

Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: parishclerk@dishforthpc.org.uk

Minutes of the Meeting of DISHFORTH PARISH COUNCIL held In the Village Hall on TUESDAY THE 21ST of March 2023 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 4

County and Borough Councillors: 1 NYCCllr Brown

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.	E98	<p>Welcome by the Chairman: The Chairman opened the meeting at 7.30pm and welcomed everyone</p>
2.	E99	<p>Apologies for absence: to receive and note apologies Cllr Reid – Contracted Covid. Cllr Reid’s apology was accepted by the members DCllr Green – Paternity leave</p>
3.	E100	<p>Dispensations: to consider requests None requested Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting. Item 10.c – Cllr Sturzaker Item 11.d – Cllr Williams Item 11.f – Cllr Sturzaker</p>
4.	E101	<p>To approve the minutes of the Parish Council Meeting held on the 20TH OF FEBRUARY 2023 The item was discussed. Resolved the members approved the minutes. The Chairman signed the minutes.</p>
5.	E102	<p>Public Participation Session: for the public to talk to Cllrs about items only on the agenda Seed bombing – please see item 7.c DISHFEST – please see item 10.c</p>
6.	E103	<p>Reports: to receive reports 6.a County Councillor Report NYCllr Brown reported on the following: Council Tax increase of 2.99%. The increase is to be spent on two areas the elderly and the vulnerable. There is a fund of money for potholes – 6.5m. That fund is for all councils in the country. There is a meeting planned with Yorkshire Water, Parish Councils, and North Yorkshire County Council, details to follow NYCllr Brown’s full report will be circulated to the members. 6.b District Councillor Report No report</p>
7.	E104	<p>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 reported that she would be setting further dates and that 6 coins had been requested 7.b To update members concerning the Strata Development (Members) Cllr Sturzaker reported on the visit to a parishioner’s home. Cllrs Sturzaker, G West, and K West visited the parishioners’ home to understand the issues they were experiencing due to the development. The parishioner confirmed at the meeting with the members that HBC Planning Enforcement Officer would be visiting. Parish Clerk informed the members that she had reached out again to the developer – no reply received to date. Updates to follow when received. 7.c To discuss ‘seed’ bombing in the parish (Cllr Sturzaker) A parishioner had reached out to the Parish Council to ask whether a ‘seed’ bombing area would be possible in certain areas of the verges in the parish. Cllr Sturzaker informed the members that the task was to help raise funds for a girl guides trip and also for educational awareness. The members discussed the item, there were concerns raised about disappointing the children if the task did not work. Several members were in support of the idea as it was an activity for the children and educationally based. Resolved For:3 with comments Against:1</p>

		Cllr G West requested to suggest the type of seeds to use in the two areas that have been identified. Parish Clerk to inform the parishioner.
8.	E105	Clerk's Report: Items received after the publication of the agenda or for items needing discussion 8. Report circulated to members 8.a Vas update – Cllr Sturzaker has provided further information. Parish Clerk to action.
9.	E106	Correspondence Report: Items received after publication of the agenda or for items needing discussion No items
10.	E107	Administration: 10.a To agree on the date of 31/03/2023 6.00pm - 8.00pm Village Hall Training/Building Bridges Evening This item was cancelled due to some members not wanting to attend. 10.b To inform members that Farm and Land Services Ltd have agreed to the Grass Cutting Contract for 2023 – Waiting for the documentation to be received. Parish Clerk informed the members that Farm and Land Services Ltd have agreed to the Grass Cutting Contract 2023 and further documentation is to be received. 10.c To update members concerning the DISHFEST (Cllr Sturzaker) Cllr Sturzaker reported on the following: The Coronation committee requested written approval to use the playing field The Coronation committee requested clarification concerning the playing fields insurance Training is planned for volunteers 10.d for members to consider approving the Expenses Policy Resolved – The members approved the item 10.e For members to consider approving the Home Working Policy Resolved – The members approved the item 10.f For members to consider approving the Lone Working Policy Resolved – The members approved the item 10.g For members to consider approving the Equality and Diversity Policy Resolved – The members approved the item 10.h For members to consider approving the Complaints Policy Resolved – The members approved the item 10.i For members to approve the Expenses Form Resolved – The members approved the item
11.	E108	Playing Field and Sports Pavilion Matters: 11.a To update the members with the ROSPA Safety Inspection Report 2022 The members discussed the safety inspection report. Cllr Williams offered to repair some of the issues that have been identified in the report. 11.b To inform members that a grant for £1195.00 has been successful for a Defib and Cabinet from HBC. Parish Clerk informed the members that the grant for a defib and cabinet has been approved. 11.c For members to consider approving the successful grant Resolved – The members approved the item. Parish Clerk to order the item. 11.d For members to consider approving 3 quotes for the installation of the Defib and suggestions Resolved – The members approved for Cllr Williams to install the defib – electrical trained. Abstained 11.e For members to agree on a date for the Working Party for the Playing Field and Sports Pavilion. Suggested Date 30/03/2023 The members discussed the item. The date was cancelled as the Village Hall had another booking. Another date to be agreed upon. 11.f For members to consider approving the correspondence to the Coronation Committee DISHFEST Team Resolved – The members approved the item. Cllr Sturzaker abstained from the vote but signed the document.
12.	E109	Financial Matters: 12.a For members to consider approving an outstanding payment to Farm and Land Services Ltd £29.25 (Interest Accrued from non-payment of invoices) Resolved – The members approved the item 12.b To inform members that from April 2023 VAT Reclaim will be actioned quarterly. Parish Clerk informed the members that the VAT Reclaim from April 2023 will be processed quarterly. 12.c For members to consider approving £1,000.00 towards the cost of the coronation Events (depending on the grant request from the National Lottery) The members discussed the item. Several members were concerned that the cost was excessive. Cllr Sturzaker explained that the funds were a benefit to the village and some of the funds were for the upgrade to the pavilion and the work was being completed by volunteers. Resolved – The members approved the item upto the amount requested. 12.d For members to consider approving the Parish Clerk's expenses for February 2023 £41.51 RESOLVED – The members approved the item.

13.	E110	Sheet 14																														
14.	E111	<p>Planning Matters: For members to consider the following Planning Application: HBC Number 23/00183/FUL The item could not be considered due to the planning portal being unavailable</p> <p>Website/Email Matters: 14.a To inform the members that IT Support will be working on the Website on 20/03/2023 Parish Clerk informed the members that further work had taken place. More work to be completed 14.b For members to consider approving the Email Disclaimer Resolved- The members approved the item 14.c To update members concerning the PC Email Accounts (Cllr Sturzaker) Cllr Sturzaker informed the members that she was concerned that one member would not use their PC email address even though a resolution was approved at the December 2022 meeting. Cllr Sturzaker asked the member to reconsider – however, the member declined the request. The member did not want to have another email address on their laptop but did suggest the PC could purchase a laptop for them. Parish Clerk reminded the member that no personal email addresses would be used after 31/03/2023 and the agendas and supporting papers from April would be delivered in hard copy form.</p>																														
15.	E112	<p>Information 2022 – 2023: 15.a To minute that Cllrs Sturzaker, Gordon West, and Reid are the Cheque Signatories for Dishforth Parish Council Parish Clerk to minute that Cllrs Sturzaker, G West, and Reid are the cheque signatories. 15.b To inform members that the VAT Reclaim is £1588.70. Hard Copy Sent (due to no Reference Numbers being available) Parish Clerk informed the members that £1588.70 VAT reclaim has been processed via hard copy. 15.c To minute that the PC has £150k Fidelity Insurance Parish Clerk to minute that the PC has £150k Fidelity Insurance 15.d To inform members that the Grass Cutting Service with North Yorkshire County Council for 2021 -2022 and 2022 -2023 has now been requested and waiting for payment Withdrawn 15.e To inform the members that the Parish Council is now registered with the Information Commissioner's Office for data control Parish Clerk informed the members that the PC is registered with the ICO and the certificate has been received. 15.f To inform members that PKF Littlejohn 2021/2022 – Has confirmed there are no outstanding Issues. Parish Clerk informed the members that PKF Littlejohn 2021 – 2022 has confirmed that there were no outstanding issues. 15.g To inform the members that the Internal Auditor requires Pre- Payment before completing the accounts Parish Clerk informed the members that the Internal Auditor requires pre-payment before completing the accounts 15.h To inform the members that the Internal Audit is booked for 22/05/2023 Parish Clerk informed the members that the Internal Audit is booked for 22/05/2023 15.i For members to approve AGAR Certification of Exemption for 2022 -2023 Resolved – The item was approved by the members 15.k To inform members that the remittance advice for the grass cutting 2021 -2022 and 2022-2023 has been received £292.36 Parish Clerk informed the members that £292.36 has been received from NYCC for the grass cutting for 2021- 2023. 15.l For members to consider approving the Financial Risk Assessment Deferred – The item had not been emailed to the members 15.m For members to consider approving the Annual Review of the Financial Regulations Resolved – The members approved the item</p>																														
16.	E113	<p>Payments to Consider: March 2023 Payments</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">A 100141</td> <td style="width: 30%;">Farm and Land Services Limited</td> <td style="width: 20%;">Outstanding Invoice</td> <td style="width: 10%;">£29.25</td> <td style="width: 10%;"></td> <td style="width: 15%; text-align: right;">£29.25</td> </tr> <tr> <td>B 100142</td> <td>Suffolk Assn. of Local Councils</td> <td>3 months of Payroll Services</td> <td>£22.50</td> <td>£4.50</td> <td style="text-align: right;">£27.00</td> </tr> <tr> <td>C 100143</td> <td>Jill Davis</td> <td>February 2023 Salary</td> <td>£551.75</td> <td></td> <td style="text-align: right;">£551.75</td> </tr> <tr> <td>D 100144</td> <td>Jill Davis</td> <td>February 2023 2023 Expenses</td> <td>£41.51</td> <td></td> <td style="text-align: right;">£41.51</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL:</td> <td>£645.01</td> <td>£4.50</td> <td style="text-align: right;">£649.51</td> </tr> </table> <p>Consideration for Payment A – D. Resolved – The members approved the item.</p>	A 100141	Farm and Land Services Limited	Outstanding Invoice	£29.25		£29.25	B 100142	Suffolk Assn. of Local Councils	3 months of Payroll Services	£22.50	£4.50	£27.00	C 100143	Jill Davis	February 2023 Salary	£551.75		£551.75	D 100144	Jill Davis	February 2023 2023 Expenses	£41.51		£41.51	TOTAL:			£645.01	£4.50	£649.51
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17.	E114	The Next Parish Council Meeting: 18/04/2023 Village Hall 7.30pm	Sheet 15
18.	E115	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.	E116	Employment Matters: 19.a For members to consider approving overtime for February 2023 21 hours Resolved – The members approved the item 19.b For members to consider approving the correspondence to SALC for February's 2023 overtime Resolved – The members approved the item. Parish Clerk to action and copy the Chairman in on the email. 19.c For members to consider approving the Job Description This item was discussed and amended. The cemetery item was removed from the job description due to Cllr Williams wishing to continue with the responsibility.	

There being no further business, the Chairman closed the meeting at 9.22pm.

Signed:.....Cllr Anne Sturzaker.....

Dated:.....09/05/2023.....

The minutes were approved at the PC Meeting held on the 09/05/2023