

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 6.30 P.M. ON TUESDAY 2ND FEBRUARY 2021 BY REMOTE VIDEO & TELEPHONE CONFERENCE USING ZOOM MEETING APPLICATION

PRESENT :

By Video: Cllr Sandra Bell – Chair, Cllr John Garbutt – Vice-Chair, Cllr Martin Sanderson, Cllr Peter Argument, Cllr Carolyn Flynn, Cllr Nancy Firth, Clerk & RFO – Emma Douglas-Smith

By Telephone: Cllr Henry Hallsworth (arrived late)

By Video: representative Member from NYCC – Cllr Janet Sanderson & RDC – Cllr William Oxley

MOPs: 2

Meeting commenced 18.32

1. **APOLOGIES** – To receive apologies and note reasons for absence. It was **Resolved** to note all apologies and reasons for absence: **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 declared.**
3. **MINUTES**
 - 3.1 To accept the minutes of the remote Parish Council Meeting held Tuesday 1st December 2020 @ 6.30 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 December 2020** Spreadsheet **Resolved:** Approved and accepted by Council
 - 4.2 To review and approve the **payments schedule (Jan21 Invoices paid Feb21)** – **Resolved:** BACS payments made in the Sum of £1890.96 approved and accepted.
 - 4.3 **Tender for Cemetery & Churchyard Grass Cutting (deadline 25th Jan21):** Council to open (Clerk) and consider any Tenders received. To vote on preferred applicant; In the event of no Tenders being received, Council to consider and decide upon the next course of action: **Resolved:** As only one Tender was received, Council reviewed the cost proposal, approved and accepted it. Cllr Hallsworth declared an interest in knowing the applicant & abstained. Clerk to advise applicant and arrange signing of the Tender Documents on behalf of PC.
 - 4.4 **Councillor Quarterly Internal Audit / Review of Accounts, bank statements etc** – a Councillor to conduct a quarterly review / audit of the income & expenditure account. PC to nominate/ agree who will undertake the next review which is to end Dec2020. **Resolved:** Cllr Carolyn Flynn offered to undertake the review. Clerk to liaise to provide files.
 - 4.5 **Hub Group Grant Request Form / Invoice for Meeting Room Costs:** Council **previously approved** funding meeting room costs, however, the costs were not presented at that time. Hub have completed a retrospective Grant Application with the Invoice for £54. Council to approve the amount to be funded. **Resolved:** Council approved the full amount of £54.
5. **PLANNING**

Current & Historic Planning applications can be viewed by Councillors at
<http://planning.northyorkmoors.org.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

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Council to consider Planning consultation notifications and any relevant responses required:

- 5.1 **RDC – Planning Dept** – request for information from the PC in regard to how the CIL payment received in 2019 has been or will be spent. RDC are reporting on this information and using it for the setting of CIL and Section 106 restrictions. see emails. Council to consider a response. **Resolved:** Council agreed that the CIL payment had contributed towards the PC taking on and upgrading the Streetlighting. Clerk to respond to RDC.
- 5.2 **YLCA Email – NALC Consultation on The Right to Regenerate – Gov Policy:** Council to consider the contents of the email and whether to respond to the Consultation. **Resolved:** Council agreed not relevant to TLD – no response required.
- 5.3 **Neighbourhood / Parish Plan:** PC discussed this item at Oct20 Meeting with representation from **Head of Strategic Policy NYMNP**. The decision was to give this further consideration at a future meeting as it involves a lot of work.
Clerk noted In the YLCA WRU 4Dec2020 there was information about Grant funding for Neighbourhood Planning: **Neighbourhood Planning Grant Funding – Locality**
Local councils can apply for three types of grant funding if they are preparing a Neighbourhood Plan:
• **Basic Grant Funding:** All groups undertaking a neighbourhood plan are eligible to apply for up to £10,000 in basic grant. As well as applying for a basic grant, you can also apply for technical support (provided you meet the eligibility criteria) to help you with your neighbourhood plan.
• **Additional Grant Funding:** Groups meeting the eligibility criteria are able to apply for additional grant of up to £8,000 (in addition to the basic grant). This will take the total amount of grant available to you to £18,000.
• **Affordable Housing for Sale Grant Funding:** This is a new element to the programme, and it is running as a pilot scheme. If you are wishing to bring forward affordable housing for sale you may be eligible for further grant funding of up to £10,000 to help develop these ideas.
All grants are now open. <https://neighbourhoodplanning.org/about/grant-funding/#affordablehousing>
- Council to consider if they wish to work on producing a Neighbourhood plan. Resolved:** some discussion took place regarding setting up a sub-committee to work on a feasibility study for a Neighbourhood plan. Council concluded that the time and resources were not currently available for Members to work on a NP, however, that it could be reconsidered at a later date.
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:** Council noted the update in regard to the Beck for item 7.3 on the Agenda. The report was taken as read.
- 6.2 **Email from YLCA attaching information about the Climate & Ecology Emergency Bill** – Council to consider contents of YLCA email and PDF documents attached – any response required. **Resolved:** Council acknowledged the importance and principles of the Climate & Ecology Emergency Bill and that they would take whatever action they could in support of its proposals at the suitable time. Clerk to reply to the email communication.
- 6.3 **Highways England** – email A64 survey feedback – Council to consider Report contents **Resolved:** taken as read by Council.
- 6.4 **NALC Open Letter from Chairperson – to all local Councils** – Council to consider letter content. **Resolved:** Taken as read by Council.
7. **Village Maintenance and the Village Environment:**
- 7.1 **Yorkshire Water Notice of Sewer lining works – email** - starts 18 Jan 2021 – Council to consider any response required. **Resolved:** Council noted that the work start date has been delayed
- s/lh

- 7.2 **Motion Cllr Flynn – Dementia Awareness – Hub Group** – Cllr Flynn request to represent the PC for this initiative – Council to consider request. **Resolved:** Council agreed to and approved Cllr Flynn as the PC representative for this initiative. Cllr Flynn to report back to PC when appropriate.
- 7.3 **Cllr Martin Sanderson motion for Council to consider Beck Maintenance** – Items for discussion re: Beck Management (a) the use of a contractor to undertake silt and weed removal on a regular basis; contracted by the PC – Previously (2013) undertaken by Brian Wright. (b) PC to consider contacting the Drainage Board who could also undertake such work. Any party would need to work closely with the Environment Agency – Cllr Martin Sanderson to present verbally. Council to consider options and course of action. **Resolved:** Cllr Martin Sanderson presented his suggestions verbally. Some discussion took place in regard to the history of the Beck maintenance, and the current situation with the Environment Agency. Cllr Janet Sanderson provided verbal input in regard to the work she has been doing in this regard. **Council agreed** that Cllr Martin Sanderson should pursue the possible option of making use of Mr Phil Fisher (a previous employee of the Internal Drainage Board) to provide the PC with a Report on the best way forward and how to achieve this. Costs to be obtained. Cllr Martin Sanderson to feedback to a future meeting.
- 7.4 **Bull Field :**
(a) Original request from the Tenant to put down a hard-standing for the replacement shelter has been withdrawn, due to Planning requirements. They are now requesting just to be able to put some removeable flag-stones down to give stability and durability to the shelter. It will be a temporary shelter with the front fully open, and will be on “skates” so it can be removed. They would still like to place it closer to the gate. The old shelter has now been taken down, due to its unsafe dilapidated state (permission previously granted by the PC by Resolution). The Tenant has been informed by RDC planning that a temporary shelter on a removable temp base does not require planning. Council to consider the request to place flags down and locate the replacement shelter closer to the gate. **Resolved:** Council approved the putting down of temporary flag-stones, the erection of a replacement temporary shelter (previously approved) on “skates” and locating it closer to the gateway.
(b) Council to consider the 2 letters received from Cllr Hallsworth relating to the Bull Field and any response to the points raised in those letters dated 14th December and 20th December respectively. Letter dated 20th December 2020 refers to a telephone call that the Clerk never received. **Resolved:** Council asked Cllr Hallsworth to make verbal representation of the points he raised in his 2 letters dated 14th & 20th December 2020. Cllr Hallsworth was unable to do so, as he did not have copies of his letters and was unable to recall the points raised. He was reminded of some of the points by Cllr Flynn. He was also reminded by the Council members that the PC had previously approved the removal of the old dilapidated shelter. The Chair confirmed that she had been advised by the Clerk that this had been done by the Tenant using full PPE and disposed of in line with guidelines provided by RDC Waste Management. Council agreed that other points raised in Cllr Hallsworth’s letters had been dealt with either at a previous meeting or in item 7.4 (a) of this Agenda. Cllr Hallsworth was asked by the Chair to ensure that in future should he put items on the agenda for discussion he should keep copies so that he is able to discuss them. Cllr Hallsworth was reminded of the Code of Conduct and Members obligations under that Code of Conduct, which he acknowledged. Council agreed that Cllr Hallsworth had been given fair opportunity to discuss the points in his letters.
- 7.5 **Pinfold – Maltongate: Motion by Cllr Martin Sanderson:** damage to the Pinfold wall. Council to consider the responsibility for the Pinfold, who this lies with and what action may be taken regarding repairing. **Resolved:** It was agreed by Council that the responsibility of the Pinfold lies with the current land-owner. It was noted that the owner had told NYMNP they would repair the wall. It was also noted that the piece of grass verge in front of the Pinfold does not fall into that ownership, nor does it belong to the Highways. The PC arrange the grass cutting of this verge, therefore, could be de-facto owners or persons responsible for it. Council agreed that the bench on the verge abutting the damaged wall should be moved away from the wall to avoid possible risk to the public. Cllr Martin Sanderson to inspect and report back to the Clerk.
- 7.6 **Allotments:** Letter from non-resident regarding allotment plot – joined list Sept2019, 2nd on the current waiting list as non-resident. Council to consider request to hold position on waiting list.

