

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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DRAFT

MINUTES OF THE MONTHLY MEETING OF THORNTON LE DALE PARISH COUNCIL HELD AT 7.30 P.M. ON 3RD MARCH 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 Henry Hallsworth

Emma Douglas-Smith (Clerk & Responsible Financial Officer) & 2 Members of the Public (MOP)

Plus representative Member from NYCC – Cllr Janet Sanderson & RDC – Cllr William Oxley

142/19 APOLOGIES

To receive apologies and approve reasons for absence - It was Resolved to note all apologies and approve reasons for absence: **Cllr Carolyn Flynn - Holiday**

143/19 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

144/19 MINUTES

- a. To accept the minutes of the Parish Council Meeting held Tuesday 4th February 2020 @ 7.30p.m. **It was Resolved to accept the Minutes as a true and accurate record of the Meeting held on 4th February 2020.**
- b. To Update Members on matters raised at the meeting held 4th February 2020 not specifically within this agenda. **Resolved: None raised.**

145/19 FINANCE

- a. To approve the Financial Statement & Bank Reconciliation to end January 2020 - Spreadsheet. **Resolved: Council approved the monthly accounts as presented to end Dec19**
- b. To review and approve the March payments schedule – BACS payments made (any cheques to sign) **Resolved: Council approved and Chair signed the BACS payments schedule in sum of £3589.33**
- c. **Quarterly Bank Accounts Reconciliation Audit** – Qtr end Dec2019 – Cllr Garbutt to liaise with Clerk – feedback on audit – **Resolved:** Cllr Garbutt to complete and report back to April meeting
- d. **Current Account Balance** – Council to consider whether to transfer some of the Balance to the Reserve Account – agree amount, and authorise Clerk to manage monies between the two accounts as appropriate to ensure the Current account stays in credit. **Resolved:** Council agreed that £20,000 would be transferred to the Barclays reserve a/c from the current account. Clerk to action.

146/19 PLANNING - To consider plans submitted by NYMNPA & RDC for the Councils comment

- a. **RDC20 00092House** – Nabgate, Wilton Road – New Car Port - **Resolved: No objections**
- b. **RDC20 00165 73A** - Annex Caulklands House Thornton Heights – amendment to planning use – to holiday cottage - **Resolved: No objections**
- c. **NYMNP2020 0110FL** High Oaks Grange amended lodge design - **Resolved: No objections**
- d. **To Consider Any Other Planning Issues:**
(i) 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

Late Planning Consults received for Council Consideration, as follows:

(ii) NYM20/0131/FL – Church Hill Cottage TLD – Extension - **Resolved:** No Objections

(iii) NYM20/0052/NM – Ex-Ginger Pig, Maltongate – amendment - **Resolved:** No Objections

(iv) NYMNP Notice of Tree Works – Tree Preservation Order – Roxby Gardens - **Resolved:** No Objections

147/19 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 – **Resolved:** Report content noted by Council
- c. **RDC email – cycling infrastructure funding** – ongoing – Clerk to investigate
- d. **NYMNP – Notice to Close Footpaths** – Council to consider the notice and plan provided – **Resolved:** Council noted closure area
- e. **NYMNP – Notice of retirement of Andy Wilson - Chief Executive** – for Council information **Resolved:** Council noted

148/19 Parish Council Web Site:

- a. **Redevelopment of New PC Web Site** – Web Site Committee met on Friday 21st Feb to consider the proposals received and costs. Committee voted and agreed on Image Creation as the preferred supplier. Clerk to contact all suppliers. Council to agree to preferred supplier being instructed to proceed in liaison with Clerk & Web Site Committee. **Resolved:** Council in agreement with decision. Clerk to proceed to instruct preferred supplier
- 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 – **Will be implemented as part of new web site.**

149/19 Village Maintenance and the Village Environment:

- a. **Improved access to the Village Green** – Grant monies received w/c 24th Feb – Work commenced **Resolved:** Council noted that the work had been completed and the grant received. Some discussion took place about the general condition of the grass on the Village Green and maintenance of it. Cllr M Sanderson proposed that perhaps some further paving slabs should be placed around the entrance where the phone box is. **Resolved:** Council agreed to investigate costs of possible re-seeding – Cllr P Argument to liaise with Hub Group in regard to Village in Bloom. Clerk to investigate costs of further paving & fitting by Caretaker.
- b. **Allotments:** Tenancy Agreement updated and issued with annual rental letter. Additional costs for water added to invoice amounts due. Costs and issues regarding compost heaps advised to Tenants in letter. Payments have started being received. Feedback & queries received – Clerk to report to meeting: **Resolved:** Council general discussion took place about allotments 21 & 29 possible issues with trees – Clerk to take some photos & report back to next meeting.
Compost Heap – tenants have already started using the cleared area – Council to consider any further action to stop waste disposal here. Perhaps a fence around ? reinstate to allotment plot (4a) **Resolved:** Clerk to investigate what can be done about Cemetery soil waste; speak to grave diggers to find out what they do at other cemetery locations with soil waste – report back to next meeting. Council agreed that the large compost heap area should be returned to a half plot (4b) – Clerk to get costs from Caretaker to fence the area.
- c. **Car Auction – Parking Issues:** Cllrs Garbutt & Bell motion to discuss resident issues raised during the February car auction relating to parking in the village. Also, feedback from RDC multi-agency emergency meeting held on Tues 25th Feb to discuss residents complaints directly to RDC about the Car Auction day parking problems. **Clerk to feedback to meeting.** Council to consider the issues and any follow up action necessary. **Resolved:** Council noted that matters are in hand with District Council and other Agencies to resolve the problems. Clerk to chase RDC Community Team for the minutes from the

