



**Minutes of an Ordinary Meeting of
Northallerton Town Council held at 19:00 on
Monday 15th June 2026 in the Town Hall, Upper Hall.**

Present: Cllr A Hugill, Mayor; Cllr P Atkin; Cllr S Barber; Cllr S Bell; Cllr D Calvert; Cllr P Cornfoot; Cllr M Holmes; Cllr C Hutson and Cllr J Hutson.

Also Present: One member of the public; Cadet Warrant Officer O Blumer; Cllr Caroline Dickinson, North Yorkshire Council (NYC) Ward Councillor and Alexandra Robson, Clerk.

26/018 Apologies

To receive apologies for absence and consider approval of reasons for absence.

It was resolved apologies be received and accepted from Cllrs A & P Eames and Cllr G Ramsden

26/019 To Note any Declarations of Interest

Cllr A Hugill declared a pecuniary interest in 26/026/2 related to licensing the Town Hall.

Cllr J Hutson declared a non pecuniary interest in items related to Northallerton BID.

26/020 Public Participation

A member of the public raised an issue with the grass cutting contractors strimmer throwing stones up onto their car. The contractor contacted them but the resident has requested that the contractor does visit the house again. The Clerk has been in communication with both parties and the matter should be dealt with under the contractors insurance policy. In order to prevent this from happening in future, councillors request that the staff team visit the site and establish where the stones are coming from and if it would be appropriate for NYC Highways team to sweep the roadway.

An Ofsted Report of Northallerton School had been shared and Cllr Holmes reflected on the great work done by the new school leadership team. It was agreed that the Clerk will write to Mr Broom to express congratulations from the Town Council members, who have been pleased to read this positive report.

Cadet Warrant Officer Blumer gave a summary of the recent activities undertaken by the Cadets. They had helped with the 10K Race and all cadets are now fully trained including in First Aid and some had received flight training. A recruitment drive is ongoing and councillors were encouraged to share details of the group.

26/021 Minutes

It was resolved that the minutes of the Ordinary Meeting held on Monday 20th April 2026 and Annual Town Council meeting on Monday 18th May 2026 be approved

26/022 Exclusion of the Press and Public by virtue of Public (Admission to Meetings) Act 1960

It was resolved that it was not necessary to resolve to exclude members of the press and public

26/023 North Yorkshire Police

A report from North Yorkshire Police had been circulated in advance of the meeting.

26/024 To receive a report from North Yorkshire Council (NYC) Ward Councillors

Including feedback from the Area Constituency Committee.

A report had been circulated ahead of the meeting. It was noted that there welcome news on the Grammar School site, as progress is being made, although there are no timescales as yet.

26/025 To receive the Mayor's Statement

A statement had been circulated in advance of the meeting.

Signed
Mayor
Date



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26/026 Community Facilities

Caretaking arrangements for the Town Hall and Sunday opening hours of 1000 - 1400 were confirmed.

Councillors considered whether the Town Hall should be licensed as a venue for civil ceremonies. Cllr Hugill took no part in the discussion. NYC Registration Service are looking for venues that can support events and additional Town Hall hire may be generated from this licensing.

1. It was resolved that the Clerk be given delegated authority to complete and submit a licence application

Minutes of the NRJBC Meeting 3rd March 2026 and draft minutes of 2nd June 2026 were noted.

Land at the Cemetery is not registered with HM Land Registry.

2. It was resolved that the Clerk will progress the registration of this land

26/027 Engagement and Events

Planning Applications were considered and no comments were to be submitted to the Planning Authority. .

A report from Northallerton BID had been received in advance of the meeting.

Discussion took place regarding the plans discussed to develop a Neighbourhood Plan for Northallerton.

It was resolved that Northallerton Town Council will begin to develop a Neighbourhood Plan and the Clerk will liaise with NYC and Planning Consultant to develop a plan and timescale

26/028 Environment and Open Spaces

It was noted that a grant application to the York & North Yorkshire Mayoral Authority Active Travel fund had been unsuccessful. Feedback suggested that this was because the fund had been heavily over subscribed.

A site meeting had taken place on Dene Road with Councillors, staff and a representative from Broadacres Housing Association to consider options for residents parking and repairs to a footpath which is narrow and in need of some remedial work. As there is no reason NTC should have this path on the land, it was felt that Broadacres should give full financial support for this.

It was resolved that the Clerk will write to Broadacres and advise them that the Town Council would give permission for these works to be undertaken

There is an issue with inconsiderate parking and yellow lines, an opportunity for additional parking provision to be made and improved landscaping.

It was resolved that this matter will be considered further at the next meeting of the EOS Committee

26/029 Finance

1. It was resolved payments be approved and receipts noted

2. It was resolved that bank account balances be noted as below and bank reconciliations signed

HSBC	£ 103,534.74
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Unity Trust Bank	£ 164,913.35
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Earmarked reserves of £87,871.03 were noted.

The Clerk outlined the process for reconciliation of EMR after expenditure which will be done quarterly.

A list of regular payments was circulated for approval.

3. It was resolved that regular payments will be made when invoices are received

Signed
Mayor
Date



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An Internal Audit Report had been received and was positive regarding the financial management and position of the council. Thanks were offered to the Clerk and Finance Officer for their work in ensuring this outcome.

The Annual Statement of Governance was considered.

4. It was resolved that the Annual Statement of Governance 2025 2026 be approved

The Annual Accounting Statement was considered.

5. It was resolved that the Annual Accounting Statement 2025 2026 be approved

26/030 Staffing

It was noted that Cllr Hugill will attend the upcoming Older Persons training event.

1. It was resolved that the Clerk will arrange cyber-protection training for staff and councillors

2. It was resolved an updated Employee Handbook be adopted

The Clerk gave an update on the publication of addresses on Councillors Register of Interest declarations.

26/031 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.

26/032 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 Clerk by midday on Monday 13th July.

26/033 Date of Next Meeting

It was resolved that the date and time of the next meeting will be Monday 20th July 2026 at 1900

The meeting closed at 20:04.

Signed
Mayor
Date