

Thornton Le Dale Parish Council

Minutes of the Ordinary Meeting of the Parish Council held at 7.00pm on Tuesday 2 December 2025 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

In attendance:

Present: Cllr Green (Chair); Cllr Garbutt; Cllr Hetherton; Cllr Sanderson; Cllr Tempest; J Collins (Clerk)

Apologies: None

Absent: Cllr Markham

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

1. A mop suggested to keep the village maintenance section of the agenda brief as the village is looking very tidy, and therefore the discussion around this could perhaps be kept to a minimum. Chair thanked the mop for their comment and acknowledged the suggestion.

Formal Council Meeting Commencement 19:05 hrs

- 2425/222** To **Receive & Consider** apologies for absence given in advance of the meeting, and to consider the approval of reasons given for absence.
Resolved: Clerk confirmed no apologies received. It was noted that Cllr Markham was absent.
- 2425/223** To **Receive** declarations of interest in items on the agenda.
Resolved: Cllr Garbutt declared a non-pecuniary interest in 236.i. Cllr Sanderson declared a non-pecuniary interest regarding all matters related to North Yorkshire Council. Cllr Hetherton and Cllr Garbutt declared an interest in agenda item 235. Declarations of interests noted and accepted by the Council.
- 2425/224** To **Confirm & Sign** Parish Council Meeting minutes on Tuesday 4 November 2025
Resolved: Cllr Green proposed the Minutes be approved and signed, Council agreed the amendments, noted and accepted. Vote taken, motion passed unanimously.
- 2425/225** To **Receive & Consider** a new Complaints and Information Review Request Panel (CIRRP) Terms of Reference.
Resolved: This resolution was brought back to council, following recommendations received from YLCA since November PCM. Council agreed to the amendments, noted and accepted. Vote taken, motion passed unanimously.
- 2425/226** To **Receive & Consider** the CIRRP Terms of Reference replace the current Complaints Procedure
Resolved: Council agreed to replace the current Complaints Procedure to the CIRRP Terms of Reference with immediate effect. Vote taken, motion passed unanimously.
- 2425/227** To **Receive & Consider** councillors for the Complaints and Information Review Panel
Resolved: Council agreed to the following councillors: Cllr Green, Cllr Sanderson and Cllr Tempest. It was also agreed that 1 mop would be invited on to the Panel. Clerk agreed to place advert on the website. Vote taken, motion passed unanimously.

- 2425/228** To **Receive & Consider** updated versions to the following PC policy documents
i) Vexatious Policy
Resolved: Council agreed to adopt the updated version of the Vexatious Policy, Clerk to finalise/tidy document references. Vote taken, motion passed unanimously.
- 2425/229** To **Receive & Consider** new PC policy documents:
i) IT Policy
Resolved: Council agreed to adopt the new IT Policy, Clerk to draft a disclaimer note, which is to be used on the councillors/sender email address, which will be auto added with the sender's signature details. Vote taken, motion passed unanimously.
- 2425/230** To **Receive & Consider** updates for the village maintenance:
i) Update on caretaker work completed since October PCM – **work to be undertaken near Whitbygate/Elleburn junction: pathway to Elleburn on the RHS, needs cutting back. Clerk to instruct caretaker.**
ii) Update on work for the cemetery gates/Churchyard wall – **Clerk confirmed a further message received re timescales and any final amends to the work. Clerk to discuss with Cllr Hetherton and confirm with Nick Cousins (joiner). Clerk confirmed the cost to repair the church wall, Church Lane will be £100-£150. This work will be done when weather permits.**
iii) Update on work to the village benches/Maltongate railings/allotment fencing – **Chair confirmed all materials received, awaiting better weather to allow commencement.**
iv) Allotment and Cemetery water taps – **Chair confirmed the Allotment taps are now OFF, until Spring 2026. Chair confirmed council will manage the Cemetery tap, and this will be weather dependent, BUT this will be turned off with pending adverse weather conditions.**
Resolved: Clerk presented the following updates as summarised above. Updates received by all councillors present.
- 2425/231** To **Receive & Consider** a 2-year PC Rolling/Forward Plan
Resolved: Council agreed to consider a 2-year rolling/forward plan. Clerk to circulate an example of one for consideration.
- 2425/232** To **Receive & Consider** a Handover/Succession plan, to include the defined area for the caretaker v Street Scene/Parish partnership
Resolved: Council agreed to consider a Handover/Succession plan, which would include defined public areas to be managed, and by whom. Clerk will explore examples through YLCA. Clerk suggested the list of Council policies/review dates should be included in this.
- 2425/233** To **Receive & Consider** a Parish Council Emergency Planning plan
Resolved: Council agreed to consider an Emergency Planning plan. Clerk to receive links following the Forest & Dale Partnership recent meeting and circulate to all councillors.
- 2425/234** To **Receive & Consider** YLCA training for 2026, including the process for contacting YLCA
Resolved: Council agreed to consider training options for 2026. Clerk to explore options with YLCA, to include the attendance of councillors from other local parish councils, and for this to be hosted at HMI. Clerk to circulate updates and progress.
- 2425/235** To **Receive & Consider** mop request to rent or purchase parcel of PC-owned land
Resolved: Council agreed more work needs to be done before a decision can be made. Clerk agreed to correspond with the resident requesting further information. Council agreed that some form of consultation work may be needed, to include neighboring properties.
- 2425/236** To **Consider** new planning applications or previous Applications/Decisions/Update.

New Applications

- i) NYMNPA: NYM/2024/0678 Orchard Cottage, Chapel Lane, TLD
- ii) NYMNPA: NYM/2025/0706 Prospect Bungalow, Prospect Place, TLD
- iii) NYMNPA: NYM/2025/0711 Camping Site, Prospect Place, TLD
- iv) NYMNPA: NYM/2025/0716 Blossom Hill Cottage, Westgate, 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. An additional one was considered under Clerks Notes (see attached). Clerk also agreed to circulate 2 planning applications received on the morning of the PCM, and any comments to be replied to, as the closing date would be 23rd December and therefore, before the next PCM. Applications NYM/2025/0736 and 0737 refer.

2425/237 To Receive and Consider matters raised by Parish Clerk/RFO.

- a. To **Receive** current bank balances: see Clerks Notes
Resolved: Council received end-of-the-month bank balances.
- b. To **Consider** payments made/received & those awaiting authorisation: see Clerks Notes
Resolved: Council considered and approved payments made/received & awaiting authorisation. Vote taken, motion passed unanimously.
- c. To **Receive** update on savings/investment option with Skipton Building Society
Resolved: Clerk confirmed visit to Skipton BS, who advised that the Council must pass a motion to agree how many councillors, and who, will be on the building society mandate. Proposals were made in the meeting to include the Chair, Councillor Green, and the Clerk/RFO, Jennifer Collins, as the 2 principal signatories on the application form, with 2 further councillors to be on the mandate as back-up signatories. Clerk to amend the covering letter to Skipton BS, which will summarise the agenda point 237c. Council agreed, vote taken, passed unanimously.
- d. To **Receive & Approve** Clerk overtime (5 hours): Budget planning 2026/27/Finance meeting & FOI's
Resolved: Council agreed to approve 5 hours overtime for the Clerk to complete immediate and urgent work needed.

End of Month closing Balances:

Barclays Community	£9,048.94 Oct	£7,167.52 Nov
Barclays Premium (Reserve)	£93,000.00 Oct	£93,000.00 Nov

NB: The above balances include PC contractual payments.

All bank statements at month end have been reconciled with Scribe

Credit/ Debit	Invoice Date	Supplier Name	Gross Amount (£)	Description
D	5 Nov	Clerk/J Collins	17.98	Stationery
D	20 Nov	Clerk/J Collins	65.19	Printing Ink (JC)
D	20 Nov	Advantage Web Design	645.00	Website/Shared Storage work
D	20 Nov	Zurich	962.62	Annual Insurance
C	11 Nov	Atkinsons Memorials	+60.00	Cemetery Fees
C	28 Nov	HMRC	+2079.91	VAT reclaim
TA				See attached Scribe Report

TA – To approve

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

2425/238 To **Receive** new Correspondence received by Clerk & Agree action required.

- a. Updates on the website compliance and PC shared documents space
- b. Manthorpe Play area update and correspondence (Commuted Sums)
- c. TLD Nature Group update and correspondence
- d. Topple Test Report at All Saints Churchyard and mop correspondence
- e. Parish Noticeboard update/request for adoption
- f. NYMNPA update on the PC/Community Forums for 2026
- g. Garden Waste collections/Christmas Trees update from NYC
- h. NYC request on the 2026/27 Budget survey/Council plan to 2030
- i. Internal auditor replacement update
- j. 3 Freedom of Information requests replied to: item closed
- k. Vat claim made: £2,079.91 update
- l. Scribe data breach: update

Resolved: All items received and noted. Councillors Tempest noted/highlighted 2 elements of the correspondence re the Topple Test/FOI, for discussion: concern re the mechanical testing, and the propping of loose headstones against church yard wall. Noted by all. Chair confirmed there are 2 stones identified which need resting on the ground. Clerk to ask caretaker to assist.

Agenda item 238 e. to be brought back to PCM agenda, due to concerns raised. Clerk to correspond with Taylors Joinery and request the removal of the Parish Council name on the invoice presented. Clerk confirmed VAT claim had been received

Clerk confirmed action with the Scribe data breach so this can be concluded by the next PCM

2425/239 To **Receive** matters raised by members for inclusion on future agendas & outstanding matters for future agendas.

- i. 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. **Clerk to chase for information so this can be concluded**
- ii. Cllr Hetherton proposed an Almshouses AGM update
- iii. As per Clerks Notes re Finance Meeting (attached)

Resolved: Council received and agreed the above matters.

2425/240 To **Confirm** the dates of the future meeting(s) for 2026

20 January 2026 No February meeting 03 March

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

Resolved: All councillors in favour, motion passed unanimously.

Meeting Closed at 20:40 hours

Thornton Le Dale Parish Council, Tuesday 2 December 2025: Clerks Notes

Parish Council Banking Update

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Other noted points

ICCM annual subs: SO/DD for £105 pa – **still to action**

ICO annual subs: DD now in place on the Barclays Comm account (moved from the closed VM account)

One further planning application arrived post-agenda publication: NYM/2025/0731

Minutes of Finance Committee meeting on the 04 November, to be signed at the next proposed Fin Comm mtg. Proposed next date on same day as Jan PCM (20th): Clerk to propose at Dec PCM Agenda item 2425/239. Agenda Items to include Commuted Sums/Skipton Building Society/proposed Council Asset expenditure.

Sign

Print

Date

Sign

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Date