

# Ordinary Meeting of the Town Council, App 2 Monday 19<sup>th</sup> September 2016

Northallerton Town Council  
Held 7 p.m., Upper Hall, Town Hall, Northallerton

Present: Chairman: Councillor C Palmer  
Councillors: P Atkin, K Archer, K Bowler, S Barber, G Cullen, J Dobson,  
J Forrest, D Robertson  
Officer: K Lambert

	Before the meeting started Cllr Atkin thanked Cllr Forster for all the work he put into getting the hall decorated and thanked Cllrs Forrest, Elsdon and Malcolm Rowell, Kay Lambert and Jill Johnstone and all helpers
TC/488	<b>To receive apologies for absence</b>
	Councillor P Forster
	Apologies received
TC/489	<b>To receive declarations of interest from Councillors on Agenda items</b>
	None
TC/490	<b>To grant any requests for dispensation as appropriate</b>
Resolved	None
TC/491	<b>To receive the Police Report</b>
	Sgt Wilson gave the police report. Councillor Robertson raised some questions about anti-social behaviour and cyclists on pavements Sgt Wilson explained that the police and other authorities had monthly meetings to deal with anti-social behaviour. Councillor Palmer thanked Sgt Wilson and the team.
	<b>The meeting stood adjourned for public participation.</b>
	Mr Coulson spoke about concerns re: planning 16/00942/LBC
	The meeting re-convened
TC/492	<b>To receive and adopt the following minutes:</b>
	Town Council Minutes 18 <sup>th</sup> July 2016
Resolved	Received and adopted
TC/493	<b>To receive the following minutes:</b>
493.1	Amenities Committee 5 <sup>th</sup> September 2016
Resolved	Received
493.2	Finance and General Purposes 12 <sup>th</sup> September 2016
Resolved	Received
493.3	Staffing Committee 11 <sup>th</sup> August 2016
	Received
TC/494	<b>To receive the Mayor's Statement</b>
	<p>Firstly I would like to express my thanks to the recent community project led by Thirsk and Northallerton Lions Club that has seen the upper hall we are currently sitting in transformed. Individual thanks go to Cllrs. Forster, Forrest and Elsdon, our caretaker Malcolm Rowell, from our amenities team Andrea Crowe, from our office staff Kay Lambert and Jill Johnstone and Amileigh Monk for their volunteering to complete the works. In addition my thanks go to Wickes for the supply of paint and materials. Archers removals for the transporting of the scaffolding towers and Anchorage Hire and SHC for the supplying of the towers. I would like to ask for members support in allowing me to write a letter of thanks to each participant.</p> <p>Whilst I appreciate that the colour scheme was not that which was agreed in council as I understand it we were unable to have the colour scheme selected within the required time frame. Cllr. Forster had to make a decision with regards to what was available and considering that we had a number of both businesses and individuals that had made commitments to a specific time frame there was not the opportunity to bring it back to council for discussion. All councillors were emailed on the 19<sup>th</sup> July to</p>

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	<p>inform them of the situation. I totally understand that I cannot speak on behalf of the whole council but we have an upper hall that now matches the entrance and reception area, it is brighter and fresher and having spoken with a number of visitors and hirers who have admired the new décor, of which some have even written in as can be seen by the correspondence list, I personally believe that considering the circumstances he found himself in Cllr. Forster should be congratulated on his choice</p> <p>Since the last report I have attended a number of events. I had the pleasure of being invited to open and act as witness to a local attempt at breaking the Guinness Book of Records of 1505 bullseyes in 10 hours held at The Oddfellows, in aid of Northallerton Town Juniors and The Cystic Fibrosis Trust . The lads put in a fantastic effort scoring 1065, whilst not beating the record they certainly put Northallerton on the social media map creating a huge following which ultimately saw one of the current holders of the record, Bob Anderson, phone the pub to congratulate them on their effort.</p> <p>I was truly honoured to represent Northallerton at the mayors event for Yorkshire day held this year in Halifax. In addition I have been asked by the organisers to see if we can bring this prestigious event to Northallerton in a future year which I hope we can find the support to arrange.</p> <p>I have attended a number of meetings with regards to this years Bonfire Night, a training course hosted by YLCA on employment law, a fun day held on behalf of the raising funds for the Huntingtons Disease Association, the annual RAF Leeming celebration and the first birthday party for Blossom Home Care.</p>
TC/495	<b>To receive correspondence and agree action:</b>
Resolved	The correspondence list is accepted
495.1	Item 075 Memorandum of Understanding – Bonfire and Firework Display
TC/496	<b>To discuss and agree amendments to Standing Orders:</b>
496.1	Part one (TOR for Committees)
Resolved	Amendment that Committee members sit on left of table and non members on right 9 Councillors for 1 against
496.2	Part two (Recording of Meetings)
Resolved	Accept amendment 7 for 3 against
496.3	Part three (Rules of Debate)
Resolved	9 Councillors for 1 against
TC/497	<b>To ask questions under Standing Order No. 24</b>
497.1	Councillor Dobson asked why no JBC minutes had been received
	No minutes had been approved
497.2	Had Bullamoor Park snagging works been undertaken
	No they have not been completed by the EA
497.3	Are there any risk assessments for Bullamoor Park and are all risk assessments up to date
	The Clerk replied yes to both. Councillor Robertson asked to see the risk assessments.
497.4	When will the building works be completed
	The Council were informed that the office was waiting for a start date
TC/498	<b>To agree the Town Council Planning recommendations list 35:</b>
Resolved	That the list is accepted plan 16/00941/FUL is refused
TC/499	<b>To receive financial reports to 31<sup>st</sup> August 2016</b>
Resolved	That the Financial Reports are received and adopted.
TC/500	<b>To receive tabled Orders and Payments</b>
Resolved	That the tabled orders and payments are received and adopted.

