

**Minutes of the Ordinary Meeting of Northallerton Town Council  
held at 7.00pm on Monday 20th September 2021 in the Town Hall, Upper Hall.**

**Present:** Cllr P Eames (Mayor), Cllr P Atkin, Cllr S Barber, Cllr D Calvert, Cllr P Cornfoot, Cllr A Eames and Cllr J Prest, Cllr D Richardson and Cllr C Young

**Also present:** Cllr D Blades, Cllr C Dickinson, Cllr G Ramsden, a member of the press and Alexandra Robson, Clerk

The Mayor opened the meeting by formally welcoming the newly appointed Town Clerk to the role and offering congratulations from Council members on her recent marriage.

**21/052 Apologies**

**It was resolved that apologies were also noted and accepted from Cllrs C & J Hutson and Cllr G Cullen**  
Apologies were also noted from Cllr I Sanderson.

**21/053 To Note any Declarations of Interest**

No declarations of interest received.

**21/054 Public Participation**

No members of the public were present.

**21/055 Minutes**

**It was resolved that the minutes of the Ordinary Meeting held on 19th July and the Extraordinary Meetings held on the 2nd and 10th August 2021 be approved**

**21/056 Police Report**

A report from North Yorkshire Police was circulated in advance of the meeting. No representative was present. Cllr Cornfoot requested the council receive a pattern of issues over a period of months to review. Cllr Richardson echoed this and noted he would prefer to see a representative attending the meetings monthly.

**It was resolved that the Clerk will contact Sgt Hughes and request a meeting with the Mayor to discuss councillors concerns**

**21/057 Reports from County and District Councillors**

- A report had been circulated by Cllr Dickinson in advance of the meeting. She encouraged councillors to attend the UN Day of the Older Person event on 1st October 11.30-13.30 at the Town Hall, where a selection of groups to support residents would be present. Cake donations would be welcome.
- High Street closures on Market Day will come to an end on 2nd October. There is some work expected on Boroughbridge Road which means the High Street needs to be opened to keep the traffic moving. Some councillors expressed disappointment in the County Council Highways department, as they have not consulted with the Town Council regarding these or other matters of road safety. A meeting was requested to encourage action regarding local issues and to relay the strength of feeling to Highways.
- Cllr Blades offered thanks, on behalf of a resident, for all the beautiful flowers in the Town and added his own congratulations to the Town Council. The resident had also enquired if the council are using peat free compost, which the clerk will look into. Cllr Richardson also reminded the council that Cllr Blades contributed towards the MVAS sign and would be pleased to see some publicity. The Clerk will also contact the MVAS provider regarding staff training to move/rotate the sign as required.
- Cllr Blades also advised that Grammar School Lane traffic calming measures will stay as they are.
- Cllr Atkin had circulated a report in advance.
- Cllr Ramsden had nothing further to add.

**21/058 It was resolved that item 11b be moved to the end of the agenda and the public and press are to be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960**

Signed:  
Mayor  
Date:

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**21/059 To receive the Mayor's Statement**

A report had been circulated by Cllr Eames in advance of the meeting. He also noted the recent positive press coverage and the continuation of work being done in and around the Town Hall and Basement, that Dean Road Car Park re-laying is excellent and more community engagement is taking place.

Several Councillors and the Clerk had attended the BID AGM and proposals for reelection were circulated to councillors at this point.

**21/060 Administration and Initiatives**

To confirm the termination of the Litigation Committee

**1. It was resolved that the Litigation Committee be formally disbanded**

Community issues were discussed as follows:

**Street Marshalls**

Some information had been found re Street Marshalls, funding was given to the Community Safety team by central government ending in 2014. Cllr Richardson asked if Street Angels are back up and running. The Clerk advised they are restarting on Saturday 9th October. There is no further action required at this time.

**Anti Social Behaviour and security of Amenities Areas**

At a meeting between the Wombles, Sgt Hughes and Council much discussion had taken place about the opportunities for litter to be reduced and tackling the low level anti-social behaviour that is being seen in the area, particularly Applegarth. Sgt Hughes advised these areas are patrolled by PCSOs regularly and CCTV may help but requested that residents please report these instances on 101 or by email to:

[SNANorthallerton@northyorkshire.pnn.police.uk](mailto:SNANorthallerton@northyorkshire.pnn.police.uk)

**Littering**

The Town Council Amenities team litter pick regularly and will work with local groups to keep on top of this issue.

The Complaints Procedure had been circulated to councillors. The Mayor reiterated that this does not deal with Code of Conduct matters and that anonymous complaints will not be addressed. All complaints should be reported to the Clerk for action in line with this procedure, unless the issue is relating to the Clerk when it should be directed to the Mayor. The Clerk will also forward complaints to the right place ie HDC/NYCC and there will be a log of these kept by the Clerk. Councillors were encouraged to direct residents to the website for contact information.

