

**Minutes of the Parish Council Meeting  
Held At 7.00 P.M. On Tuesday 06<sup>th</sup> February 2024 at  
The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE**

**Present:**

Cllr Barrett (Chair); Cllr Green (Vice Chair); Cllr Hallsworth, Cllr Garbutt; Cllr Hetherton; Cllr Balderson; J Collins (Clerk)  
Apologies: Cllr Markham

**In attendance:**

Members of public

The Chair Cllr Barrett opened the public session and summarised the rules of the meeting, and the public session, including the announcement of the video recording of the meeting, and that mobiles phones should be on silence. Cllr Barrett declared the meeting open.

The Chair, Cllr Barrett, welcomed Jenny Collins as the new Clerk/RFO to Thornton Le Dale Parish Council. Member of the public raised the question about emails bouncing back when sent to the current TLeD Clerk email address.

**Cllr Barrett acknowledged this is a problem that the Parish Council are aware of and are working to fix this as soon as possible. It is on the agenda and will be discussed in more detail.**

Member of the public raised the question about having to email in questions for the Parish Council ahead of the meeting.

**Cllr Barrett reassured that this was purely to provide an audit trail, and to allow the Parish Council to answer the question as efficiently and accurately as possible.**

Member of the public raised the question re the condition of the Dog box/bin on South Lane.

**Cllr Barratt agreed to attend to this as soon as possible.**

**Cllr Barrett confirmed that the questions raised at the last meeting have all been fully resolved.**

**Formal Council Meeting Commencement 19:02 hrs**

**2324/106.** To **receive** apologies for absence given in advance of the meeting,  
& to consider the approval of reasons given for absence.

**Apology received from Cllr Markham .**

**2324/107.** To **Receive** declarations of interest in items on the agenda.  
**None received.**

**2324/108.** To **Confirm & Sign** Minutes of the EOM 5<sup>th</sup> February 2024  
**Agreed & signed.**

**2324/109.** To **Consider & Note** ongoing matters arising from previous meetings and council business

- a) To **receive** an update re Tree Policy: Mapping/Survey/Maintenance/Insurance  
Cllr Green provided a comprehensive update, every tree (22) has been mapped, and captured on a spreadsheet. Meeting took place with NYMNPA, and observation reached that some trees need attention. One tree near the chocolate factory shop requires attention. A query re the trees in the closed churchyard and should these also be included in the survey. Cllr Green **agreed** to add these on. Cllr Green **recommended** an in-depth review of the maintenance of all trees owned by the Parish Council including the Insurance policy/expiry dates. **To be added to next agenda.**  
Cllr Barrett formally recognised the efforts by Cllr Green in producing this report and thanked him on behalf of the Parish Council for his efforts and expertise.

- b) To **receive** update from Community Fund Raising Group re Clock Repair (TOR)  
The Group is working towards raising £2,000, a Duck Race in the village has been organised for 1<sup>st</sup> April 2024. Further meeting due, details to be finalised & update to be provided at the next meeting. **To be added to next agenda.** Further note, Smiths of Derby due in April, and will inspect/repair both clocks at the same time to save on costs.
- c) To **receive** update on the Parish Council website.  
Quotes have been **received** on alternative host providers, with a decision being made this week. Transition to a new host provider will be made as soon as practically possible. Further update to be provided at the next meeting. **To be added to next agenda.**
- d) To **receive** update on Scribe administration  
All councillors have Read Access. Cllr Hetherington stated it was imperative that ALL records are handed back by the previous Locum Clerk who, to date, has retained everything including burial records. **To retain on the agenda for further updates.**
- e) To **adopt** Parish Upkeep Advisory Group Terms of Reference  
Cllr Barrett highlighted that the village upkeep is a key function of the Parish Council and needs to demonstrate accountability. Cllr Barrett **invited** comments regarding the prepared document. Specific comments included that a minimum 3 members/councillors need to attend these meetings; the village assets are not necessarily the responsibility of the Parish Council; needs to be reference to the wider and primary role of the Parks (NYMNP); and perhaps some specific reference to the North Yorkshire Council (NYC) and NY Highways.

