

Thornton Le Dale Parish Council

Minutes of the Parish Council Meeting Held at 7.00 P.M. On Tuesday 04 June 2024 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

In attendance:

Present:

Cllr Barrett (Chair); Cllr Green (Vice Chair); Cllr Garbutt; Cllr Hetherton; Cllr Balderson; Cllr Markham.
J Collins (Clerk)
Apologies: No apologies

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 silent.

Member of the public raised the following questions:

1. The number of weeds has been very noticeable, with comments including that this year has been the worse in terms of the appearance of the village.
 2. Roxby Terrace is also becoming an issue in terms of its appearance.
- NYC Cllr J Sanderson, who was attending as a MoP, confirmed that the weeds at the roadside and on the pavement are the responsibility of the NY Council, and a programme of works is imminent to spray all weeds on the verges in the village. This is a Work in Progress with the council only being able to use specific/non-harmful sprays which protects the flower and fauna.

Resolved: TLD Parish Council agreed to remove/cut any weeds once this spraying has been completed. Clerk to liaise with Caretaker & allocate work in order of priority.

Complaint noted regarding the remedial dressing/tarmac outside TLD Cemetery. NYC Cllr Sanderson confirmed that the work was completed in accordance with the Highways operational plan. Comments noted by the parish Council.

Formal Council Meeting Commencement 19:10 hrs

2425/121. To **receive** apologies for absence given in advance of the meeting, & to consider the approval of reasons given for absence.
Cllr Balderson gave apologies. Cllr Balderson was than able to join the meeting during the first hour, and then confirmed her attendance for the rest of the meeting.

2425/122. To **Receive** declarations of interest in items on the agenda.
No declarations of interest. Noted.

2425/123. To **Confirm & Sign** Minutes of the PCM of the 7 May 2024.
Confirmed & duly signed. Noted

2425/124. To **Consider & Note** ongoing matters arising from previous meetings and council business

- a) To **Receive and Consider** updates to the Tree Policy: Mapping/Survey/Maintenance/Insurance
Cllr Green confirmed he had made some slight alterations to Authority names only to the Tree Policy. Cllr Green also confirmed that the Parks had responded positively to the intended Tree Works, a contractor has been instructed and we are awaiting dates for the work to commence, which includes both reduction and uplifts to trees.

Resolved and noted.

- b) To **Receive** update from Community Fund Raising Group re Clock Repair (TOR)
Confirmation that £3,1377.12 has been raised for the Clock Repair, and this will be ring-fenced within the Councils bank account. Cllr Hetherton gave an update on the intended works, with the contractor visiting and assessing the clock. The PC await the report. **To be added to next agenda.**
- c) To **Receive** update on the Annual Meeting of the Parish
Chair Cllr Barrett confirmed that the meeting had been positively received by those present, 8-9 speakers of the various community groups attended and gave updates. Cllr Barrett gave his thanks to the various groups which had supported the event, and noted the kind words received on various emails, and MOP who had stopped him the village to commend his running and organising of the event.
- d) To **Receive** update on Election of a new Parish Councillor
The proposed Election of a new Parish Councillor will occur on the same day as the General Election, which is the 04 July 2024. Advertisement to follow, Cllr Barrett confirmed that any costs to the Parish Councillor Election has not been included in the budget. **Noted. To be added to next agenda.**
- e) To **Receive and Consider** the proposed new model of the NALC Financial Regulations
The model needs to be discussed and agreed at the Finance Committee, and then brought to full Council
Resolved: To bring forward to the next PCM.
- f) To **Receive** update on Banking Matters including Barclays Mandate
Resolved: Cllr Green confirmed that the new mandate is now in place. **To be removed from next agenda.**
- g) To **Receive** update on the proposed review of the Parish Action Plan. **To be carried forward to the next agenda.**
- h) To **Receive and Consider** way forward on a new Parish Plan
Resolved: Cllr Barrett confirmed his intentions to contact those who had expressed an interest & invite to a future arranged meeting. **To be added to next agenda.**
- i) To **Receive and Consider** a review to the Council's allotments
Resolved: To be covered later in the agenda in connection with the accounting package, Scribe.
- j) To **Consider** bench policy amendments re timescales
Resolved: Proposal passed to take reasonable steps to identify previous bench holders, and if this proves unsuccessful, then the site of the previous memorial bench can be reallocated. The timescales agreed were 6 months' notice before the site can be reallocated out to a new prospective owner. Cllr Barrett to amend the policy.
- k) To **Consider** bench proposal from Craft Hubbers
Resolved: Craft Hubbers to purchase a bench known as a "Friendship Bench" and this will be positioned in one of the current empty/prominent sites outside the Almshouses. Cllr Barrett confirmed that this vacant site can be used, and if no previous Memorial Bench holder comes forward, then the bench will stay after the new policy period of 6 months. It was confirmed that the broken bench at Ellerburn will be replaced towards the end of June by the respective family.
- l) To **Consider** application from Hub for supporting letter to the NYMNPA
Resolved: It was agreed a letter will be drafted from the Council to the Parks to support the intervention by the Parks of their responsibility to maintain the paths around the pond and car park, and the immediate area
- m) To **Receive** update on Employment Matters
Resolved: No further update, Parish Council awaiting re-arranged date for the Employment Tribunal

2425/125. To **Consider** any new planning applications received, or previous Applications/Decisions.

