

Thornton Le Dale Parish Council

Clerk & Responsible Financial Officer – Emma Douglas-Smith

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D R A F T

MINUTES OF THE MONTHLY MEETING OF THORNTON LE DALE PARISH COUNCIL HELD 4TH JUNE 2019 AT THE HILL MEMORIAL INSTITUTE, MALTONGATE, THORNTON LE DALE, YO18 7LF

PRESENT :

Councillor Sandra Bell – Chairperson, Councillor John Garbutt – Vice-Chair, Councillor Martin Sanderson, Councillor Henry Hallsworth, Emma Douglas-Smith (Clerk & Responsible Financial Officer)

015/19 APOLOGIES

To receive apologies and approve reasons for absence

Cllr Peter Argument – illness

It was Resolved to note all apologies and approve reasons for absence

016/19 To Note any Declarations of Interest:

To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

No further declarations received

017/19 Minutes

- a. **To accept the minutes of the Parish Council Meeting on Tuesday 7th May 2019 @ 7.30p.m**
It was Resolved to accept the said Minutes as a true and accurate record of the Annual Meeting held on 7th May 2019; these were signed and dated by the Chairperson
- b. **To Update members on matters raised at the meeting held 7th May 2019 not specifically within this agenda – none raised.**
- c. **Review Processes for Posting of Minutes** – It was Resolved that it was in the interests of encouraging Village participation to post Draft minutes as soon as feasibly possible after the Monthly meeting, subject to these being issued to all Councillors for review first. The process is to be monitored by the Clerk for 3 months to see if agreed timelines are practical.

018/19 Co-opting of Councillors to vacant positions:

- a. Update on Applications Received in response to Advert posted – none received - Resolved
- b. **Extension to the deadline for Applications** – Resolved to continue to review the deadline monthly in line with the Parish Council Meeting timetable, until suitable applicants found
- c. **Confirmation of the Selection & Interview Process & timings** – Resolved to review any suitable applicants at a Closed Meeting ahead of the Monthly Parish Council Meeting, as required

019/19 Local Associations & Committees :

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

- a. **Thornton le Dale Village Hall Committee –**

No requirement for a Parish Council Member, noted that the Constitution has changed – It was Resolved that the Chair of the Village Hall Committee would send written confirmation that the new VH Constitution does not specify a requirement for a PC member on their committee.

– carry over to next meeting for further discussion

b. **Hill Memorial Institute (Trustees)**

It was resolved that Council should wait until they have co-opted the vacant Councillor positions to agree on the Trustees and that it may be necessary to go back to the Hill Family to get the Constitution updated – Resolved no change carry forward to next meeting

020/19 FINANCE

a. **To approve the Financial Statement / Reconciliation for period ending 30th April 2019 -**

Resolved Monthly Financial Summary was approved and signed – a request to include a total of the number of Grass Cuts on the monthly summary was made – Resolved to include

b. **To review and approve the June payments schedule and sign cheques – Resolved Payment Schedule approved and cheques signed**

c. **BT Account for Clerk Landline & Broadband – new account established – install cost £125 – monthly DD costs for bundle £45.99 +VAT – Resolved Council approve costs**

d. **NatWest Authorised Signatories – Resolved all ID has been presented to bank – next step to move to online banking**

e. **Skipton Building Society Account – Resolved Application form completed – the 3 signatories need to present ID to Skipton Building Society in Malton – Clerk to take forms & Mandate**

f. **Training Course for New Councillors – YLCA Off to a Flying Start Fri 16th August 2019 – Confirmed for Councillor Argument & Hallsworth – Resolved acknowledged**

g. **YLCA Training Course Schedule for the Year – Resolved that a number of courses identified would be booked:**

Moving On – Local Council Finance – Clerk to Attend – 18th July 2019

Moving On – Understanding Cemetery Management – Clerk to Attend – 8th August 2019

One Day Conference for Councillors & Clerks – Cllr Sandra Bell & Cllr Henry Hallsworth to attend – Friday 13th September 2019

Clerk to book courses with YLCA

h. **Financial Information available on web site – Resolved – out of date old information to be removed.**

A monthly summary of the Finances will be posted. Format to be designed by Clerk & presented to next meeting for Council approval – carry over to July meeting.

i. **To approve the Caretaker request to increase the number of hours required to Maintain the Play Park by 5 to 7 mows, and the Cemetery by 20 hrs per year – It was Resolved that the Council agreed to the increase in the 20 hrs per year for the Cemetery maintenance.**

For the Play Park it was Resolved that the Caretaker should liaise directly with the Play Park Committee Chair for them to pick up the additional mowing costs. This was agreed by the Play Park Committee previously. Clerk to inform Caretaker of decision

j. **RDC Notice of CIL payment to received - £22,975.50 due early June19 – Resolved noted**

k. **To consider Clerk's Expenses Claims – set a capped amount pre-authorised for essential office & IT items required to order by Clerk – Resolved figure to be set at £250 per month if required**

l. **Issues with Laptop – Council to authorise purchase of backup device by Clerk – Resolved backup device to be purchased asap. Clerk to present to next meeting a breakdown of the costs and options for having the laptop software applications (MS Office) upgraded to fully supported licenced software. Cllr Chris Delaney of RDC to provide information for monthly cloud based options to Clerk Resolved Council agreed that Clerk should purchase the USB to Projector Dongle to be used for meetings**

