

# Town Council Meeting Minutes, 15<sup>th</sup> June, 2020

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Northallerton Town Council

Held 7 p.m, Via Tealink

Present: Councillors: D Richardson (Chairman)  
P Eames, C Young, J Hutson, C Hutson, P Cornfoot, G Cullen, K Bowler,  
J Forrest, J Prest, C Palmer  
In attendance: Mrs S Garside – Deputy Clerk

<b>TC/323</b>	<b>To receive apologies for absence</b>
Resolved	Apologies received from Cllr Atkin.
<b>TC/324</b>	<b>To receive declarations on interest from Councillors on agenda items</b> Cllr Prest declared an interest on item 16, planning application TC 20/075/634 Cllr Forrest declared an interest on item 13 as he is a host for one of the groups
Resolved	The declarations were received.
<b>TC/325</b>	<b>To grant any requests for dispensation as appropriate</b>
Resolved	None appropriate.
<b>TC/326</b>	<b>To receive the Police Report</b> Cllr Palmer proposed the Council formally write to Sgt Wilson thanking him for his service to Northallerton and Northallerton Town Council, wishing him the best for his retirement.
Resolved	To formally write to Sgt Wilson. All in favour. The police report was received.
<b>TC/327</b>	<b>Public Forum-To receive questions and comments from members of the public</b> Cllr S Bradnam OBE, Chairman of Romanby Parish Council expressed his support to Northallerton Town Council as their neighbouring Parish Council.
<b>TC/328</b>	<b>To consider all matters relating to Health &amp; Safety and Health &amp; Wellbeing of Northallerton Town Council</b>
Resolved	None
<b>TC/329</b>	<b>To receive report from YLCA regarding health check</b> The Deputy Clerk explained how this was already on the agenda so thought it was important to keep on as an item. When contacting YLCA they explained they had only recently received the final documents required from the Clerk and the report was not ready as of yet.
Resolved	To receive the report at a later meeting. All in favour.
<b>TC/330</b>	<b>To receive and approve the minutes Annual Meeting 18th May 2020</b> <b>To receive and approve the minutes EO meeting minutes 2nd June 2020</b> <b>To receive the Staffing Committee minutes 8th June 2020</b> <b>To receive the F&amp;GP minutes 8th June 2020</b> Councillor Palmer proposed the Staffing Committee minutes were deferred to private session due to queries she had. Councillor Prest asked for clarification on the F&GP minutes regarding a Northallerton BID item and whether both Cllr J and Cllr C Hutson should have declared an interest. Cllr J Hutson explained she is a Director of BID and she thought she would have declared an interest which has not been recorded in the minutes.
Resolved	Annual meeting 18 <sup>th</sup> May 2020, minutes are received and approved. All in favour EO meeting 2 <sup>nd</sup> June 2020, minutes are received and approved. All in favour Staffing meeting 8 <sup>th</sup> June 2020, deferred to private session. All in favour To amend F&GP meeting 8 <sup>th</sup> June 2020 to include Cllr J Hutson's declaration of interest on item regarding Northallerton BID. All in favour

