

# Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

c/o Eden House, 120 Eastgate, Pickering, YO18 7DW

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**NOTICE IS HEREBY GIVEN that the ANNUAL MEETING of Thornton le Dale Parish Council will be held on Tuesday 7th MAY 2019 commencing at 7.00PM in The Hill Memorial Institute, Maltongate, Thornton le Dale, YO18 7LF**

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation – **15 minutes prior to the commencement of the meeting** – members of the public must adhere to the rules set by the Council for this session

**Protocol on audio/visual recording and photography at meetings:** Recording is allowed at Parish Council Meetings; subject to: (i) Compliance with the Council's protocol on audio/visual recording and photography at meetings ii) Any recording must be clearly visible to anyone at the meeting and be non-disruptive.

Agenda for meeting is shown below.

*Emma Douglas-Smith: Emma Douglas-Smith*

*Clerk & Responsible Financial Officer*

*Date posted: 29<sup>th</sup> April 2019*

## AGENDA

1. **ELECTION OF CHAIRMAN**
  - 1.1. To Approve Election of Chairman
  - 1.2. Appointed Chairman to sign Declaration of Acceptance of Office.
  - 1.3. To Approve Appointment of Vice Chair
  - 1.4. Council to discuss matter arising of 5 elected Councillors – need to decide on action whether to Co-opt additional 2 members or run with 5 Councillors
  - 1.5. Councillors to provide Clerk with contact details & to confirm preferred methods of communication – agree to email communication as a primary medium – to agree
2. **APOLOGIES – To receive apologies and approve reasons for absence**

Cllr Martin Sanderson – clashed with pre-arranged holiday
3. **To Note any Declarations of Interest:**
  - 3.1 All Councillors need to complete a register of interests form for submission to the Monitoring Officer and publication on the Ryedale District Council's website – online form - <https://www.ryedale.gov.uk/component/rsform/form/35-notification-by-a-member-of-a-local-authority-of-registerable-interests.html?Itemid=1721> – within 28 days of Acceptance of Office
  - 3.2 To Approve Dispensation Requests
  - 3.3 To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests
4. **Minutes**
  - 4.1 To accept the minutes of the Parish Council Meeting No13 held Tuesday 5<sup>th</sup> March 2019 @ 7.30p.m. .
  - 4.2 To Update members on matters raised at meeting held 5<sup>th</sup> March 2019 not specifically within this agenda
5. **Local Associations & Committees :**

To appoint Councillors to serve as representatives on the organisations listed:

  - 5.1 Thornton le Dale Village Hall Committee
  - 5.2 Thornton le Dale Playing Fields Committee
  - 5.3 Hill Memorial Institute (Trustees)

- 5.4 Hill Memorial Institute Management Committee
- 5.5 Yorkshire Local Council Association
- 5.6 Campaign to Protect Rural England
- 5.7 N.Y.M.N.P. – Southern Area Forum – **Nomination Forms to Complete (with Clerk)**
- 5.8 Pickering Area Community Police Group
- 5.9 Manthorpe Park Committee – Cllr Martin Sanderson to remain (email)

## **6. FINANCE**

- 6.1 To approve the Financial Statement / Reconciliation for year end March 2019 - Spreadsheet Attached. Chairperson to sign bank reconciliation
- 6.2 Annual Governance & Accountability Return ( AGAR) Sign & Agree
  - 6.2.1 Annual Internal Audit Report 2018/19 – Completed & Signed by Christine Baxter
  - 6.2.2 Section 1 – Annual Governance Statement 2018/19 – Sign – Clerk & Chair
  - 6.2.3 Section 2 – Accounting Statements 2018/19 – Sign Clerk & Chair
  - 6.2.4 Confirmation of the Dates of the Period for the Exercise of Public Rights – To Agree dates set
- 6.3 Council to approve the signatures required for cheques, and complete any new bank mandates as required – NatWest, Skipton Building Society – removal of old signatories and set up new
- 6.4 **Council to approve April Expenditure** as per separate *Schedule Attached* & sign cheques
- 6.5 Motion from Cllr Garbutt to move all banking to Online Banking – Council to discuss and decide on course of action
- 6.6 **Payroll Processing Costs for the Year Provided by Autela** – See Appendix attached for information – email
- 6.7 Pension Contributions DD Mandate to be signed by 2 Signatories (Clerk Pension Conts)
- 6.7 **Thornton le Dale Village & Traders Forum Web Site** – letter of request for £1000 donation towards village web site upgrade – letter with Clerk – Council to decide donation
- 6.8 **Clerk Training Costs** – Council to Approve Clerk Attendance on YLCA Clerk Introduction Course – August 2019 Cost £115
- 6.9 **Confirm Training Course for New Councillors** – YLCA Off to a Flying Start 2019 – new Councillors to review dates provided by Clerk, & confirm attendance – Form to be completed (Clerk has forms) – Costs to be approved & cheque signed £115 per person

## **7. To Receive Reports & Updates from NYCC & RDC, or Other Authorities**

- 7.1 NYCC Annual Report to Thornton le Dale Parish Council – Prepared by Cllr Janet Sanderson – for review & consideration by the Council – *Report Issued with Agenda*
- 7.2 *The notice of election is available to view for the European Parliamentary Election on 23<sup>rd</sup> May*, by visiting the link below: <https://www.ryedale.gov.uk/your-council/elections-voting/european-parliamentary-elections.html> - Any further action required by Council

## **8. Village Maintenance and the Village Environment:**

- 8.1 Hub Group update – Thornton le Dale Hub Report to Parish Council April 2019 - attached
- 8.2 **Allotments** – Clerk to report on Annual Rentals issued and provide update on Allotment allocation

## **9. PLANNING - To consider plans submitted by NYMNPA & RDC for the Councils comment**

### **9.1 NYM/2019/0109/FL – 17<sup>th</sup> April 2019**

Application for construction of two storey rear extension at 3 The Mount, Thornton-le-Dale – Mr Ferguson  
**Council to consider and respond**

**Received in March – No April Meeting – missed deadline for comment – for information only:**

**Ref: NYM:2019/0179/FL** – 9 Castle Rd, TLD, Application for alterations & construction of dormer window to rear – received 22 March 2019

**Ref: NYM/2019/0192/FL** – 2 Hallgarth Lane, TLD – Application to construct detached garden room – received 25<sup>th</sup> March 2019 – deadline passed

**Ref: NYM/2019/0178/FL** – The Hall, Chestnut Avenue, TLD – Application for variation of condition 2 of Listed building consent – alterations to approved floor plans – received 28 March 19 – deadline missed

**Notice of Approval of Planning – for information**

**RDC Ref:19/00054/House** – Chester Villa, Thornton Lane, TLD YO18 7RB – Erection of 2 storey side extension.- decision 13March2019

**9.2 To Consider Any Other Planning Issues**

**10. To Note Correspondence Received and Approve action required:**

- 10.1 TLD Village & Traders Forum – request to reserve the Village Green for annual Band on the Green – dates July, 21<sup>st</sup>, 28<sup>th</sup>, - August, 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, - Sept – 1<sup>st</sup> – Council to action decision
- 10.2 Email from RDC Communities Officer – advising of web site for advising on UK’s Exit from EU – [www.gov.uk/euexit](http://www.gov.uk/euexit) - Council to decide on action for promoting web site to Parish
- 10.3 *NYMNP Authority – Notice of Local Plan Publication & Statement of Representation Procedure* – April 2019 – documents can be viewed on [www.northyorkmoors.org.uk/localplan](http://www.northyorkmoors.org.uk/localplan) for representations to be made – Council to decide if any action required – closing date for representations is 24 May 2019.

**11 Activities of Outside Bodies – Village Associations & Committees:**

- 11.1 To Receive Reports from those Councillors who have nomination rights to outside bodies

**12 Employment Matters :**

- 12.1 Clerk Holiday Request to be approved - form to sign

**13. To Note matters for Information and items for a future monthly meeting agenda**

**14. Date of next Monthly PC Meeting:**

Tuesday 4<sup>th</sup> June 2019 at the Hill Memorial Institute at 7.30pm.