

**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 12th October 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 Alan Moffitt

Cllr Barbara Wegg

Cllr John Coulson (Vice Chair)

Cllr Peter Monck

Karen Shields (Rate Payer's Rep)

Cllr Philip Addison

Cllr Patrick Morton

Town Clerk (Juliet Johnson)

Cllr Chris Johnson (departed 20.13)

Cllr Pam Smailes

(Press in attendance)

**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 for absence were received from **Cllr Chris Neil**

**2.2** No apologies were received from **Cllr Marjorie Simpson**

**2.3** Apologies were received from: Ward Councillors Andrew Sherris & Dan Fagan

**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 **Weigh and Tolls Committee** held on Tuesday 12th October 2021 and approve their signature by the Chairman of the meeting.

**PROPOSED: Cllr Morton                      SECONDED: Cllr Monck                      AGREED**

4.2 **Yarm Town Council** held on Tuesday 12th October 2021 and approve their signature by the Chairman of the meeting.

4.2.1 Cllr Wegg requested an alteration to the minutes to say that she 'had been approached by an allotment holder' regarding the closed off gate from Brickyard Allotments onto the Spital. The Clerk accepted the alteration (ref 9.2.2).

**PROPOSED: Cllr Morton                      SECONDED: Cllr Monck                      AGREED**

#### **5.0 Matters arising from the minutes of the previous Ordinary YTC meeting, 14th September 2021:**

##### **5.1 Litter Bins and Trade Waste Bins**

**The Clerk** is still awaiting an update from SBC (Stockton Borough Council) regarding this matter and will chase up further (NB the impression is that our colleagues at SBC are extremely stretched currently, as are many public services given COVID recovery / reopening of services etc.)

##### **5.2 Dog Fouling Stencils**

**Cllr Smailes** confirmed that she is still awaiting confirmation of when this will be done but has a job number from SBC.

##### **5.3 Disposal of office items, business continuity & temporary office**

**The Clerk** is continuing work on this, sorting and packing files and has photographed items for 'giving away' - facebook features pending (freecycling and marketplace); all artefacts being scoped in terms of packing requirements; contract with temporary office (1st November onwards) is now in place. **Cllr Morton** offered additional boxes if required.

##### **5.4 Defibrillator: £1,000 requested contribution from YTC**

**Cllr Coulson** confirmed that YTC's donation of £1,000 had been received by the fund raiser.

##### **5.5 Proposal for pavement markings (pubs, cafes and eateries)                      - Cllr Neil**

**The Clerk** reported that she is still awaiting a response regarding this item (letter sent hi-lighting this suggestion and the unresolved trade bins issue). A different contact at SBC to be sought.

## **5.6 Standing Orders & Weigh & Tolls Ratepayers' Rep Voting Rights Issue**

**The Clerk** confirmed the the 1925 deed of grant should be viewed before debate and voting on this might take place. Merritts and the Archives in Northallerton to be consulted as possible location of copy/copies of this.

**ACTION:** **Clerk** to follow up and, in liaison with the Chair, re-agenda at a future meeting for discussion and resolution (Rate Payer's Representative to continue as non-voting member at Weigh & Tolls currently).

## **5.7 Jason Watkin: Atlantic Rowing Fundraiser (Remembrance Day link)**

**Cllr Coulson** briefed the meeting as regards the above project. The Chair invited Mr Watkin to speak further - he described his own struggles with mental health issues and spoke highly of veterans projects that had really supported and helped him. The Atlantic Rowing Fundraiser was a project - linked to Remembrance Day -that was raising funds and awareness for veterans and mental health support. Cllr Wegg asked for further information on who finances the boat ( Audrey) and the meeting was briefed regarding a number of donors.

The Chair thanked Mr Watkin for his attendance at the meeting and talking about an inspiring project. There was general agreement, support and keenness to see the boat in Yarm in the future as part of fundraising.

**ACTION:** **Cllr Coulson** to keep YTC in touch with Mr Watkin & informed of the project's progress.

## **5.8 Organisational Development & Training**

**The Clerk** confirmed that initial enquiries had been made to secure a date for an organisation development session (and other training to follow).

## **6.0 Council Finances**

### **6.1 To authorize payment of the accounts**

#### 6.1.1 Payments List Refers

**Cllr Addison** requested:

- a) that five payments be added in addition to those on the Payments List i.e.

