

Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: parishclerk@dishforthpc.org.uk

Minutes of the Ordinary Meeting of the DISHFORTH PARISH COUNCIL held In the Village Hall on TUESDAY THE 28th of MAY 2024 AT 8.00PM

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, SLCC – Society of Local Council Clerks, ICO – Information Commissioner’s Office.

1.	E431	<p>Welcome by the Chairman: The Chairman opened the meeting at 8.20PM and welcomed everyone.</p>
2.	E432	<p>Apologies: a) To receive apologies Not applicable. All in attendance b) To approve reasons for absence given by councillors Not applicable.</p>
3.	E433	<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>
4.	E434	<p>Public Participation Session: for the public to talk to Cllrs about items only on the agenda No items.</p>
5.	E435	<p>Reports: to receive reports a) Councillor Report – Cllr Brown No report was received.</p>
6.	E436	<p>Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports and proposals/requests and considerations and agree on any actions needed: a) For members to consider, discuss and make a decision on the proposal and recommendation by the Working Party for the resurfacing, fencing and lining of the tennis courts for £XXXXXXX (which will be recovered) The council discussed the issue. Cllr Sturzaker informed the Council that Cllr Watson, a member of the advisory group and herself had visited a local school to look at the MUGA Pitch. Cllr Sturzaker explained that there was an increase in cost from the visit to the school due to changes needed. The cost would be £XXXXX instead of £XXXX should the council approve the recommended quotation from the advisory group. Cllr Reid was concerned that the information previously provided by NYC was not sufficient for a decision to be made at this meeting as NYC has always stated that if S106 funds for certain areas were ‘broken into to’ the remaining funds in that area could not be used elsewhere in the parish. Cllr Reid requested clarification from NYC as the email provided to the council from NYC stated ‘An agreement in principle’ to move funds from a certain area and Cllr Reid and Cllr Dods did not feel that was sufficient. Cllr Reid was happy to support the recommendation with the new cost, as long as the agreement in principle was honoured. Cllr Clark understood the councillors’ concerns but stated the process needs to be started. Resolved. The clerk will contact NYC to clarify and report back to the council at the June PC meeting. The council approved the recommended quotation from the advisory group on the understanding that NYC has clarified the concerns of Cllr Reid and Dods. b) Subject to the outcome of 10.n above, for members to agree to the submission of a PID to North Yorkshire Council for approval of the above project utilising the S106 monies allocated to Dishforth Recreation Ground.</p>

