

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 4TH FEBRUARY 2020 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE, YO18 7LF

PRESENT :

Cllr Sandra Bell – Chair, Cllr John Garbutt – Vice Chair, Cllr Peter Argument, Cllr Martin Sanderson, Cllr Nancy Firth, Cllr Carolyn Flynn, Cllr Henry Hallsworth
Emma Douglas-Smith (Clerk & Responsible Financial Officer) & 2 Members of the Public (MOP)
Plus representative Member from NYCC – Cllr Janet Sanderson

128/19 APOLOGIES

To receive apologies and approve reasons for absence - It was Resolved to note all apologies and approve reasons for absence: None Received

129/19 To Note any Declarations of Interest:

- a. **To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests** – None Declared
- b. Cllr Carolyn Flynn – moving residence to Pickering: would like to make Council aware of this in regard to continuing as a Parish Councillor. **Resolved: Council acknowledged that Cllr Flynn still meets the legal criteria for being a Parish Councillor and agreed that they would like her to continue as a Member, if she felt this was something she was able to commit to. Cllr Flynn agreed she would remain in post.**

130/19 MINUTES

- a. To accept the minutes of the Parish Council Meeting held Wednesday 8th January 2020 @ 7.30p.m. It was **Resolved** to accept the Minutes as a true and accurate record of the Meeting held on 8th January 2020.
- b. To Update Members on matters raised at the meeting held 8th January 2020 not specifically within this agenda. **Resolved: None raised.**

131/19 FINANCE

- a. To approve the Financial Statement & Bank Reconciliation to end December 2019 - Spreadsheet. **Resolved: Council approved the monthly accounts as presented to end Dec19**
- b. To review and approve the February payments schedule – BACS payments made (any cheques to sign) **Resolved: Council approved and Chair signed the BACS payments schedule**
- c. Council to review the Financial Regs (Nov19) to ensure procedures cover online banking processes – Clerk's suggested amends – review & approve for adoption **Resolved: Clerk went through the suggested amendments to the Regs. Council approved and accepted all the amendments for Adoption on 4th February 2020. Clerk to amend and re-issue to Councillors.**
- d. **Quarterly Bank Accounts Reconciliation Audit** – Council to nominate / agree on a Member to undertake the required quarterly bank check to end Dec2019 – nominated Member to liaise with Clerk to set up meeting **Resolved: Council agreed that Cllr John Garbutt will undertake the bank reconciliation audit to end Dec19 – to liaise with Clerk to set up meeting.**

132/19 PLANNING - To consider plans submitted by NYMNPA & RDC for the Councils comment

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

(a) **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 – confirmation of the date of the planning meeting has not been received yet – letter from NYMNP 6Dec19 – ongoing
Resolved: Council agreed item to stay on Agenda until update received from NYMNP Planning

133/19 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** – Council to consider report content – decision required regarding Youth Group establishment - initial meeting to be arranged by Cllr J Sanderson.
 i.) **Resolved:** Council agreed Cllr Flynn to contact Hub group to request something to go in Hub newsletter about asking for volunteers to help establish a Youth Group, with support from Cllr Janet Sanderson & North Yorkshire Youth. Cllr Flynn to report back to Clerk before March meeting on outcome.
 ii.) NYMNP Access Road to car park – NYMNP have stated they will be instigating a considerable fee circa £1000 for the use of the access road by Village groups at key times of the year when traffic needs access to other areas such as the Show field. **Resolved:** Council agreed to send a letter to NYMNP to support the village groups in opposing any such fee. Cllr J Sanderson to send copy of her communication to Clerk. Clerk to draft letter to send to NYMNP
- c. **NYMNP Email – Road Verges Biodiversity** – Plantlife guideline doc 40 pages issued – carried forward from Jan20 meeting – Councillors to have considered the document & report back to Feb meeting. **Council Resolved** that this issue would be kept on hold until the review of the grass cutting contract (March19 to Feb22 renewal).
- d. **RDC email – cycling infrastructure funding** – Council to consider email & any action required
Resolved: Council asked clerk to liaise with cycle shops in the village to see if they are applying for any funding through this scheme. Clerk to then investigate what is available – possible additional cycle racks, improvement of existing cycle path on A170 between TLD & Pickering. Clerk to investigate & report back to Council.
- e. **Ryedale Community Transport – Responsive Transport consultation** – Council to consider letter received and respond **Resolved:** Council asked Clerk to contact Hub Group Chair to ask for something to be put in the Hub Newsletter to gauge village needs for this type of service.
- f. **Community & Police Group Meeting 15th Jan20 – Minutes** – For Council's consideration & information. **Resolved:** taken as read by Council, date of next meeting noted

