

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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DRAFT

MINUTES OF THE MEETING OF THORNTON LE DALE PARISH COUNCIL

HELD AT 7.00 P.M. ON TUESDAY 2ND NOVEMBER 2021

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

PRESENT :

Cllr Sandra Bell – 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

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

It was **Resolved** to note all apologies and reasons for absence: Cllr Carolyn Flynn

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 5th October 2021 @ 7.00 pm
Resolved: accepted and approved by Council

3.2 Council to consider any updates on matters raised at the 5th October 2021 meeting, not included on this Agenda. **NONE**

4. FINANCE

4.1 To approve the **Financial Statement & Bank Reconciliation to end September 2021** - Spreadsheet **Resolved:** reviewed and approved by Council

4.2 To review and approve the **payments schedule for Invoices paid 1st November by BACS** – spreadsheet: **Resolved:** payments in the sum of £4,487.33 were reviewed and approved

4.3 **Councillor 3 Monthly Check of Accounts – income & expenditure:** Cllr Carolyn Flynn to report back after undertaking the 3 monthly check for the period Q2 of 2021/2022 July, Aug & Sept – Council to consider verbal update and any actions required: **Resolved:** Due to Cllr Flynn's absence the Clerk gave verbal feedback that there were no queries raised by Cllr Flynn, which Council accepted.

4.4 **Village Caretaking Contract:** Council to review and agree the Caretaker Job Description & Profile and Tender Docs, plus advertising – advert in Handy Mag for December and January editions would be £69 + VAT per edition. Deadline for Dec edition is 9th Nov21. **Resolved:** Council reviewed the documents and agreed to the contract being for approximately 12/15 hrs per week. Amendments to the Tender were agreed to make the wording more “user friendly” using Application in place of Tender where relevant. Advertising costs for Handy Mag agreed, and other locations for displaying the job ad. Clerk to process accordingly in line with the dates agreed.

4.5 Cemetery Hedge Cutting & Tree Growth Complaints:

Council to consider photos taken by Clerk of tree growth. Agree what work if any should be undertaken. Approve for Clerk to obtain costs and for works to proceed if within a given budget to be agreed by Council. **Resolved:** Clerk gave verbal update. Council discussed and agreed the removal of the 2 large fir trees either side of the centre path and pruning of other trees. Clerk to obtain quotes from Tree Surgeons for the work.

Hedge Cutting: Clerk still awaiting quotes from 2 individuals – Clerk to provide verbal update.

Resolved: Clerk provided verbal update to Council relating to the difficulties getting any Agricultural Contractor to provide a quote. Clerk stated she has asked the Grass Cutting Contractor for the Cemetery to take a look at undertaking the work and some minor tree pruning. Awaiting feedback from Blooming Gardens. Council accepted this and agreed this might be the best option, in terms of getting the job done and also reducing potential damage from a tractor unit.

4.6 **Clerk Overtime Sept / Oct 2.75 hrs** – Council to approve for payment **Resolved:** Approved by Council for payment

4.7 **Grass Cutting Tender Docs:** Council to review previous Grass Cutting Tender Documents – Village Grass Cutting for new contract from 1st April 2022: **Resolved:** Council considered the Tender document and approved it. The Tender dates and deadlines were agreed. Tender to start March 2022 for 3 years. Advertising approved. Council reviewed the current Grass Cutting Plan and agreed it was still current for issuing to anyone Tendering. Clerk to make the adjustments to the Tender documents and arrange advertising agreed in Handy Mag and other relevant areas.

4.8 **Annual Budget Review:** Council to start to consider Budget for 2022/2023 and setting precept. Clerk to provide spreadsheet data of Year to Date income and expenditure for council to consider. **It was agreed that due to the potential sensitive and personal nature of some of the items on the Budget it would be held to the end of the meeting and discussed in a Private Session (no public).**

4.9 **Remembrance Sunday Wreath Laying : Sunday 14th November 2021:** Council to consider the purchase and laying of a wreath – previous years Cllr Martin Sanderson has liaised with the Royal British Legion **Resolved:** Council agreed the contribution should be uplifted to £25 from £20 and Cllr Martin Sanderson agreed to arrange the Wreath and place it on the day.

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 Planning – Northern PowerGrid Pole on Maltongate:** complaints about the large pole erected near the Penfold on Maltongate – Council to consider NYMNP email and plan and respond – need to consider the preferred location if don't approve the suggested location. Also consider any MOP correspondence on this issue **Resolved:** A MOP was permitted to speak on this point to make representations in regard to how the repositioning of the pole adversely affected their property and others. Some discussion by the PC took place in regard to the positioning of these poles/masts by Northern PowerGrid. Council agreed that objections to having any poles at all should be fed back to the relevant representatives and planning at NYMNP. Parish Council feel that all wiring should be underground. Clerk to feedback to NYMNP.

