

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

PO Box 92, PICKERING, YO18 9AT

email: parishclerk.thorntondale@outlook.com

Tel: 01751 477985

MINUTES OF THE MONTHLY MEETING OF THORNTON LE DALE PARISH COUNCIL HELD AT 7.30 P.M. ON 3RD DECEMBER 2019 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE, YO18 7LF

PRESENT :

Cllr Sandra Bell – Chair, Cllr Peter Argument, Cllr Martin Sanderson, Cllr Carolyn Flynn, Cllr Nancy Firth, Emma Douglas-Smith (Clerk & Responsible Financial Officer) & 3 Members of the Public (MOP)
Plus representative Member from NYCC – Cllr Janet Sanderson

100/19 APOLOGIES

To receive apologies and approve reasons for absence - It was Resolved to note all apologies and approve reasons for absence: Received from Councillor John Garbutt – Vice-Chair – family commitments

Council noted that Cllr Henry Hallsworth was not present at the meeting; he had not sent apologies or contacted the Clerk, or any PC Member, to advise he would not be attending.

101/19 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 – None Declared

102/19 Minutes

- a. **To accept the minutes of the Parish Council Meeting on Tuesday 5th November 2019 @ 7.30p.m**
It was Resolved to accept the Minutes as a true and accurate record of the Meeting held on 5th November 2019; these were signed and dated by the Chair – Cllr Sandra Bell
- b. **To Update members on matters raised at the meeting held 5th November 2019 not specifically within this agenda** – FOI Request follow-up letter **Resolved:** Council agreed no change to the decision and acknowledged the fact that a Resolution could not be re-visited within a 6 month period.

103/19 FINANCE

- a. To approve the Financial Statement & Bank Reconciliation to end Oct 2019 - Spreadsheet issued – **Resolved** Council accepted the Financial Statement spreadsheet as displayed.
- b. To review and approve the December payments schedule (sign cheques at end of meeting) – **Resolved** – Payments Schedule approved by all Councillors and signed by Cllr Sandra Bell - Chair
- c. **Online Banking Update** – switching update from Clerk for Council to consider – Appointment with Barclays Bank **Resolved:** Council acknowledged that the current account switching process has been put in place. The letter to NatWest requesting the auto-transfers and transferring £20,000 to the current account ahead of the switch, was approved and signed for sending.
- d. **Budget Process for 2020/2021** – Council to consider and review the budget spreadsheet prepared by the Clerk for the 2020/2021 year.
Some detailed discussion took place in regard to the budget figures, particularly relating to the on-going costs of the Streetlighting upgrades and on-going electricity costs **Resolved:** Council agreed that more information is required in order to agree a budget for 2020/21. Budget to be revisited as Jan2020 Agenda item. Clerk to investigate whether there is any money available under 106 payments and liaise with RDC in regard to the Community Infrastructure Levy payments (CIL). Also need to try to ascertain estimated Electricity costs (NYCC).

- e. **RDC Precept Request Email & Forms** – timelines advised – Council to consider the Precept request figures- Precept request to be completed and returned to RDC by deadline 6th Jan2020 – **Resolved:** Council to re-visit Precept Request at January meeting once budget is finalised.

104/19 PLANNING - To consider plans submitted by NYMNP & RDC for the Councils comment

- a. **NYM2019 0698FL** - Westbourne Roxby Rd – Garage & utility room **Resolved:** No objections
 b. **NYM2019 0715FL** – Kirkfield House – Extension (no objection) – additional info – Tree Survey – **Resolved:** No objections
 c. **NYM2019 0747FL** – Oban Cottage, Maltongate – Extension **Resolved:** No objections

Down-loaded plans will be available to view on the Clerk laptop during the meeting.

