

Thornton Le Dale Parish Council

Minutes of the Annual Parish Council Meeting (AMPC) Held At 6.00pm on Tuesday 07 May 2024 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

Present:

Cllr Barrett (Chair); Cllr Green (Vice Chair); Cllr Garbutt; Cllr Hetherton; Cllr Balderson; Cllr Markham.
J Collins (Clerk)
Apologies: No apologies

- AMPC/2425/1** To **Consider** appointment of Chairperson for 2024-25
Motion passed to re-elect Cllr Barrett as Chairman.
- AMPC/2425/2** To **Receive** the Chairpersons Declaration of acceptance of office.
Declaration of Office signed and received by the Council.
- AMPC/2425/3** To **Receive** apologies & consider approval for reasons given absence.
None received.
- AMPC/2425/4** To **Elect** a Vice-Chairperson for 2024-25.
Motion passed to re-elect Cllr Green as Vice-Chairman.
- AMPC/2425/5** To **Consider** appointments to Finance Committee.
Motion passed to maintain members Cllr Green, Cllr Hetherton & Cllr Garbutt
- AMPC/2425/6** To **Consider** appointments to Staffing Committee.
Motion passed to maintain members Cllr Garbutt, Cllr Green & Cllr Balderson
- AMPC/2425/7** To **Consider** appointments to Councillor Liaison roles.
Motion passed to maintain/update as follows.
Parish Upkeep/Advisory Group – Cllr Green, Cllr Hetherton & Cllr Barrett
Parish Fundraising Group – Cllr Barrett & Cllr Balderson
Allotments Liaison Group – Cllr Barrett & Cllr Hetherton
Cemetery Liaison Group – Cllr Barrett & Cllr Hetherton
Village Asset Liaison Group – Cllr Green & Cllr Hetherton
YLCA – N/A
Trustees for the Hill Memorial Institute – All Councillors to remain as Trustees.
Hill Memorial Institute Committee – Cllr Garbutt
NYMNPA – Cllr Green
Pickering Area Police Group – Cllr Barrett & Cllr Hetherton
Manthorpe Play Area Group – Cllr Balderson
Almhouses Group – Cllr Balderson
Village Hall Committee – Cllr Markham
Forest & Dale Community Partnership – Cllr Barrett, Cllr Green & Cllr Hetherton
- AMPC/2425/8** To **Consider** adoption, review or updating of Parish Council Policies.
A) Standing Orders: Last adopted 24 Oct 2023. To **Propose** to maintain. **Motion agreed & passed.**
B) Financial Regulations: Last adopted 10 Jan 2023. To **Propose** to adopt the new NALC Model received late April 2024. Cllr Garbutt **Proposed** the new Model be reviewed, made bespoke to TLD PC. Cllr Garbutt **Proposed** to delegate this task to the Finance Committee, and then bring to Council at the next meeting in June. **Motion agreed & passed.**
C) Risk Assessment Document: Last adopted 24 Oct 2024. To **Propose** to leave the document as is for the next year. **Motion agreed & passed.**
D) Action Plan: Last adopted 24 Oct 24. Cllr Barrett stated that there are items which need updating. To **Propose** this task be delegated to the Finance Committee to review & bring to Council at the June meeting. **Motion agreed & passed.**
- AMPC/2425/9** To **Review** Parish Council Insurance: Policy is set to renew around Oct/Nov 2024. Cllr Barrett stated that this policy should not only meet the needs of the Parish Council but be seen as Good Value for Money. To **Propose** to review and bring to Council at a future meeting, Cllr Green agreed to review other companies & investigate other quotes. **Motion passed & agreed.**
- AMPC/2425/10** To **Propose** the Close of the Annual Meeting of the Parish Council
Motion passed & agreed.

Meeting Closed at 6:25pm.

**Minutes of the Parish Council Meeting
Held At 7.00 P.M. On Tuesday 07 May 2024 at
The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE**

In attendance:

Present:

Cllr Barrett (Chair); Cllr Green (Vice Chair); Cllr Garbutt; Cllr Hetherton; Cllr Balderson; Cllr Markham.
J Collins (Clerk)
Apologies: No apologies

Members of public

The Chair, Cllr Barrett opened the public session and summarised the rules of the meeting, and the public session, including the announcement of the video recording of the meeting, and that mobiles phones should be on silent.

Member of the public raised the following questions:

1. Why has Councillor Markham provided a witness statement in support of the former Locum Clerk's claim for almost £27,000 against the Parish Council, even though this would be having to be paid by residents via the precept?
2. Why did Councillor Markham not declare an interest in this matter prior to the discussion?

Cllr Markham replied stating that she had nothing to say.

Member of public observed the new grass cutting contractors for the verges had been seen on 2 occasions without the appropriate PPE.

Comments were noted by the Parish Council and would be acted upon.

Member of the public noted the trees near the car park have still to be cleared. These, apparently, are the responsibility of Alwyn Dudley-Smith, and the Chair Cllr Barrett confirmed best option would be for the MOTP to speak directly to ADS, as this was not a matter for the parish Council.