Resolved: Council agreed that the current Allotment Policy to give priority to parish residents over non-residents should remain in place, and that it was the responsibility of other Parishes whether or not to provide Allotments for their residents. The request from the non-resident MOP was rejected. Clerk to respond.

8. Employment Matters & Training:

8.1 **To approve Clerk holiday dates for March 2021 : 15 hrs (1 week) w/c 15th March 2021**

Resolved: Holiday request approved by Council

8.2 **Council to consider approval for Clerk to carry over remaining 2020/21 holiday entitlement to the 2021/22 holiday year commencing 1st April 2021. Clerk has 21 hrs holiday entitlement remaining for the period 1st April 2020 to 31st March 2021 (not including the 15 hrs requested at item 8.1).**

Resolved: Council agreed the holiday entitlement carry over of 21 hrs to the next holiday year.

9. Policies & Procedures:

9.1 **Web site file manager :** Cllr Martin Sanderson raised concerns in regard to issues being able to open or download certain types of file from the File Manager implemented through the new web site. Council to consider the use of the File Manager as the alternative to attaching Agenda docs to emails, and any issues that may have occurred. May require verbal input from the Clerk by way of update. **Resolved:** Council acknowledged that the changes made by the Clerk this month had resulted in fewer issues being able to open and view documents. Some Members still had one or two problems with different document types. Clerk offered to email individual documents to Council Members should there be an important document they are unable to view from File Manager in the future. It was agreed that File Manager would continue to be used.

10. To Note Correspondence Received and Approve action required:

10.1 **Letter from Cllr Hallsworth dated 12th January 2021 (rec'd 18th Jan21) raising various issues:**

Council to consider the content of the letter, raise any relevant questions to Cllr Hallsworth about his letter and consider any response required to the letter. **Resolved:** Cllr Hallsworth was asked to talk to the points raised in his letter. He was unable to do so as he had not retained a copy. Cllr Flynn went through each of the issues raised on Cllr Hallsworth's letter.

