



Minutes of a meeting of Yarm Town Council held at Yarm Methodist Chapel, Chapel Yard, Yarm TS15 9AJ

on Tuesday 11th November 2025 at 7pm

Members of the public were invited to attend the meeting

SIGNED: Stephen Dodds Councillor

Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

Yarm Town Council ordinary meeting minutes

1.	<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 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>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>
3.	<p>Public attendance:</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>IN ATTENDANCE:</p> <p>Councillor Hazel Best Councillor Elaine Dodds Councillor Stephen Dodds (Minute taker) Councillor Stephen Nealon Councillor Malcolm Palmer Councillor Jake Taylor</p> <p>Members’ apologies received Councillor Marje Blair</p>



	<p>Councillor Christopher Neil Councillor Yvonne Pybus Councillor Aiden Pybus Councillor Yvonne Wallace (Annual leave) Pamela Danks (Illness)</p>
5.	<p>Code of Conduct Declaration of Interest Dispensation</p> <ul style="list-style-type: none"> No declarations of interest from members of any item were discussed.
6.	<p>To approve signature of minutes previous meetings:</p> <ul style="list-style-type: none"> Ordinary meeting – Tuesday 14th October 2025 <p>All councillors in attendance signed and dated the copy of this document to confirm that these minutes were a true and accurate record of the meeting held.</p>
7.	<p>To Review and Consider the Correspondence List</p> <ul style="list-style-type: none"> Nothing to review at this time.
8.	<p>Council Finances (includes Weights & Tolls) Cllr Malcolm Palmer/ Cllr Elaine Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace.</p> <ul style="list-style-type: none"> <u>Statement of the accounts / Bank Reconciliations / Income and Expenditure.</u> <p>Review of summary of account spreadsheet.</p> <ul style="list-style-type: none"> CCLA investment statement. MP advised application submitted to change names on the account. MP is temporary signatory until clerk appointed. AGAR pre submission agreement. Document was reviewed at the meeting in June and signed by then Chair Brian Newcombe. The outcome document is received and on display on Town Hall Notice Board. UPDATE ON PROGRESS Preparation of forecast for income v expenditure for 2026/27. Process started and MP reported spread sheets issued to councillors to review anticipated expenditure for the next financial year. These need to be reviewed in December for the precept meeting which needs to be agreed in January 2026. UPDATE ON PROGRESS Updating financial regulations document. Nothing to report on this matter



	<ul style="list-style-type: none"> • Update on move to SAGE accounting package. YTC currently liaising with IT company. Proposing to install on Desk Top computer which will be kept on the first floor in the Town Hall. • Utility providers contract periods. Update on any expired agreements & renewal quotes – ED reported that the Virgin contract for Wi-Fi runs out on 30-11-25 and needs to be renewed. • FOR DECISION: Internal auditor of accounts – Review quotations- ED report ten (10) requests issued to Accountants but so far only two have responded. Review of quotes to be deferred to next meeting.
<p>9.</p>	<p>Planning & Environment: Cllr Stephen Dodds/ Cllr Stephen Nealon</p> <ul style="list-style-type: none"> • UPDATE ON PROGRESS Preparation of forecast for income v expenditure for 2026/27 - Defer to December meeting • Planning Applications & Lists update – SD reported no major applications validated only house holder applications. • High Street renovation plans– SD has emailed SBC for an updated and will update at next meeting • Housing estate plans– Objection lodged with SBC regarding application for Land East Of Holdenfields Farm Green Lane Yarm TS15 9PB ref: 25/1330/OUT • Saving Yarm petition – Any update (Cllr Yvonne Wallace) - Deferred • Snaiths field play area renovation– works complete and park has reopened. YTC have recorded some items for monitoring purposes with SBC. • Snaiths field CCTV installation– SBC reviewing feasibility and to advise costs. • Snaiths field service level agreements- SLA received and to be reviewed -defer • Town Hall Christmas lights – Defer • Grass cutting and maintenance quotes for next FY. Scope of works drafted ready to issue to contractors. • Metal bench on Snaiths field, can the wording be reviewed. – SD consulting with Fabricator to see if wording can be changed and associated costs. • Davenport Road (near the co-op) lighting improvements (email from MOP) – SD confirmed path adopted by SBC and relevant parties accordingly informed. • Willey Flatts Park gates – Request for quotes issued. • Flag Pole – service completed and now in good working order.
<p>10.</p>	<p>Yarm Allotments committee: Cllr Yvonne Pybus/ Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil</p> <ul style="list-style-type: none"> • UPDATE ON PROGRESS Preparation of forecast for income v expenditure for 2026/27 – Defer to December meeting • UPDATE ON PROGRESS Updating rules and regulations document - Defer to December meeting • Skip requirement. Delivered on 22nd October. - work done



