

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

email: parishclerk.thorntondale@outlook.com

Tel: 01751 477985

MINUTES OF THE MONTHLY MEETING OF THORNTON LE DALE PARISH COUNCIL HELD 2ND JULY 2019 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE, YO18 7LF

PRESENT :

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

028/19 APOLOGIES

To receive apologies and approve reasons for absence

Cllr Martin Sanderson – Holiday

Cllr Sandra Bell – Chairperson – No Childcare

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

029/19 To Note any Declarations of Interest:

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

No further declarations received

030/19 Minutes

- a. **To accept the minutes of the Parish Council Meeting on Tuesday 4th June 2019 @ 7.30p.m**
It was Resolved to accept the said Minutes as a true and accurate record of the Meeting held on 4th June 2019; these were signed and dated by the Vice-Chairperson
- b. **To Update members on matters raised at the meeting held 4th June 2019 not specifically within this agenda –**
 - i) **Church Clock Update** – Cllr Garbutt provided an update on the Church Clock running late – It was Resolved that Cllr Garbutt would liaise with the relevant persons to get this fixed

31/19 Co-opting of Councillors to vacant positions;

- a. **Update on Applications Received in response to Advert posted – 3 Applicants received**
– letters/ emails sent to Councillors for consideration - It was Resolved that Candidates would be invited to interview at a Closed Meeting - Clerk to Action
- b. **Confirmation of the Selection & Interview Process & timings** – Resolved for the Clerk to liaise with Councillors & candidates to set up a date and time for Interviews to be held at a Closed Meeting.

032/19 Local Associations & Committees :

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

- a. **Thornton le Dale Village Hall Committee –**
Awaiting confirmation from the VH Committee Chair whether the new Constitution requires a Parish Councillor to sit on the Committee – Resolved that no Council member required until at least Jan2020, back with VH Committee – Council to obtain progress report before the end of the year 2019

b. 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 – carry forward to August

c. Alms House Trustee Committee – Cllr Garbutt requested for Agenda – require a Council member – Resolved that Cllr Hallsworth would be the Council Member**033/19 FINANCE**

- a. To approve the Financial Statement & Bank Reconciliation to end May 2019 - Resolved approved
- b. To review and approve the July payments schedule – Resolved approved and signed by Cllr Garbutt
- c. **Skipton Building Society Account** – Mandate & Application Forms presented to branch with Clerk ID – Cllr Garbutt & Cllr Bell to update on presenting ID to Skipton BS – Resolved to check with Cllr Bell if she has presented her ID or not yet
- d. **Formal Request to View Accounts & Financial Information** – Council to agree who will attend and possible dates to be advised – Resolved that Cllr Garbutt would attend the meeting with the Clerk – Clerk to look to set up a date with the relevant parties
- e. **Clerk Laptop** – Software upgrades required to MS Office & Windows applications – costs from JRA – Council to decide on preferred option and agree costs so upgrade can proceed – Office 2019 Home & Office £210 +VAT one off purchase (Clerk preferred option), Office 365 annual licence £54.16 + VAT (email of costs) plus installation cost circa £50 – Resolved that Clerk could proceed with the upgrade as recommended to Office 2019 Home & Office – Clerk to arrange
- f. **NatWest Bank letter** – Council to approve & counter sign 2nd signatory – stopping of cheque – Resolved letter approved and signed

034/19 PLANNING - To consider plans submitted by NYMNPA & RDC for the Councils comment

- a. **NYM/2019/0415/FL – Amberley, Westgate** – Replacement windows, alternations to secondary front access & widening of vehicular access & erection of gate – email consult received – electronic plans – Resolved No Objections
- b. **NYM/2019/0403/LB** – Listed building consent – replacement stonework, Comber House, Church Hill TLD. – paper pack with Clerk – Resolved No Objections
- c. **To Consider Any Other Planning Issues:**
late submission NYM/2019/0446/19 – Resolved No Objections

035/19 To Receive Reports & Updates from NYCC & RDC, or Other Authorities

- a. **RDC Report from Cllr William Oxley** – email report following Election Questionnaire feedback – Resolved by Council as read
- b. **NYCC Report from Cllr Janet Sanderson to TLD PC July19** – Update on local School report, Beck Update, and issues raised in regard to Church Clock running slow, & foliage overgrowing footpaths – Council to consider report & any required action – Resolved by Council as read with Beck issues being covered at Item 9.9 on the Agenda
- c. **Joint Area Parish Forum Meeting Invitation** – 23rd July 17.30 to 21.00 – NYM National Park Centre, Danby - Council / Clerk to confirm attendance – form to complete – Resolved to check with absent Councillors if the wish to attend – Clerk Action
- d. **YLCA – Information about Celebrating VE Day 75 8th May 2020** – email & attachment – any further action at this point – Resolved to register for information pack
- e. **Forestry England Assessment Feedback** – email & web site links to comment on Forestry Management & Standard being used – web link as per email – Resolved that Councillors would review the information on the web site and advise if any action required

www.soilassociation.org/certification/forestry/contact-the-forestry-team/stakeholder-consultation-guidance/

- f. YLCA information about **Public Sector Bodies (Websites & Mobile Applications) (No2) Accessibility Regulations 2018** – update on the regulations for Council consideration – (YLCA email) – Existing websites deadline 23Sept2020, new web sites 23Sept2019, apps deadline 23June2021. It was Resolved that The Council should endeavour to incorporate the Accessibility Regulations requirements into the re-development of the PC Web Site.

