

# Ordinary Meeting of the Town Council, Monday 16<sup>th</sup> October 2017

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

Present: Chairman: Councillor J Forrest  
Councillors: P Atkin, K Bowler, G Cullen, J Dobson,  
P Forster, C Palmer, J Prest, D Robertson

Officer: J Johnstone  
District Councillors: Cllrs C Dickinson, D Blades

TC/891	<b><u>To receive apologies for absence</u></b>
	Cllrs Archer and Barber
Resolved	Apologies received
TC/892	<b><u>To receive declarations of interest from Councillors on Agenda items</u></b>
	Cllr Prest on agenda item 18
TC/893	<b><u>To grant any requests for dispensation as appropriate</u></b>
TC/894	Under Standing Order 10.6 the Mayor moved agenda items 12 and 13 to Private Session
TC/895	<b><u>To receive the Police Report</u></b>
	Over the last month the following crimes and ASB have been reported –
	Anti Social Behaviour (ASB) - 37 reports
	Autocrime - 2 reports
	Dwelling burglary - 8 reports
	Commercial burglary/other - 3 reports
	Criminal damage - 6 reports
	Theft (all including from shop) - 9 reports
	Violence against the person - 5 reports
	Other crimes inc Drugs - 1 report
	HateCrime - 0 reports
	Total inc other crimes - 71 reports
	<b>OTHER NEWS –</b>
	<b>Families remember loved ones at memorial garden dedication ceremony -</b>
	The families of police officers, staff, Special Constables and volunteers who died while in service have helped commemorate their loved ones during a special dedication event at North Yorkshire Police's new memorial garden.
	The ceremony, at the new Alverton Court headquarters on Sunday 24th September, included a blessing of the garden before wreaths were laid in memory of those who have lost their lives.
	Families and guests were also invited to take a stone and write the name of their loved one on it, along with any personal messages.

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Memorials commemorating fallen officers from both World Wars and those who died while working at North Yorkshire Police have been moved from the old headquarters at Newby Wiske to the memorial garden at the centre of the new HQ.

### HQ Parking

A meeting is being held at Alverton Court Headquarters at 6pm on Thursday 26<sup>th</sup> October 2017 for the community to discuss parking at Headquarters and raise any concerns they may have. All are welcome to attend.

### Cybercrime Event

Could I pass on my thanks to the Town Council for the free use of your hall to hold our free Cybercrime Event last Thursday. We were able to give the attendees advice on how to stay safe on line and the feedback from them was it was 'very worthwhile', extremely interesting' and 'I need to change my password'. We hope to repeat this event one evening in the near future to capture those people who were unable to attend this daytime event due to work and personal commitments.

Resolved	The report was received
TC/896	<b><u>The meeting stood adjourned for public participation.</u></b> No public participation
TC/897	<b><u>To receive the Mayors Statement</u></b> The prison has now had 2 open days for people of the town to have a look around at the digging in progress. In 2018 it will be 100 years for the RAF and they have requested that the Illuminated Address be on a Friday. Visits Welcomed walkers to Northallerton that were taking part in the Great Tesco Walk which was a relay by stores from Lands End to John O Groates. Army Cadet open day at York Meeting with RAF for Remembrance Day Parade Attended the Alzheimers road show in Northallerton High Street Colburns Mayors charity dinner Sometime was spent on patrol with Street Angels Visited the BID workshop that was held in the Town Hall Attended Harvest Festival Service for Applegarth School at All Saints Church Honorary Citizen ceremony here at the Town Hall
TC/898	<b><u>To receive and approve the minutes</u></b> Town Council minutes 18 <sup>th</sup> September 2017
Resolved	Minutes are received and approved 7 for