	<ul style="list-style-type: none"> • FOR DECISION: Barrier bollard replacement – Review quotes obtained - Defer to December meeting • FOR DECISION: Lighting, CCTV cameras and new post for top allotments– Review quotes obtained - Defer to December meeting • FOR DECISION: Annual rate to be levied for 2025/26 - Defer to December meeting • UPDATE: Payments for 2025/26 received - Defer to December meeting • UPDATE: Evictions/ warnings – Defer to December meeting • UPDATE: Waiting list – six people on waiting list. Vacant plots require to be tidied up prior to allocation to new tenants. • UPDATE: Plots needing clearing/ skip requirement – Defer to December meeting
<p>11.</p>	<p>Yarm Cemetery committee –Cllr Hazel Best/ Cllr Marje Blair/ Cllr Christopher Neil/ Cllr Aiden Pybus/ Councillor Yvonne Pybus</p> <ul style="list-style-type: none"> • UPDATE ON PROGRESS Preparation of forecast for income v expenditure for 2026/27 - Defer to December meeting • UPDATE ON PROGRESS Updating rules and regulations document - Defer to December meeting • Tomb restoration. St Mary Magdelene Churchyard. – Meeting arranged for 28th November 2025 with relevant parties to agree best course of action. • Memorial Pet Garden. Review any plans. - Defer to December meeting • Seating benches being funded by member of public and The Keys - The Keys have made donation. SD to discuss with HB regarding potential donation for seating from member of public. • FOR DECISION: Fees and charges associated with memorial plaque installations. HB issued guidance for plaques, which is to be discussed and agreed to incorporate within Rules. Sizes need to be agreed – This matter to be added to next agenda. • HB has received request from David Knowles to replant Christmas Tree from St. Mary Magdalene Church after Christmas at the cemetery. David Knowles would carry out all works. Location to be agreed to ensure no effect on adjacent houses.
<p>12.</p>	<p>Staffing committee: Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Jake Taylor/ Cllr Yvonne Wallace</p> <ul style="list-style-type: none"> • ED advised three applicant CV'S received. Staffing committee to review and agree interview date and times for applicants.
<p>13.</p>	<p>Leisure & Culture committee: Cllr Stephen Nealon/ Cllr Elaine Dodds/ Cllr Stephen Dodds/ Cllr Aiden Pybus/ Cllr Yvonne Wallace</p> <ul style="list-style-type: none"> • UPDATE ON PROGRESS Preparation of forecast for income v expenditure for 2026/27 – Defer to December meeting



