

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 1ST FEBRUARY 2022 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE YO18 7LF

PRESENT :

Cllr Carolyn Flynn – Vice-Chair, Cllr John Garbutt, Cllr Martin Sanderson, Cllr Nancy Firth,
Clerk & Responsible Financial Officer – Emma Douglas-Smith
Representative Councillor from RDC/NYCC – Cllr Janet Sanderson, Cllr William Oxley; MOP: 1

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

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

Chair – Cllr Sandra Bell, Cllr Peter Argument and Cllr Henry Hallsworth

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 7th December 2021 @ 7.00 pm
Resolved: accepted and approved by Council
- 3.2 Council to consider any updates on matters raised at the 7th December 2022 meeting, not included on this Agenda.

Notice is hereby given that members of the press and public will be excluded from the meeting for items 3.2 a) and item 4.4 of this Agenda due to the nature of the business to be transacted being prejudicial to the public interest (potentially sensitive and personal) - Public Bodies (Admissions to Meetings) Act 1960

3.2 a) **Item 10.3 from Dec21 Meeting - Letters dated 2nd & 25th November and subsequent letter dated 8th January 2022 (received 14th January 2022) from Cllr Hallsworth** – As time did not permit this item to be discussed at the Dec21 Meeting it has been carried forward to this meeting, along with further recent correspondence and conduct issues relating to this matter. Council to consider the Letters content and any relevant actions to be taken.

Resolved: agreed to move the “closed” private items to the end of the meeting to exclude the public at that point.

4. FINANCE

- 4.1 To approve the **Financial Statement & Bank Reconciliation to end December 2021** - Spreadsheet **Resolved:** Council reviewed the financial spreadsheets to end January 2022
- 4.2 To review and approve the **payments schedule for Invoices paid 1st January (Total £2214.71) & 1st February (£2303.55) by BACS** – spreadsheet summary: **Resolved:** Council reviewed and approved the payments made; Clerk provided an update in regard to a Dec21 rejected payment and submitted revised payment schedule which was approval & signed.

January 2022 Payments (December 2021 invoices)	
Description of Payment	Amount
Payroll Costs, HMRC, Pensions & Expenses	£998.89
Caretaker - Village	£454.25
Payroll Costs - HMRC	£113.61
M Sanderson - Cllr expenses reimbursement - Remembrance Wreath	£25.00
Image Creation - Web Site Support - Annual Fee	£240.00
Handy Mag Advertising - Tenders (grass & caretaker) Jan22 edition	£165.60
Autela Payroll Services Q3 Oct to Dec 21	£91.36
Hill Memorial Institute - room hire PC £70 + Hub Grant room hire £56	£126.00
Autela Payroll Services Q2 July Aug Sept	£67.86
Total Payments	£2,282.57

February 2022 Payments (January 2022 invoices)	
Description of Payment	Amount
Payroll Costs, HMRC, Pensions & Expenses, processing	£944.98
Blooming Gardens - Cemetery Maintenance Works, Hedges & Trees	£1,230.00
Business Stream - Water Cemetery	£12.76
Business Stream - Water Allotments Sept to Dec21	£100.81
YLCA - Webinar Training Course (Chair)	£15.00
Account-Ant Yorkshire Ltd - mid year internal audit	£120.00
Total Payments	£2,303.55

