

Ordinary Meeting of the Town Council, Monday 20th July 2015

Northallerton Town Council

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

Present: Chairman: Councillor K Archer
Councillors: P Atkin (from 7.10 pm), K Bowler, G Cullen, J Dobson,
P Forster, T Hall, C Palmer, S Pudney, D Robertson

Officer: K Lambert

In attendance: 2 members of public, Councillor D Blades

TC15/79	To receive apologies for absence
	Apologies were received from Councillor J Forrest and S Barber
Resolved:	Apologies are received
TC15/80	To receive declarations of interest from Councillors on Agenda items
	Councillor P Forster declared an interest in the item at the end of the meeting and will leave the meeting. Councillor Hall declared an interest in items relating to NYCC and HDC and Councillor Palmer declared an interest in items relating to HDC.
Resolved:	That declarations are accepted
TC15/81	To grant any requests for dispensation as appropriate
Resolved:	That dispensation is granted.
TC15/82	To receive the Police Report
	PC Woodcock was welcomed to the meeting and presented the report to the Council and said that the campaign "Keep it to your selfie ... pause before you post" was launched on 9 July and will run to the end of the month. Councillor Pudney asked if there is any way that the crime figures can be put into context compared to the previous year, and comparisons to the previous months. Councillor Robertson said he was going to ask the same question. PC Woodcock said that she would pass the questions on to her Sergeant. Councillor Forster had raised a matter with PC Woodcock before the meeting and was informed of the current situation. PC Woodcock was thanked for attending the meeting.
	The meeting stood adjourned for public participation. Councillor Archer said that at the last meeting when the question of the lack of public toilets in the Applegarth was raised, enquiries had been made and in fact there is an item on the agenda to consider opening the Town Hall toilets on a Sunday. It was agreed that signage to indicate where the Town Hall and the toilets are will be pursued.
	Councillor Blades said that there is very poor sound in the Upper Hall and Councillor Archer said that this matter is currently being addressed by the Town Hall Management Committee.
	The meeting re-adjourned.
TC15/83	To receive and adopt the following minutes:

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Chairman.....

Clerk

Dated

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15/84	(i)Town Council of 15 June 2015: The minutes were proposed and seconded.
Resolved:	That the minutes of the meeting are received and adopted.
	Councillor Dobson said that at the informal meeting it had been suggested and agreed that a meeting of the Town Council is held in August. He quoted the Local Government Act 1972 and said that the Town Council's Standing Orders say that the Council stands in recess in August. It was agreed that the wording of the minutes of 15 June are amended to reflect that meetings are not held in August.
Resolved:	That the minutes are amended.
TC15/85	(ii)To receive and adopt EO Minutes of 25 June 2015: The minutes of the meeting were proposed and seconded.
Resolved:	That the minutes of the meeting are received and adopted.
TC 15/86	(iii)To receive and adopt EO Minutes of 6 July 2015: The minutes of the meeting were proposed and seconded.
Resolved:	That the minutes of the meeting are received and adopted.
TC 15/87	(iv)To receive the minutes of the Amenities Committee of 6 July 2015: The minutes were proposed and seconded.
Resolved:	That the minutes of the meeting are received.
TC 15/88	(v)To receive the minutes of the Town Hall Management Committee of 13 July 2015: The minutes were proposed and seconded.
	Councillor Dobson asked that the words "and chairs" are added to the minutes and this was agreed.
Resolved:	That the minutes of the meeting are received with the above amendment.
TC 15/89	<u>Consideration of Health, Safety and Welfare Manual:</u> Members discussed the two documents, the statement and the manual produced by Councillor Dobson. Councillor Dobson said that when health and safety had come up he had agreed to assist the Clerk. However the Clerk had not taken the statement, which was adopted in April 2014 any further. Councillor Dobson said that there is a lot of work yet to be done and he has not got the time to complete the document. It may be that the Council will have to bring in some external expertise. Discussion took place on the document and the need to insert PAT testing into the manual. Members were informed that all the electrical appliances have recently been tested and a certificate is displayed in the notice board in the Upper Hall. Councillor Robertson said that it is a good report and that good policy is only backed up by good risk assessments. It was suggested that advice is obtained from NYCC and HDC are approached for advice and an external contractor is approached for information. This suggestion was seconded.
Resolved:	That advice is sought from NYCC and HDC on the matter of Health, Safety and Welfare.
TC 15/90	<u>Terms of Reference of Committees:</u> Councillor Pudney said that at the informal meeting there was discussion about how matters move back and forth. He had asked the Assistant Clerk about terms of reference for the various Committees. Councillor Dobson referred to the Delegation Scheme and said that this covered most issues however there are no Terms of Reference for THM and Amenities. Councillor Palmer proposed that these items are added to the agenda for

