

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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MINUTES OF THE ANNUAL MEETING OF THORNTON LE DALE PARISH COUNCIL HELD 7TH MAY 2019 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE, YO18 7LF

PRESENT :

Councillor Sandra Bell – Chairperson, Councillor John Garbutt – Vice-Chair, Councillor Peter Argument, Councillor Henry Hallsworth, Emma Douglas-Smith (Clerk & Responsible Financial Officer)

001/19 ELECTION OF CHAIRPERSON

a. To Approve Election of Chairperson –

It was Resolved that Councillor Sandra Bell be elected as Chair-person of Thornton le Dale Parish Council

b. Appointed Chairperson to sign Declaration of Acceptance of Office.

The appointed Chairperson duly completed and signed the required Declaration of Acceptance of Office Form.

c. To Approve Appointment of Vice Chair

It was Resolved that Councillor John Garbutt be appointed as Vice Chairperson of Thornton le Dale Parish Council.

d. Council to discuss matter arising of 5 elected Councillors – need to decide on action whether to Co-opt additional 2 members or run with 5 Councillors

It was Resolved that Council would consider the matter of Co-opting at the next PC Meeting June 19 Clerk to obtain information from YLCA about Co-opting.

It was Resolved that an advertisement would be posted asking for Applicants for the vacant Councillor positions

e. Councillors to provide Clerk with contact details & to confirm preferred methods of communication – agree to email communication as a primary medium – to agree

It was Resolved that all new Councillors would provide preferred contact details to Clerk

002/19 APOLOGIES

a. To receive apologies and approve reasons for absence

Cllr Martin Sanderson – clashed with pre-arranged holiday

It was Resolved to note all apologies and approve reasons for absence

003/19 To Note any Declarations of Interest:

a. All Councillors need to complete a register of interests form for submission to the Monitoring Officer and publication on the Ryedale District Council's website – online form -

<https://www.ryedale.gov.uk/component/rsform/form/35-notification-by-a-member-of-a-local-authority-of-registerable-interests.html?Itemid=1721> – within 28 days of Acceptance of Office

It was Resolved that newly elected Councillors would complete the Register of Interests within 28 days.

b. To Approve Dispensation Requests – none received

c. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

No further declarations received



004/19 Minutes

- a. **To accept the minutes of the Parish Council Meeting No13 held Tuesday 5th March 2019 @ 7.30p.m**
It was Resolved to accept the said Minutes as a true and accurate record of the Ordinary Meeting held on 5th March 2019; these were signed and dated by the Chairperson
- b. **To Update members on matters raised at meeting held 5th March 2019 not specifically within this agenda – none raised.**

005/19 Local Associations & Committees :

To appoint Councillors to serve as representatives on the organisations listed:

- a. **Thornton le Dale Village Hall Committee –**
No requirement for a Parish Council Member, noted that the Constitution has changed – It was Resolved for Council to revisit this after the next Village Hall Committee Meeting – for Council July Agenda
- b. **Thornton le Dale Playing Fields / Manthorpe Park Fields Committee –**
It was Resolved that Councillor M. Sanderson would continue
- c. **Hill Memorial Institute (Trustees)**
It was resolved that Council should wait until they have co-opted the vacant Councillor positions to agree on the Trustees and that it may be necessary to go back to the Hill Family to get the Constitution updated – for future Parish Council Meeting
- d. **Hill Memorial Institute Management Committee**
It was Resolved that Councillor J.Garbutt would continue
- e. **Yorkshire Local Council Association (YLCA)**
It was Resolved that Councillor S.Bell would continue
- f. **Campaign to Protect Rural England**
There is no longer a Ryedale Branch – Resolved to remove from the list
- g. **N.Y.M.N.P. – Southern Area Forum**
It was resolved that if a meeting arises a Councillor will attend
NYMNP Committee – nomination packs were distributed to Councillors for them to consider if they want to complete these or not
- h. **Pickering Area Community Police Group**
It was Resolved that Councillor H.Hallsworth would represent

006/19 FINANCE

- a. **To approve the Financial Statement / Reconciliation for year end March 2019 - Spreadsheet Attached. Chairperson to sign bank reconciliation**
It was Resolved to approve the Financial Statement for the Year End March 2019 – reconciliation was signed by Chairperson and Clerk
- b. **Annual Governance & Accountability Return (AGAR) Sign & Agree**
Annual Internal Audit Report 2018/19 – Completed & Signed by Christine Baxter - noted
Section 1 – Annual Governance Statement 2018/19 – Sign – Clerk & Chair
Section 2 – Accounting Statements 2018/19 – Sign Clerk & Chair
It was Resolved that all relevant sections of the Annual Governance & Accountability Return be agreed and signed by the Chairperson and Clerk
Confirmation of the Dates of the Period for the Exercise of Public Rights – To Agree dates set
It was Resolved that the dates set by the Clerk be accepted and the Notice posted
- c. **Council to approve the signatures required for cheques, and complete any new bank mandates as required – NatWest, Skipton Building Society – removal of old signatories and set up new**
It was Resolved that the Councillors present at the meeting sign the new bank mandates as authorised signatories, along with the Clerk who would be first named – the new Bank Mandates for NatWest & Skipton Building Society were completed and signed by Councillors present & Clerk



