

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 13th of June 2023 at 7.30pm.

Present: Councillors: A Sturzaker, S Reid, G West and K West,

Parish Clerk: Jill Davis

Public: 5

County 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.

1.	E163	Welcome by the Chairman: The Chairman opened the meeting at 7.30pm and welcomed everybody.
2.	E164	Apologies for absence: to receive and note apologies Cllr Williams – Holiday. His reason for absence was accepted.
3.	E165	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. No declarations of interest were received.
4.	E166	To approve the minutes of the Extraordinary Parish Council Meeting held on the 2nd OF May 2023 Resolved – The members approved the minutes.
5.	E167	To approve the minutes of the Annual Parish Council Meeting held on the 9th OF May 2023 Cllr G West asked why 19.b is not itemised on the 13 th of June's agenda. The Parish Clerk informed members that information was still being sought. Cllr G West asked for an update on 11. b. The Parish Clerk informed members that the item is listed as number 9 on the clerk's report. Resolved – The members approved the minutes.
6.	E168	Public Participation Session: for the public to talk to Cllrs about items only on the agenda The resident asked several questions concerning the agenda items on the Playing Field and the Sports Association. The questions were addressed in items 12.c and 12.d.
7.	E169	Reports: to receive reports 7.a Councillor Report – no report received from Cllr Brown
8.	E170	Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports and proposals/requests and considerations and agree on any actions needed: 8.a To update members on DISHFEST 2023 and to consider any actions (Cllr Sturzaker) Cllr Sturzaker reported on the following: The number of tickets sold for Dishfest was 459 and the profit was £2626. That amount is to be split equally between Dishforth Primary School and Village Sports Amenities. The organisers have agreed that subject to permission to use the sports ground and pavilion again, they intend to organise Dishfest 2024. The organisers of the Village Sports Amenities asked for the Parish Council to ring-fence their amount for the event in the Parish Council's bank account. Resolved the request was approved by a majority. Three members voted to approve the request and one member abstained. Parish Clerk to contact the Village Sports Amenities members to organise the transfer of funds. 8.b For members to consider any actions arising from the recent meeting between Yorkshire Water and the parishes affected by the flooding (Cllr Sturzaker) Cllr Sturzaker reported on the following: The meeting was instigated by Yorkshire Water and the majority of residents that have been affected by numerous flooding events attended. Residents expressed their frustration and disappointment that despite frequent attempts since 2016 at remedial action to prevent flooding

by Yorkshire Water, the fundamental problem causing the flooding, i.e. the lack of capacity for both in the Main Street sewer and the pumping station, has not been addressed. Flooding is likely to cause health hazards and environmental health threats and affects the whole village to some extent. It is also a constant source of worry and distress for affected residents. This distress has been exacerbated recently by Yorkshire Water's apparent intention to no longer financially compensate residents whose homes have been affected by the flooding.

Yorkshire Water has carried out a full camera survey of the affected area and has identified which gulleys and manholes are linked to the foul, surface or combined sewers. They have also identified an unmapped sewer running down Main Street which carries the contents of North Yorkshire Council Highway's surface water gullies. Unfortunately, Highways gulleysuckers do not clear the silt that has accumulated in the pipe leading to the unmapped sewer, and that must be cleared by Highways.

Yorkshire Water plans to carry out the following work commencing 5 June 2023:

- Create a manhole to access the unmapped sewer on Main Street
- Divert a section of the dual-purpose sewer running along some of the properties on Main Street to a section that already has a wider diameter pipe

They also will apply for capital funding to divert surface water from a section of Main Street to the drains on Thornfield Avenue and should have an update on that application by the next meeting in September 2023.

Yorkshire Water representatives acknowledged that whilst it is hoped the above work may solve the flooding issue, the only certain solution would be to install a larger capacity main sewer and significantly increase the capacity of the pumping station. They were urged to ensure that a project to carry out the above work was included in their draft plan for Asset Management Period (AMP) 8 covering years 2025-2030.

