

## Thornton Le Dale Parish Council

### Minutes of the Annual Meeting of the Parish Council and the Parish Council Meeting held at 7.00pm on Tuesday 01 July 2025 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; J Collins (Clerk)  
Apologies: Cllr Balderson; Cllr Markham; Cllr Goodson-Moore  
Members of Public (mop)

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.

#### Public Session

No questions raised.

#### Formal Council Meeting Commencement 19:05 hrs

**2425/148** To **Receive** apologies for absence given in advance of the meeting,  
& to consider the approval of reasons given for absence.  
**Cllr Balderson, Cllr Markham and Cllr Goodson-Moore. Noted and approved.**

**2425/149** To **Receive** declarations of interest in items on the agenda.  
**None declared. Noted.**

**2425/150** To **Confirm & Sign** Minutes of the PCM of the Tuesday 03 June 2025 and the Finance  
Meeting of Tuesday 03 June 2025  
**Minutes were noted, confirmed and signed.**

**2425/151** To **Consider & Note** ongoing matters arising from previous meetings and council business

- a) To **Receive and Consider** update re the boundary wall, All Saints Church  
Cllr Barrett gave a further update which included the status of progress. Cllr J Sanderson of NYC has formally responded confirming that North Yorkshire Council cannot legally take on the responsibility for the closed churchyard including the wall. Agreement to keep on the agenda and continue to progress matters with the York Diocese.  
**Resolved: To bring forward to the next PCM.**
- b) To **Receive and Consider** action for the All Saints Church Parish Council clock  
Cllr Garbutt kindly gave a further update on the clock, and the Clerk confirmed that contact had been made with Cumbria Clocks regarding a visit to repair and service both this clock, and the Hill Memorial Institute clock. **Resolved: To bring forward to the next PCM.**

**2425/152** To **Receive and Consider updates** from the Parish Plan group  
Update received from Cllr Barrett. The review and engagement period will be ending soon, there will be a public event where parishioners will be invited to the Village Hall on Thursday, 11 September 2025 at 7pm.  
**Resolved: Noted. To bring forward to the next PCM.**

**2425/153** To **Receive and Consider** plan for the village upkeep and maintenance

- i. Update to TLD Beck Isle/main village upkeep/Maltongate: majority of tasks now complete. Clerk had notified NYC/Highways of the issue with the Maltongate railings, and other areas on Maltongate. NYC confirmed they will commence some spraying of weed where appropriate, in July onwards.
- ii. Cemetery – gates. Work in Progress. Clerk agreed to contact a local joiner as it felt that the gates would need removing during the repairs/renovation.
- iii. Summary of Costs – Work in Progress. Cllr Garbutt offered to assist in compiling the list of benches.
- iv. Summary of Costs for Maltongate railings – Clerk agreed to report to Highways due to recent damage caused by a vehicle. Cllr Sanderson suggested that the PC apply to her for a small grant to assist with this, which was received with thanks and appreciation. A mop suggested reviewing previous costs for maintenance to understand the future potential costs.

**Resolved: To bring forward to the next PCM. Clerk to apply for the grant to Cllr Sanderson, detailing costs/materials. Vote proposed and taken to progress this matter, all councillors in favour.**

**2425/154** To **Receive & Consider** a PC variation to the grass cutting contract due to the Biodiverse request from residents.

Cllr Barrett summarised the communications received from mops, and reviewed the recent presentation made by Holly Ramsden from NYMNPA, suggesting possible areas for re-wilding corridors, whilst stressing this must be a community-led project. It appears further discussions/considerations needed regarding potential areas and management of these.

**Resolved: Vote taken to consider a variation to the current Parish Council grass cutting contract, all councillors in favour to NOT vary the current contract. To remove from future PCM agendas.**

**2425/155** To **Receive & Consider** update and proposed costs from the Cemetery working group re the audit work on Scribe

Following the review of the records, and recommendations made by YLCA and ICCM, there are around 900 of the 1300 records which are incorrect. Proposal made for the Parish Council to agree to the possible overtime needed (of around 20 hours) to correct all records on Scribe to mirror the paper/old burial records held. **Resolved: Vote to agree the overtime for the Clerk to update all Scribe records to the correct version as recorded on the paper records. All councillors in favour. To remove from future PCM agenda.**

**2425/156** To **Receive & Consider** proposed cost contribution to Barn Owl boxes

Cllr Barrett provided a summary proposal received by a mop to site up to 10 Barn Owl boxes within the boundary of the parish, at a cost of £350 to the Parish Council. Discussion was that all boxes must be sited within the parish boundary for this to be supported.

**Resolved: Vote taken to fund the cost of £350. 2 councillors voted in favour of the Parish Council funding the cost, and 2 councillors voted against. Vote carried due to the Chair voting in favour, and therefore the chair has the casting vote. To remove from future PCM agendas.**

**2425/157** To **Receive & Consider** update on the Employment Tribunal

Cllr Barrett gave an update confirming that all claims against the Parish Council made by the previous Locum Clerk had been dismissed. Once all details of the outcome have been made public, then the Parish Council will make a formal statement.

**Resolved: To remove from future PCM agendas.**

**2425/158** To **Receive & Consider** updates to the Parish Council Liaison Roles

All council liaison roles were discussed and updated by Cllr Barrett. The full agreed list will be made available/published on the website shortly.

**Resolved: All roles agreed and updated. To remove from future PCM agendas.**

**2425/159** To **Receive & Approve** changes to the Parish Council Standing Orders

Cllr Barrett explained the need to change the existing rule regarding the Public Session, to a mop NOT needing to email question(s) to the Clerk for the public session ahead of the meeting.

**Resolved: Proposal to update the rule, all councillors voted in favour of amending the rule.**

**2425/160** To **Receive & Consider** updates to the Parish Council Code of Conduct & Training Policy documents, as recommended by the Internal Auditor

Cllr Barrett explained the recommendations made during the recent audit to update these documents, as these appeared out of date on the website. Clerk confirmed new updated docs had been retrieved from the YLCA website and proposed that these should be circulated and considered at the next PCM.

**Resolved: Proposal to Consider and Review at the next meeting. All councillors voted and in favour.**

**2425/161** To **Receive & Consider** update on the Almshouses, Chestnut Avenue.  
An agreement to move this to the next meeting as Cllr Balderson had sent her apologies.

**2425/162** To **Consider** any new planning applications received, or previous Applications/Decisions.

**New Applications**

- i) NYC: ZE25/00542/FUL, Willow Grange, Hurrel Lane, TLD
- ii) NYMNPA: NYM/2025/0362 11 Farmanby Close, TLD
- iii) NYMNPA: NYM/2025/0364 Land east of Longlands Lane, TLD

Please refer to the NYMNPA website for more information on **planning decisions**.

<https://www.northyorkmoors.org.uk/planning>

**Resolved: All new applications considered.**

**2425/163** To **Receive and Consider** matters raised by Parish Clerk/RFO.

- a) To **Receive** current bank balances.

**End of Month closing Balances:**

|                            |                |                |
|----------------------------|----------------|----------------|
| Barclays Community         | £26,521.28 May | £26,809.07 Jun |
| Barclays Premium (Reserve) | £73,172.95 May | £73,416.02 Jun |

NB: The above balances include PC contractual payments to the date 27 June 25

All Bank statements to date have been reconciled with Scribe (from 01 April 2025)

**Resolved: Bank balances received. Noted**

- b) To **Consider** Payments Received and for Approval

**Resolved: Payments received and approved. Noted (see below). Scribe Payments to Authorise Report signed in the meeting. Quarterly April – June 2025 Bank Reconciliation Report signed.**

| Credit/<br>Debit | Invoice<br>Date | Supplier Name   | Gross<br>Amount (£) | Description                  |
|------------------|-----------------|-----------------|---------------------|------------------------------|
| C                | 2 June          | Barclays        | 243.07              | Interest in Premium Acc      |
| C                | 13 June         | NYC             | 886.07              | Grass Cutting Splay (grant)  |
| C                | 13 June         | A Collier       | 200.00              | 2023/24 Inv. Burial          |
| C                | 24 June         | Gateways FD     | 400.00              | Burial                       |
| C                | 1-30 June       | Tenants         | 145.00              | Allotments                   |
| C                | 2 June          | NYMNPA          | 2750.00             | Caretaker Grant 2025         |
| D                | 18 June         | Business Stream | 27.33               | Water bill                   |
| D                | 9 June          | Account-Ant Ltd | 369.00              | Internal Auditor             |
| D                | 4 June          | YLCA            | 27.40               | Training                     |
| TA               | 1-30 June       |                 |                     | See Scribe report (attached) |
|                  |                 |                 |                     |                              |

- c) To **Consider** future Payments In/Received: see Clerks Notes

**Resolved: Considered and approved except further information has been forwarded for consideration re the Street Maintenance/Lights. The clerk will liaise with NYC before this can be paid. Noted**

- d) To **Approve** Clerk overtime of £101.58 for work undertaken (ICO/AGAR/PKF LittleJohn)

**Resolved: Approved, all councillors in favour.**

- e) To **Receive** Notice of Conclusion to the AGAR 2023/24 audit, sign off from PKF LittleJohn

**Resolved: Received and noted. Notice of Conclusion has been published on the website and noticeboard.**

- f) To **Receive & Consider** alternative savings/investment option to Barclays bank  
**Resolved: Finance Committee agreed to approve the application of a new savings and investment account with Skipton Building Society (Malton branch). Cllr Green kindly agreed to progress this. Agreement also reached to transfer £10,000 balance from the Barclays Current Account into the Premium Account, due to an excess amount of funds. Clerk to administer this transaction.**

- 2425/164** To **Receive** new correspondence received by the Clerk & any action required.
- a. An update on mop correspondence received re Brook Lane issues  
Clerk has progressed with both NYC and the mop concerned. Matter closed.
  - b. The tree work documentation for All Saints Church: Parks & York Diocese  
Work in Progress. To remain on the agenda.
  - c. Request received re the Notice of Public Rights Inspection AGAR 2024/25  
The clerk confirmed that there had been a request.
  - d. Allotment Tenancy Agreements and payments received  
The clerk gave an update on the fact that most payments have been received, and Tenant Agreements have been posted for signing, as per the internal audit recommendations.
  - e. Information received from NYC re the re-cycling bins  
Noted

**Other matters:**

**Scribe: Data Breach**

Recommendation to send formal email to warrant investigation. Noted and agreed.

**Parish Plan Portal**

Both requests responded to: Maltongate & Brook Lane. Information passed on. Matter closed.

**Comms received re the Budget Forecast report/plans 2025/26**

Correspondence received, this has been responded to. Report to be updated. Noted

**Manthorpe Play Area**

Prior to the start of the meeting, confirmation has been received from MPA, PC can now forward the agreed grant donation of £600.00

- 2425/165** To **Receive** matters raised by members for inclusion on future agendas & outstanding matters for future agendas.

**Resolved: No additional items.**

- 2425/166** To **Confirm** the dates of the future meeting(s) -

**NO August Meeting    02 September 2025    07 October 2025**

The Chair Cllr Barrett proposed a motion to close the meeting.

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

**Meeting Closed at 20:47 hours.**

**Sign**

**Print**

**Date**