036/19 Village Maintenance and the Village Environment:

- a. **Hub Group update** – representative to give verbal report (time permitting) – Chair to permit – Resolved taken as read & presented
- b. **Grass Cutting Issues** for Council consideration
 - a. Hub photos & report problems with grass cutting – what Council action to be taken – Resolved that Cllr Argument and Cllr Sanderson would review the current Grass Cutting Specification and report findings back to Council – August Meeting
 - b. Email complaint from member of public – grass cutting of verges destroying natural habitat – Council to consider any action required (email) – Resolved that verges are the responsibility of Highways – Clerk to respond to Member of Public (MOP) to that effect.
- c. MOP asked about Grass Cutting prior to 13th July 2019 Village in Bloom Judging – Resolved Council asked Clerk to ask Caretaker to cut those specific areas prior to 13th July – Outside Alms Houses, Village Green & the areas around the Thatch Cottage – Clerk to Action.
- d. Councillor Henry Hallsworth has asked to raise the issue of rats around the pond near the NYMNP car-Update – Clerk has chased NYMPA – logged with RDC pest control who are dealing with it. Resolved no further action required
- e. **Allotments**
 - i. **Plot 39** – written complaint about being over-grown – Clerk check & photos agree – contacted plot tenant who no longer wishes to have the plot – Council to decide on action to bring the plot back into a manageable state prior to offering to a new tenant – Resolved that the Clerk should contact the next person on the waiting list to see if they wish to take the plot on based on a rent free period to get the plot in order – Clerk to Action
 - ii. **Plot 2b** – verbal complaint of being over-grown - Clerk check & photos agree – Clerk draft letter to be sent to tenant – Council to review letter and approve for sending – Resolved letter approved, to be signed and sent
- f. **Access to TLD Village** – Cllr Hallsworth has raised the issue of access in and out of the Village around the Village Hall & Garage area - complaints received – Cllr Hallsworth to discuss issues with Council – Resolved by Council a MOP confirmed that the Owner of the Garage had confirmed that the Police would be present for the Auction on Saturday 6th July – no further action by Council
- g. **Village Green Railings** – insurance claim update – Resolved Cllr Garbutt confirmed that the work has been instructed to be carried out. Cllr Garbutt to let Clerk know if any delay so that metal stumps can be arranged to be cut off by Caretaker to avoid possible injury to public
- h. **Application for a Memorial Bench** – Grass Verge opposite Cemetery – Highways Authority Street Furniture Licence application to be completed – do Council approve the request – Resolved Council approve for a bench to be placed on the grass verge in front of the Cemetery near the gateway. Clerk to contact applicant and complete forms
- i. **Maltongate Water-Course Issues** – raised in email at June Meeting, further email not happy with response – asking again for Council intervention – Council response (see email) – Resolved for Clerk to liaise with Cllr Sanderson for contact details of Environment Agency to log the issues – ask for a Management Plan for the Beck
- j. **Village Beck** – Cllr Garbutt has received complaints about the levels of weed in the Beck – Council to consider any action required – Resolved as per item 036/19 i.



037/19 Employment Matters

- a. **Clerk 3 Month Probationary Period Ended 30th June 2019** - Council to agree to undertake formal review with Clerk - who, where & when – Resolved that Council would discuss who would conduct the Probationary Review with Clerk when they all meet at Co-opting Interviews
- b. **Clerk Postal Address** – Clerk request to set up a PO Box & delivery through Royal Mail – costs annual £342 or 6 mths £183– does not want home address using on correspondence – Resolved Council agreed for the use of a PO Box with delivery included for full year – Clerk to arrange

038/19 To Note Correspondence Received and Approve action required:

- a. Letter from Visitor Received by Cllr Bell – Resolved Cllr Garbutt read the contents of the letter – Council agreed very positive feedback – letter to be placed on notice board (take off personal details)
- b. Letters received from member of the public in regard to removal of the public from PC Meetings – Council to consider both letters and any response required – Clerk has consulted YLCA – Resolved Council read the draft letter prepared by the Clerk and approved it for sending to the MOP.

039/19 Activities of Outside Bodies – Village Associations & Committees:

- a. To Receive Reports from those Councillors who attend Village Committees & Meetings – Resolved - None received

040/19 Parish Council Policy & Procedures

- a. Currently no clear Rules in place for the Public Question Time Session held by the Council – Council to consider adopting some written rules & making these available at each meeting – see Example Rules for Public Session from YLCA – Council to consider and advise action – Resolved Clerk to format document for TLD PC specific and present to August meeting for approval – will then be laminated and handed out at meetings to public

041/19 Note matters for Information and items for a future monthly meeting agenda

- a. Cllr Hallsworth raised the issue of Benches not being fastened down – August Agenda
- b. Cllr Garbutt raised request for Council to write to the 2 previous NYMNP Volunteers for the car park area to thank them for their contribution over the years – August Agenda

042/19 Date of next Monthly Parish Council Meeting:

Tuesday 6th August 2019 at the Hill Memorial Institute at 7.30pm

Meeting Closed at 9.15 p.m.

