

Minutes of the Ordinary Meeting of Northallerton Town Council held at 7.00pm on 14th December 2020 using video/teleconferencing

Present: Cllr D Richardson (Mayor), Cllr P Atkin, Cllr G Cullen, Cllr P Eames, Cllr C Hutson, Cllr J Hutson, Cllr J Prest and Cllr C Young

Also Present: Cllr D Blades, Cllr C Dickinson, Cllr I Sanderson, 3 members of the public and Alexandra Little, Locum Clerk.

TC442 Apologies

Apologies were received and accepted from Cllr P Cornfoot and Sgt C Hughes

TC442 Note any Declarations of Interest

Declarations of Interests were received from Cllrs C & J Hutson in relation to BID

TC443 Public Participation

No matters were raised

TC444 North Yorkshire Police

The report had been circulated to councillors electronically prior to the meeting

TC445 To Receive Reports from County and District Councillors

Cllr Blades confirmed that funds from the locality budget would be provided for a Mobile Vehicular Activated Sign. Thanks were offered to Cllr Blades for his support.

Cllr Atkins advised that Hambleton District Council's Making A Difference grant fund was available from today, online and encourages not-for-profit groups to apply. The Town Square project is starting in the New Year

Cllr Dickinson updated that the Future High Street fund proposal had been submitted but had not yet received a response. COVID related stickers and posters will be refreshed around town.

TC446 Minutes

The minutes of the Ordinary Meeting held on 16th November 2020 were proposed as correct by Cllr Richardson, seconded by Cllr Atkin.

It was resolved that the minutes of the Ordinary Meeting held on 16th November 2020 were approved and signed as a correct record

TC447 Administration and Initiatives

Temporary delegation of powers to the Locum Clerk were discussed.

1. It was resolved that Locum Clerk, Alexandra Little, be granted temporary powers of delegation to deal with administrative and financial matters in line with the councils Financial Regulations and that this will be reviewed at the next Northallerton Town Council Ordinary meeting

The use of committees and subcommittees was discussed. There were strong views both for and against the use of committees. Cllr Eames circulated a summary of the positive benefits of the committees, these do allow smaller groups of councillors to consider detailed work required and to action this within their remit.

Cllr Richardson proposed that, in the interests of transparency, financial control and to allow less meetings to take place given the current circumstances, the committees and working groups be brought back into full council until the end of the financial year and were reviewed again in April 2021. This was seconded by Cllr Prest. The Mayor used his casting vote in favour of the proposal and it was approved.

Signed:
Mayor
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2. It was resolved that Council Committees and Working Groups be suspended and their use reviewed in April 2021

A review of the working partnership with the BID was discussed. Councillors felt that they would benefit from a better understanding of the work of the BID and Cllr C Hutson gave a brief summary of this. Cllr Richardson proposed that a representative of the BID attend a meeting to give a report to full council. This was seconded by Cllr C Hutson.

3. It was resolved that a representative of the BID would be invited to attend a Town Council meeting as soon as possible

Consideration was given to council support for the BID parking petition and the request for permanent two hour free parking in the town. It was also noted that the County Council wished the Town Council to comment on a proposition for one hour free parking. Cllr Cullen proposed that Northallerton Town Council support the proposals for two hours free parking in the town, this was seconded by Cllr C Hutson and approved.

4. It was resolved that Northallerton Town Council support the proposal for two hours free parking in the town and the Clerk will feed back this resolution to the relevant parties

5. It was resolved that the following policies be approved by Northallerton Town Council and that the Locum and Deputy Clerk will complete the Publication Scheme document

**Freedom of Information
Publication Scheme
Complaints Procedure
Vexatious Policy**

TC447 Finance

The minutes from the Finance and General Purpose Committee 19.11.2020 were noted

No further payments were required at this meeting

It was noted that grant offers for the Mobile Vehicular Activated Sign had been received.

1. It was resolved that the Locum Clerk would complete the relevant paperwork and liaise with the Romanby Parish Clerk regarding the order

The draft budget was reviewed and the following matters were discussed:

- Bullamoor Park phase 1 & 3 have been completed and planning for phase 2 is underway with the Resident group and Streetscape. This will come to full council for a decision at the next meeting
- Consultancy Fees are expected to increase to cover Align Property Management estimate of fees
- Computer costs include NYCC provision and RIALTAS accounting software
- Budget has been included to allow for some work to be done at the Chapel, if this is deemed an appropriate facility for Town Council Amenities storage
- The website upgrade project is underway

Cllr Eames proposed the council approve the budget, this was seconded by Cllr C Hutson and all were in favour.

