

Town Council Meeting Minutes, 17th February, 2020

Northallerton Town Council

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

Present: Councillors: J Forrest (Chairman)
C Palmer, J Prest, G Cullen, C Hutson, J Hutson, D Richardson,
C Young, P Atkin, P Cornfoot, K Bowler
Officer: Sophie Garside, Deputy Clerk and Sue McDonnell Interim Clerk

TC/233	To receive apologies for absence
Resolved	Apologies received from P Eames
TC/234	To receive declarations on interest from Councillors on agenda items Cllr J Hutson & Cllr C Hutson declared interests on items 25 (Correspondence 010), 28 and 30. Cllr P Atkin declared an interest in item 30. Cllr Cornforth declared an interest in items 37 and 38
Resolved	The declarations were received. All in favour
TC/235	To grant any requests for dispensation as appropriate
Resolved	None appropriate.
TC/236	To receive the Police Report
Resolved	The police report was received.
TC/237	Mayors Statement Cllr Forrest thanked Councillors and Staff for their consideration on his recent bereavement. No further statement was made.
Resolved	.Mayors statement was received.
TC/238	Public Forum-To receive questions and comments from members of the public
Resolved	None
TC/239	To consider all matters relating to Health & Safety and Health & Wellbeing of Northallerton Town Council Cllr Palmer explained she had an item to discuss but wished it to be moved to private session due to it being a recommendation.
Resolved	All in favour.
TC/240	To receive and approve the minutes of Town Council meeting 27th January 2020
Resolved:	All in favour.
TC/241	To receive and approve the minutes of the staffing committee meeting 27th January 2020 and 31st January 2020 Cllr Palmer stated she had an objection to item SC/1374 and requested this be moved to private session.
Resolved:	All in favour.
TC/242	To receive the minutes from the Environmental Group meeting 10/2/20 Cllr C Hutson explained the date was a year earlier and it should be dated 2020.
Resolved	The minutes are received.
TC/243	To discuss and agree action re role of Mayor and Deputy Mayor Cllr Atkin requested more information regarding if the Mayor and Deputy Mayor had happened to go outside of their role as stated on the terms of reference provided due to recent circumstances. Cllr Forrest said it is possible he has unknowingly stepped outside the role of his role but it was purely from instruction from HR and that is the only way he has stepped out of line. Cllr Atkin asked if the terms of reference needs to be widened to which Cllr Forrest explained this should be done when all other documents are looked at. Cllr Palmer suggested doing this as part of the YLCA health check that is currently being worked on.
Resolved	For this to be a document looked at when the YLCA health check is received. All in favour
TC/244	To receive an update on Bullmoor Park Matthew from Streetscape explained how there has been progress made with a site visit with a CCTV