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TC/899	<b><u>Matters arising from the Minutes</u></b> Cllr Robertson asked about TC/869, TC/875 and TC/876, we have had no response as yet but the Clerk will chase responses up.
TC/900	<b><u>To receive JBC Minutes 6<sup>th</sup> June 2017</u></b>
Resolved	The minutes are received for 9
TC/901	<b><u>To receive external auditors certificate and report 16/17</u></b>
Resolved	Certificate and report are received Cllr Forrest commended the Clerk and staff for a brilliant job, Cllr Prest asked for it to be recorded in the minutes
TC/902	<b><u>To agree and adopt NALC code of conduct</u></b>
Resolved	NALC code of conduct is adopted for 8
TC/903	<b><u>To agree and adopt Standing Orders</u></b>
Resolved	Standing Orders are adopted for 7
TC/904	<b><u>Update on South Vacancy</u></b>
Resolved	If no election the Council will go for Co-Option this will be advertised any applications will be taken to the next Town Council Meeting on 20 <sup>th</sup> November 2017 for 9
TC/905	<b><u>Update from the Friarage Group</u></b> Cllr Dobson gave a verbal report
Resolved	The report was received
TC/906	<b><u>Vacancy on Northallerton Villages Community Forum</u></b>
Resolved	Cllr Forrest will be Town Council representative
TC/907	<b><u>Agree 1 year extension on shop lease</u></b> Cllr Prest left the hall while discussion and resolution took place. After discussions Cllr Prest returned to the hall.
Resolved	Grant 1 year extension on shop lease for 8
TC/908	<b><u>To agree rolling program for children's Christmas motif design and purchase of design</u></b> It was discussed that this should be incorporated into the new contract
Resolved	Rolling program and purchase to be incorporated into the new 3 year contract was agreed for 9
TC/909	<b><u>To discuss and agree action on CCTV report</u></b> The miss use of play equipment and threatening behaviour has been reported constantly
Resolved	To go out for quotes for CCTV in Bullamoor and Bankhead parks. Speak to HDC re: grants
TC/910	<b><u>To discuss and agree action Amenities report</u></b> The grounds chargehand recommended that the balcony no longer gets planted for summer it would save the amenities staff time and labour costs. Move the troughs from the balcony to shop unit 1 to mirror other side of Town Hall
Resolved	To keep the planting on the balcony and purchase troughs for shop unit 1 to mirror other side of Town Hall. For 9
TC/911	<b><u>To receive correspondence from Viking Sound</u></b>
Resolved	Viking Sound correspondence is received and the PA system is padlocked at all times for 9
TC/912	<b><u>Correspondence</u></b> 109 Donation towards Northallerton school & sixth form college 128 Fundraising for Bankhead Park
Resolved	109 A donation of £100 for Annual awards evening 128 Letter is written explaining a working group needs to be set up to raise money for the park Correspondence list is received
TC/913	<b><u>To agree the Town Council Planning recommendations re tabled list 47</u></b>
Resolved	Planning list 47 is agreed for 9

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TC/914

**To receive orders and payments**

ORDERS

Date Raised	Supplier/Payee	Order Ref.	Details	Net
10/10/2017	Teesdale Event & Site services	1718/3351	8 x toilets 2 x disabled delivery & collection cost for 05/11/2017	630.00
29/09/2017	IES Electronic	1718/3350	Breakglass uit & postage	33.00
09/10/2017	Sam Turners	1718/3349	Compost 1 x 10kg	8.29
04/10/2017	Coastal Framing	1718/3348	Honorary citizen certificate framing	79.00
02/10/2017	Sam Turners	1718/3347	60 bags of compost (Sponsorship)	225.00
28/09/2017	YPO	1718/3345	Notice board for kitchen lower hall- various cleaning products	99.86
27/09/2017	Paintroom	1718/3344	Receipt and order pads	169.00
21/09/2017	Sam Turners	1718/3343	Combination lock	18.00
21/09/2017	Askham Bryan College	1718/3342	Chainsaw Course	420.00
19/09/2017	Calverts carpets	1718/3341	2 x non slip mats	40.00
19/09/2017	Sam Turners	1718/3340	2 x Locktight 10ml & 24 Nuts	15.72
15/09/2017	Sam Turners	1718/3339	1/2 moon blade	

PAYMENTS

Chq.	Supplier/Payee	Ref/Order No.	Details	Net
304862	Total Gas and Power	n/a	01/06/17 to 30/06/17	198.32
304861	PWLB Ref	n/a	Loan payment due 25.09.17	3131.12
304860	PFK Littlejohn LLP	n/a	Annual return for year ending 31/03/17	800.00
304859	Askham Bryan College	1718/3342	Andrea chainsaw course/felling trees City & guilds NPTC level 2 award	420.00
304851	Cash	n/a	Petty Cash	173.47
304852	Northern Elevator Ltd	n/a	Maintenance contract 05/09/2017 - 04/12/2017	60.10
304853	Nalc	n/a	Local councils explained	19.99
304854	Rospa Play Safety	n/a	Annual Inspection all parks & Mowbray park	392.00
304855	Calverts Carpets	1718/3341	Industrial Door mat x 2	33.33
304856	Christmas Plus	1718/3268	Bespoke reindeer face 1.5m x 1.0m	545.00
304857	TWC	n/a	Various services on toilet equipment	437.50
304858	Academy Leasing	n/a	Rental 1 x NECSL1100 Telephone system	243.00
304850	Blubird Studios	1718/3330	3 X A4 Magnetic signs Digital prints for parking	22.80

