

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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MINUTES OF THE ANNUAL MEETING OF THORNTON LE DALE PARISH COUNCIL HELD AT 7.00 P.M. ON TUESDAY 4TH MAY 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

By Video: Representative Councillors from NYCC - Cllr Janet Sanderson & RDC – Cllr William Oxley

MOPs: 3

1. ELECTION OF CHAIR

- 1.1. To Approve Election of Chair **Resolved** Cllr Sandra Bell was Elected and approved as Chair
- 1.2. Appointed Chair to sign Declaration of Acceptance of Office - Clerk will liaise with Chair after the meeting to obtain signed document
- 1.3. To Approve Appointment of Vice Chair – **Resolved** Cllr Carolyn Flynn was appointed by Council as the Vice-Chair

- 2. APOLOGIES – To receive apologies and note reasons for absence :** None Received in advance
It was **Resolved** to note all apologies and reasons for absence: **None Received**

3. To Note any Declarations of Interest:

- 3.1 To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests: **None Received**

4. MINUTES

- 4.1 To accept the minutes of the Zoom Parish Council Meeting held Tuesday 6th April 2021 @ 6.30 pm
Resolved - Council accepted the Minutes of the Ordinary PC Meeting held on 6th April 2021
- 4.2 To accept the minutes of the Extra Ordinary Council Meeting held on Friday 23rd April @ 9.30 am. –
Resolved - Council accepted the Minutes of the Extra Ordinary PC Meeting held on 23rd April 2021
- 4.3 Council to consider any updates on matters raised at the 6th April 2021 meeting, not included on this Agenda. **None Raised**

5. FINANCE

- 5.1 To approve the **Financial Statement & Bank Reconciliation to end March 2021** - Spreadsheet
Resolved - Council approved the Financial Statement & Bank Reconciliation income & expenditure to the end of March 2021
- 5.2 To review and approve the **payments schedule (April 21 Invoices paid May 21)** – BACS payments made: **Resolved** - Council approved the BACS payments made on 4th May 2021 in the sum of **£4,600.53**
- 5.3 **Annual Year End AGAR (Annual Governance & Accountability Return 2020/2021 Part 3:**
 - (a) Council to receive & note the **completed Annual Internal Audit Report** dated 12th April 2021
Resolved - received and noted by Council
 - (b) Council to receive and approve the **Annual Governance Statement Section 1 - 2020/2021**
(wet signatures to be obtained from Clerk/RFO & Chair following the remote meeting)

Resolved - Council received & approved Section 1 of the AGAR return year ending 31 March 2021 – Chair agreed to meet with Clerk following day to sign the required documents

(c) Council to **Consider, Approve & Sign (Chair) AGAR Section 2 – Accounting Statements 2020/2021** (signed by Clerk/RFO - presented with Bank Reconciliation and Variance Report, to be wet signed by Chair following approval at remote meeting). **Resolved** - Council considered and approved Section 2 of the AGAR return for year ending 31 March 2021. Chair agreed to meet with Clerk the following day to sign relevant documents.

(d) Council to note and approve the dates set by the Clerk/RFO for the 30 day period for the Exercise of Public Rights – Commence Monday 14th June, ending Friday 23rd July 2021 (has to include the first 10 days of July). **Resolved** - dates noted and approved by Council