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	the next meeting of Finance and General Purposes and this was seconded.
Resolved:	That Terms of Reference for Town Hall Management and Amenities Committees are added to the next F&GP agenda.
TC 15/91	Hambleton Foodshare: Councillor Palmer said that due to work commitments she is now unable to attend the meetings of the Advisory Board and asked if any other Councillor from the Town Council is interested in being involved. The meetings of the Board are held on the third Friday of every month. Councillor Robertson volunteered to be nominated from the Town Council and this was agreed. Councillor Palmer said that she will pass Councillor Robertson's contact details on to Hambleton Foodshare as the Council's representative.
Resolved:	That Councillor Robertson is nominated to attend the Advisory Board of Hambleton Foodshare.
TC 15/92	To receive correspondence and agree action:
15/92/1	15/01/11/124 – quote for upgrade of sound system in the Town Hall. Members were given details of the quotation and it was proposed and seconded that the Council accepts the quote.
Resolved:	That the quote is accepted.
15/92/2	15/01/11/123 – NYCC Local Transport Plan consultation with Parish Councils.
Resolved:	That Councillors will complete the stakeholder proforma individually.
	15/01/11/122 – North Yorkshire Police online survey.
Resolved:	That Councillors will complete the survey individually.
15/92/3	15/01/11/116 – Neighbourhood Development Plans – letter received from Planning Progress inviting the Council to contact them if we require any help. Councillor Atkin said that he also was aware of another organisation who could assist the Council.
Resolved:	That meetings are organised with both organisations.
15/92/4	15/01/11/115 – Prison Tour – any other members were invited to put their names forward and the Assistant Clerk will inform HDC of the names and numbers.
Resolved:	That HDC are informed of those attending from the Town Council.
15/92/5	15/01/11/114 – Letter from HDC Community Safety re Speeding Concern: Northallerton A684 Brompton Road. Members noted the contents of the letter and were asked if they have any further queries to pass them to the Assistant Clerk who will forward them to HDC.
Resolved:	That any queries will be forwarded to HDC.
15/92/6	15/01/11/112 – Questionnaire re Northallerton High Street Festival. Councillor Hall advised the Council of responses to last year's event and said that this year he understood that this year 120 High Street businesses had received the questionnaire, 85 said they are supporting the September Fair, 13 against, 10 no opinion and 2/3 have not responded. Councillor Forster said that the market stalls do not support the fair and some do not attend the market as it is moved further down the High Street. Councillor Palmer said she agreed in principle with Councillor Forster and said that there is a lot of noise and disturbance to businesses. Councillor Hall said that the May Fair is organised and run by the