134/19 Parish Council Web Site:

- a. **Redevelopment of New PC Web Site** – Clerk met with 3 potential suppliers – all recommended by other Town or Parish Councils, & all have experience of developing Council web sites to differing levels. 3 Initial Proposals received. Council to consider the Proposals received, discuss with Clerk who will answer any queries and decide on which might be the preferred supplier – make a decision on preferred supplier or next course of action to take; **Resolved:** Clerk gave Council an overview of the Proposals and the costs, Council agreed that the choice of supplier would be considered further by the Web Site Committee – Cllr Garbutt, Cllr Flynn & Cllr Sanderson (Cllr Argument to stand in for Cllr Flynn due to moving home & holiday commitments). Clerk to contact Committee members to set up meeting.
- b. **Web Site Accessibility Legislation** – Council's obligation to review web site and publish an Accessibility Statement, ensure web site meets Legislative requirements – as per 7.1 above **Covered in item 134/19 a.**

135/19 Village Maintenance and the Village Environment:

- a. **Improve the access to the Village Green** – Grant approval received – Chair signature required on Grant Terms acceptance form – clerk to return to NYCC – work can commence once Grant monies received **Resolved:** Acceptance Form signed by Clerk & Chair, to be returned to NYCC Grants Dept for payment of Grant to be made – Clerk to action

b. **Allotments:**

i.) **Motion from Cllr Martin Sanderson to review the Allotment Tenancy Agreement and general management costs:** Cllr Sanderson met with Clerk – Cllr Sanderson to present findings on costs and recommendations for future management. Clerk request also for the enforcement of existing Tenancy Terms e.g. numbers on allotments – include a reminder in any letter issued to Tenants. Council to consider & agree any action to be taken.

*Quite a lengthy discussion took place in regard to updating the Tenancy Agreement terms, the ongoing management of the Allotments, and the costs of managing the allotments, particularly in regard to Water and compost heap costs. Cllr M Sanderson presented suggestions for changes to the wording of the Tenancy Agreement to Council, he also presented costings and suggestions as to how these costs should be managed moving forward. **Resolved:** Council agreed the slight wording changes to the Tenancy Agreement to be done and adopted 4th Feb 2020. Council also agreed that a letter would be sent to all Tenants with the annual invoice, strengthening the message in regard to the Tenancy Terms, including displaying a plot number, and include the additional charges for water & compost heap removal.*

ii.) **Compost Heap removal** – Costs obtained & approved - Gwilliam Recycling - cost £300 per skip with digger – approx. 4 -5 skips – Awaiting confirmation of date from Gwilliam for removal – likely to be w/c 3rd Feb20 **Clerk reported** that the Compost heaps had now been removed completely. Clerk also reported that she had obtained a Waste Disposal Licence for the PC which can be used by the Caretaker to dispose of “garden type” waste at the TLD Household Waste site. This is a Tier 1 Licence so there is no charge for it. Licence given to Caretaker. **Resolved:** Council agreed that the use of a compost heap at the allotments should be dissuaded, and that this half plot (4a) should be considered to be returned as an Allotment Plot for rental – covered in item 136/19 a. issuing of letter to Tenants.

c. **All Saints Church Clock:**

(i) Smith's of Derby requested to attend to potential fault with Church Clock & to undertake servicing of both clocks. Attending 30th Jan20 – fault & service report – Council to consider any action required & approve any repair costs. **Resolved:** Council acknowledged that the Church clock was now working and chiming correctly. Clerk reported that Smith's of Derby had not yet sent a Service Report in regard to what the potential fault was, if any. Council to be update if required when information received.

(ii) Letter received from The Parochial Church Council in regard to complaints about Church clock not working properly – Council to consider letter and any relevant response. Clerk has sent initial reply by email advising of the action in hand. **Resolved:** Council were satisfied with the Clerk's reply to the letter

136/19 Employment Matters & Training

- a. **To Approve Clerk Overtime Hours Worked Jan 2020** – up to 23rd Jan20 – 8 hours overtime (includes study time for ILCA qualification) **Resolved:** Council approved overtime

137/19 Policies & Procedures:

Financial Regs review – as per item 4.3 – **Resolved:** Council agreed amended Regs to be adopted 4th Feb 2020

138/19 To Note Correspondence Received and Approve action required:

- a. **Hub Group email requests :**

i) **re-paint of the railings** - will PC cover the cost of paint, est £50. Also want to paint the "feet" black - as they are on Maltongate - which is different to how they are now – Council to consider request & respond **Resolved:** Council raised concerns in regard to the frequency & cost of the railings being painted. Agreed to contribute £50 towards painting costs, but want Hub Group to use better quality paint. Clerk to liaise with Hub to suggest obtain commercial quality paint through the Village Caretaker. Council agree to the feet being painted black.