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<b>TC/331</b>	<p><b>To receive and approve the minutes from the Town Council meeting of 20th April, amended according to resolution AM/009</b></p> <p>Cllr Palmer explained that she has been sent a transcript of the meeting in question by the Clerk which demonstrated that the minutes were correct as written; Councillor Palmer read the transcript. Cllr Palmer then explained that the reason for the difference in type face was that the words were copied and pasted by the Clerk from another document. There was a challenge to the assertion that the transcript as read</p>
	<p>showed that the minutes were correct. After some discussion Cllr Prest proposed that this item be deferred.</p> <p>Cllr Palmer requested a named vote.</p>
Resolved	<p>To defer to another meeting following distribution of the transcript to all Councillors by the Clerk. Cllr Prest, Cllr J Hutson, Cllr C Hutson, Cllr Richardson, Cllr Young, Cllr Phil Eames and Cllr P Cornfoot, for. Cllr Palmer, Cllr Cullen, Cllr Forrest and Cllr Bowler, against. 7 for, 4 against.</p>
<b>TC/332</b>	<p><b>To ratify the appointment of the Vice Chair of the Staffing Committee as a member of the F&amp;GP Committee, as required by the F&amp;GP Committee's Terms of Reference (FG&amp;P resolution FGP/1374, 8th June 2020)</b></p> <p>Due to technical glitch Cllr Palmer and Cllr Cullen temporarily exited the meeting.</p>
Resolved	<p>The appointment is ratified. 9 for, 2 abstentions.</p>
<b>TC/333</b>	<p><b>To discuss and agree Town Hall bookings, Town Council events and Town Hall tenant agreements during Covid-19</b></p> <p>Cllr Richardson explained all tenants were looking to come back to trade in line with the government guidelines. The Deputy Clerk explained the tenants had paid their rental payments for June bar one tenant. The Deputy Clerk also explained a fob had been given to the tenants so they were able to use the lower ground floor Town Hall toilet facilities. Cllr Richardson explained sanitising, PPE for staff, signage were extremely important when moving forward and this was not going to happen overnight. Cllr Cornfoot explained it was vital for the Town Council to look at the overall picture of managing this and move quickly. Cllr Eames informed the Council he had been following NALC information and up until this point no public toilets are scheduled to be open. He continued to explain the new cleaning processes needed to take place in toilets and how social distancing with the public toilets was going to be difficult for the Town Hall to manage due to the layout of the toilets. Cllr Richardson proposed a Town Hall Working Group to be formed, a sub-committee of the Town Hall Improvement Working Group to look at the overall issue and include Cllr Palmer's report completed previously with the help of the Caretaker.</p> <p>Hambleton District Councillor Caroline Dickinson informed the Council she had arranged for someone to drop off a pack made by HDC to help businesses re-open during Covid-19 and the management of this.</p>
Resolved	<p>To form a Town Hall Working Group consisting of Cllrs Eames and Cornfoot, the Clerk, Deputy Clerk, Admin Assistant and the Caretaker at the earliest opportunity. All in favour</p> <p>To waive July rental payments for town hall tenants whilst coping with Covid-19 changes. All in favour</p>
<b>TC/334</b>	<p><b>To discuss and agree Christmas lights- request by Cllr Young</b></p> <p>Cllr Young explained how late last year she worked closely with NYCC with regard to changing the Christmas lighting on the High Street after criticism raised from residents that the current lights were 'outdated' and lacked Christmas spirit. Following this an agreement was made with NYCC and Cllr Young that a new style of lighting could be used. The Deputy Clerk explained that the supplier was not in their office today so would not be able to provide photos until later. Cllr Palmer raised the question what would happen with the old lights where a few ideas were mentioned, one being a donation to local care homes.</p>
Resolved	<p>To vote on the item via email once the photos are received from our suppliers. All in favour</p>
<b>TC/335</b>	<p><b>To discuss and agree town council Donations and Grants scheme 2020</b></p>
Resolved	<p>To pay the standing grants. All in favour</p> <p>To advertise for Honorary Citizen and Grants and Donations 2020 at the earliest opportunity. All in favour</p>

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<b>TC/336</b>	<b>To agree the 5 signatories for the existing HSBC bank accounts</b> Cllr Richardson proposed to keep things simple the 5 signatories would be the F&GP Committee members.
Resolved	The 5 signatories are agreed as the F&GP Committee member's minus Cllr J Hutson, that is, Councillors Richardson, Young, Hutson (C), Eames, Cornfoot. All in favour
<b>TC/337</b>	<b>To agree the 5 signatories for the new online banking facility at HSBC</b>
Resolved	The 5 signatories were agreed as the F&GP committee member's minus Cllr J Hutson that is, Councillors Richardson, Young, Hutson (C), Eames, Cornfoot. All in favour
<b>TC/338</b>	<b>To agree the Town Council planning recommendation re tabled list 75/76</b> Cllr Prest declared an interest on planning application TC ref 20/76/635 and apologised for not noticing it earlier.
Resolved	The planning list is agreed. All in favour
<b>TC/339</b>	<b>To discuss and agree update of website</b> Cllr Palmer explained the background information regarding this to be made an agenda item as she was involved in the process when Deputy Mayor. She continued to explain to the Council there was only a slight increase of price to what the Council currently paid for a more professional, upgraded website program that will enhance the current site.
Resolved	The update is agreed and Deputy Clerk to liaise with Schools ICT. All in favour
<b>TC/340</b>	<b>REQUESTS TO OBTAIN OR PRESENT INFORMATION</b> – Items being notified to the Town Mayor and Town Clerk prior to the start of the meeting and being of an informative nature only, not able to be dealt with by the office and not resulting in policy decisions or financial implications for the Town Council. No requests received.
<b>TC/341</b>	<b>Due to 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 19998, s10 items of this meeting will be held in private session</b>
Resolved	The Council had 10 minutes to log into a secure link for the private session. Due to limited technical resources Cllr Prest explained he would not be attending private session and exited the meeting.
<b>TC/342</b>	<b>To approve PS EO meeting minutes 2nd June 2020</b> <b>To receive PS Staffing meeting minutes 8th June 2020</b> <b>To approve PS F&amp;GP meeting minutes 8th June 2020</b>
Resolved	PS EO meeting minutes 2 <sup>nd</sup> June 2020 are approved. All in favour PS Staffing meeting minutes 8 <sup>th</sup> June 2020. All in favour PS F&GP meeting minutes 8 <sup>th</sup> June 2020. All in favour

Meeting closed at 20.47pm