

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 April 2022

Time: 7pm

Members of the public are invited to
attend the meeting

COVID Guidance at the time 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. John Coulson (Vice Chair)

Cllr. Patrick Morton

Cllr. Philip Addison

Cllr. Chris Neil

Cllr. Alan Moffitt

Cllr. Pam Smailes

Cllr. Peter Monck

Cllr. Barbara Wegg

Proper Officer / Town Clerk - Juliet Johnson

The Rate Payers' Representative (RPR) Karen Shields was in attendance.

Ward Councillor Andrew Sherris

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

1.1 Cllr. Coulson, as Vice Chair, took the Chair.

1.2 The Clerk requested of the Chair & Councillors that an additional item be addressed under Finances re: Identifying a 3rd Bank/Cheque Signatory - **AGREED**

2.0 Apologies for Absence

2.1 Apologies were received from **Cllr Marjorie Simpson**. Ward Cllr Fagan had also forwarded apologies.

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 a) No declarations of interest were received

3.2 b) **Request for dispensation - Cllr Marjorie Simpson.**

The Clerk confirmed that a request for dispensation had been received from Cllr Marjorie Simpson due to continued illness.

The Clerk briefed the meeting that **Cllr Marjorie Simpson** had requested dispensation for non-attendance at meetings due to continued illness (in accordance with Section 85 of the Local Government Act 1972) until such time as she is able to attend.

APPROVED: The request for dispensation from Cllr. Simpson was approved by all Councillors.

4.0 Confirmation of Minutes

To accept the minutes of the previous meetings:

4.1 **Weigh and Tolls Committee** held on Tuesday 8th March 2022 and approve their signature by the Chairman of the meeting.

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

4.2 **Yarm Town Council** held on Tuesday 8th March 2022 and approve their signature by the Chairman of the meeting.

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

4.3 **The Clerk** informed the meeting that the Finance & Governance Meeting (28th March 2022) wasn't quorate so hadn't been held and that a note to this effect would be held on file.

5.0 Matters arising from the minutes of the previous Ordinary YTC meeting, 8th March 2022:

5.1 **Litter Bins and Trade Waste Bins : Current Position** - ALL

Cllr Morton confirmed that the issue was still substantially alleviated but not completely solved.

5.2 **Proposal for pavement markings (pubs, cafes and eateries).** - Clerk / Cllr Neil

5.2.1 **The Clerk** is still awaiting a response from the further suggestion forwarded to SBC of how the pavements could be marked (re. Cllr Neil's comparison with Leeds). **Cllr Neil** pointed out that it was getting impossible to pass in several places

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(the example of The Mocking Bird was given). **Cllr Moffitt** commented that there were now 3 large A boards on the pavement outside where the Post Office used to be which are causing a major issue for those who are disabled and those with pushchairs.

5.2.2 The RPR, Karen Shields, suggested that the work she referenced during Weigh & Tolls regarding the High Street Audit would help demonstrate a case of what needed to be done and how it might be properly addressed (with best practice comparators from other similar High Streets / towns). The issue is about finding a solution for the promotion that is achieved by A boards rather than the very real issues identified being mistakenly seen as 'anti-business' - **Cllr Morton** concurred.

ACTION: liaison between the Business Forum, SBC licensing and Highways, linked to the High Street Audit - **K.Shields & The Clerk to meet.**

5.3 Mayoral Chain - Cllr Wegg /Clerk

5.3.1 Cllrs Wegg & Moffitt suggested that the revamp of the Mayoral Chain would need to take into account that different Mayor's are different heights. **The Clerk** confirmed to **Cllr Wegg** that the pins along the band of the 'chain' were all different widths/dimensions and that it would be best to visit to examine it prior to creating a replacement band.

ACTION: **Cllr Wegg** to arrange to visit office re the above.

5.4 Completion of relocation to temporary office

5.4.1 The Clerk confirmed that the relocation was now complete, the new temporary office now set up and running and that a few items of old furniture remained at the Town Hall for disposal (as per previous minute). **Cllr Addison** confirmed the removals cost as being £120 to date. **Cllr Moffitt** recommended an auctioneer as regards some previously discussed items of furniture it had been agreed to dispose of. Artifacts would be kept at Preston Park Museum stores until the Heritage Centre is complete.

