

Thornton Le Dale Parish Council

**Minutes of the Parish Council Meeting Held At 7.00 P.M. On
Tuesday 4th April 2023 at The Hill Memorial Institute,
Maltongate, Thornton le Dale YO18 7LF**

Present:

Cllr Bell (Chair); Cllr Markham; Cllr Charles; Cllr Hallsworth, Cllr N Firth; Cllr D Firth; Cllr Old

Locum Clerk – Carrie Pillow (*within Minutes will be abbreviated to Clerk*)

Members of public – 24

Commencement of Meeting 19:00 hrs

2223/4/61.

a) To receive apologies for absence given in advance of the meeting.

None

b) To consider the approval of reasons given for absence.

N/A

c) Welcome new Councillor – Confirm completion of Declaration of Acceptance of Office

The Chair welcomed Cllr Old; Declaration of Acceptance of Office received by clerk, signed 17/3/23 with Chair.

Resolved

2223/4/62. To **received** declarations of interest in items on the agenda.

Cllr N Firth Cllr D Firth Play Park

2223/4/63. To confirm & sign the minutes of the PC meeting held on

7th March 2023 **Resolved** approved by Cllr Markham (Acting Chair)

2223/4/64. To **discuss** ongoing matters arising from previous meetings and council business

Banning order - closure **Resolved** to close

Resolved to Discuss Finance – (Item 2223/4/74)

2223/4/65. **Meeting Venue** - Safety / No of people

Information received by the council that the fire limit for the Hill Institute, was 60 if all stood, but with furniture in the room it was 20.

The Council agreed a more appropriate venue needs to be found.

Options to initially look at are the OGS or the Village Hall, prices to be obtained.

OGS is the preferred location for the 9th May.

Ongoing – to look at other options for meeting; that meets health & safety for the number of people.

2223/4/66. **Allotments** – Review any updates

Following Discussion, it was **Resolved** to chain and padlock the 5 bar gate to stop fly tipping and bulk manure deliveries that are a Health and Safety hazard due to blocking pathways.

Initial :-

2223/4/67. Bullfield Tenancy - Review any updates

Ongoing – Payment noted, signed tenancy still to be received. Cllrs asked for a 7-day limit for signed tenancy to be received, then Field to be vacated, re advertised and payment to returned

2223/4/68. Caretaker - This Month's Priorities

Remove current compost heap, review refuse collection prices / size of bins and possibility of no compost heap in future to reduce fly tipping.

Review benches to ensure they are structurally sound.

2223/4/69. Grass cutting Contract -

Resolved to reduce village grass cutting to 6 times a year due to limited budget in this financial year.

2223/4/70. Training – Cllrs / Clerk / Expectations of new Cllrs - Any requests

Whole Council Face to Face. 20th July 2023. Resolved – Training booked, Council to pay for.

Other training **Ongoing** - concern on spending Council money on additional training due to the budget is being tight. The Chair s stated that all Cllrs training should be paid for with Council funds to avoid any discrimination.

2223/4/71. Grants - Consider any requests

Play Park - The Council discussed the playpark grant. Due to the current financial position of the Council it is unable to meet the grant request. The Council **resolved** to add six cuts of the play park to the dates of the Village cuts and assist where needed, in grant applications for surfacing areas of the play park.

2223/4/72. Notice Boards - Application – Permitted rights, Green.

The notice board for the Village Green has been put on hold in order to apply for grants.

2223/4/73. To discuss new planning applications received, or Previous Applications

a) NYM/2023/0067 – Replacement Windows – No objection

b) NYM_2023_0116 – Painting – No Objection

c) NYM/2023/0205 – Tree Removal - – No Objection

2223/4/74. To discuss matters raised by Parish Clerk/Responsible Financial Officer:

a) Bookkeeping current year to date - Circulated to Cllrs.

Cllrs all confirmed they have received the financial packs.

Cllrs agreed Yearend accounts could be made public. Available at Appendix A.

b) Bank mandate status

Lloyds – expected to be complete within 2 weeks.

Barclays – Still no cards or pins received for Cllr N Firth of Cllr D Firth

c) Payments approval

Resolved – Payments Approved.

Initial :-

Thornton-le-Dale Parish Council

PAYMENTS LIST

Voucher	Code	Date	Description	VAT Type	Net VAT		
134	Clock Repairs	24/02/2023	Institute Clock	S	1,447.00	289.40	1,736.40
135	Subscription - YLCA	31/03/2023	YLCA Advert	X	15.00		15.00
136	Notice Boards	10/03/2023	Cemetery Notice Board	S	260.00	52.00	312.00
137	HMRC	31/03/2023	hmrc	X	1,409.96		1,409.96
138	Clerk Salary	27/03/2023	Clerks Salary	X	1,071.16		1,071.16
139	Grass Cutting	27/03/2023	Caretake Duties	X	406.00		406.00
140	Caretaker	27/03/2023	Caretake Duties	X	1,620.00		1,620.00
141	Clock Repairs	31/03/2023	Clock Church	S	1,168.00	233.60	1,401.60
142	Payroll	31/03/2023	Payroll	S	77.65	15.53	93.18
					7,474.77	590.53	8,065.30
1	Subscription - YLCA	03/04/2023	Membership	X	590.00	590.00	
						590.00	

- d) Asset Register
Bench 22 – Written Off – as beyond economical repair.

- e) Year- end Accounts / Agar
Balance at bank £46,533.20
Agar Accepted Pg 4 & 5 Approved - **Resolved**

Cost Centres

Included in pack to show previous year spend. Appendix A refers.

This will be published on the Parish Council website to provide transparency of the finances.

- f) Reserves
Included in pack to show coming year committed spend. Appendix A refers.
This will be published on the Parish Council website to provide transparency of the finances.

Locum clerk has offered to do a mini public session at one of the May meetings, on a 1-1 basis, and asked a parishioner (Mrs Liz Alger) to sit with her as an independent witness

2223/4/75. Cemetery

- a) To consider non-resident status - if only moved for care issues in later life

Non - Residential status – Resolved to add the following

The Council reserve the right to review and allow burials as residents, on a case by case basis.

This may include but not be limited to situation like the following.

- A person being born in the parish and moving in adulthood in order to find work.
- A person living and working the majority of their life in the parish but moving in twilight years to live with family or care to receive support.

Other scenarios may be considered by The Council upon application.

- b) Review Residents purchases for family – To consider cases to class as resident.

The Council agreed that both examples presented by the Clerk could be treated as residents

- c) To review Memorials – Requiring safety work report progress

Twenty three Memorials identified as loose which is a Health & Safety concern. Pegs are in the Cemetery highlighting those affected. Clerk to gain prices for laying down of the Memorials. The list of affected Memorials is at Appendix B.

- d) Trees / Logs

Statement read by chair – Appendix C Statement and pictures of the rot in the trees is at Appendix C

2223/4/76. To **report** any new correspondence received by clerk for the council.

The Clerk thanked those residents that had been in touch with her personally.

A request was received by the Clerk for an application form for the permanent Clerk position currently vacant

2223/4/77. To **receive** matters raised by members for inclusion on future agendas.

None

2223/4/78. To **confirm** the dates of the future meeting(s) -

Tuesdays - 2nd May APCM – Election of Chair; followed by PCM

9th May APM – Meeting for the Public

2223/4/79. Public Session – max 15 mins

Members of the public and press are invited to attend, There will be a 15 minute Public Question Time at the end of the meeting, at the discretion of the PC. Public Participation is managed by the Chair and in line with the Parish Council Rules. Members of the public must adhere to the rules set by the Council for Public Participation.

All comments will be documented, but no verbal response will be given. Items not on the current agenda need to be sent in writing to the clerk for adding to future Agendas, *at the Council's discretion.*

MOP 1 – Grant Application Policy. Request for rewording of para 3 on requirement for audited accounts as not all groups with funds under £25,000 have to have audited accounts.

MOP 2 – Hill Memorial Institute. Question reference Parish Councils responsibility for the Hill Memorial Institute. Large sums of money were paid for repairs as stated in 2013 Parish meeting & 2013/14 accounts.

MOP 3 – Request for introductions Councillors and Clerk to introduce themselves at the start of each meeting so those that have not been before are aware of who is speaking.

MOP 4 – Parish Plan.

As the Council had received four emails (and one withdrawal), please can the Council ask for those that have volunteered to be brought together in order to move the idea of a Parish Plan forward.

MOP 5 – Missing Thornton-le-Dale Parish Council Notice Board at Dalby.

Electorate numbers and Ward incorrect on the Clerk vacancy advert published on the Parish Council Website.

MOP 6 - Approached the Parish Council privately. Concern that older residents of the village are not being heard.

