

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 25th of July 2023 at 7.30pm.

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

Parish Clerk: Jill Davis

Public: 2

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.	E184	<p>Welcome by the Chairman: The Chairman opened the meeting at 7.30pm and welcomed everyone.</p>
2.	E185	<p>Apologies for absence: to receive and note apologies Not applicable – All in attendance</p>
3.	E186	<p>Dispensations: to consider requests No items were requested. Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting. 10.c – Cllr Reid. Cllr Reid is a neighbour to The Haven. The item was for information.</p>
4.	E187	<p>To present the minutes of the Extraordinary Parish Council Meeting held on the 13th of June 2023 Cllr G West queried the wording on item 8.a. The councillors agreed to the change and approved the minutes. The Parish Clerk will present the minutes for signing at the end of September 2023.</p>
5.	E188	<p>Public Participation Session: for the public to talk to Cllrs about items only on the agenda 14.h A parishioner requested support from the parish council concerning the ongoing issues with the Strata Development. Cllr Sturzaker informed the parishioner that the developers have been contacted. The council agreed to contact them again. The clerk to action</p>
6.	E189	<p>Reports: to receive reports 6.a Councillor Report – Cllr Brown No report from Cllr Brown was received.</p>
7.	E190	<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 For Cllr Reid to update the members of the YLCA meeting from the 12/06/2023 Cllr Reid reported on the YLCA meeting: The Chairman and Vice-Chairman were elected for the forthcoming year The Chairman reminded representatives that they can access the YLCA website with a councillor password available from the council's clerk. Current Issues for Local Councils were discussed. An update on amendments made by the NALC President to the Levelling Up and Regeneration Bill. The YLCA Officer advised that NALC's proposed amendments had been submitted to central government but unfortunately, they had refused them all. The amendments ranged from abolishing the prohibition on local councils from providing financial assistance to the church, remote meetings (local council sector consultation results not yet published by the government), and suggestions around reasonable sanctions against people who abuse their local councillor role. NALC continue to lobby central government on behalf of the sector. It was resolved To invite an s106 officer from the principal authority to explain how the administration of s106 monies will be standardised across North Yorkshire Council. It was suggested that questions be invited of Branch member councils prior to the meeting to enable the speaker to prepare. It was further RESOLVED that the YLCA Officer will write to the s106 officers to request that updates on s106 are issued to all local councils in the Harrogate area to advise of the current status of outstanding s106 monies. The date of the next meeting is scheduled for the 17th of October 2023.</p>

		<p>7.b For councillors to consider any action regarding hedge issues in the parish (Cllr Sturzaker). Cllr Sturzaker raised the issue of overgrown garden hedges. The property on Moor Lane the hedge has grown and is encroaching on the road and is causing visibility issues for drivers. Cllr K West suggested contacting the family as she knew them. Cllr Sturzaker suggested contacting NYC Highways due to the problem. Resolved – The council approved for the clerk to contact NYC Highways to report the issue. Cllr Sturzaker – raised the issue of garden hedges generally within the parish. As the village has increased in size the issues are causing problems for more residents. Resolved – The council requested for the clerk to produce a standard letter advising occupiers of their responsibilities and to distribute it to properties where needed.</p> <p>7.c D-Day Celebration -Members are requested to consider whether Dishforth Parish Council should participate in these celebrations by organising an event on 6 June 2024 and approve actions resulting from their considerations (Cllr Sturzaker). Resolved – The council approved to participate in the event on the 6th of June 2024.</p> <p>7.d Update Yorkshire Water and North Yorkshire Council concerning the flooding issues – Cllr Sturzaker reported on the following: There has been a delay in Yorkshire Water starting the work outside 2 properties on Main Street due to them re-measuring to get the correct levels to do the relay so that it doesn't exacerbate the situation.</p> <p>The plan which needs a small capital bid to divert the surface water from one of the Main Street properties to a nearby drain is going through the approval process and has passed the first stage.</p> <p>Yorkshire Water is unable to get funding to deal with NYC Highway's sewer in the middle of Main Street because it is not their asset. They are being hampered by having difficulties getting NYC to give permission or a date for them to access the manhole. NYC Highways also do not appear to have cleared the gullies and attached drains along the section of Main Street where they are silted up. Members are requested to consider and approve any actions which may support village residents in this long-running flooding problem. Resolved – The council approved for the clerk to write to NYC concerning the issues.</p>
8.	E191	<p>Clerk's Report: Items received after the publication of the agenda or for items needing discussion To update members on the following:</p> <p>8.a For members to consider a parishioner request of planting a tree(s) to mark the Coronation of King Charles III. A supporting paper is attached. Resolved – The council approved the request and also suggested the use of the cemetery. The clerk to contact the parishioner.</p> <p>8.b To update members concerning the meeting with PC Spittlehouse (if applicable) The clerk informed the council that PC Spittlehouse had not replied to several emails. The council requested the clerk to elevate to a senior officer.</p> <p>8.c To update members concerning Soppa Gutter (If applicable) The clerk informed the council that the correspondence had been sent to both parties, however, there had been acknowledgement from them.</p> <p>8.d To inform members that a parishioner has been in contact concerning a broken street sign Gables Court– Clerk will action. The clerk informed the council that the issue has been raised with NYC</p> <p>8.e To update members concerning the large Litterbins Cllr Sturzaker informed the council North Yorkshire Council has 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:</p> <ol style="list-style-type: none"> 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 which 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. <p>The council resolved to request 1. To resite the litter bin on the playing fields 2. To request a replacement litter bin. The clerk to action</p> <p>8.f To inform the members concerning the increase in parish councillors. The request is hoping to be considered at NYC's Standard and Governance meeting in September. Cllr Sturzaker requested an increase in parish councillors. Cllr Sturzaker highlighted the increase in parishioners due to the new developments and also with having only 5</p>

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		councillors at present due to holidays, etc. there could be times when the council maybe inquorate. Cllr Sturzaker suggested an increase to either 7 or 8 councillors. Resolved -The council approved the request for Dishforth Parish Council to be increased to 8 councillors. The clerk to contact NYC to request the increase.
9.	E192	<p>Correspondence Report: Items received after publication of the agenda or for items needing discussion</p> <p>9.a To inform councillors of the invitation from Ripon Town Hall on 19th of July at 10.30am . Supporting paper provided. This item was withdrawn</p> <p>9.b To inform members of a communication received from the Rt Hon Julian Smith MP concerning grants available for community defibs – reply sent. The clerk informed the council that the correspondence received a reply had been sent.</p>
10.	E193	<p>Planning Matters:</p> <p>10.a To inform members of a provisional TPO (45/2023) The Haven. The TPO replaces TPO 72/2022 which has lapsed. Supporting paper provided. The item was noted by the council</p> <p>10.b Planning Decision: Town End, Dishforth YO7 3LP Planning Permission Granted – NYC The item was noted by the council</p> <p>10.c Planning Appeal: The Haven.Residential Development. An appeal has been made to the Secretary of State against the Council's refusal of planning permission. The item was noted by the council</p> <p>10.d Planning Enforcement – Possible breach of planning control. Dishforth Village Hall, Back Lane. Dishforth. The item was noted by the council</p> <p>10.e Planning Application – zc23/02227/FUL School House, Chapel Yard, Dishforth. Thirsk. YO7 3JX Proposed ground floor rear extension, two-storey side extension and porch. Resolved – The council support the application and feels that the application announces the area.</p> <p>10.f Planning Decision: 1, Thornfield Avenue. Dishforth YO7 3LX Planning Permission Granted – NYC The item was noted by the council</p>
11.	E194	<p>Playing Field and Sports Pavilion Matters:</p> <p>11.a For members to consider any actions concerning the request and actions required concerning the football pitch hire – (Cllr Sturzaker). Cllr Sturzaker informed the council that an approach had been made by a local football team to possibly hire the football pitch, however, that approach has now been withdrawn. However, Cllr Sturzaker informed the members that even though the approach had been withdrawn a club/practice field would be eligible for funding. Cllr G West was concerned that the football pitch would be damaged if used for training. No decisions were agreed.</p> <p>11.b To inform members that the artificial wicket has been installed on the playing field. The insurance covers the artificial wicket – unless the PC wishes to insure the value of the artificial wicket separately. The clerk informed the council that the artificial wicket had been installed and was covered under the current insurance policy. Cllr Sturzaker informed the council that she has received 7 complaints concerning the quality of the artificial wicket. Also, the carpet is loose, uneven and lumpy in places and potentially could be dangerous if used. At 8.12pm Cllr G West stood up from the council table and resigned, requesting the council to please accept his resignation. Directly afterwards Cllr K West also resigned. Both councillors left the meeting. The meeting continued. The councillors agreed due to the concerns of several parishioners to fence the area ASAP due to the summer holidays and for the clerk to organise an inspection.</p> <p>11.c To inform members that the paper for the second meeting of the working party of the PF & SA will be distributed Tuesday 11th July. (Completed) The clerk informed the council that the paper for the working party will be circulated by Tuesday the 11th of July.</p> <p>11.d For members to consider further removal of moles on the PF Resolved -The council approved the request.</p> <p>11.e For members to consider any action concerning the Intermin/Future of the PF & SA – (Cllr Sturzaker/Parish Clerk) Cllr Sturzaker requested a monthly clean and maintenance check of the Pavilion while the future management of the PF&SA is agreed upon and implemented as volunteers have been helping when they can. Resolved – The council approved a cleaning company to be contacted for a monthly clean. The clerk to organise.</p> <p>11.f For members to consider approving expenditures for the PF and Cricket Pitch (MA) Resolved – The council approved that any expenditure would need to be approved before any expenditure.</p>

		<p>11.g To consider any actions/agreements regarding the checking of the Play Equipment The clerk informed the council that the checks of the play equipment had not been decided and the children would soon be breaking up for the summer holidays. It was suggested to approve Streetscape to complete quarterly checks at £150.00 + VAT. Resolved – The council approved Streetscape to complete quarterly checks.</p> <p>11.h For members to consider approving the purchase of an outdoor bench for the play equipment area. Value £848.55 from commuted sums Resolved – The council approved the item.</p> <p>11.i For members to consider any actions/agreements concerning expenditure via commuted sums at the playing field – (Cllr Sturzaker) The members discussed the item and agreed that no further expenditure could be spent on the playing field.</p> <p>11.j Cllr K West reports the following: Plastic covers have still not been fitted to play apparatus. An end(ball)is missing from the handle of the rocker. The safety surfacing has shrunk again(most probably extreme heat). Cllr Williams informed the members that he had several missing parts, however, was unable to fit them The clerk informed the council that she would organise it.</p> <p>11.k For members to consider approving the use of the Playing Fields for Dishfest 2024 Resolved – The council approved the request.</p>
12.	E195	<p>Financial Matters:</p> <p>12.a To inform members that the external auditor has auto-confirmed receipt of the Exemption Certificate The clerk informed the councils that the auto-receipt had been received from the external auditor.</p> <p>12.b To inform members that all the year-end documentation concerning the 2022-2023 accounts was uploaded and placed on the noticeboard before the 30th of June 2023 deadline. The clerk informed the council that the end-year accounts have been uploaded to the website, emailed to the external auditor and placed on the noticeboard before the 30th of June deadline,</p> <p>12.c For members to consider allowing 3 quotes for the purchase of a recording device. Withdrawn. Cllr Sturzaker provided a recording device for the council to use,</p> <p>12.d To inform members that Emergency Powers were used with the Chairman to purchase Norton Anti-Virus and Office 365 (Norton Anti -Virus £14.99 Office 365 £59.99 16/05/2023). Resolved – The council approved the item.</p> <p>12.e To inform members that the DISHFEST organisers have made contact concerning transferring their funds to the Parish Council's Account. The clerk informed the council that the DISHFEST organisers were organising the transfer of the funds to the PC's bank account for ring-fencing.</p> <p>12.f To inform members that the VAT Reclaim has been received £1346.82 The clerk informed the council that the VAT reclaim has been received £1346.82</p> <p>12.g To inform councillors £1000.00 cash was received from the PF & SA and banked on 14/07/2023 The clerk informed the council that £1000.00 has been received from PF&SA and has been banked</p> <p>12.h To inform members that £250.00 (cheque) was received from F Lowley and Sons Ltd and banked on 14/07/2023 The clerk informed the council that £250.00 has been received from F Lowley and Sons Ltd and banked</p> <p>12.i To inform members of the Bank Rec for 30/06/2023 The clerk informed the council that the bank balance as of 30/06/2023 was £32,212.79 and minuted that the information had been circulated to the council.</p> <p>12.j To update the members concerning the Commuted Sums queries The clerk informed the council that the queries were still outstanding and would be chased.</p>
13.	E196	<p>Cemetery Matters:</p> <p>13.a To minute that the Cemetery working party has taken place on 04/07/2023 The clerk minuted that the working party meeting has taken place on 04/07/2023</p> <p>13.b For members to consider approving the updated Cemetery Fees The item is deferred.</p> <p>13.c For members to consider approving the Application for Interment Form Resolved – The council approved the form and requested the clerk to send a copy of the form to all the Funeral Directors that the council works with.</p> <p>13.d For members to consider approving a replacement outdoor bench through Commuted Sums. Mr Teak Banana Three Seat Teak Bench £399.95 Resolved – The council approved the item. The clerk to action.</p> <p>13.e For members to consider approving the clerk to attend Cemetery training via YLCA to support Cllr Williams (Training is planned October – December).</p>

		Resolved – The council approved the training																																																												
14.	E197	<p>Administration:</p> <p>14.a To remind members that the next PC Meeting (after July) is the 19th of September at 7.30pm in the Village Hall. Extraordinary Meetings can take place if required. The clerk informed the council that extraordinary meetings could take place if needed between meetings.</p> <p>14.b To inform the members that the VAS Sign is up and running – thank you to Cllr G West for organising the quotes. The clerk informed the council that the Vas is up and running and minuted a thank you to Cllr G West for organising and researching the quotations.</p> <p>14.c Date for your Diaries – YLCA Harrogate Branch Meeting 16th of October. The meeting is being held in the former HBC Offices. The clerk informed the council YLCA Harrogate Branch meeting is on the 16th of October 2023.</p> <p>14.d To update the members with the Grass Cutting Issues The clerk informed members that there had been an improvement in the grass-cutting with positive comments from parishioners.</p> <p>14.e To inform members that the Insurance Renewal has been received. No amendments are required. Members to approve the Renewal. Resolved – The council approved the Insurance Renewal.</p> <p>14.f For members to consider any action/agreements concerning Yorkshire Water installing a new pipe on the Playing Field – (Cllr Stuzaker). Withdrawn. Please see item 14. i</p> <p>14.g To update members with the information concerning the first Ride on Mower. The clerk provided a supporting paper of the audit trail of the sale of the first Ride-On-Mower as requested. The clerk was able to demonstrate that the transaction had taken place. The council agreed that no further action was required.</p> <p>14.h For members to discuss and consider any actions concerning the Strata Development Issues. Please see item 5</p> <p>14.i To update the members with the information received from Yorkshire Water The clerk informed the council of the correspondence that had been received from Yorkshire Water concerning installing a new pipe on the playing field. The council Resolved to ask CSE Grays Solicitors to act on behalf of the council as they were also representing a parishioner who owns the adjoining field. The clerk to action.</p>																																																												
15.	E198	<p>2023 -2024 Matters:</p> <p>15.a For members to consider a working party meeting (August) to discuss tailoring the Standing Orders and Financial Regulations. Resolved – To action through Zoom, face-to-face or emails.</p> <p>15.b To inform members that the S137 expenditure limit for 2023-2024 is £9.93 per elector. The clerk informed the S137 expenditure for 2023 -2024 is £9.93 per elector</p>																																																												
16.	E199	<p>Payments to Consider: July 2023 Payments</p> <table border="0"> <tr> <td>A</td> <td>HMRC</td> <td>Quarter 1 Payment</td> <td>£433.92</td> <td>£0.00</td> <td>£433.92</td> </tr> <tr> <td>B</td> <td>Jill Davis</td> <td>June 2023 Salary</td> <td>£550.90</td> <td>£0.00</td> <td>£550.90</td> </tr> <tr> <td>C</td> <td>Mr Anthony Gould</td> <td>Annual Microsoft/Norton Purchase</td> <td>£74.98</td> <td>£0.00</td> <td>£74.98</td> </tr> <tr> <td>D</td> <td>Gallagher Insurance</td> <td>Annual Insurance Payment</td> <td>£1199.94</td> <td>£0.00</td> <td>£1199.94</td> </tr> <tr> <td>E</td> <td>Jill Davis</td> <td>June Expenses</td> <td>£45.90</td> <td>£0.00</td> <td>£45.90</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL:</td> <td>£2305.64</td> <td>£0.00</td> <td>£2305.64</td> </tr> </table> <p>Payments A-E – The emergency powers were utilised to make the payments. Cllrs Sturzaker and Reid signed the cheques and invoices on Tuesday the 11th of July.</p> <table border="0"> <tr> <td>F</td> <td>TWM Traffic Control System</td> <td>VAS</td> <td>£3501.30</td> <td>£700.26</td> <td>£4201.56</td> </tr> <tr> <td>G</td> <td>Farm and Land Services Limited</td> <td>Invoice 6472</td> <td>£802.00</td> <td>£160.40</td> <td>£962.40</td> </tr> <tr> <td>H</td> <td>Jill Davis *****</td> <td>July 2023 Salary</td> <td>£254.82</td> <td></td> <td>£254.82</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL:</td> <td>£4558.12</td> <td>£860.66</td> <td>£5418.78</td> </tr> </table> <p>F-G Resolved – The payments were approved. The clerk to action.</p> <p>***** Jill Davis's July salary cheque (H) was not presented for approval, therefore the payment was not approved.</p>	A	HMRC	Quarter 1 Payment	£433.92	£0.00	£433.92	B	Jill Davis	June 2023 Salary	£550.90	£0.00	£550.90	C	Mr Anthony Gould	Annual Microsoft/Norton Purchase	£74.98	£0.00	£74.98	D	Gallagher Insurance	Annual Insurance Payment	£1199.94	£0.00	£1199.94	E	Jill Davis	June Expenses	£45.90	£0.00	£45.90	TOTAL:			£2305.64	£0.00	£2305.64	F	TWM Traffic Control System	VAS	£3501.30	£700.26	£4201.56	G	Farm and Land Services Limited	Invoice 6472	£802.00	£160.40	£962.40	H	Jill Davis *****	July 2023 Salary	£254.82		£254.82	TOTAL:			£4558.12	£860.66	£5418.78
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17.	E200	The next date of the PC Meeting is Tuesday the 19th of September 2023 In the Village Hall – start time 7.30pm.																																																												
18.	E201	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.	E202	<p style="text-align: right;">Sheet 38</p> <p>Employment Matters: 19.a For members to consider approving the overtime for June 2023 Resolved - The council approved the overtime 19.b For members to approve the Chairman signing the correspondence for overtime to SALC Resolved – The council approved the consideration 19.c To request - Annual Leave 31st of July 1 week (2022-2023 all leave taken) Resolved – The council approved the request. 19.d To request Annual Holiday – 24th of September 1 week (2023-2024 Annual leave allowance) Resolved – The council approved the request</p>
20.	E203	<p>Parishioner Matter: The councillors discussed the matter and were unable to help with the request due to the council not having the powers to do so. The clerk to inform the parishioner and provide the information to the Information Commissioner's Office.</p>

With no further business to complete, the Chairman thanked everyone for attending and closed the meeting at 9.30pm.

Signed: 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 10/1/02023