New Applications

- a. NYM/2024/0387 – Forge View, Thornton Le Dale
- b. NYM/2024/0278 – Comber House Lodge, Dog Kennel Lane, Thornton Le Dale *
- c. NYM/2024/0351 – Forge Cottage, 1 Thornton View, Thornton Le Dale

Update/Decisions

- a. NYM/2024/0095 – Land adjacent St. Hilda's Churchyard, Ellerburn **Registered**
- b. NYM/2024/0222 – Brook Cottage, Brook Lane, Thornton Le Dale **Registered**
- c. NYM/2024/0215 – Sweet Dreams, Sweet Dreams Pet Crematorium, Longlands Lane, Thornton Le Dale *
Approved with Conditions

*Retrospective

All Received and Considered, comments as above.

2425/126. To Receive and Consider matters raised by Parish Clerk/RFO:

a) To **Receive** current bank balance -

- * Community Account: £8,163.67
- * Business Premium Account: £52,473.36.
- * Virgin Account: £35,164.80

* Balance at the end of April 2024.

All balances **received**.

b) To **Note & Consider** bank mandate status and any actions required

Cllr Green confirmed the new bank mandate has been received and updated.

Cllr Hetherton requested Cllr Markham (an Authorised Signatory on the Virgin Money bank account) draft and sign a letter to Virgin Money instructing the removal of the previous Locum Clerk, C Pillow, including the address of C Pillow.

Resolved: During the attempt to resolve this, Cllr Markham refused to answer the question, stated that she wanted nothing more to do with the Virgin Money bank account, and proceeded to remove herself from the Parish Council Meeting. The remaining Councillors present voted to REMOVE both the previous Locum Clerk and Cllr Markham, at her request. Cllr Green will attempt to resolve this with Virgin Money bank. All Councillors voted in favour to ADD Cllr Green and the Clerk, J Collins as Authorised Signatories.

c) To **Consider** Payments for approval

Resolved: All payments approved as included in the Clerks Notes.

d) To **Consider** Payments In/Received

Resolved: All payments In/Received were **Noted**.

e) To **Receive** update re Internal Audit – Finances 23.24

Clerk confirmed that the Internal Audit Report was received on email during the late afternoon of the 4 June, prior to the Parish Council Meeting. The printed report was circulated during the meeting, and the Council agreed to **Receive, Consider & Accept** the findings of the Internal Report.

The Annual Internal Audit Report 2023-24 was **Reviewed** by Council.

The Annual Governance Statement 2023/24 was **Reviewed**, comments were **Noted** and the Report was signed/dated by both the Chair & Clerk/RFO. Reasons for the “No” answers were **Noted and Minuted** as follows:

Q1. Due to the Parish Council not having a Clerk/RFO in post during part of the year

Q2. Due to the Parish Council only having ‘Read-Only’ access to the accounting package, Scribe

Q6. Due to the equipment/files and records being withheld from the Parish Council

Resolved: The Making the Provision to Exercise the Public Rights period was agreed as follows:

24 June 2024 until the 03 August 2024. Clerk to arrange the publication of the document the day before commencement of the period on the Council’s website and noticeboard.

f) To **Note** any updates/financial planning of the challenge to the AGAR 22.23

Resolved: To bring forward to the next meeting agenda. When the final report has been received from the external auditor it will be distributed to all Councillors for review.

2425/127. To Receive new correspondence received by clerk and any action required. Please see the accompanying notes detailing the content of the correspondence.

a) Scribe – Update on Invoice / Best way forward.

Resolved: Clerk and Cllr Hetherton to contact Scribe for a meeting to discuss current arrangements, gain an understanding of current pricing structure and service offering. Part of this review will be to assess the Council’s needs and make recommendations. To bring back to Council in July. Initial thoughts are to retain the Accounts & Cemetery package and consider alternatives for the Allotments.

b) AED – Village Green Defibrillator Administration & Management. Further update.

Resolved: Some MoP will help manage the Defibrillators and are able to access the webpage to help in the maintenance. Future training to be considered.

c) Village Tidy Group/Caretaker – plan of action

Resolved: Areas of the parish to be prioritised were noted & will be communicated to the Caretaker at the forthcoming meeting in the village. As part of the comms to the Parks re village upkeep, the area of footpath between Dog kennel Lane and the main car park will be highlighted also. Caretaker duties to be a regular agenda item.

- d) TLD Beck fencing concerns – update
The Parks have agreed to repair/replace the fencing and have approached their contractor for pricing. Parks has requested a donation from the Parish Council. Awaiting pricing, Clerk to chase during June for an update.
- e) Castlegarth area for grass cutting.
Resolved: This area of grass will now be cut by the contractor following a review of the tender map. The additional cost will be £40 per cut and will be highlighted as such on the contractor invoice.
- f) TLD website and Email addresses
Resolved: Agreement to adopt the gov.uk email addresses with immediate effect following a 4–6-week trial/crossover and therefore replace the use of Councillors' own email addresses. This is in line with the recommendations by both NALC and YLCA. Clerk to address any individual concerns/technical issues from Councillor's, however following this review (which is immediate) then other alternative forms of communications must be agreed, in line with the recently adopted Parish Council policy.
- g) Parish Portal Access for TLD PC
Technical issues continue, NYC has given additional dedicated resource to resolve.
- h) All other correspondence
As covered in the Clerks Notes document.

2425/128. To **Receive** matters raised by members for inclusion on future agendas & outstanding matters for future agendas.

- **Resolved:** All those already highlighted & agreed in these Minutes. **To add** the issue of the village weeds & Caretaker actions to the next meeting agenda.
- **Resolved:** Cllr Garbutt proposed to postpone/move the date of the August meeting due to the annual TLD show. **The motion was agreed to move the meeting to the following Tuesday, 13 August 2024.**

2425/129. To **Confirm** the dates of the future meeting(s) -

2 July 2024 13 August 2024 03 September 2024

The Chair Cllr Barrett **Proposed** a motion to close the meeting.

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

Meeting Closed at 20:42 hours.

DRAFT

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