(ii) **Request to avoid grass cutting where Daffodils** are starting to sprout, until died back (sketch map showing the areas) – Council to consider request & advise any instructions to Grass Contractor

Resolved: Council agreed that the sketch plan provided would be sent to the Grass Cutter, that he would be made aware of these areas, and asked to avoid cutting until May.

(iii) Hub looking to put a freestanding compass and or sun dial in the picnic area as an interest item for children. Want to know if this would come under PC delegated planning authority for local amenity items? If so, they will make a submission. Hub don't feel that it would be value for money if they need to pay full planning fees to Parks – Council to consider this request and the planning implications

Resolved: Council agree that they have no jurisdiction over this area as it is NYMNP land, therefore, are unable to submit any planning application. Clerk advised that she had asked the Hub Group what process they had taken for obtaining approval for picnic benches in that area. Council agreed Hub should follow that same process directly with NYMNP.

(iv) Hub Group Newsletter email – offering advertising of Allotments at cost of £5 per insert – Council to consider email & response **Resolved:** Council agreed that there was no need to advertise allotments when there was a waiting list & that paid advertising would not be appropriate use of public funds in this regard.

- b. MOP Request to use Village Green – for a charity fund raising Spin Cycle event 2nd & 3rd May20 – annual event held in previous years – Council to consider request **Resolved:** Council approved
- c. Vexatious Behaviour Restrictions – MOP – restrictions on MOP end 7th Feb20 – Council to consider the original restrictions (review letter) and decide whether or not restrictions will be lifted or any restrictions left in place – *This item may need to be discussed within a closed private session* **Resolved:** Council agreed that due to the sensitive and confidential nature of this item, it was moved to a confidential closed session to be held on Wednesday 5th Feb20, at 9.15 a.m., Hill Memorial Institute.
- d. Ryedale Food Bank Services – email regarding possible mobile food bank services to villages – Council to consider email & response **Resolved:** Council agreed due to time constraints, this should be carried forward to March meeting
- e. YLCA – Notice of Branch Meeting Dates – Council to note meeting dates for possible attendance **Resolved:** Dates noted by Council
- f. The Big Lunch is an idea from the Eden Project, made possible by the National Lottery. Over six million people take part every year, creating and strengthening community connection across the UK. The next Big Lunch weekend is 6-7 June 2020 - local councils are being encouraged to either organise a public Big Lunch in the parish or facilitate/support community groups to hold a Big Lunch maybe by offering the use of a local council run community centre or park as a venue or working with principal authorities to organise road closures for a street party style Big Lunch. The aim is to bring together the community to reduce social isolation and loneliness, build stronger communities and support local charities. For more information and a free communications toolkit visit www.thebiglunch.com/councils - came from YLCA on Whiterose Bulletin – Council to consider – any action / follow up **Resolved:** Council agreed due to time constraints, this should be carried forward to March meeting

139/19 Activities of Outside Bodies – Village Associations & Committees:

To Receive Reports from those Councillors who attend Village Committees, Meetings, & Seminars
No reports received

140/19 To Note matters for a future monthly meeting agenda

141/19 Date of next PC Meeting:

Tuesday 3rd March 2020 at the Hill Memorial Institute at 7.30 pm.

Cllr Flynn passed on apologies that she would not be able to attend the March PC meeting.

Meeting closed at 9.40 p.m.

Continued minutes below from Closed Session 5th Feb'20



CONFIDENTIAL CLOSED SESSION HELD 9.15 A.M. WED 5TH FEB'20, HILL INSTITUTE

Present: Chair – Cllr S Bell, Vice-Chair – Cllr J Garbutt, Cllr M Sanderson, Cllr C Flynn, Cllr P Argument, Cllr H Hallsworth, Emma Douglas-Smith – Clerk & RFO

Apologies: Cllr Firth

138/19 c.

Vexatious Behaviour Restrictions – MOP – restrictions on MOP end 7th Feb20 – Council to consider the original restrictions (review letter) and decide whether or not restrictions will be lifted or any restrictions left in place. **Resolved:** *Council agreed that the restrictions would be lifted, but that the situation would be monitored and reviewed if required in line with the Council's Policy for Dealing with Abusive, Unreasonably Persistent or Vexatious Members of the Public. Letter to be sent to MOP advising of the outcome of the review. Clerk to draft letter for signature by Chair.*



Meeting Closed 9.36 a.m.