

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

**Present:** Cllr D Richardson (Mayor), Cllr P Atkin, Cllr P Cornfoot, 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; A Raby LEP, 2 members of the public, a member of the press and Alexandra Little, Locum Clerk.

**TC481 Apologies**

No apologies were received.

**TC482 Note any Declarations of Interest**

Declarations of Interests were received from Cllrs C & J Hutson in relation to BID and the Grass Cutting Tender and from Cllr Prest regarding the asbestos contractor.

**TC483 Public Participation**

There were no members of the public comments.

**TC484 North Yorkshire Police**

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

**TC485 To Receive a presentation from A Raby, LEP Growth Hub Manager**

A presentation was received and thanks were offered to Mr Raby for attending the meeting.

**TC486 To Receive Reports from County and District Councillors**

1. Cllr Dickinson updated that work on the Town Square has begun. The heritage action zone is explained on a video on the Hambleton District Council (HDC) website. Roads around Treadmills will be resurfaced this week overnight. Darlington Road will have a closure for resurfacing imminently and other roads were discussed. Cllr Eames asked for an update on black North Yorkshire County Council (NYCC) noticeboards. Cllr Dickinson will make enquiries about this.
2. Cllr Blades noted a road closure on South Parade 22.03 - 09.04 for gas board works. Cllr Blades asked about the Town Hall basement and if it was to be reopened. He reminded councillors that the basement has been flooded and is keen to ensure the Town Council have taken appropriate precautions. Cllr Cornfoot confirmed that the Council have engineers appointed to look at such matters and a brief conversation took place around the pump system in place.
3. Cllr Sanderson advised that HDC car park charges will increase on 1st April by 20%. New pay and display machines are in place in Applegarth Short Stay Car Park and accept coins and cards payments, including multiple days. Cllr Cornfoot asked about the possibility of electric vehicle charging points and Cllr Sanderson advised that these will be put in place across all HDC car parks.
4. Cllr Atkin noted that he was pleased that Walter Thompsons have rebuilt the dangerous wall and he is also delighted with improvement of the Northallerton Tyre and Battery building.

**TC487 Minutes**

The minutes of the Ordinary Meeting held on 15th February 2021 were proposed as correct by Cllr Prest, seconded by Cllr Eames and agreed unanimously.

**It was resolved that the minutes of the Ordinary Meeting held on 15th February 2021 be approved and signed as a correct record**

Signed:  
Mayor  
Date:

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### **TC488 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.

**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**

Northallerton Town Council's response to the Consultation on proposals for locally led reorganisation of local government in North Yorkshire was considered.

Cllr Hutson asked Cllr Dickinson to explain the NYCC proposal vs East West and a discussion took place. Support was offered for the position that HDC had taken from Cllrs Atkin and Prest.

Cllrs Cornfoot and Prest feel it would be better to respond as individuals and this was agreed unanimously.

**2. It was resolved that councillors who wish to respond, do so as individuals**

Proposals for the Bonfire 2021

Two proposals for the bonfire have been received, at the fixed cost of £12,000.

**3. It was resolved that proposal one be accepted and that a suitable theme be suggested by the contractor**

Santa Sunday booking process

Council discussed that Santa Sunday performers are paid their going rate and the booking fee is refundable. Social media reporting of the Town Council position had been inaccurate. Discussion took place regarding the cost of securing a slot to perform at the event, it was proposed by Cllr Atkin that this be increased to £30 this was seconded by Cllr Cullen. Cllr C Hutson felt the fee should be kept at £10 for this year, given the circumstances with COVID19. A vote took place and it was agreed to increase to £30, with 7/2 in favour.

**4. It was resolved that the booking fee for Santa Sunday be increased to £30**

MVAS for Thirsk Road

It was confirmed that a Mobile Vehicular Activated Sign has been ordered for Thirsk Road, lamp post 20.

The possible purchase of historic Racecourse Trophy at auction, in conjunction with other stakeholders was considered. Cllr Richardson proposed this is bid for, in conjunction with other groups, this was seconded by Cllr Cullen.

**5. It was resolved that the decision regarding this item be deferred to TC495**

Formal request for land transfer from HDC to NTC for allotments.

The Locum Clerk advised that HDC would consider the transfer of land at Bankhead and Knotto Bottom Way to Northallerton Town Council for allotment use, but require this request in writing. This was proposed by Cllr Richardson and seconded by Cllr Atkin.

**6. It was resolved that the Locum Clerk will write to HDC to request this transfer take place**

Councillors were updated on progress with YLCA Health Check for information only.

To adopt the following:

i. Grant Policy and Application Process

**7. It was resolved that grants of up to £1500 each, to a maximum of £7,000, be available and applications be received from organisations by 1st May annually.**

**8. It was resolved that no standing grants will be accepted, all applications will be considered on merit**

ii. Recording of Meetings Policy

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iii. Terms of Reference - Role of the Mayor

**9. It was resolved that the Recording of Meetings Policy be accepted**

**10. It was resolved that Terms of Reference for the Role of the Mayor be accepted, with a minor amendment**

**TC489 Finance**

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

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

Council was updated on administrative matters regarding finance, for information, by the Locum Clerk:

- i. Unity Trust Bank account application has been completed
- ii. RIALTAS Year End support has been booked for end May
- iii. Matters from the Internal Audit have been progressed
- iv. Asset Register will be reviewed and the Insurance provision will be reviewed and tenders brought to the council in May 2021.
- v. Grant Applications were ongoing for the play area projects and the Locum Clerk would accept the offer of a grant money from North Yorkshire Police, on behalf of the Council

The External Audit Report 2019/2020 was received.

**2. It was resolved that the report and annual return would be displayed and the council would ensure it dealt with the AGAR paperwork accurately and in a timely manner in future years.**

Internal Auditor 2020/2021 Financial Year.

The Locum Clerk was working through the list of auditors provided by YLCA for this year and would advise once one was found who was available to support the council.

Spend against the budget 2020/2021 was discussed along with CIL monies received. Cllr Richardson proposed that the budget to be reviewed and requested both items be deferred to a future meeting, this was seconded by Cllr Prest. Cllr Eames offered thanks to the Locum Clerk for her work to improve financial management.

**3. It was resolved that the Town Council budget be reviewed and decisions regarding CIL spending be addressed at a future meeting**

**TC490 Assets and Facilities**

The Amenities Report was received.

**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**

Receipt of Grass Cutting Tender

Cllr Richardson proposed the tender submitted be accepted, this was seconded by Cllr Cullen. Cllrs C & J Hutson did not vote on this item.

**2. It was resolved that the three year grass cutting contract be awarded to CE & CM Walker Ltd**

A report regarding Town Hall improvement matters had been circulated. The Locum Clerk has arranged quotes for the window repairs and requested a contractor visit to look at the drainage downpipes and provide cost of repair.

Quotes for the safe removal of asbestos and air monitoring requirements had been circulated. Cllr Cullen noted. Cllr Richardson requested a third quote be obtained given the cost of the work.

**3. It was resolved that an additional quote be provided for the next meeting to allow a decision to be made**

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A feasibility study confirmed it is possible to provide toilets in the Town Hall. Cllr Eames requested council approval to continue costing this project. This was proposed by Cllr Richardson and seconded by Cllr Atkin.

**4. It was resolved that the working group prepare a cost for additional toilets in the Town Hall**

Amenities Areas Upgrades

Cllr Young expressed concern about the amendment to the Applegarth plan. The Locum Clerk advised that, following the last Town Council meeting, the contractor had amended the plan to reduce the cost of wetpour but that both options had been circulated to all councillors for consideration.

**5. It was resolved that the decision to progress with the Applegarth improvements be deferred to a future meeting**

The minutes of the JBC, for information only, were accepted.

A response from Hambleton District Council re the Town Square had been received. Cllr Cornfoot advised that HDC have responded as expected, the point has been made and the Town Council have to accept this.

A 5 year plan from Christmas Plus regarding new Christmas Illuminations had been received and circulated. Councillors discussed their wish to receive 3 quotes for these works.

**6. It was resolved that tenders be requested for the new illuminations and the installation/dismantle contract**

Requirements to tender for the Christmas Illumination contract for installation and dismantling was discussed.

**7. It was resolved that Christmas Plus will expend their existing contract to take account of the remainder of 2021 and a new contract will be secured as agreed under TC490 (6)**

#### **TC491 Planning**

Planning Applications were considered.

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

#### **TC492 Employment and Training Matters**

- a. Update for councillors on Locum Clerk's actions relating to Staffing for information only  
The Locum Clerk has held a meeting with all staff to outline expectations and to ensure they are all fully supported in their roles.  
Appraisals for all but one staff member have been completed.  
Staffing Review work is underway, an independent HR professional has been sourced to interview staff and any councillors who wish to volunteer to give input to this review should email the Locum Clerk by Thursday 18th March.
- b. RIALTAS training costs for an additional staff member is £400 + VAT and will take 6 hours..  
Cllr Richardson proposed the Locum Clerk attend this training, this was seconded by Cllr Cullen.

**It was resolved that the Locum Clerk undertake basic RIALTAS training as soon as possible**

#### **TC493 Correspondence**

1. Correspondence, which has been circulated by emails between meetings, requires no further action.
2. Confirmation of the compliance with the Pensions regulator re-enrolment had been received.
3. A174 Traffic Regulation Order would need to be revoked to reduce the speed limit, so this is being investigated.
4. Cllr Atkin is looking into the possibility of the unused crossing being moved from Sam Turners to Standard Way.

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5. The Mayor has concerns about the development of the town and the provision of safe crossing areas for pedestrians. This was supported strongly by Cllr C Hutson. Cllr Cornfoot requested a meeting be arranged with County Councillors to discuss this in person.

**TC494 Next Meeting**

**It was resolved that the time and date of the next meeting would be 7.00pm on Monday 19th April 2021, electronically and the Locum Clerk be notified of any items for the next meeting agenda by Monday 12th April 2021.**

**The following meeting will be the Annual Meeting, 17th May, held in person.**

**TC495**

**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**

**TC496**

**To discuss a confidential matter relating to staffing and agree actions**

Cllr Richardson will contact Avensure and Harrowells regarding the provision of the required legal services to deal with this matter.

The Locum Clerk will notify the insurance provider regarding this matter.

- 1. It was resolved that the council check the provision of the existing insurance provision with Avensure to establish if they may be able to support the council in this matter**
- 2. It was resolved that indicative costs will be requested from the legal team by Cllr Richardson**

**T497**

**Item deferred from T488 (5)**

Discussion took place about the potential to bid for the Racecourse Trophy, Cllr Prest proposed that this was a non essential spend given the current financial climate, this was seconded by C Hutson. A vote took place, 6 in favour, 1 against and 2 abstentions.

**It was resolved that NTC would not bid for the Racecourse Trophy**

**The meeting closed at 10.00pm**

Signed:  
Mayor  
Date: