

Thornton Le Dale Parish Council

Minutes of the Ordinary Meeting of the Parish Council held at 7.00pm on Tuesday 02 June 2026 at The Hill Memorial Institute Maltongate, Thornton le Dale YO18 7SE

In attendance:

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

Apologies: None

Absent: N/A

Members of Public (mop)

The Chairman, 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.

The Chairman also confirmed that there would be a Closed Session after the main Council meeting to discuss confidential matters. Vote taken, councillors agreed unanimously to the Closed session.

Public Session

Points recorded at the end of the Minutes document.

Formal Council Meeting Commencement 19:08 hrs

- 2627/305** 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. All council members were present.
- 2627/306** 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.
Resolved: Declarations of interests noted and accepted by the Council.
- 2627/307** To **Confirm & Sign** the Annual Meeting of the Parish Council minutes and the Ordinary Parish Council Meeting minutes of Tuesday 05 May 2026
Resolved: Cllr Sanderson proposed the Minutes of the Annual Meeting of the Parish Council meeting on Tuesday 05 May 2026, and the Ordinary Parish Council Meeting of Tuesday 05 May 2026 be approved and signed. Vote taken, motion passed unanimously by council members.
- 2627/308** To **Receive & Consider** updates for the village maintenance:
- i) Caretaker work completed during May: Whitbygate work as previously highlighted. Additional litter-picking due to bank-holiday/ Strimming around benches/steps near Ellerburn junction. Cllr Sanderson requested for lopping work on trees/overhang on Whitbygate & Beck Isle and for waste debris to be cleared on the pavements up Whitbygate/ Ellerburn junction.
 - ii) Work on cemetery gates – update
New cemetery gates are in place, council members very pleased with the results, comments include possibly changing the handle to black and also agreed to have the top catch.
 - iii) Work to the churchyard wall – update
Agreement to complete both sets of minor repairs to the church wall, as identified, in June.
Agreement to bring the discussion of the further work/survey on the A170 side of the wall to the next PCM.

- iv) Work to the village benches/Railings/Mole – update
Clerk confirmed that the benches are still in progress. Next ones to be completed will be Chestnut Ave/cemetery/Maltongate/Priestmans Lane. Remove moles/railings from future agendas.
- v) Waste bins – update
Agreement reached to procure 2 additional bins, so 5 in total. Locations agreed. Clerk to order.

Resolved: Chairman and Clerk gave an update. Votes taken. See above agreements/actions.

- 2627/309** To **Receive & Consider** outcome/actions from the Annual Meeting of the Parish Council
Resolved: Cllr Sanderson gave update, the evening was friendly, and presentations given by village groups. Audio has been uploaded to YouTube. Special thanks noted for Wendy Green for recording Minutes.
- 2627/310** To **Receive & Consider** update on the Parish Plan documents: sub-group update
Resolved: Cllr Sanderson confirmed no proper update due to councillor illness. Sub-group meeting still to take place ahead of July PCM. Clerk agreed to request list of mops on the PP Committee, and request attendance of key members at the July PCM.
Resolved: Vote taken and agreed unanimously by council members for the Parish Council to a) Task & Finish items that could be adopted, and b) to Adopt or Not to Adopt the Parish Plan at the July PCM.
- 2627/311** To **Receive & Consider** the cancellation of the August Parish Council meeting
Resolved: Vote taken, motion passed unanimously to cancel the August PCM.
- 2627/312** To **Receive & Consider** the most recent correspondence on the Freedom of Information requests, and agree to a council response
Clerk confirmed that both FOI requests had been received and responded to within the permitted timescales. Requests had focused on the management of memorials, and the meeting notes/minutes from the previous Annual Parish Meetings. All responses had been circulated to council members for review ahead of the June PCM.
Resolved: Clerk agreed to reply with further information from the ICCM with details on the FOI for Memorial Management, vote taken and agreed unanimously by council members. Vote also taken and agreed unanimously that the FOI on the APM had been responded in full.
- 2627/313** To **Consider & Receive** Cllr Tempest as new signature to the Barclays bank mandate
Resolved: Chairman proposed the addition of Cllr Tempest to the bank mandate, vote taken, all council members in favour. Cllr Tempest signed all bank forms in the meeting.
- 2627/314** To **Consider** new planning applications or previous Applications/Decisions/Update.