021/19 To Receive Reports & Updates from NYCC & RDC, or Other Authorities

- a. Arrangements are being put in place for the next **Parish Liaison Meeting**: this will take place on Wednesday 12 June 2019, at **Ryedale House** at 7pm – Resolved Cllrs Martin Sanderson & Henry Hallsworth to attend – Clerk to advise RDC
- b. **NYMNP – Parish Member Elections 2019** – Resolved Ballot Paper completed
- c. **Whitby Town Council – Yorkshire Day Celebrations** – Resolved Councillors will not be attending

022/19 Village Maintenance and the Village Environment:

- a. **Hub Group update** – No update from Village Hub
- b. **Hub request use of Village Green for Yorkshire in Bloom Competition 11th 12th 13th July** – Resolved Agreed
- c. **RDC Grant Request** - Reference S106-056, Section 106 Grants, Thornton Dale Village Hub, Pond Nature Trail – Resolved – Council fully support the application – Clerk to respond accordingly
- d. **Councillor Henry Hallsworth has asked to raise the issue of rats around the pond near the NYMNP car-park** – Resolved – Clerk provided update on action logged with NYMNP – awaiting response
- e. **Councillor Henry Hallsworth has asked to raise the issue of the Church Clock not working – Resolved** – Cllr John Garbutt provided an update – clock working again
- f. **Request email – Scarecrow Festival to use Village Green – 24th 25th 26th August** – Resolved Council agree to the use, subject to the usual clearing away of rubbish and debris afterwards – Clerk to send response & diary event
- g. **Highways Complaint from Residents x2 – Hurrell Lane** – emails received – Resolved Council aware that some issues with Hurrell Lane traffic have already been logged with NYCC Highways. Council asked Clerk to bring the complaints to the attention of the Highways NYCC.

023/19 PLANNING - To consider plans submitted by NYMNP & RDC for the Councils comment

- a. **NYM/2019/0271/FL – 3rd May 2019 – response due by 8th June 2019**
Application for variation of planning approval NYM/2018/0124/FL to residential use (Ex Ginger Pig) – Resolved – No Objections – form to be returned by Clerk
- b. **RDC – 19/00579/FUL** – Agricultural Building for pigs, Westfield Lane, TLD – Resolved the Council wish to make an observation that they are concerned to ensure that there are proper animal waste management procedures in place, and that consideration to the access / egress should be given – Clerk to respond to RDC
- c. **Notice of Approval of Planning – for information**
RDC Ref:19/00313/House – 6 The View TLD, Erection of attached garage – Resolved Noted
- d. **To Consider Any Other Planning Issues:**
 - a) **NYMNP – Planning re-application rear of Roxby Rd – new dwelling** – Notice letter received from NYMNP regarding planning meeting 6th June19 – Resolved Council agreed no attendance at meeting necessary or response required.
- e. **NYM/2019/0280/FL – Replacement UPVC Windows front elevation – Lockey Cottage, High St, TLD** – Resolved – No objection – response to be sent by Clerk
- f. **NYMNP request for TLD PC to receive all planning notifications by email** – (email received) (same as RDC) – clerk would prefer this method – Resolved Council agree to receiving NYM planning notifications electronically to the Clerk

024/19 To Note Correspondence Received and Approve action required:

- a. **Letter of Complaint Received May19** – update from Clerk as to current status – Resolved Council agreed to the response recommended by NALC – Clerk to respond
Council to decide on action to be taken

- b. **Freedom of Information Request by email dated 7th May 2019** – update on status from Clerk – Resolved Council agree that they should wait for any response to recent email
- c. **Council to consider introduction of FOI Policy** – Resolved Council agreed that Clerk should draft a FOI Policy for consideration at a future monthly meeting

Note: Cllr Sandra Bell – Chairperson – needed to leave the meeting at 9.35 p.m. remaining items were concluded by Cllrs J Garbutt, M Sanderson & H Hallsworth with Clerk present

- d. **To consider the email about the management of the Maltongate Watercourse** – Resolved Council agreed that this was an Environment Agency issue – asked Clerk to respond to the email asking the individual to contact the Environment Agency directly.
- e. **Email from North Yorks Youth** – Resolved – to invite to a future meeting to present – Clerk to invite
- f. **NYMNP Caretaker Scheme – Grant Application Form Received** – for completion and sending off end Aug19 – Council noted
- g. **YLCA – Neighbourhood Planning Programme Update** – Resolved Councillors noted – awaiting more information from YLCA then may apply for funding for updating the Village Plan
- h. **Community First Yorkshire** – Community Led Housing Event 22nd June 2019 – Resolved Councillors noted the event and date for possible attendance

025/19 Activities of Outside Bodies – Village Associations & Committees:

- a. **To Receive Reports from those Councillors who have nomination rights to outside bodies**
None Received

026/19 Note matters for Information and items for a future monthly meeting agenda

None Arising

027/19 Date of next Monthly Parish Council Meeting:

Tuesday 2nd July 2019 at the Hill Memorial Institute at 7.30pm

Meeting Closed at 9.40 p.m.