- d. **Council to approve April Expenditure as per separate *Schedule Attached* & sign cheques**
It was Resolved that the Payment Schedule be approved and cheques signed for payment
- e. **Motion from Cllr Garbutt to move all banking to Online Banking – Council to discuss and decide on course of action**
Resolved that Council should move to online banking – asked the Clerk to investigate the feasibility and bring to a future PC Meeting
- f. **Payroll Processing Costs for the Year Provided by Autela –**
See Appendix attached for information – email – noted by Council
- g. **Pension Contributions DD Mandate to be signed by 2 Signatories (Clerk Pension Conts)**
Resolved – Signed by Chairperson and Vice-Chair
- h. **Thornton le Dale Village & Traders Forum Web Site – letter of request for £1000 donation towards village web site upgrade – letter with Clerk – Council to decide donation**
Councillor J.Garbutt provided an update on the current status of the web site upgrade and the Traders Association – Councillor J.Garbutt to obtain a list of current active members of the Traders Association
It was Resolved that the Council could not support the Grant request without further information about the development of the web site and 3 quotes for the work being undertaken – Clerk to request
- i. **Clerk Training Costs – Council to Approve Clerk Attendance on YLCA Clerk Introduction Course – August 2019 Cost £115**
It was resolved to approve Clerk's YLCA Induction training
- j. **Confirm Training Course for New Councillors – YLCA Off to a Flying Start 2019 – new Councillors to review dates provided by Clerk, & confirm attendance – Form to be completed (Clerk has forms) – Costs to be approved & cheque signed £115 per person**
It was Resolved that all new Councillors should attend the course – Councillors to provide Clerk with preferred dates – form to be sent off to YLCA

007/19 To Receive Reports & Updates from NYCC & RDC, or Other Authorities

- a. **NYCC Annual Report to Thornton le Dale Parish Council – Prepared by Cllr Janet Sanderson – for review & consideration by the Council – *Report Issued with Agenda***
Resolved – taken as read by Councillors
- b. ***The notice of election is available to view for the European Parliamentary Election on 23rd May, by visiting the link below: <https://www.ryedale.gov.uk/your-council/elections-voting/european-parliamentary-elections.html> - Any further action required by Council***
Resolved taken as read – the link is available if Councillors want further information

008/19 Village Maintenance and the Village Environment:

- a. **Hub Group update – Thornton le Dale Hub Report to Parish Council April 2019 – attached**
Resolved Report taken as read and that the previously agreed sponsorship for a planter would proceed in the sum of £300 (agreed at previous Ordinary PC Meeting) – Thanks was expressed by the Councillors for the efforts of the Hub Group in the Village
There was some discussion about the Car Park signage – new signs had not been installed by NYMNP – it was Resolved that the Clerk should write to NYMNP asking about new signage
- b. **Allotments – Clerk to report on Annual Rentals issued and provide update on Allotment allocation –**
A verbal update was provided by the Clerk in regard to the rents received, the allocation of allotments, and the status of the current Waiting List

009/19 PLANNING - To consider plans submitted by NYMNPA & RDC for the Councils comment

- a. **NYM/2019/0109/FL – 17th April 2019**
Application for construction of two storey rear extension at 3 The Mount, Thornton-le-Dale –

Mr Ferguson Council to consider and respond

Resolved – no objections – form to be returned to NYMNP

- b. **Received in March – No April Meeting – missed deadline for comment – for information only:**
Ref: NYM:2019/0179/FL – 9 Castle Rd, TLD, Application for alterations & construction of dormer window to rear – received 22 March 2019
Ref: NYM/2019/0192/FL – 2 Hallgarth Lane, TLD – Application to construct detached garden room – received 25th March 2019 – deadline passed
Ref: NYM/2019/0178/FL – The Hall, Chestnut Avenue, TLD – Application for variation of condition 2 of Listed building consent – alterations to approved floor plans – received 28 March 19 – deadline missed
Notice of Approval of Planning – for information
RDC Ref:19/00054/House – Chester Villa, Thornton Lane, TLD YO18 7RB – Erection of 2 storey side extension.- decision 13 March 2019
The above applications were noted
- c. **To Consider Any Other Planning Issues**
NYM/2019/0261/FL – Construction of Dwelling Rear of Roxby Hill Farm, Thornton le Dale
Resolved that Council had a slight objection and concern in regard to the access – return form to reflect this as a mild objection for NYMNP to consider

010/19 To Note Correspondence Received and Approve action required:

- a. **TLD Village & Traders Forum – request to reserve the Village Green for annual Band on the Green – dates July, 21st, 28th, - August, 3rd, 10th, 17th, - Sept – 1st – Council to action decision**
Resolved – Council agreed the use of the Village Green & the dates
- b. **Email from RDC Communities Officer – advising of web site for advising on UK's Exit from EU – www.gov.uk/euexit - Council to decide on action for promoting web site to Parish**
Resolved by Council that it was sufficient for the information to be contained on the Agenda & within the minutes
- c. **NYMNP Authority – Notice of Local Plan Publication & Statement of Representation Procedure – April 2019 – documents can be viewed on www.northyorkmoors.org.uk/localplan for representations to be made – Council to decide if any action required – closing date for representations is 24 May 2019.**
Resolved that the information web link has been publicised on the Agenda & Minutes

011/19 Activities of Outside Bodies – Village Associations & Committees:

- a. **To Receive Reports from those Councillors who have nomination rights to outside bodies**
None Received

012/19 Employment Matters :

- a. **Clerk Holiday Request to be approved - form to sign**
Resolved – holiday approved and signed off

013/19 Note matters for Information and items for a future monthly meeting agenda

None Arising

014/19 Date of next Monthly Parish Council Meeting:

Tuesday 4th June 2019 at the Hill Memorial Institute at 7.30pm

Meeting Closed at 9.00 p.m.

