

# Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: [parishclerk@dishforthpc.org.uk](mailto:parishclerk@dishforthpc.org.uk)

## Minutes of the Meeting of DISHFORTH PARISH COUNCIL held In the Village Hall on TUESDAY THE 20<sup>th</sup> of February 2023 at 7.45pm.

**Present:** Councillors: A Sturzaker, R Williams K West and G West

**Parish Clerk:** Jill Davis

**Public:** 3

**County and Borough Councillors:** None in attendance

The Council and members of the public were reminded by notice and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded.

1. **E79 Welcome by the Chairman:**  
The Chairman opened the meeting at 7.47pm and welcomed everyone
2. **E80 Apologies for absence:** to receive and note apologies  
NYCCllr Brown – Prior Commitment  
DCllr Green – no apology received  
Cllr Reid – Health Issues – Apology accepted
3. **E81 Dispensations:** to consider requests  
No dispensations requested  
**Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.  
12.d Cllr Sturzaker – Own expenses. Abstained from the item.  
16.a Cllr Sturzaker – Own expenses. Abstained from the item
4. **E82 To approve the minutes of the Parish Council Meeting held on the 17TH OF JANUARY 2023**  
Resolved – the members approved the minutes. The Chairman signed the minutes
5. **E83 Public Participation Session:** for the public to talk to Cllrs about items only on the agenda  
8. Strata Development – A resident voiced further concerns regarding the impact of this development near to their home.
6. **E84 Reports:** to receive reports  
**6.a County Councillor Report**  
No report received  
**6.b District Councillor Report**  
No report received
7. **E85 Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive reports and proposals/requests and considerations and agree on any actions needed:  
**7.a To update members concerning the Jubilee Coin distribution (Cllr Sturzaker)**  
Cllr Sturzaker informed the members that 65 Jubilee coins had been distributed and there were 35 coins left and further coins can be collected directly from Cllr Sturzaker' home.
8. **E86 Clerk's Report:** Items received after the publication of the agenda or for items needing discussion  
**8. Report circulated to members**  
8.a Zoom Information – No action needed  
8.b Harrogate Newsletter – To contact HBS for advice concerning the Village Hall  
8.c Resident's Request for an agenda item – rejected to a working party being formed concerning the Playing Field  
8.d Amazon Information – No action needed  
8.e Parish Clerk informed the members that both Cllrs Gordon and Kath West's private email addresses had been blocked from the PC's email account. Parish Clerk could not confirm why, who or when it had happened, but has confirmed that the private email addresses are longer blocked.  
8.f NALCs bulletin 13/02/2023 – No action needed  
8.g Soppa Gutter – Ongoing  
8.h Strata Development – The members discussed the development and the ongoing issues and the problems that has been raised by a resident. The parish Council agreed to visit the development and the home of the resident to see first hand the issues. Parish Clerk to organise.
9. **E87 Correspondence Report:** Items received after publication of the agenda or for items needing discussion  
**9. To update the members with the TPO Report, The haven, Dishforth.**  
Parish Clerk updated the members with the TPO Report concerning The Haven Dishforth that had been received from HBC. No action required

- 10. E88 Administration:**
- 10.a To update members with the National Lottery Grant request**  
Parish Clerk informed the members that the national Lottery Grant Request has been submitted and that the Chairman has been copied into the grant request.
- 10.b For members to consider the dates for PC Meetings**  
The members discussed the item. The members agreed to the majority of the dates. However, June 2023 a PC Meeting will take place on the 13/06/2023. Parish Clerk to action the new dates.
- 10.c To update members – received Insurance Information from Councillor K West. Insurance contact details will be changed**  
Parish Clerk has received the insurance information from Cllr Kath West and thanked Cllr Kath West for organising the insurance. Parish Clerk confirmed that the contact details have been changed with the insurance company.
- 10.d For members to consider the date for the training/building bridges day.**  
The members discussed the item and agreed that a meeting is to go ahead. Parish Clerk to organise.
- 10.e For members to consider any actions to address resident's concerns regarding the hazards caused by the pony and trap racing on the A168 (Cllr Sturzaker)**  
Cllr Sturzaker informed the members of resident's concerns regarding the hazards caused by the annual pony and trap racing on the A168. Resolved – for the Parish Clerk to write to the Chief Constable, District and County Councillors, Police and Crime Commissioner for the area, and to copy Kirby Hill, Asenby and Boroughbridge Councils
- 10.f To inform members that there are powers to support the parish with rights of way/highway issues**  
Parish Clerk informed the members that there is a power to support the parish with rights of way/highways issues.
- 10.g For members to consider approving The Creation of A No Cold Calling Zone**  
Resolved – the members approved the consideration. Parish Clerk to action.
- 10.h To inform members of the Valuation Office Agency Form – to complete (no further extensions granted)**  
Parish Clerk informed the members of the valuation agency form that needs to be completed. Parish Clerk informed the members that she is unaware of what the form entails until completing it.
- 10.i For members to consider LTN 13 before signing the VAS document**  
Cllr Sturzaker informed the members that NYCC Highways have confirmed that the VAS can go ahead
- 10.j For members to consider approving the VAS document (dependent on the outcome of 10.j)**  
Resolved – the members approved the consideration – Parish Clerk to action
- 11. E89 Parish Council Matters:**
- 11.a To inform members that from 16/02/2023 any items for the agenda going forward will not be included in the agenda if there is no motion to accompany the item.**  
Parish Clerk informed the members that from the 16/02/2023 items for the agenda need to be a 'motion' to be included.
- 11.b To inform the members that the last day for PC email addresses to be completed is 31/03/2023 (Email and Disclaimer)**  
Parish Clerk informed the members that from 01/04/2023 the new PC Email addresses will need to be used and no further communication will be replied or emailed to private email addresses via the PC's email account. Members agreed.
- 12. E90 Financial Matters:**
- 12.a For members to consider approving any appropriate training for the Councillors and Clerk**  
Parish Clerk informed the members of the training that is available. Members will contact the Parish Clerk if/when they need to book any training sessions.
- 12.b To inform members that stationery will need to be purchased (A4 hard book – Planning – Legal Requirement)**  
Parish Clerk informed the members that stationery will need to be purchased to meet statutory requirements for Planning.
- 12.c To minute that the bank statements for January 2023 have been circulated to the members and the balance is £27,136.26**  
Parish Clerk minuted that the bank statements for January 2023 have been circulated to the members. The Bank Balance is £27,136.26
- 12.d For members to consider approving Cllr Sturzaker' Expenses of £70.03**  
Resolved – The item was approved. Cllr Sturzaker abstained.
- 12.e To minute the S137 Power Amount for 2022-2023 is £8.82**  
Parish Clerk minuted that S137 Power amount for 2022 -2023 is £8.82
- 12.f To minute the S137 Power Amount for 2023-2024 is £9.93**  
Parish Clerk minuted that S137 Power amount for 2023 -2024 is £9.93
- 12.g For members to review the PID document**  
Resolved – The members approved for the document to be emailed to HBC. Parish Clerk to action.

**12.h For members to consider approving Parish Clerk's January 2023 Expenses of £42.28**

Resolved – The members approved the consideration

**12.i For members to consider approving the purchase of a printer (recommendations attached)**

Resolved – The majority of members approved item Number 2. Cllr Gordon West abstained. Parish Clerk to action the purchase.

**12.j For members to consider approving the purchase of a laptop (recommendations attached)**

Resolved – item 4 was approved by Cllrs Sturzaker and Williams. Cllr Kath West voted for item 3 and Cllr Gordon West abstained. Parish Clerk to action the purchase.

**12.k For members to consider approving NYCC Highway Grass Cutting Payment £156.61 for 2023 -2024**

Resolved – The members approved the consideration. Parish Clerk to inform NYCC Highways Department

**13. E91 Other Matters:****13.a For members to consider any actions concerning a complaint received from a parishioner regarding the high number of leaves on the public footpath along Topcliffe Road (Cllr G West)**

Cllr West informed the members of a parishioner's concern regarding a high number of leaves on Topcliffe Road. Parish Clerk requested to contact North Yorkshire County Council.

**13.b For members to consider approving the removal of moles and rabbits on the Playing Field (Cllr K West)**

Several members were concerned with moles and rabbits being on the playing field. Parish Clerk was requested to gather three quotes for the PC's consideration

**13.c For members to consider the cutting of the Cemetery Hedges (Cllr K West)**

The members discussed this item with 13.d and 13.e. The members resolved to appoint Farm and Land Services for the cutting of the grass for 2023. Parish Clerk to action.

**13.d To establish the current status of the grass-cutting contract awarded to Farm and Land Services in 2022 (Cllr Sturzaker)**

Please see 13.c

**13.e For members to consider approving (dependant on item 13.d) actions concerning the grass cutting in the parish for 2023**

Resolved – If Farm and Land Services do not wish to enter into a contract for 2023, Parish Clerk to action 3 quotes for the members to consider.

**14. E92 Website Matters:****14.a To inform members that the website is up and running. Items will be uploaded weekly.**

Parish Clerk informed the members that the website is up and running and will be updated on a frequent basis.

**14.b For members to approve the Accessibility Statement**

Withdrawn – Parish Clerk informed the members that further information is required

**14.c To ask members for any current photos for the website**

Parish Clerk asked for current photos to be emailed for the website

**15. E93 Statutory Documents 2022 – 2023:****15.a For members to consider approving the Standing Orders (Amended December 2022)**

Resolved – Approved by the members.

**15.b For members to consider approving The Statement Of Internal Control**

Resolved – Approved by the members. The Chairman and the RFO signed the document

**15.c For members to consider approving The Financial Regulations**

Deferred – Query from Cllr Kath West. Parish Clerk to check and agenda for the March meeting 2023.

**15.d To minute that Cllrs Sturzaker, G West, and Williams are the Cheque Signatories**

Withdrawn – Cllr Williams is not a cheque signatory. Parish Clerk to agenda the item for March's 2023 meeting

**16. E94 Payments to Consider: February 2023 Payments**

A 100137	Anne Sturzaker	Expenses	£65.06	£4.97	<b>£70.03</b>
B 100138	Information Commissioner's Office	Data Protection Fee	£40.00		<b>£40.00</b>
C 100139	Jill Davis	January 2023 Expenses	£42.28		<b>£42.28</b>
D 100140	Jill Davis	January Salary 2023	£489.53		<b>£489.53</b>
<b>TOTAL:</b>			<b>£636.87</b>	<b>£4.97</b>	<b>£641.84</b>

Payments A-D Approved for Payment.

Cllr Sturzaker abstained from item A – Cheque number 100137

**17. E95 The Next Parish Council Meeting:**

The next meeting of the Parish Council will be the 21<sup>st</sup> of March 2023 at 7.30pm and held in the Village Hall.

- 18. E96 **Temporary exclusion of press and public:** Pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed
- 19. E97 **Employment Matters:**
  - 19.a **For members to consider approving the overtime for January 2023 = 29 hours in total**  
Resolved – the members approved the overtime
  - 19.b **For members to approve the overtime correspondence to SALC**  
Resolved – the members approved the overtime

There being no other business the Chairman thanked everyone for attending and closed the meeting at 9.45pm.

Signed:.....

Dated:.....