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	<p>provider, meeting with both planning and streetlighting at HDC Councillors alongside Deputy Clerk and Admin Assistant. He also explained that funding from HDC had been granted. Cllr C Hutson raised concerns regarding town council staff monitoring CCTV and member of the public Claire H explained this is purely based on recordings as staff wouldn't be expected to monitor 24 hours a day as it isn't achievable. Cllr Palmer asks Claire H if this is inside the scope of what the residents of Bullamoor want to see. Claire H states more street lighting requires upgrading not just certain posts but she is happy where the plans are going. Cllr Cornfoot explained this needs to progress and work needs to be carried out if nothing is stopping us.</p>
Resolved	For the plan for Bullamoor Park to go ahead. All in favour
TC/245	To discuss and agree action on Councillor tablets and emails Cllr Cornfoot explained how the Council need to move forward with this matter as it had been discussed at multiple meetings.
Resolved	To go forward with the ipad option and cllr emails. 10 for, 1 against
TC/246	To discuss and agree basement survey Members of the amateur boxing club attended the meeting who explained they had seen the survey. Joanne from the club explained that for the remedial part of the works the club leader, Adrian does decorating for a living and would he be eligible to quote. Cllr Palmer stated due to the amount of work needed and the large amount quoted, the council would need to go out to tender for the works. Cllr Atkin explained the total amount needs to be split as to what works are priority. Adrian explained how the quotes he had seen from the surveyor were highly inflated for the actual work involved. Cllr Prest stressed the need for a schedule of works to be in place. The boxing club stated they would be a position to apply for grants from Sport England but cannot do this until there is something agreed. Cllr Cornfoot explained he and Cllr Eames were agreed to do a spec of works for the whole town hall and his should be incorporated to progress with the basement works.
Resolved	To arrange for Cllr Eames and Cllr Cornfoot to meet with the boxing club and then surveyors. All in favour To ask the surveyors for a schedule of works. All in favour
TC/247	To ratify the free use of the hall for Dementia Forward
Resolved	The free use is ratified. All in favour
TC/248	To discuss and agree action on VE Day 2020 Cllr Palmer explained how in the past we did a pop up museum for all soldiers on the memorial at All Saints Church to mark the end of WW2 and a similar idea should be done for VE Day. Cllr Palmer also explained how a leather bound book was resolved to be completed following the pop up museum but didn't end up being done. Cllr Young explained how the Events Working Group had come up with an event idea for a picnic in the park in the Applegarth and use the Town Hall. Cllr Palmer amended her idea due to the events working group's plans and do another pop-up style event on Remembrance Sunday.
Resolved	To leave VE Day to working group and do a pop up museum in November. All in favour
TC/249	To discuss and agree winner of Christmas Illumination competition The Deputy Clerk explained only Brompton CP School took part this year due to the late notification of the competition.
Resolved	The winner is chosen with a majority vote. All in favour
TC/250	To discuss and agree Leah's memorial bench in Applegarth Park
Resolved	The bench to be located. All in favour
TC/251	To discuss and agree Deputy Clerk report Cllr Prest asked for an example from the YLCA advice being ignored by Councillors, stated in the report to the chairman, Cllr Forrest explained he could not answer so the Deputy Clerk was asked. The Deputy clerk explained how a spare set of safe keys had been taken off the premises without any authorisation from anyone and no staff being informed, not knowing where to go she contacted YLCA and submitted the advice but it was ignored. Cllr Forrest replied that he was the councillor in question and took the keys because he required access to the building, as line manager of the Clerk and there was no point being the Mayor if he has no key and he still has the keys. The Deputy Clerk stated that had not been explained to her and the keys were actually removed the deputy clerk was asked for the keys from the safe with no explanation and when asked they were refused to be returned despite money being in the safe.

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	Cllr C Hutson asked if the Chairman from Romanby Parish Council to be contacted requesting the donation money after announcing it on Facebook.
Resolved	The report is accepted. All in favour
TC/252	To discuss and agree Amenities Report Cllr Cornfoot asked about the situation with the garden around the side of M&S Simply Food. Cllr Forrest explains this has already been addressed and M&S have been contacted and the gardens on Friarage Street are NTC responsibility. Cllr Cornfoot suggested HDC be alerted about this as M&S has not responded. Cllr Prest stated he will ask around for Daffodil bulbs that are getting disposed of for the bedding for NTC areas.
Resolved	The report is accepted. All in favour
TC/253	To agree action for supporting businesses request to NYCC for 2hrs free parking in Northallerton high street
Resolved	To write to BID and show the support for this request. All in favour
TC/254	To discuss and agree clocking in machine quotes Cllr Prest explained how for the small volume of staff he does not see the point in this system and it should not go forward.
Resolved	To drop the clocking machine item. 6 for, 5 against.
TC/255	To agree the Town Council Planning recommendations re tabled list & HDC outcomes
Resolved	The tabled list in received with Cllr comments. All in favour
TC/256	To receive Orders & Payments
Resolved	All in favour
TC/257	To receive correspondence list 019- A member of the public wished to be involved in the choosing of tree outside his house on the grass verge and presented this to the Council.
Resolved	010- To allow banners displayed 019- For the gentleman involved to go back to Highways and explain that the NTC discussed this in the TC meeting and will back the planting of the tree he desires. 020- To allowing the display of banners on Applegarth entrance fencing 025- To write letter of support to company
TC/258	To discuss and agree F&GP and Staffing committee dates for 2020 Cllr Prest tenders his apologies for the Annual meeting in May as he is away.
Resolved	The dates are agreed. All in favour.
TC/259	To discuss and agree action with matters relating to Yorkshire Water Cllr Palmer explains she requested this item due to the significant costs because of a mistake admitted from Yorkshire Water. Costs include two further heating/plumbing contractors visiting the building, hire of portable heaters and complaints from hirers of the halls. Cllr Palmer requests to write to Yorkshire Water explaining the costs incurred and how this has inconvenienced the business.
Resolved	To write to Yorkshire Water regarding the matters. All in favour
TC/260	To discuss and agree action open space request for pancake race 25/02/2020
Resolved	All in favour
TC/261	To discuss and agree action on online banking use Cllr Prest states how this is used more and more with businesses nowadays and there is no reason to not follow this. Cllr Palmer explained this will also assist with using businesses online who we haven't been able to in the past due to not having this in place. Cllr J Hutson explains how measures need to be put in place to make sure the correct authorisation is in place, ensuring the system is secure.
Resolved	To agree the use of online banking. All in favour
TC/262	To discuss and agree new HR contracts 4 companies came to do a presentation. Cllrs J Hutson, Cllr Bowler and the Deputy Clerk had attended the and Cllr Forrest had attended 3 of them. The current contract with NYCC HR terminates on 31 st March 2020. Cllr C Hutson asked for clarification that all 4 tenders were for both HR and Health and Safety. Cllr J Hutson summarised the 4 presentations.
Resolved	That Aventure are appointed as the Council's HR and Health and Safety Consultants at a cost of £249 plus VAT per month for 60 months from 1 st March 2020. Cllr J Hutson informed Cllrs that

