



Minutes of a meeting of Yarm Town Council held at  
Challoner House, Challoner Road, Yarm TS15 9DS **on Tuesday 24<sup>th</sup>**

**March 2026 at 7pm**

Members of the public were invited to  
attend the meeting.

Yarm Town Council  
Town Hall  
High Street  
Yarm  
TS15 9AH

**Yarm Town Council Ordinary meeting minutes**

<p><b>ITEM 1</b> <b>2026/72</b></p>	<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>
<p><b>ITEM 2</b> <b>2026/73</b></p>	<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>Cllr Yvonne Pybus stated that this meeting was being visually recorded via the building CCTV</p> <p>No objections were raised</p> <p>This legislation does state that we can now ask if there are any persons intending to record this meeting and therefore, we would ask that they please declare this intention before we proceed.</p> <p>No admissions of recording taking place were received.</p>
<p><b>ITEM 3</b></p>	<p><b>Public attendance:</b></p>



<p><b>2026/74</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> <p>1 member of the public was in attendance.</p>
<p><b>ITEM 4</b></p> <p><b>2026/75</b></p>	<p><b>To appoint a Chair in the absence of the Chair or Chair of Finance and Governance.</b></p> <ul style="list-style-type: none"> <li>• Chair and Chair of finance were both in attendance.</li> </ul>
<p><b>ITEM 5</b></p> <p><b>2026/76</b></p>	<p><b>IN ATTENDANCE:</b></p> <p>Councillor Hazel Best  Councillor Marje Blair  Councillor Elaine Dodds  Councillor Stephen Dodds  Councillor Stephen Nealon  Councillor Malcolm Palmer  Councillor Yvonne Pybus  Councillor Jake Taylor (Chair)</p> <p>Pamela Danks minute taker</p> <p><b>Members’ apologies received</b></p> <p>Borough Councillor Andrew Sherris.  Borough Councillor John Coulson  Councillor Christopher Neil  Councillor Yvonne Wallace (Vice chair)</p> <p><b>Members absent</b></p> <p>Councillor Aiden Pybus</p>



	<p><b>IT WAS RESOLVED:</b> To accept all the apologies received for Councillors non attendance</p> <p><b>Councillors are reminded that notification of non-attendance at a Council meeting needs to be directly to the Clerk before the meeting commences.</b></p>
<p><b>ITEM 6</b> <b>2026/77</b></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><b>ITEM 7</b> <b>2026/78</b></p>	<p><b>To approve signature of minutes previous meetings:</b></p> <ul style="list-style-type: none"> <li>Ordinary meeting – Tuesday 10<sup>th</sup> March 2026.</li> </ul> <p>Proposed: Cllr Malcolm Palmer Seconded: Cllr Marje Blair</p> <p><b>IT WAS RESOLVED:</b> The minutes were duly signed on each page and dated by the Chairman to confirm that these minutes were a true and accurate record of the meeting held.</p>
<p><b>ITEM 8</b> <b>2026/79</b></p>	<p><b>Items carried forward from previous meeting:</b></p> <p>QUOTE 2025/33: Review quotes – Town Hall Access control system. Cllr Stephen Dodds. Decisions on this system to be deferred until quotes have been received</p> <p>QUOTE 2026/2: Review quotes – Allotment shed roof analysis and removal. Cllr Stephen Dodds provided a quote for £200 for analysis of substance on the shed roof needing removal. PROPOSED: Cllr Jake Taylor SECONDED: Malcolm Palmer All Councillors in attendance agreed to accept this quote and progress with the testing for asbestos presence in the roof prior to its removal.</p>



<p><b>ITEM 8</b> <b>2026/79</b></p>	<p>QUOTE 2026/3: Review quotes- Memorial wall in Yarm cemetery. Cllr. Hazel Best All Councilors in attendance agreed to defer any decisions until proper plans have been formulated for presentation to the Council</p> <p>QUOTE 2025/36: Change of names on Fellowship lease document. Cllr Jake Taylor. Decisions on this document change to be deferred until further discussions with the trustees of the Fellowship Hall have taken place.</p> <p>QUOTE 2026/15: Purchase of four fire extinguishers. Cllr Elaine Dodds All Councilors in attendance agreed to defer any decisions until fire risk assessments have taken place in Council owned properties. Town Clerk to obtain copies of all necessary documents from Fellowship Hall and Bowling Club</p> <p>QUOTE. 2026/5 Hanging basket watering: Cllr Stephen Dodds. Cllr Jake Taylor &amp; Cllr Yvonne Wallace have had a meeting with Eaglescliffe Prison and the watering will be completed as required free of charge.</p> <p>QUOTE 2026/8. Snaiths field - Memorial plaques removal &amp; replacement Cllr Malcolm Palmer to remove all the plaques and return them to the Town Hall. Cllr Stephen Dodds getting quotes for an alternative plaque to be installed at the base of the tree.</p> <p>QUOTE:2026/13. Outside tap fitting for watering hanging baskets. Cllr Stephen Dodds is checking with SBC for required permissions for re installing the tap.</p> <p>Seating benches &amp; planters installation locations. Review plan. Cllr Hazel Best. All Councilors in attendance agreed to defer any decisions on install locations within the cemetery until proper plans have been formulated for presentation to the Council. Allotments will take 2 planters and 2 benches. Cllr Yvonne Pybus to identify locations to Cllr Stephen Dodds as once delivered by Addison they cannot be moved again.</p>
---	--