Current & Historic Planning applications can be viewed by Councillors at

<http://planning.northyorkmoors.org.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

Or by visiting NYM offices in Helmsley or RDC Planning Office Malton

d. **To Consider Any Other Planning Issues:**

(i) **NYMNP Late planning consult** – **NYM2019 0812FL** – Forestry England Dalby Forest Visitor Centre extension of opening times – **Resolved:** No Objections

(ii) **MOP email request** - for Member of Parish Council to attend NYMNP Planning Committee Meeting in regard to Planning Application NYM2019 0628FL – land to rear of Brookfield, Maltongate – Council to consider request and agree on the content of any such representation **Resolved:** Cllr Sandra Bell agreed, in principle, that she should be able to attend the Planning Meeting in January. Item to be brought to Jan Agenda for reassessing. Clerk to request an opportunity from NYMNP for the PC to speak at the meeting – send email.

105/19 To Receive Reports & Updates from NYCC & RDC, or Other Authorities

- a. **RDC Report from Cllr William Oxley/ Cllr Chris Delaney** – None Received
 b. **NYCC Report from Cllr Janet Sanderson to TLD PC** – report for Council consideration
 ** Discussion took place in regard to the Traffic Restriction Order plans which Cllr J Sanderson had received from NYCC Highways. **Resolved:** Clerk to distribute copies of the TRO plans to Council Members for their consideration. Council Members to attend the Public Meeting arranged by Highways for 18th December 2019, at the Hill Memorial Institute – time to be confirmed.
 ** Discussion regarding a Youth Club & assistance from North Yorkshire Youth – **Resolved:** Council agreed it is an important requirement, and agreed to attend a meeting in this regard. Cllr J Sanderson to make arrangements and liaise with Clerk. Meeting likely to be Feb 2020.
 c. **RDC Notice of General Election & Guidance Notes for Councils** : for consideration **Resolved:** Taken as read
 d. **NYMNP Notice of Rural Community Energy Fund** – Council to consider whether or not to submit an application for this fund (refer to leaflet notice) **Resolved:** Council agreed not wholly relevant to the PC remit but asked Clerk to copy the information to other Village societies and groups to see if they are interested.

106/19 Village Maintenance and the Village Environment:

- a. **Cllr M Sanderson – Motion to improve the access to the Village Green** - particularly for disabled and those with wheel / push chairs – Cllr Sanderson to present report for Council consideration **Resolved:** Council approved the work to go ahead. Cllr Martin Sanderson to liaise with NYMNP in regard to planning approval. Clerk to liaise with Caretaker to see if he could undertake the required work, and associated costs. Cllr Janet Sanderson may be able to provide some grant support for this work. Clerk to follow through on Grant Application. Work to be completed ASAP by Spring 2020
 b. **Allotments:** Compost Heap removal – the heaps need clearing twice a year – previously done by local farmer – D Eddon Groundwork at cost £600 (no contact details); - Gwilliam haven't returned (several) phone calls **Resolved:** Gwilliam reviewing what is required and to provide Clerk with cost – on-going

- c. **Allotment 38b – Half Plot** – turned down by next on waiting list – current tenant of the other part of the plot would like to take on the whole plot; it's currently split up awkwardly to be a proper half plot. Clerk recommends offering to the current tenant, so that it is back to a full plot. **Resolved:** Agreed by Council

107/19 Employment Matters & Training

- a. **To Approve Clerk Overtime Hours Worked Nov 2019** – hours *Total = 4 hrs (up to 22Nov19)*
Resolved: Agreed by Council
- b. **ILCA Qualification Study** – Clerk has registered to undertake the ILCA qualification. Can commence once payment has been received by SLCC – gets 12 months to complete. **Resolved:** Noted by Council

108/19 Parish Council Web Site:

- a. **Redevelopment of New PC Web Site** – Clerk to investigate suppliers and costs – ongoing – no update
- b. **Web Site Accessibility Legislation** – Council's obligation to review web site and publish a Accessibility Statement, ensure web site meets Legislative requirements – as per 9.1 above
Resolved: acknowledged work in progress – update for next meeting

109/19 Policies & Procedures:

- a. **Dignity at Work – Bullying & Harassment Policy** – YLCA Model Policy document for Council consideration and adoption **Resolved:** Council approved the Policy for Adoption 3rd Dec 2019
- b. **RDC Email – PREVENT Policy** – relevant to the renting out of venues – Council to consider if this policy is relevant and whether to adopt as Council does not currently have venues that it rents out to others **Resolved:** agreed not relevant to PC as they do not have buildings they rent out.

