

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 7TH DECEMBER 2021

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

PRESENT :

Cllr Sandra Bell – Chair, Cllr Carolyn Flynn – Vice-Chair, Cllr Martin Sanderson, Cllr Peter Argument, Cllr Nancy Firth, Cllr Henry Hallsworth; Clerk & Responsible Financial Officer – Emma Douglas-Smith
Representative Councillor from RDC – Cllr William Oxley; Representative from NYMNP Dark Skies Initiative – Mike Hawtin ; MOP: 0

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

It was **Resolved** to note all apologies and reasons for absence: Cllr John Garbutt

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 2nd November 2021 @ 7.00 pm
Resolved: accepted and approved by Council
3.2 Council to consider any updates on matters raised at the 2nd November 2021 meeting, not included on this Agenda. **NONE**

4. FINANCE

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

4.2 To review and approve the **payments schedule for Invoices paid 1st December by BACS** – spreadsheet: **Resolved:** payments as per the below Schedule of Payments were reviewed and approved:

ICO - Data protection Registration Fee - Annual	£40.00
Payroll costs, HMRC, Pensions & Expenses	£959.33
Caretaking - Village only	£513.50
Defibrillator maintenance costs Wel Medical Ltd	£43.20
Moonriver Publishing Ltd - Handy Mag Tender Ads Dec & Jan	£165.60
Account-Ant Yorkshire Ltd - mid year internal audit	£120.00
YLCA - Webinar Training Course - Code of Conduct - Chair	£33.75
Total Payments	£1,875.38

4.3 **Lower Dalby Village Street Lighting & Dark Skies Initiative** – presentation from Mike Hawtin (allow 10 mins) from NYMNP followed by questions from PC – Council to consider the information from the presentation and any action required in adopting the street lighting including costs; lights owned by RDC currently. **Resolved:** Council considered the costs of the Street Lighting issued by NYCC Streetlighting; NYMNP Mike Hawtin currently in negotiations with RDC in regard to changing the lighting with some funding from NYMNP for the dark skies initiative.

Council to re-consider adopting Dalby Street lighting once all changes and updates have been done. Clerk to liaise with Mike Hawtin.

The Dark Skies presentation was well received by the PC. PC agreed that it would work with NYMNP in promoting to and engaging with TLD residents relating to the Dark Skies initiative. Clerk to liaise with Mike Hawtin in the new year with a view to supporting a leaflet drop or some other type of promotion. Also, perhaps a review of TLD Streetlighting.

- 4.4 **Village Caretaking Contract:** advert in Handy Mag for December and January editions (£69 + VAT per edition) deadline for tenders 17th Jan2022 – no further action required at this time.
Resolved: Noted by Council
- 4.5 **Cemetery Hedge Cutting & Tree Pruning / Fir Tree Felling:** refer to Forestry England booklet on licence requirements; NYMNP have confirmed no planning approval required from them: Council to consider the quotes obtained by the Clerk for Hedge Cutting, tree pruning and the removal of the 2 x Fir Trees on the Central path; Council to agree which quotes to accept and approve the works. **Resolved:** Clerk updated the PC in regard to the substantial difficulties she had had getting suitable companies / individuals to quote for the work. Council considered the 2 quotes obtained and approved the quote supplied by Blooming Gardens to under-take the hedge cutting, tree pruning and Fir Tree extraction work. Clerk to liaise with the contractor.
- 4.6 **Clerk Overtime** – to approve Clerk November overtime for payment – **4.5 hrs Resolved:** Approved by PC
- 4.7 **Mid Year Internal Audit:** The new internal auditor has conducted their first mid year internal audit as agreed and approved by Council at a previous meeting. Council to consider the Audit Report and any Recommendations that require follow up actions, including any document reviews. **Resolved:** Council reviewed the Internal Audit Report with the Clerk talking them through the findings and possible follow up actions. Follow up actions noted by PC including reviewing Risk Assessments at a future PC meeting and a review of the Asset Register. Overall it was noted that it was a very good outcome from the first mid year internal audit.
- 4.8 (a) **Annual Budget Review:** Council to consider and finalise the Budget for 2022/2023 and setting precept. Clerk to provide spreadsheet data of Year to Date income and expenditure for council to consider as per Nov meeting draft. **Resolved:** PC re-assessed the budget figures set at the November meeting and gave further consideration to all areas including increase in Web site support costs and additional Grit Bin costs. Agreed to take on additional Grit Bin on Archways Lane. Asked Clerk to obtain the NYCC Highways Criteria for assessing Grit Bin requirements – Clerk to action. Discussion took place in regard to costs -v- income and cash reserves. Council discussed the possibility for being able to fund some Projects within the village using some of the cash reserves in 2022. To revisit this early in 2022 with a view to putting feelers out with local groups and societies. The Precept was discussed and set. **It was agreed that a slight increase would be applied to the Precept for 2022/2023 raising it by £500 to £45,500.**
- (b) **Council also to review current year actual spend against 2021 / 2022 Budget** to review any variances and make appropriate adjustments if required for the remainder of the financial year. **Resolved:** Council reviewed the half year actual income & expenditure against the current year (2021/2022) Budget. It was noted that actuals were running pretty much in line with the Budget and that the Clerk would continue to monitor.
- 4.9 **RDC Precept Form for Completion by PC:** PC to agree and set the Precept for the Year 2022/2023, form to be signed by Chair and RFO. Clerk to submit to RDC following meeting. **Resolved:** PC agreed the Precept to be £45,500 – Clerk & Chair signed the Precept Form. Clerk to issue Precept Form to RDC.
- 4.10 **Hub Group Grant Application for Meeting Room** - now that Covid regs are not as tight, the litter picking team are going to once again resume refreshments in the Hill Institute after litter picking sessions – support with meeting room fees: Council to consider the Grant Application and approval: **Resolved:** Approved by Council in the sum of £90