**Resolved:** To adopt the Terms of Reference and propose a Quorum for the meetings, 5 Councillors in favour, 1 Councillor abstained. **Motion passed.**

**2324/110.** To **Consider** any new planning applications received, or previous Applications / Decisions.

- a) NYM/2023/0787 – Bridale Manor, Station Road, TLD
- b) MYM/2023/0874 – Pexton Moor Farm, Low Dalby, TLD
- c) NYM/2024/0028 – Three Gables, Moorgate, TLD
- d) NYM/2024/0075 – Dovecote, Church Hill, TLD

**All received and considered, no comments received.**

**2324/111.** To **Receive and Consider** matters raised by Parish Clerk/RFO:

- a) To **Receive** current bank balance -  
Community Account: £16,963.67  
Business Premium Account: £42,132.57  
Virgin Account: £11,296.55  
All balances **received**.
- b) To **Note & Consider** bank mandate status & **consider** any actions required  
Proposal to expand the Banking Mandate to ALL councillors and the Clerk.  
**Resolved:** Propose agreement to update Barclays Mandate forms, 6 councillors in favour. **Motion passed.**
- c) To **Consider** Payment's for approval  
Motion **passed** to approve all payments, Hedge cutting invoice £240 & Waste removal £21.90.
- d) To **Consider** any outstanding payments.  
**Noted.** None to consider.
- e) To **Note** any updates to challenge of AGAR 2022 / 2023  
**Noted.**

**2324/112.** To **Receive** any new correspondence received by clerk and action required for the council.

Query received re the Clerk's telephone number. Update **received** that the phone is still being withheld, with all other Parish Council-owned equipment, by the previous Locum Clerk. **To provide update at the next meeting, add to the next meeting agenda.**

MOP has returned allotment plot. **This will be allocated out and added to the payment run for the 2024/25 season.**

Complaint received regarding Moles in the cemetery. **Clerk to consider & organise a new contractor. To update at the next meeting, to be added to the agenda.**

**2324/113.** To **Receive** matters raised by members for inclusion on future agendas & outstanding matters for future agendas.

- Cemetery Noticeboard. Issue of keys for this. The author of the Village Newsletter may hold a spare set (Claire Old). Cllr Barrett to enquire.
- All those already highlighted & agreed in these Minutes.

**2324/114.** To **Confirm** the dates of the future meeting(s) - **5 March 2024.**

Cllr Barrett **proposed** a motion to exclude Members of the Public to the Closed Session due to the nature of the business to be transacted.

**Resolved:** All councillors in favour, **motion passed.**

**Meeting Closed at 19:55 hours.**

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

**2324/115.**

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

**Resolved:** All Councillors in favour. **Motion passed.**

- b) To **Note & Consider** Parish Contracts – Parish Upkeep & Maintenance

1. Bull Field – Contract/Agreement/Fees

To **propose** for the grazing rights in the form of a new licence, fee to be advertised as more than £850 for the term, process to be sealed bids. To be advertised immediately on the pc noticeboard, and various social media channels. Term to be 2/4/24 until 31/3/25. Agreement also to **consider** alternative use of the Bull Field from grazing to more allotment plots, by including the question in the next Parish Plan.

**Resolved:** All councillors in favour. **Motion passed.**

2. Grass Cutting – Contract/Agreement/Tender

To **propose** the 3 contracts are re-tendered: grass cutting/cemetery & churchyard/caretaker. Cllr Hetherington to forward tender documents/examples to the Clerk, who will re-write &/or update the documents. Notice to tender asap agreed. Clerk to forward new documents by 15/2/2024.

**Resolved:** All councillors in favour. **Motion passed.**

3. Allotments – To **propose** Cllr Hetherington & the Clerk to issue new allotment invoices from Scribe before the end of this Fin Year. There is a waiting list, residents take priority. There appears to be just one allotment holder who no longer requires their plot, so this will be allocated to the next on the list who is a resident. Fees to remain the same as Fin Year 2023/24.

**Resolved:** All councillors in favour. **Motion passed.**

4. Cemetery – Mole complaint. To consider new contractors for the job. Cllr Hetherington & Clerk to review all applicants and appoint new contractor asap.

**Resolved:** All councillors in favour. **Motion passed.**

**Close of Meeting 20:59 hrs**



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