

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

PO Box 92, PICKERING, YO18 9AT

email: parishclerk.thorntondale@outlook.com

Tel: 01751 477985

MINUTES OF THE MEETING OF THORNTON LE DALE PARISH COUNCIL

HELD AT 7.00 P.M. ON TUESDAY 5TH OCTOBER 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 Nancy Firth, Cllr Henry Hallsworth
Clerk & Responsible Financial Officer – Emma Douglas-Smith
Representative Councillors from NYCC – Cllr Janet Sanderson; MOPs: 1

The Meeting was started by the Vice-Chair Cllr Carolyn Flynn as the Chair was late arriving:

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

It was **Resolved** to note all apologies and reasons for absence: The Chair sent apologies for arriving late at 19.10.

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 31st August 2021 @ 7.00 pm

Resolved: Approved and accepted by Council

3.2 Council to consider any updates on matters raised at the 31st August 2021 meeting, not included on this Agenda. **NONE**

4. **FINANCE**

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

Resolved: Approved by Council

4.2 To review and approve the **payments schedule for Invoices paid October** – BACS payments made : **Resolved:** Payments made by BACS on 1st October in the sum of £3941.04 approved by Council .

4.3 **Councillor 3 Monthly Check of Accounts – income & expenditure:** Council Member to undertake the 3 monthly check for the period Q2 of 2021/2022 July, Aug & Sept – agree which Member (Clerk to liaise). **Resolved:** Councillor Carolyn Flynn offered to undertake the review, which was accepted by Council. Clerk to liaise to provide documents.

4.4 **Village Caretaking Contract:** Current Caretaker has given notice to end the Contract. Council to consider what course of action is required to find a replacement. Need to outline the role requirements and Tender Documents for replacement, including any advertising. **Resolved:**

4.5 **Internal Auditor Review:** Council to consider instructing a new Internal Auditor for the year end 31 March 2022. Council to consider the information provided by the Clerk (**Summary Report doc**) in regard to possible individuals who offer the services and costs. Council to approve a selected individual. Council agreed to a 6 monthly internal audit at the May Annual Meeting (Item 5.4), subject to costs. **Resolved:** Council considered the Summary information prepared by the Clerk and agreed to and approved the **Appointment of Rachel Pearson as the Internal Auditor for the year ending 31st March 2022.** Clerk to liaise accordingly.

4.6 **AGAR Return YE 31 March 2021 – External Auditor feedback from MOP complaint for year end:** The External Auditor has concluded on the challenge by the same MOP for 2020/21 and released the file to the team for them to complete the regular AGAR testing; The additional charge

SKB

related to this MOP complaint is one hour of her time @ £355 per hour plus VAT. This will be in addition to the normal AGAR fee of £450. The External Auditor did not find this to be a "legitimate" complaint. Council to consider the feedback from the External Auditor. **Resolved:** Clerk provided Council with a verbal update having received the External Auditors Section 3 Report & Certificate for YE 31st March 2021. This is an Interim report as the External Auditor has not completed the review by the deadline of 30th September 2021. The Section 3 Interim Report has been posted on the Web site as required. Council accepted the updates. Clerk to keep Council appraised of the situation.

- 4.7 **Cemetery Hedge Cutting :** Quote requested by Clerk; Council to consider costs and approve works to be undertaken – update from Clerk **Resolved:** Clerk informed the PC that last year's contractor was unable to quote for the work due to being too busy this year. Clerk was provided with 2 more Agricultural Contractors to contact for quotes. Clerk to feedback to a future meeting with quotes.

- 4.8 **Annual Insurance Renewal – documents and invoice :** Council to review the Policy Documents and approve invoice for payment £981.73 – renewal date 29th Nov 2021 – 3 year fixed price given Nov2020. **Resolved:** Council approved the renewal for payment.

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 Invitation to Planning Training Event Thurs 21st October 2021 17.15 – Helmsley:** Council to consider the invitation and who will attend. Clerk to confirm attendance by 15th October. **Resolved:** Clerk stated that she would like to attend but is on holiday that week. Cllrs Flynn and Firth said they may be able to attend if Clerk cannot. Clerk to advise closer to the date, depending on holiday arrangements.

NYM2021 0727FL Bridgefoot House Chestnut Ave, subdivision:

- 5.2 **NYM/2021/ 0677LB & 0672/FB – Nab Farm Office Extension**

- 5.3 **NYM/2021/ 0670FL – 16 The Mount – Rear extension**

Resolved: Council considered the planning consults listed above and had No Objections

- 5.4 **NYM/2021/0335/FL – Land east of Meadow Barn, Westgate –Single storey dwelling - Appeal – planning previously refused – PC previously did not have any objections to the building. Any further comment to add for the appeal. **Resolved:** Council agreed they had no comment to make on the appeal**

- 5.5 **NYM/2021/0752/WTCA – Felling of a tree in Conservation Area – Hemmell House, TLD – Request to fell Cherry Tree too large for the area, blocking road signs & pedestrian access. **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: Council considered the Report contents. Cllr Janet Sanderson gave an update on damage to the railings and parking TRO's. Council accepted that the railings damage had been reported by Cllr Janet Sanderson to Highways.