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	Avensure are keen to start work as soon as possible. Agreed that Avensure start work on 1 st March 2020 and that the required notice is given to NYCC HR. 8 in favour, 3 Cllrs abstained.
TC/263	REQUESTS TO OBTAIN OR PRESENT INFORMATION – 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/264	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
TC/265	To discuss and agree action on Service Level Agreement from HR NYCC
Resolved	Not agreed. All in favour
TC/266	To discuss and agree Viking Productions claim
Resolved	Cllr Forrest stated that the claim has now been paid by the Town Council's insurance
TC/267	To discuss and agree the year end accounts preparation costs from Rialtas Rialtas is the Council's new accounting system. Cllr C Hutson stated that the Company could close the system down at the year end and prepare the Annual Return but how does the Council then know if those figures are correct and could be relied upon? Cllr Forrest replied that a company from York normally deal with the Town Council's accounts. Cllr J Hutson stated that there were some issues in the changeover from Sage to Rialtas and that she would contact Rialtas to find out more information about what Rialtas' proposals are.
Resolved	Item deferred to the next meeting pending further information. All in favour
TC/268	To receive and adopt minutes from EO meeting from 04/02/2020
Resolved	To defer to another meeting due to an error in EO/95. All in favour
TC/269	Item 7 – To consider matters relating to Health and Safety and Health and Wellbeing of Northallerton Town Council Cllr Palmer said she had received 2 quotes for a self-help programme for health and wellbeing of the staff. The best quote was from Health Assured who offered an on-line employee assistance programme with 8 sessions for all 8 staff at a cost of £48 per person for 12 months
Resolved	Agreed, 10 votes for, 1 vote against.
TC/270	Item 9 – To receive and approve minutes from Staffing Committee meetings on 27th January 2020 and 31st January 2020 Cllr Palmer had discovered an error in SC/1374 from the Staffing Committee minutes of 27/01/2020
Resolved	Minutes from Staffing Committee meeting of 27/01/2020 be amended and both sets of minutes be deferred to another meeting. All in favour
	At 20.50 Cllrs Cornforth, Richardson, Atkin, Young, J Hutson and C Hutson left the meeting
TC/271	To discuss and agree recommendations from HR and Veritau for the Council Cllr Palmer stated re item 37 that the Council needed to agree something as the Clerk could potentially return to work next Monday, 24 th February. She proposed that her return to work be delayed for 2 more weeks so that plans for her return could be put in place. Mediation had only been accepted by 1 member of staff so could not now take place. Cllr Forrest read out the recommendations and conclusions of the investigation from Veritau and NYCC HR and stated that he will e-mail them to Members tomorrow. Cllr Palmer said that expectations of both staff members from the SC meeting on 14/01/2020 need to be agreed or arbitration will be needed. Cllr Forrest to find out about arbitration procedures from NYCC HR. Cllr Forrest is meeting with the Deputy Clerk on 24 th February re her action plan and will speak to the Clerk by then so that both action plans can be agreed at the EO meeting that evening
Resolved	To extend the Clerk's paid leave of absence for 2 weeks more until Friday 3 rd March. All in favour Staff mediation will not take place. All in favour The recommendations and conclusions from both Veritau and NYCC HR were agreed. All in favour To agree with the Clerk the phased return to work plan proposed at the EO meeting of 04/02/2020. All in favour

Meeting closed at 21.05

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