

Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: parishclerk@dishforthpc.org.uk

Minutes of the Annual Parish Council Meeting of the DISHFORTH PARISH COUNCIL held In the Village Hall on TUESDAY THE 28th of May 2024 AT 7.30PM

Present: Councillors: A Sturzaker, S Reid, A Clark, A Dods and S Watson

Parish Clerk: Jill Davis

Public: 9

Councillor: 0

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.

NYC – North Yorkshire Council, PTA – Parent Teachers Association, YLCA – Yorkshire Local Councils Associations, VAS – Vehicle Activated Sign, PC – Parish Council, Cllr – Councillor, RFO – Responsible Finance Officer, DD- Direct Debit. SALC – Suffolk Association of Local Councils

1.	E416	<p>Election of the Chairman: Cllr Sturzaker opened the meeting at 7.31pm. The first item of business was the election of Chairman for 2024 -2025 Cllr Reid proposed herself and was seconded by Cllr Dods Cllr Sturzaker proposed herself and was seconded by Cllr Clark. Vote: Cllr Reid 1 vote for Chairman. Cllr Sturzaker 2 votes for Chairman. Resolved: Cllr Sturzaker voted as Chairman for 2024 -2025 a) For the Declaration of the Acceptance of Office to be signed Cllr Sturzaker signed the declaration of the acceptance of office in the presence of the clerk. b) For the council to consider changing the title Chairman to general neutral Chairperson Resolved: For Chairman to be used. c) Opening remarks from the Chairman/Chairperson Cllr Sturzaker welcomed everyone for attending the meeting and thanked the council for the opportunity to be Chairman once again. Cllr Sturzaker highlighted the council would be looking to progress opportunities at the playing field and the Pavilion in the coming year.</p>
2.	E417	<p>Election of a Vice-Chair: (if applicable) Cllr Reid proposed herself and was seconded by Cllr Dods Cllr Clark proposed himself and was seconded by Cllr Watson Vote: Cllr Reid 1 vote for Vice-Chair. Cllr Clark 2 votes for Vice-Chair Resolved: Cllr Clark voted as Vice-Chair for 2024 -2025</p>
3.	E418	<p>Apologies: 3.a To receive apologies Not applicable. All in attendance 3.b To approve reasons for absence given by councillors Not applicable.</p>
4.	E419	<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. None offered</p>
5.	E420	<p>Public Participation Session: for the public to talk to Cllrs about items only on the agenda No items.</p>
6.	E421	<p>PC Minutes: a) For the council to approve the minutes from the Extraordinary PC Meeting held on the 25th of April 2024 Resolved: The minutes were approved by the council b) For the council to approve the minutes from the Extraordinary PC Meeting held on the 30th of April 2024 Resolved: The minutes were approved by the council c) For the council to approve the minutes from the Extraordinary PC Meeting held on the 14th of May 2024 Resolved: The minutes were approved by the council d) For the council to approve the minutes from the Extraordinary PC Meeting held on the 21st of May 2024 Resolved: The minutes were approved by the council</p>

7.	E422	<p>Policy Matters:</p> <p>a) For the council to review and adopt the Standing Orders for 2024 – 2025 Resolved. The council approved the motion. Clerk to replace the document on the website.</p> <p>b) For the council to review and adopt the Financial Regulations for 2024 – 2025 Deferred.</p>
8.	E423	<p>Review of Risk Matters:</p> <p>a) For the council to review and consider approving the Asset Register The clerk informed the council that the Asset Register had been updated with the replacement insurance costs. Resolved. The council approved the Asset Register. Clerk to replace the document on the website.</p> <p>b) For the council to review its Insurance arrangements in respect of all insurable risks The clerk informed the council that an extension had been given by the Insurance Provider Gallagher until the 26th of June 2024. The clerk informed the council that the two garages next to the Pavilion are not insured on the current policy. The council agreed to look into obtaining the 3 quotes in time for the PC meeting being held on the 11th of June.</p>
9.	E424	<p>Review of Subscriptions/Contracts:</p> <p>For the council to consider:</p> <p>a) Review of YLCA subscription Reviewed in April 2024 and approved</p> <p>b) Review of SALC Payroll Provider Reviewed in April 2024 and approved</p> <p>c) Review of HP Instant Ink Resolved. The council approved to continue with the service</p> <p>d) Streetscape continuing with the quarterly play equipment checks Resolved. The council approved to continue using the contractor.</p> <p>e) IP9 IT Services Reviewed in April 2024 and approved.</p> <p>f) Community First Yorkshire Resolved. The council approved to continue with the subscription.</p> <p>g) PESTEC – Preferred Partner for vermin control Resolved. The council approved to continue using the contractor.</p>
10.	E425	<p>Policy Matters:</p> <p>For the council to consider reviewing its policies concerning:</p> <p>a) Standing Order 11 – Management of Information Deferred. To be itemised during the year</p> <p>b) Standing Order 20 – Responsibilities to Provide Information Deferred. To be itemised during the year</p> <p>c) Standing Orders 21 – Responsibilities Under Data Protection Legislation Deferred. To be itemised during the year.</p> <p>d) Complaints Policy – YLCA do not provide a Standard Policy The clerk informed the council that YLCA has been approached as there is not an industry standard Complaints policy available</p> <p>e) Employment policies and procedures Deferred. To be itemised during the year.</p>
11.	E426	<p>Responsibilities/Representatives:</p> <p>For the council to consider the following topics:</p> <p>a) Responsibility for the DPC Facebook Page – agendas, minutes and notices Cllr Reid informed the council that the responsibility should be the clerk. The clerk minuted that when the council approved Facebook in November 2023 to be used, the clerk was not mandated to upload agendas, notices and posters which had been the responsibility of a councillor. Resolved. The council approved the clerk to have the responsibility once the new clerk was in place. Cllr Reid will share the passwords.</p> <p>b) Responsibility for Uploading to the WhatsApp local group - agenda, minutes and notices The item was withdrawn as a link can be shared with the WhatsApp village group.</p>
12.	E427	<p>a) YLCA – Representative (upto 2 Cllrs) - Representative Resolved. The council mandated Cllrs Reid and Sturzaker to be the representatives.</p> <p>b) Advisory Group (Formerly the Steering Group) – Representative Withdrawn</p> <p>c) Yorkshire Water – Liasion Resolved. The council mandated Cllr Sturzaker to be the liaison to Yorkshire Water</p> <p>d) Area Forum Group B – Liasion Resolved. The council mandated Cllr Sturzaker to be the liaison to Area Forum Group B</p> <p>e) Topcliffe Consolidated Charities – Liasion and helping distribution of items in the parish Resolved. The council mandated Cllr Dods to be the liaison to Topcliffe Consolidated Charities</p> <p>f) Police Safer Neighbourhood team – Liasion Resolved. The council mandated Cllr Reid to be the liaison to the Safer Neighbourhood team</p>

		g) For the council to consider any other groups to be represented by the council and clarify any other responsibilities. Not applicable
13.	E428	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972: a) To inform the council that the expenditure incurred during 2023 -2024 Nil The clerk informed the council that the s137 expenditure for 2023 -2024 was nil b) To inform the council that the expenditure incurred during 2024- 2025 to date Nil The clerk informed the council that the s137 expenditure for 2024 -2025 to date was nil
14.	E429	To deter the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council: a) Ordinary Meetings from May 2024 - December 2024 – dates set b) Ordinary Meeting January 2025 – 14 th of January 2025 @ 7.30pm c) Ordinary Meeting February 2025 – 11 th of February 2025 @ 7.30pm d) Ordinary Meeting March 2024 – 11 th of March 2025 @ 7.30pm e) Ordinary Meeting April 2025 – 8 th of April 2025 @ 7.30pm f) Annual Meeting of the Parish Council – 13 th of May 2025 @ 7.30pm Resolved: The council approved items B-F.
15.	E430	Ordinary Meeting: The Ordinary meeting of the Parish Council will proceed following the Annual Meeting of the Parish Council.

With no further business to transact, the Chairman thanked everyone for attending and closed the meeting at 8.18pm.

Signed:.....

Dated:.....