

**MINUTES OF THE MONTHLY MEETING OF THORNTON LE DALE PARISH COUNCIL HELD
AT 6.00 P.M. ON TUESDAY 6TH OCTOBER 2020 BY REMOTE VIDEO & TELEPHONE
CONFERENCE USING ZOOM MEETING APPLICATION**

PRESENT :

By Video:. Cllr John Garbutt – Vice-Chair (Chairing Meeting), Cllr Martin Sanderson, Cllr Peter Argument, Cllr Carolyn Flynn, Clerk & RFO – Emma Douglas-Smith

By Telephone: Cllr Henry Hallsworth

By Video: representative Member from NYCC Cllr Janet Sanderson & RDC Cllr William Oxley, Paul Fellows – Head of Strategic Policy - NYMNP

1. **APOLOGIES** – **To receive apologies and approve reasons for absence.** It was Resolved to note all apologies and approve reasons for absence: **Resolved:** Apologies received from Cllr Firth – Holiday and Cllr Bell – Childcare issues
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:** Cllr Flynn declared an interest as a member of the Hub Group in items 11.1 & 11.2 which Council accepted.
3. **MINUTES**
 - 3.1 To accept the minutes of the remote Parish Council Meeting held Tuesday 1st September 2020 @ 6.00 p.m : **Resolved:** Accepted and approved by Council as a true and accurate record.
4. **FINANCE**
 - 4.1 To approve the **Financial Statement & Bank Reconciliation to end August 2020** - Spreadsheet **Resolved:** accepted and approved by Council
 - 4.2 To review and approve the **October payments schedule (Sept Invoices)** – BACS payments made **Resolved:** Council approved the payments in the sum of £20,080.81.
 - 4.3 **Insurance Renewal:** Council to review renewal docs received for Came & Co to go to open market – complete insurance risk form, levels of cover **Resolved:** Council reviewed the Risk Cover document, amendments were made to Population: 1500/2000 max (not 5000); Increase cover of Gates & Fencing due to village green railings - £15,000; Memorials to be covered to £15,000, Street Lighting needs to be added in under Street Furniture or separate item – Clerk to liaise with Came & Co to understand what the standard levels of cover are for Street Lighting and add it to the cover for renewal at the recommended level.
5. **PLANNING**
 - 5.1 **Neighbourhood / Parish Plan (NP)** – the last Parish Plan 2014 – 2019 is out of date – Council to consider whether or not to undertake putting together a Neighbourhood or Parish Plan, what actions might be involved, timelines, and costs - **Paul Fellows - Head of Strategic Policy NYMNP attending meeting to talk about the process / present and answer questions (allow 10 mins)**
Resolved: Paul Fellows of NYMNP Strategic Policy – presented verbal information in regard to the process and how a NP works. Also discussed the differences between NP, Community Plan and Design Statement. Paul was thanked for his time. Council acknowledged that preparing a NP would be a huge

task and that further consideration needs to be given to the best way forward. To be re-visited at a future meeting to formulate a plan and direction forward.

- 5.2 **NALC Notices about Government White Paper** – changes to Planning – Council to consider the White Paper documents and possible response to Consultation – may require separate group to review all the docs in detail and to respond – brought forward from Sept meeting (White Paper Doc). **Resolved:** Council agreed that the Consultation was extremely technical and they did not feel suitably qualified to answer the Consultation questions.

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>

- 5.3 **NYM/2019/0628/FL – land to rear of Brookfield** – additional information – independent Heritage Assessment 22Sept20 – Council to consider – feedback to NYMNP if relevant **Resolved:** Council noted the content of the Heritage Assessment and reiterated their objections to this development on the basis that it is too large for the scale of the site and significant issues remain in regard to access and parking.

NYM/2020/0751/FL – Extension to rear of 10 The Mount – **Resolved:** received as a late planning consultation Council agreed no objections

5.4 **Tree Notices:**

NYM/2020/0671/WTCA - High Hall Hurrell Lane Thornton-Le-Dale Pickering YO18 7QR –

Resolved: No objections

NYM/2020/0715/WTCA - 1 Brookfield Gardens in the Thornton le Dale Conservation Area –

Resolved: No objections

NYM/2020/0772/WTCA and NYM/2020/0776/WTCA – Old House, Whitbygate – **Resolved:** No objections

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

- 6.1 **NYCC Report from Cllr Janet Sanderson to TLD PC** – Council to consider report content **Resolved:** Report taken as read.

- 6.2 **Highways Notice of Road Closures** – Road closure notification – Church lane Sept 20 to March 2021 Brook Lane, Thornton-le-Dale - period of 6 days between 12th October 2020 and 30th October 2020 The Road Closure and any associated Diversion Routes can be viewed

<https://one.network/?tm=118315484> - for Council information **Resolved:** Council also noted a road closure at The Rise which was causing issues. Cllr Janet Sanderson agreed to liaise with NYCC Highways on that matter. Council noted the other road closures

7. **Parish Council Web Site:**

- 7.1 **New PC Web Site Update** – went live w/c 7th September 2020. Clerk web site admin & File Manager training to be arranged via Zoom. Need to roll-out File Manager to Councillors after training of Clerk. **Resolved:** update acknowledge and accepted by Council

8. **Village Maintenance and the Village Environment:**

- 8.1 **Cemetery Management:** No existing Cemetery rules in place. Council need to adopt some Cemetery Rules – consider and adopt draft rules prepared by Clerk. **Resolved:** Council accepted and adopted the new rules as of 6th October 2020.

