

**NOTICE OF MEETING**

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

**Challoner House,  
Challoner Rd.,  
Yarm, TS15 9DS.**

**Date: Tuesday, 11th June 2024**

**Time: 7pm**

Members of the public are invited to  
attend the meeting

**SIGNED: 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.

## YARM TOWN COUNCIL

### MINUTES

### (incorporating Weigh & Tolls)

**PRESENT:**

Cllr Brian Newcombe (Chair)	Cllr Yvonne Pybus
Cllr Philip Addison	Cllr Pam Smailes
Cllr Marje Blair	Cllr Barbara Wegg
Cllr John Coulson	Cllr Robert Wegg
Cllr Joyce Hardy	Clerk

4 members of the public were in attendance.

**A 1 minute silence was held in respect of the passing of Jenny Holmes, remembering her work including fundraising for the community.**

**1.0 Notice of Meeting** - it was confirmed that public notice of the meeting had been given in accordance with schedule 12, paragraph 10 (2) of the LGA 1972.

**2.0 To appoint a Chairman in the absence of the Chair and/or Vice Chair - N/A**

**3.0 Apologies for Absence** - apologies were received from Cllrs Peter Monck and Steve Atkinson, RPR Karen Shields and Ward Councillor Andrew Sherris.

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 Code of Conduct | Declaration of Interest | Dispensation

a) To record declarations of interest from members of any item to be discussed: **CLlr R&B Wegg** declared a non-pecuniary interest in item 10.3.

b) To consider, vote upon and record any requests for dispensation: there were no requests for dispensation.

#### 5.0 Confirmation of Minutes

To approve the minutes of the previous meetings:

5.1 **Yarm Town Council Annual Meeting** held on Tuesday 14th May and approve their signature by the Chair of the meeting.

**PROPOSED:** Cllr RWegg                      **SECONDED:** Cllr Blair                      **AGREED**

5.2 **Yarm Town Council (incorporating Weigh & Tolls)** held on Tuesday 14th May 2024 and approve their signature by the Chair of the meeting.

**PROPOSED:** Cllr Blair                      **SECONDED:** Cllr B Wegg                      **AGREED**

#### 6.0 Clerk's Report: Matters Arising

The meeting reviewed and updated the Matters Arising table (DOCUMENT REFERS). Key points are: to establish costs covered by SBC re Singing Christmas Tree; historic damage to the bier reported by Cllr Newcombe; bushes along pathway near Conyers School still need attention to avoid pupils stepping into the road; play area signage completed but additional to be ordered (e.g. re dogs); offer of trees from Trees for Tees (to be discussed further at Cemeteries Committee); continuing challenge and action re. Giant Hogweed; contact with probation to be followed up re planters and keeping play areas tidy; issue of SBC planters near Golden Jubilee pub raised (weeds and damage); problematic dog fouling sign removed on Bridge St. - others might be sought and better positioned; landing page of website to have updated picture of the Town Hall and text to be updated; **Cllr Pybus** and Clerk to establish what the offer is for DEBRA (charity of the year).

#### 7.0 Council Finances

7.1 **To authorise payment of the accounts - Accounts Payable (includes Weigh & Tolls)** (DOCUMENT REFERS)

**Cllr Addison** requested 6 payments be approved that had arrived since the production of the payments list: grass cutting contract (5x sites) - £1002; CLCA annual membership - £774; end of year accounts close down support - £200; Northern Counties Allotments Association training course - £50; IT support & web hosting (inc. previous months' invoices) - £388.; hanging baskets - £670 (*clerk's note: figure stated should be £600 inc VAT*). The Accounts Payable and the additional payments were proposed and approved.

**PROPOSED:** Cllr Addison                      **SECONDED:** Cllr Blair                      **AGREED**

7.2 **Bank Reconciliation** (DOCUMENT REFERS) - The meeting noted the bank reconciliation.

