

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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MINUTES OF THE ORDINARY MEETING OF THORNTON LE DALE PARISH COUNCIL HELD AT 7.00 P.M. ON TUESDAY 5TH JULY 2022 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE YO18 7LF

PRESENT :

Cllr Bell – Chair, Cllr Flynn – Vice-Chair, Cllr N Firth, Cllr D Firth, Cllr Charles, Cllr Hallsworth, Cllr Markham

Clerk & Responsible Financial Officer – Emma Douglas-Smith

Representative Councillor from NYCC – Cllr J Sanderson

Representative from RDC Community Team – K Nattress, 2 x Community PC / PCSO MOP: 6

1.0 APOLOGIES – To receive apologies and note reasons for absence : **NONE**

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 **NONE DECLARED**

3. MINUTES

3.1 To accept the minutes of the Parish Council Annual Meeting held Wednesday 25th May 2022 @ 7.00 pm
RESOLVED: approved and signed by Chair

3.2 Council to consider any updates on matters raised at the 25th May 2022 meeting, not included on this Agenda. Cllr N Firth asked for an update on the Hub Group Grant application & was advised by the Clerk that they had withdrawn the application.

4. FINANCE

4.1 To approve the **Financial Statement App & Bank Reconciliation for May and June 2022** - Spreadsheet **RESOLVED** viewed and approved by Council

4.2 To review and approve the **payments schedule for Invoices paid 1st June and 1st July 2022** by BACS **RESOLVED** viewed and approved by Council

4.3 Council to approve Clerk **overtime worked May 11.5 hrs (paid June) and June 3.25 (paid July)** **RESOLVED** approved by Council

4.4 **Online Banking: Authorised account signatories and online banking access:** Clerk update to Council on adding Cllr Flynn as signatory and getting online banking set up. **Verbal update was give by Clerk & Chair – ongoing matter**

4.5 **Councillor Audit Check of banking and financial records:** Council to agree a Council Member to undertake an audit check of the financial records and accounts and report back to next meeting. Will need to liaise with Clerk to obtain the records and files. **RESOLVED** Cllr C Flynn offered to undertake the finance audit – to liaise with Clerk

4.6 **Outstanding Invoice for Interment of Ashes March 2022** existing plot NE 82 & 83– Council to consider the issue of the non payment of an invoice for interment of Ashes (invoice dated April 2022) and what action to take for the recovery of the fees in the sum of £400. Clerk has chased the Funeral Directors for payment several times – no response. **Update by Chair the payment has been received now.**

- 4.7 **MOP request to Exercise their public right to view the PC Accounts for the Year Ending 31st March 2022** – council to consider the request and agree availability for a meeting, who, where and when, and to respond to the MOP with available dates. Clerk has acknowledged receipt of the email request. **RESOLVED** it was agreed that Cllr S Bell and Cllr H Hallsworth would make themselves available to facilitate these meetings. Clerk to check availability of Hill Institute, list of dates to given to Councillors, and meetings to be set up with the respective MOPs.
5. **To Receive & Consider Reports & Updates from NYCC & RDC, or Other Authorities**
- 5.1 **NYMNP Notice of Southern Area – Joint Parish Forum Meeting – 21st July 2022** – Cllr C Flynn volunteered to attend as Cllr representative. Council to consider if any other Cllrs wish to attend – max 2 delegates per Council – deadline to respond 13th July. **RESOLVED** Cllr C Flynn and Cllr S Bell agreed they would try to attend
- 5.2 **NYCC Update on the Local Government Reorganisation (LGR) – one Unitary Authority** – Council to consider the update document dated May2022, received by email 31st May2022. **TAKEN AS READ BY COUNCIL**
- 5.3 **RDC update on Local Plan – Call for Sites** : Council to consider the update email from RDC and any action required to be agreed by Council **TAKEN AS READ BY COUNCIL**
- 5.4 **RDC Community Team update from Karen Nattress regarding Community Grant Scheme** and introduction to the PC / PCSO for Thornton le Dale **Council acknowledged the update provided by K Nattress and the introductions from the PC/PCSO present.**
- 5.5 **YLCA Briefing Notes of Police Crime Commissioner Meeting held on 26th May** – for Council's information **TAKEN AS READ BY COUNCIL**
- 5.6 **YLCA & NALC Civility & Respect Gov Project** – Update for PC information and YLCA update email with training opportunities to be considered. **Chair to make a statement reminder in regard to Councillor and MOP conduct and required standards of behaviour, when dealing with PC business and its employees:**

Chair read a number of extracts from various procedural documents such as Code of Conduct, Standing Orders and financial regs, reminding Councillors of their duties, how they should conduct themselves in Office, and matters relating to confidentiality. Chair also reminded Councillors and MOPs about disorderly conduct and that it would not be tolerated.

6. **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:
NONE SUBMITTED FOR CONSIDERATION

7. **Village Maintenance and the Village Environment:**
- 7.1 **Cemetery – Grave planting and edgings – fir tree and bushes** – breaking the Cemetery Rules – Council to consider the areas highlighted by the Clerk and agree the relevant action for removal (photos taken by the Clerk as examples can be shown at the meeting). **RESOLVED:** Cllr N Firth agreed to visit the cemetery to ascertain some of the graves and locations where tree growth is an issue and report back to Clerk. Council agreed that a plan should be drawn up as to how best to deal with the problem items
- 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 electricity service to new poles. Council have approved the works to go ahead. Clerk awaiting confirmation from NYCC Streetlighting with final costs and plan of works – Clerk has chased several times. **Council noted the verbal update by the Clerk – Clerk still chasing**

- 7.3 **Beck Isle area of Land (by the Thatch cottage):** Cllr Charles raised a question of the ownership of this piece of “public” land at the May meeting and said he would investigate it with HM Land Registry to report back to the PC. Cllr Charles to report his findings and Council to consider any action required. **RESOLVED:** Council agreed that this matter needs further investigation. K Nattress – RDC offered to do and Land Registry search – Clerk to provide postcode.
- 7.4 **Highways Issues** – request for Agenda items by Chair following the Parish Meeting on 21st June 2022 for Council to consider what action can be taken:
- a. Continued concerns re parking at Matthewson's, low loaders and visitors.
 - b. Incomplete yellow lines, poor/degraded linage around green (esp relating to one-way)
 - c. Keep clear opposite car park entrance
 - d. Stones on verge – Cllr Hallsworth to action ?
 - e. Contact RDC re road sweeping on Maltongate – Clerk has requested and actioned this
- RESOLVED:** K Nattress of RDC offered to report the Highways issues – this was accepted by Council.
- 7.5 **Request from Chair for Agenda item – Council to consider calling for a public meeting with the Environment Agency regarding continued issues of the Beck silt and weed removal** (an issue raised at the Parish Meeting on 21st June 2022). Council to discuss and consider what action they can take. **RESOLVED:** After discussion it was agreed by Council that the Internal Drainage Board should be contacted to ask for their recommendations on what action can be taken. Clerk to liaise. Agreed should invite them to a PC Meeting if that helps.
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) – **NO MATTERS FOR CONSIDERATION**
9. **Policies & Procedures:**
- 9.1 **Complaints Procedure Review by working group** – Clerk, Cllr Bell, Cllr D Firth & Cllr N Firth (last reviewed July 2019) – Council to consider the Complaints Procedure document which has been reviewed by the working group – to approve it for Adoption as of 5th July 2022 **RESOLVED:** Council approved the document for Adoption 5th April 2022.
10. **To Consider Correspondence Received and Approve action required:**
- 10.1 **Queen's Platinum Jubilee June 2022** – verbal update from Cllr Flynn relating to the events that took place and successes of the weekend including feedback from the WI via email, and update from Hub re: use of Grant fund.
Cllr C Flynn provided a verbal update in regard to the event and confirmed there is currently £225 left in the NYCC Jubilee Grant fund for some type of commemorative bench or plaque.
- 10.2 **YLCA Annual Conference Notice – 23rd Sept 2022 – Holiday Inn Leeds/Wakefield M1 J40** – Council to consider attendance fee £120 per delegate – closing date 14th Sept – number restricted. No Councillors interested in attending at this juncture **RESOLVED:** Agreed to revisit nearer to date
- 10.3 **YLCA Training Programme for August & Sept 2022** Council to consider the training needs of Councillors and Clerk, particularly those new to being a Parish Councillor. **RESOLVED:** Training courses available for new councillors was reviewed, only Cllr D Firth interested in attending – to confirm to Clerk if available, so booking can be made.
Discussion also took place in regard to the Training Courses available through the Civility & Respect Project. **RESOLVED:** Cllr C Flynn and Cllr S Bell expressed an interest in attending some of the courses – to advise the Clerk so dates can be ascertained and booked.
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

Issue raised by Cllr H Hallsworth regarding a number of trees in the Cemetery and around the village that could potentially be in an unfit state. Working Group of Cllr N Firth and Cllr H Hallsworth to attend Cemetery to review which trees and report back to future meeting

Grit bin at the bottom of Castle Garth was asked to be investigated – broken – report back to future meeting.

13. Date of next PC Meeting:

**Next meeting of the PC will be Tuesday 23rd August 2022
(no September meeting)**

Meeting Closed at 20.46