Formal Council Meeting Commencement 19:10 hrs

2425/111. To **receive** apologies for absence given in advance of the meeting,
& to consider the approval of reasons given for absence.
No apologies received. All Councillors present.

2425/112. To **Receive** declarations of interest in items on the agenda.
No declarations of interest. Noted.

2425/113. To **Confirm & Sign** Minutes of the PCM ⁰² April 2024
Confirmed & signed by Cllr Balderson, endorsed by Cllr Hetherton. Noted

2425/114. To **Consider & Note** ongoing matters arising from previous meetings and council business

- a) To **Receive** an update re Tree Policy: Mapping/Survey/Maintenance/Insurance
Cllr Green confirmed that he had submitted the forms to the Parks for permission for the tree works. Cllr Green noted that the Tree Policy document needed updating and therefore offered to do this. Agreement reached to bring this to Council at the next meeting to **Review & Consider**.
Resolved Cllr Green to update the Tree Policy for approval at the next meeting. **Motion passed. To be added to next agenda.**

- b) To **Receive** update from Community Fund Raising Group re Clock Repair (TOR)
Confirmation that £3,193.00 had been raised for the Clock Repair. Confirmation that a Clock Quiz was due to take place on the 17 May, so that total will increase.
Cllr Hetherton gave an update on the Clock, a full faculty (permissions) will be required due to new parts needed to be installed and not just repaired. Cllr Hetherton confirmed that the key priority was for the Diocese of York to send a representative to assess this, and therefore no allocation of funds can be made until this visit has taken place. **To be added to next agenda.**
- c) To **Receive** update on the Parish Council website/Email addresses.
Parish Council website under the gov.uk domain name is Live and has been updated with all previous meeting notes/Agendas & Minutes. All Councillors have received new email addresses with the same gov.uk domain and councillors will begin trialling this new email address in the coming weeks. The overhaul of the website is ongoing and will be revisited during June for review and amendment. **To be added to next agenda.**
- d) To **Receive** an update on Parish Portal Access
This has been escalated within NYC customer services as still no access. **To be added to next agenda.**
- e) To **Confirm** date of the Annual Parish Meeting (APM).
Parish Council agreed to host this at the Old Grammar School (OGM) on Thursday 23 May 2024. Date & venue to be confirmed. Cllr Hetherton to check this with the OGM.
Resolved: Parish Council all in favour of the date & venue
- f) To **Consider** a permanent memorial for Cllr Hallsworth following his recent passing.
Resolved: no comments received regarding this. **To be removed from next agenda.**

2425/115. To **Consider** any new planning applications received, or previous Applications / Decisions.

New Applications

- a. NYM/2024/0222 – Brook Cottage, Brook Lane, TLD **No comments received from the PC.**
- b. Sweet Dreams, Sweet Dreams Pet Crematorium, Longlands Lane, TLD **Cllr Green stated his disappointment regarding the retrospective planning permission. No further comments Received.**

Update/Decisions

- a. NYM/2024/0095 – Land adjacent St. Hilda's Churchyard, Ellerburn **Registered**
- b. NYM/2024/0149 – Lilac Cottage, 8 Thornton View, TLD **Approved with Conditions**
- c. NYM/2024/0153 – Three Gables, Maltongate, TLD **Approved with Conditions**
- d. NYM/2024/0186 – Overdale, South Lane, TLD **Approved with Conditions**

All Received and Considered, comments as above.

2425/116. To **Receive and Consider** matters raised by Parish Clerk/RFO:

- a) To **Receive** current bank balance -
Virgin Money Account: £34,822.28
- * Community Account: £6,963.67
* Business Premium Account: £52,290.14.
* Virgin Account: £35,835.43
* Balance at the end of April 2024.
- All balances **received**. It was **Noted** that the half-yearly precept had been received as well as several annual allotment payments.
- b) To **Note & Consider** bank mandate status & **consider** any actions required
Cllr Green to chase the mandate with Barclays. No further change.
- c) To **Consider** Payments for approval
Cllr Hetherton suggested the Parish Council write to Scribe to investigate the invoice and the subscription/licence/contract as this needed further investigation and clarification.
Motion passed to not approve and defer payment until further outcome and responses from Scribe.
YLCA Invoice
Motion passed to approve & pay the annual subs.
Resolved: Parish Council to **Consider & Review** the YLCA status/membership at a future meeting.
K Atkinson Invoice
Motion passed to approve & pay.
IDV Invoice (drainage boards)
Motion passed to approve & pay.
- d) To **Consider** overtime approval for Parish Clerk

- Resolved:** Parish Council approved overtime of 8 hours.
- e) To **Consider** Payments In/Received
Resolved: Payments In noted and previously covered. Additional Burial Fees received of £1,400.
- f) To Receive update re Internal Audit - Finances 2023.24
Resolved: Work completed for the audit & all files/folders passed to the Internal Auditor for review. **To be added to next agenda.**
- g) To **Note** any updates/financial planning to challenge of the AGAR 2022.23
Resolved: Noted. Cllr Barrett commented that the initial objections were submitted in June 23, and that the Parish Council await a further response from the External Auditor. The costs involved in this challenge were **Noted** and were covered in the forward planning for budgetary purposes.