7.3 **Income and Expenditure Report** (DOCUMENT REFERS) - **The Clerk** explained several points throughout the Income and Expenditure report. The report was noted and approved.

7.4 **Annual Governance & Accountability Return (AGAR) 1st April 2023 - 31st March 2024** (DOCUMENTS REFER)

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7.4.1 To Receive and note:

a) Internal Control Report - **the Clerk** presented the Internal Control Report. It was proposed that this was accepted.

**PROPOSED: Cllr Addison; SECONDED: Cllr Coulson; AGREED (Cllrs Smailes, B Wegg and R Wegg ABSTEINED)**

b) Internal Audit Report - **the Clerk** presented the Internal Audit Report. It was proposed that this was accepted.

**PROPOSED: Cllr Addison; SECONDED: Cllr Coulson; AGREED (Cllr Smailes ABSTEINED)**

7.4.2 Approve the Annual Governance Statement (AGAR Section 1) for '23-'24 - **the Clerk** presented the Annual Governance Statement (AGAR Section 1) which was proposed for approval.

**PROPOSED: Cllr Hardy; SECONDED: Cllr Blair; AGREED**

7.4.3 Consider and Approve the Statement of Accounts (AGAR Section 2) for '23-'24 - **the Clerk** presented the Statement of Accounts (AGAR Section 2) which was proposed for approval (supported by the Annual Accounts Report).

**PROPOSED: Cllr Addison; SECONDED: Cllr Blair; AGREED**

7.4.4 Ensure that the following are signed by the Chair

a) Statement of Accounts (AGAR) - **Cllr Newcombe** signed the Statement of Accounts (AGAR)

b) Balance Sheet - **Cllr Newcombe** signed the Balance Sheet

c) Statement of Governance (AGAR) - **Cllr Newcombe** signed the Statement of Governance (AGAR)

7.4.5 Note the requirement to inform the public of the period for the Exercise of Public Rights (13th June '24 - 24th July '24) and details regarding sections 26 and 27 of the Local Audit and Accountability Act 2014. - noted by the meeting.

7.4.6 To note and approve the Asset Register - **the Clerk** presented the Asset Register and this was approved.

**PROPOSED: Cllr Addison; SECONDED: Cllr Blair; AGREED**

7.4.7 Proposed Audit Plan for 2024 - 2025 - **the Clerk** advised (and usual YTC practice) and interim audit and an end of year audit.

**PROPOSED: Cllr Addison; SECONDED: Cllr Hardy; AGREED**

**8.0 To Review and Consider the Correspondence List** (DOCUMENT REFERS). The meeting noted the Correspondence List. There were no queries.

**9.0 Adjournment and Questions From the Public** **Cllr Newcombe** adjourned the meeting for questions from the public.

A member of the public (**MP1**) thanked Cllr Hardy and the Clerk for their work on the High St flowering tubs and the planter at the top of Bentley Wynd (the Clerk confirmed that there was still work to do - Trees for Tees could be asked for a shrub or suitable miniature tree). **MP1** commented on the taxis that pollute outside the Town Hall by leaving their engines running. **Cllr Smailes** commented on poor parking at the side of the road along the High St. and parking in disabled bays. Comment

was also made that a number of people leave their cars on the High St for longer than 3 hours by simply changing one digit when entering the registration number for a ticket. It is felt that parking issues are not being dealt with currently; **Cllr Coulson** felt that SBC were short of front-line staff.

The Clerk read out a letter from **MP2** re businesses parking on the High St and filling at least a third of the spaces first thing in the morning making it difficult for shoppers and visitors to park; part of this practice is linked to fear of car crime in the long stay car parks (evidence of this is not known). A comment was made regarding the exit/entrance from Yarm School on the Spital and vehicles emerging from here at speed. Additional comment was also made about cars parking on pavements. **MP2** had also written to say that he had witnessed a number of trips and falls due to uneven pavements, including broken bones.

