

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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MINUTES OF THE MEETING OF THORNTON LE DALE PARISH COUNCIL

HELD AT 7.00 P.M. ON TUESDAY 31ST AUGUST 2021

AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE YO18 7LF

PRESENT :

Cllr Sandra Bell – Chair, Cllr Carolyn Flynn – Vice Chair, Cllr John Garbutt, Cllr Martin Sanderson, Cllr Peter Argument, Cllr Henry Hallsworth

Clerk & Responsible Financial Officer – Emma Douglas-Smith

Representative Councillors from NYCC – Cllr Janet Sanderson; RDC Community Link Officer – Karen Natress; MOPs: 2

1. a) APOLOGIES – To receive apologies and note reasons for absence :

It was **Resolved** to note all apologies and reasons for absence: Cllr Nancy Firth

b) PUBLIC QUESTION TIME: verbal clarification from the Chair in regard to the discretionary 15 Minute Public Question Time (PQT) given to Members of the Public (MOP) prior to the Meeting commencing. Council to consider any actions needed in regard to stopping the discretionary PQT session due to MOP inappropriate behaviour: **Resolved**: it was noted that PQT would be stopped if there is future disruption from MOPs.

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 Parish Council Meeting held Tuesday 6th July 2021 @ 7.00 pm

Resolved: Approved and accepted by Council

3.2 Council to consider any updates on matters raised at the 6th July 2021 meeting, not included on this Agenda. **None Raised**

4. FINANCE

4.1 To approve the **Financial Statement & Bank Reconciliation to end July 2021** - Spreadsheet

Resolved: Accepted and approved by Council

4.2 To review and approve the **payments schedule for Invoices paid August & Sept** – BACS payments made or to be made on 1st Sept 21. **Resolved**: Accepted and approved August payments in the sum of **£4,190.97** & Sept payments in the sum of **£7,701.57** which includes payment to the External Auditors of **£3,940.50 for dealing with the MOP complaint**

4.3 **Annual Year End AGAR (Annual Governance & Accountability Return 2019/2020 – MOP Complaint to the External Auditors (YE 31 March 2020):** External Auditors final findings and Section 3 sign off, the **MOP complaint was found in the most part to be ineligible (over-ruled)**. On the one area where the complaint was deemed as Eligible the External Auditor found that the PC had acted appropriately and in line with the Powers available. The PC (the Parish) has to bear the costs of the investigation which have been **invoiced at £3940.50 (plus the normal audit fee of £350)**. This fee is on top of the costs of the Clerk's time in preparing a detailed response to the External Auditors, this time has run into days. Council to consider the Section 3 External Auditors

Report for year end 31st March 2020 and any action required as a result of that report, also to consider the fees incurred. There is no process of appealing this for the PC. **Resolved:** Council agreed no further action required.

- 4.4 **Internal Audit Process – AGAR Year End:** Having reviewed the Internal Audit process following queries from the External Auditor, the Clerk is recommending to the PC that consideration be given to instructing a new Internal Auditor for the year end 31 March 2022. Clerk is currently gathering info to present 3 individuals / companies for review by the PC; Clerk to update PC on initial findings. Council to review information provided by the Clerk and approve the review of the Internal Audit Process. **Resolved:** Council agreed that the internal audit process needs to be more robust, including formal approval of the Internal Auditor appointment each year. Clerk to continue to investigate suitable individuals and present costs and findings to future meeting.
- 4.5 **Councillor 3 Monthly Check of Accounts – income & expenditure:** Council Member to undertake the 3 monthly check for the period Q1 of 2021/2022 1 April 21 to 30 June 21 – Cllr John Garbutt to feedback verbally to PC following his inspection; Council to consider any action required. **Resolved:** Cllr John Garbutt gave verbal feedback to the meeting that he found everything to be in order with the accounts. No further action required.
- 4.6 **Came & Co Insurance** – Council to review and advise of any updates via phone call on 01483 462860 or email using renewals@cameandcompany.co.uk. The details contained within this invitation will be used to prepare the renewal quotation (Council opted for a 3 year fixed premium at 2020 renewal) **Resolved:** Council reviewed the current sums insured. There was a query in regard to Office Equipment and whether the Clerk's laptop should be added to the sums insured. Clerk to check with Came & Co to ensure cover is appropriate for office equipment.