£160 - repairs at the allotments; £492 - SBC (pest control, per annum); £38.29 - office expenses - Town Clerk; wall mounted cigarette bin (entry to High Church Wynd) - £23.50; £78 - quarterly payroll service fee - Tax Assist.

- b) that the Payments List be approved.

**PROPOSED:**                      **Cllr Morton**                      **SECONDED:**                      **Cllr Gallafant**                      **AGREED**

**6.2      Budgetary Control Report**                      (document refers)

**Cllr Addison & the Clerk** presented the 2nd Quarter Expenditure & Income Report (April 2021 - September 2021). Several issues were highlighted ( as revealed under the new cost centre headings aligned to committees and main expenditure projects): **Cllr Moffitt** note that the spend on floral displays obviously reflected 2 years worth of bills (1 not previously received) as regards the High St hanging baskets; the **Clerk** pointed out that there was significant expenditure relating to allotment development works (e.g. creation of an apiary and safety requirements, sub- dividing larger allotments to speed the waiting list and include more people); **Cllr Moffitt** noted the high water bill for the Town Hall - **Cllr Addison** suggested that related to rateable values; the **Clerk** stated that a number of utility bills were overdue for interrogation; it was confirmed to **Cllr Smailes** that a bill for legal advice had been paid.

**6.3      Bank Charges Increase**

**Cllr Addison** informed the meeting of a rise in bank charges - from a monthly fee of £8 - £10; and also a rise in the (annual) fee for the Rialtas accountancy system - £124 to £129.

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

**7.1      Cllr Monck** enquired as to what the correspondence was with Tees Archaeology. **The Clerk** confirmed that it was to do with the pitcher handle that had been uncovered under the cobbles (where the new Christmas Tree housing had been sited outside The George and Dragon pub). Tees Archaeology (based on a photograph sent) had suggested it could be 17th century.

**7.2      Cllr Monck** referenced an item of correspondence with Eon and confirmed that the Clerk would be arranging the fitting of a smart meter (following receipt of a meter reading for the allotment hut at Brickyard) - an ongoing issue of dispute with the energy company.

**8.0      Adjournment and Questions From the Public**

**Cllr Gallafant** adjourned the meeting for questions from the public.

**8.1**      The Clerk read out a request from a member of the public, a local photographer, who wishes to sell calendars for 2022 featuring his photographic work in aid of the RNIB charity. He wishes to sell them from under the archway at the back of the Town Hall (facing the war memorial) on a date in November. Councillors agreed with this proposal and wished him well.

**9.0      Policy and Resources:**

**9.1      Cemetery Report**

**Cllr Moffitt** updated the meeting as to continued work delivered by Hodgson Gardening Services to weed and maintain shrubs within the cemetery (main driveway and paths). Signs were to be installed by the Clerk to deter people from tipping rubbish and gardening waste over the perimeter fence.

## 9.2 Allotments Report

(The Clerk consulted the meeting as to 1 specific item under the Allotments Report agenda that had been circulated to Councillor's following circulation of the Agenda; the meeting agreed to proceed with these items re. Allotment Rent Fee for 2022 and possibility of a water charge for allotment holders)

**9.2.1 Cllr Gallafant** briefed the meeting as to work continuing re subdividing larger plots when they became available in order to address the waiting list and give more people access. There are currently 23 people on the waiting list. Two skips are due to be delivered to ensure clearance from allotments. **Cllr Wegg** checked that a notice would be placed re. the dates for the skips to arrive. **Cllr Gallafant** confirmed this.

**ACTION:** Clerk or **Cllr Gallafant** to place skip notice.

**9.2.2 The Clerk** reported that the collection of allotment rents was underway as of 1st October. Several 'Cash in person' opportunities had been offered for people to pay but that people were encouraged to pay by bank transfer if at all possible. **Cllr Moffitt** advocated that it should be a condition of tenancy that people should pay electronically - transfer or standing order. It was discussed that many people who held allotments may struggle with this (noting that Council Tax is still payable in person / by cash and that approximately 50% of allotment tenants paid by cash or cheque last year). Electronic / cashless payment is to be encouraged as much more efficient use of the Clerk's time.

## 9.2.3 Proposal for Allotment Rent Level - 2022

**Cllr Gallafant** confirmed that the current rent level of £30 per annum had been agreed 2 years ago. This fee had been agreed following local research as to comparative fees in other towns/boroughs and noting that there had been no increase for Yarm allotment rent for some time. In order to keep pace with costs it was suggested that £35 might be a suitable level to introduce in October 2022.