8.2 **Cemetery Health & Safety and General Management Issues**

(the Local Authorities' Cemeteries Order 1977 – Legislation & H&S Legislation) :

a. Headstones – should be assessed / audited for safety on a regular basis – someone needs training to do it, keep records etc – Health & Safety issue – Council to consider **Resolved:** Council agreed that Headstone checks needed to take place. Need to take advice from a suitable qualified person or organisation to get these undertaken. Clerk to investigate and report back to Council

b. Grave Digging : responsibility of the PC to ensure it is done in line with relevant legislation e.g. excavation safety (H&S at Work Act) – Council to consider actions **Resolved:** Council acknowledged the issues with grave digging safety as presented verbally by the Clerk. They agreed that the new Rules should be enforced and all Grave diggers or Companies should provide proof of liability insurance and a

full risk assessment for any work to be undertaken in the Cemetery. New rules to be circulated to all Funeral Directors and posted on Web site.

c. Transfers of Exclusive Rights of Burial: current processes need reviewing – training required – complex area – Council to consider action required **Resolved:** Council agreed that the Clerk should obtain relevant training in the processes by a suitable organisation e.g. ICCM. Clerk to investigate training available and cost – can proceed if cost of training is no more than £200.

- 8.3 **Cllr John Garbutt motion – request for grave digger to keep tools in Cemetery stone shed –** Council to consider **Resolved:** Council agreed that it would not be appropriate to allow any one individual to store items in the Cemetery shed – request declined – Cllr Garbutt to feedback
- 8.4 **Highways Grit Bins – email - locations of grit bins PC own and do they want filling by Highways –** Council to respond **Resolved:** Council agreed they were a little unsure how many grit bins they took responsibility for and where these were. Cllr J Sanderson had received a list from NYCC and agreed to obtain an update. Clerk to keep updated list once received. Grit bins to be examined and marked at such time. Cllr M Sanderson and Cllr Argument will check them.
- 8.5 **Rubbish Bins – Beck Isle area of village – delivered and installed – item now completed** **Resolved:** Council acknowledge new bins now installed
- 8.6 **Beck Issues : Cllr Janet Sanderson – NYCC email issues with falling Beck sides – ask PC to review grass cutting.** **Resolved:** Council agreed to review the grass cutting process with the Contractor before the start of the next cutting season in March 2020 – carry forward to Feb 2021 Agenda.

9. Employment Matters & Training

- 9.1 **Approve Clerk Overtime Hours Worked September 2020 – up to 27th Sept – 7.75 Hours**
Resolved: overtime approved by Council

10. Policies & Procedures:

- 10.1 **Grant Application Policy & Form:** Council to consider the new policy & form prepared by Clerk for adoption. **Resolved:** Council agreed and adopted the policy & form with the 3 year element removed – annual process only. Clerk to amend and publish.
11. **To Note Correspondence Received and Approve action required:**
- 11.1 **Hub Group Buddy Bench for Mental Awareness:** email from Hub Group – Council to consider and respond **Resolved:** Council acknowledged that this request had been given much consideration previously with alternative locations suggested to the Hub Group. Council agreed and reiterated that they feel the location outside the New Inn is not appropriate and they cannot support that request.
- 11.2 **Hub Group request to write an article for the new web site about the Village in Bloom entry –** motion raised by Cllr Flynn – Council to respond to request **Resolved:** Council agreed an article could be placed on the Community Page. Hub to provide article for approval by Council – Cllr Flynn to action
- 11.3 **YLCA Ryedale Branch Meeting 7th October – remote – Clerk has Agenda and joining details –** Councillors to advise if wish to attend or not **Resolved:** Councillors agreed unable to attend
- 11.4 **Remembrance Sunday – Council to consider approval for a Wreath & cost – Cllr Martin Sanderson**
Resolved: Council approved a wreath with a cost of £20 – Cllr M Sanderson to arrange.
- 11.5 **YLCA Training Programme – Oct – Remote : Council to consider any attendance & cost** **Resolved:** No requests for training from Councillors

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

To Receive Reports from those Councillors who attend Village Committees, & Meetings - NONE

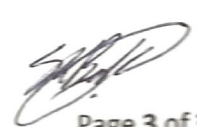
13. To Note matters for a future monthly meeting agenda

Cemetery Hedge Cutting for next Agenda – raised by Cllr Hallsworth

14. Date of next PC Meeting:

Tuesday 3rd November 2020 6.30 p.m. - by Remote Video & Telephone Conference using Zoom Meeting - (unless Government restrictions on face to face meetings are lifted)

Meeting closed at 8.40 p.m



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