

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 AT 6.00 P.M. ON 7TH JULY 2020 BY REMOTE VIDEO & TELEPHONE CONFERENCE USING ZOOM MEETING APPLICATION – AS PER COVID-19 LEGISLATION

PRESENT :

By Video: Cllr Sandra Bell – Chair, Cllr John Garbutt – Vice Chair, Cllr Peter Argument, Cllr Martin Sanderson, Cllr Nancy Firth, Cllr Carolyn Flynn. **By Telephone:** Cllr Henry Hallsworth Emma Douglas-Smith (Clerk & Responsible Financial Officer) & 1 Member of the Public (MOP) Plus representative Member from NYCC – Cllr Janet Sanderson & RDC – Cllr William Oxley, Cllr Chris Delaney

1. **APOLOGIES** – To receive apologies and approve reasons for absence. It was Resolved to note all apologies and approve reasons for absence: **Resolved: None Received**
2. **To Note any Declarations of Interest:**
 - 2.1 To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests: **Resolved: None Disclosed**
3. **MINUTES**
 - 3.1 To accept the minutes of the Parish Council Meeting held Tuesday 3rd March 2020 @ 7.30p.m. It was **Resolved to accept the Minutes as a true and accurate record of the Meeting held on 3rd March 2020. Accepted**
 - 3.2 Any updates on matters raised at the meeting held 3rd March 2020 not specifically within this agenda – **None.**
4. **CHAIR & VICE-CHAIR**

Due to not holding an Annual Parish Council Meeting, as per Covid-19 legislation, the Chair and Vice-Chair can stay in situ until the next Annual Meeting May 2021 if this is agreed by Council. Chair & Vice-Chair to agree to stay in post, Council to vote on whether to accept or not. **Resolved:** Council agreed they are happy for Chair & Vice Chair to stay in position until the May 2021 annual meeting.
5. **FINANCE**
 - 5.1 To approve the **Financial Statement & Bank Reconciliation to end May 2020** - Spreadsheet. **Resolved:** accepted and approved by Council
 - 5.2 To review and approve the **July payments schedule** – BACS payments made (any cheques to sign). **Resolved:** Accepted and approved by Council – all BACS payments processed.
 - 5.3 To review and approve the **Financial Year End spreadsheets** – ending 31st March 2020 – and review and approve the **AGAR (Annual Governance & Accountability Return 2019/2020)** – revised deadline for sending to External Auditors is 31st July 2020 – documents issued with Agenda for review. Clerk will obtain hard signatures from the Chair or Vice-Chair following the meeting. **Resolved:** Council approved Sections 1 & 2 of the AGAR for hard signature of the Chair to be obtained after the meeting. Clerk proposed the dates for the Exercise of Public Rights to be 13th July to 21st August. Council agreed the dates.
 - 5.4 **Quarterly Bank Accounts Reconciliation Audit** – Qtr 1 end June 2020 due to be undertaken by Council Member – Council to agree which Member in liaison with Clerk: **Resolved:** Cllr Carolyn

Flynn would undertake the next Quarterly Audit prior to the August meeting. To liaise with Clerk and Cllr Garbutt for guidance.

- 5.5 **Skipton Building Society Account** – Clerk received confirmation that it has been closed. Monies are now in the Barclays Savings Account – awaiting Street Lighting invoices. **Resolved:** acknowledged by Council. No action required.
- 5.6 **NYCC Notification of Costs relating to Northern Power Grid Works:** Email for NYCC in regard to costs relating to Northern Power Grid removal of overhead lines. Impacts some street-lighting which will need changing – costs circa £3520 + VAT. No current timelines of works. Clerk liaising with NYCC Peter Ball – Street Lighting – email and docs for review. **Resolved:** Noted by Council for future budget purposes. Timelines not currently known.
- 5.7 **ICCM membership** - £95 – Institute of Cemetery & Crematorium Management – propose membership. **Resolved:** Council approved the Membership
6. **PLANNING** - During Covid-19 Restrictions on face to face meetings, planning consultations are being dealt with via email communication with PC Members – this process will continue until further notice.

