



Minutes of a meeting of Yarm Town Council held at  
**Challoner House, Challoner Road, Yarm**  
**on Tuesday 9<sup>th</sup> September 2025 at 7pm**  
 Members of the public were invited to  
 attend the meeting  
**SIGNED: Pamela Danks. Town Clerk (interim cover)**

Yarm Town Council  
 Town Hall  
 High Street  
 Yarm  
 TS15 9AH

### Yarm Town Council ordinary meeting minutes

1.	<p><b>Recording of Meeting</b></p> <p>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.</p> <p>There were no objections raised</p>
2.	<p><b>Notice of Meeting</b></p> <p>It was confirmed that public notice of the meeting was given in accordance with schedule 12, paragraph 10 (2) of the LGA 1972.</p>
3.	<p><b>Public attendance:</b></p> <p>With the exception of any item identified 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</p>
4.	<p><b>IN ATTENDANCE:</b></p> <p>Councillor Hazel Best        Councillor Marje Blair        Councillor Elaine Dodds        Councillor Stephen Dodds        Councillor Stephen Nealon        Councillor Christopher Neil        Councillor Malcolm Palmer        Councillor Yvonne Pybus        Councillor Aiden Pybus        Councillor Jake Taylor</p>



	<p>Town Clerk (Interim cover) Pam Danks – Minute taker</p> <ul style="list-style-type: none"> <li>Members’ apologies received</li> </ul> <p>Councillor Yvonne Wallace.</p>
<p>5.</p>	<p><b>Code of Conduct   Declaration of Interest   Dispensation</b></p> <ul style="list-style-type: none"> <li>No declarations of interest from members of any item were discussed.</li> </ul>
<p>6.</p>	<p><b>To approve signature of minutes previous meetings:</b></p> <ul style="list-style-type: none"> <li>Annual meeting - Friday 22<sup>nd</sup> August 2025.</li> </ul> <p>An item on the meeting minutes was found to be in error and needs to be amended before signature.</p>
<p>7.</p>	<p><b>To Review and Consider the Correspondence List</b></p> <ul style="list-style-type: none"> <li>Nothing to review at this time.</li> </ul>
<p>8.</p>	<p><b>Council Finances</b> (includes Weights &amp; Tolls) Cllr Malcolm Palmer/ Cllr Elaine Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace.</p> <ul style="list-style-type: none"> <li><u>UPDATE: statement of the accounts / Bank Reconciliations / Income and Expenditure.</u> Nothing was discussed as the banking and reconciliation is still being backdated to the beginning of the financial year.</li> <li><u>AGAR audit for 2024/25.</u> This has been completed and Mazars will be emailing the result with some recommendations.</li> <li><u>Insurance policy.</u> Was automatically renewed with Hiscox via Gallaghers on 14<sup>th</sup> May 2025. This can be reviewed again at the end of this policy term and quotes for insurance sought prior to any new policy agreement.</li> <li><u>FOR DECISION: Names of new signatories on bank account.</u> Cllrs Elaine Dodds, Malcolm Palmer, Jake Taylor &amp; Yvonne Wallace are the nominated signatories.  None of the Councillors present abstained from voting. Motion was carried.</li> <li><u>FOR DECISION: Change process to dual signatures on all transaction documents.</u> This will be amended in the Council’s standing order documents, and a stamp will be purchased to facilitate the change when banking mandate changes have been completed.</li> </ul>



None of the Councillors present abstained from voting. Motion was carried.

- FOR DECISION: implement community grant application forms for all future monetary based requests from all applicants.

This was discussed with two Councillors initially raising objections as felt that current process allowed claimants to present their case at Council meetings. The process was explained that an application form would be completed, sent to the Town Clerk. This application would be sent to Councillors in a pack before each Council meeting. The claimant could then present their case at the meeting if they wished and the Council would have all information required in advance to make an informed decision at the meeting. It also gives documented traceability and contains an agreement that the monies given will be used for the purpose as stated. Town Clerk to send application form to all Councillors.

None of the Councillors present abstained from voting. Motion was carried.

- FOR DECISION: Emails. Move from Gmail to GOV.UK. Create SharePoint, add email protection and cloud backup.

3 quotes were provided by Cllr Jake Taylor and each reviewed. Decision was reached to use Cornerstone for this project as their quote was the cheapest.

None of the Councillors present abstained from voting. Motion was carried.

