

Minutes of a meeting of Yarm Town Council held at
Yarm Methodist Chapel, Chapel Yard, Yarm TS15
9AJ. Date: Tuesday, 10th June 2025 @ 7.00pm
Members of the public were invited to
attend the meeting
Town Clerk: Pamela Danks (Interim cover)



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

Yarm Town Council Ordinary meeting minutes

(incorporating Weigh & Tolls)

0.	<p>Recording of meeting</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 notified those present of this at the start of the meeting and asks if those present agree to be filmed, recorded or photographed.</p>
2025/1006/ 1	<p>Notice of Meeting</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>
2025/1006/ 2	<p>To appoint a meeting Chairman in the absence of the Chair and/or Vice Chair</p> <p>All members in attendance and no decision was required</p>
2025/1006/3	<p>IN ATTENDANCE:</p> <p>Councillor Brian Newcombe Councillor Pam Smailes Councillor Barbara Wegg Councillor Robert Wegg.</p> <p>Town Clerk (Interim cover) Pam Danks – Minute taker</p> <p>ABSENT: None</p>
2025/1006/4	<p>Code of Conduct Declaration of Interest Dispensation:</p> <p>Councillor Bob Wegg. Non pecuniary interest in items 13 of agenda for this meeting Councillor Barbara Wegg. Non pecuniary interest in items 13 of agenda for this meeting</p>

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

2025/1006/5	<p>Confirmation of Minutes - To approve the minutes of the previous meetings:</p> <ul style="list-style-type: none"> • 13th May 2025 AGM • 13th May 2025 Ordinary meeting (incorporating weights & tolls) • To approve AGAR document for 2024/25 <p>DECISION: to accept the above documents as a true and accurate record was reached and minutes were signed by the Chairman</p>
2025/1006/6	<p>Council Finances (includes Weigh & Tolls)</p> <p>1.1 <u>To authorise payment of the accounts.</u> Chairman signed each page of the documents provided by former Councillor Philip Addison</p> <p>1.2 <u>Bank reconciliation.</u> Deferred due to no Town Clerk</p> <p>1.3 <u>Income and expenditure.</u> Deferred due to no Town Clerk</p> <p>1.4 <u>AGAR submission document.</u> To be signed by Chair</p> <p>New signatories on Bank Account</p> <p>DECISION:</p> <ul style="list-style-type: none"> • Councillor Brian Newcombe • Councillor Pam Smales • Councillor Barbara Wegg <p>Processing of payments and Accountancy tasks</p> <p>DECISION: Was reached to appoint an external accountant to process payments and process the AGAR during the interim period while recruiting for a new Town Clerk. Councillor Pam Smales has identified a candidate for this position.</p> <p>AGAR recommendation was for all invoices and receipts to be recorded and signed by two separate signatories for each transaction</p> <p>DECISION: To adopt this process as soon as possible.</p> <p>Community grant application forms for all monetary requests received.</p> <p>DECISION: To adopt this process as soon for any future requests received.</p>
2025/1006/7	<p>To Review and Consider the Correspondence List:</p> <p>Letter received from Yarm Fishing club asking for monetary donation towards event.</p> <p>DECISION: To decline this request due to significant costs with previously agreed projects such as CCTV and repairs to Churchyard gravestones. Town Clerk to advise the club of the decision.</p> <p>Rose Garden volunteers donation. Cllr John Coulson</p>

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	DECISION: To decline this request due to significant costs with previously agreed projects such as CCTV and repairs to Churchyard gravestones. Town Clerk to advise the group of the decision.
2025/1006/8	Planning & Environment: No news was available on the Taylor Wimpey plans and therefore any discussion was deferred to the next meeting.
2025/1006/9	Questions from Members of the public: MoP1. Asks why the notice for the Councillor vacancy was not publicised on noticeboards. Town Clerk advised that had only received keys and laptop etc. Will ensure it gets onto the Yarm noticeboard as soon as possible. Attempts are being made to get access to the Yarm website and Facebook page but at the moment both are locked with passwords not available. MoP2: Asks why the meeting venue had been changed from Challoner House. Town clerk explained that the venue was moved to a location where we could be sure the meeting could continue as planned. Thirteen have never contacted the clerk directly to give permissions for Challoner House. MoP2 advised that permissions had been given. Town Clerk to try to contact Thirteen to get confirmation. MoP2: Points out that the public are struggling to hear what is being said due to the poor acoustics in the current venue. Town Clerk to review with the Council about future venues prior to any meeting taking place. Can possibly source a microphone and speakers to improve volume of communications. MoP3: Asks why the meeting is continuing as there is a section in government legislation advising any Council with less than 5 members is not valid. Town Clerk explained that advice had been sought from SBC Electoral Services Manager and we have been informed that we can continue as long as there is a quorum. Any meeting where less than 4 members attend cannot continue.
2025/1006/10	Yarm Heritage Centre: <ul style="list-style-type: none"> • General update. Nothing discussed • Funding of Heritage system. No detail to consider so any decision to be deferred. • Media Player system. Decision to be deferred while 2 more quotes are sought and will then be reviewed together.
2025/1006/11	Yarm Cemetery <ul style="list-style-type: none"> • CCTV installation – consider revocation of previous decision. All Councillors signed document to revoke previous decision to accept the SBC quote for installation