2425/117. To **Receive** new correspondence received by clerk and any action required. Please see the accompanying notes detailing the content of the correspondence.

- a) Bull Field: Tender awarded. Contract signed. Invoice sent for £855.
- b) Memorial Bench requests: Covered by Cllr Barrett. 2 new benches being installed to replace damaged ones. Both families have passed on their thanks for the Parish Council support.
- c) Scribe: Covered
- d) AED: Village Green Defibrillator including admin & management. Recent and unfortunate incident in the village where the defibrillator was needed but was out of service (as was the Village Hall one). Both are now back in service, and it was motioned that the Village Green remain the responsibility of the Parish Council and that Cllr Barrett would become the Administrator for this.
Resolved: Motion **passed** for Cllr Barrett to remain as the Administrator for the Village Green defibrillator, and that MOP can also be nominated to assist. All in favour. **To be added to next agenda.**
- e) Covered
- f) Covered
- g) TLD Beck fencing: It was agreed that the PC would contact Parks to request assistance in repairing/replacing the fencing by the Beck. Location is (from the main road/bridge), and down the path towards the thatched cottage, it was understood that the Right-Hand Side (RHS) is the PC responsibility & the LHS is the Parks. Suggestion for an onsite meeting, but it is seen as urgent, so an agreed action needs to be for a contractor to look at this urgently.
- h) Any Other Business
 - Elections Notice: on the village notice board notifying of the Councillor vacancy.
 - Flower arrangement, St. Hilda's Church, Ellerburn: Discussed. Still being considered.
 - Grant request for Manthorpe play area: Considered. Form to be sent from the PC.
 - New Financial Regulations: received from NALC. Covered in the APM.
 - Bruntons Waste Agreement: Received & signed (service agreement for the next 12 months)

2425/118. To **Receive** matters raised by members for inclusion on future agendas & outstanding matters for future agendas.

- **Resolved:** All those already highlighted & agreed in these Minutes. **To add** Parish Plan to the next meeting agenda.

2425/119. To **Confirm** the dates of the future meeting(s) -

4 June 2024 2 July 2024 6 August 2024

The Chair Cllr Barrett **Proposed** a motion to exclude Members of the Public to the Closed Session due to the nature of the business to be transacted.

Resolved: All councillors in favour, **motion passed.**

Meeting Closed at 20:09 hours.

CLOSED SESSION – THE PUBLIC/PRESS WILL BE ASKED TO LEAVE THE MEETING

2425/120.

- a) To resolve to exclude members of the press and public due to the nature of the business to be transacted at agenda item below, being prejudicial to the public interest. (Public Bodies (Admissions to Meetings Act 1960)

Resolved: Motion passed. **Cllr Markham removed herself from the meeting before commencement, with no formal reason given.**

- b) To **Receive** declarations of interest in items on the agenda

Resolved: None received.

- c) To **Note & Consider** Parish Contracts & Ongoing Issues

1. **Banking:** Update on Barclays mandate/best way forward.

Mandate still outstanding, Cllr Green proposed to contact Barclays to chase.

Resolved: All in favour.

2. **Employment Matters:** Update on the Employment Tribunal and associated costs.

The current Parish Council had previously agreed to defend the case brought by the former Locum Clerk.

The PC considered the potential costs to defend their position estimated at £6,000 and further consideration was given to available information relevant to the details of the legal challenge.

The Parish Council wishes to protect the public purse, the public which they serve, and therefore made the decision to continue with their defence of its position, which will be presented at the Employment Tribunal on the 28 May 2024, at Leeds Tribunal Court.

Resolved: Motion passed to continue to defend the case, based on the cost update of £6,000. **Motion passed in favour.**

Actions:

To be added to the next agenda.

Cllr Green to investigate the potential liability cover (covering of costs) through the PC Insurance provider.

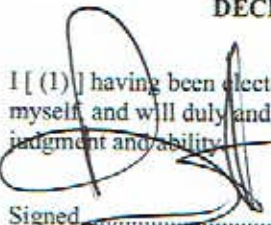
Close of Meeting 20:35 hrs

TURKTON 16 DATE

PARISH/TOWN COUNCIL

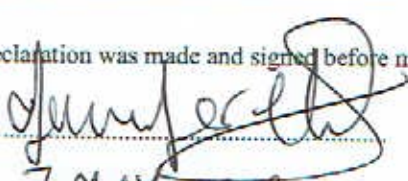
DECLARATION OF ACCEPTANCE OF OFFICE

I [(1)] having been elected to the office of [(2)] of [(3)] declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

Signed 

Date 07 MAY 2024

This declaration was made and signed before me,

Signed 

Date 7 MAY 2024

Proper Officer of the council (4).

- (1) Insert the name of the person making the declaration.
- (2) Insert "Chairman" or "Mayor" as appropriate.
- (3) Insert the name of the authority of which the person making the declaration is a member or mayor.
- (4) The declaration can also be signed before a member of the council if, for example, the Proper Officer is not present.