A request for a memorial plaque for June Darrah MBE was considered.

**2. It was resolved that the plaque be placed in memory of J Darrah MBE**

**21/061 Finance**

A payment schedule was presented to councillors.

**1. It was resolved that payments be made**

**2. It was resolved that bank account balances be noted as follows and reconciliations signed:**

- a. Unity Trust Bank £ 32,667.19
- b. HSBC £ 135,245.68

Discussion took place about the placing of a CCTV Camera on the Applegarth, at Ashleigh Road end covering the community garden and path, in line with 21/060. Plus two to go on the lamp post adjacent to by the play area. It was also noted that extensions of the lamp posts will be required and that the total cost for this project will be £9,700 + VAT

**3. It was resolved that this be undertaken as soon as possible**

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Councillor reimbursement of expenses was discussed. Councillors were reminded that it should not be necessary for them to incur expenses with the exception of those permitted while attending training. Any items which are outstanding from a past purchase should be sent to the Clerk for processing and these will be settled in a timely manner.

A request for a reduction in room hire charges from NHS Retirement Fellowship was considered

**4. It was resolved that this be approved in this instance**

**5. It was resolved the Clerk will review the Town Hall hire and the opportunities for local community groups to use the facilities, during the next quarter and feed back to council**

**21/062 Assets and Facilities**

Actions required for the Amenities areas were discussed. There has been some vandalism to the fence round the culvert at Bullamoor again. This has been repaired today but needs to be reviewed.

**1. It was resolved the Amenities Working Group to look at two items of concern at Bankhead and the fence at Bullamoor**

Public Toilet Provision

**2. It was resolved that the Clerk research and apply for funding for public toilets in line with costs identified from quotations, when received**

Consideration was given to registering the Grammar School Playing Field as an asset of community value in order to protect the space as a green/amenities space for use by the public. There is a petition running, driven by the residents in South Ward. Cllr Blades read a statement from NYCC but Councillors felt this offered no flexibility regarding the site and that it could be reconfigured for public recreational use.

**3. It was resolved that the Town Council request the playing field be registered as an Asset of Community Value to protect the green space**

**21/063 Planning**

Planning decisions were noted and planning applications received were reviewed.

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

Discussion took place regarding application number 20/01687/OUT

**2. It was resolved that Northallerton Town Council will submit a letter requesting an access link for green corridor for this application. The Mayor or Deputy will also attend the Planning Committee Meeting.**

**21/064 Employment and Training**

Minutes of the Staffing Committee Meeting held on 10th August 2021 were noted.

**It was resolved the adoption of Employee Handbook and Parental Policies be confirmed**

Training has been undertaken by councillors and staff as follows:

- i. Cllr Eames and A Robson had all attended YLCA training
- ii. P Watt and A Robson had attended training with Rialtas for Purchase Orders

Dates for Council close down over the Christmas period 2021 were confirmed as 24th December, midday to 4th January 2022.

**21/065 To receive late correspondence**

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

*Late correspondence requiring a decision will be placed on the next agenda.*

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Councillors were updated by the Clerk on item of correspondence from the Royal British Legion regarding wreaths. A positive meeting had taken place with two representatives of the Poppy Appeal team.. A Remembrance Day planning meeting will take place and it has been agreed that the Remembrance Wreaths be left in place until St George's Day, 23rd April. Representatives expressed disappointment that a 100yr Commemorative Wreath had been taken from the Cenotaph. Anyone who has seen anything was asked to please let the RBL or council know.

Cllr Atkin gave a summary of the issue with the Post Office opening and the changes that have been made by WHSmith. Staffing seems to be an issue an Cllr Atkin wishes the Town Council to get on board to encourage the improvement of this service in the town as WHSmith have reneged on the promises made, which suggested no loss to the general public. A letter will be sent to the MP expressing the Town Councils concern over this issue.

**21/066 To receive items for inclusion in the agenda for the next meeting**

*Items to be added to the next agenda should be notified to the Locum Clerk by 11th October 2021*

The following will be included:

Update from Police re theft of the water bowser

To agree the Town Council's position on the BID reelection and give delegated authority to vote

**21/067 It was resolved the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960**

**21/068 Land Off Tannery Lane**

Discussion took place regarding a piece of land that had become available. The Mayor gave a summary of the reasons the council may consider bidding for this land and proposed council give delegated authority to the Clerk, in consultation with the Finance and General Purpose Committee, to complete the tender process. A vote took place and the proposal was carried 6/3. Cllr Prest wished it to be recorded that he voted against this proposal

**It was resolved to give delegated authority to the Clerk, in consultation with the Finance and General Purpose Committee, to complete the tender process on behalf of the council, subject to receipt of a professional valuation**

**21/069 Date of Next Meeting**

**It was resolved that the time and date of the next meeting is 7.00pm on Monday 18th October 2021**

The meeting closed at 8.45pm.

Signed:  
Mayor  
Date: