allotment plots in order to meet the expanding demand for plots).

6.2.3 **Cllr Monck** gave a vote of thanks to **Cllr Addison** and **The Clerk** for all the work to create the new system for clearer financial reporting

6.3 Report from External Auditor - 2020-2021 Accounts Approved

6.3.1 **The Clerk** presented the audited AGAR, external auditors certificate and letter confirming completion of audit. **Cllr Smailes** raised the issue of a comment that a bank reconciliation had not been submitted. **The Clerk** confirmed that this had in fact been sent once it was realised that a balance sheet had accidentally been included instead by mistake (email trail with Mazaars refers). **The Clerk** read out the assurance letter and certificate of completion that confirmed that the accounts were in order and approved. YTC noted and approved the return of the accounts from the external auditor and that the Clerk would now proceed with the necessary requirements for notice and publication of the audited accounts for 2020- 2021.

PROPOSED: Cllr Addison **SECONDED: Cllr Gallafant** **AGREED**

7.0 To Review and Consider the Correspondence List - **ALL**

7.1. No queries were raised relating to the Correspondence List.

8.0 Adjournment and Questions From the Public

8.1. **Cllr Gallafant** adjourned the meeting to take questions from the public. **The Clerk** read out several questions submitted by email prior to the meeting, as follows:

a) Ward Cllr Sherris reported on several incidents with people begging being aggressive towards shoppers and that SBC are dealing with this; surveillance at Willey Flatts is ongoing as regards anti-social behaviour

b) suggestion by Eaglescliffe resident regarding businesses displaying local artists work which would, in turn, create increased footfall for the businesses; **Cllrs Neil and Wegg** felt this was a great idea but that clarity would need to be achieved as responsibility and care for the work in practical terms. It was suggested that this might be raised as an agenda item at a future meeting to discuss the idea

c) concern by resident regarding continual parking on double yellow lines behind the Methodist Church against the Wharf and outside Yarm DIY, Lost Property and the Co-Op Funeral Service; the resident noted that a traffic patrol officer

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took no action on a particular Sunday in August; **Cllr Addison** responded that this was not a matter in the control of YTC but should be referred to SBC; it was also noted that the Enforcement Team did not operate on a Sunday; Councillors noted and empathised with the resident's concerns

d) Ward **Cllr Fagan** had requested that he would like it noted that in item 8.3.5 of the 13.07.21 Weigh & Tolls Minutes, he had responded to **Cllr Monck** that he believed his (Cllr Fagan's) promotional material simply expressed support for the Town Hall Project rather than took credit for it and that he (Cllr Fagan) had also apologised to the meeting for any confusion or upset this may have caused.

9.0 Policy and Resources:

9.1 Cemetery Report (General Update) - Cllr Moffitt

9.1.2 This item was carried forward to the next meeting.

9.2 Allotments Report - Cllr Gallafant

9.2.1 Requirement for Water Butts: proposal to add to Allotment Rules & Regulations. **The Clerk** gave details of opportunity with a local business to provide large plastic barrels free of charge (and as part of their recycling) fro Yarm allotment holders. **Cllr Gallafant** proposed an amendment to the Allotment Rules and Regulations to require that each allotment tenant had at least one water butt (thus contributing positively to environmental challenges and in recognition of increased water charges).

PROPOSED: Cllr Gallafant **SECONDED:** Cllr Smailes **AGREED**

ACTION: Clerk to email the company concerned to arrange.

9.2.2 General Update (inc. annual fees collection) - **Cllr Gallafant** reported that there were now 21 people on the waiting list but a number of plots were becoming available at both allotment sites. Transfer notices were being displayed for current tenants prior to allocation of available plots to those on the waiting list. Sub-division of larger vacated lots continues in order to offer best opportunity to those on the waiting list, meet increasing demand and offer manageable sized plot for those new to allotmenting. **Cllr Wegg** commented that she felt that the recent removal of hedges and vegetation at the entrance to Brickyard Allotments had had a negative effect on the appearance and privacy of the allotments. **Cllr Wegg** also stated that she had been approached by an allotment holder regarding the closure of The Spital gate entrance (also ref. Allotments Committee 8.1.1-8.1.3, 05.07.21) and had started a petition (@ 17 names) against the fact that the gate from the allotments onto The Spital had been blocked off (which had taken place in response to the lock being repeatedly vandalised and drug litter being found just inside the gate).

ACTION: Cllr Wegg to forward the petition to the Clerk.

9.3 Proposal to accept reviewed of Standing Orders - Cllr Gallafant

(from Finance & Governance Committee; DOCUMENT REFERS)

9.5.1 (Document Refers) **The Clerk** requested councillors to confirm or otherwise that they were happy with the proposal and related contract (previously circulated) for temporary accommodation whilst the Town Hall refurbishment takes place (from November 1st 2021).

PROPOSED: Cllr Monck

SECONDED: Cllr Addison

AGREED

9.6 Jason Watkin: Atlantic Rowing Fundraiser (Remembrance Day link) - Cllr Coulson

9.6.1 ITEM CARRIED FORWARD

9.7 Organisational development & training (within allocated budget- £2k) - Cllr Gallafant /The Clerk

9.7.1 In conjunction with the **Chair, the Clerk** is preparing a list of development requirements for YTC as a team (Clerk and Councillors) based on occurrences and issues over the past 14 months and conversations with individual councillors. Suggestions and proposals welcomed. Paul Hoey (ex Standards Board) is to be asked to speak with YTC as a team. One suggestion is that Cllrs could opt to (e.g.) forward anonymous questions in advance (via the Clerk) for discussion and debate at such a development session.

9.7.2 **The Clerk** also confirmed that she had (outstanding) a need to meet with the two new councillors (although **Cllrs Neil and Wegg** had both been Councillors previously) to discuss their particular areas of interest and development needs - councillors in question to propose date/time. As one of the newly elected councillors, **Cllr Wegg** confirmed that she had previously received training in pecuniary and non-pecuniary interests and local government finance.

10.0 Planning & Environment:

10.1 Matters Arising: Planning Applications & Lists

- Cllr.Monck / ALL

10.1.1 **Cllr Monck** recapped for the meeting key planning issues for the latest period:

- a) Land South of Yarm School - 300+ house development proposal (requiring substantial modification/ loss of green verges on Leven Rd) - appeal against refusal currently underway; YTC submitted comprehensive reasons for objection (letter refers) and nothing further for YTC to submit;
- b) Handley Cross - Leven Bank - currently refused (YTC submission as above);
- c) 145-147 Listed Building Consent applied for (**Cllr Monck** stated that he felt proposals enhanced the property and confirmed to **Cllr Wegg** that the exterior would stay the same in terms of heritage appearance);
- d) Previous Cravers Estate Agency Premises (Artisan Bakery proposal) - no comments;
- e) Noted that no response received to YTC objection to Tech Corner's exterior facade (not complying with heritage high st landscape in YTC's opinion)

ACTION: Clerk to follow-up

f) Area being built on in Old Market (scheme has been shrunk in size) - suggestion that entrance and egress still presents highway risks; proposal for concerns to be expressed by YTC

PROPOSED: Cllr Monck ; SECONDED: Cllr Addison; AGREED - Clerk to ACTION.

g) **Cllr Monck** raised the issue of cigarette litter on High Church Wynd (related to smokers from The Keys).

ACTION: Cllr Gallafant is to speak with relevant premises' owners to arrange wall mounted cigarette bins.

10.2 Latest Play Area Reports or Issues

10.2.1 **Clerk** awaiting confirmation that work has been completed re. ROSPA annual report recommendations from SBC. Invoice for this work als awaited (approximately £1,000).

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 - **Clerk / ALL**

11.1.1 Engagement on items minimal over the last period (re summer break).

12.0 To receive items for information and consideration for the next agenda - N/A

13.0 To confirm the date and time of the next YTC meeting: 7pm, 12th October 2021

14.0 Confidential Item(s) - N/A

Signed (Chairman) :Date:
.....

Signed (Clerk) :Date:
.....

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)

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