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304849	Jarreds	1718/3288 1718/3336 1718/3327	32GB memory card - contract copier paper - apex laminating pouches- Collins A4 Diary-Laminator/various office supplies	194.05
304848	NY Timber	1718/3303	3.250 x PSE Sapele wood & 2.400 x PSE Sapele wood	95.84
304847	CBG Telecom	n/a	Call charges 02/08/17 to 01/09/17	107.90
304846	Wicksteed Playgrounds	1718/3247	Logworld-Swing Support bearing/Socket cap head screw/delivery	57.08
304845	Sam Turners & Sons	1718/3310	Post Fix and 4 x dog signs	50.07
	Sam Turners & Sons	1718/3324	Hoe Dutch Stainless	37.92
	Sam Turners & Sons	1718/3318	Drill bits	10.13
	Sam Turners & Sons	1718/3316	Tan/Postfix	14.75
	Sam Turners & Sons	1718/3311	HP 2 Stroke Oil	16.30
	Sam Turners & Sons	1718/3312	Paint/sandpaper/stain/glasses	70.80
	Sam Turners & Sons	1718/3309	Seat Covers front & Back	39.54
	Sam Turners & Sons	1718/3323	2 x boots 2 x trousers	87.06
	Sam Turners & Sons	1718/3308	Clamps	19.80
	Sam Turners & Sons	1718/3308	Brush/Cloths/Tape	19.87
304844	Total Gas and Power	n/a	Period 01/06/17 to 23/08/17 Electricity Invoice	103.84
304843	CE & CM Walker Ltd	n/a	09/08/17 - 23/08/17 - 09/08/17	1850.00
304842	NYCC	n/a	Build of Sharepoint website	350.00
304841	Streetscape	1718/3293	3 x SFS Flat swing seats	90.00
304840	MM Electrical	1718/3281	Supply and fit switched fused spur in mens toilet for air freshner unit	48.58
304839	R&J Farrow	n/a	1 Skip of waste collected 25/8/17	165.00
304838	Anchorage Hire Centre	1718/3320 1718/3322	Hedgetrimmer checks-Strimmer head	62.08
304837	H2O	n/a	Window cleaning Town Hall	125.00
304836	YLCA	n/a	Successful event management seminar on 15/11/17 (JJ-ST-JF)	345.00
304835	The Warehouse.com	1718/3317	Fellowes 90s strip cut shredder	180.00

PETTY CASH

Date	Rec No.	Supplier	Des	Exp.
08/09/2017	17/239	Boyes	2 packs of padlocks	4.25
11/09/2017	17/240	Yorkshire Trading	Screws	1.00
11/09/2017	17/241	Yorkshire Trading	Hacksaw	2.99
13/09/2017	17/244	Barkers	Stamps	61.44
14/09/17	17/245	Yorkshire Trading	Screws	3.00
14/09/17	17/246	Yorkshire Trading	Screws	1.00

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	18/09/17	17/247	Co-op	Fuel for machinery	20.00
	18/09/17	17/248	Yorkshire Trading	Screws	2.00
	19/09/17	17/249	Yorkshire Trading	Paint brushes/White spirit	6.97
	20/09/17	17/250	Boyes	Socket Set	13.00
	21/09/17			<b>CASH</b>	-173.47
	21/09/2017	17/251	Rymans	A5 Envelopes/Card	5.98
	21/09/2017	17/252	Asda	Coffee/Sugar	7.08
	25/09/2017	17/253	Boyes	Paint	6.00
	26/09/2017	17/254	Yorkshire Trading	Multi purpose 3 in 1	1.99
	06/10/2017	17/255	Barkers	Stamps	29.04
Resolved	Orders and Payments received for 9				
TC/915	<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.				
TC/916	To consider exclusion of members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 for items 28,29,30,31,32 due to the confidential nature of the business				
Resolved	For 9				
TC/917	<b><u>To receive and approve Private Session of</u></b> Town Council minutes 18 <sup>th</sup> September 2017				
Resolved	Town Council minutes are received and adopted for 8				
TC/918	<b><u>To agree action on tree quotations</u></b>				
Resolved	The quotation was accepted and works to be carried out for 8				
TC/919	<b><u>To agree on internal investigation</u></b>				
Resolved	No investigation to be carried out for 4 against 5				
TC/920	<b><u>Update on FOI</u></b>				
Resolved	No update received				
TC/921	<b><u>To agree purchase of a security camera</u></b>				
Resolved	Security camera is purchased and fitted for 8				
TC/922	<b><u>Item 12 &amp; 13 moved To agree and adopt staff handbook and staff contracts</u></b>				
Resolved	Councillors to submitted responses to the Clerk to seek answers for 7 against 1				

Meeting finished 8.20pm

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