

## 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 14 October 2025 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

#### In attendance:

**Present:** Cllr Green (Chair); Cllr Hetherton; Cllr Garbutt; Cllr Markham; J Collins (Clerk)

**Apologies:** None

Members of Public (mop)

The 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

No questions raised.

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

- 2425/187** To **Receive** written applications for the office of Parish Councillor and to **Co-opt** candidates to fill the existing vacancies  
**Resolved:** Two applications from candidates were circulated to all councillors ahead of the PCM for consideration. Janet Sanderson took the opportunity to present her application with a brief speech outlining her intentions and beliefs. The Chair, Cllr David Green proposed for the council to co-opt Janet Sanderson to one of the councillor vacancies. Cllr Hetherton seconded, all in favour. Motion passed unanimously. Janet Sanderson signed the Declaration of Acceptance of Office and was then invited to join the meeting as a councillor. The Chair, Cllr David Green proposed for the council to co-opt Simon Tempest to one of the councillor vacancies, Cllr Hetherton seconded, all in favour. Motion passed unanimously.
- 2425/188** To **Resolve** to allow any candidate who may not be present at the meeting to complete and sign their Declaration of Acceptance of Office at a later date.  
**Resolved:** The Chair proposed a vote to allow candidate Simon Tempest (who was absent from the meeting), to complete and sign the Declaration of Acceptance of Office at a date after the meeting. Cllr Hetherton seconded the motion, all in favour. Motion passed unanimously.
- 2425/189** To **Receive & Consider** election for the office of a Vice-chair to the Parish Council  
**Resolved:** Cllr John Garbutt kindly offered to be Vice-Chair elect. The Chair, Cllr Green proposed the motion of Cllr Garbutt as Vice-Chair, this was seconded by Cllr Hetherton, all in favour. Motion passed unanimously.
- 2425/190** To **Receive & Consider** apologies for absence given in advance of the meeting, & to consider the approval of reasons given for absence.  
**Resolved:** No apologies received, no councillors absent.
- 2425/191** To **Receive** declarations of interest in items on the agenda.  
**Resolved:** Cllr Janet Sanderson offered a blanket/future non-pecuniary interest in matters relating to North Yorkshire Council. Noted by the Clerk. No other interests declared.
- 2425/192** To **Confirm & Sign** Parish Council Meeting minutes on Tuesday 2<sup>nd</sup> September 2025  
**Resolved:** Cllr Green proposed the Minutes be approved and signed, this was seconded by Cllr Hetherton, all in favour. Motion passed unanimously.

- 2425/193** To **Receive** a presentation from the Manthorpe Playground Committee  
Carmel Offord, Grants Officer for TLD Manthorpe Playground had been invited to give a brief presentation on the play park, future objectives/ideas for a new look park, and the need to fund-raise to replace the equipment.  
**Resolved: This was received by all councillors present and thanks extended to Carmel and her team.**
- 2425/194** To **Receive & Consider** the S106/Commuted Sums funding option  
**Resolved: The Clerk confirmed receipt of an email from the NYC department for Commuted Sums, with a request to consider a community project which could benefit from the sum of £2,479.00. Cllr Green proposed that councillors consider the nomination of the Manthorpe Playground project to receive the sums towards their latest project in replacing the play equipment. Cllr Garbutt seconded the motion, all in favour. Motion passed unanimously.**
- 2425/195** To **Receive, Consider & Approve** updates/costs for the village maintenance:  
i) Update on caretaker work completed since September PCM  
**Resolved: Clerk gave update. Clerk agreed to send thanks to the caretaker for the recent effort/work re the village centre/Maltongate. Cllr Sanderson suggested a proposed way forward to avoid duplication of effort with the caretaker and Street Scene, would be to define the area Mark should cover, and formalise this. Clerk agreed to take forward this piece of work.**  
ii) Cemetery – To **Receive, Consider & Approve** estimates for the cemetery gates  
**Resolved: Clerk confirmed all quotes received had been circulated prior to any decision. Cllr Green proposed to accept the quote for new gates from Nick Cousins, joiner from Pickering. Cllr Garbutt seconded the motion, all councillors in favour. Motion passed unanimously.**  
iii) Update on work to the village benches/Maltongate railings/allotment fencing  
**Resolved: Clerk provided an update on the provisional quote received from JT Atkinsons for the paint/other materials. This was noted as this had already been previously approved.**  
iv) To **Receive** update and to **Agree** any costs re the Remembrance Parade Nov25  
**Resolved: Clerk confirmed all paperwork has been submitted re the road closure to Highways. Cllr Green proposed the purchase of the wreath (£25-£30), and motion passed unanimously.**
- 2425/196** To **Receive** update on the Employment Tribunal  
**Resolved: no update received, to remove from Agenda for now, and add to a future agenda once an update has been received.**
- 2425/197** To **Receive & Consider** councillors to take on the Parish Council Liaison vacancies  
**Resolved: It was agreed unanimously that the decision on filling the vacancies would be brought to the November PCM. This will also include the nomination of a councillor to charity trustee for the Thornton Le Dale Village Hall (now a CIO). Ahead of this, it was agreed to remove the following roles from the list as these no longer exist:**  
  - Parish Upkeep Advisory Group
  - Parish Plan: Task & Finish Group
  - Community Fund Raising Group
  - Campaign to Protect Rural England (CPRE)
  - Pickering Area Community Police Group
  - The Village Hub Group
- 2425/198** To **Receive & Consider** updated versions to the following PC policy documents:  
i) Council Code of Conduct  
ii) Training Policy  
iii) Bench Policy  
**Resolved: It was agreed unanimously to bring both the i) and ii) to the November PCM for consideration and adoption. Cllr Green proposed that the bench made from re-cycled materials be the preferred option for inclusion in the Bench Policy, with the alternative option being hardwood. Cllr Garbutt seconded the motion, all in favour. Motion passed unanimously.**

**2425/199** To **Receive & Consider** new PC policy documents:  
i) IT Policy  
**Resolved: It was agreed unanimously to bring the IT policy documents to the November PCM. Clerk confirmed that this is a new policy, in relation to the new Assertion 10 requirements, and that she would circulate all policy documents in advance of the next meeting, minimum a week before the date.**

**2425/200** To **Receive, Consider & Agree** estimates for other identified works/Assertion 10  
i) IT facility for a secure/shared space to store all council e-documents  
**Resolved: Clerk confirmed that quotes had been circulated ahead of the meeting to the Finance Committee, and to all councillors ahead of the decision. Cllr Green proposed that all 3 quotes received from Advantage Web Design to ensure a secure storage facility for all important council documents be accepted. All in favour, motion passed unanimously.**  
ii) Updated version of the website to comply with Assertion 10  
**Resolved: Clerk confirmed that quotes had been circulated ahead of the meeting to the Finance Committee, and to all councillors ahead of the decision. Cllr Green proposed that the quote from Advantage Web Design, which will ensure compliance with Assertion 10 for the website, be accepted. All in favour, motion passed unanimously.**

**2425/201** To **Consider** new planning applications or previous Applications/Decisions/Update.  
**New Applications**

- i) NYMNPA: NYM/2025/0544 Stone Cottage, Westgate, TLD
- ii) NYMNPA: NYM/2025/0534 Greenbank, Peasland Lane, TLD
- iii) NYMNPA: NYM/2025/0561 10 Prospect Place, TLD
- iv) ZE25/00941/FUL Broadmires Lane, TLD
- v) NYMNPA: NYM/2025/0564 5 Hall Farm Cottages, Maltongate, TLD
- vi) NYMNPA: NYM/2025/0591 Heron Garth, Maltongate, 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.**

**2425/202** To **Receive and Consider** matters raised by Parish Clerk/RFO.

- a) To **Receive** current bank balances: see Clerks Notes
- |                            |                |                 |
|----------------------------|----------------|-----------------|
| Barclays Community         | £4,557.75 Aug  | £25,048.77 Aug* |
| Barclays Premium (Reserve) | £83,416.02 Aug | £83,000.00 Sept |
- NB: The above balances include PC contractual payments.  
The above balance of the Comm, includes the £416.02 transfer from the Prem  
All bank statements to date have been reconciled with Scribe  
**Resolved: All bank balances Received and Considered by councillors. Cllr Green proposed the transfer of excess funds following receipt of precept, from the Comm to the Prem bank account. A sum of £10,000.00 was unanimously agreed by all councillors to be transferred with immediate effect.**

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

| Credit/<br>Debit | Invoice<br>Date | Supplier Name       | Gross<br>Amount (£) | Description                             |
|------------------|-----------------|---------------------|---------------------|-----------------------------------------|
| D                | 08 Sept         | R. Scullion         | 350.00              | Barn Owl Boxes                          |
| D                | 09 Sept         | PKF LittleJohn      | 378.00              | External Auditor fees                   |
| D                | 10 Sept         | S. Hodgson          | 40.00               | Moles                                   |
| D                | 22 Sept         | D. Rajab            | 524.00              | Memorial Bench refund                   |
| C                | 18 Sept         | D. Atkinsons        | 125.00              | Cemetery fees                           |
| C                | 19 Sept         | Bank Transfer       | 682.62              | Transfer of funds into Comm             |
| C                | 22 Sept         | L. Farquarson       | 425.00              | 2 <sup>nd</sup> half of Bull field rent |
| D                | 29 Sept         | North Yorks Council | 24,356.00           | 2 <sup>nd</sup> half of Precept         |
| C                | 8 Sept          | Barclays            | 266.60              | Bank Interest into Prem                 |
| TA               |                 |                     |                     | See attached Scribe Report              |

TA – To approve

**Resolved: All payments as detailed above and on the Scribe report were received and authorised. Clerk has corrected an error made on the meeting notes, which did read £25,048.77.**

**Clerk confirmed that D/D had been set up for Business Stream (water) and Brunton (cemetery waste)**

- c) To **Receive** updates on savings/investment option with Skipton BS

**Resolved: Cllr Green kindly confirmed that he would progress the completed application with the Skipton Building Society in Malton. To leave on the agenda.**

- d) To **Receive** the Notice of Conclusion of Audit for the AGAR 2024/25

**Resolved: Clerk confirmed that the Notice of Conclusion of Audit for the AGAR 2024/25 had been received from the external auditors, PKF LittleJohn, and this has been published on both the website and noticeboard.**

**2425/203**

To **Receive** new correspondence received by the Clerk & any action required.

- a. NYC notification of second payment of precept for 2025/26
- b. NYC notification to changes to PC election costs
- c. Enquiry and update on the All Saints Church wall (Church Lane side)
- d. Barn Owl Box: update on PC agreements
- e. Notification of new Chair for the TLD Nature Network Group
- f. Notification of draft of the new Parish Plan
- g. Notification of the newly formed TLD Volunteers Group to replace the Village Hub
- h. Notification of pending installation of new Parish Noticeboard
- i. Scribe data breach: update

**Resolved: All items received and noted.**

**2425/204**

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

**Resolved: Requests made by the Clerk on the agenda item were noted. Also noted were:**

- **Cllr Sanderson proposed a 2-year Rolling/Forward plan**
- **Cllr Sanderson proposed a Handover/Succession plan, to include the defined area for the caretaker v Street Scene/Parish partnership**
- **Cllr Sanderson proposed a Parish Council Emergency Planning plan**
- **Cllr Garbutt proposed a more structured proposal from the Manthorpe playground committee, including the idea of a 3-phase plan for delivery/installation, to enable the PC to make a future decision on a potential donation**

**2425/205**

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

**04 November 2025**

**02 December 2025**

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

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

**Meeting Closed at 20:25 hours.**

## Thornton Le Dale Parish Council, Tuesday 14 October 2025: Clerks Notes

### Parish Council Banking Update

| Credit/<br>Debit | Invoice<br>Date | Supplier Name       | Gross<br>Amount (£) | Description                             |
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| D                | 08 Sept         | R. Scullion         | 350.00              | Barn Owl Boxes                          |
| D                | 09 Sept         | PKF LittleJohn      | 378.00              | External Auditor fees                   |
| D                | 10 Sept         | S. Hodgson          | 40.00               | Moles                                   |
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| D                | 29 Sept         | North Yorks Council | 25,048.77           | 2 <sup>nd</sup> half of Precept         |
| C                | 8 Sept          | Barclays            | 266.60              | Bank Interest into Prem                 |
| TA               |                 |                     |                     | See attached Scribe Report              |

TA – To approve

### End of Month closing Balances:

Barclays Community            £4,557.75 Aug                            £25,048.77 Sept

Barclays Premium (Reserve)    £83,416.02 Aug                           £83,000.00 Sept

NB:     The above balances include PC contractual payments.

The above balance of the Comm, includes the £682.62 transfer from the Prem

All bank statements at month end have been reconciled with Scribe

### Details of Payments for DD/Standing Orders

**Set up complete** - Yorkshire Water Business Stream: variable DD quarterly

**Set up complete** - Bruntons Waste: DD monthly for invoiced amount for £22.51/pm

**No reply from supplier** - Autela Payroll: SO for variable quarterly payment

**Already in place** - ICO: SO/DD for £40 pa \*£5 discount

**Still to action** - ICCM: SO/DD for £105 pa

Sign

Print

Date