110/19 To Note Correspondence Received and Approve action required:

- a. **Village Hub Group** – letter to PC asking to consider PC representative to attend Hub meetings occasionally & to consider best methods of communication; Council to consider request
Resolved: Council agree that improved communication between the Hub Group & PC would be desirable. Cllr Peter Argument offered to be the PC Representative to attend Hub Group Meetings as and when appropriate. Hub Group to be added to the annual review list of Societies & Meetings the PC have a representative attend.
- b. **Village Hub Group Letter 2** – 3 points raised in the letter for Council consideration and response:
(a) Village in Bloom Plaque – **Resolved:** Cllr Peter Argument to liaise with Hub Chair on best location for the Plaque – report back to Council for agreement (b) Pond Report (attached) **Resolved:** Report taken as read and Hub Group action noted (c) Grant Application towards room hire £150 **Resolved:** Council agreed to the full Grant of £150 – Clerk to process
- c. **MOP Letter** – request to plant a memorial tree in memory of parents – Council to consider request and response **Resolved:** Council agreed that this would be a NYMNP and/or Highways approval matter and recommended suggesting the area on Brook Lane. Clerk to respond to MOP email.
- d. **NALC L01-19 I CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY (ENGLAND)** – for Council consideration – **Resolved:** Taken as read.
- e. **Notice of VE 75 Day – 8th May 2020 Celebrations** – Council to consider if an event will be organised – YLCA email regarding bell ringing – to register have to register an event – see notices
Resolved: Council agreed this would need to be a Village effort to arrange an event. Cllr Peter Argument to liaise with the Chair of Hub Group to discuss options and ideas – report back to PC Meeting Jan2020.
- f. **YLCA Webinar Training Sessions** – Council to consider if any courses to be booked and who to attend (need internet access for these sessions) – cost £15 per person per slot of 1 hr.
Resolved: not currently of interest to Councillors or Clerk
- g. **NALC / YLCA Notice of Government Consultation – Strengthen Police Powers on Unauthorised Encampments** – Council to consider whether or not to respond on the consultation and if so how – deadline Feb 2020 – response can be by online survey **Resolved:** agreed lack of time to consider this document – to be placed on Jan2020 Agenda for further consideration by Council
- h. **Cllr Nancy Firth Email** – advising PC that she is no longer on the Village Hall Committee – requested PC be informed – For Council information – no further action required. **Resolved:** noted by Council

- i. **NALC Legal Note22 & YLCA Email – Disciplinary & Grievance Procedures – LTN22** for Council's consideration & information. ***Council to consider putting in place a Staffing Committee*** to deal with all Employment matters, as advised by YLCA – good practice. Full Template Policy documents not yet available from NALC but these should be adopted by Council when available. **Resolved:** Council noted Procedures, to await final Policy for adoption. Re-visit Staffing Committee requirements – Jan2020 Agenda.
- j. **Council to Note:** the sad news of the death of Mr David Porter who previously served as a Parish Councillor – Council to consider representation of the PC at the funeral to be held on 16th December. **Resolved:** Council held a moments silence in regard to Mr Porters death. Cllr Martin Sanderson confirmed that himself and Cllr Janet Sanderson would be attending the funeral.

111/19 Activities of Outside Bodies – Village Associations & Committees:

To Receive Reports from those Councillors who attend Village Committees, Meetings, & Seminars

Resolved - No reports received

112/19 To Note items for a future monthly meeting agenda – none raised

113/19 Date of next PC Meeting:

Tuesday 7th January 2020 at the Hill Memorial Institute at 7.30pm.

Clerk request to move the January meeting date – unable to make 7th January

Resolved: Agreed - Clerk to rearrange January meeting to the Wednesday 8th or Thursday 9th – depending on Hill Institute availability.

Chair left meeting at 9.30 p.m.

Meeting closed at 9.55 p.m.