

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 02 September 2025 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

In attendance:

Present:

Cllr Green (Chair); Cllr Hetherton; Cllr Garbutt; Cllr Goodson-Moore; J Collins (Clerk)
Apologies: Cllr Balderson
Members of Public (mop)

The Vice-Chair, Cllr Green 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

Questions were raised by mops re the grass cutting contract, the biodiversity aims of the Parish Council, and the suggestion for the PC to consider this when discussing the contract extension. Clerk did confirm that the variation to the cutting of the grass verges of the current contract had already been voted on in July, and a resolution had been passed NOT to vary the current contract. Further aims of the village biodiversity group were to be covered later in the agenda under the Clerks correspondence received (agenda item 2425 184 g.)

Formal Council Meeting Commencement 19:10 hrs

- 2425/167** To **Receive & Consider** election of a new Chair to the Parish Council
Cllr David Green was nominated as the new proposed Chair. **This was seconded, and a vote took place to elect Cllr Green as new Chair to the Parish Council. The vote was unanimous. The remainder of the meeting was then chaired by Cllr Green.**
- 2425/168** To **Receive** apologies for absence given in advance of the meeting,
& to consider the approval of reasons given for absence.
Cllr Balderson had offered her resignation as councillor to the acting-chair prior to the meeting, which was accepted. Cllr Markham was absent from the meeting; no apologies had been offered. Noted.
- 2425/169** To **Receive** declarations of interest in items on the agenda.
Cllr Hetherton declared an interest in the agenda item 2425/184 j. as the Right of Way to potentially be discussed did form part of land owned by her. Noted.
- 2425/170** To **Confirm & Sign** Minutes of the PCM of the Tuesday 01 July 2025 and the EOM of Tuesday 15 July 2025
Minutes of both meetings were noted, confirmed and signed.
- 2425/171** 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
No further update available. The Clerk to progress an update with the York Diocese for the next meeting.
Resolved: To bring forward to the next PCM.
- b) To **Receive** update for the All Saints Church Parish Council clock and the Hill Memorial Institute clock
Both clocks have now been serviced and repairs made. **Resolved: To remove from next PCM agenda.**

2425/172 To **Receive and Consider** plan for the village upkeep and maintenance

- I) Update – caretaker work completed since July PCM
General maintenance completed. Overhanging branch at the churchyard was removed. Agreement to highlight further work needed on Maltongate, Cllr Goodson-Moore agreed to summarise this work and communicate to all present. Clerk confirmed the management of all contractors falls under the remit of the Clerk. Councillor Garbutt added that the benches on Ellerburn Road also needed attention in terms of grass strimming. Clerk to also communicate this work to the caretaker.
- II) Cemetery – proposed costs for the renovation of the gates/moles
Clerk confirmed the initial quote from a local joiner (Nicholas Cousins, Pickering) for repairing the gates will be circ. £1100.00, this excludes the posts. It was agreed to seek a cost comparison for the replacement of the gates. **Resolved: to discuss these costs at the next meeting**
- III) Summary of proposed costs for the village benches
Clerk confirmed the initial quote/cost of bench maintenance received from Groundserv of £30-£35 per hour, with an estimated time spent on each bench of 3-4 hours, this will include any minor repairs to the bench as well as the sanding/oiling/painting of the bench. Agreement reached in principle by all councillors to commence the work after the end of the grass cutting season. The cost will cover the labour element and some fixing materials for the benches. Parish Council will purchase the materials such as oil/paint, etc. **Resolved: To award the work to Groundserv, with work to commence in October 2025. Vote taken, motion passed, and all councillors in favour.**
- IV) Summary of proposed costs for Maltongate railings
Clerk confirmed a provisional quote received from Groundserv for **£750.00** for the labour involved, for the renovation of the railings in the Maltongate area of the village. The materials such as sandpaper/paint will be purchased through the provision of the Cllr J Sanderson Locality grant of £400.00, received from North Yorkshire Council. **Resolved: To award the work to Groundserv, with work to commence in October 2025. Vote taken, motion passed and all councillors in favour.**
- V) To **Consider & Approve** the option of a 1-year contract extension for the grass cutters village maintenance, cemetery/closed churchyard and caretaker
Clerk confirmed that both contractors to the Parish Council; Groundserv and M Cunningham, had agreed to the proposal of a 1-year extension of their contracts for the grass cutting of village verges/churchyard and cemetery/caretaker at the 2025 prices.
Resolved: Motion passed to extend the contracts by 1-year, vote taken and passed unanimously. All councillors in favour. Clerk to write confirming the 1-year extension to the PC contractors.

2425/173 To **Receive & Consider** update from the Cemetery working group re the audit work
Clerk confirmed that around 70% of the work has been completed, and virtually all records needed some form of amendment. The overtime budget had been spent on this, and that all remainder work will be accommodated within the Clerk's existing contractual time.
Resolved: Clerk to update once all work is complete. Remove from agenda.

2425/174 To **Receive** update on the Employment Tribunal
Councillor Goodson-Moore kindly provided an update following the case announcement. The result of the claim has yet to be published on the gov.uk website. **Resolved: To be carried forward to the next meeting.**

2425/175 To **Receive & Consider** new updates to the Parish Council Liaison Roles
Resolved: To carry forward due to recent councillor resignations.

2425/176 To **Receive & Consider** updates from the Parish Plan Group
No change since the last meeting, when it was recorded that the meeting where the plan will be presented will be held on the 11 September at the village hall. **Resolved: To carry forward to the next meeting as the Plan will need to be adopted by the Parish Council.**

2425/177 To **Receive & Consider** updates to the Parish Council Code of Conduct & Training Policy documents, as recommended by the Internal Auditor
Resolved: No further update. To carry forward to the next meeting.

2425/178 To **Receive & Consider** update on the Almshouses, Chestnut Avenue.
Resolved: To remove from future meetings, no update is available, due to the resignation of Councillor Balderson.

- 2425/179** To **Receive & Consider** the re-nomination of Geoff Acomb as the Governor to Lady Lumleys Education Foundation and the Parish Council representative
Resolved: It was agreed to accept the nomination of Geoff Acomb. Motion passed, and all councillors in favour.
- 2425/180** To **Receive & Consider** updates/applications for the co-opt councillor vacancy
Resolved: To carry forward to next meeting. An application for the vacancy had been received prior to the meeting, and details of the candidate had been circulated to all councillors for further consideration.
- 2425/181** To **Receive & Consider** nomination of a councillor to charity trustee for the Thornton Le Dale Village Hall (now a CIO)
Resolved: Agreement reached to carry forward to next meeting for further consideration, due to the complex nature of the request
- 2425/182** To **Consider** new planning applications or previous Applications/Decisions/Update.

New Applications

- i) NYMNPA: NYM/2025/0404 Banavie, Roxby Road, TLD
- ii) NYMNPA: NYM/2025/0429 The Grove, High Street, TLD
- iii) NYMNPA: NYM/2025/0361 Daisy Cottage, TLD
- iv) NYMNPA: NYM/2025/0362 11 Farmanby Close, TLD * amendment
- v) NYMNPA: NYM/2025/0491 Victory Mill, Priestmans lane, TLD
- vi) NYMNPA: NYM/2025/0503 The Owlets, 3 High Street, TLD
- vii) NYMNPA: NYM/2025/0525 Roxby Manor, TLD
- viii) NYMNPA: NYM/2025/0534 Greenbank, Peasland Lane, TLD

Update/Decisions

All planning decisions are available on the NYMNPA and NYC website

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

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

Resolved: All new applications considered.

2425/183 To **Receive and Consider** matters raised by Parish Clerk/RFO.

- a) To **Receive** current bank balances: see Clerks Notes
- | | | |
|----------------------------|-----------------|----------------|
| Barclays Community | £26,809.07 June | £4,557.75 Aug* |
| Barclays Premium (Reserve) | £73,416.02 June | £83,416.02 Aug |
- NB: The above balances include PC contractual payments.
The above balance of the Prem, includes the £10,000.00 transfer from the Comm
All bank statements to date have been reconciled with Scribe

Resolved: All bank balances received. Clerk confirmed that a further £30.00 income had been received into the Community bank account since the publication of the above details. Noted.

- b) To **Consider** Payments made/received & those awaiting authorisation: see below.

Credit/ Debit	Invoice Date	Supplier Name	Gross Amount (£)	Description
D	2 Jul	Bank Transfer to PC	10000.00	Excess funds to Prem Account
D	3 July	J Collins	18.92	Stationery/Postage
D	3 Jul	J Collins	65.99	Ink for PC printer
D	3 Jul	Y. Water Bus Stream	241.31	Water Bill
D	3 Jul	Manthorpe Play	600.00	Approved PC Grant
D	3 Jul	PKF LittleJohn	2188.50	AGAR challenge 2023/24
D	3 Jul	Ward Hadaway	2400.00	Final payment for ET
C	3 Jul	Myers	30.00	Cemetery Income
C	11 Jul	Myers	200.00	Cemetery income
D	21 Jul	Taylors of Pickering	787.12	Fund raising money re noticeboard

D	25 Jul	Hill Mem Institute	133.00	PC Hall Hire
D	01 Aug	Cumbria Clock	258.00	Service/Repairs to All Saints clock
D	01 Aug	Cumbria Clock	162.00	Service/Repairs to HMI clock
C	01 Aug	mop	600.00	Cemetery income - EROB
C	01 Aug	mop	17.55	Allotment income
C	06 Aug	NYC	400.00	Locality grant for railings
D	07 Aug	Autela Payroll	87.00	Payroll services
C	08 Aug	Colliers	320.00	Cemetery income
D	12 Aug	Hill Mem Inst.	147.00	PP Hall Hire
D	19 Aug	J Collins	5.36	Postage
C	20 Aug	Groundserv	350.00	Refund on grass cutting invoices
TA		NYC	423.24	Streetlights invoice
TA		R. Scullion	350.00	Barn owl boxes

TA – To approve

To Note Credits & Debits – as above/To Authorise – Scribe Report attached

Resolved: All payments as detailed above and on the Scribe report were received and authorised.

- c) To **Consider & Receive** proposed payments to be paid by Direct Debit/Standing Order
Yorkshire Water Business Stream: DD for @ £50/pm *£50 incentive per account to set up
Bruntons Waste: DD for £21.91/pm
Autela Payroll: SO for variable quarterly payment (between£70-£100) *incentive discounts
ICO: SO/DD for £40 pa *£5 discount
ICCM: SO/DD for £105 pa
Resolved: It was agreed to adopt the above highlighted payments onto Direct Debit/Standing Order where possible. Clerk to action with relevant suppliers. Motion passed unanimously.
- d) To **Consider & Note** the annual Clerk salary uplift as confirmed by NJC, advised by NALC
Resolved: Received and noted.
- e) To **Approve** Clerk overtime of £349.40 for cemetery audit work previously approved
Resolved: Received and approved. Motion passed unanimously.
- f) To **Receive** updates on alternative savings/investment option to Barclays bank
Resolved: Cllr Green kindly visited and collected the necessary paperwork from Skipton Building Society. Clerk to complete paperwork for signing.

2425/184

- To **Receive** new correspondence received by the Clerk & any action required.
- a. Tree work update for All Saints Church: Parks & York Diocese
Resolved: To remove from future agenda
- b. Scribe data breach: update
Resolved: Clerk to set up a zoom call with Scribe and Cllr Hetherton
- c. Allotment Tenancy Agreements
Resolved: Many new signed agreements received. To remove from future agenda
- d. To **Consider** maintenance policy for older PC benches
Resolved: To leave unchanged for now. Agreement reached by all councillors to re-site the Hubbers (softwood) bench into the cemetery as use as a communal bench, for those families/relatives whose bench may have been removed due to disrepair. Clerk to write to D. Rajab to confirm new arrangements/agreement for the replacement to a hardwood bench
- e. To **Note** Locality grant (£400) received for Maltongate railings from NYC
Resolved: Noted with thanks.

- f. To **Consider** updates/variations on the proposed new parish noticeboard
Resolved: Item discussed, and all councillors updated on the present situation re the planning application, etc. No further donation now being sought from the Parish Council.
- g. Request received for the PC to become a member of the Parks Grubs-Up project
Resolved: Agreement reached between the PC and the village group to meet with Holly from National Park in October to progress the biodiversity policy. Clerk agreed to forward the grass cutting map to the group, used previously in the most recent tender. Cllr Green and Cllr Hetherton kindly offered to attend this future proposed meeting.
- h. Update on the village phone box
Clerk confirmed the recent correspondence from BT/Parks that the phone will remain.
- i. To **Consider** options for a PC shared drive for council documents
Clerk confirmed that a PC shared drive is necessary to ensure all important documents are stored correctly, and available for councillors to view. **Resolved: Clerk agreed to pursue a formal quote with detail of specification/functionality. To carry forward to next meeting**
- j. To **Consider** NYMNPA maintenance request for priority Public Rights of Way (2)
Areas were discussed. Details to be agreed and forwarded to NYMNPA. Outstanding.
- k. To **Consider** varying frequency of PC meetings
Agreement reached to carry this forward to future meeting.

2425/185 To **Receive** matters raised by members for inclusion on future agendas & outstanding matters for future agendas.

Resolved: Clerk requested the following:

- **Assertion 10/AGAR 2025/26 submission**
- **Internal Auditor**
- **Notice of Conclusion of AGAR 2024/25** (made after meeting close, due to details received post-meeting from PKF, which need to be NOTED at the next meeting)

2425/186 To **Confirm** the dates of the future meeting(s) -

07 October 2025

04 November 2025

02 December 2025

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

Resolved: All councillors in favour, motion passed.

Meeting Closed at 20:50 hours.

Sign

Print

Date