

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 TUESDAY 4TH AUGUST 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 Martin Sanderson, Cllr Peter Argument, Cllr Nancy Firth, Cllr Carolyn Flynn **By Telephone:** Cllr Henry Hallsworth

By Video: 1 Member of the Public (MOP), Plus representative Member from NYCC – Cllr Janet Sanderson & RDC – Cllr William Oxley

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 7th July 2020 @ 6.00 p.m, - Clerk noted incorrect date in Draft Minutes which has been amended – item 5.3 read 21st September, should be 21st August – amended by Clerk – **Council to accept amendment: Resolved: Minutes approved**

3.2 Any updates on Agenda items raised at the meeting held 7th July 2020 not specifically within this agenda - **None**

4. **FINANCE**

4.1 To approve the **Financial Statement & Bank Reconciliation to end June 2020** - Spreadsheet **Resolved: approved by Council**

4.2 To review and approve the **August payments schedule** – BACS payments made – **Resolved: Approved by Council**

4.3 **Quarterly Bank Accounts Reconciliation Audit** – Qtr 1 end June 2020 due to be undertaken by Council Member – Cllr Flynn undertaking – ongoing – Report back to Sept meeting **Resolved: Clerk to liaise with Cllr Flynn**

5. **PLANNING**

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

5.1 Whitbygate House, porch planning and listed building consent required NYM/2020/0432FL & 0434LB **Resolved: No objections from Council**

5.2 NYMNP – Felling of Lime Trees – Planning order – Letter – Council to review content of letter – **Resolved: taken as read and noted by Council**

6. **To Receive Reports & Updates from NYCC & RDC, or Other Authorities**

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- a. **Vehicle Automated Signs (VAS)** **Resolved:** Council agreed a working group to meeting with Cllr Oxley & Cllr Janet Sanderson to review possible locations, costs and feasibility and report back to Council Meeting. Cllr Hallsworth & Cllr Flynn to represent PC.
- b. **Changes to RDC – local Government structure – move to Unitary Authority:**
Some discussion and explanation took place presented by Cllr Oxley and Cllr Janet Sanderson in regard to the process, what is happening now, and the requirement for individual Councillors or Councils as a whole to give their input prior to beginning of September. **Resolved:** Councillors individually to speak to Cllr Oxley, Cllr J Sanderson or feedback to RDC before beginning of September.
- 6.2 **NYCC Report from Cllr Janet Sanderson to TLD PC** – Council to consider report content – Cllr J Sanderson updated on the serious issues of silt being left in the Beck when the Environment Agency clear out the weed. **Resolved:** Cllr J Sanderson to send copies of her communication with the EA to Clerk for information, Clerk to email EA on behalf of Council supporting the concerns and reinforcing the need for the management and removal of silt
- 6.3 **Highways** – email and poster notification of A64 works 2020/21 – Council to consider information provided **Resolved: taken as read by Council**
- 6.4 **NYMNP** – notice of Dark Sky Reserve application – Council to consider response **Resolved:** Council support the application, Clerk to email response to that effect
- 6.5 **RDC – Notice of BT Phone Box Removal Consultation** – Council to consider letters and respond to RDC by 24th August – Some discussion in regard to the use of the phone box and whether it is still needed. Discussion about alternative uses and who would manage that. **Resolved:** Cllr Flynn to liaise with Hub Group to get a letter sent to RDC before 24th August deadline – Cllr Flynn to feedback to Clerk the outcome of her discussions – Council supported email communication required to meet the 24th Aug deadline
7. **Parish Council Web Site:**
- 7.1 **New PC Web Site** – Web Site Committee reviewed the web site & requested a number of amendments & changes. Clerk has reviewed the web site content changes required with Image Creation – changes to be made by Image Creation – Council to agree Go Live of new web site once all changes finalised - Document Management will be put in place once the site content has been finalised. **Resolved:** Council approved the Go Live of the new web site once the Web Site Committee had approved the amends. Clerk to liaise with developers to finalise.
8. **Village Maintenance and the Village Environment:**
- 8.1 **Allotments:**
- a. **Plot 11** – reallocated to new tenant – Council to approve no rent due from new tenant – overgrown and paid for year by previous tenant **Resolved: Council approved rent free**
- b. Council to consider the ongoing issue of Trees or large bushes on allotment plots – Clerk took some photos pre-lockdown. Quite a few trees on various allotments – Clerk suggests Councillors would need to visit the allotments to assess and decide on action –
Cllr Martin Sanderson had visited the Allotments to assess the Tree situation. Gave feedback to the Meeting on his findings **Resolved:** Clerk to re-visit the Allotments to ascertain the plot number for the one tree in question (ever-green). Clerk to write to individual tenant(s) where a breach of the rules is identified – ask for removal of the tree.
- c. Cllr Hallsworth has reported a rotten gate-post at the allotments – Council to consider action **Resolved:** Clerk to re-assess with Caretaker when she next visits the allotments. Perhaps ask Caretaker to lodge some posts to secure them. Clerk to review and feedback to next meeting if required
- d. **Compost Heap** – issue never resolved fully by Council – Council to decide if old compost heap is to be taken back as a HALF allotment plot – would need to obtain costs for fully fencing also need to decide what happens to waste soil from the Cemetery if no compost heap for disposal:
Clerk updated Council with regard to the issues of disposing of Caretaker green village waste, and grave digging surplus. Caretaker would have to pay to use Recycling centre. Resolved: area to be maintained as compost area for Caretaker use and cemetery surplus only. Clerk to arrange removal of any signs that state it's a compost heap for allotment users.

