

**Minutes of the Parish Council Meeting
Held At 7.00 P.M. On Tuesday 05th March 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; Cllr Markham; J Collins (Clerk)
Apologies: None

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.

Member of the public raised the question about the fact that some residents had been made aware of a possible Pet Cemetery/Crematorium being run at the premises (with a chimney) on Longlands Lane. Residents queried the planning permission needed for such a business, and the absence of such an application.

Parish Council agreed to look into this and report back to member of the public.

Cllr Garbutt reported a blocked (road) drain outside the New Inn. This has been brought to the attention of the Landlord of the pub and advised to contact Highways. *Clerk has reported this to NY Highways.* Member of the public also advised of a blocked drain on Roxbury Road. *Clerk has reported this to NY Highways, however the response has been that they need more of a precise location or that the member of the public needs/can report the exact drain through the public access to the NY Council portal. Clerk has advised Parish Council.*

Clerk confirmed that she would request a road sweep for the village. *This has been requested along with a request for the road drains to be cleared.*

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

Formal Council Meeting Commencement 19:08 hrs

2324/122. To **receive** apologies for absence given in advance of the meeting, & to consider the approval of reasons given for absence.
All Councillors present. None received.

2324/123. To **Receive** declarations of interest in items on the agenda.
Cllr Garbutt confirmed an interest in a recent planning application at St. Hilda's Church, due to being the Treasurer. Cllr Barratt politely reminded Cllr Garbutt of the rules to be observed at Parish Council meetings regarding voting.

2324/124. To **Confirm & Sign** Minutes of the EOM 5th February 2024
Minutes are being finalised and will be made available for signing at the next EOM.

2324/125. 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 confirmed that all trees have been mapped, and that there are 55 trees which the Parish Council is responsible for. DG to obtain quotes for the one on the village green which requires attention. DG offered to reduce the Bottery bushes in the churchyard, kindly offering his services free of charge with reassurances that all Health & Safety measures, including the wearing of PPE will be adhered to.
Resolved Cllr Green to complete the works. **Motion passed**, with the condition that the Parish Council seek the required permissions from the Church. Cllrs voting against were 2. **To be added to next agenda.**
Clerk to follow up the action liaising with Cllr Hetherton.

- 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 Easter Monday, 1st April 2024. Confirmation from the group that they are on target to raise the needed funds, and that over half of the target has been already banked.
Resolved: To book the clock repairs and maintenance work now. Motion passed unanimously. Cllr Hetherton to fix a date for the visit with Smiths of Derby. To be added to next agenda.
- c) To **receive** update on the Parish Council website.
Advantage Web Design were appointed following the previous Parish Council meeting and have successfully migrated the website from .org.uk domain to .gov.uk platform as per recommendations from central government. This is now Live, and any enquiries made using the old domain search will be seamlessly directed to the new platform. Next steps are to redesign and upgrade the website, add all outstanding Parish Council meeting agendas and minutes, All Councillors will be receiving new email addresses with the same .gov.uk over the next 2 weeks. All this will be updated on the new website as soon as possible. **To be added to next agenda.**
- d) To **receive** update on Bench policy
The policy has been updated and made available for the recent enquiry. The Craft group confirmed that they wish to donate funds for a new bench near the Almes House, which was gratefully received by the Parish Council. Cllr Hallsworth confirmed that the preferred supplier and installer as advised by NYMNPA is Taylors of Pickering. *Clerk to review the Bench policy document, add the preferred supplier, and advise those who made a recent enquiry re a replacement bench.*
- e) To **receive** update from Finance Committee on Tenders.
Tenders for all 3 (Grass Cutting Verges/Cemetery & Churchyard/Caretaker) have been written and advertised. Awaiting submissions from prospective contractors. **To be added to next agenda.**
- f) To **receive** update on Village/Parish Newsletter
Resolved: To propose the Parish Council, provide an article/update in the Newsletter, which is delivered to all residents. **Motion proposed and passed unanimously.**

2324/126. To **Consider** any new planning applications received, or previous Applications / Decisions.

New Applications

- a. NYM/2024/0095 – Land adjacent St.Hilda's Churchyard, Ellerburn
Change of use from Agricultural to Burial land.

Update/Decisions

- | | |
|---|----------------------------------|
| a. NYM/2023/0787 - Bridale Manor, Station Road, TLD | Approved with conditions. |
| b. NYM/2023/0874 - Pexton Moor Farm, Low Dalby, TLD | Approved with conditions. |
| c. NYM/2024/0028 - Three Gables, Maltongate, TLD | No objections |
| d. NYM/2024/0075 - Dovecote, Church Hill, TLD | No objections |

All received and considered, no comments received.

2324/127. To **Receive and Consider** matters raised by Parish Clerk/RFO:

- a) To **Receive** current bank balance -
Community Account: £16,963.67
Business Premium Account: £42,290.14
Virgin Account: £11,553.56
All balances **received.**
- b) To **Note & Consider** bank mandate status & **consider** any actions required
Mandate received and circulated to Councillors and Clerk for completion.
Resolved: Finance Committee to look at the way forward for all banking matters, including the use of the existing bank accounts. **Motion passed unanimously.**
- c) To **Consider** Payment's for approval
Motion passed to approve all payments, Waste removal £21.90/Laptop £430/Noticeboard keys £11.40.
Possible training spends to be approved of £50. *Clerk to confirm dates for training (March/April)*

- d) To **Consider** any outstanding payments.
Noted. None to consider. **To remove from future agendas.**
- e) To **consider** Payments In/Received
Outstanding payment for burial. **Clerk to follow up.**
- f) To **Note** any updates to challenge of AGAR 2022 / 2023
Resolved: Cllr Barratt has forwarded the response to the 12 questions to the External Auditor. Parish Council awaiting further response.

2324/128. To **Receive** new correspondence received by clerk and any action required.

- a) New bench request: Clerk directed the enquiry to the new policy, and to advise both costs and preferred supplier.
- b) Use of village green by WI: Sunday 25th August 2024 for fundraising event between the hours 10am-4.30pm. **Resolved:** To agree the use as requested. **Motion passed unanimously.**
- c) Virgin Media planned works. Cllr Garbutt confirmed he would be liaising with VM re the planned works, and that a meeting date of 14th March 2024 at 10am has been agreed. Cllr Garbutt extended the invite to any interested members of the public. NY Cllr Sanderson reiterated that this is excellent news for the village as it will potentially deliver an internet speed of 2,000MB in TLeD.
- d) Laptop purchase: this has been purchased for Clerk use.
- e) Noticeboard keys: these have been purchased for the board at the cemetery as previous keys not available.
- f) Questions from Cllr Markham. Cllr Barrett responded as follows:
 1. All financial information queried has been presented at previous parish council meetings, and Cllr Barrett confirmed that Cllr Markham does have 'view only' access to Scribe.
 2. Parish Council acknowledged the statutory regulation to have both meeting Agendas and Minutes available to the public. These have always been made available on the website and will be updated on the new domain web address before the next meeting now that access has been resolved.
 3. Cllr Barrett confirmed that Jenny Collins is Responsible Finance Officer, appointed 22nd January 2024.
 4. Cllr Barrett answered the question re the grass cutting contract fully and confirmed that tenders have been advertised through the usual media outlets as well as the village noticeboard.
 5. Cllr Barrett confirmed that this was brought before the parish council at the 6th February meeting.
 6. Cllr Barrett confirmed that no code of conduct has been broken and referred Cllr Markham to the current parish council financial regulations.
- g) Scribe: Invoice received to the parish council of £1,166.40. **Resolved:** To review the use of Scribe and the 3 modules to see whether all are needed going forward, Cllr Barrett proposed to bring it back for discussion at the next meeting. **Motion** passed with 1 objection. **To be added to the agenda.**
- h) Correspondence received from member of public expressing concerns of the parish council. **Cllr Barrett confirmed that he would respond directly to this correspondence.**

2324/129. To **Receive** matters raised by members for inclusion on future agendas & outstanding matters for future agendas.

- All those already highlighted & agreed in these Minutes.

2324/130. To **Confirm** the dates of the future meeting(s) - **2 April 2024. 7 May 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

2324/131.

- 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** to accept the sealed bid received of £855. Term to be kept as per the advertisement (2/4/24 until 31/3/25). Successful bidder has requested some minor alterations for the Parish Council to **consider** including hard standing in areas. Cllr Green to meet with the successful bidder to agree any changes, ahead of contract signing and invoicing for the year. Cllr Green did advise that the Tender should always be seen as a sub-year due to the conditions of grazing rights. Parish Council to **consider** a change to the way the future applicants pay for the use of the field, including half-yearly instalments. Parish Council agreed to consider this for the Tender advert for next year (2025-2026)

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

2. Grass Cutting – Contract/Agreement/Tender

Clerk advised an update on the number of submissions. No action needed at this stage until deadlines for closing dates are passed.

Resolved: N/A **Motion**

3. Allotments – To **propose** that the Clerk interrogates Scribe for the allotment date ahead of the invoice run for the Fin Year 2024/25. Clerk to report back to Councillors by way of email.

Resolved: N/A **Motion**

4. Barclays – Clerk has completed the mandate and signed. This mandate has now been circulated to all Councillors for completion and will then be returned to Barclays to update.

To be added to the next agenda.

Close of Meeting **20:59 hrs**

[Sign](#)

[Print](#)

[Date](#)