meeting held on 25th Feb20. Council to await hearing what actions will be taken. Noted that Cllr Janet Sanderson NYCC and Cllr William Oxley are actively involved.

- d. **NYMNP Car Park** – For Council consideration: Clerk has been advised that new signage now a priority and is being ordered. Will be advised by NYMNP when it will be installed. **Resolved:** Council noted that the signage is a priority and that Cllr Janet Sanderson has some involvement now in chasing.

150/19 Employment Matters & Training

- a. **To Approve Clerk Overtime Hours Worked Feb 2020** – up to 21st Feb20 19.75 hrs overtime (includes study time for ILCA qualification) **Resolved:** Council approved overtime to be paid
- b. **Clerk Annual Review** due not later than 1st April 2020 – Employment Committee to agree review meeting date with Clerk, to include annual pay review **Resolved:** agreed Clerk to liaise with Employment Committee members to set up date within next 2 weeks.
- c. **Clerk Holiday Entitlement:** Taken 40 hrs of 90 for year to 31st March 2020. Council to authorise balance of holiday hours to be paid up in March payroll. Clerk would like to request carry over of 15 hrs to 2020/2021 holiday year. (leaving 35 hrs to be paid if approved) **Resolved:** to be discussed at review meeting and decided by Employment Committee with Clerk
- d. **Clerk Training & Development** – Clerk has registered to attend SLCC Clerk Training Day on 11th March 2020 cost £12, plus travel & subsistence. Additional hours may need to be worked to allow for this training time. Council to approve **Resolved:** noted by Council and approved

151/19 Policies & Procedures:

None to review currently

152/19 To Note Correspondence Received and Approve action required:

- a. **Ryedale Food Bank Services (c/f from Feb meeting)** – email regarding possible mobile food bank services to villages – Council to consider email & response **Resolved:** Council agreed this could be very useful for the Village. Clerk to invite them to attend a PC meeting to talk about the service & how it works.
- b. **YLCA Cold Calling – Information For A PC email & Notice** – Council to consider information & any action to be taken **Resolved:** Agreed information to be put on Notice Board.
- c. **The Big Lunch (c/f from Feb Meeting)** 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:** Agreed that Cllr P Argument would liaise with Hub Group
- d. **Keep Britain Tidy - 20 March - 13 April 2020 Sign up now** – Council to consider whether or not to sign up to take part **Resolved:** Council agreed that they should take part. Clerk to register as per the notice and advise back to Council any further action
- e. **Ryedale Community Transport – Responsive Transport Consultation** – Council to consider Hub Group response to PC request to include something in newsletter – (email) and any further action – **Resolved:** Council noted Hub Group response email. Agreed no further action at this time.
- f. **YLCA – Planning Seminar Dates** – cost £115 each person – Council to consider training needs and approve any attendees **Resolved:** agreed attendance not required
- g. **YLCA Notice of Civic Celebration of Yorkshire Day – Rotherham** – Council to consider Member attendance or not – need to register **Resolved:** agreed no Members need attend
- h. **MOP Email Complaint about rats around Beck Isle beck side area around Thatched Cottage** – asking Council to respond – Council to consider action to be taken. **Resolved:** Council agreed they have no authority over this land area and cannot take any action in regard to this problem. Noted that Clerk has logged with RDC. No further action can be taken by PC.

153/19 Activities of Outside Bodies – Village Associations & Committees:

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

No reports received for Agenda

Cllr Firth reported that she had attended the Playing Field Committee Meeting – there had been a request in regard to the grass cutting – **Resolved:** Council confirmed that the Playing Field Committee need to make a request in writing each year, in regard to assistance with grass cutting.

Clerk reminded Councillors that any Reports or submissions for having attended Village Associations and other Committee meetings, must be submitted to the Clerk in time to be included on the Agenda. This is normally at least one week prior to the date of the monthly meeting.

154/19 To Note matters for a future monthly meeting agenda – None Raised

155/19 Date of next PC Meeting:

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

Meeting closed at 9.12 p.m.