5.2 **NYMNP 2021 0788FL – 1 Gladstone Tree, Maltongate** – alterations to windows & doors, addition of dormer window: **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 – No written report received. Cllr Janet Sanderson provided a verbal update to the PC about issues relating to (a) parking (b) traffic issues relating to Mathewson's Car Auctions and (c) NYCC Budget setting

6.2 **Email Notes from NYMNP Southern Forum Meeting** – Council to consider the notes and if there area any follow up actions **Resolved:** Agreed - Noted and taken as read.

7. Village Maintenance and the Village Environment:

7.1 **The Hub has secured funding to plant bulbs for Spring around the village** - does the PC have any objection/suggestions for particular areas around the village? Has a planting map ever been produced? Council to consider response to the Hub. **Resolved:** Agreed that Cllr Peter Argument would liaise

with the Hub Group to obtain a map of where they intend to plant bulbs. Agreed this should be done in areas not to cause considerable difficulty for grass verge cutting by mower, but it was also agreed that some areas are not cut for a period during the die-back period. This should not become too onerous.

- 7.2 **Hub Grant Application for Meeting Room** - now that Covid regs are not as tight, the litter picking team are going to once again resume refreshments after litter picking sessions in the Hills Institute - apparently the PC used to pay for the use of Hills for this purpose - can that funding still be provided? Clerk emailed Hub Chair to request they complete a Grant Application for any funding they require – not heard back. **Clerk fed back to the meeting that a Grant Application had not yet been received.**
- 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:** Clerk provided a verbal update and it was agreed she would contact NYCC Streetlighting again to chase this through.
- 7.4 **Street Lighting – Lower Dalby Village** – complaint from resident that street lighting is out; Clerk emailed Nick Wilson at NYCC Streetlighting for update and costs for PC to adopt and upgrade; awaiting response; May need to liaise with Forestry England as they have Dark Skies Status. **Resolved:** Council agreed that this street lighting should be considered to be adopted and potentially upgraded if necessary by the PC. Cllr Janet Sanderson had had a meeting with the relevant Authorities but the Clerk had not received anything back on this. Clerk to make contact with NYCC Streetlighting again and NYMNP & Forestry to move this forward. Awaiting pricing from Nick Wilson.
8. **Employment Matters:**
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:** reviewing of the Standing Orders (SOs) was discussed. Chair reiterated the importance of completing a review using the 2 documents supplied by the Clerk for the October meeting (these are in the file manager system). Agreed a revised deadline of 18th November for any amendments or comments to be sent to the Clerk for amalgamation into a draft reviewed document for consideration at December meeting. All agreed.
10. **To Note Correspondence Received and Approve action required:**
- 10.1 **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 notes from the public meeting held on 12th Oct21 and any follow up actions **Resolved:** Cllr Peter Argument gave a verbal update on actions following the meeting and that Grant Funding had been provided by NYCC to the Hub and the Gala. Further meetings are to occur. Cllr Peter Argument to liaise with Hub and feedback any progress on event. Council agreed they would consider Grant requests for the events.
- 10.2 **YLCA November Training Programme** – Council to consider any training requirements
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 RAISED**

13. Date of next PC Meeting:

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

Open public meeting ended at 20.58 and a closed session to discuss the Budget items commenced

- 4.8 **Annual Budget Review:** Council to start to consider Budget for 2022/2023 and setting precept. Clerk to provide spreadsheet data of Year to Date income and expenditure for council to consider. **RESOLVED:** The draft budget spreadsheet prepared by the Clerk was considered by the Council. Each line item relating to Expenditure and Income was discussed, with some items with higher cost or broader impacts being discussed in more detail, such as the Streetlighting, allotments and cemetery maintenance costs, rental incomes from land, IT & office equipment, NYCC Streetlighting potential costs for Dalby Village. Costs relating to a request from NYCC Highways road investigations was discussed, but it was agreed that these costs would be carried by Highways. Parish Council agreed those could go ahead, with zero cost impact to the PC, therefore did not need to be included in the Budget.

The Precept was discussed reviewing last year's Council Tax Band D figures, and some discussion took place in regard to what level to set the precept at, considering all the expenditure items and any capital reserves held in the bank (predominantly for streetlighting costs). Council agreed that it was looking possible that the Precept could potentially stay the same but that this should be reviewed further once RDC have issued the band D figures to be used and the Precept Request.

It was agreed that the Budget would be reviewed again at the December meeting with a view to finalising all the figures, including the Precept.

Meeting ended at 21.55