2. It was resolved that the budget be adopted

The draft Strategic Plan 2020-2024 was reviewed. Cllr Richardson offered thanks for the work on this plan as it is positive and impactful.

One item requiring immediate attention is the Joint Burial Committee as the structure of this needs to comply with legal and audit requirements. Councillors also wish to receive an update on the work of the JBC regularly.

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3. It was resolved that the Strategic Plan be received and that council agree priorities and begin work on those in 2021

4. It was resolved that the Clerk meet with the JBC and Romanby Parish Clerks and a further meeting to agree the changes required be arranged, including three councillors from each parish

5. It was resolved that the Locum Clerk will circulate JBC meeting minutes to all councillors as they become available

2021/2022 Precept requirements

No increase has been budgeted for given the financial environment due to COVID 19.

Cllr Richardson proposed that Northallerton Town Council do not increase the precept for the financial year 2021/2022. This was seconded by Cllr Prest and approved unanimously.

6. It was resolved that the precept for Northallerton Town Council remain unchanged for the year 2021/2022 and the Locum Clerk submit this request to the charging authority

TC448 Assets and Facilities

The Amenities Report was received for information only

1. It was resolved that the Locum Clerk liaise with the Amenities Manager regarding items in need of action and progress these under the budget for this area, in line with delegated authority

Bullamoor play area and agree necessary actions

Phased work programme was discussed under TC447

Footpaths will be looked at in Spring

A bridges survey has previously been completed.

2. It was resolved Cllr Cornfoot will discuss this with Align Property Services and bring feedback to a future council meeting

3. It was resolved that the Locum Clerk locate the quote for Dene Road Car Park and discuss this with the contractor

Upgrades to other council amenity areas were discussed and budget has been earmarked for some work. Cllr Prest proposed this be progressed with Streetscape, this was seconded by Cllr Richardson.

4. It was resolved that upgrade requirements for other amenity areas be investigated and proposals be brought to a full council meeting by 31.03.2021

TC449 Planning

Planning Applications were considered.

1. 20/02330/FUL First floor extension over existing garage and two storey extension to the opposite side of the dwellinghouse 7 Hailstone Drive
2. 20/02612/FUL Removal of conservatories, extension to dwellinghouse with replacement patio area, new boundary wall and gate and installation of 2no solar thermal panels to the South elevation - Mowbray Lodge Bullamoor Road

It was resolved that Northallerton Town Council has no objection to these applications

TC450 Correspondence

1. Correspondence which has been circulated by emails between meetings requires no further action
2. Communication had taken place between the Locum Clerk, a councillor and Mr C Turner regarding the provision of the Town Council Christmas Tree. The Locum Clerk summarised this. It was agreed that Sam Turner & Sons Ltd were a key local business and that the Town Council was grateful for both the positive relationship they shared and for the previous provision of a Christmas Tree. Regret was expressed for the misunderstanding that had led to this matter being raised and apologies were offered to Mr Turner. The Locum Clerk will write to Mr Turner to reflect this.

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3. An email had been received from the BID offering thanks to the Town Hall Caretaker for his help and positive involvement in their recent work with the Countdown Clock. The Locum Clerk will pass on this feedback.

TC51 Employment and Training Matters

The minutes of the Staffing Committee on 19.11.2020 were noted.

Cllr Prest asked if the review of staffing requirements would be dealt with by full council. Cllr Richardson proposed this be brought to full council at an appropriate time, this was seconded by Cllr Prest and approved.

1. It was resolved that a review of staffing requirements would take place by 31.03.2021 and that this would be progressed through full council

Cllr Richardson proposed to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in agenda item 11c. This was seconded by Cllr Eames and approved.

2. It was resolved to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in 11c

Councillors were updated on banking matters

3. It was resolved that the Locum Clerk undertake HSBC Safeguarding Audit

Councillors were updated on confidential matters regarding staffing

TC452 Next Meeting

It was resolved that the time and date of the next meeting would be 7.00pm on Monday 18th January 2021 and the Clerk be notified of any items for the next meeting agenda by Monday 11th January 2021

Signed:
Mayor
Date: