

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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MINUTES OF THE ANNUAL MEETING OF THORNTON LE DALE PARISH COUNCIL HELD AT 7.00 P.M. ON WEDNESDAY 25TH MAY 2022 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE YO18 7LF

PRESENT :

Cllr Sandra Bell – Chair, Cllr Carolyn Flynn – Vice-Chair, Cllr Nancy Firth, Cllr Donna Firth,
Cllr John Paul Charles, Cllr Howard Hallsworth, Cllr Marguerite Markham
Clerk & Responsible Financial Officer – Emma Douglas-Smith
Representative Councillor from NYCC – Cllr Janet Sanderson MOP: 4

- 1.1 **Election of Chair** – Council to approve the election of the Chair **RESOLVED:** Nominations were made and votes taken for the Chair – Cllr Sandra Bell was elected as Chair
- 1.2 Council to approve the appointment of a Vice-Chair (not mandatory): **RESOLVED:** Nomination and voting for Vice Chair was taken Cllr Carolyn Flynn was appointed as Vice-Chair
- 1.3 Chair (after election) and all Councillors (upon entering the meeting) to sign Acceptance of Office forms (provided by Clerk): **RESOLVED:** All Cllrs signed an Acceptance of Office Form *prior to the meeting commencing at 7 p.m.*, these were witnessed by the Clerk. The newly elected Chair signed an Acceptance of Office as Chair which was witnessed by the Clerk. All documents to be retained by the Clerk.
- 1.4 **APOLOGIES** – To receive apologies and note reasons for absence : None received
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:** No declarations made
 - 2.2 **Note to Councillors** – all Councillors are to complete the Register of Interests on RDC web site within 28 days of taking office (9th May) - <https://www.ryedale.gov.uk/services/register-of-interests>
3. **MINUTES**
 - 3.1 To accept the minutes of the Parish Council Meeting held Tuesday 5th April 2022 @ 7.00 pm **RESOLVED:** Council accepted the Minutes
 - 3.2 Council to consider any updates on matters raised at the 5th April 2022 meeting, not included on this Agenda. **None Raised**
4. **FINANCE**
 - 4.1 To approve the **Financial Statement & Bank Reconciliation to end April 2022** - Spreadsheet **RESOLVED:** Council approved the Financial Statement & Bank Reconciliation spreadsheet
 - 4.2 To review and approve the **payments schedule for Invoices paid 1st May 2022 by BACS** **RESOLVED:** Council approved the May BACS payments made in the total sum of £8,503.79 as per below schedule:

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Description of Payment	Amount
Payroll Costs, HMRC, Pensions & Expenses, payroll processing	£1,211.02
Blooming Gardens - Village Caretaking April22	£1,240.00
Blooming Gardens - Grass Cutting Churchyard & Cemetery April22	£640.00
Business Stream - Scottish Water - Cemetery	£8.37
AJ Griffin - Village Grass Cutting April - 2 cuts	£1,350.00
Stationery - Wardills	£13.98
Vale of Pickering Drainage Board (Bull Field 1.87 acres)	£8.12
Ryedale District Council - Waste Hire, Collection & Disposal - Cemetery - Annual fees	£338.00
YLCA - publications Guides for new Councillors (May2022)	£50.30
Moors Bus CIC - Grant Awarded	£450.00
Thornton le Dale Christmas Lights Committee - Grant Awarded	£3,000.00
Marishes Community Group - Jubilee Small Grant Awarded	£50.00
Account-ant Yorkshire Ltd - Annual AGAR Internal Audit	£144.00
Total Payments	£8,503.79

- 4.3 Council to approve April overtime hours worked by Clerk = 10 hrs total **RESOLVED:** Approved by Council
- 4.4 Grant Application – Hub Group – Room Hire – PC to consider the application and approval **RESOLVED:** The Grant Application was rejected by Council, subject to receipt of proof of any other funding the Hub Group receives. Clerk to liaise with the applicant.
- 4.5 **Online Banking: Authorised account signatories and online banking access:** Council to agree and approve additional signatories for the Barclays bank accounts and access to online banking. Online banking requires at least 2 signatories for dual authorisation of payments. Clerk/RFO is current signatory as is Cllr Sandra Bell, require 1 or 2 more who are willing and able to use online banking. Will require completion of a new Banking Mandate. Need to remove any signatories who are no longer Councillors. **RESOLVED:** Cllr Carolyn Flynn offered to become a signatory on the bank accounts, which was approved by Council. Clerk to liaise with Cllr Flynn to get the Bank Mandates amended. This will result in there being 3 signatories for the bank accounts.
- 4.6 **Purchase of Replacement Laptop & Printer – as agreed within the annual Budget:** Council to consider how a new laptop and printer are to be paid for in the absence of a Debit Card for the Community Account. Current laptop is due for replacement. **RESOLVED:** Council agreed that the Clerk should approach three local Computer / IT supply companies to obtain prices for hardware and software on an invoice on account basis.
- 4.7 **AGAR (Annual Governance & Accountability Return) and Year End:**
Annual Year End AGAR (Annual Governance & Accountability Return 2021/2022 Part 3:
(a) Council to receive & note the **completed Annual Internal Audit Report** dated 27th April 2022 **RESOLVED:** Council considered the Internal Auditors Report findings and noted these. Council agreed that the Assets Register needed more work to bring it properly up to date and check all assets, including land. It was agreed that a working group or committee would be established to undertake this; Item to be brought back to a future meeting.
(b) Council to receive and approve the **Annual Governance Statement Section 1 - 2021/2022** (wet signatures to be obtained from Clerk/RFO & Chair at the meeting) **RESOLVED:** Section 1 of the AGAR was reviewed by Council and approved, which was duly signed by the Clerk/RFO & Chair

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(c) Council to **Consider, Approve & Sign (Chair) AGAR Section 2 – Accounting Statements 2021/2022** (signed by Clerk/RFO - presented with Bank Reconciliation and Variance Report, to be wet signed by Chair at the meeting. **RESOLVED:** Council reviewed and approved Section 2 of the AGAR document, which was duly signed by the Clerk/RFO and Chair

(d) Council to note and approve the dates set by the Clerk/RFO for the 30 working days period for the Exercise of Public Rights – **Commence Monday 20th June 2022 ending Friday 29th July 2022** (has to include the first 10 days of July). Deadline for submission of the AGAR to PKF is 1st July 2022. Council to be aware of AGAR reporting requirements and year end process deadlines.

RESOLVED: noted and approved by Council.

- 4.8 **Allotment Rentals & Maintenance:** Clerk report to the Council – all rentals are fully paid up for the year April 2022 to 31st March 2023. **Total Income value of £1,580** has been received. All plots are fully let, with a long waiting list.

Council to consider and approve cost of skip and mini digger hire to dispose of compost heap (mainly Cemetery waste soil/clay) – **Caretaker will undertake the work. Skip hire £275, mini digger day hire £100. Caretaker less than one days work.** **RESOLVED:** Cllrs raised some issues relating to untidy or what appear to be uncultivated plots – Clerk to undertake inspection and investigate further contacting Tenants where necessary. Council approved the work and costs for the Caretaker to remove the waste pile from the allotments by hiring a skip and mini-digger. Clerk to liaise with the Caretaker.

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/2022/0266 – 16 Church Lane – replacement doors and windows** (deadline 24th May – extension requested) **RESOLVED:** No objections from Council
- 5.2 **NYM/2022/0325 – Dwelling rear of Roxby Hill Farm – amendment to design** (deadline 25th May – extension requested) – dwelling made smaller **RESOLVED:** No objections from Council

6. To Receive Reports & Updates from NYCC & RDC, or Other Authorities

- 6.1 **RDC Notice about Electric Car Charging Point Grant Scheme** – Council to consider the Grant Scheme and provision of information for the “on-street residential charging scheme”. (further information and application process is all online RDC) **RESOLVED:** Council considered the information and took it as read. This maybe something to be considered at a future date.

7. Village Maintenance and the Village Environment:

7.1 **Village Local Associations & Groups – PC Representation :**

To appoint Councillors to serve as representatives on the organisations listed:

Hill Memorial Institute (Trustees) – all PC Members or those who are willing **RESOLVED:** there was some discussion in regard to the Trust documentation being long out of date. Council agreed that they need to see the Trust Documents prior to agreeing to that responsibility. Clerk to obtain copy of Trust Document for Council’s consideration

- YLCA – Appoint 2 PC Members to attend YLCA Branch Meetings who will have voting powers **RESOLVED:** Cllr Donna Firth offered to attend meetings when she could
- Hill Memorial Institute Management Committee – to attend meetings **RESOLVED:** Cllr Nancy Firth offered to attend the meetings when possible
- Campaign to Protect Rural England (CPRE) – attendance at meetings **RESOLVED:** no Cllrs offered to attend these meetings
- NYMNP – Southern Area Forum - attendance at meetings **RESOLVED:** Cllr Carolyn Flynn offered to attend these meeting when possible.

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- Pickering Area Community Police Group – attendance at meetings: **RESOLVED:** Cllrs Donna Firth, John Paul Charles, Howard Hallsworth offered to attend these meetings when possible
- Manthorpe Children's Play Park – attend meetings: **RESOLVED:** Cllr Nancy Firth offered to attend these meetings when possible
- Alms Houses Committee – attend meetings **RESOLVED:** Cllr Howard Hallsworth offered to attend these meetings when possible
- The Village Hub Group – to attend meetings and liaise with Hub Group: **RESOLVED:** Cllr Donna Firth offered to attend these meetings when possible
- Council to consider are there any other groups or organisations which require a representative from the PC to attend meetings or as a liaison contact. **RESOLVED:** A discussion took place relating to the Village Hall committee and meetings. Council agreed to wait until they had an update in regard to the Village Hall Constitution.

7.2 **Street Lighting:** Northern Power works taken cables underground on Maltongate and Westgate: replacement of old Poles with street light fittings; NPG have confirmed they will transfer the elec service to new poles. Cllr John Garbutt met with Nick Wilson NYCC on site to agree numbers of poles and locations (21st March). Nick Wilson of NYCC Streetlighting to provide final costs for Council to approve. **RESOLVED:** Council agreed and approved that these works should proceed, taking the estimated figure of £3,700 plus VAT provided by NYCC Streetlighting as a guide, providing the final costing was not substantially more than this. Clerk confirmed that NPG have agreed to transfer the electricity supply to the new poles free of charge. Clerk to chase through with NYCC Streetlighting.

8. **Employment Matters:**

Specific employment matters relating to staff will be discussed in a private session as they relate to personal information of employee(s) –

8.1 **Employment Committee:** Council to agree and vote for Members of an Employment Committee to deal with and manage all employee / employment matters – should have 3 to 4 members, nominate a Chair of that Committee and agree terms of reference e.g. employment matters, approving holiday, conducting annual reviews, dealing with grievance and disciplinary issues and any other staff related matters. **RESOLVED:** Council approved that Cllrs Sandra Bell, Carolyn Flynn and Donna Firth would make up the Employment Committee, chaired by Cllr Sandra Bell, with the terms of reference being all Employment Matters as outlined in Item 8.1 of the Agenda (as above).

9. **Policies & Procedures:**

9.1 **Council to consider a review of key procedures and policy documents that have not been reviewed recently**, including how best to undertake such reviews of detailed legislative documents which can be time-consuming and impractical within the limits of a Monthly PC Meeting e.g. a working sub-group or committee to review policy documents and report back to PC meeting,
Model Standing Orders (last reviewed and adopted 7th December 2021 next review due Dec 2022)
Model Financial Regulations (last reviewed & adopted Feb 2020 for online banking)
Model Code of Conduct (last reviewed and adopted April 2021 in line with NALC recommendations)
Complaints Procedure (last reviewed July 2019)
Risk Assessments (recently reviewed March 2022 & adopted April 2022, due for review early 2023)
RESOLVED: Council agreed that a sub-committee / working group would be set up to review key policies & procedures as and when required. It was agreed that the only one requiring immediate attention is the Complaints Procedure. Council agreed a working group of Cllrs Sandra Bell, Donna Firth and Nancy Firth to review the Complaints Procedure and report back to a future meeting. Clerk to liaise with them.

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10. To Note Correspondence Received and Approve action required:

- 10.1 **Queen's Platinum Jubilee June 2022** – Cllr Carolyn Flynn 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 26th April 2022 – meeting notes provided by CF. **RESOLVED:** Cllr Sandra Bell read out some update notes provided by Cllr Flynn which were noted by Council.
- 10.2 **YLCA Training Programme for June & July:** Council to consider the training needs of Councillors and Clerk, particularly those new to being a Parish Councillor. **RESOLVED:** Council agreed that there were no immediate training needs. Some of the new Councillors were unable to attend the relevant Off to a Flying Start Training Course in June. Council agreed that this should be revisited in July.
- 10.3 **The Conservation Volunteers (TCV) information;** Council to consider the information provided. Is there are requirement to make use of the services. **RESOLVED:** Council agreed that there was no immediate requirement for this service and the information was noted.
- 10.4 **MOP Email request to use the Village Green – Scarecrow Trail Event 30th & 31st July 2022.** Council to consider the request. **RESOLVED:** Use of the Village Green was approved by the Council for these dates.

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 John Paul Charles raised a query in regard to the ownership of the area of land in front of the "Thatched Cottage" commonly known as Beck Isle. Cllr Charles offer to investigate this with Land Registry and report back to the PC. He is to let the Clerk have the relevant information for submission as a future agenda item.

13. Date of next PC Meeting:

Next meeting of the PC will be Tuesday 5th July 2022 at 7pm, Hill Memorial Institute

N.B: Cllr Carolyn Flynn left the meeting part way through due to feeling unwell

Meeting closed at: 20.45

