

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 05 May 2026 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

In attendance:

Present:

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

Absent: none

Apologies: none

Members of Public (mop)

The Chair, Cllr Green opened the session for the Annual Meeting of the Parish Council.

Annual Meeting of the Parish Council (AMPC)

- AMPC/2627/1** To **Consider** appointment of Chairman for 2026-2027
Cllr J Sanderson was proposed as Chair, this was seconded.
Resolved: Vote taken, motion passed, all councillors were in favour.
- AMPC/2627/2** To **Receive** the Chairmans Declaration of acceptance of office.
Resolved: Chair Cllr J Sanderson signed the declaration.
- AMPC/2627/3** To **Receive** apologies & consider approval for reasons given for absence
Resolved: No apologies received, no absences recorded.
- AMPC/2627/4** To **Elect** a Vice-Chairman for 2026-2027
Cllr J Garbutt was proposed as Vice-Chair, this was seconded.
Resolved: Vote taken, motion passed, all councillors were in favour.
- AMPC/2627/5** To **Consider** appointments to Finance Committee.
Resolved: The current Chair of the Finance Committee, Cllr Green, agreed to serve for a further year with the same committee members Cllr Garbutt and Cllr Tempest.
- AMPC/2627/6** To **Consider** appointments to Staffing Committee.
Resolved: The current Chair of the Staffing Committee, Cllr Garbutt, agreed to serve for a further year with the same committee members, Cllr Green and Cllr Hetherton. Vote taken, motion passed, all councillors in favour.
- AMPC/2627/7** To **Consider** appointments to Councillor Liaison roles.
Resolved: All roles and appointments remain the same for the next year. Vote taken, motion passed, all councillors in favour.
- AMPC/2627/8** To **Consider** adoption, review or updating of Parish Council policies:
- a) Standing Orders
Following Chair/Cllr Sanderson suggestion, it was agreed to ensure the Proper Officer to circulate all Freedom of Information requests received to all council members, as an exception to current point 15 b. X (10).
Resolved: Vote taken, motion passed agreed by all councillors.

b) Financial Regulations

Resolved: No changes needed. Clerk had confirmed in writing to all members prior to the meeting that any reference to a previous bank account Virgin Bank needed to be deleted, and where appropriate replaced with the new savings account, Skipton Building Society.

Vote taken, motion passed, all councillors in favour.

APCM/2627/9

To Review Parish Council Insurance Policy

Resolved: Clerk confirmed that the policy was in Year 2 of a 3-year contract, reviewed and renewed annually at the end of October. All assets included and covered.

APCM/2627/10

To **Propose** the close of the Annual Meeting of the Parish Council

Resolved: Vote taken, motion passed to close the meeting, all councillors in favour.

AMPC closed at 18:50 hours.

Parish Council Ordinary Meeting Commenced

The Chair, Cllr Sanderson 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

Mop, Wendy Hutchinson raised the confirmed/latest dates for the GrubsUp! and TLD Nature Group meetings; 4 June site meeting for a small group to take place at the nominated grass verge near the Household recycling centre in TLD, and 27 May for the GrubsUp! and Nature group talk at the OGS, TLD. Councillors Green and Tempest confirmed their interest to attend.

Question also received from mop regarding the third defibrillator in the village, at the recreation ground/cricket club and the access available to this for all residents. Councillors agreed to investigate further.

Formal Council Meeting Commencement 19:05 hrs

- 2627/289** To **Receive & Consider** apologies for absence given in advance of the meeting, and to consider the approval of reasons given for absence.
Resolved: No apologies received, no absences recorded.
- 2627/290** To **Receive** declarations of interest in items on the agenda.
Cllr J Sanderson declared a non-pecuniary interest in all matters relating to North Yorkshire Council
Resolved: Declarations received and accepted, vote taken, motion passed, all councillors in favour.
- 2627/291** To **Confirm & Sign** Parish Council Meeting minutes of Tuesday 07 April 2026
Resolved: Minutes received and signed, vote taken, motion passed, all councillors in favour.
- 2627/292** To **Receive** declaration of parish councillor vacancy
Following the disqualification of Cllr Markham due to a period of 6 months absence of attending any council meetings, the Parish Council needs to declare a vacancy at the next relevant PC meeting.
Resolved: Declaration received, vote taken, motion passed to accept Declaration of the Parish Councillor vacancy. All councillors in favour.
- 2627/293** To **Receive & Consider** updates for the village maintenance:
i) Caretaker work completed since April PCM: general maintenance all areas
Clerk updated on work. It was agreed for the caretaker to tidy Whitbygate area, its paths, and walls. Clerk also agreed to contact the Environment Agency to arrange a meeting over Beck Isle, and the proposed work there.

- ii) Work for the cemetery gates/Church yard wall – update

Clerk confirmed the gates will be in place within 2 weeks following further updates received from the joiner, N. Cousins

- iii) Work to the village benches/Maltongate railings/moles - update

Cllr Green confirmed the replacement of one of the allotment tap/posts, which was needed, cost was kindly covered by Cllr Green. Noted. Clerk confirmed further work to continue with benches and railings, and this will be over the next 4 weeks. Noted.

2627/294 To **Receive & Consider** progress/actions on the following proposed new documents:

- New Grant Application Form

Changes suggested as follows; “proportionate fundings depending on the project value” wording to be added as a guide instead of a stated grant value. Delete the wording “retrospective”. Funding window reminder to be incorporated onto the Parish Council Forward Plan document. All other changes as documented in the circular prior to the meeting were agreed.

Resolved: Grant application form to be updated as agreed. Vote taken, motion passed, all councillors in favour.

2627/295 To **Receive & Consider** updates/preparations for the Annual Meeting of the Parish Council

Resolved: Updates received. No vote needed.

2627/296 To **Receive & Consider** update on the Parish Plan documents: sub-group update

Resolved: No update recorded. Group agreed to meet before the next Parish Council meeting, Cllr Tempest to organise. No vote taken.

2627/297 To **Receive & Consider** the purchase of the following council items:

- **Waste bins**

It was agreed to order 3 new bins for Brook Lane, Ellerburn Road and Priestmans Lane, colour black. Clerk to organise

- **Blood control kit**

It was thought the initial costs circulated were too expensive. More research is needed.

- **PC mobile phone**

This was considered and received positively. Clerk confirmed estimated costs as £100 one-off for the purchase of the phone, and a rolling £5/monthly data contract. Further discussion and consideration agreed due to pending Clerk vacancy.

Resolved: Vote taken, motion passed, all councillors in favour.

2627/298 To **Consider** new planning applications or previous Applications/Decisions/Update.

New Applications

- i) WTCA/2026/00095: Woodbine Cottage, Westgate, TLD
- ii) HP/2026/00117: Whitbygate House, Whitbygate, TLD
- iii) LB/2026/00118: Whitbygate House, Whitbygate, TLD
- iv) LB/2026/00124: The Coppice, Whitbygate, TLD

Update/Decisions

- i) NYMNPA: PRE/2026/00033 Land East of Longlands Lane, TLD
- ii) Consultation meeting – NYMNPA: NYM/2024/0877/Thorpe Cottage, chestnut Ave, TLD

All planning decisions are available on the NYMNPA and NYC website

Resolved: All the above Received & Considered. No comments received.

2627/299 To Receive & Consider matters raised by Parish Clerk/RFO.

- a. To **Receive** current bank balances: see Clerks Notes

Resolved: Bank balances received. Comment received to add Cllr Tempest to the Barclays bank mandate, as he is on the Finance Committee. Clerk agreed to add to June PCM agenda

Credit/ Debit	Invoice Date	Supplier Name	Gross Amount (£)	Description
D	8 Apr	Advantage Web Design	462.00	Annual Maintenance
D	10 Apr	Autela	105.60	Payroll Services
D	20 Apr	ICCM	110.00	Subs for cemetery management
D	23 Apr	Bruntons	23.11	Cemetery waste
D	29 Apr	J Collins	13.03	Postage
D	29 Apr	J Collins	29.97	Printing & stationery
D	29 Apr	JT Atkinson	293.95	Additional railings paint
D	29 Apr	Starboard systems	864.00	Scribe annual fees
C	30 Apr	NY Council	24852.50	50% precept payment
C	16 Apr	JW Myers	100.00	Cemetery - Memorial Fee
C	21 Apr	Mop	450.00	50% Bull Field rent
C	23 Apr	Fergus Ct Funerals	400.00	Cemetery - Burial Fee
C	various	Mops	1112.31	Allotments Fees
C				
C				
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C				
TA				See attached Scribe report

End of Month closing Balances:

Barclays Community	£3,715.11	Mar	£26,985.23	Apr
Barclays Premium (Reserve)	£48,395.47	Mar	£48,395.47	Apr
Skipton Building Society	£40,100.00	Mar	£40,100.00	Apr

NB: The above balances include PC contractual payments.

All bank statements at month end have been reconciled with Scribe

- b. To **Consider** payments made/received & those awaiting authorisation: see Clerks Notes

Resolved: All payments considered including those awaiting authorisation. It was agreed to withhold payment of the energy bill for Streetlighting from North Yorkshire Council, due to its value and complexity of a back-dated 3 years. Cllr Sanderson agreed to hold further discussions with NYC.

- c. To **Receive & Approve** mop request for a one-off, 6-month payment plan for a cemetery EROB fee

Sign

Print

Date

Resolved: Received and approved, vote taken, all councillors in favour.

- d. To **Receive & Approve** information and payment for Streetlighting (energy costs) for 2023-26, and the maintenance invoice for 2025-26

Resolved: As per point b. recorded above.

- e. To **Receive & Accept** resignation of Clerk/RFO officer

Resolved: Resignation received by all council members.

- 2627/300** To **Receive** new Correspondence received by Clerk & agree action required.
- a. Update on allotment administration including new process/invoices. **Noted**
 - b. Freedom of Information request from mop. **Noted**
 - c. Signed contract received for Bull Field, TLD. **Noted**
 - d. ICCM subscription paid and renewed. **Noted**
 - e. NYC planning enforcement letter re Bull Field. **Noted**
 - f. YLCA subscription invoice received – awaiting approval. **Noted**
 - g. Update on Year End/VAT. **Noted**

- 2627/301** To **Receive & Consider** the Parish Council Forward Plan 2026-27

Date	Description	Responsibility	Decision Maker	Checks
May	Hold AGM and APM (refer to Agendas for key actions)	Chair/Council	Full Council	
	Consider and elect key appointments: Chair/VC/Committees	Full Council	Full Council	
	Review and update all regulatory PC policies	Clerk	Full Council	
	Agree Internal Audit Sign Off/Prep AGAR return		Clerk/Fin Comm	
June	Sign off all AGAR docs including EoPR at PCM	Clerk/Council	Full Council	Fin Comm
	Submit all AGAR docs to External Auditor	Clerk		Fin Comm
	Publish all AGAR docs on PC website/including EoPR on noticeboard	Clerk	Clerk	
	Book annual service for PC All Saints		Clerk	
	Church clock/HMI clock		Clerk	
	Check quarterly Bank Recs on Scribe			Fin Comm

Resolved: Parish Council Forward Plan 2026-27 received and considered.

- 2627/302** To **Receive** matters raised by members for inclusion on future agendas & note outstanding matters for future agendas
- To consider the cancellation of the August PCM due to councillor commitments
 - To consider the vacancy and succession planning for the Clerk/RFO Officer
 - To consider and receive the addition of Cllr Tempest to the Barclays Bank mandate

2627/303	To Confirm the dates of the future meeting(s) for 2026 : 02 June 2026 07 July 2026 TBC
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2627/304

- a. To **Resolve** to exclude members of the press and public due to the nature of the business to be transacted at agenda below, being prejudicial to the public interest. (Public Bodies (Admissions to Meetings Act 1960) & Standing Orders 3 (d).

Resolved: Vote taken all councillors in favour.

Ordinary Parish Council Meeting closed at 20:15 hours.

CLOSED SESSION – THE PUBLIC/PRESS WILL BE ASKED TO LEAVE THE MEETING

1. [Cemetery Issue](#) – To **Consider & Receive** update
Resolved: Clerk gave update on both the cemetery issue and the complaint received from the funeral director. It was agreed to respond to the complaint, following councillor discussions. Further action was also agreed around the cemetery issue. Vote taken, all councillors in favour.
2. [Clerk Vacancy](#) – To **Consider & Agree** details of vacancy advert
Resolved: Further discussions to take place with the Staffing Committee to agree vacancy advert

Closed Parish Council Meeting closed at 20:35 hours.



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