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	<p>previously made in April. Decisions on the quotes received will be deferred to the July meeting due to no access to Bank Accounts to process any payments.</p> <ul style="list-style-type: none"> • Chapel electrical system quotes: Decisions on this will be deferred to the July meeting due to no access to Bank Accounts to process any payments. • Chapel roof repair: Decisions on this will be deferred to the July meeting due to no access to Bank Accounts to process any payments. • General update: nothing discussed. • Terms of Reference for Burial Decisions: Decisions on this will be deferred until the new Town Clerk is appointed.
2025/1006/12	<p>Yarm Allotments</p> <ul style="list-style-type: none"> • General update: nothing discussed. • Eviction of Tenant. nothing discussed.
2025/1006/13	<p>Staffing Matters</p> <ul style="list-style-type: none"> • Town clerk role recruitment. Decisions on the 3 candidates interviewed last week is deferred as another interview is arranged and the new Staffing committee including the temporary Town Clerk are involved. • General update: Current cover Clerk will be available to support the new appointee when decisions reached.
2025/1006/14	<p>Policy and Resources:</p> <ul style="list-style-type: none"> • Community magazine was tabled but was deferred due to the extensive financial commitments already made this year. •
2025/1006/15	<p>Events management:</p> <ul style="list-style-type: none"> • Events Management contract update. Decisions deferred as need 3 quotes to consider and only have one from Glen Layfield • Rail Bi-Centenary event programme: Update: Friends of YTHHC: Nothing discussed
2025/1006/16	<p>Hanging baskets</p> <ul style="list-style-type: none"> • Water bowser / watering is underway and it is working well so far. • Response from SBC re stress testing lampposts. Was received and there is no need for testing at this time. • Plans for 2026. Decisions deferred to July meeting
2025/1006/17	<p>Hogweed removal:</p> <ul style="list-style-type: none"> • Spraying by SBC has happened on the previous areas identified. • Medical centre steps have been sprayed and issue resolved but needs to be monitored
2025/1006/18	<p>Final Questions from the Public:</p>

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	<p>MoP 5: There are no warning signs about the Hogweed around various other parts of the town and it is a real danger to the public. Town Clerk asks if photographs of the signs in place elsewhere can be sent to her and she can then follow up to see if anything can be done. Hogweed beside the railway tracks needs to be addressed by Network rail. Councillor Brian Newcombe to follow this up.</p> <p>Feels that there are issues with an incident at the Town Hall in 2019 which still haven't been addressed fully and has concerns about confidential documents being in the possession of Councillors who were not related to the event. Town Clerk asks if this can be addressed after the meeting.</p>
2025/1006/19	<p>To agree any content for the YTC website and requests for Facebook features</p> <ul style="list-style-type: none"> Interim Town Clerk has found that the Facebook site is linked to personal email address and phone numbers for the former Town Clerk. Attempting to contact to obtain some passwords etc so the details of the site can be updated. If unsuccessful the site may need to be reported and shut down. Another facebook profile could then be created with the correct contact/ log in details for Yarm Town Clerk
2025/1006/20	<p>To receive items for information and consideration for the next agenda</p> <ul style="list-style-type: none"> Advertising banners on Fellowship Hall railings which is a Yarm building need to be removed. Cllr Brian Newcombe to contact the Hall and arrange for their removal
2025/1006/21	<p>To confirm the date, time and location of the next YTC meeting:</p> <ul style="list-style-type: none"> Yarm Methodist Church 7.00pm, 8th July 2025. <p>Entries for anything to go on the Agenda for that meeting need to be received before Thursday 26th June so they agenda can be sent on Friday 27th June as current interim cover Town Clerk is on holiday from 28th June for one week and the Agenda would not be sent in time if sent after her return.</p>

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