

Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: parishclerk@dishforthpc.org.uk

All Councillors are summoned to attend the meeting of the **DISHFORTH PARISH COUNCIL** which will be held in the VILLAGE HALL, MAIN STREET, DISHFORTH YO7 3JU on **TUESDAY the 13th of February 2024 AT 7.30PM.**

Jill Davis – Jill Davis Proper Officer

08/02/2024

Parishioners and members of the public are very welcome.

AGENDA

The Council, members of the public, and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming.

1.	E303	Welcome by the Chairman:
2.	E304	Apologies: 2.a To receive apologies 2.b To approve reasons for absence given by councillors Not applicable. Two Vacancies. Please see 14.b and 14.e
3.	E305	Dispensations: to consider requests and Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
4.	E306	To approve the minutes of the PC Meeting held on the 9th of January 2024
5.	E307	To approve the minutes of the Extraordinary Meeting held on the 31st of January 2024
6.	E308	Public Participation Session: for the public to talk to Cllrs about items only on the agenda
7.	E309	Reports: to receive reports 7.a Councillor Report – Cllr Brown 7.b For the council to consider any actions from the email received on behalf of Cllr Crown
8.	E310	Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports and proposals/requests and considerations and agree on any actions needed:
9.	E311	Clerk's Report: Items received after the publication of the agenda or for items needing discussion 9.a To inform the council of the update from Highways 6 (if applicable)
10.	E312	Correspondence Report: Items received after publication of the agenda or for items needing discussion 10.a To inform the council Tim Forber confirmed as the Next Chief Constable of NYP. 10.b For the council to consider any actions from the email received by a parishioner concerning the layby near the roundabout. 10.c Email received from NYC regarding a proposal to change the age range at Boroughbridge High School by ceasing the Sixth Form Provision.
11.	E313	Cemetery Matters: 11.a For the council to approve the burial of Mr Greer on Monday 19 th of February @ 2.50pm 11.b For the council to consider approving the invoice from Mr Angus Dods £476.00 + VAT 11.c For the Clerk to minute that she has not been appointed the Cemetery Officer for the Parish Council. 11.d To discuss the administration of the cemetery in the short term, especially in light of the clerk's resignation and information which has been provided by an undertaker as to lawful process (Cllr Reid)
12.	E314	Playing Field/ Playground and Sports Pavilion Matters: 12.a For the council to approve retrospectively £500.00 offered from Cllr Browns locality fund for the replacement of the blinds. 12.b For the council to consider approving any further EON utility bills if applicable 12.c For the council to consider approving the quotation supplied by Cllr Sturzaker to repair the heating in the Pavilion. 12.d For the council to confirm that the Mower has been returned from Russells and the signing in and out of keys has been implemented. 12.e To minute that the names of the Advisory Group have been circulated to the council

		12.f To update the members with the PF&SA bank reconciliation for December 2023 £6591.23																				
13.	E315	<p>Financial Matters:</p> <p>13.a For the council to consider approving the Invoice from IP9 IT Services £185.00</p> <p>13.b For the council to approve the Annual ICO Payment of £40.00 for the Data Protection Fee.</p> <p>13.c For the council to consider approving the clerk's expenses of £90.27</p> <p>13.d For the council to approve the Bank Reconciliation for December 2023</p> <p>13.e For the council to consider the draft compensation package suggested by Grays</p>																				
14.	E316	<p>Administration:</p> <p>14.a For Cllr Reid to give feedback concerning the Biodiversity Webinar training (requested at the January 2024 PC meeting)</p> <p>14.b To inform the council that RW's vacancy has moved to Co-option. The closing date is Thursday 22nd of February 2024 noon.</p> <p>14.c To inform the council that there has been no reply from Farm and Land Services Ltd and to consider whether the PC would like further correspondence sent.</p> <p>14.d To inform members of the YLCA Harrogate Branch Meeting scheduled via Zoom on 19/02/2024 – details in the supporting papers.</p> <p>14.e To inform the council that the Casual Vacancy notice has been advertised. The closing date to request an election is 19/02/2024</p> <p>14.f For the council to consider any actions in support of the D-Day Celebrations (deferred from the January 2024 PC meeting)</p> <p>14.g To inform the council that Inspector Nicholls will attend the PC in March to discuss the issues with the Pony & Trap racing.</p> <p>14.h For the council to consider any actions from the email received from NYC concerning the VAS and associated costs.</p> <p>14.i For the council to consider approving the VAS Installation Agreement between North Yorkshire Council and Dishforth Parish Council</p> <p>14.j For the council to consider approving the cutting of the village hedges and to decide upon an action plan for the same (Cllr Reid).</p> <p>14.k For the council to consider approving the Draft Grass Cutting Tender (Cllr Reid)</p> <p>14.l For members to consider any actions concerning the remaining Jubilee Coins (Cllr Sturzaker)</p> <p>14.m To inform the council that NYC has put the request to increase the council members on hold due to the two current vacancies and will discuss it again at the Governance and Standards meeting in March 2023.</p> <p>14.n For the council to consider requesting two grit bins from NYC (Cllr Sturzaker)</p>																				
15.	E317	<p>Planning Matters:</p> <p>15.a Notice of Decision of Planning: Application ZC23/04440/FUL Erection of 3 No. Agricultural Workers Dwellings and Associated Curtlidge and Creation of 2 No. Vehicular Accesses. Planning Permission Refused.</p>																				
16.	E318	<p>Employment Matters:</p> <p>16.a To minute the resignation of the Parish Clerk/RFO</p> <p>16.b For the council to consider confirming the leaving date as 30/04/2024 (Clerk's request) or 04/05/2024 (per the contract of employment)</p> <p>16.c For the council to consider approving the January 2024 Overtime of 37 hours</p> <p>16.d For the council to approve the correspondence to SALC of the 37 hours of overtime payment.</p> <p>16.e For the council to consider the position in light of the clerk's resignation (Cllr Reid)</p>																				
17.	E319	<p>End of the Year 2023-2024:</p> <p>17.a To inform the council that YLCA are not completing any Internal Audits for 2023 -2024</p> <p>17.b For the council to consider approving Suffolk Association of Local Councils (SALC) as the Internal Auditor (electronic files are used) £274.00 + VAT or would the council prefer to appoint a different company</p> <p>17.c For the council to consider approving the Statement of Internal Control</p> <p>17.d For the council to consider any actions from the asset register attached in the supporting papers and to note that the asset register was last checked in 2020-2021</p> <p>17.e For the council to consider approving the Financial Risk Assessment</p>																				
18.	E320	<p>S106 Matters:</p> <p>18.a For the council to consider approving any actions from the overview supplied by Cllr Sturzaker</p> <p>18.b To update the council with information concerning the Newitts Development (Cllr Sturzaker)</p> <p>18.c To update the council with information concerning the Strata Development (Cllr Sturzaker)</p> <p>18.d To update the council with the latest NYC S106 list for Dishforth Village</p>																				
19.	E321	<p>Payments to Consider: February 2024 Payments</p> <table border="1"> <tr> <td>A 100194 Mr Angus Dods – Cemetery Cutting</td> <td>£476.00</td> <td>£95.20</td> <td>£571.20</td> </tr> <tr> <td>B 100195 YLCA – Biodiversity Training Cllr Reid</td> <td>£33.40</td> <td></td> <td>£33.40</td> </tr> <tr> <td>C 100196 IP9 IT Services - Annual Charge</td> <td>£185.00</td> <td></td> <td>£185.00</td> </tr> <tr> <td>D 100197 Mrs Jean Williams – Outstanding Invoice</td> <td>£222.44</td> <td></td> <td>£222.44</td> </tr> <tr> <td>E 100198 Jill Davis – January 2024 Salary</td> <td>£1083.67</td> <td></td> <td>£1083.67</td> </tr> </table>	A 100194 Mr Angus Dods – Cemetery Cutting	£476.00	£95.20	£571.20	B 100195 YLCA – Biodiversity Training Cllr Reid	£33.40		£33.40	C 100196 IP9 IT Services - Annual Charge	£185.00		£185.00	D 100197 Mrs Jean Williams – Outstanding Invoice	£222.44		£222.44	E 100198 Jill Davis – January 2024 Salary	£1083.67		£1083.67
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		F 100199 PESTTEC – Vermin Control	£136.00		£136.00
		G 100200 ICO – Data Protection Fee	£40.00		£40.00
		H 100201 Jill Davis – January 2024 Expenses	£82.52	£7.75	£90.27
		TOTAL:	£2259.03	£102.95	£2361.98
20.	E322	Extraordinary Meeting: For the council to consider a date for an Extraordinary meeting to discuss the ongoing queries with the DPFSA.			
21.	E323	The next date of the PC Meeting is Tuesday the 12th of March 2024 In the Village Hall – start time 7.30pm The cut-off date for the agenda items is: the 5th of March 2024			