New Applications

- i) HP/2026/00165: 1 Oak Tree Barn, Brookfield Gardens, TLD
- ii) HP/2026/00169: Comber House, Church Hill, TLD
- iii) LB/2026/00170: Comber House, Church Hill, 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 planning applications considered. No further comments received.

2627/315 To Receive and Consider matters raised by Parish Clerk/RFO.

- a. To **Receive** current bank balances: see Clerks Notes below
Resolved: Bank balances received
- b. To **Consider** payments made/received & those awaiting authorisation: see Clerks Notes
Resolved: All payments considered, and those authorised by all council members.
- c. To **Receive & Approve** Clerk request for overtime of 3 hours re burial issue
Resolved: Vote taken on overtime, approved unanimously by all council members
- d. To **Receive an update** on streetlighting (energy costs) for 2023-26, awaiting approval
Resolved: Still unresolved, agreement to carry forward to July PCM.
- e. To **Receive & Consider** the Internal Auditors full Audit Report 2025/26
Resolved: Report was received and considered by all council members.
- f. To **Receive, Approve and Sign** AGAR 2025/26 Section 1, Annual Governance Statement
Resolved: Section 1 was received, approved by all council members, and signed by the Chairman and RFO.
- g. To **Receive, Approve and Sign** AGAR 2025/26 Section 2, Accounting Statements
Resolved: Section 2 was received, approved by all council members and signed by Chairman and RFO.
- h. To **Receive and Approve** the dates for the period of AGAR 2025/26 Exercise of Public Rights
Resolved: Dates for the EofPR were approved by all council members. Dates attached below.

commencing on (c) TUESDAY 16 June 2026

and ending on (d) MONDAY 27 July 2026

Parish Council Banking Update

Credit/ Debit	Invoice Date	Supplier Name	Gross Amount (£)	Description
D	7 May	YLCA	676.00	Annual Subs
D	13 May	J Collins (Amazon)	23.66	Print/Paper
D	13 May	Amazon	33.44	Village Bunting
D	13 May	JW Myers (refund)	100.00	Burial Issue
D	13 May	NY Council	696.96	Street lighting year's energy
D	13 May	Groundserv	1900.00	Village railings: additional work
D	15 May	Lady Lumleys	3000.00	PC approved grant
D	20 May	J Collins (PO)	17.23	Postage
D	20 May	Mop (refund)	200.00	Burial Issue
D	29 May	Office Elite	300.00	Internal Audit
C	21 May	Falsgrave Funerals	400.00	Burial/Cemetery Fees
C	23 Apr	mops	230.40	Allotment Fees
C	11 May	HMRC	593.91	Vat reclaims
TA				See attached Scribe report

TA – To approve

End of Month closing Balances:

Barclays Community	£26,985.23	Apr	£17,306.71	May
Barclays Premium (Reserve)	£48,395.47	Apr	£48,395.47	May
Skipton Building Society	£40,100.00	Apr	£40,100.00	May

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.

Clerk made a note to correct the month end dates (recorded correctly above), and that the remaining agreed balances would be transferred from the Barclays Premium account to the Skipton BS account during June to make the total balance of £70,000.00 in SBS as previously agreed.

2627/316

To **Receive** new Correspondence received by Clerk & agree action required.

- Freedom of Information request updates. **Covered in 2627/312**
- NYC planning enforcement letter re Bull Field: **update provided**
- Thank You letter received from Lady Lumley's Almshouses Trust. **Acknowledged.**
- NYC Highways workshops confirmed: 28 May 2026. **Received.**
- Complaint emails received re cemetery upkeep/ornaments. **Acknowledged.**
- Complaint letter received from funeral director: **update received.**
- PO raised for grass cutting grant (NYC) - £916.19. **Received.**
- Parking issues on Whitbygate. **Acknowledged. Clerk to action response.**
- Vacancy Notice for parish councillor from NYC Elections. **Received.**

2627/317

To **Receive & Consider** updates to the Parish Council Forward Plan 2026-27

Resolved: Received and considered by all council members.

Date	Description	Responsibility	Decision Maker	Checks
June	Sign off all AGAR docs including EoPR at PCM	Clerk/Council	Full Council	Fin Comm
	Submit all AGAR docs to External Auditor	Clerk	Clerk	
	Publish all AGAR docs on PC website/including EoPR on noticeboard	Clerk	Clerk	
	Book annual service for PC All Saints	Clerk	Clerk	
	Church clock/HMI clock			Fin Comm
	Check quarterly Bank Recs on Scribe			
July	Agree to cancel August PCM	Council	Full Council	

2627/318

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

- To agree to organise a meeting of the Cemetery Working Group to discuss recent issues and to review process/admin for cemetery paperwork
- Parish Plan
- NYC Electricity/Energy invoice

Resolved: Agenda items above are to be included.

2627/319	To Confirm the dates of the future meeting(s) for 2026:
	07 July 2026 August cancelled 01 September 2026

Meeting Closed at 20:18 hours

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

2627/320

- 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: As noted in the main council minutes, the meeting session was a closed session. Vote already taken.

1. [Cemetery Issue](#) – To **Consider & Receive** updates

Resolved: Clerk gave an update on the issue, the item was discussed with a view to progress at a future meeting, possibly in a public/closed session. Vote taken, agreed unanimously with all council members present.

2. [Clerk/RFO Vacancy](#) – To **Consider & Receive** updates

Resolved: Cllr Garbutt gave an update, still waiting closing date for applications.

Closed Council Meeting, closed at 20:40 hrs

Public Session Notes:

1. Mop confirmed that there is a Barn Owl nesting in one of the boxes which were sited last year and funded through the PC grant. Council acknowledged this as good news and was pleased the habitats are being used.
2. Mop gave an update on the upcoming meeting with TLD Nature Group/Parks and the PC.
3. Mop asked questions on the upcoming grass cutting tender, in relation to the PC BioDiversity policy.
4. Chairman offered a formal thanks to be recorded for the repainting of the road lines renewal in the centre of the village, and to acknowledge the work of the Highways dept.

Thornton le Dale Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

31 May 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
7	Street Light Electricity	27/04/2026		1 Community Accour	490170111	Street Lights - energy bill	North Yorkshire Council	S	6,567.50	1,313.50	7,881.00
19	Printing Ink	13/05/2026		1 Community Accour	Amazon stationery	Postage & Stationery	Amazon	S	11.81	2.36	14.17
19	Stationery	13/05/2026		1 Community Accour	Amazon stationery	Postage & Stationery	Amazon	S	4.83	0.97	5.80
19	Delivery charge	13/05/2026		1 Community Accour	Amazon stationery	Postage & Stationery	Amazon	S	4.16	0.83	4.99
19	Discount applied	13/05/2026		1 Community Accour	Amazon stationery	Postage & Stationery	Amazon	X	-1.30		-1.30
18	Bunting	14/05/2026		1 Community Accour	VILLAGE BUNTING	Village Maintenance	Amazon	X	33.44		33.44
22	Postage	19/05/2026		1 Community Accour		Postage & Stationery	jennifer Collins	X	7.28		7.28
22	Postage	19/05/2026		1 Community Accour		Postage & Stationery	jennifer Collins	X	9.95		9.95
23	Advert	19/05/2026		1 Community Accour	INV-6161	YLCA Advert	Yorkshire Local Councils As	X	20.00		20.00
25	Grants	31/05/2026		1 Community Accour	TLD pc Grant 2026	Grant TLD Vol planters	Thornton le Dale Volunteer	X	300.00		300.00
Total									6,957.67	1,317.66	8,275.33

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Parish Council
Thornton-le-Dale

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