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>

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

- 5.1 NYMNP 2021/0580/FL – Flats 1 to 22 Roxby Gardens – changes to doors and ramps
- 5.2 NYMNP 2021/0583/FL – Chapel House, Whitbygate – new car port & garden store
- 5.3 NYMNP –2021/0596/FL – Dower House, Church Lane - car port
- 5.4 NYMNP –2021/0604/FL – Chestnut View, Maltongate – alternations to roof & doors
- 5.5 Cornerstone / Clarke Telecom – Radio Phone Mast – Greenlands Lane – Pre Application consult
- 5.6 NYMNP 2021/0654/WTCA Work to Tree – Conservation Area – Woodland Dog Kennel Lane, South Lane, Peasland Lane

Resolved: Council reviewed the planning applications and there were no objections to any. Clerk to feedback to the relevant planning authority.

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 relating to Highways updates & issues also consider MOP complaint email regarding TRO's Maltongate: **Resolved:** some discussion took place in regard to Highways issues including parking and TRO's. Cllr Janet Sanderson confirmed to the Clerk that she would deal with any MOP complaints or queries in regard to the TRO's. Clerk to pass on Cllr Sanderson's contact details in future.
- 6.2 **The Rural Commission – Rural Report – The Way Forward** – Council to consider the email from YLCA and the Report – to decide on action to be taken **Resolved:** Council agreed they support the information provided in the report and the way forward. Report was taken as read and noted.
- 6.3 **Road Closure Notifications:** For Council Information: Station Road, TLD period of two weeks between 2nd August 2021 and 30th September 2021
The Road Closure and any associated Diversion Routes can be viewed using this URL link <https://one.network/?tm=122667751> **Resolved:** All forthcoming road closures have been noted by Council and the fact there is likely to be some considerable disruption in the Village

- 6.4 **Highways Notification of Works on A64 Aug/Sept 21** – Council to consider letter & any action required **Resolved:** Noted by Council
 - 6.5 **NYMNP – Information about North York Moors Youth Voice** – council to consider content of the email and any response required. **Resolved:** Information noted by Council
 - 6.6 **Letter from NYCC regarding structure changes to local council/government** – Council to consider the letter contents and any response: **Resolved:** Information noted by Council
 - 6.7 **RDC Community Link Officer** – new officer in place – verbal introduction to the Parish Council – **Resolved:** Karen Natress introduced herself to Council Members. Services offered were noted and contact information accepted by Clerk.
 - 6.8 **North Yorks Fire – Malton Station** – email introduction for Council’s consideration **Resolved:** Information noted by Council
 - 6.9 **NYCC Highways Speeding Management** – Council to consider the information provided in regard to Speeding Complaints **Resolved:** Information noted by Council
 - 6.10 **YLCA Email – Community Ownership Fund Bidding** – Council to consider the information provided and any groups which might benefit **Resolved:** Information noted by Council. Clerk to forward info to Hub Group
 - 6.11 **NALC – National Resilience Strategy Consultation** : Council to consider the information provided by NALC and a suitable response to the Consultation (deadline Fri 10th Sept21) **Resolved:** Council agreed not to respond to the Consultation
 - 6.12 **NYCC – Minerals and Waste Joint Plan – Main Modifications Consultation:** Council to consider the documentation provided by NYCC and any response to the Consultation (deadline 15th Sept21) **Resolved:** Council agreed not to respond to the Consultation
 - 6.13 **North Yorks Police Fire & Crime Commissioner** – Consultation on PFCC Plan: Council to consider letter content and response to survey request - www.tellphilip.co.uk deadline 7th Nov2021. **Resolved:** the information was noted by Council and that they could respond as individuals by using the web site link
 - 6.14 **Community First North Yorks – Email notification - next Thornton Dale Ward Parishes meeting is on Wednesday 22 September 2021 at Levisham Village Hall starting at 7pm.** Council to feedback any Agenda items for the meeting and confirm who is attending. **Resolved:** Cllr Sandra Bell will confirm if she can attend. No items for the Agenda were presented.
 - 6.15 **Yorkshire Water Notice of Works – replacement of sewage drains Sept** – Council to consider email content **Resolved:** Works noted by Council and the potential disruption
7. **Village Maintenance and the Village Environment:**
- 7.1 **Hub Group Email – damage to village railings photos** – Council to consider any action to be taken in regard to railing repairs – is this a Highways or NYMNP issue for attention ? **Resolved:** Council agreed this should be a matter for Highways. Cllr Janet Sanderson offered to pick it up and log it. Clerk to email photos to Cllr Sanderson.
8. **Employment Matters & Training:**
Specific employment matters will be discussed in a private session as they relate to personal information of employee(s) - None
9. **Policies & Procedures:**
- 9.1 Council to consider what cover to put in place for the Clerk responsibilities when the Clerk is absent, particularly a process for the management of the Cemetery. This will be required for up coming leave at the beginning of September – 2 weeks. **Resolved:** Cllr John Garbutt to deal with any enquiries relating to the Cemetery. Clerk to drop ledgers and plans off. Clerk confirmed that her out of office has information for contacting PC Members in her absence. Council agreed only the Cemetery was critical and requiring cover.