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	<p>Showmen's Guild. The Police and NYCC and an Events Committee are consultees who need to look at the Festival. Councillor Atkin suggested having the festival beyond the Town Hall roundabout. Councillor Dobson said that the residents in his ward supported the event. It was agreed that individual Councillors will complete the forms and that Councillor Palmer will organise a survey on facebook for responses from the public.</p>
Resolved:	<ol style="list-style-type: none"> 1. That Councillors will complete forms and return them to the Town Hall. 2. That a survey is organised on facebook
15/92/6	<p>15/01/11/111 – Notice to an adjoining owner of a proposed registration – Helmerside Farm, Crosby, Northallerton. The Town Council has received this as it is an adjoining parish council. It was agreed that this will be signed and returned to Land Registry.</p>
Resolved:	<p>That the document is signed as approved.</p>
15/92/7	<p>15/01/11/110 – email from Christmas Plus in connection with the illuminations. It was agreed that a meeting is arranged for the Deputy Chairman of the Council and the Chairman of Amenities and the Assistant Clerk. It was agreed that the works required to repair the illuminations will be undertaken but that a quotation for replacement of the four motifs is obtained for the Amenities Committee meeting in September.</p>
Resolved:	<ol style="list-style-type: none"> 1. That a meeting is arranged with the contractor 2. That works are undertaken to repair the illuminations in the sum of £1,000 3. That a quotation is requested for the replacement of the four motifs.
15/92/8	<p>North Northallerton Planning Application – the Deputy Chairman informed members that Mr Jewitt's PA from HDC had contacted the office asking if he and colleagues can come along to a meeting of the Town Council to speak to the Council about the North Northallerton Planning application. It was agreed that an EO Meeting of the Town Council will be held on Monday 17 August 2015 to discuss this matter.</p>
Resolved:	<p>That an EO Meeting is arranged for Monday 17 August 2015 to discuss the application.</p>
TC 15/93	<p><u>To consider opening of the Town Hall toilets on a Sunday between 10 am – 4 pm during the Summer Period, May to September:</u> It was agreed that this is agreed in principle, however the staff will need to be consulted. Councillors said that the timescale should be between April to September. It was agreed that this will be undertaken on a trial scheme and that consultation will take place with the Town Council staff prior to commencement. This was proposed and seconded.</p>
Resolved:	<p>That consultation will take place with the staff prior to commencement of Sunday opening.</p>
TC 15/94	<p><u>To appoint vacancies on the following Committees:</u></p>
15/94/1	<p>a) 1 vacancy Amenities Committee: Councillor Palmer said that Councillor Barber had indicated that he is interested in being a member of the Amenities Committee and this was considered.</p>

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Resolved:	That Councillor Barber is elected as a member of the Amenities Committee.
15/94/2	b) 2 vacancies Town Hall Management Committee: Councillor Robertson and Councillor Bowler volunteered to be members of the Committee and this was considered.
Resolved:	That Councillor Robertson and Councillor Bowler are elected as members of Town Hall Management Committee.
15/94/3	c) 2 vacancies Staffing Committee: Councillor Pudney and Councillor Robertson volunteered to be members of the Committee and this was considered.
Resolved:	That Councillor Pudney and Councillor Robertson are elected as members of the Staffing Committee.
15/94/4	d) 1 vacancy on JBC. Councillor Atkin volunteered to be a member of the Committee and this was considered.
Resolved:	That Councillor Atkin is elected as Member of Northallerton and Romanby JBC.
15/94/5	e) 1 vacancy on Northallerton and Villages Community Forum: Councillor Pudney volunteered to be a member of the Community Forum.
Resolved:	That Councillor Pudney is elected as Member of Northallerton and Villages Community Forum.
TC 15/95	<u>To agree Town Council Planning recommendations re tabled lists 23/24:</u>
Resolved:	The tabled recommendations are received and agreed.
TC 15/96	<u>To receive the Bank Reconciliation to June 2015:</u>
Resolved:	That the reconciliation is received.
	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 15/96	<u>Private Session of Town Council Minutes of 15th June 2015:</u>
	Minutes:
Resolved:	That the private session is approved and signed with the amendment.
TC 15/97	Resignation of Caretaker:
Resolved:	1. That the resignation is received and congratulations passed on.
	2. That the Deputy Chairman and the Assistant Clerk are authorised to employ a replacement