

# Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: [parishclerk@dishforthpc.org.uk](mailto: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 **THURSDAY THE 28<sup>TH</sup> OF MARCH 2024 AT 6.30PM.**

*Jill Davis* – Jill Davis Proper Officer

23/03/2024

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.	<b>E324</b>	<b>Welcome by the Chairman:</b>
2.	<b>E325</b>	<b>Apologies:</b> 2.a To receive apologies 2.b To approve reasons for absence given by councillors
3.	<b>E326</b>	<b>Dispensations:</b> to consider requests and <b>Declarations of Interest</b> to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
4.	<b>E327</b>	<b>To approve the minutes of the Extraordinary PC Meeting held on the 5<sup>th</sup> of February 2024</b>
5.	<b>E328</b>	<b>To approve the minutes of the PC Meeting held on the 13<sup>TH</sup> of February 2024</b>
6.	<b>E329</b>	<b>Public Participation Session:</b> for the public to talk to Cllrs about items only on the agenda
7.	<b>E330</b>	<b>Reports:</b> to receive reports 7.a Councillor Report – Cllr Brown
8.	<b>E331</b>	<b>Reports From: Committees/Representatives of other Committees/Groups/Meetings:</b> to receive <b>reports and proposals/requests and considerations</b> and agree on any actions needed:
9.	<b>E332</b>	<b>Clerk's Report:</b> 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 (3 chasers)
10.	<b>E333</b>	<b>Correspondence Report:</b> Items received after publication of the agenda or for items needing discussion Not applicable
11.	<b>E334</b>	<b>Cemetery Matters:</b> 11.a For Cllr Reid to update the council on cemetery matters. 11.b To inform the council that there are repairs needed to the Bier House (lock and missing tiles of the roof) per the Asset Register 11.c For the council to consider any actions from the email received from the Commonwealth Graves Commission
12.	<b>E335</b>	<b>Playing Field/ Playground and Sports Pavilion Matters:</b> 12.a To update the council concerning the Mower (Cllr Reid) 12.b To update the council concerning the lock for the PC's garage (Cllr Clark) 12.c For the council to consider Quotation 1/Quotation 2 for the repairs and prevention at the Pavilion 12.d To update the council with the condition of the garage contents per the Asset Register 12.e To update the council with the PF&SA Financial update for January 2024 12.f For the council to consider any actions from the request from Yorkshire Air Ambulance to host a clothing bank at the Pavilion 12.g To update the council with the PF&SA Financial update for February 2024 12.h For the council to consider the method of payment for the heaters £909.00 +VAT 12.i For the council to consider approving the Utility Bill for £113.65 from E.ON 12.j For the council to consider approving any Utility Bills from E.ON that may have recently been presented. 12.k For the council to consider DD payments for the Utility usage at the Pavilion 12.l For the council to consider any actions from the further information received by YLCA concerning DPF&SA

		12.m For the council to consider approving the quarterly inspection for the play area £180.00 12.n For the council to consider any actions from the Playground report
13.	E336	<b>Financial Matters:</b> 13.a For the council to approve for the VH Defib to be PAT Tested(last tested 03/2018) 13.b For the council to consider approving the suggested compensation claim of £983.00 organised by GSC Grays 13.c For the council to consider approving the Bank Reconciliation for January 2024 13.d For the council to consider approving Cllr Reid to attend the Assets training day £70.00 13.e For the council to consider any actions from the update concerning the Jubilee Coins 13.f For the council to approve the Bank Reconciliation for February 2024 13.g To inform the council that Cheque Number 100199 to PESTTEC for £136.00 was signed at the meeting on 13/02/2024 had been incorrectly dated (13/02/2023). A re-issue cheque is listed in the March Payments for consideration 13.h For the council to approve retrospectively the clerk's February expenses - £160.94 13.i For the council to consider approving the clerk's March expenses - £46.70 13.j For the council to retrospectively approve Cllr Reid's expenses for the cemetery paperwork and Remembrance Sunday £55.97
14.	E337	<b>Administration:</b> 14.a To update the council with the Bank mandate signatories (Cllr Sturzaker) 14.b To update the council with feedback from the biodiversity webinar (Cllr Reid) 14.c To update the council with the information from the Forum Meeting with Cllr Brown on 22/02/2024 (Cllr Sturzaker) – see minutes of the meeting 14.d To inform the council that the LED Lantern has arrived for D-Day 14.e To inform the council that the Annual Renewal for the Data Protection Fee has been made and the expiry date is 01/03/2025 14.f For the council to complete the grant form from NYC for £500.00 for blinds for the Pavilion 14.g For the council to consider dates for the police to attend a PC meeting to discuss the Pony and Trap Racing 14.h To inform the council that the Grass-Cutting Tender has been emailed and posted to several contractors – Closing Date 26 <sup>th</sup> of March 14.i For the council to consider an Extraordinary PC meeting to discuss/award the Grass - cutting Tender on Thursday 4 <sup>th</sup> of April 2024 14.j To update the council with the meeting of the Harrogate branch of YLCA – Cllr Reid 14.k For the council to consider any actions from the NALC briefing paper concerning GOV. email addresses 14.l To inform the council of the local bus services with a summary of changes effective from April 2024 14.m To update the council with a Verbal report on additional work Yorkshire Water have agreed upon to resolve the flooding issues on Main Street 14.n To inform the council there are: Casual Vacancy number 1 – 2 applicants Casual Vacancy number 2 – 2 applicants 14.o To inform the council that the VAS installation agreement has been signed by NYC dated the 15 <sup>th</sup> of March 2024 14.p To minute that the VAS is required to be rotated every 6 months or less 14.r To consider the quantity and locations of the general/dog waste bins in the village and consider the need for further units/re-locating of some units (Cllr Reid) 14.s For the council to consider the renewal of the Insurance. The LTS ends in June 2024 14.t For the council to retrospectively approve the order of the portrait of King Charles (FOC) 14.u For the council to consider discussing/ approving the grass-cutting tenders
15.	E338	<b>Planning Matters:</b> 15.a For the council to note – Planning correspondence received.
16.	E339	<b>Employment Matters:</b> 16.a To update the council with the draft Job description and Advert for the Parish Clerk vacancy – Cllr Reid (if applicable) 16.b For the council to approve and confirm Standing Order 7.a to be invoked (if applicable) 16.c For the parish clerk to draft the Advert and Job Description (if applicable) 16.d To confirm that the parish council have agreed for the parish clerk to remain in post until 31/05/2024
17.	E340	<b>End of the Year 2023-2024:</b> 17.a To inform the council that the VAT Reclaim for the year is £4888.01 17.b To minute that the Parish Council is the Sole Trustee for Dishforth Village Hall and owner of the Dishforth Playing Fields area. 17.c For the council to consider approving the Accessibility Statement 17.d To inform the council that the accounts have been booked with the Internal Auditor w/c 15/04/2024 17.e For the council to consider approving the Asset Register 17.f To inform the council that £1562.50 has been requested from NYC – Cemetery Cuts for 2021 -2023 (Payment due 14/04/2024) 17.g To minute that the ICO Data Protection Certificate reference is ZB515957 17.h To inform the council of the Terms and Conditions of the Internal Auditor 17.i To inform the council of the Internal Auditors template for the annual audit

		<p>17.j To inform the council that £156.61 has been requested from NYC – Annual grass- cutting for 2023 – 2024 £156.61 (Payment due 26/03/2024)</p> <p>17.k For the council to consider approving the Financial Regulations</p> <p>17.l For the council to consider approving the Standing Orders</p> <p>17.m For the council to note -two voided cheques will be actioned.</p> <p>17.n For the council to approve the end of Year Reserves £8105.93</p> <p>17.o For the council to consider approving the Reserves Policy</p>																																																				
18.	E341	<p><b>S106 Matters:</b></p> <p>18.a To update the council on the recent visit of the S106 Officer to the parish (Cllr Sturzaker)</p> <p>18.b For the council to consider any actions concerning the update on 18.a</p>																																																				
19.	E342	<p><b>Payments to Consider: March 2024</b> Payments</p> <p>R = Retrospective</p> <table border="0"> <tr> <td>A 100202 – E.ON Pavilion Usage R</td> <td>£340.34</td> <td></td> <td>£340.34</td> </tr> <tr> <td>B) Mr A Clarke – 100203 – replacement lock R</td> <td>£38.99</td> <td>£7.80</td> <td>£46.79</td> </tr> <tr> <td>C) Jill Davis – 100204 – February 2024 Salary R</td> <td>£533.71</td> <td></td> <td>£533.71</td> </tr> <tr> <td>D) Jill Davis 100205 – February Expenses 2024 R</td> <td>£142.51</td> <td>£18.43</td> <td>£160.94</td> </tr> <tr> <td>E) PESTEC -Re-issue 100206 – Vermin Control R</td> <td>£136.00</td> <td></td> <td>£136.00</td> </tr> <tr> <td>F) E.ON Next 100207 – Pavilion utility charge R</td> <td>£109.19</td> <td>£4.46</td> <td>£113.65</td> </tr> <tr> <td>G) Heater Shop Pavilion heaters – 100208</td> <td>£757.50</td> <td>£151.50</td> <td>£909.00</td> </tr> <tr> <td>H) HMRC – QTR 4 Payment - 100209</td> <td>£575.36</td> <td></td> <td>£575.36</td> </tr> <tr> <td>I) Jill Davis – March 2024 Salary - 100210</td> <td>£272.28</td> <td></td> <td>£272.28</td> </tr> <tr> <td>J) Streetscape – QTR Report - 100211</td> <td>£150.00</td> <td>£30.00</td> <td>£180.00</td> </tr> <tr> <td>K) Jill Davis – March Expenses 2024 -100212</td> <td>£46.70</td> <td></td> <td>£46.70</td> </tr> <tr> <td>L) Sue Reid – March Expenses 2024 – 100213</td> <td>£46.88</td> <td>£9.09</td> <td>£55.97</td> </tr> <tr> <td><b>TOTAL:</b></td> <td><b>£3149.46</b></td> <td><b>£221.28</b></td> <td><b>£3370.74</b></td> </tr> </table>	A 100202 – E.ON Pavilion Usage R	£340.34		£340.34	B) Mr A Clarke – 100203 – replacement lock R	£38.99	£7.80	£46.79	C) Jill Davis – 100204 – February 2024 Salary R	£533.71		£533.71	D) Jill Davis 100205 – February Expenses 2024 R	£142.51	£18.43	£160.94	E) PESTEC -Re-issue 100206 – Vermin Control R	£136.00		£136.00	F) E.ON Next 100207 – Pavilion utility charge R	£109.19	£4.46	£113.65	G) Heater Shop Pavilion heaters – 100208	£757.50	£151.50	£909.00	H) HMRC – QTR 4 Payment - 100209	£575.36		£575.36	I) Jill Davis – March 2024 Salary - 100210	£272.28		£272.28	J) Streetscape – QTR Report - 100211	£150.00	£30.00	£180.00	K) Jill Davis – March Expenses 2024 -100212	£46.70		£46.70	L) Sue Reid – March Expenses 2024 – 100213	£46.88	£9.09	£55.97	<b>TOTAL:</b>	<b>£3149.46</b>	<b>£221.28</b>	<b>£3370.74</b>
A 100202 – E.ON Pavilion Usage R	£340.34		£340.34																																																			
B) Mr A Clarke – 100203 – replacement lock R	£38.99	£7.80	£46.79																																																			
C) Jill Davis – 100204 – February 2024 Salary R	£533.71		£533.71																																																			
D) Jill Davis 100205 – February Expenses 2024 R	£142.51	£18.43	£160.94																																																			
E) PESTEC -Re-issue 100206 – Vermin Control R	£136.00		£136.00																																																			
F) E.ON Next 100207 – Pavilion utility charge R	£109.19	£4.46	£113.65																																																			
G) Heater Shop Pavilion heaters – 100208	£757.50	£151.50	£909.00																																																			
H) HMRC – QTR 4 Payment - 100209	£575.36		£575.36																																																			
I) Jill Davis – March 2024 Salary - 100210	£272.28		£272.28																																																			
J) Streetscape – QTR Report - 100211	£150.00	£30.00	£180.00																																																			
K) Jill Davis – March Expenses 2024 -100212	£46.70		£46.70																																																			
L) Sue Reid – March Expenses 2024 – 100213	£46.88	£9.09	£55.97																																																			
<b>TOTAL:</b>	<b>£3149.46</b>	<b>£221.28</b>	<b>£3370.74</b>																																																			
20.	E343	<p><b>Meeting Dates:</b></p> <p>20.a To note the Ordinary meeting date for April is 09/04/2024 – to include the casual vacancies</p> <p>20.b To note the Annual meeting of the Parish meeting is the 17/04/2024 @7.30pm</p> <p>20.c For the council to approve an Extraordinary meeting on 25/04/2024 – End of Year Accounts</p>																																																				
21.	E344	<p><b>Temporary exclusion of press and public:</b> 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</p> <p><b>TO VOTE:</b></p>																																																				
22	E345	<p><b>Employment Matters:</b></p> <p>22.a For the council to consider approving the overtime hours for February 2024</p> <p>22.b For the council to consider approving the overtime hours for March 2024</p> <p>22.c For the council to approve the overtime correspondence to SALC</p>																																																				
23	E346	<p><b>DPF&amp;SA Matters:</b></p> <p>23.a For the council to consider any actions concerning DPF&amp;SA matters (Cllr Sturzaker)</p>																																																				
24	E347	<p><b>Grass-cutting Matters:</b></p> <p>24.a For the council to consider any actions from the correspondence received.</p>																																																				