	<ul style="list-style-type: none"> • Yarm Fair – feedback on event – Meeting arranged this week with the police to review some anti- social behaviour matters caused by the traveller community. • Remembrance Day – feedback on event - general feedback was positive. Some negative comments regarding the non-reading of names on Cenotaph. Decision made after consultation and advice from Royal British Legion. This decision did also receive a lot of positive feedback. • Christmas lights switch on plans. The event will take place between 2:30pm and 5:30pm on Sunday 7th December 2025. Time of switch on will be 4:30pm. Stall holders, musicians, choirs and Santa have been arranged. Late arranging event due to circumstances with the previous council. Switch on plans - MoP arrangements confirmed. • 2026 – Management of events – Need to commence quotation process. This will be discussed at a de brief after the 7th December 2025. • Event Management company contract expired last Christmas and only temporarily reappointed in August this year. Contract to be renegotiated in January 2026.
<p>14.</p>	<p>Yarm Town Hall & Heritage centre:</p> <ul style="list-style-type: none"> • UPDATE ON PROGRESS Preparation of forecast for income v expenditure for 2026/27 – Defer to December meeting • Accessibility issues with upper floor. How to address – Defer to December meeting. • SN reported representations made via email from Friends of Yarm Town Heritage Centre just before meeting. Contents to be reviewed as not all councillors had had the opportunity to see email. JT advised advert posted requesting Volunteers for the visitor Centre. SN clarified that the Centre not closed due to actions by YTC, but due to other factors. • Centre security. Lock changes and additions underway due to necessity and potential tampering of the clock mechanism resulting in costs for call outs from specialist. • Cleaner for Centre inside and windows. Review quotes – Defer to December meeting
<p>15.</p>	<p>Yarm Fellowship Hall. Cllr Jake Taylor, Cllr Marje Blair, Cllr Elaine Dodds, Cllr Christopher Neil, Cllr Yvonne Pybus.</p> <ul style="list-style-type: none"> • Meeting planned with trustees for 20/11/25 • Letter re advertising banners sent. One letter of complaint. JT confirmed that all banners have now been removed. • Amended contract with new names – JT confirmed action under way to have names removed from lease.



16.	<p>Yarm bowling club: Cllr Stephen Nealon</p> <ul style="list-style-type: none"> • SN handed new signed lease for the Yarm Bowling Club, from the club directors to ED to pass to Clerk. • Rates for building enquiry. – Defer to December meeting • Councillors have been invited to attend open day at the bowling club on Sunday 16th November 2025.
17.	<p>Yarm Town Council – Policy & document reviews and adoption</p> <ul style="list-style-type: none"> • Decisions on all Policies deferred to December to allow for more Councillors to agree.
18.	<p>Rate payers representative:</p> <ul style="list-style-type: none"> • Karen Shields has resigned – JT passed on best wishes to KS for the future at Kirklevington Council. • To review any applications for this volunteer role – non received at date of meeting
19.	<p>Questions from the public</p> <ul style="list-style-type: none"> • Letter from MoP with concerns re High St renovations. - Defer • Legality of meeting, as claimed late putting up agenda in Town hall notice board previous town clerk quoted a regulation in Yarm Town Council standing orders. Agenda published on Town Hall noticeboard by ED on Wednesday 5th November. • Snaiths Fields – embankment – SD advised YTC are aware of this issue and have reported to SBC and contractor • General comment regarding maintaining number and condition of Traffic cones along West Street and Bentley Wynd during traffic diversions at events – noted • Query regarding costs for Sage and Mayoral Chains. Advised that these decisions already made and budgeted within finances. • Complaint about timings during Remembrance Sunday Service – advised that unfortunately there was a technical error beyond the YTC control, which councillors were not made aware of until after the service. • Complaint regarding Royal British Legions advice to not read out the names on the Memorial - noted • Complaint that not any/enough chairs put out for members of public – noted for next year • Previous YTC Clerk claimed electronic and paper handover of information made prior to leaving the council. No confirmation to whom or dates when this happened was provided.



	<ul style="list-style-type: none">• Complaint about SBC not replacing refuse bins along True Lovers walk after completion of the refurbishment works in May this year.• Complaint about YTC website. JT advised previous website information out of date and is corrupted with viruses. IT company have been engaged to totally update website including the current poor layout and format.• Request for Agenda and previous minutes to be put up on Library notice board. YTC will check if library are willing to allow space.
20.	Other items for information and consideration. <ul style="list-style-type: none">• Nothing to record
21.	To confirm the date, time and location of the next YTC meeting: <ul style="list-style-type: none">• Tuesday 9th December 7pm Yarm Methodist Chapel, Chapel Yard, Yarm TS15 9AJ

Minutes of this meeting taken by Councillor Stephen Dodds.