Current & Historic Planning applications can be viewed by Councillors at

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

Ryedale DC – <https://planningregister.ryedale.gov.uk/caonline-applications>

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

Some discussion took place in regard to the contentious planning application *land to the rear of Brookfields, Maltongate*, and the fact that the Planning Committee Meeting has been set for 16th July 2020 at 10.00 a.m. by remote means. Council had previously agreed to make a representation at the planning meeting for this application. **Resolved:** Council discussed if anyone could be available to make a representation at this meeting. No one is available to do so. It was noted, however, that all objections which have been made by the Council should be considered by NYMNP Planning in this regard.

7. **To Receive Reports & Updates from NYCC & RDC, or Other Authorities**
- 7.1 **RDC Report from Cllr William Oxley/ Cllr Chris Delaney** – None Received
- 7.2 **NYCC Report from Cllr Janet Sanderson to TLD PC** – Council to consider report content **Resolved:** report taken as read. Cllr Peter Argument mentioned the issues in regard to the Car Park, as mentioned in the report. It was noted by Council that there were not any problems when the car park was blocked off. **Resolved:** Clerk to write to NYMNP to reiterate the concern on behalf of PC and suggest possibility of barriers for evening. Cllr Oxley to liaise with Clerk, as RDC will be employing new Enforcement Officers who could assist. Also Cllr Janet Sanderson discussed the possibility of assisting with costs through S106 grant money or Community Grants through RDC. Clerk to liaise with Cllr Oxley, Cllr J Sanderson & NYMNP.

Cllr William Oxley mentioned that the new Enforcement Officers would also be taking up responsibility as the Dog Wardens.

8. **Parish Council Web Site:**
- 8.1 **New PC Web Site** – Image Creation have issued access to the site for review by the Web Site Committee & the Clerk. Currently reviewing the draft site to collate any changes to be made. Document Management will be put in place once the site has been reviewed and agreed. **Resolved:** Clerk to liaise with Web Site Committee to review and finalise the web site (JG, MS, CF)
- 8.2 **Web Site Accessibility Legislation** – has been implemented as part of new web site.
9. **Village Maintenance and the Village Environment:**
- Day to day matters are being dealt with by the Clerk with email liaison with PC

Cllr Martin Sanderson asked for consideration to be given to the situation with bins in the Beck Isle area of the village and at the foot of the Church steps. These are old style bins, not fit for purpose. Rubbish is overflowing and being strewn all over the area. Bins need replacing. **Resolved:** Cllr William Oxley to

contact the Community Team to get them to liaise with the Clerk about possible designs and cost. To be item on next Agenda for action.

10. Employment Matters & Training

- 10.1 **Approve Clerk Overtime Hours Worked June 2020** – up to 28th June – Zero **Resolved:** Noted
- 10.2 **Clerk Holiday Entitlement:** Agreed by Employment Committee – booked from 4th September 2 weeks – **Resolved:** noted and approved.

11. Policies & Procedures:

11.1 Local Government Association – consultation on reviewing the Code of Conduct –

Next steps <https://www.local.gov.uk/code-conduct-consultation-2020>

Consultation will run for 10 weeks from Monday 8 June until Monday 17 August. Council to provide the LGA with feedback. <https://www.local.gov.uk/local-government-association-model-member-code-conduct>. Consultation by online consultation

questionnaire. https://research.local.gov.uk/jfe/form/SV_blupYNXmiJ0xECV

Narrative responses via email ModelCode@local.gov.uk. **Resolved:** Councillors to give consideration to reviewing the draft Code of Conduct and completing the consultation feedback.

12. To Note Correspondence Received and Approve action required:

None – general matters being dealt with by Clerk with email liaison with PC

13. Activities of Outside Bodies – Village Associations & Committees:

- 13.1 In the absence of the Annual Meeting – are Council Members happy to continue representing the associations, committees and bodies they currently do until review at the next annual meeting May 2021 – Council Members to agree to continue or not **Resolved:** all Councillors agree to continue representing the associations / bodies they are currently involved with. Will be reviewed again at next annual meeting.

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

14. To Note matters for a future monthly meeting agenda – None

A reminder from the Chair that any items for discussion at a Council Meeting must be submitted to the Clerk well in advance of the meeting date, so that matters can be discussed properly at a PC Meeting. Items not on an Agenda cannot be discussed. Any motions or items need to be received AT LEAST 1 week prior to the date of the meeting.

15. Date of next PC Meeting:

Tuesday 4th August 2020 - by Remote Video & Telephone Conference using Zoom Meeting (unless Government restrictions on face to face meetings are lifted)

Meeting closed at 6.57p.m.

