

Thornton Le Dale Parish Council

Minutes of the Parish Council Meeting Held At 7.00 P.M. On Wednesday 8th February 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 – 18

Commencement of Meeting 19:00

2223/2/34. Apologies for absence - (to receive apologies and note reasons for absence)

None

2223/2/35. 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

Cllr N Firth, Cllr D Firth – Play Park

2223/2/36. Minutes

- a) 10th January 2023 - it was **RESOLVED** to approve the minutes of the council meeting, as a true and accurate record, the chair signed the minutes.
- b) 20th January 2023- it was **RESOLVED** to approve the minutes of the council meeting, as a true and accurate record, the chair signed the minutes.

2223/2/37. Discuss ongoing matters arising from previous meetings and council business. None not within the agenda.

- a) Banning Order - The Council discussed the banning order, The Council voted if the banning order should be reviewed in 2 months; 3 voted in favor; 3 against, stating that that should be cancelled, The Chair used casting Vote in favor of reviewing in 2 months
- b) Institute – Clock upgrade – The Council discussed the recent contracted annual service of the clock, which highlighted the need to upgrade the Inverter at a quoted cost of £1447 net. **Resolved** to approve the repair.
- c) Church - Clock Repair recent contracted annual service of the clock, which highlighted the need to upgrade the pulley at a quoted cost of £1168 net. **Resolved** to approve the repair

2223/2/38. Policies – To update or To Adopt

List & policies - circulated to councillors. **Ongoing** none this month

2223/2/39. Meeting Venue

Ongoing Cllr Markham is still awaiting price and availability of the grammar school.

2223/2/40. Allotments

The Council discussed the updated allotment rules and pricing structure that is based on the sq. Mt of the plot therefore is fairer and more in line with; The Allotments Act 1950. **Resolved** to adopt new rules and rental rates.

The Council discussed the lack of clear identification of the plots, and the need for stake on some newly divides plots. The Council **Resolved** the purchase of 50 split stakes and the material to make 40 Cricut Numbers.

2223/2/41. Bullfield Tenancy

The Council discussed the upcoming grazing contract that was due to expire on 31/3/2023, Cllr Hallsworth questioned the terms;

1. If it was April to Oct
2. If there were restrictions on supplementary feed, being taken in by grazers

The Locum Clerk circulated a current copy of the agreement that indicates it was grazing for the full 36 months; and questioned the Councils power to prevent supplementary feed being taken on by any grazer.

Resolved. to advertise the field to open tender for 12 months at a minimum of £780.

2223/2/42. Caretaker

The Council discussed the work done to clear the right of way, and the clearing of the cemetery to allow for work for levelling of the ground and the cutting down of trees.

Cllr Charles questioned if there should have been 3 quotes; the chair reminded that in the meeting 10/01/2023 2223/11/1

Within the Financial Regulations 2019 updated 2022 –Adopted 2223/1/1/5; under 10.3 the RFO can obtain the best value. As stated in the tree works could be carried out within the existing caretaker contract, not requiring further expenditure, therefore did not require further quotes.

2223/2/43. Grass cutting Contract.

The Council discussed the need to review the areas cut prior to the commencement of 2023 grass cutting, the clerk to obtain map used by contractor for councillors to review. **Ongoing**

2223/2/44. Street Lights

P1 £22953.26 paid	P2 £15423.91 paid
P3 £9774.91 outstanding	P4/5 £5000 Estimate to be completed.

The Council discussed the **Ongoing** streetlight adoption, it was acknowledged that it had been ongoing for at least eight years by Cllr Charles & Cllr Bell

The Clerk Clarified the delay in the 3rd phase invoice was delayed due the retirement of the original

lead in the NYCC street light department and the new lead finding un-invoiced work, this is a point of fact within email correspondence. A Member of the public contradicted this loudly saying that this was untrue. This Member of the public was trying to mislead others with false information.

2223/2/45. Asset Register / Street Furniture

Cllr Charles raised concern regarding bench 64 as it has stone ends and was not secured to its Base. The Council Resolved that contractor is sought as a matter of urgency to make safe, and the need for 3 quotes was out weight to make the bench safe.

The asset register has been totally rebuilt, and the purchase values of the streetlights restated transfer value as discussed with SBK, as there was no recognised accounting basis / evidence to the previous value be adopted.

2223/2/46. Councillor Vacancy

Election March Thursday 9 March

Completed forms of nomination should be emailed to elections@ryedale.gov.uk in the first instance for a pre check before being delivered to me at Ryedale House after publication of the notice, but not later than 4pm on 10 February 2023. Nomination packs can be delivered on weekdays between 10am and 4pm.

The dates of the forth coming election noted by The Council

2223/2/47. Cemetery

The Council discussed the current rules and the issue with prohibited items (Glass, Lights, Metal Pegs, Planters, Wreaths) being placed on the grass area, which causes a risk to safety. The new rule were discussed that had been reviewed to read more clearly, stated clearly that what items were permitted in the cemetery and where they can be placed. I.e. on the headstone or plinth, if no headstone or plinth in place, then in the area where one would be in line with other headstones.

Cllr Charles raised concern that planning should have been sought from National Park, again it was reiterated as stated in minute 2223/2/1/42 this work was agreed by the council in the meeting 10 January 2023

The Council **Resolved** to adopt the new rules with the date for removal of Christmas Wreaths being amended to 31st January. 5 votes in favour 1 against

The Council **Resolved** to adopt the new Terms of Reference for contractors & visitors to the cemetery with the removal of the penalty charge from the Funeral Directors Terms of Reference. 5 votes in favour 1 against

Ongoing The Council discussed the need for a notice board in the porch; to contact National Parks re permitted development or required planning.

Ongoing The Council discussed Double Depth (DD) graves and the benefit to the cemetery as they are space saving but in the Fees that were adopted 1st Dec 2020 the burial of 1 interment in a DD grave has gone to £1200 (600 EROB & £600 Interment) and with a second Interment another 600 totalling £1800, where as 2 single grave interment were £700 each a total of £1400.

In order for the DD to be a benefit to the Cemetery the price needs to be made attractive, it was suggested to make the EROB of the DD grave the same as a single Grave £300, the first interment £400 as a single depth grave a total of £700 and the second interment £200 totalling £900 for 2 burials.

Cllr Markham stated the cemetery was the most expensive in the area at £900 a burial, the Clerk clarified the cost was £700 for a single grave burial.

No decision was reached on the reduction of DD Graves, will be reviews again at the next meeting.

2223/2/48. Training – Councillors / Clerk / Expectations of new Councillors

The clerk reported that completion of grant policy and Exclusive right training.

2223/2/49. Grants

Policy to review / Review Playpark for 2023 / plus any new applications.

The Council discussed the process of grant, the clerk raised concern that the grant policy need review and not all grants were given with a completed application

The Council **Resolved** that the policy should be reviewed for next meeting and all grants must go through a full application process

2223/2/50. Placement of Parish Council Notice Board

Ongoing The Council to review the placement and contact National Parks re permitted development or required planning.

2223/2/51. Parish Plan

Ongoing The Council have received information and displayed on the website, only 3 emails from the community showing interest to take part.

2223/2/52. To discuss new planning applications received.

None

2223/2/53. To discuss matters raised by Parish Clerk/Responsible Financial Officer:

- **Bookkeeping** current year to date - Circulated to councillors. As At 8/2/2023

Balance at the Bank – 74726.98

Uncleared Receipts – 2414.57

Uncleared Payments – 17309.60

Cashbook Balance - 59831.95

- **Bank mandate** status

Ongoing issues with bank mandate discussed. Resolved to Open a different additional Bank Account, all councillors agreed to be Signatories

- **Payments approval**

Voucher	Code	Date	Minute	Cheque N	Description	VAT Type	Net	VAT	Total	Total of Multiple
48	Pension	23/01/2023		2223/73	Pension	X	34.40		34.40	
119	Pension	28/02/2023		February P	Pension	X	173.04		173.04	207.44
93	IT Equipment	16/01/2023	25/05/2022 4.6		Replacement Laptop	S	582.50	116.50	699.00	699.00
96	Grass Cutting - Play Park	16/01/2023	05/04/2022 - 4.5		Bal of Grass Cutting Gr	X	380.00		380.00	380.00
97	Income - Cemetery - Erob	30/01/2023			Funeral Directo Double payment refunded0 2021/2022	E	2,800.00		2,800.00	2,800.00
106	Caretaker	27/01/2023			Caretake Duties	X	1,280.00		1,280.00	1,280.00
103	Clerk Salary	27/01/2023			Salaries January	X	2,618.40		2,618.40	2,618.40
98	Water	08/02/2023			Water	E	104.45		104.45	
99	Water	08/02/2023			Water	E	18.24		18.24	
100	Water	08/02/2023			Water	E	10.46		10.46	133.15
43	Income - Cemetery - Burial	08/02/2023			Funeral Directo Double payment refunded prepaid 2017	E	600.00		600.00	600.00
101	Repairs	08/02/2023			Street Light Upgrades	S	8,145.76	1,629.15	9,774.91	9,774.91
102	Website	08/02/2023			Web Page - Annual Fee	X	240.00		240.00	
113	Website	08/02/2023			Web Site - Transparenc	X	260.00		260.00	500.00
105	Clock Repair	08/02/2023			Institute Clock Service	S	164.00	32.80	196.80	
110	Clock Repair	08/02/2023			Church Clock Service	S	189.00	37.80	226.80	423.60
109	Asset Maintenance	08/02/2023			Brass No Tags	X	49.19		49.19	49.19
111	Training	08/02/2023		Feb 08/02	Training	X	33.40		33.40	
112	Training	08/02/2023			Training	X	33.40		33.40	
115	Training	08/02/2023			Training	X	25.00		25.00	91.80
114	Audit	08/02/2023			External Auditors	S	1,365.00	273.00	1,638.00	1,638.00
116	IT Consumables	08/02/2023			Ink	S	19.98	4.00	23.98	23.98
117	Clerk Salary	28/02/2023		February Pau	Salaries February	X	3,901.93		3,901.93	3,901.93
									25,121.40	

- **Internal Auditor** – Previous auditor has agreed to complete the current year audit
- **Website** and publication requirements – website upgrading work has been completed.

2223/2/54. To **report** any new correspondence received by clerk for the council.

Village Hall drop-in sessions were published by the chair.

The skate park has sent an email regarding a broken litter bin. The Council confirmed this had to be applied for through a Grant Application

2223/2/55. 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.

1.

A member of the public '1' stated the clearing of the cemetery had caused distress, and warning or notice would have helped, the Chair said there had been a notice, but this is why a notice board was felt necessary. It was also reiterated that prohibited item in the rules would be removed at any time. The Member of the public said had not seen rules as no access to internet. This reinforces the requirement for the terms of reference to funeral directors ensuring that the rules of the cemetery are received on purchase a right to burial.

2. Graves no headstone

A member of the public '2' asked if there was no headstone – it was confirmed that using the space in line with the headstone row was appropriate, in the space a headstone would take.

3. Price in min different to payment list

A member of the public '3' challenged that the minutes of the meeting of the 10th of January were as the cost of scribe was different in the Minute line to the payments list. The member of the public failed understand the difference was due to VAT that is recoverable.

4. Scribe /quotes excel.

A member of the public '3' challenged the chair and locum clerk as to why only scribe was looked at and why not 3 quotes? And what the ongoing cost, and why not other software. He was reminded that questions are to 'The Council' not to individual Councillors of the Clerk – As this Member had already had one question it was taken to be answered later.

Scribe

Monthly Subscription			
Accounts subscription fee per month (billed annually)	£29	12 months	£348
Cemetery subscription fee per month (billed annually)	£23	12 months	£276
Allotments subscription fee per month (billed annually)	£29	12 months	£348
Setup			
One-off set-up fee - Accounts	£247	1	£247
One-off set-up fee - Cemetery	£189	1	£189
One-off set-up fee - Allotments	£189	1	£189
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Year-End Assistance	FREE	Unlimited	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£1,597

Accounts – allows accurate costing, reporting, accounting, yearend processing and transparency. Which will reduce clerk time and challenges, the ability to present data in this clear way would take a lot of hours using excel, The Excel Budget has proved to be misinterpreted and represented by Members of the Public.

Cemetery - Brings together paper, book and digital records, allows invoicing, inspections, forms the official registers required by law to name but a few, Excel again did not meet the needs of compliance sufficiently. It also has save many clerk hours.

Allotments – Allows for accurate records, saves time in producing tenancy and inspection records, again hard to achieve on excel.

The only other software of a similar standard is not stand alone, requires a compulsory management Micro shade planform to run within. The training is £250 per day per package. It is not as transparent or intuitive to manipulate, so with the parish council history was not an appropriate choice. By the end of purchase the packages and training the price would have been far greater than Scribe.

Within the Financial Regulations 2019 updated 2022 – Adopted 2223/1/1/5; under 10.3 the RFO can obtain the best value to advise The Council how to appropriately get the council accounts, cemetery and allotment management compliant.

5.

A member of the public '3' asked the council if they would clarify if there was a complaint re the council with NYCC Monitoring officer. The locum Clerk reiterated that the only route to complain about the Parish Council by law was via the Complaints Policy or the Grievance Policy, of which there was no complaints currently within. The member of the public aggressively repeatedly asked the same question and was given the same answer, they failed to understand the answer given to them.

To clarify the Minute 2223/1/2/33 refers to a complaint where 'The Council' is the complainant.

6.

A member of the public '4' asked is the council was going to the NYCC drop ins and signing up to the NYCC Charter, it was explained that the NYCC notifications for these drops in were received Tuesday morning, far too short notice.

The council is in the band 25000-200000 and is working to the <25000 transparency code as per best practice, this is why the priority of improved website and accounting has been so important, due to the recent years of challenges.

2223/2/56. To **receive** matters raised by members for inclusion on future agendas.

None

2223/2/57. To **confirm** the dates of the future meeting(s)

Tuesday 7th March

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

1. Employment Matters

2223/2/58. To resolve to exclude members of the press and public due to the nature of the business to be transacted at agenda item 9.2 below, being prejudicial to the public interest. (Public Bodies (Admissions to Meetings Act 1960))

2223/2/59. To receive and consider information and advice on an ongoing employment issue.

Resolved that in the matter of an ongoing employment issue, the Council to continue the advice of its external HR adviser, The council are unanimous in the route and objectives.

Meeting Closed 21:30 hrs

Name:

Signature

Date