

Thornton Le Dale Parish Council

Minutes of the Ordinary Meeting of the Parish Council held at 7.00pm on Tuesday 20 January 2026 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

In attendance:

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

Apologies: Cllr Hetherton

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. Mop (Carmel Offord – Grants Officer for the Manthorpe Park) kindly gave an update on the fundraising, and other activities including the results of the recent questionnaire. An overview of the 2026 plans for the project was also received. Proposed work to project to commence in March.

Formal Council Meeting Commencement 19:05 hrs

- 2526/241** 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 apologies received from Cllr Hetherton, accepted. It was noted that Cllr Markham was absent, no apologies received.
- 2526/242** To **Receive** declarations of interest in items on the agenda.
Resolved: Cllr Sanderson declared a non-pecuniary interest regarding all matters relating to North Yorkshire Council. Declarations of interests noted and accepted by the Council.
- 2526/243** To **Confirm & Sign** Parish Council Meeting minutes of Tuesday 2nd December 2025 and Finance Meeting of Tuesday 4th November 2025
Resolved: Cllr Green proposed the Minutes for both meetings be approved and signed. Vote taken, motion passed unanimously by councillors.
- 2526/244** To **Receive & Remove** existing Email policy document (replaced by adopted IT policy)
Resolved: Vote taken, motion passed unanimously by councillors to remove the existing Email policy, due to this being replaced by the recently adopted IT policy.
- 2526/245** To **Receive & Consider** the proposed adoption of the Parish Noticeboard
Resolved: A discussion took place around the merits of adopting the Parish Noticeboard. Cllr Garbutt summarised the previous actions of the council including the PC involvement in its support at the time and felt it was a community asset. Cllr Sanderson questioned its need, due to other boards already available for the community. Cllr Tempest suggested that a vote be taken to adopt with the caveat that preconditions are met, to include the question of warranty. Vote taken, it was recorded that 2 councillors were against adoption and 2 councillors were in favour of adoption. The Chair had the casting vote; therefore, the decision is for the Parish Council NOT to adopt the Parish Noticeboard.

- 2526/246** To **Receive & Consider** updates for the village maintenance:
 i) Caretaker work completed since December PCM
 ii) Work for the cemetery gates/Church yard wall
 iii) Work to the village benches/Maltongate railings/allotment fencing
 iv) Allotment and Cemetery water taps
Resolved: Clerk gave an update. Cemetery gates are due to be fitted in February. Allotment fencing has been repaired; however, benches and railings will be attempted once weather permits (March onwards). Clerk agreed to contact NYC to request replacement salt grit for village bins identified.
- 2526/247** To **Receive & Consider** appointment of new internal auditor for 2025-26
Resolved: Vote taken to appoint Sabrina Docherty as the new internal auditor for the year 2025/26. Clerk confirmed that SD appeared on the Internal Auditor list, and costs had previously been circulated to Finance Committee.
- 2526/248** To **Receive & Consider** mop(s) request to rent or purchase parcel of PC-owned land
Resolved: Mop in attendance did circulate details/plans for their proposal. Council agreed to explore the options of both rental/purchase of the proposed sections of land. Clerk agreed to approach conveyancing/legal firms to obtain advice/costs. It was muted by councillors that any costs involved be passed on to those wishing to rent/acquire the pc-owned land.
- 2526/249** To **Receive & Consider** Email disclaimer for all PC emails sent by members/staff
Resolved: Vote taken, motion passed unanimously to use the proposed email disclaimer previously circulated to all councillors. Clerk agreed to forward instructions to allow councillors to attach to their email auto-signature.
- 2526/250** To **Receive & Consider** new process/pricing for Allotments from April 2026
Resolved: Vote taken, motion passed unanimously to move the process of managing allotments away from Scribe, and onto excel. Clerk confirmed that this would be effective from April/May 2026. Vote taken, motion passed unanimously to increase the allotment rents by 5% from the start of the new season/financial year beginning 01 April 2026 due mainly to the increased pricing of water (2025 was 18%).
- 2526/251** To **Consider** new planning applications or previous Applications/Decisions/Update.

New Applications

- i) NYMNPA: NYM/2024/0731 Croftburn, Maltongate, TLD
- ii) NYMNPA: NYM/2025/0736 Hall Farm, Maltongate, TLD
- iii) NYMNPA: NYM/2025/0737 Hall Farm, Maltongate, TLD
- iv) NYMNPA: NYM/2025/0794 Hall Farm, Maltongate, TLD
- v) NYMNPA: NYM/2025/0781 Crommock Cottage, Roxby Rd, TLD
- vi) NYMNPA: NYM/2025/0785 Comber House, Church Hill, TLD

Update/Decisions

All planning decisions are available on the NYMNPA and NYC website
Resolved: All planning applications considered. No comments received.