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ORDERS

Date Raised	Supplier/Payee	Order Ref.	Details	Net
08/09/2016	Sam Turner & Sons	1617/3153	2 Bungies, 2stroke oil	19.80
08/09/2016	Northern Elevator	1617/3152	Disconnect damaged autodialler replace with new one. Supply and install 2 new oil lubricators	926.00
31/08/2016	Sam Turner & Sons	1617/3151	Coach screws, fixing screws	9.52
30/08/2016	Russels	1617/3150	Drive Cable	28.47
30/08/2016	Nigel Lightfoot	1617/3149	Remove and re fix radiators	
26/08/2016	North Yorkshire Timber	1617/3148	Timber as per quote	127.44
24/08/2016	E C Jarred's	1617/3147	Stationery	106.35
23/08/2016	TWC	1617/3146	Toilet rolls and Hand drying rolls	200.00
23/08/2016	Catering Appliance	1617/3145	Lincat Boiler	315.00
22/08/2016	Sam Turner & Sons	1617/3144	Trousers, Footwear	172.81
18/08/2016	Foxstitch	1617/3142	Polo shirts, Sweatshirt, Fleece	109.00
09/08/2016	Peter Young	1617/3136	Energy compliance testing shop units 1&2 4&5	
01/08/2016	Sam Turner & Sons	1617/3131	Roll plastic for floor covering	25.00
28/07/2016	A Hill & Sons	1617/3130	Plants for Friarage Street	1248.07
27/07/2016	YPO	1617/3129	MP9 and Neutraliser	29.96
26/07/2016	NYCC	1617/3126	1 monitor and 3 keyboards	88.04
25/07/2016	E C Jarred's	1617/3125	Tower Fan	36.59
19/07/2016	E C Jarred's	1617/3123	2018 Diary	13.75
19/07/2016	<b>CANCELLED</b>	1617/3122		
13/07/2016	J T Atkinson	1617/3116	Shorts	40.00
12/07/2016	IES Security	1617/3114	Additional fire detectors under stage and basement, replace break glass in lower hall	1145.00
12/07/2016	<b>CANCELLED</b>	1617/3112		
08/07/2016	E C Jarred's	1617/3110	Trexus Chair Trolley	84.00

PAYMENTS

Chq.	Invoice Date	Supplier/Payee	Details	Net
304547	01/09/16	Public Works Loan Board	Principal	1640.30
	01/09/16	Public Works Loan Board	Loan Interest Paid	1490.82
304546	30/08/16	J Parker Dutch Bulbs	Spring bedding	320.25
304545	01/09/16	J Parker Dutch Bulbs	Bulbs for friarage street	190.50