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- 8.2 **Car Park** – NYMNP email response to Clerk logging of anti-social behaviour & request for action – Council to consider response – any follow up action required:
Resolved : Clerk reported she had not received any further update from NYMNP on what action they intend to take. Cllr J Sanderson reported she was aware that a barrier was to be put in place on 17th August. Clerk to await update from NYMNP.
- 8.3 **Rubbish Bins** – Beck Isle area of village – Clerk awaiting response from RDC with designs and prices – has chased twice **Resolved**: Cllr M Sanderson to investigate the possibility of Wooden “bee hive” style bins for the area through NYMNP. Obtain costs and feasibility. Feedback to Clerk ahead of next meeting. Council agreed could try to progress using email communication.
- 8.4 **Keep Britain Tidy** - Great British Clean-up postponed to 11-27 September 2020 - Council to consider info provided – any follow up action **Resolved**: Cllr Flynn to send information to Hub Group
- 8.5 **Hub Group email update on Covid-19 support outcomes** – Council to consider email content
Resolved: Council noted content of the update email and acknowledged the huge efforts put in by the Hub Group members in supporting the Community during these very difficult times. Clerk to send email on behalf of Council to Chair of Hub thanking them formally for all their efforts.
- 8.6 **Grass Cutting** – Council to consider MOP request to have Hurrell Lane / Thornton Heights cut
Resolved: to be reviewed when Grass Cutting Contract comes up for renewal.
9. **Employment Matters & Training**
- 9.1 **Approve Clerk Overtime Hours Worked July 2020** – up to 26th July – **5 Hours** – **Resolved**: Approved by Council
10. **Policies & Procedures:**
- 10.1 **NALC Model Publication Scheme** – Council to review Scheme content for Council to adopt – no previous version found by Clerk : **Resolved**: **Council approved for adopting with amends to reflect TLD PC and standard charges – Clerk to Action**
- 10.2 **Councillor Conduct** – possible breaches of Code of Conduct or confidentiality - behaviour unbecoming of someone holding public office – Councillors to reference their Code of Conduct & NALC legal Note 80:
The Chair brought to the attention of the Council Members a number of issues in regard to potential breaches of the Code of Conduct by a Council Member, to the effect of documentation being made available to a member of the public which was not yet in the public domain, and an individual complaint about a Councillors conduct when meeting with members of the public. She reminded Council Members of their duty under the Code of Conduct and that they act as one body, not individuals. She stated that any further breaches would be referred to the Monitoring Officer. **Resolved**: **Chair asked each member to acknowledge their understanding of and commitment to the Code of Conduct – all Councillors acknowledged their agreement and understanding**
- 10.3 **Parish Council Meeting listing of 2020 / 2021 dates** – for Council approval **Resolved**: agreed by Council
- 10.4 **Parish Council Meetings** – NALC / YLCA advice is currently to continue with Remote meetings - NALC check list for holding face to face meetings – Council to review the check list – decision on continuing with Remote meetings **Resolved**: **Council agreed that remote meetings would continue**
11. **To Note Correspondence Received and Approve action required:**
- 11.1 **Velo Ice-cream – request to sell ice-cream** – mobile unit: around Pond, Car Park & Village Green areas – see letter – has also contacted NYMNP directly who have written to Council also, asking for feedback and response to the request **Resolved**: Council agreed that the Pond & car park area should be maintained as a natural area free from commercial influence – do not agreed to Velo being present in that area, acknowledge that he can trade from anywhere in the village with his Street Traders licence and do not have any issues with that, including around the Village Green providing it is on a hard standing area and away from trees. **Clerk to email NYMNP and Velo with that response.**
- 11.2 **MOP Request for Cake Stall on Village Green** – Sundays only – for Charity I would like your permission fully insured to trade has food hygiene certificate all up to date . Happy to raise money for a local charity etc please consider my request - Council to consider request: **Resolved**: Council agreed

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that they can only support charity events that are fully affiliated to an organisation, when it is clear how funds are being raised and donated to charity officially. This would be one off events only. **Clerk to respond to MOP to that effect, asking for further clarification of fund raising**

- 11.3 **MOP Help at Home Email / Project** – Council to consider email and response **Resolved:** Council acknowledged receipt of the information and noted no action – Clerk to respond accordingly

- 11.4 **MOP Emails – numerous emails from MOP making requests** – Council to review issue of volume & type of email requests, how best to respond & review of Vexatious behaviour — **Public to be excluded**
This item was held until the end of the “open” public meeting – to exclude the Public – Council met in private to discuss the issues:

Resolved: Council agreed that further action would be required – Clerk to investigate through YLCA and feedback to Council by email – Council agreed letter to be issued – Clerk to prepare letter & liaise with Chair, following taking advice from YLCA

12. **Activities of Outside Bodies – Village Associations & Committees:**

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

13. **To Note matters for a future monthly meeting agenda -** None

14. **Date of next PC Meeting:**

Tuesday 1st September 2020 - by Remote Video & Telephone Conference using Zoom Meeting
(unless Government restrictions on face to face meetings are lifted)

Meeting closed at 8.38 p.m.