		Sheet 93
		Resolved. Depending on the outcome of the clarification of 6.a the council approved the submission of the PID to North Yorkshire.
7.	E437	<p>Clerk's Report: Items received after the publication of the agenda or for items needing discussion If applicable</p> <p>a) To inform the council that Yorkshire Water has approved the additional 15 hours within the Compensation Claim. The Compensation Figure is still to be provided. The clerk informed the council that Yorkshire Water had approved the additional 15-hour payment. GSC Grays will provide the final compensation figure in due course.</p> <p>b) To inform the council that the solicitor from Scottswright has formally complained to Yorkshire Water due to the outstanding payment to the Parish Council. The clerk informed the council the solicitor had formally made a complaint to Yorkshire Water concerning the non-receipt of the easement payment. The clerk will update the council when further information has been received.</p>
8.	E438	<p>Correspondence Report: Items received after publication of the agenda or for items needing discussion North Yorkshire Council Standards Bulletin – March 2024 has been circulated to the council.</p>
9.	E439	<p>Cemetery Matters:</p> <p>a) To update the council with cemetery matters (Cllr Reid) Cllr Reid informed the council she had received an internment request for June 2024. However, the request is for an older plot and some investigations will need to occur.</p> <p>b) To update the council with the requested Bereavement Service Survey (Cllr Reid) Cllr Reid informed the council the survey once completed will be circulated to the clerk.</p> <p>c) For the council to consider approving the inspection of headstones and memorials in Dishforth Cemetery as per legal requirements to ensure the safety and suitability of same (Cllr Reid) Cllr Reid explained that the inspection of headstones and memorials needed to be completed. Resolved. The council approved for Cllr Reid to provide quotations to be considered at the PC meeting in June.</p>
10.	E440	<p>Playing Field/ Playground and Sports Pavilion Matters:</p> <p>a) For Cllr Reid to provide the council with the report on the meetings with the previous treasurer and chairman of the DPF&SA concerning the dissolution and financial distribution from DPF&SA. Deferred. Cllr Reid is to provide a report at the PC meeting in June.</p> <p>b) To inform the council of the progress of the lease The clerk informed the council that Mr Roger Taylor had taken a step back from the day-to-day activities and a different solicitor had been allocated. The solicitor has confirmed the required forms have been received. The clerk will update the council when further information has been received. Cllr Sturzaker informed the council that there would be a final meeting with the Bowls Club.</p> <p>c) For the council to note a copy of the Client Care document from Wellers Law Group has been circulated to the members The client care document from Wellers Law Group has been circulated to the council.</p> <p>d) For the council to note a copy of the Terms of Business from Wellers Law Group has been circulated to the council Wellers Law Group's business terms have been circulated to the council.</p> <p>e) For the council to minute a formal thank you to Cllr Watson for installing the blinds at the Pavilion. The council would like to formally thank Cllr Simon Watson for installing the blinds at the Pavilion.</p> <p>f) For the council to consider approving the suggested work on the playing field from the supporting paper attached (Cllr Reid). Cllr Reid informed the council that the suggested work that needs completing had been discussed at a previous meeting. Cllr Sturzaker informed the council that new items had been added and was concerned that the job was too big for one person. Cllr Clark offered to help and Cllr Sturzaker suggested a call to arms to volunteers from the parish. The council also discussed the costs involved in doing the work Resolved. To ask for volunteers and to approve an expenditure of no more than £500.00 to complete the work.</p> <p>g) For the council to consider approving the remit for the work to be carried out by a member of the public on the cricket wicket (Cllr Reid) Cllr Reid informed the council that she was concerned with the ongoing costs of the cricket wicket especially with a new grass-cutter in place who is paid to cut the all the playing field area. Cllr Reid also informed the council that the previous grass cutter Farm & Land Services was contracted to cut the entire playing field, however, only cut the football pitch side. Resolved. The council approved a member of the public to complete the work on the cricket wicket only.</p> <p>h) For the council to consider approving the total cost to the PC of money spent on the cricket wicket between April 2022 to May 2024. To include the purchase of the ride-on mower and any repair/maintenance/fuel costs. (Cllr Dods)</p>

		<p>Resolved. The council approved for the clerk to gather the information for Cllr Dods and to circulate it to the council.</p> <p>i) Cllr Dods has asked if the member of the public has had regular meetings with the Parish Council during this time frame (April 2022 – May 2024) to discuss the progress of the cricket wicket/cricket team</p> <p>Cllr Dods requested whether the council has had regular meetings with the member of the public who have been completing the work at the cricket pitch. The clerk was asked to provide the information.</p> <p>Resolved. The clerk is to provide the information requested by Cllr Dods and to circulate it to the council.</p> <p>j) For the council to consider any actions from the following motion. To discuss the plans for the cricket pitch/team. To discuss an online survey on the social media groups for feedback on the likelihood of players in the village. To discuss a reasonable timeframe for the pitch to be playable and enthusiastic efforts to build a team (Cllr Dods)</p> <p>Cllr Dods requested the council to consider what plans are in place for a cricket team/pitch and use social media groups to ask parishioners for feedback concerning the plans for the area. Cllr Reid suggested contacting the member of the public who completes the work on the area to produce a paper to enable the council to make a more informed decision.</p> <p>Resolved. The clerk to contact the members of the public and ask for them to produce a paper for the July PC meeting.</p> <p>k) For the council to consider selling the ride-on lawnmower now the council has a contractor in place for the village grass cutting. The ride-on lawnmower is unsuitable for the cutting of the cricket wicket and, should members consider it required, a smaller machine can be purchased for this purpose (Cllr Reid)</p> <p>Cllr Reid requested that the ride-on-mower be sold as the mower was not fit for purpose and the grass-cutter is contracted to cut the area. Cllr Sturzaker raised the issue that the mower was the second mower that the council had purchased that was not fit for purpose and the mower had been purchased for £6500.00 without any approval from the council. Cllr Dods offered to research the current prices of similar second-hand mowers that were for sale to estimate what the mower was worth.</p> <p>Resolved. The council approved Cllr Dods to research the resale cost of the mower and to update the council in due course.</p> <p>l) For the council to consider making arrangements for PAT testing of equipment at the Pavillion and to ascertain whether arrangements for annual PAT testing of portable Bowls Club equipment are in place (Cllr Sturzaker)</p> <p>Cllr Sturzaker informed the council that the heaters have been installed at the Pavilion and the electrician had identified issues with other electrical items in the Pavilion. Cllr requested the council to consider having all the electrical items PAT tested and also what arrangements are in place for the annual PAT testing at the Bowls Club.</p> <p>Resolved. The council approved Mr Lewis to complete the PAT testing in the Pavilion and allocated upto £500.00. If the work required is more than £500.00, Mr Lewis would need to provide a quotation to be considered at the next PC meeting.</p> <p>The council formally minuted a thank you to Mr Lewis for installing the new heaters.</p> <p>m) To inform the council that Sceconstruction has been contacted concerning the booking for the Pavilion on 22 June 2024. No reply received to date.</p> <p>The clerk informed the council that Sceconstruction had been contacted concerning the booking for the pavilion and no reply has been received. Cllr Sturzaker will provide further details.</p>
11.	E441	<p>Financial Matters:</p> <p>a) To inform the council that the following receipts have been received in April 2024: 1st Precept Payment: £7500.00 Cllr Browns Locality Grant: £500.00 Mr Popplewell: £200.00 Cemetery Payment: £1562.50</p> <p>The clerk informed the council of the income received and suggested a direct debit was set up for Mr Popplewell as the dates differed when the payments were received.</p> <p>b) To inform the councillors the Bank Balance Statement for April 2024 is £33,881.43</p> <p>The clerk informed the council that the bank balance statement for April 2024 is £33,881.43</p> <p>c) For the council to consider approving the cancellation of cheque number 100181 to Farm & Land Services £2130.00 (14/11/2023 – grass cutting) as it is out of date for presenting to the bank.</p> <p>The clerk informed the council that the owner of Farm & Land Services had not been in touch with the clerk even though they had been asked to do so to discuss the ongoing invoice issue. The cheque is now out of date and needs to be cancelled. A new cheque will need to be issued.</p> <p>Resolved. The council approved the cancellation of the cheque due to the cheque being out of date.</p> <p>d) For the council to consider approving the cancellation of cheque number 100172 to Cllr Anne Sturzaker £12.00 (19/09/2023 – toilet seat for the pavillion) as it is out of date for presenting to the bank.</p>

		<p>The clerk informed the council that cheque number 100172 needs cancelling as it is out of date as Cllr Surzaker had lost it. Resolved. The council approved the cheque being cancelled and a new cheque to be raised. e) For the council to consider approving TWM's Invoice VAS sign) £420.00 Resolved. The council approved for the invoice to be paid.</p> <p>f) For the council to consider approving the bank reconciliation for March 2024 Resolved. The council approved the bank reconciliation g) For the council to consider approving the bank reconciliation for April 2024 Resolved. The council approved the bank reconciliation.</p>
12.	E442	<p>Administration:</p> <p>a) For the council to note a Potential Data Protection Breach IC -30018 – J9QB concerning personal data being emailed to an incorrect recipient. ICO – have decided not to take action. The clerk minuted a potential data protection breach had been reported to ICO. ICO has confirmed that no action is to be taken.</p> <p>b) To inform the council that the Biodiversity Presentation was emailed to Cllr Reid on 22/05/2024 The clerk minuted that the biodiversity presentation was emailed to Cllr Reid on 22/05/2024</p> <p>c) For Cllr Reid to provide a report on the Highways project (deferred from previous meetings) Deferred. Cllr Reid to report at the June PC meeting</p> <p>d) For Cllr Reid to provide a report on the Topcliffe Consolidated Charities organisation Cllr Reid reported that Mrs West was previously the representative for the council. The charities in December 2023 allocated £180.00 to 10 families in the parish. Each family received £18.00 each. Cllr Reid organised the payments to the families. Cllr Reid increased the payments to £20.00 per family and paid the difference herself. The council formally thanked Cllr Reid for the gesture.</p> <p>e) To inform the council the Area Forum Group B meeting is scheduled to take place on 30/05/2024 The clerk informed the council that the Area Forum Group B meeting is planned for 30/05/2024. Cllr Sturzaker will be attending.</p> <p>f) For the council to note a Potential Data Protection Breach IC-300309- Y9BE concerning failure to use the blind carbon copy email function. ICO – have decided not to take action. The clerk minuted a potential data protection breach had been reported to ICO. ICO has confirmed that no action is to be taken.</p>
13.	E443	<p>Planning Matters:</p> <p>a) For the council to consider the following planning application Location: The Haven, Dishforth, Thirsk. North Yorkshire. Y07 3LP. Proposal: Works to tree preservation order 23/00045/TPORDR – Fell 1no. Sycamore (T2 on plan) The council had no formal comments to make on the application.</p>
14.	E444	<p>Village Matters:</p> <p>a) For the council to consider any action it can take about the cleanliness of the village due to the number of dog faeces littering the area (Cllr Reid) Cllr Reid informed the council that dog fouling in the parish had become a problem and was concerned that the problem would continue. Cllr Dods suggested dashcams, CCTV and ring doorbells may be able to identify the owners who do not remove their dog faeces. Cllr Sturzaker suggested using social media platforms to alert people in the parish and to print more of the no dog fouling signs previously produced. Resolved. The clerk is to email the signs to the council. Cllr Reid to laminate and distribute.</p> <p>b) To inform the council of any incidents concerning the Pony & Trap racing (Cllr Sturzaker) Cllr Sturzaker reported that there had been no incidents since the PC meeting with the police on the 14th of May 2024.</p> <p>c) To inform the council that the sewer relay work is due to start on the 28th of May and will take up to 3 weeks to complete (Cllr Sturzaker) Cllr Sturzaker informed the council that the sewer relay work is due to start on the 28th of May. The sewer relay is the final piece of work by Yorkshire Water to divert the water running down Main Street. Cllr Sturzaker will report any updates to the council when applicable.</p> <p>d) For the council to consider any actions from the supporting paper concerning the application to amend S106 monies. (Cllr Sturzaker)The item was deferred from the 25/04/2024 meeting. Cllr Sturzaker informed the council of the deferred item from the 25/04/2024 meeting. Resolved. The council approved the application to amend S106 monies.</p> <p>e) 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) Item deferred from previous meetings. Deferred. Cllr Reid is to report at the June PC meeting.</p>