	<p>Cemetery parking bays. Review plan. Cllr Hazel Best All Councilors in attendance agreed to defer any decisions until proper plans have been formulated for presentation to the Council</p>
<p><b>ITEM 9</b>  <b>2026/80</b></p>	<p><b>Police Community Support Officer(s)</b></p> <ul style="list-style-type: none"><li>• PCSO's were not in attendance</li></ul>
<p><b>ITEM 10</b>  <b>2026/81</b></p>	<p><b>Yarm Allotments:</b> Cllr Yvonne Pybus/ Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil</p> <p>UPDATE: Tenants: One current allotment holder was asked 6wks ago to tidy plot and nothing has happened. Cllr Jake Taylor to speak to allotment holder once again before a warning letter is sent.</p> <p>Non payers of rent for 2026/26 will be written to this week. Cllr Hazel Best to send the most up to date allotment spreadsheet to Town Clerk for cross checking of payments received before letters sent.</p> <p>UPDATE: Waiting list applicants. Seeing rise in applications again, all applicants are being processed and will be offered plots as soon as they become available.</p> <p>QUOTE 2025/13 Barrier bollard replacement. Paul Blowman to fabricate gate instead of bollards. There has been no progress on this.</p> <p>QUOTE 2025/14: Allotment lighting, CCTV cameras. This can be closed as Cllr Yvonne Pybus has purchased a CCTV camera and light and refused recompense by the Council.</p>



	<p>Northumbrian water repair to tap and replace manhole cover. Cllr Yvonne Pybus advises that they have been contacted and will update once repaired.</p> <p>Replacement of toilet door by Paul Honeyman There has been no progress on this.</p>
<p><b>ITEM 11</b> <b>2026/82</b></p>	<p><b>Yarm Cemetery &amp; Chapel</b> – Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil/ Cllr Aiden Pybus/ Councillor Yvonne Pybus</p> <ul style="list-style-type: none"> <li>• UPDATE: QUOTE 2025/19. St Mary Magdelene Tomb &amp; letter sent to Diocese.</li> </ul> <p>There is nothing to update on this matter and any financial decisions will be deferred until August 2026.</p> <ul style="list-style-type: none"> <li>• QUOTE 2026/12: Reducing of trees Churchyard. Cllr Hazel Best Cllrs to view the churchyard with the new Town Clerk and find out exactly which trees are requiring works as planning permissions will need to be applied for and an arborists report obtained prior to any works commencing</li> </ul>
<p><b>ITEM 12</b> <b>2026/83</b></p>	<p><b>Leisure &amp; Culture:</b> Cllr Stephen Nealon/ Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Aiden Pybus/ Cllr Yvonne Wallace</p> <p>UPDATE: QUOTE 2026/6: Christmas lighting for Spital. Cllr John Coulson</p> <p>All Councillors present decided that the Council could not contribute towards these lights during this financial year due to other obligations which will need to be met which are out of their control. Quote to be closed.</p> <p>PROPOSED: Cllr Jake Taylor SECONDED: Cllr Malcolm Palmer</p>
<p><b>ITEM 13</b> <b>2026/84</b></p>	<p><b>Yarm Town Hall &amp; Heritage centre:</b> Cllr Stephen Nealon / Cllr Aiden Pybus/ Cllr Yvonne Pybus/ Cllr Jake Taylor/ Cllr Malcolm Palmer</p> <ul style="list-style-type: none"> <li>• Cllr Stephen Nealon has decided to step down as Chair of this committee.</li> </ul> <p>Decisions on chair for 2026/27 to be decided at the May annual meeting. Cllr Yvonne Wallace would like to join this committee</p>