- 5.4 **Ongoing Internal Audits (AGAR Returns):** Council to approve the cost of a 6 monthly Internal Audit (by a suitable independent person) to be undertaken, plus the normal year end audit. AGAR process advises this. This is in addition to the 3 monthly checks undertaken by a Councillor. **Resolved** - Council agreed it was a good idea to have a 6 monthly Internal Audit check. Clerk to obtain potential costs and report back to the PC.
- 5.5 **Councillor 3 Monthly Check of Accounts – income & expenditure:** Council Member to undertake the 3 monthly check for the period 1 Jan 2021 to 31 March 2021 Q4 – Council to agree who will undertake the task to liaise with Clerk. **Resolved** - Cllr Nancy Firth offered and it was agreed she would undertake the Q4 2020/2021 check of the accounts. Clerk to liaise to pass over all relevant files & information.
- 5.6 **Allotment Rental update:** For information : Clerk update to Council – all rentals for the 2021/2022 year have been received – total income £1500. One tenant has given notice; plot will be offered to next on waiting list - additional £40 will be due once allocated. **Verbal update given by the Clerk – all allotments now fully let and rents collected** **Resolved** - noted & accepted by Council
- 5.7 **Allotments: Gateposts & Fencing repairs/replacement:** one quote received from Jim Boyes (recommended by hedge cutting contractor); Estimate for replacement 4 gate posts - total for the job would be £460+VAT. He will need to use Tractor & pile-driver. Council to approve the work to be undertaken as per quote. **Resolved** - Council considered the quote and approved the work to be undertaken. Clerk to liaise with the contractor for the work to be done.
6. **Local Associations & Committees :**
To appoint Councillors to serve as representatives on the organisations listed: **Resolved** - Councillors were agree and appointed to represent the Council as per the following list:
- 6.1 Thornton le Dale Village Hall Committee - **it was agreed by Council that a representative may not be required if the VH had changed their constitution.** Agreed Clerk should contact the Chair of the VH committee to obtain an update.
- 6.2 Thornton le Dale Playing Fields Committee - **not in existence to be removed from the list**
- 6.3 Hill Memorial Institute (Trustees) – none appointed in 2020 – is this still under review?
Cllr John Garbutt confirmed that the Trust Deed needs changing to allow for non PC Members to be Trustees, but that it had not yet been done. Until such time all current Councillors agreed to accept the responsibility of Trustee
- 6.4 Hill Memorial Institute Management Committee – **Cllr John Garbutt to continue as representative**
- 6.5 Campaign to Protect Rural England (CPRE) – **no longer exists in the Ryedale area – Cllr Carolyn Flynn agreed she would attend any regional meetings as required**
- 6.6 NYMNP – Southern Area Forum - **Cllr Carolyn Flynn**
- 6.7 Pickering Area Community Police Group – **Cllr Carolyn Flynn**
- 6.8 Manthorpe Play Park (Roxby Road) Committee - **Cllr Nancy Firth and Cllr Martin Sanderson**
- 6.9 Alms Houses Committee – **Cllr Henry Hallsworth**
- 6.10 The Village Hub Group – **Cllr Peter Argument**
- 6.11 Council to consider are there any other groups or committees which require a representative from the PC: **Resolved** - no other group names were presented

7. 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>

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

- 7.1 NYM2021/0279/NM – Cranbrook, Church Lane – Request for amendments to doors and windows only. **Resolved** - No Objections
- 7.2 NYM2021/0265/FL -Rinstone, Roxby Rd, amendment to Flue - **Resolved** - it should be noted that Council have some concerns in regard to the placement of the flue due to the potential impact on neighbouring properties – Clerk to log with NYMNP Planning
- 7.3 NYM2021/0139/NM – Rinstone, Roxby Rd, non material amendment to sewage & surface water drainage **Resolved** - No Objections
- 8. To Receive Reports & Updates from NYCC & RDC, or Other Authorities**
- 8.1 NYCC Report from Cllr Janet Sanderson to TLD PC – Council to consider report content – **No Report was issued by Cllr Janet Sanderson.** Cllr Janet Sanderson requested that her Monthly Reports should be placed on the new web site **Resolved** - Council agreed they should be and accepted a verbal update from Cllr Janet Sanderson on a number of issues she is currently involved with in the village, including the NYMNP Car Park Barrier, and dog fouling.
- 8.2 **Campaign to Protect Rural England (CPRE) / NYMNP – making communities more energy efficient project information** (email from NYMNP): Council to consider involvement in the Project and attendance at any seminars. **Resolved** - agreed and approved by Council that Cllr Carolyn Flynn would represent the PC for this initiative.
- 9. Village Maintenance and the Village Environment:**
- 9.1 **Notice Board at the Pond – damaged** – Council to consider Cllr Peter Argument's verbal feedback following liaising with the Hub Group about adopting this notice board for their use / general Village info. – any update from Cllr Argument : **Resolved** - The Hub Group are to start using the notice board. Council agreed that a key should be supplied to the Chair of the Hub Group, a key to be kept by Cllr John Garbutt and the remaining 2 keys to be kept by the Clerk.
- 9.2 **Information from Cllr William Oxley regarding a Well Being Area / Buddy Bench being set up in the village around the Pond area.** Council to consider the contents of the email & information provided by Cllr Oxley, and discuss feasibility of this being developed inc potential costs. **Resolved** - Council agreed that the suggestion of a Well-being area and/ or placing of Plaques on existing benches encouraging people to sit and talk, was a good one and that they would happily support it. Agreed that further investigation was required with NYMNP to obtain permission for the pond area. Clerk to investigate and feedback to PC.
- 9.3 **Allotments: Motion by Chair – Cllr Sandra Bell: Some issues of unauthorised access to the allotments have been mentioned by tenants.** The only person authorised by the Council to manage the allotments is the Clerk. All issues should be raised to the Clerk in the first instance. Even Councillors should not be accessing the allotments other than if requested to do so by the Council or the allotment holder. **Resolved** - noted by Councillors
- 10. Employment Matters & Training:**
- 10.1 Council to approve Clerk overtime worked in **April 8.75 hrs** – mostly contributed to time of year deadlines, year end, AGAR, MOP to External Auditor complaint from YE March2020, additional meetings & workload. **Resolved** - overtime hours approved by Council

