

Thornton Le Dale Parish Council

**Minutes of the Parish Council Meeting
Held At
7.00 P.M. On Tuesday 2nd May 2023 at
TLD Village Hall, Thornton le Dale YO18 7LF**

Present:

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

In attendance:

Locum Clerk – (*within Minutes will be abbreviated to Clerk*) & Members of public – 35

Commencement of Meeting 19:30 hrs

2324/5.

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

None

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

None

2324/6. To **receive** declarations of interest in items on the agenda.

Cllr Charles declared interest in minute item **2324/14**

2324/7. To confirm & sign the minutes of the PC meeting held on 4th April 2023

Resolved - 4th April 2023 Minutes approved and signed by the Chair.

2324/8. Caretaker - This Month's Priorities

The clerk confirmed the contract had changed to the supplier A Brunton for a 1100L Commercial Bin at a cost per annum of £219.12

Clerk informed The Council that the Caretaker had given his months' notice.

Resolved – The Council accepted the caretaker's notice.

Resolved – The Council requested the clerk to ask the grasscutter to quote to cover the cutting of grass in the cemetery and church yard for a couple of months.

2324/9. To **discuss** ongoing matters arising from previous meetings and council business

i. Dalby - Notice Board - The clerk confirmed that Forestry England had emailed on 21 July 2022; but after receiving no response, they removed the Notice Board.

ii. Hill Institute – 2013/2014 accounts - ongoing, review

Following advice in relation to The Hill institute, & May 2013 APM Minutes; that stated the Parish Council was responsible for the Hill Institute; The Clerk reported the advice provided by NALC

Resolved – The Council agreed that they are not responsible and acknowledged their ability to use the powers of S133 & S137 if appropriate in the future.

iii. Grant Recall 50% - The Clerk confirmed that the Light Committee had been emailed on the 5/4/2023; and as of the meeting date, no response to the above email had been received.

Initial :-

iv. Meeting Venue – to consider if fit for purpose cost, safety, social distancing.

Following a discussion, and the acoustics of the Village Hall, proving a challenged, a Councillor suggested changing the time back to 7.30 pm to allow the Council to try the Methodist hall as a suitable venue.

Resolved - The clerk would investigate time change of meeting and Methodist Hall availability.

v. Vexatious Emails – Wasting council resources / Clerk time.

The council acknowledged the clerk time wasted.

Resolved - The Council would monitor the number of emails received by the clerk.

vi. PO BOX – Mail still going to Ryedale house consider cancelling.

Resolved – The Council agreed to cancel the PO BOX, and the chair offered her address to be the council mailing address.

vii. Defib – purchased 2015, Council to consider taking back control of risk assessments.

Resolved – The Council agreed to take back the defibrillator into council care and to complete risk assessments.

viii. Council Correspondence / Actions post meetings, Data risk / liability auditable trail.

Resolved – The Council agreed to copy the Parish Clerk in, and correspondence done for the parish council to ensure a data trail, and to agree whom is to take action before doing so – remembering that *No individual councillor can make decisions or take actions without the council's agreement, at a meeting, nor by email*

2324/10. Allotments – Review any updates

The Clerk reported concerns have been raised regarding the unsafe trees near plot 1;

Resolved – A Councillor offered to find contact details of the neighboring farmer for the Clerk.

2324/11. Bullfield Tenancy - Review any updates

The Clerk reported that the Signed tenancy has been received.

Resolved

2324/12. Grass cutting Contract – Review any updates

25th Apr / 30th May / 27th Jun / 25th July / 29th Aug / 26th Sep – dates booked for grass cutting.

Reports to the clerk of areas previously cut, had been missed.

Resolved :- The Clerk to review and report back to the Council

2324/13. Training –

Whole Council Face to Face - Booked 20/7/2023 – 3-6pm, venue to be confirmed.

Resolved :- The venue to be booked

2324/14. To **discuss** new planning applications received, or Previous Applications

Cllr Charles left the room

NYM2022/612 – Appeal to change windows from wood to plastic

Resolved :- The council has no objections.

NYM/2023/0232 – The Florence - Removal of Trees

Initial :-

Resolved :- The council has no objections.

2324/15. To **discuss** matters raised by Parish Clerk/Responsible Financial Officer:

Cllr Charles re-entered the room

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

Appendix a & b

b) Bank mandate status

Cllrs N Firth & Cllr D Firth are now on the bank mandate

Resolved:- Cllrs Charles, Markham and Olde to be added to the mandate.

c) Payment's approval

10 May 2023 (2023 - 2024 CP - Cur Year)

Thornton-le-Dale Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4 Audit	02/05/2023		1 Community Account		Internal Audit Fee	Account-Ant (Yorkshire) Ltd	X	176.40		176.40
5 Payroll	25/04/2023		1 Community Account		Clerks Salary	Clerks Salary Locum	X	945.06		945.06
7 Grass Cutting	02/05/2023		1 Community Account		Grass Cutting	Blooming Gardens	X	406.00		406.00
8 Caretaker	02/05/2023		1 Community Account		Grass Cutting	Blooming Gardens	X	1,070.00		1,070.00
8 Caretaker	02/05/2023		1 Community Account		Grass Cutting	Blooming Gardens	X	70.00		70.00
8 Caretaker	02/05/2023		1 Community Account		Grass Cutting	Blooming Gardens	X	60.00		60.00
9 Grass Cutting	02/05/2023		1 Community Account		Grass Cutting	A J Griffen	X	675.00		675.00
10 Pension	28/04/2023		1 Community Account		Pension	Nest Pension	X	-75.08		-75.08
11 Waste Removal	02/05/2023		1 Community Account		Cemetery Waste	A Brunton	S	36.52	7.30	43.82
Total								3,363.90	7.30	3,371.20

d) AGAR – sent / to go on the council's website

Following acceptance and signing off at the April Meeting.

Resolved – The Council agreed to publish the Annual Governance and Accountability Return on its website.

e) IA Report – Review / to go on the council's website.

Following acceptance and signing off at the April Meeting.

Resolved – The Council agreed to publish the Internal Auditors Annual Report on its website.

f) Public Rights – 5/6/2023 – 14/7/2023

Resolved – The Council agreed to the recommended date and publish the date for members of the public to exercise the right to inspect documentation.

g) Grant Policy – seeking further advice.

Resolved – requires ongoing work from the clerk, for acceptable evidence applicants who fall below the 10k charity registration status.

2324/16. **Cemetery** – To review Memorials – Requiring safety work report progress.

Following a discussion of actions required:

Resolved – The Council agreed to name a list of memorials to go on the Notice Board

Resolved – The Council agreed to the clerk approaching local builders for quotes to make memorials safe.

2324/17. To **report** any new correspondence received by clerk for the council

Initial :-

Play park queried how their grant for the 6 cuts were to be paid;

Resolved – The Council agreed to repay the park monthly for 6 cuts, following the receipt of a copy of the invoice.

Moor Bus Grant – The Council discussed, including resolving asking the public who used moors bus, the public raised 4 hands out of 35. Considering the current finances

Resolved – The Council regretted they couldn't support the project this year.

2324/18. To receive matters raised by members for inclusion on future agendas.

A councillor asked for clarification on the insurance cover – The clerk clarified it covered Councillors for fidelity insurance, Employment liability, Assets & public liability, and that the council does not have cover for the insurance of any voluntary organisation.

2324/19. To **confirm** the dates of the future meeting(s) -

23th May APM – Meeting for the Public – OLD Grammar School

6th June PCM – The Methodist Hall – 7pm

2324/20. Public Participation Session

A member of the public reported the lid on the cemetery was difficult to open.

Action The clerk reviewed the possibility of placing a small bin beside the council could empty into the larger bin and add to the next agenda for consideration.

There was a question asking why the public session was not at the beginning of the meeting as in the Standing Orders.

Action The clerk review the standing orders on the council's website, and report back at the next meeting

2324/21. Employment Matters

a) The council **resolved** 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 applications for the position of Clerk/RFO

The clerk confirmed there had been one request for an application, but no completed applications have been received.

c) To consider YLCA Clerk salary evaluation suggestion

The Clerk asked the council if they wished to have a salary evaluation completed by YLCA

Cllr Bell left the meeting.

Resolved:- The item be deferred for another month and continue with the Locum Clerk cover.

Meeting Close:- **21.00**

Sign

Print

Date

Initial :-

Thornton-le-Dale Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 02/05/2023		
	Cash in Hand 01/04/2023		46,533.20
	ADD Receipts 01/04/2023 - 02/05/2023		25,438.67
	SUBTRACT Payments 01/04/2023 - 02/05/2023		71,971.87
	Cash in Hand 02/05/2023 (per Cash Book)		4,036.49
B			67,935.38
	Cash in hand per Bank Statements		
	Petty Cash 16/01/2023	0.00	
	2 Business Premium - Savings 20 28/04/2023	28,649.55	
	1 Community Account - Main 20 8: 25/04/2023	41,787.05	
			70,436.60
	Less unrepresented payments		2,501.22
			67,935.38
	Plus unrepresented receipts		
	Adjusted Bank Balance		67,935.38
	A = B Checks out OK		

Appendix B

6 May 2023 (2023 - 2024 CP - Cur Year)

Thornton-le-Dale Parish Council Reserves Balance 2023 - 2024 CP - Cur 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	502.52	1,400.00	9,227.74
Asset Management	6,484.16		60.15		6,424.01
Allotments	-365.55		70.00	78.23	-357.32
Village Upkeep		20,000.00	1,745.00		18,255.00
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			1,711.47	22,750.00	21,038.53
Total Earmarked	21,294.99	25,000.00	4,089.14	25,078.23	67,284.08
TOTAL RESERVE	21,294.99	25,000.00	4,089.14	25,078.23	67,284.08
GENERAL FUND					579.36
TOTAL FUNDS					67,863.44

Initial :-