**Cllr Morton** asked for details as to rises in costs. **Cllr Gallafant** confirmed that there was significant development work, currently no charge for water (despite rising bills) and free skips provided for disposal of waste. **Cllr Wegg** asked if the size of YTC plots were comparable to other area plot sizes and the related charges. It was understood that these were comparable with many and significantly cheaper than many. **Cllr Gallafant** noted that the country average was approximately £43. **Cllr Gallafant** advocated that water usage should also be monitored throughout this year (financial and environmental reasons - offers of free water butts being introduced and now a condition of tenancy that each plot should have at least one - courtesy of a contact of the **Rate Payer's Representative**).

- a) **Cllr Gallafant** proposed that water usage should be monitored this year (through to October 2022) but that no separate water charge should be introduced.

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

- b) **Cllr Addison** proposed that the allotment rent from October 2022 should be **£35**. (**Cllr Gallafant** requested a recorded vote).

**PROPOSED:** Cllr Addison

**SECONDED:** Cllr Coulson

**AGREED**

[Councillors in favour of the motion: Cllr Addison; Cllr Monck; Cllr Moffitt; Cllr Smailes; Cllr Wegg; Cllr Morton; Cllr Coulson; Cllr Gallafant]

### **9.3 Request from Mind Charity (re. Christmas)**

**Cllr Coulson** briefed YTC as to a meeting he had had with a member of staff that represents the local work of the charity Mind and confirmed that he would like to involve the **Rate Payer's Representative** in further discussions as to how YTC might work with Mind (initial communications with the Clerk referenced 'memory cards' being placed on this year's High St. Christmas Tree as part of mental health awareness - liaison with YTC's Event Manager would be necessary).

### **9.4 Playing Pitch Strategy (Stockton Borough Council)**

**Cllr Gallafant** confirmed that he would liaise with Ward Cllr Sherris regarding this and would feedback to the group.

### **9.5 Update on Artefacts: packing and storage**

**The Clerk**, in consultation with local professional collections officer Jo Faulkner, is arranging the packing of pictures and artefacts in line with proper storage requirements, prior to the move to temporary office premises. This involves checking items against the catalogue and updating descriptions / condition statements and other notes accordingly. This will help with selecting items for display and curation within the Heritage Centre i.e. in new contexts.

## **10.0 Planning & Environment**

### **10.1.1 Matters Arising: Planning Applications & Lists**

**Cllr Monck** drew councillors attention to a number of ongoing planning matters:

- a) that the proposal for houses south of Yrm School had gone to appeal;
- b) there had been recent comment on social media regarding how this planning application might affect Leven Rd (and replied to Cllr Wegg's query as to whether work on pipes in this area was anything to do with this - that it wasn't);
- c) applications regarding the old David Rigg's Butchers premises, 14 Drops, Nossa and Osbournes were all pending.

**ACTION:** **Cllr Monck** would update the next meeting on any issues arising re. the above.

**10.1.2 The Clerk** reported that one of the contractors used by YTC had forwarded a proposal for Worsall Road roundabout and asked councillors if they would like to pursue this idea. Majority of councillors agreed.

**ACTION:** **Clerk** to request submission of at least 3 quotes for a simple decorative planting scheme and refurbishment of the roundabout to bring to a future meeting.

### **10.2 Latest Play Area Reports or Issues**

The Clerk reported that the latest play area reports had highlighted some damage / wear issues that needed immediate attention (under £500) so she had actioned these on health and safety grounds (exact costs TBC). An update regarding the ROSPA repairs requested previously was still awaited 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

The Clerk confirmed that current social media activity would focus on supporting the distribution of resident vehicle access permits in relation to Yarm Fair. The Clerk is conducting / has conducted a number of distribution sessions and data to support improving distribution and notifications in future years is being collected as part of the process.

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

12.1 Floral displays for 2022 - Cllr Smailes

**13.0 To confirm the date and time of the next YTC meeting: 7pm, 9th November 2021**

**14.0 Confidential Item(s)**

14.1 Snaith’s Field Driveway

The Clerk read out a request received in relation to a previous issue considered and agreed by YTC regarding Snaith’s Field Driveway. Councillors agreed to reject the request. Clerk to notify accordingly.

14.2 The Clerk read out several development updates (forwarded from Ward Cllr Sherris) for which further / confirmed detail will follow.

The meeting closed at 8.45pm.

Signed (Chair): .....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)

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