

Minutes of the Ordinary Meeting of Northallerton Town Council held at 7.00pm on 15th February 2021 using video/teleconferencing

Present: Cllr D Richardson (Mayor), Cllr P Atkin, Cllr P Cornfoot, 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, 1 member of the public, a member of the press and Alexandra Little, Locum Clerk.

TC467 Apologies

Apologies were received and accepted from Cllr G Cullen and Sgt C Hughes.

TC468 Note any Declarations of Interest

Declarations of Interests were received from Cllrs C & J Hutson in relation to BID and HSBC closure and Cllr P Atkin regarding Amenities Areas.

TC469 Public Participation

There were no members of the public comments.

TC470 North Yorkshire Police

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

TC471 To Receive Reports from County and District Councillors

1. Cllr Blades advised that the MVAS contribution will be received within 5/10 working days.
2. Cllr Dickinson updated that there was a delay to the Town Square works and that the Artisan Yard was not part of the future high streets plan.
3. Cllr Dickinson reminded Councillors of the need to continue to follow the guidelines for COVID19 and encouraged all residents to have the vaccine.
4. Cllr Sanderson expressed how positive the £6.1 million investment in Northallerton was and that Northallerton was one of only six towns to get the funding for future sustainability of the high street.
5. Cllr Sanderson advised that HDC are continuing to work with the NYCC & developers to address the issue with flooding near the new housing and a meeting will go ahead on Weds 17th February to progress this.
6. Cllr Cornfoot noted that, at the last meeting HDC, advised they are unwilling to make a contribution to future public toilets and asked again what is the justification from the district council for not putting money into this. Cllr Dickinson reiterated that the payment of £35,000 plus 18 months running costs had previously been made to the Town Council to allow them take over this provision.
7. Cllr C Hutson asked what NYCC decision had been on the BIDs petition for 2 hrs free parking. Cllr Dickinson advised that there would be a 1hr extension of free parking and there is consideration being made to other alternatives.

TC472 Minutes

The minutes of the Ordinary Meeting held on 18th January 2021 were proposed as correct by Cllr Prest, seconded by Cllr Richardson and agreed unanimously.

It was resolved that the minutes of the Ordinary Meeting held on 18th January 2021 be approved and signed as a correct record

TC473 Administration and Initiatives

Temporary delegation of powers to the Locum Clerk were discussed. This was proposed by Cllr Prest, seconded by Cllr Richardson and agreed unanimously.

Signed:
Mayor
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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

Council priorities and responsibilities for 2021/22, in line with the Strategic Plan were discussed.

Thanks were offered to Cllrs Cornfoot and Eames for producing this report.

Consideration was given to finding an appropriate setting for the amenities staff to work or rest in.

Five priorities were identified 2021/2022:

- Parks plan, which would encompass improvements to all play areas
- Public Toilets
- Yorkshire In Bloom
- Allotment Strategy
- Governance and Staff Development

Cllr Atkin proposed that the strategy be accepted and this was seconded by Cllr Richardson and agreed unanimously.

2. It was resolved that the five areas for development be progressed in 2021/2022 and all involved will bring any decisions regarding these matters back to full council for approval

A joint meeting of Northallerton Town Council and Romanby Parish Council had taken place in relation to the future management of the Joint Burial Committee. Recommendations had been circulated prior to the meeting.

- a) That Northallerton Town Council becomes the employer of the Joint Burial Committee staff.
- b) That Northallerton Town Council takes on ownership for the JBC bank account.
- c) That the apportionment of the final accounts be reflected in both Councils' annual returns (62.5% / 37.5%).
- d) A further piece of work be undertaken in the future to look at the apportionment of the assets of the JBC.
- e) That the Clerk of the JBC liaises with the Clerk of the Town Council to move the process forward.

It was proposed by Cllr Richardson that the recommendations were accepted and this was seconded by Cllr Prest.

3. It was resolved that these recommendations were accepted

The Environmental Group and Events Management Group feedback was received and noted

A report from Northallerton BID Company Limited was received for information and accepted.

Cllr Prest shared positive comments he had received on the green footpath. Cllr Eames advised that there is no plan to change the surface of the path and it will continue to be maintained by cutting back vegetation etc to keep it accessible.

TC474 Finance

Payments and receipts were circulated It was proposed that these be accepted by Cllr Richardson, seconded by Cllr Eames and agreed unanimously.

1. It was resolved that payments be made and receipts noted.

The maintenance vehicle had been ordered incorrectly and the quote for the correct one, with a Crew Cab, has been received from Northgate. The cost of this is £634, an increase from £591 pm. Cllr Richardson proposed this be accepted, Cllr Prest seconded this and it was agreed unanimously.

2. It was resolved that this new quote be accepted and the replacement van be ordered by the Locum Clerk

A Dene Road Car Park resurfacing quote, received in 2018, had not been progressed. A new quotation had been received from the original contractor for £11,302 + VAT including white lining plus the cost of bollards if required.

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Cllr Prest noted that there is no designated parking for residents of Dene Road and it may be appropriate to have designated spaces for them. Cllr Atkin can liaise with Locum Clerk to deal with this and provide residents parking area.

3. It was resolved that the quotation for the resurfacing of the car park be accepted and work progressed as soon as possible

Outstanding items from the Internal Audit findings were discussed.

The Locum Clerk has requested details of local providers of an Internal Audit service from YLCA and will update councillors on this at the next meeting.

A Reserves and Investment Strategy has yet to be implemented.

Current account provision has been researched by the locum Clerk. Unity Trust Bank offers an account which is fit for purpose with electronic banking, provision for direct debits and standing orders to be arranged and appropriate authorisations to be put in place. Cllr Richardson proposed that the council open a current account, the proposal was seconded by Cllr Prest and approved unanimously.

4. It was resolved that the Locum Clerk undertake appropriate actions to open a current bank account with Unity Trust Bank for Northallerton Town Council

TC475 Assets and Facilities

The Amenities Report and Inspection Summaries were received and noted.

10 box shrubs, at the best price, are able to be purchased from a local supplier.

1. It was resolved that the Locum Clerk liaise with the Amenities Manager regarding items in need of action

2. It was resolved that the Locum Clerk purchase the box shrubs and submit an invoice accordingly

A report on Town Hall improvement activities was received

The electric Survey is due for completion in early March and will be circulated.

Electrical Safety/Asbestos and other electrical works will need to be done as soon as possible. .

3. It was resolved that the Clerk circulate the Asbestos Survey and NTC receives quotes for the two alternatives for asbestos management

A first stage feasibility study re positioning of additional public toilets in the town hall building will cost £660.

Cllr Richardson proposed we go ahead with this seconded by Cllr C Hutson.

4. It was resolved that Align undertake a feasibility study re positioning of additional public toilets in the town hall building

Amenities Areas Upgrades

Two grant applications for Bullamoor play area improvements have been submitted.

A plan for Applegarth has been circulated by Streetscape, incorporating inclusive equipment.

Painting the swings and freshening up the picnic benches was also discussed.

Cllr Young proposed the Applegarth play area improvements be done this year, as this is a key area where people who visit the town congregate. This was seconded by Cllr Atkin.

5. It was resolved that the amenities team will undertake repainting and cleaning of play equipment as appropriate

6. It was resolved that the budget will be reviewed in order to establish the financial viability of the upgrade to Applegarth in 2021/2022

7. It was resolved that the Locum Clerk complete available grant applications for Applegarth improvements

Cllr Atkin offered to remove a piece of a multiplay equipment for free, as required if this can be donated to Brompton Town Council. This will be addressed at the appropriate time.

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Lengthy discussion took place about the decision by Hambleton District Council to replace the planted trees planned for the Town Square by trees in planters. Consideration was given to the use of the town square, the historic nature of the Mayfair and the consultation process that took place.

Cllr Cornfoot proposed that Northallerton Town Council write to express their concerns and that the council objects to the replacement of trees with planters, this was seconded by Cllr C Hutson.

8. It was resolved that Northallerton Town Council write to Hambleton District Council to express their concerns and that the council objects to the replacement of trees with planters

Discussion took place regarding the closure of HSBC in Northallerton

County Cllr Hugill had asked for this to be raised but has since updated that NYCC & BID will discuss this.

Cllr Hutson objects to this closure as it leaves the residents without access to the bank and proposed that NTC issue a statement about the closure expressing disappointment and ask that they reconsider the decision.

This was seconded by Cllr Prest and all were in favour.

9. It was resolved that Northallerton Town Council write to HSBC bank to express concern at the closure of the branch in Northallerton

TC476 Planning

Planning Applications were considered.

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

TC477 Employment and Training Matters

Staffing Matters were discussed including Appraisals, Pay Review and Holidays 2020/2021

Cllr Richardson proposed that staff holidays be carried over due to covid and that the council would offer those staff with an excess up to 10 days payment for these days, subject to their usual tax and NI deductions. This was seconded by Cllr Eames and agreed unanimously.

1. It was resolved that Northallerton Town Council offer staff with excess holidays up to 10 days payment for these days, subject to their usual tax and NI deductions and that the Locum Clerk write to all staff members to advise them of this option

2. It was resolved that the Locum Clerk conducts staff appraisals by the end of March and begins a staff and pay review, bringing recommendations to a future council meeting.

Applications have been received for apprenticeship vacancy 3 applicants, chased with school for National Apprenticeship Week. Closing date 19th February. Interviews will be arranged following this.

TC478 Correspondence

1. Correspondence which has been circulated by emails between meetings requires no further action
2. Dog Waste Bins will be looked at in conjunction with HDC. The Town Council will provide three and Brompton Town Council will be asked to provide some
3. Andrew Raby LEP will attend the meeting in March
4. A Bonfire theme to be discussed and come back next time.

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TC479

1. 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

A confidential matter relating to staffing was discussed. Cllr Prest requested a named vote.

Cllr Richardson proposed that Northallerton Town Council uphold the decision made on 21st December 2020, reference EO2112/04, this was seconded by Cllr Prest.

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|-------------------|-----------|---------------|-----------|
| Cllr D Richardson | In favour | Cllr C Hutson | In favour |
| Cllr P Atkin | In favour | Cllr J Hutson | In favour |
| Cllr P Cornfoot | In favour | Cllr J Prest | In favour |
| Cllr P Eames | In favour | Cllr C Young | In favour |

2. It was resolved, unanimously, that the recommendations from the Independent Adviser be accepted and that the decision made on December EO2112/04 be upheld.

TC480 Next Meeting

It was resolved that the time and date of the next meeting would be 7.00pm on Monday 15th March 2021 and the Locum Clerk be notified of any items for the next meeting agenda by Monday 8th March 2021

Signed:
Mayor
Date: