

Minutes of the Ordinary Meeting of Northallerton Town Council held at 7.00pm on 26th April 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; one member of the public and Alexandra Little, Locum Clerk.

TC497 Apologies

Apologies were received and accepted from Cllr G Cullen and Cllr I Sanderson.

TC498 Note any Declarations of Interest

Declarations of Interests were received from Cllrs Hutson regarding Northallerton BID and Cllr Prest regarding planning matters.

TC499 Public Participation

A resident read a short statement reflecting an email they had sent to the Mayor and impressed upon the council the importance of undertaking the planned improvement work to Applegarth Play Area. Cllr Richardson acknowledged the email and advised that he would respond to it.

TC500 North Yorkshire Police

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

TC501 Reports from County and District Councillors

1. Cllr Dickinson highlighted the development of the education hub between Hambleton District Council (HDC), York College and Sunderland University. More information will be circulated at the HDC business conference. She is still looking into the notice board matter and will report back. The high street work is underway, with a delay due to the nature of the historic pipework. Cllr Dickinson also reminded councillors to maintain the Hands Face Space and Fresh Air policy. Cllr Prest raised the matter of highways management on the roundabouts due to the roadworks and this is being addressed in the coming week.
2. Cllr Blades advised that some of his locality budgets had been used to support year 10 students in Northallerton in work placement and that this was able to go ahead. Also thanks were offered to Northallerton Town Council (NTC) for the plants that were recycled and replanted at the roundabout near the library. Cllr Eames advised that the brickwork at the corner of Thirsk Road was completed today.
3. Cllr Atkin has received complaints re the High Street works but hopes that residents accept the disruption with a view to a positive outcome. He has referred several matters to Persimmon Homes from residents.
4. Cllr Young asked Cllr Blades to investigate damaged cherry trees on Bedale Road and the replacement of the Town Marker on Darlington Road.
5. Cllr Eames asked if County Councillors are aware of any plans for the green space at Northallerton Grammar School. Cllr Blades advised this cannot be disposed of currently and that plans will be decided at a later date. Cllr Dickinson read a section of an email she had, regarding designation of this and the requirements for any future permissions.

TC502 Minutes

The minutes of the Ordinary Meeting held on 15th March 2021, the Extraordinary Meetings on 6th and 10th April 2021 and the Finance & General Purpose Committee Meeting on 23rd April were proposed as correct by Cllr Richardson, seconded by Cllr C Hutson and agreed unanimously.

It was resolved that the minutes of the Ordinary Meeting held on 15th March 2021, the Extraordinary Meetings on 6th and 10th April 2021 and the Finance & General Purpose Committee Meeting on 23rd April be approved and signed as a correct record

TC503 To receive the Mayor's Statement

No events had been attended since the last meeting.

Signed:
Mayor

Date:

**Minutes of the Ordinary Meeting of
Northallerton Town Council held at 7.00pm on
26th April 2021 using video/teleconferencing**

The Mayor advised that the Mayoral Allowance of £800 and the collection from the Town Hall of £202 has been donated to the Yorkshire Air Ambulance. Thanks were offered from councillors to the Mayor for this donation.

TC504 Administration and Initiatives

To approve continuation of temporary delegation of powers to the Locum Clerk, Alexandra Little, to deal with administrative and financial matters.

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

To consider the Council's position on the Northallerton School and Sixth Form College playing field becoming a designated green space and community asset and agree next steps.

Cllr Eames confirmed that the land is the property of the NYCC and that this is a Designated Green Space in the HDC local plan. He would like the council to proactively make the point that this is a green space for the residents and should remain as such. He has received a letter from residents advising they are keen to support this. Cllr Eames proposed that the council write to Gary Fielding, North Yorkshire County Council (NYCC) and copy Hambleton District Council in, to request information as to what the plans are to maintain and develop the area as it is already protected and the council is keen to see NYCC maintain the facility.

2. It was resolved that the Locum Clerk will write to G Feilding and HDC

To consider the renewal of the Tourist Information Centre (TIC) lease and agree actions

Discussion took place around the nature and the length of the lease and the possible other uses for the building. It was confirmed that the land belongs to NTC but the building is HDC and they lease to the TIC.

Cllr Richardson proposed that NTC agree to the renewal but a shorter term given the toilet project; however, Cllr Prest advised that the Terms and Conditions of the lease may prevent this from happening.

3. It was resolved that Northallerton Town Council communicate further with HDC regarding this matter

To consider the Council's view on banning sky lanterns and agree actions.

Cllr Atkin raised this issue. Cllr Blades advised that NYCC has agreed that no sky lanterns will be lit on county land. Cllr Prest proposed that sky lanterns be banned from lighting and use on any land owned by the NTC. This was seconded by Cllr Atkin and agreed unanimously.

4. It was resolved that sky lanterns are banned from use on any land owned by Northallerton Town Council

To discuss the impact of siting of temporary offices in the Friarage Car Park and agree actions.

Lengthy discussion took place regarding the impact of these offices. It was agreed that there are parking issues in the area especially given the use of the Forum as a COVID vaccine and testing centre. It was concluded that the NHS trust needs to be good neighbours and undertake consultation before things happen. Cllr Richardson suggested that NTC write to the CEO of the NHS Trust outlining the council's concerns.

5. It was resolved that the Clerk will write to the NHS Trust on behalf of the council over this matter

TC505 Finance

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

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

To discuss and agree any carry forward as appropriate in line with the Strategic Plan, as recommended by the Finance and General Purpose Committee.

2. It was resolved that carry forward and budget adjustments recommended were approved

To consider the request from tenants for a reduction in rent, given the circumstances of COVID19

Signed:

Mayor

Date:

**Minutes of the Ordinary Meeting of
Northallerton Town Council held at 7.00pm on
26th April 2021 using video/teleconferencing**

3. It was resolved that a 50% reduction for Q1 of the financial year 2021/2022 be offered to tenants

TC506 Assets and Facilities

The amenities report was discussed.

Councillors rejected the suggestion that the tree at Gardner Court be remodelled.

Cllr Prest commented that he is concerned about the glass at Bullamoor in the MUGA. Councillors wish for these incidents to be reported to the police and CCTV be reviewed as there has been significant investment in the area.

4. It was resolved that the Locum Clerk and Amenities Manager will liaise with police over these matters

5. It was resolved that the Locum Clerk get a price for wooden accessible benches

6. It was resolved that the Locum Clerk and Amenities Manager look into a tree issue at Knotto Bottom Way

7. It was resolved that the three tier self watering planter be purchased

To arrange for all councillors to visit the Council owned amenities areas, as agreed in FGP 19/11 01, in advance of the asset register review in May 2021. The Locum Clerk will arrange for all councillors to have NTC badges made.

8. It was resolved that Councillors will visit the areas with the Amenities Manager

To receive tenders for asbestos work and to select a contractor.

Cllr Cornfoot proposed that the lowest quote, from a local and reputable contractor, be accepted. This was seconded by Cllr Eames and approved.

9. It was resolved to accept the lowest quote and that work commence as soon as possible

To receive an update on the condition of Town Hall windows and agree next steps.

Two contractors had visited and a third had been invited to offer a quote for replacement of these. It was agreed that the Town Hall needs to be focussed on and be in keeping with the rest of the high street and noted that the work is specialist and so will be costly.

10. It was resolved that quotes for this work are sought and brought back to a meeting as soon as possible

To discuss tender responses for the proposed 5 year plan regarding Christmas Illuminations and agree next steps. Of the three companies approached to tender two were not in a position to do so in time for this meeting.

Cllr Prest proposed that council move forward with the current year proposal from Christmas Plus, but ensure that tenders are received for future years new lights and the install/dismantle contract.

11. It was resolved that Christmas Plus provide new lights for 2021 in line with the budget agreed

12. It was resolved that tenders be sought for the Install Dismantle cost for 2021/2022 onwards

13. It was resolved that tenders be sought for new lights for 2022 - 2026

To consider the path at Willow Beck and agree any actions required.

Cllr Eames had circulated a report regarding this path and there is a group of 8/9 additional volunteers who have been involved in the development of the path. Cllr Eames proposed that NTC support this group, this was seconded by Cllr Prest. Councillors offered resounding support for this.

14. It was resolved that Cllr Eames be part of this group as a representative of Northallerton Town Council

To discuss the requirement for professional Tree Surveys and agree next steps.

It was noted that the Tree Survey has now been arranged for May.

To consider use of the Bonfire Site and agree actions

There has been a request for continued use of this area for dog training. Councillors agreed that temporary use may be granted subject to no complaints/issues arising. The group must have Public Liability Insurance, there will be no liability for loss or damages and the area must be kept free of dog waste.

This was proposed by Cllr Richardson, seconded by Cllr Young and agreed unanimously.

It was resolved that the Locum Clerk will advise the group of the councils conditions to proceed

Signed:

Mayor

Date:

**Minutes of the Ordinary Meeting of
Northallerton Town Council held at 7.00pm on
26th April 2021 using video/teleconferencing**

TC507 Planning

Cllr Prest Declared an interest in the applications and did not take part in the discussions or vote.

It was resolved that decisions were noted and no objections were made to any applications

TC508 Employment and Training

To receive an update on the Occupation Health programme

This was received and it was noted that all information will be made available to staff.

To receive the new Code of Conduct for Councillors and agree training for this

This was noted and councillors request that YLCA provide training for this on an evening/ weekend.

To update councillors on progress of Staff Handbook

The Locum Clerk is waiting for an update from Avensure after several matters were raised by the staff union.

TC509 Correspondence

Emails for information have been circulated between meetings and require no further action

To receive a letter from a resident regarding Applegarth Play Area proposals.

This will be dealt with outside the meeting as TC499.

TC510 Next Meeting

To confirm the time and date of the next meeting as 7.00pm on Monday 17th May, held in person.

This will be the Annual Meeting.

TC511 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 16 & 17

TC512 Staffing Review

A report was received.

Councillors concluded that they needed to look into this review in more detail and that this should be brought to a full Extra Ordinary meeting of the council with one item for discussion to allow for full consideration.

1. It was resolved that an EO meeting will be arranged after the Annual Meeting to consider the staff review

Cllr C Hutson proposed that a temporary amenities staff member be sourced. This was seconded by Cllr Prest.

2. It was resolved that a temporary amenities staff member be sourced as soon as possible

Cllr Richardson proposed that the Locum Clerk use additional time to support the staff in their roles, this was seconded by Cllr Prest.

3. It was resolved that NTC wishes the Locum Clerk to continue to support the staff as required, until a permanent solution is found

TC513 Town Hall Hire

To consider a request for use of the Town Hall by a group, as circulated to councillors on 14.04.2021.

Cllr Cornfoot proposed that the Town Hall is offered for hire at no cost to this group, on a temporary basis for up to six months, this was seconded by Cllr Prest and approved.

It was resolved that hire will be at no cost to this group on a temporary basis

The meeting closed at 9.55pm

Signed:
Mayor

Date: