

Thornton Le Dale Parish Council

Minutes of the Parish Council Meeting Held At 7.00 P.M. On Tuesday 10th January 2023 at The Hill Memorial Institute, Maltongate, Thornton Le Dale YO18 7LF

Present:

Cllr Bell (Chair), Cllr Charles, Cllr Hallsworth, Cllr N Firth, Cllr D Firth, Cllr Markham
Locum Clerk – Carrie Pillow Members of public – 25

Public Session

15-minute Public Question Time at the start of the meeting, at the discretion of the PC.
Public Participation is managed by the Chair.

Appendix 1

Commencement of Meeting

2223/1/1/1. Apologies for absence - (to receive apologies and note reasons for absence)

None

2223/1/1/2. To note any Declarations of Interest

To note Declarations of Interests not already declared under members, Code of Conduct or members register of Disclosable Pecuniary Interests

Clerk asked for Agenda item 4.5 to be discussed in closed session. **Resolved**

2223/1/1/3. Minutes

- a. 1st November 2022 - it was **RESOLVED** to approve the minutes of the council meeting on 1 November 2022 as a true and accurate record, the Cllr N Firth signed the minutes
- b. 6th December 2022 - it was **RESOLVED** to approve the minutes of the council meeting on 6th December 2022 as a true and accurate record, the chair signed the minutes.
- c. 20th December 2022 - it was **RESOLVED** to approve the minutes of the council meeting on 20th December 2022 as a true and accurate record, the chair signed the minutes.

2223/1/1/4. Discuss ongoing matters arising from previous meetings and council business.

None not within the Agenda

2223/1/1/5. Policies – To update or To adopt

It was **RESOLVED** to approve the following council policies and procedures

a) Standing Order	–	<u>Adopted Resolved</u>
b) <u>Financial Regulations</u>	=	<u>Adopted Resolved</u>
c) <u>Code of Conduct</u>	=	<u>Adopted Resolved</u>
d) <u>Co-option Policy</u>	=	<u>Adopted Resolved</u>
e) <u>Terms Of Reference for Committees – Employment</u>	=	<u>Adopted Resolved</u>
f) <u>Complaints Procedure</u>	=	<u>Adopted Resolved</u>
g) Suggested Rules for a Public Session	–	<u>Adopted Resolved</u>
h) <u>Reserve's Policy</u>	=	<u>Adopted Resolved</u>
i) <u>Training Statement of Intent</u>	=	<u>Adopted Resolved</u>
j) <u>Vexatious Policy</u>	=	<u>Adopted Resolved</u>

2223/1/1/6. Allotments

Resolved to form a Allotments committee to review issues to bring back to The Full Council for Decision.

Members:- Clerk, Cllr Bell, Cllr D Firth, Cllr N Firth, Cllr Hallsworth

2223/1/1/7. Streetlights – Still to complete.

The council received a report from the clerk relating to the status of ongoing works to the streetlights:-

Clerk confirmed that the warranty was only 1 yr. on the LED Bulkhead
Phase 5 still to complete.
Low Dalby – LED Conversion paid by parks – belong to Ryedale
Status of Electricity Bill remains unknown.

2223/1/1/8. Caretaker

The council received a report from the clerk relating to the status of ongoing works of the Caretaker

Current remit: Clear Right of Way, Tag Benches, repair as appropriate
Trees in Cemetery
Taps in Allotments
Clear any Paths in allotment.
Caretaker has identified the fences near the bridge are unsafe; ? ownership /responsibility

2223/1/1/9. Bullfield Tenancy - Risk assessments - Liability / Structures

Ongoing to review for 1/4/2023, deferred to the next meeting

2223/1/1/10. Asset Register & Street Furniture

The council received a report from the clerk relating to the status of ongoing works of building the Asset register, Ongoing reviewing, Cllr D Firth assisting in Identifying

Buddy benches signs to be acquired and placed.

2223/1/1/11. Insurance

Ongoing reviewing with asset register, fences & gates removed.

2223/1/1/12. Councillor Vacancy

The council discussed the vacancy, the need for an election will be to be confirmed by the elections Office Friday 13th January 2023

2223/1/1/13. Cemetery

Cllr Bell and Locum Clerk have spent time building a database, due to gaps in records, Cllr Bell discussed the use of a software package to help with this, Scribe identified, **RESOLVED** to approve an order to Scribe for cemetery software at a cost of £1597.00

Resolved to form Cemetery Committee to review issues to bring back to The Full Council for decision.

Members: - Clerk, Cllr Bell, Cllr Charles, Cllr Hallsworth

Printer – to be in TLD, **RESOLVED** to purchase a new printer from PC World at a cost of £60 from budget printing budget

2223/1/1/14. Agenda – future, and outside reports

The Clerk confirmed to the council that a list is maintained of items to be placed on future Agendas

2223/1/1/15. Cllr Individual roles and responsibilities – work share, room set up put down.

The council considered the roles and responsibilities of councillors and agreed who will set up the council meeting room, and who would help future Committees

2223/1/1/16. Training – Councillor / Clerk / Expectations of new Councillor

Clerk & Cllr Bell would like to attend Cemetery training in February – **Resolved**

2223/1/1/17. Grants (2022 £4981 – Xmas Lights / Playpark / Defib / Clocks) 2023 Grants
Separated in budget due to powers to spend.

Clock service cost for year approved - **Resolved**

Defibrillator consumable costs for year approved – **Resolved**.

Clerk requested further information on service history, expected life, and who is responsible for.

Playpark 2022 Grant £800, decision on 2023 deferred to next meeting.

Member of the public made objection to Grant made to the Hub for Planning for the Notice board, then project not carried through.

Standing order 2 had to be invoked.

The Chair reiterated that grants are given in good faith, and they can only ensure that the grant is spent on what it was applied for. The running of other community groups is not The Parish Council's Responsibility.

2223/1/1/18. Meeting Venue

Cllr Markham reported ongoing, as waiting for a reply from the grammar school.

2223/1/1/19. Banning Order

Agreed to remove and review at next meeting– **Resolved**.

2223/1/1/20. To discuss new planning applications received

None

2223/1/1/21. To discuss matters raised by Parish Clerk/Responsible Financial Officer:

a) **Bookkeeping** current year to date - Circulated to councillors.

As at last meeting, awaiting new statement.

b) **Bank mandate** status

Ongoing awaiting bank

c) **Payments** approval - List circulated to councillors.

RESOLVED to approve the following list of payments

2223/84	01/10/2022	AUTELA PAYROLL SER 9908 / PCTHO002 BBP	OND	75.60
2223/85	31/12/2022	Salary EDS	Month 9	652.81
2223/86	21/12/2022	DARREN BLAKEMORE		1240.00
2223/87	31/12/2022	Salary CP	Month 9	636.57
2223/88	10/01/2022	C Pillow Expenses	Printer	54.99
2223/89		BUSINESS STREAM	Water Trough Valeview	18.24
2223/90		Scibe	Software	1916.40
2223/91		Office 365	Office & One drive	79.99

Business stream held as address on inv – unsure of location.

Resolved to have Scibe for Accounts, Allotments & Cemetery. £1597.00

2223/1/1/22. To **report** any new correspondence received by The Council.

The following correspondence was noted

Thank you email for Christmas lights grants shared with The Council.

2223/1/1/23. To **receive** matters raised by members for inclusion on future agendas.

Buddy Benches as mentioned above.

2223/1/1/24. To **confirm** the dates of the future meeting(s)

Now confirmed.

January 20th **EOM**

February 8th

CLOSED SESSION – THE PUBLIC/PRESS WILL BE ASKED TO LEAVE THE MEETING

Employment Matters & Legal Matters

2223/1/1/25. Resolved that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press are excluded from the meeting, due to the nature of the business to be transacted at this item being prejudicial to the public interest.

2223/1/1/26. Resolved that in the matter of an ongoing employment issue, the Council follows the advice of its external HR adviser.

2223/1/1/27. Resolved To retain Locum Clerk C Pillow on a basic month to month contract that enables both parties to give 30 days' notice at any point.

2223/1/1/28. Resolved that in the matter of outstanding accounts, the Council instructed the Locum Clerk to make further communication with a timescale for repayment.

Name:

Signature

Date

Appendix 1

Questions Raised

Process of getting a Locum Clerk – Chair said the email had been asked and answered.

As per Dec meeting YLCA asked to send to clerks, for a clerk to assist as a matter of urgency. Locum clerks are appointed, through quick processes, usually on a first come competency dependent. On a month to month contract.

Budget - why a variance in current year spends, the chair reiterated that there had been an explanation in the previous meeting of outstanding costs to The Council on top of the annual spend which is budgeted at £17500

Parish Plan – are council going to do – Chair reiterated that this was a community lead project, for Parish Council involvement, not Parish Council led, previous attempts to convene a working group had failed. Will investigate further.

Finance Policy that built the reserves - Financial policy that has allowed the reserves to build, The chair again reiterated that there was a full explanation at the last meeting and that covid also had an effect.