- 6.2 **NYMNP Southern Area Parish Forum Meeting - 7 October 2021, 7pm Hutton le Hole Village Hall – Councillors to confirm attendance (PC Representation) **Resolved:** Cllr Carolyn Flynn to attend.**

- 6.3 **Citizen's Advice Update & Letter: Council to consider letter content and the request for a donation. **Resolved:** Council agreed that the Clerk should send them the Grant Application Form & Process and see if they submit an application for consideration.**

- 6.4 **NALC Consultation on Government's Local Nature Recovery Strategies : Council to consider the NALC document and whether to respond to the consultation or not. **Resolved:** Council agreed that a response was not required.**

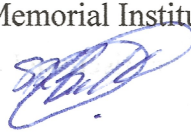
7. **Village Maintenance and the Village Environment:**

- 7.1 **Grass Cutting Village – Contractor – Cllr Peter Argument to discuss complaint(s) received. Council to consider any relevant action required. **Resolved:** The issues & complaint relating to grass cutting**

SB

- were discussed. Council agreed that a letter should be sent to the Contractor regarding the complaint. Clerk to draft for Chair to sign. Council also agreed that the Tender documents for the renewal of the village grass cutting should be reviewed well ahead of the renewal to allow sufficient time for advertising. Clerk to review the previous Tender documents for consideration at November meeting.
- 7.2 **MOP Complaint – Grass Cutting Hurrell Lane:** Council to consider the email complaint from MOP resident of Thornton Heights / Hurrell Lane and any relevant response **Resolved:** Council agreed that this MOP request could be considered when reviewing the Tender requirements. Hurrell Lane cutting would be reviewed at that time.
- 7.3 **Street Lighting:** Cllr John Garbutt raised the issue of the Northern Power works to take cables underground on Maltongate and Westgate: Poles with street light fittings will be removed; what will happen about getting lighting re-instated and who will pay for it – Clerk has been chasing Nicholas Wilson at NYCC Street Lighting but no response. Clerk to provide update. **Resolved:** Council considered the email update from NYCC Street Lighting and discussed the possible options & potential costs. Council agreed that they should try to go for the option where NPG provide the cabling to new posts. Council to await further feedback from Nick Wilson at NYCC Street Lighting once he has liaised with NPG.
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 **Review of Standing Orders** – Council Members to review the current Standing Orders against the NALC SOs recommended from 2018 (Amended 2020) and also review to reflect any PC changes or updates in general policy and procedure. To feed any suggested changes into the Clerk by Friday 15th October for consolidation & collation – final review to be undertaken at November PC Meeting for adoption. **Resolved:** Chair discussed the requirement to update the Standing Orders and asked that the Code of Conduct be reviewed also. Council Members agreed to review the documents provided by the Clerk against the NALC templates and submit any amendments by email not later than 15th October. Clerk to issue Code of Conduct document & NALC standard doc if available also for review. Draft version with amends to be considered at November meeting for approval & adoption.
10. **To Note Correspondence Received and Approve action required:**
- 10.1 **Village Hall request to place banner (8ft x 2ft) on Village Green & A board for Open Day event on 9th October** – Council to consider request for approval or not. **Resolved:** approval was given by Council.
- 10.2 **Queen's Platinum Jubilee June 2022** – Cllr Carolyn Flynn and Cllr Peter Argument to provide an update to the PC on any discussions had with the Hub Group. Council to consider the feedback and any follow up actions. Council to consider the MOP Email regarding a Street Party – the Big Lunch and any follow up action in that regard. The MOP is keen to ensure a Street Party event happens and willing to be involved in assisting arrange it. **Resolved:** Quite a lengthy discussion took place about how best the PC should and could get involved to try to bring individual groups together so that everyone is working together. Cllr Janet Sanderson provided an update on a recent meeting which had been held but a PC Member was not invited to attend. PC agreed that they would hold a meeting on Tuesday 12th October and that members from various village groups would be invited. Cllr Carolyn Flynn to send an email to as many people as possible to invite to the meeting. PC to co-ordinate the meeting to ensure any NYCC Ward grant funding could be obtained in time. Cllr Flynn to feedback to November PC meeting.
- 10.3 **The Queen's Green Canopy Campaign – Lord Lieutenant of North Yorkshire communication:** Council to consider the information relating to the plant a tree campaign and decide on any action. **Resolved:** Council agreed that they would like to plant a tree. Agreed that it could possibly be placed on the area near Brook Lane and the Penfold where an old wooden planter is to be removed from. Clerk to liaise with RDC to register interest in a Tree for free. Cllr Martin Sanderson to collect and arrange planting. Council also agreed it might be nice to have a plaque and planting ceremony.
- 10.4 **YLCA Training Bulletin – October Schedule:** Council to consider any attendance on the courses. **Resolved:** PC Members did not submit any requests for training



- 10.5 **20 is Plenty Group** – Council to consider the email info and the Group's request to support the lobbying of Government to implement a 20 mph speed limit. **Resolved:** some discussion took place in regard to a 20 mph limit in certain areas of the Village, with differing opinions. It was eventually agreed that there would be no response to this request.
- 10.6 **YLCA & Breakthrough Communications – Compliant Councils Hub – GDPR & FOI** – Council to consider the info provided and whether to pay for membership (annual) **Resolved:** Council agreed that they did not need to sign up to pay for this additional service as they have paid membership to YLCA and other areas of support.
11. **Activities of Outside Bodies – Village Associations & Committees:**
To Receive Reports from those Councillors who attend Village Committees, & Meetings – **NONE Received**
12. **To Note matters for a future monthly meeting agenda -** **NONE**
13. **Date of next PC Meeting:**
Tuesday 2nd November 2021 at the Hill Memorial Institute, Maltongate, Thornton le Dale. 7 p.m.
- 

Meeting ended at 21.07