ACTION: **Clerk** to continue disposal and storage.

5.5 YTC adopting a 'Charity of the Year': Brief to Advertise

5.5.1 The Clerk to bring to the next meeting.

5.6 Youth Provision (meeting at Challoner House)

5.6.1 Cllrs Coulson, Wegg and the **Clerk** had attended this meeting. **Cllr Wegg** commented on how useful and informative it had been to hear about the mapping of the area that identified 'haves' and 'have nots', pockets of deprivation where provision and support can be targeted. Cornerstone does a lot of valuable work targeting special and specific needs. The Clerk commented on the briefing that had been provided re . the extensive effectiveness of street based youth work in particular but that this was resource intensive and required long term development of relationships. **Cllr Wegg** referenced similar work/projects in Ingleby Barwick.

5.7 Worsall Rd. Roundabout: Update & Next Steps

5.7.1 Cllrs Smailes and Monck referenced that if this scheme was accepted by Councillors (i.e. removal and replacement of sleepers and planting) the project should now just go ahead. **The Clerk** suggested that due to the confusion regarding procurement Councillors might like to consider making a project grant to the group delivering the project.

5.7.2 Cllrs Moffit and Monck proposed that £1,500 was available (ward budget) as an initial sum. A further £1,000 was identified in YTC budget if necessary, maximum budget being £2,500.

AGREED.

5.8 Morley Carr Bowling Facility

5.8.1 The Clerk confirmed that a very longlist of interested parties had now been identified. **Ward Cllr Sherris** is going to help identify some Sports Development (bowling knowledge) to help organise the first meeting to set up the project and referenced that there had been a few issues as regards completing the facility so it would be another couple of months prior to handover.

5.9 Developing Approved List for Contractors/Services: Update

5.9.1 The Clerk listed a number of areas where Councillors might wish to contribute to establishing an approved list of contractors: currently stone masonry (as regards tomb/headstone repair); general maintenance and fencing; groundcare; grass cutting; refuse disposal (ref. Re the Chapel - SEE LATER NOTE); arboricultural to name the most obvious areas.

ACTION: Councillors to forward to the Clerk suggestions for approved contractor lists.

5.10 Extension of temporary grass cutting contract until May 2022

5.10.1 The meeting noted that the proposal for the extension had been for until the end of the 2022 season (i.e. October 2022, not May). **The Clerk** confirmed that the current contractor had accepted the offer of continuing the service on the basis of the previous year's contract (i.e. the 4 locations, price and timetable).

6.0 Council Finances

6.1 To authorise payment of the accounts

6.1.1 Payments List Refers. **Cllr Addison** asked if there were any questions regarding the Payments List.

Cllr Addison drew the meeting's attention to the achievement of sorting out estimated bills from Eon (an issue ongoing from prior to the Clerk's appointment). **The Clerk** has now resolved the matter and the quarterly payment required for the Allotment Hut is now approximately £24.06 (not @£280 as previously billed). Repayment of the significant overpayment is now being sought (@£1,500). **Cllr Addison** also referenced the payment of £2k to the adventure company running the River Festival on 4th June 2022.

ACTION: Clerk to obtain repayment from Eon.

6.2 Income and Expenditure Report (DOCUMENT REFERS)

6.2.1 Cllr Addison reported that there is likely to be an underspend of approximately **£18k** for the financial year 2021-2022 once the accounts have been finalised (referenced at March's meeting). This enables the expansion of the Gala

budget. Cllr Addison drew the meetings attention to the expenses for the Clerk re. where she had been required to buy items of equipment (e.g. a shredder, a laminator etc.) and cover other expenditure for YTC throughout the year.