	<ul style="list-style-type: none"> <li>Meeting held with Derek Smith re the creation of a book on the History of Yarm. Further updates will be provided as this project continues.</li> </ul>
<p><b>ITEM 14</b></p> <p><b>2026/85</b></p>	<p><b>Yarm Fellowship Hall.</b> Cllr Malcolm Palmer/Cllr Jake Taylor/ Cllr Marje Blair/ Cllr Elaine Dodds/ Cllr Christopher Neil/ Cllr Yvonne Pybus</p> <ul style="list-style-type: none"> <li>Town clerk to create a folder to be updated which is to be updated regularly with all documents relating to this building</li> </ul>
<p><b>ITEM 15</b></p> <p><b>2026/86</b></p>	<p><b>Yarm Bowling Club</b> Cllr Stephen Nealon</p> <ul style="list-style-type: none"> <li>Town clerk to create a folder to be updated which is to be updated regularly with all documents relating to this building</li> </ul>
<p><b>ITEM 16</b></p> <p><b>2026/87</b></p>	<p><b>Council community support committee:</b> Cllr Jake Taylor, Cllr Yvonne Wallace, Cllr Marje Blair, Cllr Yvonne Pybus.</p> <ul style="list-style-type: none"> <li>Cllr Yvonne Wallace provided a quote and image for the trophy which will be engraved with each monthly awardee details. The cost for this will be kept below £40 per award.</li> <li>Monies for these awards will be taken from the mayors fund during this FY and a separate fund created in next year’s FY budget.</li> </ul>
	<p><b>Yarm Town Council – Policy &amp; Document review/ ratify</b></p> <ul style="list-style-type: none"> <li>Asset list</li> </ul> <p><b>IT WAS RESOLVED:</b> This document is correct and duly signed on each page and dated by the Chairman to confirm that it is a true and accurate record of current assets.</p>



<p><b>ITEM 17</b> <b>2026/88</b></p>	<p>Asset list provided has sections where no value has been entered as items donated. Items are to be valued for insurance purposes and the asset list updated accordingly</p> <ul style="list-style-type: none"> <li>• Risk register</li> </ul> <p><b>IT WAS RESOLVED:</b> This document is correct and duly signed on each page and dated by the Chairman to confirm that it is a true and accurate record of current risks</p> <ul style="list-style-type: none"> <li>• Allotment rules &amp; regulations.</li> </ul> <p>Cllr Elaine Dodds suggests that the document be checked by Merritts solicitors prior to formal ratification.</p> <p><b>IT WAS RESOLVED:</b> This document should be sent to be legally checked as required</p> <ul style="list-style-type: none"> <li>• Financial regulations</li> </ul> <p><b>IT WAS RESOLVED:</b> These documents are accepted and are now ratified.</p> <ul style="list-style-type: none"> <li>• HR policy</li> </ul> <p><b>IT WAS RESOLVED:</b> These documents are accepted and are now ratified.</p> <ul style="list-style-type: none"> <li>• Reserves</li> </ul> <p><b>IT WAS RESOLVED:</b> These documents are accepted and are now ratified.</p> <ul style="list-style-type: none"> <li>• Volunteers TOR &amp; policy</li> </ul> <p><b>IT WAS RESOLVED:</b> These documents are accepted and are now ratified.</p>
<p><b>ITEM 18</b> <b>2026/89</b></p>	<p><b>Rate Payers representative.</b></p> <p>No further applications for the role have been received.</p> <p><b>IT WAS RESOLVED:</b> To remove this from future agendas until when and if another person wishes to undertake this role</p>
<p><b>ITEM 19</b> <b>2026/90</b></p>	<p><b>Adjournment - Questions from the Public</b></p> <ul style="list-style-type: none"> <li>• No questions were asked.</li> </ul>



<p><b>ITEM 20 2026/91</b></p>	<p><b>Other items for information and consideration.</b></p> <ul style="list-style-type: none"><li>• Dates of last PAT testing for the Town hall and Heritage centre to be investigated.</li><li>• Quote received for repairs to Chapel electrics internally for £400 and externally. All Councilors present decided that these works are to be progressed using the quote as provided</li><li>• Cemetery committee to provide a list of movable assets within the Chapel to the Town Clerk and finance committee</li></ul>
<p><b>ITEM 21 2026/ 92</b></p>	<p><b>To confirm the date, time and location of the next YTC meetings:</b></p> <ul style="list-style-type: none"><li>• Next ordinary meeting Tuesday 14<sup>th</sup> April 7pm, Challoner House, Challoner Road, Yarm TS15 9DS</li><li>• Annual Parish meeting Tuesday 5<sup>th</sup> May 6.30pm, Challoner House, Challoner Road, Yarm TS15 9DS</li></ul>
<p><b>ITEM 22 2026/ 93</b></p>	<p><b>Motion to move to a closed session.</b> As per Schedule 12A of the Local Government Act 1972.</p> <p>Due to confidential information being discussed which must only be heard by Council members &amp; minute taker. Minutes of this part of this meeting will not be taken or publicised due to confidential matters being discussed.</p>