- 4.3 **Bank Account Signatories & online Banking Access:** currently 3 signatories, with Clerk and Cllr Garbutt using online banking with dual authorisation. Need to ensure have sufficient signatories as fall-back and all signatories set up with online banking access. Council to consider and agree to Vice Chair being set up as an authorised signatory with online banking access also. **Resolved:** It was resolved to defer adding any more signatories until after May Annual Meeting; to wait and see what is happening with the Local Elections being brought forward, as signatories might need to be changed anyway at that point. Vice-Chair to contact the Chair relating to online banking access, to ensure there is a 3rd person capable of setting up or authorising online payments. Clerk also to chase again.
- 4.4 **Tenders – Grass Cutting & Caretaker – private session excluding the Public and Press – as per notice given. To be opened by the Proper Officer (Clerk) in the presence of at least one Councillor (Standing Orders). Tenders are to be reported to and considered by the appropriate meeting of the Council (or a committee or sub-committee with delegated responsibility).** Council to consider the Tender documents submitted and approve a chosen applicant for a) Grass Cutting and b) Caretaker. The successful applicants to be contacted by the Clerk following the meeting and reported appropriately on the Minutes. **Resolved:** to move item to end of the meeting to discuss in private without public.
- 4.5 **Cemetery Hedge Cutting & Tree Pruning / Fir Tree Felling:** update from Clerk – all works completed; Clerk inspected and taken photos. No further action required. Council to approve Clerk to use Blooming Gardens (upon the submission of reasonable quotes to the Clerk) to undertake intermittent hedge cutting and tree pruning works at the Cemetery during the course of the year, when required, to avoid the job becoming so large again. **Resolved:** Clerk showed the photos she had taken of the extensive works undertaken by Blooming Gardens with hedge cutting, tree pruning.

and Fir Tree felling. All Councillors agree the Cemetery looked very tidy and much improved. It was agreed that the Clerk could continue to use Blooming Gardens for any such intermittent works throughout the year, upon receipt of reasonable written quotes, to keep on top of hedge cutting and tree growth. It was also discussed that any trees or shrubs that had been planted by graves by MOP should be considered for removal in the not too distant future. Clerk will obtain quote from Blooming Gardens.

- 4.6 **Allotments:** Rent will be due by 1st April for the coming year. Council to consider the rent amount for full plots which was uplifted to £40 in 2021. Any uplift for the coming 2022 year. Clerk will be issuing rent request letters during Feb / early March. **Resolved:** Council agreed that the rental should remain at £40 for the coming rental year. Clerk to remind Tenants regarding Water usage costs and undertaking own composting, in order to keep costs down. Clerk to issue rental letters.
- 4.7 **Bull Field:** rent due for payment by 1st April 2022. Clerk to issue rental request email. A 3 year term was agreed in 2020 (ends 31st March 2023) with an annual rental review. Council to consider the current rental of £535 and whether to increase for the 2022 rental year. Clerk will issue rental request email Feb / early March. **Resolved:** Council agreed the rental should remain unchanged for the coming rental year 1st April 2022 to 31 March 2023. Clerk to issue rental letter / email.

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 Tree works Conservation Area Notice – for information only NOT consultation – NYMNP notified the Clerk late so the consult period has ended:
- a) NYM/2022/0018 – Roxby Hill – felling of Ash with die-back disease and
 - b) NYM/2022/0021 – Roxby Manor – tree thinning, pruning & removal from property frontage
- Resolved:** Tree works noted by Council – no objections or comments
- 5.2 **RDC 22/00067/HOUSE – 1 Thornton Heights** – single storey extension **Resolved:** No objections
- 5.3 **RDC 22/00031/FUL – Overbrook Caravan Park** – Storage shelter **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 written or verbal report **Resolved:** some discussion took place relating to items on Cllr Janet Sanderson's report including **Queen's Platinum Jubilee:** the NYCC grant provided was discussed. Cllr Carolyn Flynn agreed to contact the village residents who had expressed an interest in being involved in making arrangements, and also liaise with the Chair of the Hub Group. To feedback to next meeting.
- 6.2 **NYCC Highways – Grit Bin Assessment Criteria** – Council to consider the criteria **Resolved:** Council noted the Criteria for future reference. Cllr Martin Sanderson reported back to Council having inspected Grit Bins. Council agreed filling of Grit bins at School / Castle Close, Castle Garth & The Close should be requested by Clerk to NYCC at the associated cost. Also agreed that the damaged grit bin at Castle Garth should be replaced at the associated cost. Clerk to liaise with NYCC Highways.
- 6.3 **RDC Community Multi-Agency Problem Solving Group** – Council to consider the information from RDC about this Group and agree on Council representation thereof to attend future meetings. Notice received of first meeting 19th Jan 2022; plan is to have bi-weekly meetings. Discuss any issues PC feel should be presented for Agenda items (Form to be completed) and agree on Council representative Member(s). **Resolved:** Council agreed that this Group Meeting should be added to the May Annual Meeting list of committees / groups for Councillor representation to be decided then.
- 6.4 a) **Local Government Restructure – NYCC FAQ's from briefing sessions** – Council to consider the information **Resolved:** Council have noted the information provided
- b) **Local Government Restructure: possible bringing forward of local elections to 5th May 2022** (from May 2023) – will impact when the Annual Meeting is held. Currently awaiting Parliamentary approval. RDC Elections Team will advise as soon as they know. PC will need to be aware of the pre-

election period if this goes ahead. Clerk to update Council when there are any further developments.
Resolved: Some discussion took place relating to the likelihood of the Local Elections being brought forward to May 2022 and the possible implications. Possible impacts on May Annual Meeting was acknowledged and noted. Clerk to keep PC informed on any updates.

- 6.5 **YLCA Branch Meeting Notice – Tuesday 8th Feb 7 p.m. Zoom link** – up to 2 representatives from each Council can attend – Council to confirm if any Member will attend this meeting. Next meeting after this is 1st June 2022. **Resolved:** No Councillor available to attend
- 6.6 **YLCA Conference Notice – Remote Online Only – 25th March 2022 £40 per delegate** – Council to consider the Conference Programme for Member attendance and registration for the event.
Resolved: Councillors confirmed they were unable to attend.
- 6.7 **NALC Consultation of OFCOM Review of Postal Regulation** – Council to consider the NALC consultation document and any relevant response. **Resolved:** Noted by Council but they did not feel a response to the consultation was needed.

7. Village Maintenance and the Village Environment:

- 7.1 **Hub Group – plan of bulb planting** for Council's consideration (grass cutting). **Resolved:** Council reviewed the diagram and noted. Clerk to pass onto to the grass cutting contractor.
- 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 (most recently Jan22) – costing email from Nick Wilson Oct21. Awaiting confirmation from NGP about the service transfer. **Resolved:** Clerk updated Council on her failed attempts to get a response from Nick Wilson at NYCC on this matter. He does not respond to email requests for updates. It was agreed that Clerk would forward email communication to Cllr Janet Sanderson and she would chase this through to get an answer from NPG about the transferring of electricity supply to new poles, so that the matter could be progressed.

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 **Risk Assessments Review :** Council to review Risk Assessment document to update and add any new areas of potential Risk. Clerk suggests perhaps setting up a “working group” who can meet to review the existing documents, make relevant amendments then present back to a future PC Meeting for approval and adoption. Recommend the Clerk and 2 ? available Councillors make up the working group. **Resolved:** It was agreed that Cllrs Martin Sanderson, John Garbutt and Carolyn Flynn would meet with the Clerk as the “working group” to review the last set of Risk Assessment documents, to ensure they are updated. Clerk to liaise to arrange a meeting. Group to feedback to a future meeting.
- 9.2 **Parish Council Suggested 2022 Meeting Dates Listing:** Council to review & approve the suggested PC Meeting Dates for 2022, taking into account the possible bringing forward of Local Elections from May 2023 to May 5th 2022. Also to consider summer holiday periods for August & Sept meeting.
Resolved: The PC Meeting dates for 2022 prepared by the Clerk were reviewed by Council and agreed, and it was noted that the Annual Meetings in May, will need to be changed if Local Elections are brought forward a year. Clerk to post meeting date listing to Web Site.

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 updates to the PC on any discussions had with the Hub Group or other associations. Council to consider the Letter to Councils from the Queen's Beacons Committee relating to lighting of Beacons and the process for being involved. Notices from YLCA with updates from Buckingham Palace and RDC, to be considered. **Resolved:** As per item 6.1 Cllr Carolyn Flynn to follow up with various

village Groups, and it was agreed and noted that Thornton le Dale does not have an existing Beacon so would not be involved in that. It was noted that Pickering Town does have Beacon(s).

- 10.2 **YLCA January 2022 to Feb 2022 Training Programme** – Council to consider any training requirements **Resolved:** Noted and agreed no training requirements currently

- 10.3 **Community Led Homes North Yorkshire & East Riding:** Council to consider the information relating to community led homes and attendance at the online workshop 8th Feb 2022 – register for free <https://www.eventbrite.co.uk/e/what-is-community-led-housing-an-introduction-tickets-241750049907> Community Led Homes NY&ER – web site for further information <https://communityledhomesnyer.org.uk/who-we-are/> **Resolved:** Council agreed there was no one available for attendance but could be of interest in the future.

11. **Activities of Outside Bodies – Village Associations & Committees:**

To Receive Reports from those Councillors who attend Village Committees, & Meetings –
NONE SUBMITTED

12. **To Note matters for a future monthly meeting agenda**

Cllr Martin Sanderson reported damage to the Beck Wall to be reported to NYMNP and for update as an item at future meeting.

13. **Date of next PC Meeting:**

Tuesday 1st March 2022 at the Hill Memorial Institute, Maltongate, Thornton le Dale. 7 p.m.

Meeting with Public attendance Closed at: 20.25

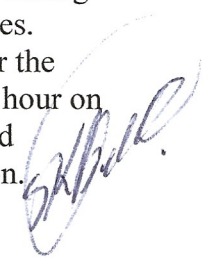
Public were asked to leave the meeting so that a private session could be held to discuss items 3.2 a) and 4.4 of the Agenda, as per the Notice given.

- 3.2 a) **Item 10.3 from Dec21 Meeting - Letters dated 2nd & 25th November and subsequent letter dated 8th January 2022 (received 14th January 2022) from Cllr Hallsworth** – As time did not permit this item to be discussed at the Dec21 Meeting it has been carried forward to this meeting, along with further recent correspondence and conduct issues relating to this matter. Council to consider the Letters content and any relevant actions to be taken. **Resolved:** Council agreed that Cllr Henry Hallsworth had been given three meeting opportunities to discuss his complaints, two of which he had refused to attend, and one he had been unable to attend. They agreed that no further action should be taken in regard to these complaints and that the letter to Cllr Henry Hallsworth dated 18th January 2022 had clearly confirmed the situation and the procedure to follow when making complaints against staff or fellow Councillors.

- 4.4 **Tenders – Grass Cutting & Caretaker – private session excluding the Public and Press – as per notice given. To be opened by the Proper Officer (Clerk) in the presence of at least one Councillor (Standing Orders). Tenders are to be reported to and considered by the appropriate meeting of the Council (or a committee or sub-committee with delegated responsibility).** Council to consider the Tender documents submitted and approve a chosen applicant for a) Grass Cutting and b) Caretaker. The successful applicants to be contacted by the Clerk following the meeting and reported appropriately on the Minutes.

a) Resolved: that following consideration of the **three submitted tenders**, the contract for the **Village Grass Cutting** should be given to **AJ Griffin at cost of £675 per cut** on a self employed basis. This is based on a cutting season likely to be March to end October, depending upon weather conditions, for up to 2 cuts per month maximum. Clerk to contact all parties.

b) Resolved: that following consideration of the **two submitted tenders**, the contract for the **Village Caretaker** should be given to **Blooming Gardens at an hourly rate of £20 per hour** on a self employed basis, based on an average estimate of 12 to 15 hrs per week, to be flexed seasonally over the course of the year. Clerk to contact all parties to feedback the decision.



Meeting Closed at 21.15