5. **PLANNING**

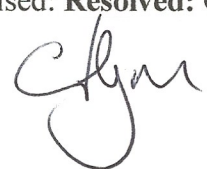
Current & Historic Planning applications can be viewed by Councillors at

<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 **RDC 0988FL – Agricultural building for Pigs amended application, Westfield Lane, TLD – Resolved:** PC agreed that they continue to have concerns in regard to the increased size of the units and disposal of waste. They felt there was insufficient information to be able to consider the application properly and suggested the Planning Authority should visit the site – Clerk to feedback to NYMNP Planning.
- 5.2 **RDC Consultation Letter – Submitted Sites:** Council to consider the letter content and any required response. **Resolved:** Taken as read by the PC and noted
- 5.3 **NYM2021 0808FL Extension Low Paper Mill Barn Ellerburn Rd Nov21 (consult extension requested to the deadline) Resolved:** No Objections
- 5.4 **NYM/2021/0871/FL – Extension revision – Ellerbeck House, Priestman's Lane - (consult extension requested to the deadline) Resolved:** No Objections.
- 5.5 **NYM/2021/0874/FL – single storey rear extension – 2 Dale View TLD - (consult extension requested to the deadline) Resolved:** No Objections
- 5.6 **NYM/2021/0773/LB – Listed Building Consent to paint and replace signage – The Buck Inn, TLD Resolved:** Some discussion took place in regard to the impact and size of the gable end signage. PC had objections to raise in regard to the large painted sign on the Gable end on Whitbygate. They felt the signage was way too large and was potential hazard for drivers coming along the A170. It could distract drivers with potential to cause an accident, particularly as it is so close to the pedestrian crossing. It was felt that the image was far too large and was not in keeping with the Village conservation area and National Park Status. Clerk to raise objections to NYMNP.
- 5.7 **NYM/2021/0907/FL – Unit C1 the Old School Chestnut Ave – variation to planning approval – allow grd floor sleeping – holiday letting. Resolved:** PC felt that the revised information provided was insufficient to consider it fully, however, they raised concerns in regard to parking if the unit is to be a holiday let.
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 written or verbal report Resolved:** Council noted that a Verbal or Written report was not submitted – no action
- 6.2 **NALC Consultation Documents – DEFRA Environmental Permitting Regulations – affecting cemeteries :** Council to consider completing the consultation online. **Resolved:** Taken as read no action to be taken at this juncture
- 6.3 **RDC – Unitary Council Update – One Council for North Yorkshire:** Council to consider the newsletter update. **Resolved:** Council noted the update contents and the information regarding the changes.
- 6.4 **RDC – Consultation of Distribution of Development – Council to consider completion of the online consultation form using links provided in email. Resolved:** Noted by Council and suggested that individual Councillors could review the online documents and feedback through the Clerk with any comments prior to the deadline.
- 6.5 **NYMNP Draft Management Plan :** Council to consider response to the request for feedback – all online, deadline 21st Jan2022 **Resolved:** agreed that PC Members could review the plans online and feedback through the Clerk if necessary.
7. **Village Maintenance and the Village Environment:**
- 7.1 **Northern PowerGrid Electricity Underground Works – Maltongate & Westgate:** Erection of new steel poles – the Penfold area. Council to consider the most recent email response dated 19Nov2021 from NYMNP Planning in regard to the concerns that have been raised: **Resolved:** Council noted the findings of the review and had no further comment to make.



- 7.2 **Street Lighting:** Cllr John Garbutt raised the issue of the Northern Power works to take cables underground on Maltongate and Westgate: replacement of old Poles with street light fittings; what will happen about getting lighting re-instated and who will pay for it – Clerk has been chasing Nicholas Wilson at NYCC Street Lighting – costing email from Nick Wilson. Awaiting confirmation from NGP about the service transfer. **Resolved:** Council acknowledged the costs as per the information provided by NYCC Streetlighting. Clerk to keep chasing Nick Wilson at NYCC to obtain Northern PowerGrid's agreement to transferring the service.
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 December PC Meeting for finalising and adoption. **Resolved:** Discussion took place in regard to the complexity and legal jargon of the Standing Orders. Some changes had been made and were accepted. **Council agreed to adopt the reviewed Standing Orders as of 7th December 2021.**
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 Carolyn Flynn provided an update. It was noted that the Hub Group has been awarded a £1000 grant from NYCC to assist with events. Council noted that there would be a further meeting in the early new year. Cllr Peter Argument continues to liaise with the Hub Group Chair.
- 10.2 **YLCA December to Feb2022 Training Programme** – Council to consider any training requirements **Resolved:** Agreed that the Chair would attend the Climate Change Course – Clerk to register.
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**
13. **Date of next PC Meeting:**
Tuesday 1st February 2021 at the Hill Memorial Institute, Maltongate, Thornton le Dale. 7 p.m.

Main meeting closed at 21.25

- 10.3 **Letters dated 2nd & 25th November from Cllr Hallsworth** – as this item contains personal and sensitive information – notice is given that this item will be discussed in a “closed session” – no public attendance. **Resolved:** This item was discussed at the end of the meeting with no public attendance. The Chair addressed Cllr Hallsworth relating to the two letters he had written with a view to discussing the letter content with him. Cllr Hallsworth refused to discuss the letters and left the meeting. The remaining Councillors discussed what the next possible course of action should be in light of Cllr Hallsworth leaving the meeting.

Meeting Closed at 21.35