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10. To Note Correspondence Received and Approve action required:

- 10.1 **MOP Vexatious Behaviour** Council to consider the ongoing vexatious behaviour by MOP and any further action. Council to consider the legal response information received (email) and decide on further action to be taken. *Private Session as discussing personal and sensitive information (no public attendance).*
- 10.2 **Queen's Platinum Jubilee June 2022** – Council to consider the information and agree any action to be taken; Update from Cllr Argument on discussions with the Hub **Resolved:** Council agreed that this will need taking forward asap to ensure engagement with all relevant groups. Cllr Peter Argument confirmed that the Hub have a meeting on 13th Sept to discuss this. Cllr Carolyn Flynn agreed she would speak to Hub Group Chair to establish a way of taking it forward. Cllr Janet Sanderson said that she could provide a Grant to assist with costs of an event such as a street party and that she would match fund what the PC are able to Grant. Clerk to liaise with RDC Community Link Officer to establish if there is any information they can provide from future events such as a Tool Kit.
- 10.3 **Track Rod Rally – Notification of dates & timings** – possible disruption – Council to consider any action required. **Resolved:** Dates of the event noted by Council – no further action.
- 10.4 **HM Land Registry Parish town and community council report final** – Council to consider the report content and any actions required. **Resolved:** Council agreed they need to establish if the various pieces of land they own are Registered. Clerk mentioned there is a cost. Karen Natress RDC mentioned they are able to do free searches – to liaise with Clerk to obtain details and feedback results of the search. Clerk to send map of where the plots of land are and address.

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

- Cllr Peter Argument – Grass cutting village – has received a complaint
- Cllr John Garbutt – Street Lighting affected by Norther PowerGrid under-ground works Maltongate and Westgate – Clerk has been chasing NYCC Street Lighting Dept
- Cemetery Hedge Cutting – Clerk to obtain costs for all hedges to be cut

13. Date of next PC Meeting:

Tuesday 5th October 2021 at the Hill Memorial Institute, Maltongate, Thornton le Dale. 7 p.m.

Meeting ended: 21.00

Closed Session: Item 10.1 was discussed in a closed private session due to the sensitivity and potential to discuss personal information – session commenced 21.00 and finished at 21.15 – **Resolved:** No action required from the Council currently – awaiting outcome of MOP's most recent complaints to the Monitoring Officer.