- 2526/252** 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 & those awaiting authorisation. Vote taken, motion passed unanimously to pay all, including the streetlights invoice from NYC. Cllr Garbutt queried the water bill, Clerk confirmed that this was probably due to an estimated reading, and that the council should submit some further actual meter readings. Cllr Green kindly offered to read the meters for both the allotments and cemetery

- c. To **Receive** update on savings/investment option with Skipton BS/sign paperwork
Resolved: Clerk confirmed all paperwork is now ready to be sent, further signatures obtained for the 2 additional authorised signatories as previously agreed (Cllr Garbutt & Cllr Tempest)
- d. To **Consider** options for purchase of PC assets
Resolved: Vote taken, agreed unanimously to purchase equipment to assist the role of caretaker, as well as consideration for the council's duty of care, including road signs/orange wheelbarrow for gritting. Clerk to obtain quotes, and purchase.

Parish Council Banking Update

Credit/ Debit	Invoice Date	Supplier Name	Gross Amount (£)	Description
D	3 Dec	ICO (new DD)	47.00	Membership/Subs
D	03 Dec	Autela	87.00	Payroll services
D	30 Dec	Scottish Water	308.90	Water bill (allotments)
C	04 Dec	Gateways Funeral Serv	+30.00	Cemetery Fees
C	08 Dec	Barclays	+259.44	Bank Interest (Prem)
TA				See attached Scribe Report

TA – To approve

End of Month closing Balances:

Barclays Community £7,167.52 Nov £4,833.13 Dec
Barclays Premium (Reserve) £93,000.00 Nov £93,259.44 Dec
NB: The above balances include PC contractual payments.
All bank statements at month end have been reconciled with Scribe

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

2526/253

- To **Receive** new Correspondence received by Clerk & agree action required.
- Update on PC shared PDF secure documents space. **Received.**
 - Manthorpe Play area updates (Commuted Sums and updated plans). **Clerk confirmed that Commuted Sums dept at NYC had agreed the sums be delivered to the Manthorpe project. Council confirmed their commitment to match-fund the amount of £2479.00 (Comm Sums) if a grant application were to be received from Manthorpe Play Committee. Clerk agreed to check the S137 PC expenditure requirements.**
 - TLD Nature Group update/correspondence including letter of support from PC. **Clerk agreed to circulate proposed council letter of support for the Grubs Up project, further discussion and agreement needed. Mop confirmed the update for the presentation by H. Ramsden from NYMNPA on 18 February 2026.**
 - Items from Dec 25 agenda: Planning – Emergency/Succession/Rolling 2-year. **Work in Progress. Clerk agreed to progress the map highlighting the work/responsibility of both caretaker and NYC Highways/Streetscene. Cllr Sanderson kindly offered to send relevant documents to Clerk. To bring back to March agenda.**
 - Update to full council training. **Update provided, still to be decided/agreed.**
 - Update on reply received re Scribe data breach. **Updates from Scribe had been circulated. To remove from agenda.**
 - New grant request from NYMNPA. **Clerk agreed to look at a grant application for village area discussed.**
 - Request from Highways to attend workshops. **Clerk agreed to circulate future proposed dates.**
 - NYC Urban grass cutting grant 2026/27. **Clerk confirmed the correspondence received from NYC, re the grant for 2026/27 Fin Yr, which included a +3% increase.**

2526/254

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

Resolved: Council received the following items:

- **Rolling Plan/2-year plan: Cllr Sanderson to forward example to Clerk. Clerk to progress**
- **Cllr Sanderson questioned the update on the Employment Tribunal, and the reasons why this is still not in the public domain. Clerk confirmed that she would progress with the council solicitors and agreed to include update in the March agenda.**
- **Cllr Green confirmed the need for hedge-cutting at both the allotments/cemetery and kindly offered to instruct the contractor. Council in agreement, anticipated cost of £200-£300.**
- **Cllr Sanderson offered her apologies for the March meeting, due to holiday.**
- **Clerk has previously advised (on email) the need to include Biodiversity Policy/Action Plan and YLCA recommendations on the March agenda.**

2526/255

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

No February meeting

03 March 2026

07 April 2026

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

Resolved: All councillors in favour, motion passed unanimously.

Meeting Closed at 20:13 hours

Thornton Le Dale Parish Council, Tuesday 20 January 2025: Clerks Notes

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Other noted points

ICCM annual subs: SO/DD for £105 pa – **still to action**
ICO annual subs: First DD taken on Comm account

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