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

Initial :-

2223/4/80. Employment Matters

- a)** 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)
- b)** To receive and consider information and advice on an ongoing employment issue.

Deferred - Out of time.

Review of Grant in May 2022

Council unanimously agreed to request the recall of 50% of the grant (£1500)

Parish Council Complaint to NYCC MO

To be progressed to the next stage (Ombudsman)

2223/4/81. Complaint to Parish Council

Deferred due to out of time.

Meeting Close:- **21:15**

Sign

Print

Date

Initial :-

A	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		77,610.03
	ADD Receipts 01/04/2022 - 31/03/2023		56,974.84
	SUBTRACT Payments 01/04/2022 - 31/03/2023		134,584.87
	Cash in Hand 31/03/2023 (per Cash Book)		88,051.67
B			46,533.20
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	2 Business Premium - Savings 2C 31/03/2023	41,787.05	
	1 Community Account - Main 20 8: 31/03/2023	7,665.89	
			49,452.94
	Less unrepresented payments		2,919.74
			46,533.20
	Plus unrepresented receipts		
	Adjusted Bank Balance		46,533.20
	A = B Checks out OK		

Thornton le Dale Parish Council Budget Planning for Year 1st April 2022 to 31st March 2023
 Prepared by Clerk & RFO - First Draft November 2021 - for finalising and adopting 6th December 2021

Description of Expenditure or Income Item	Budget for Year 1st April 2022 to 31st March 2023
Expenditure Items:	
Institute & Church Clock Maintenance & Repairs	£1,000.00
Payroll Processing (Autela Costs)	£350.00
Payroll Costs, Pension Conts & HMRC & Expenses Paid	£17,000.00
Caretaking, village maintenance, inc benches	£8,000.00
Allotments Maintenance - fencing, compost heap removal	£1,000.00
Cemetery & Churchyard Maintenance	£11,000.00
Grass Cutting Contract - Village	£13,000.00
Refuse Collection (RDC) & Waste, new bins	£1,000.00
Professional & Association Memberships - YLCA, SLCC, ICCM	£1,500.00
Training Costs Clerk & Councillors & Study Fees ILCA / CiLCA	£3,000.00
Village Green Maintenance costs, railings	£500.00
Hub Group - Grant, paint, misc. supplies	£500.00
Stationery, Stamps, sundry office supplies, books & guides, bulk photocopy	£300.00
I.T - web site, web site support & hosting Office Equipment, Laptop, software & licences, printer & sundry items	£2,250.00
Yorkshire Water - Allotments & Cemetery	£400.00
Annual Audit	£700.00
BT, Telecoms, Broadband - Clerk Office, PO Box fees	£1,000.00
Village Defibrillator	£250.00
Vale of Pickering Drainage Board - Bull Field Costs	£20.00
Insurance & Professional Fees	£1,000.00
NYCC Streetlighting - upgrades & ongoing Maintenance	£20,000.00
Grants Awarded	£2,000.00
Councillor Expenses Reimburse	£200.00
Hill Memorial Institute: Rent, Utilities, Trustees Insurance	£400.00
Village Beck Maintenance - provision for silt management	£5,000.00
Advertising Costs - Tenders, Recruitment	£300.00
Highways - Village Grit Bins PC maintained	£400.00
Information Commissioner Office - Data Protection Fees Register	£40.00
Total Expenditure:	£92,110.00
INCOME:	
Income - Cemetery Burials & Memorials & Exclusive Rights	£4,000.00
Income Allotments Annual Rents	£2,000.00
Employment Misc, Expenses refund	£0.00
RDC - Precept, CIL Payments	£45,500.00
Bank Interest Received	£0.00
NYCC Refunds Highways Grass Cutting	£776.00
Income - Land Rental Bull Field Roxby Terrace parking space	£800.00
Income - HMRC VAT Reclaim	£2,000.00
Income - Grants NYMNP Caretaker Grant, NYCC Grants	£2,500.00
Income - Insurance Claims Settlements Reimbursements	£0.00
Village Traders Contributions to Defibrillator costs	£0.00
Total Income:	£57,576.00
Cash In Bank:	-£34,534.00
Community Current Account Balance at 6th December 2021	
Business Reserve Account Balance at 6th December 2021	
Total Cash at bank 6th December 2021	

Thornton-le-Dale Parish Council
Reserves Balance
2023 - 2024 CP - Nxt Year

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Cemetery	-1,669.74	10,000.00			8,330.26
Street Lights					0.00
Asset Management	6,483.83				6,483.83
Allotments	-365.55				-365.55
Village Upkeep		20,000.00			20,000.00
Street Lights - Ownership transf	11,854.24				11,854.24
Beck - Silt Management	5,000.00	-5,000.00			0.00
Bullfield	-8.12			850.00	841.88
Council Administration		20,000.00	590.00		19,410.00
Total Earmarked	21,294.66	45,000.00	590.00	850.00	66,554.66
TOTAL RESERVE	21,294.66	45,000.00	590.00	850.00	66,554.66
GENERAL FUND					-19,761.46
TOTAL FUNDS					46,793.20

Thornton-le-Dale Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2022 £	31/03/2023 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	61149	77610				BALANCE B/F AGREES
2	Annual precept	45000	45500	500	1%	No	
3	Total other receipts	16854	11475	-5379	32%	Yes	£3200 overpaid in Cemetery fees in 21/22 refunded Found by locum Clerk after review of accounts, missed in audit. No of burials in Cemetery reduced from previous year
4	Staff Costs	13914	26198	12284	88%	Yes	Locum staff while Clerk off sick for 6 months Compensation Payment
5	Loan interest/capital repayments	0	0	0	0%	No	
6	Total other payments	31480	61760	30280	96%	Yes	20600 Caretaker Contrantor - New in Year / 8146 Street light adoption 3268 Clock Repairs / 3954 Grants / IT 2350
7	Balances carried forward	77610	46626	-30984	40%	No	
8	Total Cash and Short Term Investments	77610	46626	-30984	40%	No	
9	Total Fixed Assets and Long Term Investments	133800	55073	-78727	59%	Yes	The fixed asset register has been rebuilt, the street lights have been entered at actual cost to the council rather than a estimated figure, that had no accounting basis for value. Assets previous not on register added ro register.
10	Total Borrowings	0	0	0	0%	No	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Thornton-le-Dale Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Payments (Current Year) Actual	Payments (Last Year) Actual	35952.07				
			Caretaker	Street Lights	Clock Repairs	Grants	IT
			20584.31	8145.76	3268	3954	2353.9
Income							
General Administration							
Clerk Travel	43.28		43.28				
IT Consumables	40.98		40.98				
IT software	750.83	31.25	719.58				719.58
IT Equipment	632.34		632.34				632.34
Audit	1,485.00	4,463.75	-2,978.75				
Legal fees			0.00				
Hire	266.00	334.20	-68.20				
Subscription - YLCA	15.00	572.00	-557.00				
Subscription - SLCC		171.00	-171.00				
Subscription - ICO	623.00	40.00	583.00				
Insurance	882.93	981.73	-98.80				
Clerk Home Office	132.00		132.00				
Printing	167.37		167.37				
Postage	71.20	317.50	-246.30				
Stationery	363.80	96.61	267.19				
Payroll	314.81	199.19	115.62				
Training	142.10	48.75	93.35				
Telephone	10.00		10.00				
adverts		276.00	-276.00				
			0.00				
			0.00				
Cemetery							
Caretaker	4,898.17		4,898.17	4,898.17			
Grass Cutting	4,157.00	5,970.00	-1,813.00				
Waste Removal	338.08	324.16	13.92				
Water	39.84	39.50	0.34				
Membership	95.00		95.00				
Subscription - ICCM		95.00	-95.00				
IT Software	465.00		465.00				465.00
Training	25.00		25.00				
Groundswork	104.26		104.26				
Notice Boards	260.00		260.00				
			0.00				
			0.00				
Allotments							
Caretaker	850.00		850.00	850.00			
Water	350.02	326.98	23.04				
Waste Removal			0.00				
IT Software	537.00		537.00				537.00
fencing repair		460.00	-460.00				
			0.00				
			0.00				
			0.00				
Bullfield							
Drainage Rates	8.12	9.56	-1.44				
			0.00				
Street Lights							
Repairs	134.32	39.19	95.13				
Ownership Transfer	8,145.76		8,145.76	8145.76			
			0.00				
Village Upkeep							
Caretaker	14,626.95	4,849.50	9,777.45	14,626.95			
Grass Cutting	8,775.00	9,192.00	-417.00				
Asset Maintenance		689.92	-689.92				
Notice Boards	66.67		66.67				
			0.00				
			0.00				
Street Furniture							
Caretaker	160.00		160.00	160.00			
Bench Repairs	49.19		49.19	49.19			
Clock Repairs	3,268.00		3,268.00		3,268.00		
Railings Repairs	132.31		132.31				
			0.00				
			0.00				
			0.00				
Grants							
Grass Cutting - Play Park	800.00		800.00			800.00	
Clock Repair		410.00	-410.00			-410.00	
Defib		36.00	-36.00			-36.00	
Moor Bus	450.00		450.00			450.00	
Christmas Lights	3,000.00		3,000.00			3,000.00	
Jubilee	150.00		150.00			150.00	
			0.00				0.00
			0.00				
Misc							
Wreath	25.00	25.00					
Web site							
Website	645.00	164.99	480.01				
V.A.T.	3,356.90	1,248.72	2,108.18				
GROSS TOTAL		61853.23	31412.5				

Thornton-le-Dale Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Income	48,300.00	45,741.05	-2,558.95 (-5%)			0.00 (N/A)	-2,558.95
General Administration			0.00 (N/A)	26,140.00	28,845.30	-2,705.30 (-10%)	-2,705.30
Cemetery	4,000.00	1,135.00	-2,865.00 (-71%)	12,300.00	13,064.74	-764.74 (-6%)	-3,629.74
Allotments	1,500.00	1,606.54	106.54 (7%)	1,200.00	1,972.09	-772.09 (-64%)	-665.55
Church Yard			0.00 (N/A)			0.00 (N/A)	0.00
Bullfield	500.00		-500.00 (-100%)	20.00	8.12	11.88 (59%)	-488.12
Street Lights			0.00 (N/A)	20,000.00	8,280.08	11,719.92 (58%)	11,719.92
Village Upkeep	3,276.00	4,050.75	774.75 (23%)	27,200.00	23,542.71	3,657.29 (13%)	4,432.04
Street Furniture / Community Asset:			0.00 (N/A)	500.00	3,609.50	-3,109.50 (-621%)	-3,109.50
Rights of Way			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)	3,250.00	4,400.00	-1,150.00 (-35%)	-1,150.00
Misc			0.00 (N/A)		25.00	-25.00 (-2500%)	-25.00
Web site			0.00 (N/A)	1,500.00	947.23	552.77 (36%)	552.77
NET TOTAL	57,576.00	52,533.34	-5,042.66 (-8%)	92,110.00	84,694.77	7,415.23 (8%)	2,372.57

Total for ALL Cost Centres	52,533.34	84,694.77
V.A.T.	4,441.50	3,356.90
GROSS TOTAL	56,974.84	88,051.67

	Row	Site	Grave_No	Surnam	Forename_Decease
X	3	NW	76	Barnes	Clara
X	5	NW	145	Henderso	Ivy
X	9	NW	284	Babb	Kenneth Charles Babb
X	10	NW	300	Hodgeson	George
X	11	NW	333	Woolford	John
X	11	NW	334	Woolford	Barbara Ann
X	11	NW	335	Woolford	Deborah Jane
X	11	NW	340	Hann	Daisy Augusta
X	11	NW	353	Beal	Cecil David
X	2	SE	31	Myers	Charles
X	3	SE	74	Leng	John William
X	4	SE	77	Hall	Margery Jane
X	6	SE	136	Hill	Lesley
X	8	SE	192	Cox	Stella Winifred
X	8	SE	196	Nesom	Spence
X	8	SE	207	Robinson	Mabel I
X	9	SE	220	Kirby	Charles
X	9	SE	227	Nellis	Lucy
X	10	SE	248	Avison	Gertrude
X	10	SE	264	Douglas	Francis William
X	10	SE	268	Hill	Ernest
X	6	SW	150	Calvert	Elizabeth Jane
X	7	SW	172	Hayes	Edith Marcia

Appendix C - Cemetery Cherry Trees

Planted - 1982 - 40 + Years Old

<https://www.royalparks.org.uk/whats-on/blog/10-things-you-might-not-know-about-cherry-trees>

Across all varieties cherry trees tend to have a short lifespan, typically around 15-30 years.



Stumps showing Clear central Rot.

Logs - we tried to arrange to get into storage – but majority disappeared before this was arranged.

Following complaints of a mess from Cllr Markham, Cllr Bell cleared a few small remaining pieces to try reducing complaints.

Contractor – Is the **same contractor** that was engaged by the parish council in **February 2022**

Initial :-