6.3 Bank Reconciliation (DOCUMENT REFERS)

6.3.1 Cllr Addison presented the bank reconciliation document and referenced transfers made.

6.3.2 Cllr Smailes queried the reserve for Allotment Development. Cllr Addison confirmed that there was between £5 - £6k remaining as earmarked reserves for the allotments. **Cllr Smailes** said she thought that the original amount had been for buying new land. **Cllr Monck** confirmed that it was for general development rather than land purchase specifically. **Cllr Addison** reminded the meeting of a number of allotment developments including the purchasing of and fitting out of the new allotment cabin, storage container and further container across the allotments. The Clerk reminded the meeting of extensive fencing development to facilitate the subdivision of larger allotments creating more opportunities to meet demand on the waiting list.

6.4 Proposed Update: Financial Regulations & Thresholds Within (to align with Standing Orders)

6.4.1 The Clerk advocated that, following the overhaul and modernising of YTC's Standing Orders and Risk Register, YTC's Financial Regulations were the next critical document in urgent need of updating (hadn't been attended to in previous years). She asked Councillors that, most immediately, the procurement thresholds within Financial Regulations should be updated to reflect those in Standing Orders so there was at least alignment. **AGREED.**

6.5 Additional Signatory for Cheques

6.5.1 Cllr Coulson was identified as the additional bank and cheque signatory. **AGREED.**

7.0 To Review and Consider the Correspondence List

7.1 Councillors were asked to note and consider the Correspondence List.

8.0 Adjournment and Questions From the Public

8.1 The Chair adjourned the meeting for questions from the public.

8.2 A member of the public asked why there is no traffic warden on the High St. currently. He raised the issue of spaces reserved for blue badge holders only not being enforced i.e. people without blue badges using them and not getting tackled. The example of the disabled bays outside of Boyes was given, which the speaker identified as regularly blocked overnight and through the following day by non-blue badge holders.

8.3 Cllr Morton suggested that he understood that the Enforcement team were short staffed and also had to cover other roles as well as parking.

ACTION: It was proposed that **the Clerk** should make contact with Enforcement regarding this issue and feedback to the member of the public.

PROPOSED: Cllr Coulson **SECONDED:** Cllr Moffitt **AGREED**

8.4 Cllr Moffitt raised the issue of why the Long Stay Car Park development seemed to have ceased with Ward Cllr Sherris. **Ward Cllr Sherris** confirmed that there had been a problem at the site which had caused the delay.

9.0 Policy and Resources

9.1 Cemetery Report

9.1.1 Cllr Moffitt confirmed that a tomb repair was pending for the enclosed cemetery, following a survey to identify cause of the deterioration. An increased number of burials have taken place at Yarm Cemetery, most recently a Muslim burial. Waste is being removed from the gated storage area and a delivery of topsoil is being arranged.

9.1.2 The Clerk confirmed that she is reviewing the cemetery bin waste disposal contract in terms of an alternative provider (SBC contract only allows for weekly usage but YTC only needs monthly collection).

9.2 Allotments Report

9.2.1 Cllr Coulson reported on regular visits to the allotments and that the condition, cultivation and atmosphere seemed to be very positive. **The Clerk** reported that there had been an issue with the skip company not delivering to the correct allotment area (re. Clearance of a shed and specific waste) despite initial and continued guidance as to the location. **Cllr Smailes and Karen Shields (RPR)** recommended the use of 'What 3 Words'. **Cllr Wegg** reported a problem she'd heard about re. ASB and a padlock for one tenant. **The Clerk** confirmed that she'd heard about it sometime ago and urged Councillors to ask tenants to contact her directly or report any issues immediately rather than save them for this meeting.

9.3 Proposal for YTC to support & develop a River Walkways Project in partnership (PAPER REFERS)

9.3.1 Cllr Moffitt took the meeting through the paper that Cllr Coulson had read out at the last meeting, giving the practical steps and rationale behind YTC developing and leading a strategic partnership approach to addressing both the current practical repair and maintenance issues for the riverwalk areas through to significant development needs to secure and properly present this major Yarm asset. Agencies to be involved include (e.g.) the True Lovers Walk Volunteers group, SBC, The Canals and River Trust and the Environment Agency. Cllr Moffitt referenced the 'walk round' meeting that had been held with key SBC officers, Ian Carter (True Lovers Walk Volunteers), Cllr Coulson, Cllr Moffitt, The Clerk and Ward Cllr Sherris. It was proposed that the River Walkways Project is developed as the next major initiative for YTC to develop and champion.