- FOR DECISION: Internal auditor for 2025/26 EOY accounts. Need to be appointed as previous has ceased.

3 quotes being sought, decision to appoint to be deferred until all quotes are in place.

- FOR DECISION: Yarm Town Council website. Costs to change domain and renew format – Review quotes.

3 quotes being sought, decision to appoint to be deferred until all quotes are in place.

- FOR DECISION: Social media pages & management.

3 quotes being sought, decision to appoint to be deferred until all quotes are in place.

**Planning & Environment:** Cllr Stephen Dodds/ Cllr Stephen Nealon

- 9.
- General update.
- Will contact SBC re street furniture plans as no update seen. Cllr John Coulson informed that there is a meeting next week re the Yarm High St development. Consultation was 3yrs ago and the ward Cllrs for Yarm are continuing to push for changes to plans but feel it is now too late.



- Planning Applications & Lists. Cllr Dodds has asked for these to be sent to him until the new Clerk has been appointed. From that point the plans will return to being emailed to the Clerk who should forward weekly to all Cllrs.
- Play area reports. PD has asked for these reports to be forwarded to the committee members directly in future.
- Snaiths field equipment will include ground level trampolines.
- Street cleaning (Cllr Marje Blair). The street cleaner is out regularly around the High St.
- River pontoons (Cllr Marje Blair). Cllr John Coulson advises that the issue of the pontoons is being discussed at Borough Council level with Cllr Andrew Sherris also involved. Cllrs will ensure that Yarm Cllrs are kept up to date with outcomes of meetings.
- Weeds on paths to Snaiths Field (Cllr Yvonne Pybus & Cllr Marje Blair) These have been cleared by Cllrs and is now under control
- Nettles on Worsall Road (Cllr Marje Blair) These have been cleared by Cllrs and is now under control
- Cigarette and debris outside public houses (Cllr Malcolm Palmer) Some of the barbershops employees are causing issues with their cigarette butts being dropped onto pavements. These are then swept into piles rather than going into bins

- FOR DECISION: Christmas lights order for Town Hall (Cllr Marje Blair).

Previous Council had purchased Christmas lights for the Cenotaph side of the Town Hall but electricity feed is needed. Permission to use the same company that completed the works on the other side of the Town Hall for the Christmas tree.

None of the Councillors present abstained from voting. Motion was carried.

The Christmas tree is in storage in the Methodist Church until it is required for use.

Cllr John Coulson advises that there will be lights on the bridge this year as it has been agreed at a shared Borough Cllr cost with Eaglescliffe Borough Councillors.

- Saving Yarm petition (Cllr Yvonne Wallace) Cllr was unavailable to update us on this, will be added to next agenda.

**Adjournment 1 - Questions From the Public**

10.

- Cars parking on the High St with their bonnets overhanging the pavements and causing issues to pedestrians. Cllr Stephen Dodds advises this is an enforcement issue.
- Taxi signs are unsightly. Cllr Stephen Dodds advises this is a temporary basis.
- Planters planned for new High St will block deliveries to Strickland & Holt.
- Cobbles on quayside have worn away. Cllr Stephen Dodds advises that these will be repainted but there is no timetable for this at the moment
- Pontoons. Matt Vickers has been asked to get involved to try to stop their removal. Question was asked about cost of replacement, and an estimated value was given as £20k per pontoon. Yarm and Borough Cllrs fully support the need for these essential river items.