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304544	02/09/16	C.E & C.M Walker Ltd	Grasscutting 03/08/16, 23/08/16	950.00
304543	31/08/16	TWC Group	Toilet Paper	149.30
304542	03/08/16	CEF	8 Fusion halogen bulbs	24.48
304541	26/08/16	The Iron Maidens	Laundering curtains - Upper Hall	80.00
304540	26/08/16	North Yorkshire Timber Company Ltd	Timber	127.44
304539	26/08/16	North Yorkshire County Council	Fuel charges July 2016	112.84
304538	24/08/16	Foxstitch	Polo shirts, fleece, black sweatshirt	91.24
304537	19/08/16	Fieldcare North	Glyphosate	58.00
304536	31/08/16	EC Jarred (MSS) Limited	Stationery	106.35
304535	12/08/16	Academy Leasing	Documentation fee	150.00
304534	12/08/16	Academy Leasing	Rental	243.00
304533	08/09/16	Northallerton and Romanby JBC	Chapel Rent 2016-17	700.00
304532	08/09/16	Northallerton and Romanby JBC	First Half - Precept	8730.00
304531	16/08/16	Barkers of Northallerton	Contribution towards refreshments re: Honorary Citizen	200.00
304530	16/08/16	NYCC	1 Monitor & 3 Keyboards	83.27
304529	08/08/16	YPO	Cleaning Materials	29.96
304528	05/08/16	Northern Elevator Ltd	Maintenance contract - 05/09 - 04/12/16	58.35
304527	08/08/16	A Hill & Sons Ltd	Plants for Friarage Street	1248.07
304526	10/08/16	British Telecom	Lift Line	84.90
304525	01/08/16	Daisy Communications	Telephone calls	23.56
304524	01/08/16	CE & CM Walker	Highways/verges initial cut	1750.00
	01/08/16	CE & CM Walker	2 TC cuts	900.00
304523	04/08/16	H20-So-Clean	Window Cleaning	125.00
304522	22/08/016	Post Office Ltd	Vehicle Tax NU56 GSY	230.00
304521	02/08/16	IES	Supply & Install 4 smoke detectors under stage & basement cupboard	1145.00
	02/08/16	IES	Fire link to basement access control doors	1065.00
304520	20/07/16	J T Atkinson	2 pair black shorts	19.06
304519	04/08/16	Konica Minolta	Photocopier	107.25
304518	27/07/16	Sam Turner & Sons	Watering Can	15.83
	18/07/16	Sam Turner & Sons	Woodstain & gloves	37.12
	<b>14/07/16</b>	<b>Sam Turner &amp; Sons</b>	<b>CREDIT Work wear</b>	<b>21.38</b>
	12/07/16	Sam Turner & Sons	Work wear	21.38
	12/07/16	Sam Turner & Sons	Rake and Padlock	48.38
	08/07/16	Sam Turner & Sons	1 Sleeper (Crosby Gardens)	17.58
304517	28/07/16	EC Jarred (MSS) Limited	A4 2018 Diary	13.75
	26/07/16	EC Jarred (MSS) Limited	Trexus Chair Trolley	84.00

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	26/07/16	EC Jarred (MSS) Limited	Tower Fan	36.59
304516	25/07/16	Hambleton District Council	Presentation map of Northallerton	16.50
304515	21/07/16	G B Sport & Leisure UK Ltd	Wet pour repair kit	75.00
304514	21/07/16	YLCA	3 Training employment law	345.00
	21/07/16	YLCA	2 Training Procedures, Powers & Policies	90.00
304513	02/08/16	Cash	Petty Cash 02/08/16	166.70
304512	16/07/16	NYCC Waste Management Services	1 Load of Green Waste	40.00
304511	24/06/16	Sam Turner & Sons	Air cleaner plate assembly	12.11
	24/06/16	Sam Turner & Sons	Compost	46.88
	22/06/16	Sam Turner & Sons	Compost	31.26
	13/06/16	Sam Turner & Sons	Bolts and nuts	2.62
	14/06/16	Sam Turner & Sons	credit against 115747	2.52
	07/06/16	Sam Turner & Sons	Bolts and nuts	3.60
	07/06/16	Sam Turner & Sons	Slug and snail killer	11.68
	01/06/16	Sam Turner & Sons	Fish blood and bone	7.88
304510	18/06/16	Gills Leeming Bar	Service of equipment and labour	2,172.74
304509	20/07/16	Northallerton Silver Band	Previous Mayor's Donation 2015-16	1,068.53
304508	20/07/16	Cash	Petty Cash 20/07/16	2,172.74
304507	13/07/16	Kevin Donne	Refurbish Notice Board at Applegarth	135.00
304506	13/07/16	Kompan Scotland Ltd	Straps, screws and delivery charge	46.00
304505	13/07/16	Hambleton District Council	Salaries - April to June 2016	45,255.50
304504	12/07/16	Classic Graphics	To Let signs	30.00
	06/07/16	Classic Graphics	No Dogs Signs for play areas	40.00
304503	12/07/16	Yorkshire Water	Water Rates - April to June	404.82
304502	12/07/16	GB Sport and Leisure	Static swing hangers with shackles and bushes	870.00
304501	05/07/16	North Yorkshire County Council	Fuel Charges June 2016	55.18
304500	01/07/16	Hambleton District Council	Quarterly Charge 01/07 to 30/09/16	107.50
304499	01/07/16	CE & CM Walker	Grasscutting 08/06 and 22/06/2016	900.00
304498	30/06/16	Hunter G Holroyd	Review and check SAGE data, and assist with preparation of accounts	755.16
304497	30/06/16	Daisy Communications	Telephone calls	243.63