PROPOSED: Cllr Moffitt

SECONDED: Cllr Coulson

AGREED

9.4 Ward Budget Funding: Snaiths Play Equipment - discussion as to options

9.4.1 Ward Cllr Sherris confirmed that £4k is available for play equipment at Snaith's Field. YTC had previously identified the option of using this for a disabled access spinner (as per installed at Kirklevington). **Cllr Smailes** commented on the quality of this area. Cllr Smailes advocated that a new spinner (as per Kirklevington) could be purchased for Willey Flatts. Discussion occurred regarding whether CCTV should be achieved for this area first or whether an 'arson proof/damage resistant' spinner could be identified and purchased (i.e. not plastic).

AGREED: to look at the feasibility of installing a spinner at Willey Flatts at a future meeting.

9.5 Hanging Baskets: Quotations Received (DOCUMENT REFERS)

9.5.1 **The Clerk** briefed the meeting as to 3 companies (noted as Company A, B & C) that had responded to the invitation to quote.

AGREED: **Company C** was selected as the company to provide this year's hanging baskets for the High Street (price in the document being £24 per basket, £1,632 net for 68).

9.6 Initial Discussion: Flag Flying Policy

9.6.1 **Cllr Coulson** briefed the meeting that YTC has a Flag Flying policy but this needed some review and updating. **Cllr Monck** referenced that in the past, a Flag Flyer had been given an annual payment of £150. **The Clerk** offered formal thanks to Tom Shields (the RPRs son) who had stepped in currently to take **Cllr Gallafant's** role in raising and lowering the Union flag at the Town Hall.

ACTION / AGREED:

- a) **Clerk** to identify whether or not local Scout group would like to take on this duty (for a contribution to their funds) and if not, a private individual might be identified for the task.
- b) **Cllrs Coulson, Moffitt** and the **Clerk** will review the Flag Flying Policy.

9.7 Staffing Committee: Meeting Scheduled

9.7.1 **Cllr Coulson** briefed the meeting that the above was to be organised (provisionally for 28.04.22). The agenda will be: achievements / work covered to date; areas for Improvement / still to address; areas of the role that have been challenging; how the Clerk can be supported (and how the Clerk can support the council) to achieve. Councillors are invited to give feedback on the 4 above areas ready for the session.

ACTION: Councillors & Clerk to provide feedback on the above 4 areas (to **Cllr Coulson**)

9.8 YTC Risk Register: Update & Discussion (DOCUMENT REFERS)

9.8.1 **The Clerk** briefed the meeting regarding the above which will come back to a future meeting for approval. There were no comments regarding the Risk Register update at this stage.

10.0 Planning & Environment:

10.1 Matters Arising: Planning Applications & Lists

10.1.1 **Cllr Monck** stated to the meeting that there were no particular planning issues that he currently wished to draw attention to.

10.1.2 **Cllr Monck** briefed the meeting that an insurance claim was in process for the roof of the Fellowship Hall, following storm damage.

10.2 Latest Play Area Reports & Issues: Update

10.2.1 **The Clerk** confirmed that Play Inspection Reports were now coming through properly / helpfully labelled as 'No New Damage' or 'New Defects Identified' from SBC so that the backlog of repairs can now more easily be tracked and traced as

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distinct from any repeat or new damage. Current repairs awaited include: new swing to replace missing one at Snaith's Field and removal of spinner stump at Willey Flatts.

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 will start to create Facebook posts as part of the campaign for the Gala / Jubilee Celebrations (following confirmation today of artists and key directions) along with the Riverfestival.

11.1.2 The Clerk raised the issue of needing to review accessibility of the YTC website as soon as possible and referred Councillors to the draft policy previously circulated. The matter had been raised with the current provider but a way forward had not been clarified.

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

13.0 To confirm the date and time of the next YTC meeting: 7pm, 10th May 2022

13.1 To confirm the date/time of the Finance and Governance Meeting To Be Confirmed

14.0 Confidential Item(s) - N/A

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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