SXB

11. Policies & Procedures:

- 11.1 **Returning to Face to Face Meetings:** Government Legislation on being able to hold Remote PC Meetings ends midnight 6th May 2021 (unless Government review this). Council to consider the Health & Safety implications, and operational requirements relating to Covid-19, in regard to returning to face to face meetings at the Hill Institute. Consider previous guidance received from YLCA and any updates to this. What procedures need to be put in place, and any special equipment or materials needed. The processes the Hill Institute have in place will need to be considered. Must ensure the safety of PC Members, employees and members of the public. What actions required before 1st June meeting. **Resolved** - Cllr John Garbutt updated the Council in regard to what measures have already been put in place by the Hill Institute Management Committee. **Council agreed that a Risk Assessment needed to be undertaken** by some Councillors & the Clerk prior to any face to face meetings taking place. Clerk to arrange date and time with Cllrs John Garbutt & Nancy Firth. Cllr John Garbutt to send the Clerk a copy of the Risk Assessment template used by the Hill Institute.
- 11.2 **Parish Council Meeting Frequency: Motion by the Chair : PC to consider the frequency of the Ordinary PC Meetings.** Legal requirement is to hold a minimum of 4 meetings a year, one of which must be the Annual Meeting in May. The current frequency of meetings is one a month. In the 2021 schedule a January and August meeting have been excluded for operational / logistical reasons. Sub Committees with full PC powers could be set up to deal with items such as Planning. PC to consider the impact and personal restrictions on Members and employees the current meeting schedule has. Example: the Clerk only has a window of 2 weeks in each month to take holiday leave, resulting in being unable to take all holiday entitlement.
Discussion took place in regard to the pros & cons of less meetings per year. Nothing was resolved by Council, but it was agreed it would stay under review and that a way needed to be found to allow the Clerk to take her full annual leave entitlement.
- 11.3 **Code of Conduct in Public Office and Standards: Motion by the Chair –** Cllr Sandra Bell for Council to consider recent breaches in Councillor conduct and required standards of behaviour and any processes which should be put in place to avoid this in future. To consider any action to be taken. **The Chair gave the PC an update on recent Code of Conduct issues and advised that she was contacting the Monitoring Officer in this regard. No action required by the PC.**
12. **To Note Correspondence Received and Approve action required:** No general correspondence
13. **Activities of Outside Bodies – Village Associations & Committees:**
To Receive Reports from those Councillors who attend Village Committees, & Meetings - **NONE**
14. **To Note matters for a future monthly meeting agenda**
Cllr Martin Sanderson asked for the matter of the Church Clock not chiming be placed on a future agenda. Cllr John Garbutt provided an update on the matter in regard to recent works at the Church and that he would contact the Church Warden to get the chime switched back on – not necessary for PC to take any future action on this.

The Chair reminded Councillors that if they have items they wish to place on a future Agenda, that these should be presented to the Clerk in the proper format, either by email, or properly presented signed letter with full details of the item.
15. **Date of next PC Meeting:**
Tuesday 1st June 2021 at the Hill Memorial Institute, Maltongate, Thornton le Dale, at 6.30 p.m. – subject to a Covid-19 Risk Assessment for the returning to face to face meetings in this building. Remote meeting legislation ends on 7th May 2021, unless Government extends this.

Meeting closed at : 21.18

