

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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MINUTES OF THE MONTHLY MEETING OF THORNTON LE DALE PARISH COUNCIL HELD 6TH AUGUST 2019 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE, YO18 7LF

PRESENT :

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

043/19 APOLOGIES

To receive apologies and approve reasons for absence

From NYCC Flood Management Team unable to attend due to flooding issues

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

044/19 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

045/19 Minutes

a. To accept the minutes of the Parish Council Meeting on Tuesday 2nd July 2019 @ 7.30p.m

It was Resolved to accept the said Minutes as a true and accurate record of the Meeting held on 2nd July 2019; these were signed and dated by the Chair – Cllr S Bell.

b. To Update members on matters raised at the meeting held 4th June 2019 not specifically within this agenda – None Raised

046/19 NYCC Flood Risk Project Management Team – Report Submission & Presentation

from Emily Mellalieu / Craig Nattress – for Council's consideration and any follow up actions required – apologies received – unable to attend – Carry forward to Sept PC Meeting

047/19 Co-opting of Councillors to vacant positions;

a. Update from Councillors following Interviews held on 18th July 2019 with 3 candidates – Resolved interviews were conducted

b. Voting to select 2 candidates from the 3 applicants – Resolved to hold a closed vote in private session at end of the meeting

048/19 Local Associations & Committees :

To appoint Councillors to serve as representatives on the organisations listed, carried forward from 7th May Meeting

a. Hill Memorial Institute (Trustees)

Awaiting formal decision on co-opted Councillor positions to agree on the Trustees – Resolved carry forward to September meeting

049/19 FINANCE

- a. To approve the Financial Statement & Bank Reconciliation to end June 2019 - Spreadsheet – **Resolved Approved**
- b. To review and approve the August payments schedule (sign cheques at end of meeting) – **Resolved & signed by Chair Cllr Bell**
- c. **AGAR Annual Audit – External Auditors Review Completed – no issues** – Notice to be posted & payment made – Council comment - **Resolved taken as read**
- d. **Highways Remittance – refund for verge cutting (visibility splays) - £735.38** – for information – **Resolved taken as read**

050/19 PLANNING - To consider plans submitted by NYMNPA & RDC for the Councils comment

- a. **NYM/2019/0452/FL – The Hermitage, High Dalby** – Application for conversion of building to leisure and conference facility with decking and associated landscaping works – email consult received – electronic plans – **Resolved – No Objections**
- b. **NYM/2019/0457/FL** – Application for alterations and construction of single and two storey extensions at Wintersdorf, South Lane, Thornton-Le-Dale, Grid Reference 484100 483130 – Representation was made by MOP local resident in objection to the current plans as presented, in relation to rights of way to their property. Council considered the representations made. **Resolved – objection on the grounds that the rights of access to the neighbouring property behind are not wide enough**
- c. **NYM2019/0488/FL – 8 Roxby Gardens** – access ramp to exterior – email consult – electronic plans – **Resolved – No objections**
- d. **To Consider Any Other Planning Issues: Late submission NYMNP2019/0440/FL – 7A Prospect Place TLD**, replacement windows with Dbl Glazing – **Resolved – No Objections**

051/19 Parish Council Policy & Procedures

- a. **Draft Rules for Public Question Time & Public Participation** – Council to consider – **Resolved** some minor amends required – Clerk to amend, circulate to Council – approval required at next PC Meeting
- b. **Issues of Clerk receiving Motions/ Items for the Agenda from Councillors** – as per Standing Orders – required in writing (email or post) – clearly define the issue with supporting information – **Resolved – Councillors acknowledged the Standing Orders & process and agreed to follow those**

Resolved to carry remaining items under this section to a Private Session of the Council at the End of the Meeting – public not present – items 9.2 & 9.4 of the Agenda

052/19 To Receive Reports & Updates from NYCC & RDC, or Other Authorities

- a. **RDC Report from Cllr William Oxley/ Cllr Chris Delaney** - Report on installation of VAS – Cllr Janet Sanderson added comment in regard to the history of VAS in TLD & provided some speeding data. **Resolved – report taken as read – Council acknowledged this subject was to be on the Agenda of the TLD Ward Meeting on 14th Aug19 – further discussion in the future**
- b. **NYCC Report from Cllr Janet Sanderson to TLD PC – August Report & Update** – contains information in regard to Village Beck Weed control – for Council's consideration – **Resolved – Council acknowledged that Cllr Janet Sanderson was taking a number of items forward including TRO issues – Report taken as read**
- c. **NYCC Flood Management Team** – as per presentation & report – unable to attend – Carried forward to Sept meeting
- d. **Thornton le Dale Ward Parishes Meeting to be held Wed 14th Aug19** – Ebberston Village Hall 7p.m. – Any Agenda items to be sent by 7th Aug19 - & names of attendees – **Resolved – no agenda items, no PC member able to attend – Clerk may be able to attend**
- e. **YLCA Annual Conference 13th Sept 2019** – offering PC opportunity to showcase what they have done – see email from YLCA – do Council wish to make a submission – **Resolved – no submissions**

- f. **NYMNPA – Notice of Statement on Submission of the NYM Local Plan and Availability of Documents to Secretary of State – FYI available at www.northyorkmoors.org.uk/localplan - Resolved noted by Council**
- g. **TLD Parish Councillor Report – Cllr Hallsworth note of items for Council Consideration – Cllr Hallsworth to present – see copy of hand written note from Cllr Hallsworth – attached – items for Agenda are**
 - i) **Mobile home parked in front of Balderson's shop overnight – Resolved – not a PC issue – suggestion Cllr Hallsworth to log with Scarborough Borough Council in future; Cllr Janet Sanderson chasing through the issues with TRO's with NYCC**
 - ii) **Issue relating to Public Question Time – Cllr Hallsworth to discuss – to be considered under Agenda item 9.1 – Resolved dealt with under item 051/19(a)**

053/19 Village Maintenance and the Village Environment:

- a. **Hub Group update – no update from village Hub – any comments from Council – Cllr John Garbutt informed Council that the Nature Trail around the pond was up and running, has been well received, proving very successful – noted that NYCC Chair was opening it on 8Aug19 - Resolved**
- b. **MOP issues raised regarding dog fouling Church Lane – request additional bin – costs The price would approx be £ 87.00 for cost of bin, £ 14.50 post to site it on plus labour costs and VAT – Council to consider request – Resolved – Clerk to contact RDC for further posters inc on general waste bin**
- c. **Allotments**
 - i. **Plot 39 – applicant from waiting list accepted to take on rent free basis until next rental year – Resolved no further action**
 - ii. **Plot 2b – verbal complaint of being over-grown - Clerk letter sent to tenant – tenant email notice to terminate with immediate effect – Council to agree rent free period to next tenant as per plot39 – Resolved Council agree to rent free period – to be offered to next on waiting list**
- d. **Application for a Memorial Bench – Grass Verge outside Cemetery rejected – applicant has requested verge outside Allotments as alternative location – Council approval required – Resolved – Council approval given**
- e. **Maltongate Water-Course/ Beck Issues – Clerk has emailed Environment Agency – Walkthrough Map provided – email response – also see item 10.2 NYCC report – Cllr Garbutt raised an MOP request that Himalayan Balsam be dealt with – Resolved Council agreed PC Caretaker to remove – Clerk to arrange**
- f. **Moors Bus Fund Raiser – use of Village Green request – Sunday 8th September – Resolved - Agreed**

054/19 Employment Matters

- a. **Clerk 3 Month Probationary Period Ended 30th June 2019 - formal review required – Resolved – review to be undertaken at end of meeting - private session at end of meeting – private employment matter**
- b. **Clerk Holiday request – w/c 16th September 2019 – 15 hrs total – Resolved approved**
- c. **Approval to pay Clerk Additional Hours Worked May to July – additional hours due to new in post, continued high volume of MOP information requests and emails, training days, & general work-load – May = 8.75 hrs, June = 4.75hrs July = 7.75hrs (upto 18July19) Total = 21.25 hrs – Resolved approved for payment**

055/19 To Note Correspondence Received and Approve action required:

- a. **Letter (email) from MOP re: the general condition of High St – Council to consider – any response – Clerk Verbal update on actions taken to date – Resolved – Council acknowledged Clerk has taken necessary actions & matters are being resolved by Highways & RDC Streetscene**
- b. **MOP email request for PC to produce a regular newsletter – link to Boston Spa news letter web only (see email received) – Resolved Council agreed not sufficient resources to consider & the Minutes should be satisfactory communication**



- c. **MOP email complaint – requesting PC intervention** – Yorkshire Water burst water main Maltongate / Heron Close – review email content – any action – **Resolved – letter taken as read – acknowledgement that Clerk has taken any necessary steps – PC cannot have any influence over Utilities companies**

056/19 Activities of Outside Bodies – Village Associations & Committees:

- a. To Receive Reports from those Councillors who attend Village Committees & Meetings – **None received – Resolved – no reports**

057/19 Date of next Monthly Parish Council Meeting:

Tuesday 3rd September 2019 at the Hill Memorial Institute at 7.30pm

Meeting Closed at 9.35 p.m.

Private Session of the PC – Members of the Public requested to leave due to the nature of the items being discussed with consideration to privacy and Data Protection:

058/19 Co-opting of Councillors to vacant positions; (see item 047/19 (b))

- a. **Resolved – closed vote was undertaken with voting papers. Clerk counted the Votes – outcome of vote was ratified. Successful candidates were announced. Clerk to contact all candidates to advise outcome.**

059/19 Parish Council Policy & Procedures

- a. **Draft Policy for handling Vexatious, Abusive or Unreasonably Persistent requests from MOP – Council to consider Policy – amends or approval required – Resolved – amends discussed & agreed – Clerk to amend document, circulate to Councillors for comment & put on Sept PC Meeting Agenda for Adoption by Council**
- b. **Approve Template Letter to MOP deemed Vexatious or unreasonable – Council to review draft, amend and approve to send – Resolved – amendments to letter made & agreed – Council agreed letter to be signed by Chair and issued by email & registered post**

Meeting Closed at 10.15 p.m.

Due to the lateness of the hour, Clerk requested that the probationary review meeting be undertaken at another date and time. This is a private employment matter and is not a PC Meeting.