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304496	20/04/16	North Yorkshire Fire Protection Company	Servicing of Fire Extinguishers and test	125.10
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PETTY CASH

Date	Rec No.	Supplier	Des	Exp.
08/07/2016	16/054	Post Office	Recorded Delivery for Audit Paperwork	2.06
11/07/2016	16/055	Co - Operative	Fuel for machinery	20.00
13/07/2016	16/056	Asda	Refreshments	1.67
20/07/2016	<b>304508</b>		<b>CASH</b>	-199.02
21/07/2016	16/057	Boyes	Brasso	2.99
27/07/2016	16/058	Co - Operative	Fuel for machinery	20.00
27/07/2016	16/059	Ryman	Card/Envelopes	9.48
28/07/2016	16/060	Goodwins	Hand Wash	2.00
28/07/2016	16/061	W H Smith	Stamps	49.44
28/07/2016	16/062	B&Q	Ardenbrite Paint	70.80
01/08/2016	16/063	B & M	Toilet Paper	2.99
01/08/2016	16/064	Asda	Sanitary Bags	5.00
02/08/2016	16/065	Goodwins	Duct Tape	4.00
31/07/2016	16/066	Goodwins	Duct Tape	4.00
31/07/2016	16/067	Goodwins	Duct Tape	2.00
31/07/2016	16/068	Goodwins	Duct Tape	6.00
02/08/2016	<b>304513</b>		<b>CASH</b>	-166.70
03/08/2016	16/069	Goodwins	Masking Tape	4.00
03/08/2016	16/070	Boyes	Coax & Cable Clips	3.30
03/08/2016	16/071	Asda	Refreshments	8.92

**Due to the confidential nature of the business to be transacted and under the Public Bodies (Admissions to meetings) Act 1960 and LGA 1972., ss 100A to 100K; and ACA 1998, s 10 part of this meeting may be held in private session.**

**TC/501 To receive and discuss information regarding Equality Act**

A lengthy discussion took place

Resolved No recording would take place this evening until Councillor Robertson had a meeting with the Clerk and Councillor Palmer and they would report back to the Council.

**To receive and adopt the following minutes**

TC/502 Private session Town Council 18<sup>th</sup> July 2016

Resolved The minutes are received and adopted

**TC/503 To discuss and agree**

503.1 Internal Auditor for 2016-17

Resolved Quote 2 was accepted

503.2 Town Council Accountants 2016-17

Resolved Accountants are accepted

**TC/504 Items deferred from private session of Amenities Committee 5<sup>th</sup> September 2016**

504.1 To discuss and agree fencing quotations

Resolved Quote 2 is agreed

504.2 To discuss and agree additional training

Resolved Additional training is agreed

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504.3	Update on maintenance operative. The operative has now left the employment of the Town Council
TC/505	<b><u>Items deffered from F&amp;GP Committee 12<sup>th</sup> September 2016</u></b>
505.1	To discuss and agree update of computer system and laptop
Resolved	a. Quotation is accepted without office 365 for 12 Town Councillors
	b. New laptop is purchased as per quote providing it is A graded
505.2	To discuss and agree the salary for the Clerk's position
Resolved	Salary was agreed
TC/506	<b><u>To receive a recommendation from the Staffing Committee to ratify the appointment of Town Clerk and discuss the position of Deputy Clerk:</u></b> It was agreed, prior to advertising the Deputy Clerk position that all members are circulated with a Job Description and a person specification.
Resolved	a. The Town Council agreed the appointment of the Town Clerk
Resolved	b. Agreed to advertise the vacancy of Deputy Clerk on YLCA website and in local paper

Meeting closed 9.40

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