Access to the Village Green: Resolved: Council members agreed that there was a suitable slope. Cllr Flynn to inspect and take some photos.

Graves sinking in the Cemetery: Resolved: Council agreed that Cllr Hallsworth needed to provide detailed information of exactly which graves he was referring to, with supporting evidence and location so that this could be considered further by Council.

Item 3 & 4 of the letter : Resolved: Council agreed that these were matters for either Highways or individual property owners. Cllr Hallsworth should report them to the relevant authority.

Item 5 – Bull Field: Resolved: Council agreed this had been covered under item 7.4 of this Agenda and also approved by Council at a previous PC Meeting.

Item 6 – No January 2021 Meeting : Resolved: Council reminded Cllr Hallsworth that the Meeting List had been approved by Council at a PC meeting in 2020 at which he attended and approved the list.

10.2 **MOP email correspondence – pollution of the Beck and issues with the pond – email trail to EA and NYMNP & photograph – Council to consider any action they can take** **Resolved:** Council agreed this was covered under Item 7.3 of this Agenda.

10.3 **MOP / Hub Group Email to Cllr J Sanderson complaint copied to PC – Litter in the village – Cllr Janet Sanderson has been liaising on this issue – Council to consider any action required.** **Resolved:** Council noted the contents of the letter to Cllr Janet Sanderson. Clerk reported that she had informed the MOP that the Caretaker employed by the PC does regular litter picks as part of his duties.

10.4 **MOP email, letter and attached correspondence – request for Buddy Bench for Mental Awareness outside the New Inn Public House :** Resolution on this matter was passed at the October 2020 Meeting, stating that the PC *FULLY support the idea of having a Buddy Bench in the Village for Mental Awareness but not in the location requested, outside the New Inn Public House. The PC*

requested that the Hub Group make suggestions for an alternative location. No alternative locations have been suggested by the Hub Group. The 6 month rule applies to this item, as per the Standing Orders para 36. This item is on the Agenda for information only so that Council see the new correspondence and **not for Council decision** unless Council wish to bring a Special Resolution.

Resolved: Council noted the correspondence supplied by the MOP and that this did not change the situation in regard to the location of the Buddy Bench. Council reiterated its full support for the Buddy Bench and that they would willingly consider alternative locations presented by the Hub Group.

- 10.5 **YLCA email – Covid-19 Lockdown update** – for Council to consider any action required **Resolved:** Council noted the contents of the update.

- 10.6 **YLCA – email about Police cyber Crime webinar session 9Feb21** – council to decide if want to attend. **Resolved:** Cllr Flynn was going to consider attendance and confirmed she had the information should she decide to do so.

- 10.7 **YLCA Training Course Listing for 2021** – Council to consider if any Members wish or need to attend any of the remote courses. **Resolved:** No PC Members requested to attend any training at this juncture.

- 10.8 **Citizen's Advice Dec20 update** – For Council information – no action required **Resolved:** taken as read by Council – no action.

- 10.9 **Community First Yorkshire – Available Resources Update:** Clerk has scanned this information and placed it on the Community Information page of the PC Web site. Council to consider the information and any action required. **Resolved:** Council noted that the information had been placed on the Web site for Community Information.

- 10.10 **Friends of the Earth Climate Action Plan:** Council to consider the Action Plan document. **Resolved:** Council agreed it was not a suitable time to endeavour to take such a project forward during Covid-19 restriction periods. Council noted that both NYCC and RDC have or are working on Climate Change Policies and that they should wait to see what passes down to Parish level from these. To be picked up at a future meeting.

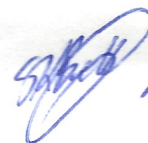
11. **Activities of Outside Bodies – Village Associations & Committees:**

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

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

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

Tuesday 2nd March 2021 - by Remote Video & Telephone Conference using **Zoom Meeting**
6.30 p.m.(unless Government restrictions/ guidelines on face to face meetings are lifted)



Meeting closed at : 20.36