The next meeting will be scheduled for September 2023, the date to be confirmed.

Members are requested to consider actions resulting from the report:

1. To write to North Yorkshire Council's Highways department requesting that the pipes leading from the roadside gullies be cleared of silt to prevent surface water flooding
2. To write to Yorkshire Water, expressing concerns about the public health issues caused by foul water flooding in Dishforth and requesting that the replacement of the old Victorian sewers with higher capacity modern sewers and upgrading of the Dishforth Pumping Station be incorporated into their draft plans for Asset Management Period 8 covering years 2025-2030.

The members approved the request. Parish Clerk to action.

8.c For members to consider any actions relating to the newly installed large rubbish bins (Cllr Sturzaker)

Cllr Sturzaker reported on the following:

North Yorkshire Council have recently installed large new rubbish bins in Dishforth which will take both general rubbish and dog fouling waste – the dog bins have been removed. The Parish Council had been notified many months ago by Harrogate Borough Council that this would happen. Unfortunately, there are problems with the siting of the bins:

1. At the playing fields, one very large bin has been sited adjacent to the bench overlooking the playing fields. Given the number of dog owners who exercise their dogs at the playing fields, large quantities of dog fouling waste are likely to be deposited in the bin, which will cause a significant odour issue for residents using the bench. Furthermore, flies and wasps will be able to access the general waste placed in the bin, which will cause a nuisance and potential sting hazard for bench users.
2. The general rubbish bin adjacent to the newly renovated bus stop near the junction of Back Lane has been removed and no replacement installed. This waste bin was the most heavily used in the village and it should be replaced since there have been previous issues with littering around the bus stop. A bin positioned near the bus stop would assist dog owners in the Strata development.

The members agreed to the following actions:

Parish Clerk to contact NYC concerning the large bin at the playing fields.

Parish Clerk to contact NYC, once residents who live near the area have been contacted requesting their views on replacing the bin.

9. E171

Clerk's Report: Items received after the publication of the agenda or for items needing discussion

To update members on the following:

9. Items circulated to members

The Parish Clerk informed the members of the following:

Northern Power Grid – Change of details updated

The website – has been updated.

The laptop has been purchased.

Commuted Sums information has been received and will be emailed over to members in good time for the working party meeting.

A confirmation has been received from NYC concerning the receipt of the parish council's request to increase the number of parish councillors.

9.a To update members with the telephone meeting with the Commuted Sums Officer.

		<p>The Parish Clerk informed the members that the telephone meeting lasted one hour. The information provided was very clear and several questions were answered. The parish council now has a dedicated contact.</p> <p>The Parish Clerk will provide an overview of the information in good time for the working party meeting.</p>
10.	E172	<p>Correspondence Report: Items received after publication of the agenda or for items needing discussion</p> <p>10.a For members to consider any action from the correspondence received concerning Soppa Gutter.</p> <p>The members discussed the communication from the Swale and Ure Drainage Board and agreed for the Parish Clerk to contact the developers Newitts concerning the communication. The parish council requested that the communication received from the Swale and Ure Drainage Board be included when Newitts are contacted.</p>
11.	E173	<p>Administration: parish clerk to inform/update/consideration</p> <p>11.a For members to consider the date for the Commuted Sums topic working party</p> <p>Cllr Sturzaker requested members (Chair and Vice-chair) of the Village Sports Amenities steering group attend along with the parish council.</p> <p>Resolved – meeting planned for 22/06/2023 at 7.30pm at the Village Hall.</p> <p>11.b For members to consider becoming joint members with the VH of Community First Yorkshire £60.00 plus VAT per annum.</p> <p>Cllr Sturzaker reported on the following:</p> <p>Community First Yorkshire is a rural community council and part of the Action with Communities in Rural England (ACRE). Their rural advocacy and influencing role is funded by DEFRA and the organisation supports voluntary, community and social enterprise groups in Yorkshire. Dishforth Parish Council is seeking to support the community to become more involved in aspects of village life (such as becoming members of the Management Committee of the Village Hall). Becoming members of Community First Yorkshire would enable the Parish Council and the Village Hall Management Committee to access the benefits:</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Weekly e-newsletter. • Monthly Funding Bulletin. • 1-1 email and telephone support. • One free half-hour employment advice consultation over the telephone or email. • Voting rights as a Community First Yorkshire member. <p>Community buildings and village hall members also benefit from:</p> <ul style="list-style-type: none"> • Village hall support service and networks. • Village hall factsheets, case studies and online resources. <p>*Joint Membership is for two organisations based in the same location, such as a parish council and village hall.</p> <p>Becoming joint members would enable both the Parish Council and the Village Hall Management Committee to access those benefits. Joint membership is £60 plus VAT per annum.</p> <p>Members are requested to consider becoming joint members of Community First Yorkshire. The motion is approved by the members. Parish Clerk to action.</p> <p>11.c For members to consider meeting with PC Spittlehouse on 16/06/2023 at 6.00pm in the Pavilion.</p> <p>The Parish Clerk informed the members that the date has been changed due to PC Spittlehouse's work commitments to 15/06/2023 at 6.00pm in the Village Hall, to discuss concerns about the trap racing, etc. through the parish around the time of the annual Appleby Horse Fair.</p> <p>11.d For members to consider approving the suggested recommendations made by the working party concerning the cemetery.</p> <p>The members discussed the item and further concerns were raised. The item is to be further discussed via the working party meeting. Deferred.</p> <p>11.e For members to consider approving the parish clerk write to all funeral directors – to remove all surplus diggings from the cemetery (Cllr K West)</p> <p>The item is to be further discussed when the working party meet again to discuss the cemetery pricing structure. Deferred.</p>
12.	E174	<p>Playing Field and Sports Pavilion Matters:</p> <p>12.a For members to note the report from The Grounds Management Association concerning assessing the current state of the cricket pitch.</p> <p>Cllr Sturzaker requested for the members to note the report. Cllr G West asked who had commissioned the report. Cllr Sturzaker informed the members that a resident had asked for the report and that the report was an advisory document concerning the cricket pitch and was free. Cllr K West was concerned that some of the items mentioned in the introduction of the report had not been discussed at previous parish council meetings. Cllr Sturzaker reminded the members that the report was just to note.</p> <p>12.b For members to approve Mr M Atkin's expenses of £108.23</p>

		<p>Cllr G West requested clarification on the amount. Cllr Sturzker informed the members that the majority of the expenses were spent on the topsoil to repair the holes from the vermin infestation in time for Dishfest. Resolved – the motion was approved.</p> <p>12.c To inform members of the cost implication of the work involved in going through the PF & SA paperwork.</p> <p>The Parish Clerk informed the members that going through the documents of the PF & SA would take time the cost implication would be a considerable amount and also what would it achieve.</p> <p>The members discussed the item at length and answered the questions raised by a resident. The members agreed that the only task to complete would be a financial overview from January 2020 to the present to indicate what funds the PF & SA hold.</p> <p>12.d For members to consider a date for the PF & SA to meet (July – is the suggestion)</p> <p>The members agreed for the working party of the PA & SA to meet on 04/07/2023 at 7.30 pm. The Parish Clerk informed the members that the information would be with them by 26/06/2023. The Parish Clerk asked the residents if their questions had been answered. The resident informed the members that they had.</p>
13.	E175	<p>Financial Matters:</p> <p>13.a To inform members that a VAT Reclaim has been requested for £1346.82</p> <p>The Parish Clerk informed the members that VAT Reclaim has been requested for £1346.82</p> <p>13.b To inform members that the Cemetery Grant request has been emailed to NYC for 2021 -2023 £882.50</p> <p>The Parish Clerk informed the members that a request for £882.50 has been requested from NYC for the cemetery grant. Cllr G West queried the amount and was reminded that the amount was just for the cemetery. Cllr Reid informed the members that the parish council can claim upto £1600.00 per annum for the grant.</p> <p>13.c To inform members that the Laptop has been purchased for £799.99</p> <p>The Parish Clerk informed the members that the laptop for £799.99 had been purchased and that IP9IT Services had transferred the information to the new laptop.</p> <p>13.d For members to consider the offer price from IP9IT Services for the HP laptop £60.00</p> <p>The members discussed the item. Cllr G West was concerned that IP9IT Services were unknown to the parish and also concerned that information on the old laptop may not be wiped. Cllr Sturzaker reminded the members that IP9IT Services are contracted to the parish council to support the council with IT support. Cllr Sturzaker suggested that destroying the hard drive and shredding the storage medium would comply with GDPR and if IP9IT Services confirmed in writing there should be no issues with them purchasing the laptop. Once completed the item will be recorded on the agenda and minutes. Three members approved the motion with one member against. Resolved – The motion was approved by a majority.</p> <p>13.e To minute that the Elkerlodge Booking Services invoice for £230.00 has been paid via cheque signed by Cllrs Sturzaker and Reid on 23/05/2023 (no emergency powers needed as the invoice had been previously approved)</p> <p>To minute that the Elkerlodge Booking Services invoice for £230.00 has been paid via cheque signed by Cllrs Sturzaker and Reid on 23/05/2023 (no emergency powers needed as the invoice had been previously approved)</p> <p>13.f To inform the members that the signatories for the Business Premium Account are Cllrs Sturzaker, Reid and G West.</p> <p>The Parish Clerk informed the members that the signatories for the Business Premium Account are Cllrs Reid, Sturzaker and G West.</p> <p>13.g To update the members with the information concerning the transfer of funds between the PC's bank accounts.</p> <p>The item was discussed by the members. Transfers between the two bank accounts cannot be actioned unless the parish clerk is entered into the bank mandate. Cllr Reid advised that the parish clerk should be the point of contact with the bank. The members agreed to discuss this further and also to discuss the possibility of Internet banking.</p> <p>13.h To update the members with the Bank Reconciliation for April 2023 – Balances</p> <p>The Parish Clerk updated the members with the Bank Reconciliation for April. Supporting Papers were circulated to the members for information. The Bank Reconciliation balanced against April's bank statement.</p> <p>13.i am to inform the members that the Resetting of the Budget for 2023 – 2024 will be ready for consideration at the September 2023 meeting.</p> <p>The Parish Clerk informed the members that the resetting of the budget for 2023 – 2024 will be ready for consideration at the September 2023 meeting.</p> <p>13.j For members to consider approving Parish Clerk's expenses for May £928.43 (inc VAT)</p> <p>Resolved – the item was approved.</p> <p>13.k To update members with the Bank Reconciliation for May 2023 £33,972.43 - Balances</p> <p>The Parish Clerk updated the members with the Bank Reconciliation for May. Supporting Papers were circulated to the members for information. The Bank reconciliation balanced against May's bank statement.</p>
14.	E176	<p>Planning Matters:</p>

		<p>Planning Decisions: 14.a Forge Cottage, Dishforth. Y07 3LU. Permission Granted 15/05/2023 No discussion from the parish council. 14.b 1, Mowbray Avenue, Dishforth.Y07 3LQ. Permission Granted 21/05/2023 No discussion from the parish council. Planning Applications: To inform members that extensions were requested for both 14.c and 14.d – to date no replies have been received and upto 08/06/2023 both planning applications are staged at registered. 14.c Town End, Dishforth. Y07 3LP. 6.26.391.FUL/ZC23/01463/FUL Proposed rear sun lounge and refurbished connecting lobby/front porch. The Parish Council supported the application with no comments. Parish Clerk to action. 14.d 1, Thornfield Avenue, Dishforth.Y07 3LX. 6.26.367.A.FULZC23/0108/FUL Proposed first-floor extension The Parish Council supported the application with no comments. Parish Clerk to action.</p>
15.	E177	<p>Grass Cutting Matters: 15.a For members to consider any action relating to the current Grass Cutting Tender – Farm and Land Services Ltd The members discussed the item and raised concerns over the frequency and standard of work in the parish especially in the cemetery. Further concerns such as incorrect equipment being used by the contractor. Residents have raised numerous complaints. The members also discussed the recent email received from the contractor and discussed the next steps. Resolved – Parish Clerk to write to the contractor informing them of their obligations, frequency and concerns regarding the cemetery. 15.b For members to consider approving Invoice 6441 from Farm and Land Services Ltd for £868.00+VAT. The members discussed the item and resolved to approve the motion. However, the council requested that the cemetery cut on 23/05/2023 be paid as a gesture of goodwill. 15.c For members to consider exploring the possibility of the council employing their maintenance person to carry out grass-cutting and other duties as required (Cllr Reid) The members discussed the item, The members approved to defer the item.</p>
16.	E178	<p>Parish Clerk/RFO Matters: 16.a For members to consider approving the mileage rate of 0.45p per mile Resolved – The motion was approved by the members 16.b For members to consider funding the parish clerk's ILCA Training £120.00 + VAT (Cllr Reid) Cllr Reid requested that the parish council agree to pay for the clerk's ILCA as this is a benefit not only to the parish clerk but also to the parish council. Cllr G West was concerned that previous clerks had left the post after receiving training. The Parish Clerk informed the members that she had no intention of leaving the parish council after receiving any training. Resolved – The members approved the motion. 16.c To formally minute that Jill Davis has been appointed the RFO – in accordance with Section 151 of the LGA Act 1972 (Annual legal requirement) for 2023 -2024 Resolved – The motion was approved by the members</p>
17.	E179	<p>End of Year Accounts 2022 -2023: 17.a To update and discuss the Financial Overview RFO informed the members of her disappointment concerning the Internal Audit Report and hoped that the Internal Auditor would recognise the work that the parish council had completed since December 2022. Cllr K West reminded the members that for 8 months of the financial year, the parish clerk was not in post. 17.a1 Chairman's Overview Cllr Sturzaker informed the members of her concerns regarding the report. However, the report has been completed and the financial year has begun with robust proper practices in place. 17.b To update and discuss the Accounts RFO updated the members with the accounts. The accounts balance against the bank statements and also from the report from the Internal Auditor. The RFO also noted that all supporting papers have been circulated to the members. 17.c To update and discuss the Explanation of Variances RFO updated the members with an explanation of the variances. Two items were highlighted. Staff Costs and all other payments. Both items were explained to the members. 17.d To update and discuss the Bank Reconciliation RFO updated the members with the bank reconciliation. The bank reconciliation balances with the end-of-year bank accounts. The Internal Auditor confirmed the bank reconciliation balances. 17.e To update and discuss the Internal Audit Report and the Completion of Form 2 AGAR The item was discussed by the parish council. The RFO highlighted areas of concern from the report and requested for consideration at a later date that a different Internal Auditor be appointed. The Parish Clerk will action the item for the agenda. 17.f To update the members of the Internal Audit Report from 2021 -2022</p>

		<p>The RFO minuted that the parish council had received a copy of the 2021 – 2022 report.</p> <p>17.g For members to consider approving the Certificate of Exemption AGAR Form 2 Resolved – The members approved the motion. The RFO is to email the certificate to the External Auditor.</p> <p>17.h For members to discuss and consider approving Section 1 – Annual Governance Statement Resolved – The members approved the motion. The Chairman and RFO signed the Annual Governance Statement. The RFO is to upload the governance statement to the website and noticeboard.</p> <p>17.i For members to consider approving Section 2 of the Accounting Statements Resolved – The members approved the motion. The Chairman signed the accounting statements. The RFO is to upload the governance statement to the website and noticeboard</p> <p>17.j For members to consider approving the Dates of Notice of Public Rights and Publication Monday 03/07/2023 – Friday 14/07/2023 Resolved the motion was approved. Parish Clerk to action uploading the information to the noticeboard and website.</p>																																
18.	E180	<p>Payments to Consider: May 2023 Payments</p> <table> <tr> <td>A 100153 Elkerlodge Booking Services – Internal Audit</td> <td>£230.00</td> <td></td> <td>£230.00</td> </tr> <tr> <td>B 100154 Mr Mark Atkin – Expenses for work on the Playing Field</td> <td>£90.19</td> <td>£18.04</td> <td>£108.23</td> </tr> <tr> <td>C 100155 Mr A Gould – IT Support</td> <td></td> <td>£311.00</td> <td>£311.00</td> </tr> <tr> <td>D 100156 Farm & Land Services Ltd – Grass Cutting</td> <td>£868.00</td> <td>£173.60</td> <td>£1041.60</td> </tr> <tr> <td>E 100157 PEST TEC – Removal of Vermin</td> <td>£103.00</td> <td></td> <td>£103.00</td> </tr> <tr> <td>F 100158 – Jill Davis – May 2023 Salary</td> <td>£722.46</td> <td></td> <td>£722.46</td> </tr> <tr> <td>G 100159 – Jill Davis – May 2023 Expenses</td> <td>£789.23</td> <td>£139.17</td> <td>£928.40</td> </tr> <tr> <td>TOTAL:</td> <td>£3113.88</td> <td>£330.81</td> <td>£3444.69</td> </tr> </table> <p>Resolved – Items A – G were approved by the members. Item A had previously been approved by the Parish Council. Please see item 13.e</p>	A 100153 Elkerlodge Booking Services – Internal Audit	£230.00		£230.00	B 100154 Mr Mark Atkin – Expenses for work on the Playing Field	£90.19	£18.04	£108.23	C 100155 Mr A Gould – IT Support		£311.00	£311.00	D 100156 Farm & Land Services Ltd – Grass Cutting	£868.00	£173.60	£1041.60	E 100157 PEST TEC – Removal of Vermin	£103.00		£103.00	F 100158 – Jill Davis – May 2023 Salary	£722.46		£722.46	G 100159 – Jill Davis – May 2023 Expenses	£789.23	£139.17	£928.40	TOTAL:	£3113.88	£330.81	£3444.69
A 100153 Elkerlodge Booking Services – Internal Audit	£230.00		£230.00																															
B 100154 Mr Mark Atkin – Expenses for work on the Playing Field	£90.19	£18.04	£108.23																															
C 100155 Mr A Gould – IT Support		£311.00	£311.00																															
D 100156 Farm & Land Services Ltd – Grass Cutting	£868.00	£173.60	£1041.60																															
E 100157 PEST TEC – Removal of Vermin	£103.00		£103.00																															
F 100158 – Jill Davis – May 2023 Salary	£722.46		£722.46																															
G 100159 – Jill Davis – May 2023 Expenses	£789.23	£139.17	£928.40																															
TOTAL:	£3113.88	£330.81	£3444.69																															
19.	E181	<p>The next date of the PC Meeting is Tuesday the 11th of July 2023 In the Village Hall – start time 7.30pm.</p>																																
20.	E182	<p>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</p>																																
21.	E183	<p>Employment Matters:</p> <p>21.a For members to consider approving the overtime for May 2023 -28 hours Resolved – The motion was approved</p> <p>21.b For members to approve the Chairman signing the correspondence for overtime to SALC Resolved – the motion was approved.</p>																																

At 10.00pm the Standing Orders were requested to be suspended to complete the Parish Council Meeting.
Resolved – the motion was approved.

The Chairman thanked everyone for attending and closed the meeting at 10.17pm.

Signature:....Cllr Sturzaker.....

Dated:.....10/10/2023.....

The minutes were approved by the council as being a true record and were signed at the meeting held on the 10/10/2023.