The Clerk read a letter from **MP3** regarding application to remove a tree adjacent to a house at the edge of Snaith's Field (photographs were supplied including damage to the house). Councillors concluded that they would not object to this application.

**ACTIONS:** It was suggested that the uneven pavement issue could be raised with SBC officers at a meeting scheduled (**Cllrs**).

The Clerk will speak with Enforcement Officers re. the road traffic and parking concerns.

The Clerk will notify the MP3 that YTC will not be objecting to the removal of the tree.

## **10.0 Policy and Resources:**

### **10.1 Weigh and Tolls Matters and Events**

**10.1.1 Events Update - Cllr Smailes** referenced that the 6th June 80th DDay Anniversary had taken place. As regards The Riding of the Fair, a bus from M&D coaches had been costed and booked; the invitation list needed to be confirmed (shortened) and sent out; a dress code would be in place this year (no jeans or trainers). Cllr Smailes will be scheduling an Events Discussion took place regarding a thank you to Graham Tebbs for his service as Clock Winder i.e. gift voucher for tea, Heritage Centre Plaque as tribute and information on the clock weights column. There is a film that is part of the main downstairs exhibition featuring Mr Tebbs winding the clock. **Cllr Addison** proposed this should be placed on the website

**ACTION:** Clerk to action placing the YTHHC clock winding film on the website.

**10.1.2 Yarm Town Hall Heritage Centre: Update - the YTHHC Development Manager** gave feedback on work by the Friends group: two very successful Tom Brown walks led by Ray Gregory; a further full heritage walk had been developed (38 points of information but max. 18 stopping points) - this includes visiting Yarm Chapel; the next Friends group will be filling in the information required for the full heritage walk at the next meeting - a number of members will be involved in leading this; other walk ideas are under development - heroes and villains for children, historic pubs etc; the governance structure has been identified; the NLHF bid is being re-grouped under the new criteria - nearly complete; a number of group visits are booked in, including a walking group and a number of visits from Yarm Primary. More resource in-kind has been achieved worth £400-600 (virtual tour of upstairs for the web, created by a local company).

**10.1.3 Holocaust Memorial Day - Cllr Monck** (this item was deferred)

**10.1.4 200th Anniversary: Stockton to Darlington Railway - Cllr. Addison. Cllr. Newcombe** asked that **Cllr. Smailes** should have a discussion with the Events Committee as to what might happen for this anniversary. **Cllr Addison** stated that he would like to support the Friends of YTHHC further on what might be planned; a rail heritage mural was discussed with the

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**11.3 Arboricultural Reports (DOCUMENTS REFER)** - the Clerk briefed the meeting on the reports circulated. There are no Category A trees (urgent) for attention.

**ACTION:** Following discussion, it was decided that the tree surveyors be approached to see if the Category B trees required maintenance could be split across this year and next financial year, with the most urgent addressed this year. 3 quotations for the work would also be sought.

## **12.0 Adjournment and Final Questions from the Public**

**MP1** referenced making the children's Viking costumes for the Heritage Centre and requested any contacts that might be able to donate old fashioned style blankets to be used. A request was made for the nettles to come down at Snaith's Field where the fruit trees are planted (the hogweed now having been removed). **ACTION: Clerk to make request to grass cutter.**

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

13.1 Feedback on items to date & proposed new items - update required for main text as per Matters Arising list.

**14.0 To receive items for information and consideration for the next agenda** - none currently.

**15.0 To confirm the date, time and location of the next YTC meeting (Challoner House):** 7pm, 9th July 2024

## **16.0 Confidential Items**

The meeting resolved that the next item be confidential and that the public should be excluded under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), in respect of GDPR and legal considerations.

**16.1 Allotment Tenancy Issue** - The tenant in question is leaving a current plot and is being placed on the waiting list for an allotment in the future.

*The Clerk asked the meeting to note that support to complete sorting online information was required. As with paper information (which dated back to the 1970s,) a number of different e-filing systems have been set up by different clerks and others over the years and this needs a thorough overhaul ASAP. Sorting the backlog of paper documents is also still continuing. There was general agreement that this should go ahead; the budget for admin support was identified (to be reported at the next meeting).*

The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) - A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

<b>ACCOUNTS FOR PAYMENT 11th JUNE 2024</b>				
<b>YARM TOWN COUNCIL ACCOUNTS</b>			(inc of VAT	
<b>MEMBERS APPROVE THE FOLLOWING ACCOUNTS PAID FOR BY DIRECT DEBIT</b>			if applicable)	
<b>Payments by Direct Debit</b>		£	£	
<b>Creditor</b>	<b>Service</b>	<b>Sub Total</b>	<b>Total</b>	<b>Ref</b>
Stockton-on-Tees BC	Market Toll Rates 1.6.24		<b>£96.00</b>	d/d
Virgin Media	Town Hall Wi-F 3/6/24		<b>£72.00</b>	d/d
EE	Mobile & telephone 16.05.24		<b>£9.07</b>	d/d
Barclays	Bank Charges Apr/May 24		<b>£10.21</b>	d/d
Stockton-on-Tees BC	Cemetery rates. 1.05.24		<b>£42.00</b>	d/d
Stockton-on-Tees BC	Cemetery waste collection June		<b>£31.88</b>	d/d
Google	G Suite		<b>£90.00</b>	d/d
British Gas	Allotment hut electricity 29/5/24		<b>£39.14</b>	d/d
<b>YARM TOWN COUNCIL</b>				
<b>MEMBERS TO APPROVE THE FOLLOWING ACCOUNTS PAID BY CHEQUE OR BACS</b>				
<b>Creditor</b>	<b>Service</b>	<b>Sub Total</b>	<b>Total</b>	

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Town Clerk	May salary inc £304.80 overtime		<b>£2,296.04</b>	<b>BACS</b>
HMRC	Tax & NI for April		<b>£485.26</b>	<b>BACS</b>
Contractor	Grass cutting 13th nd 14th May		<b>£1,002.00</b>	<b>BACS</b>
Contractor	Tree survey		<b>£558.00</b>	<b>BACS</b>
EDF	Electric costs for TH 1/4 to 1/5		<b>£313.99</b>	<b>BACS</b>
Town Clerk	Expenses		<b>£23.51</b>	<b>BACS</b>
Cllr S Atkinson	Bowling club supplies		<b>£121.24</b>	<b>BACS</b>
Gallaghers	Insurance 1/6/24 to 31/5/25		<b>£6,930.60</b>	<b>BACS</b>
Rialtas	Yearly support 1/4 to 31/3		<b>£230.40</b>	<b>BACS</b>
Cornerstone Business	I.T support for June		<b>£99.96</b>	<b>BACS</b>
Cornerstone Marketing	Website & hosting for June		<b>£24.00</b>	<b>BACS</b>
Contractor	Spital Gate &Block/ChapelRoof/Repair		<b>£576.00</b>	
	to Cemetery& Allotment Wall (inc VAT)			
<b>MEMBERS TO APPROVE THE FOLLOWING ACCOUNTS FOR PAYMENT BY CHEQUE OR BACS</b>				
<b>Cornerstone</b>	<b>Service</b>	<b>Sub Total</b>	<b>Total</b>	
Cllr P Addison	Signs	90.23		
	Plants for flower tubs in High Street	70.69		
	Bowls club registration fee	86.00	<b>£246.92</b>	
<b>INCOME TO YARM TOWN COUNCIL</b>				
Barclays	Interest 13/3/to 14/4		<b>£0.60</b>	d/c
Allotment Holder	Allotment rent		<b>£35.00</b>	d/c
Barclays	Interest 15/4 to 12/5		<b>£0.26</b>	d/c