

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 5TH APRIL 2022

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

PRESENT :

Cllr Carolyn Flynn – Vice-Chair (Chairing Meeting), Cllr John Garbutt, Cllr Martin Sanderson,
Cllr Nancy Firth, Cllr Peter Argument, Cllr Henry Hallsworth
Clerk & Responsible Financial Officer – Emma Douglas-Smith
Representative Councillor from NYCC – Cllr Janet Sanderson MOP: 4

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

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

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 1st March 2022 @ 7.00 pm

Resolved: Approved by Council and signed by Vice-Chair (Chairing meeting)

3.2 Council to consider any updates on matters raised at the 1st March 2022 meeting, not included on this Agenda. **NONE**

4. FINANCE

4.1 To approve the **Financial Statement & Bank Reconciliation to end March 2022** - Spreadsheet

Resolved: Reviewed and approved by Council

4.2 To review and approve the **payments schedule for Invoices paid 1st April 2022 by BACS**

April 2022 Payments (March 2022 invoices) BACS	
Description of Payment	Amount
Payroll Costs, HMRC, Pensions & Expenses, payroll processing	£1,014.51
Blooming Gardens - Village Caretaking March22	£780.00
Blooming Gardens - Grass Cutting Churchyard & Cemetery March22	£551.00
YLCA Annual Membership	£583.00
Payroll Costs, HMRC	£142.23
Wardill Bros - Stationery, stamps, postage	£83.70
Payroll costs, processing, expenses, outsourced processing (Autela)	£44.36
Business Stream - Water Allotments	£12.77
AJ Gardening Services - Village Grass Cutting	£675.00
Total Payments	£3,886.57

Resolved: Approved by Council and signed off by Vice-Chair (chairing meeting)

4.3 Council to approve Feb / March overtime hours worked by Clerk = 11.5 hrs total. **Resolved:** approved by Council for payroll processing.

- 4.4 **Moors Bus Service – Grant Application** – Council to consider the grant application: **Resolved:** a verbal representation was made by a member of the Moors Bus Committee, who answered some PC questions. Council approved the Grant Application in the sum of £450 and asked that Moors Bus Group make an public acknowledgement of the PC's contribution. Clerk to liaise with Moor Bus group to arrange payment of the Grant.
- 4.5 **TLD Village Play Park – Grant Application for Grass cutting 2022/2023** – Council to consider the grant application; **Resolved:** Grant application in the sum of £800 towards grass cutting costs was approved by Council. Clerk to liaise with Play Park to arrange payment.
- 4.6 **Grant Application and supporting information – Christmas Lights Committee:** Council to consider the grant request and supporting costing information supplied: **Resolved:** verbal representation was made by a member of the Christmas Lights Volunteer Committee, who also answered questions presented by PC Members. Following discussion and consideration of all the facts the Council approved and agreed the Grant funding in the sum of £3000. Cllr Carolyn Flynn offered to assist the Christmas Lights committee in making an Awards for All Lottery Grant application. Treasurer of Christmas Lights Committee to contact the Clerk to arrange payment of the Grant.
- 4.7 **AGAR (Annual Governance & Accountability Return) and Year End:** update by Clerk on AGAR & Year end process. Docs have been received by External Auditors. Clerk to prepare all docs for Internal Audit, then submit to PC for approval May/June – deadline for submission 1st July 2022. Council to be aware of AGAR reporting requirements and year end process deadlines. Clerk to answer any queries.
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 **NYM/2022/0129 – single storey extension 2 Aunums Close TLD – 25March22** deadline – consult extension requested & granted.
- 5.2 **NYM/2022/0174 – single storey extension 10 Aunums Close TLD -** consult extension requested deadline 30March2022
- 5.3 **NYM/2022/0136 – various renovations and adjustments to Village Hall TLD –** consult extension requested deadline 31March2022
- 5.4 **NYM/2022/0120 – Residential Annex to Rookwood, Maltongate –** extension to deadline 5April22 requested
- 5.5 **NYM2022 Notice of Tree Works – Chapel House, Prospect Place Conservation Area –** Council to consider the tree work request
- 5.6 **NYM/2022/0161 – Removal of asbestos, replacement tile roof Merrywood and Low Mill, Westgate**
Resolved: There were no objections to any of the Planning Consultations presented. Council also considered application NYM/2022/0248 which was a late submission by NYMNP, and had no objections to that.
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 report
Resolved: there was some discussion relating to the benches outside the Hill Institute and the height of them being too low for MOP with mobility issues. Council agreed to investigate what could be done. Clerk to liaise with Caretaker and report back to a future meeting. Recommended height for those with mobility issues needs to be investigated.
- 6.2 **NYMNP Southern Area Forum Meeting – 14th April 2022 7p.m. – Rosedale –** Council to consider Agenda and representative attendance. **Resolved:** Cllr Carolyn Flynn will advise if she can attend or not as the representing member of the PC.
- 6.3 **NALC Letter to Small Local Councils –** Council to consider the letter contents and agree any response – deadline 30th April 2022 response to policycomms@nalc.gov.uk **Resolved:** taken as read by the Council no action.



- 6.4 **YLCA / NALC Update on Government Response To The Report On Local Government Ethical Standards - Committee on Standards in Public Life (CSPL) conducted a review of local government and ethical standards:** Council to consider YLCA email and the update **Resolved:** taken as read by the Council no action at this time.
7. **Village Maintenance and the Village Environment:**
- 7.1 **Allotment Management:**
Plot 39 – request from Tenant to trim tree height to same height as the hedges. Boundary hedge and trees. Who owns the boundary and can the PC grant approval. (photo) **Resolved:** Council discussed the issues and agreed further investigation required before permission can be granted. Clerk to investigate further with Caretaker – Clerk to arrange visit to the plot with Caretaker.
- 7.2 **Street Lighting:** Northern Power works to take cables underground on Maltongate and Westgate: replacement of old Poles with street light fittings; NPG have confirmed they will transfer to elec service to new poles. Cllr John Garbutt met with Nick Wilson NYCC on site to agree numbers of poles and locations (21st March). Cllr Garbutt to provide verbal update to PC and costing information. PC to agree & approve how many new poles and costs, so Clerk can confirm to Nick Wilson to undertake the works. **Resolved:** Council considered the verbal update from Cllr John Garbutt and the recent cost communication from NYCC Streetlighting. Council agreed that the 10 lights and poles listed should be replaced and authorised the work to be undertaken. Clerk to obtain detailed costs from NYCC and work plan / timelines.
- Notice is hereby given that members of the press and public may be excluded from the meeting for item 7.3 of this Agenda due to the nature of the business to be transacted and discussed being prejudicial to the public interest (potentially sensitive and personal) - Public Bodies (Admissions to Meetings) Act 1960*
- 7.3 **Cemetery – Plots NE 82 & 83 – Statutory Declaration:** email request from a family member in regard to future ashes interments in these plots. Council to consider the request (considering the legal process for interments), and a formal response. **Resolved:** Council agreed this item should be held in a private session and to move to the end of the Agenda items.
8. **Employment Matters:**
Specific employment matters will be discussed in a private session as they relate to personal information of employee(s) –
- 8.1 **Clerk Annual Review due 1st April 2022 –** Employment Committee to set up a date and time with the Clerk to undertake the annual review including pay review. **Resolved:** Council agreed that Clerk should liaise directly with the Employment Committee members to set up a Review Meeting in April.
9. **Policies & Procedures:**
- 9.1 **Risk Assessments Review :** As agreed at Feb meeting Clerk met with Cllrs Garbutt, Flynn & Sanderson on 15th March to review & update all PC Risk Assessments. New & updated Risk Assessments to be reviewed and adopted by PC. **Resolved:** Council reviewed and adopted the General and Cemetery Risk Assessments presented by the Clerk. Revised documents to be circulated and placed on the 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. Feedback from meeting arranged by Cllr Flynn on 22nd March 2022 – meeting notes provided by CF. **Resolved:** Cllr Carolyn Flynn provided a detailed verbal update on the Jubilee Plans and requests for funding. Detailed discussion took place in regard to funding of various events. **Council made a motion and approved to delegate responsibility to the Clerk** to review and approve the small £50 grant applications for street parties and small events (upon submission of the relevant Grant Application Form), up to a max of £500, on a first come first served basis, with a closing date for applications of 4th May 2022. Next meeting of the Jubilee Committee is to be 26th April 2022. A poster of Events and Time-table is to be published by the Jubilee Committee, along with information about the small grants.

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:** NONE
13. **Date of next PC Meeting:** - to be agreed by Council due to Election on 5th May
May Annual Meetings to be **held on or within 14 days** (not including Sundays or public holidays) of the date the **elected councillors take office (9th May – 4 days after election date)**.
Therefore, to be held on or within **10th to 25th May 2022** at the Hill Memorial Institute, Maltongate, Thornton le Dale. 7 p.m. Clerk recommends 24th or 25th May to be agreed by Council.

This would result in the June meeting date being changed or no June meeting. Consideration needs to be given to the year end and AGAR submission deadline of 30th June, which must be approved and signed by Council at a PC Meeting prior to submission. June meeting date to be considered by the PC and agreed.

Resolved: Council agreed that the Annual Parish Meeting and Annual Parish Council Meeting would be held on **Wednesday 25th May 2022, at commencing with the Annual Parish Meeting at 7pm, and the Annual Parish Council Meeting at 7.30 p.m.**

It was also agreed by Council that in the light of the Local Elections and timings of the Annual Meetings that **there would not be a June meeting**, but if anything urgent came up an Extraordinary meeting could be called by the Chair. Clerk to post update to web site and Meeting Date Listing.

The public attended meeting session ended, public were asked to leave the room and the Council considered Item 7.3 in private:

- 7.3 **Cemetery – Plots NE 82 & 83 – Statutory Declaration:** email request from a family member in regard to future ashes interments in these plots. Council to consider the request (considering the legal process for interments), and a formal response. **Resolved:** Council agreed this item should be held in a private session at the end of the meeting. Clerk gave a verbal update on the most recent communications from the family members including emails, and phone calls. She updated Council in regard to the legal and procedural restrictions in this regard and that fees for the interment and administration costs involved in resolving the ownership issues were still outstanding. Council agreed that a suitably worded email should be drafted by the Clerk in the name of the PC & Vice-Chair clarifying the situation to the family members. Council agreed that guarantees cannot and should not be given as to who can be interred into these plots in the future, as that will depend on legal & procedural requirements at such time in the future, and on the ownership of the plots at that time (currently transferred by way of a Statutory Declaration to a single family member). Clerk to draft email and liaise with Vice-Chair to send to family members.

Meeting closed at: 20.50