	<ul style="list-style-type: none"> <li>• Snraiths field apple trees planted. The nettles are so high under the trees that the apples are unavailable. Can these be cut. This has been arranged, and the company will complete monthly cutting of the same area during the next growing season.</li> <li>• Number of boats speeding on the river causing riverbank erosion is on the rise. These include Yarm School training boats. Can we get speed limit signs installed, and gabions on the riverbank to stop the soil from dispersing into the river. Planning &amp; Environment committee will need to speak to SBC.</li> </ul>
<p>11.</p>	<p><b>Yarm Allotments committee:</b> Cllr Yvonne Pybus/ Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil</p> <ul style="list-style-type: none"> <li>• General update. There is an apple tree on top allotments which is going to come down, can we get someone out to remove the tree. Committee to investigate and obtain 3 x quotes.</li> <li>• Skip for removal of debris from vacated allotments was arranged for £270. Another skip will soon be needed due to tenants leaving and not clearing allotments.</li> <li>• Fly tipping due to barrier bollard not being fastened is becoming more of an issue. Committee to investigate and obtain 3 x quotes for repair/ replacement of bollard.</li> <li>• Lighting, CCTV cameras and new post for top allotments. Committee to investigate and obtain 3 x quotes. Will need to be solar powered due to lack of electricity.</li> <li>• Warning letters and evictions. The committee will be reviewing all allotments and will send details to the Clerk for letters to be sent accordingly.</li> </ul> <p>Cllr Jake Taylor will investigate possibility of getting donation of electricity cable. Will then need to arrange for fitting by liaison with SBC planning etc.</p>
<p>12.</p>	<p><b>Yarm Cemetery committee</b> –Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil/ Cllr Aiden Pybus/ Councillor Yvonne Pybus</p> <ul style="list-style-type: none"> <li>• Grounds &amp; pathways.</li> </ul> <p>There is a great deal of ground cracking in the cemetery which is a trip hazard and needs to be dealt with via topsoil being purchased and fed into these gaps. There is also a large amount of clay to be removed which is from grave digging.</p> <p>Committee to investigate and obtain 3 x quotes.</p> <ul style="list-style-type: none"> <li>• Chapel building</li> </ul> <ol style="list-style-type: none"> <li>1. The gutters on the Chapel are blocked and need to be fitted with cages to stop leaves blocking.</li> </ol>



	<p>2. The doors have dropped, and hinges need attention and repair. Committee to investigate and obtain 3 x quotes for each.</p> <ul style="list-style-type: none"> <li>• Security CCTV Can the committee be connected to the cameras so can view via mobile connection. Cllr Jake Taylor would also like to be connected.</li> </ul> <p>Cllr Elaine Dodds/Cllr Jake Taylor will investigate the current Town Hall provider and see if it can be extended to the Chapel as part of package. Committee to also obtain 3 x quotes for the internet connection to be available around the Chapel.</p> <ul style="list-style-type: none"> <li>• Memorial Pet Garden. There is an idea to have a part of the cemetery provided for Yarm pets ashes to be interred with a memorial wall/ fence for people to add a plaque and possibly small items planted.</li> </ul> <p>Committee to get a plan for location and 3 x quotes for any works required.</p> <ul style="list-style-type: none"> <li>• Headstone repairs are now fully completed.</li> <li>• Member of the public have asked if she and her son can purchase and install two seating benches in the cemetery. The Cross Keys would also like to fund another bench. Cllr Jake Taylor to liaise and start the plans. The benches will need to have cement plinths installed underneath.</li> <li>• General grounds maintenance budget that covers grass cutting will need to be reviewed before agreeing budget for 2026/27</li> </ul>
<p>13.</p>	<p><b>Staffing committee:</b> Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace</p> <ul style="list-style-type: none"> <li>• Town clerk role recruitment is underway with candidates undertaking a primary interview. References have been requested and when received, secondary interview to be planned.</li> </ul>
<p>14.</p>	<p><b>Leisure &amp; Culture committee:</b> Cllr Stephen Nealon/ Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Aiden Pybus/ Cllr Yvonne Wallace</p> <ul style="list-style-type: none"> <li>• <u>FOR DECISION: Christmas light switch on 7<sup>th</sup> December 2025.</u></li> </ul> <p>Cllr Jake Taylor asked those present if this can be considered for a young person who is a regular Charity fundraiser for Yarm Charities.</p> <p>None of the Councillors present abstained from voting. Motion was carried. Cllr Jake Taylor will speak</p>



To the person who has been nominated.

- Glenn Layfield appointment to end of 2025 and the committee will make another decision review and decision for 2026.
- Yarm Fair plans.

Date of fair week commences 13<sup>th</sup> October. Boss events are working with us.

Spoken to Phil Cooper of Showman's guild and all plans underway

Boss events completing all the ISAG paperwork and traffic management plans but will also speak to SBC directly to stop any parking on Snaiths field. Need to find out what the fairground rent is by looking at last years event plans/ banking. Cllr Elaine Dodds to investigate.

Dodgems are coming this year but future years are undecided due to the High St development plans which are out of our control now.

Yarm fair parking permits for residents.

Will need to advertise their availability to be collected from the Town Hall for residents. Use of social media and shop windows on High Street. There are permits available in the Town Hall already.

Youth safe space initiative to happen again this year. It was well received and the costs are covered by SBC. It gives young people someone on hand for any issues or to provide a safe space.

Showman's lunch this year. Do we make it an afternoon tea or offer a drink for a toast. Cllrs can attend with a guest along with representatives of the Showman's guild. Need to develop a clear plan and estimate of costs involved quickly.

Hornblower for the proclamation is same as last year.

- Remembrance day
  1. Meeting with Revd yesterday. Order of service document has been agreed for the service at the Church.
  2. Need to send an invite to the Lord Lieutenant.
  3. Boss events are working with us again and will complete the ISAG
  4. Cllr Jake Taylor to read roll of honour.
  5. RBL have a new Parade Marshall for this year, details are coming
  6. Church service: Cllr Jake Taylor requests presence of all Councillors at this service. First pew to be made available for the Councillors with family members in next pew behind. Visibility of Councillors as a team is essential.
  7. The Yarm Town Hall clock is still awaiting repair to bring it back to the correct time but this is now planned for 24<sup>th</sup> September.
  8. Reader for the exhortation to be identified. We need to go to the Veterans breakfast at the Wellness Centre and see if we can find a willing participant.
  9. Bugler is from Yarm School, need to contact.



15.	<p><b>Yarm Town Hall &amp; Heritage centre:</b></p> <p><u>FOR DECISION: Committee members.</u> Councillor Jake Taylor Councillor Stephen Nealon Councillor Aiden Pybus Councillor Yvonne Pybus None of the other Councillors present abstained from voting. Motion was carried.</p> <ul style="list-style-type: none"><li>• Media player system installation. The feed system is installed but is not linked at the moment. The screen is showing the Yarm crest, but we now need to ascertain how we are going to link the screen to a computer to enable new content to be uploaded. Cllr Jake Taylor has contacted Cornerstone to find out how to link these items.</li></ul>
16.	<p><b>Yarm Fellowship Hall</b></p> <p>FOR DECISION: Create Committee to manage Hall &amp; liaise with trustee’s on use of space.</p> <p>Councillor Marje Blair Councillor Elaine Dodds Councillor Christopher Neil Councillor Yvonne Pybus Councillor Jake Taylor (Chair of committee)</p> <p>None of the other Councillors present abstained from voting. Motion was carried.</p>
17.	<p><b>Adjournment 2 - Questions From the Public</b></p> <p>FOR DECISION: Yarm funrun which is arranged and funded by Yarm Lions have asked for support in providing medals for the runners at this annual event which is planned for 31<sup>st</sup> May 2026. Estimated costs for this are £1200. Cllr Jake Taylor would like to take part in this run and has agreed to hand out medals to the runners. It was agreed that the invoice from the medal supplier would be presented to the Clerk and the invoice paid via that method. No Councillors present abstained from voting. Motion was carried.</p> <p>Can we move Council meetings to a more central location as the Challoner House location is hard to get to when you don’t drive. Cllr Jake Taylor has agreed to investigate locations, has already asked about Fellowship Hall but this is unavailable. Will ask re Methodist Hall and Wellness centre availability but has concerns that these locations will come at a cost to Yarm.</p>



18.	<p><b>To receive items for information and consideration for the next agenda</b></p> <ul style="list-style-type: none"><li>• Yarm Standing orders will need to be updated with changes agreed then agreed at Council. PD has sent all Councilors a copy of the standing orders for their decisions on revisions required.</li><li>• PD has issued all Councilors copies of the Code of conduct and has recommended that each Councillor signs a receipt to confirm they are able to abide by its content</li><li>• PD has issued a copy of Cemetery rules and regulations, and complaints procedure policy for review before the next meeting</li><li>• Can we obtain quotes for the replacement of the Mayoral chains. PD to get quotes.</li></ul>
19.	<ul style="list-style-type: none"><li>• <u>FOR DECISION: To consider change to having one section for questions from the public at future Council meetings.</u></li></ul> <p>Note pads and pencils will be provided for members of the public to make notes of items discussed by the Council that they can then raise during their section if required.</p> <p>No Councillors present abstained from voting. Motion was carried.</p> <p>A separate section will be added to future agendas for the rate payers representative who can also present questions from the rate payers which have been provided to them.</p>
20.	<p><b>To confirm the date, time and location of the next YTC meeting:</b></p> <ul style="list-style-type: none"><li>• Tuesday 14<sup>th</sup> October 7pm. Challoner House.</li></ul>