15.	E445	<p>Employment/Recruitment Matters:</p> <p>a) To update the council on recruitment matters The clerk reported on the following: YLCA has been approached to enquire whether locum clerks are available in the interim. No availability SLCC has been approached to enquire whether locum clerks are available in the interim. No availability Clerk's Forums (on Facebook) the vacancies have been advertised. No interest to date Clerk's Forums (on Facebook private pages) the vacancies have been advertised. No interest to date Noticeboard and Website. The vacancy will be advertised before the end of May 2024 YLCA Vacancy Board – The permanent vacancy is listed on the vacancy board. No interest to date Contacted two locum clerks – One of the locum clerks is interested and the details of the locum clerk are included in the supporting papers. The clerk explained that the locum clerk who had expressed interest had worked in the industry for many years and had a wealth of experience. Resolved. The clerk to contact the locum clerk to arrange a meeting with the council. The council thanked Jill Davis for giving an extra month's notice.</p> <p>b) To inform the Council that the outgoing clerk (Jill Davis) will request back pay from 01/04/2024 -31/05/2024 when the Local Government Services Pay Agreement has been agreed upon for the 2024 – 2025 year. The clerk minuted (Jill Davis) will request back pay from 01/04/2024 – 31/05/2024 when the Local Government Services Pay Agreement has been agreed upon for 2024 – 2025 as it is the right for her to do so.</p> <p>c) For the council to note the Employment changes presentation slides that came into effect on 01/04/2024 The clerk minuted that the presentation slides for the employment changes that came into effect from 01/04/2024 have been circulated to the council.</p>																												
16.	E446	<p>Handover:</p> <p>a) For the council to consider approving the Data Protection Officer – effective from 01/06/2024</p> <p>b) For the council to consider the new address for the Parish Council – effective from 01/06/2024</p> <p>c) For the council to consider approving the handover date as 31/05/2024.</p> <p>d) For the council to consider approving the HP Instant Ink contact details, address and card details</p> <p>e) For the council to consider any other actions that may be required</p> <p>The council discussed items A – E. Cllr Reid suggested that the items should not be split and Cllr Sturzaker agreed. Cllr Reid offered to take on the role for a limited time. Cllr Sturzaker also offered to take on the role for a limited time, however, a councillor would need to take the responsibility for the Village Hall. The outgoing clerk offered to stay upto two weeks while a meeting was being organised with the potential locum clerk. Resolved. The council approved the outgoing clerk to remain in the post and thanked her for her offer.</p>																												
17.	E447	<p>Payments to Consider: June 2024 Payments</p> <table border="0" data-bbox="411 1400 1422 1646"> <tr> <td>A 100230 YLCA – Job Vacancy Advert</td> <td>£20.00</td> <td></td> <td>£20.00</td> </tr> <tr> <td>B 100231 Jill Davis – May Salary 2024 (May monthly salary and April overtime)</td> <td>£852.19</td> <td></td> <td>£852.19</td> </tr> <tr> <td>C 100232 Jill Davis – May Expenses 2024</td> <td>£163.26</td> <td>£14.58</td> <td>£177.84</td> </tr> <tr> <td>D 100233 TWM Traffic Control Systems Ltd</td> <td>£350.00</td> <td>£70.00</td> <td>£420.00</td> </tr> <tr> <td>E 100234 The Defib Pad – Paediatric Pad</td> <td>£118.25</td> <td>£23.65</td> <td>£141.90</td> </tr> <tr> <td>F 100235 Jill Davis – May overtime and holiday pay</td> <td>£1225.02</td> <td></td> <td>£1225.02</td> </tr> <tr> <td></td> <td>£2728.72</td> <td>£108.23</td> <td>£2836.95</td> </tr> </table> <p>PAYMENTS A-F.Resolved to be paid.</p>	A 100230 YLCA – Job Vacancy Advert	£20.00		£20.00	B 100231 Jill Davis – May Salary 2024 (May monthly salary and April overtime)	£852.19		£852.19	C 100232 Jill Davis – May Expenses 2024	£163.26	£14.58	£177.84	D 100233 TWM Traffic Control Systems Ltd	£350.00	£70.00	£420.00	E 100234 The Defib Pad – Paediatric Pad	£118.25	£23.65	£141.90	F 100235 Jill Davis – May overtime and holiday pay	£1225.02		£1225.02		£2728.72	£108.23	£2836.95
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18.	E448	<p>Meeting Dates: Ordinary PC Meeting – 11th June 2024 @7.30pm in the Village Hall</p>																												
19.	E449	<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 TO VOTE: Agreed.</p>																												
20.	E450	<p>Employment Matters:</p> <p>a) For the council to consider suspending the Financial Regulations – supporting paper attached. Resolved. The council approved the motion.</p> <p>b) For the council to consider approving the motion for payslip number 1 Resolved. The council approved the motion.</p> <p>c) For the council to consider approving the additional hours worked in May 2024</p>																												

		<p>The clerk informed the council that the hours worked in May were upto the 31st of May 2024 and any hours worked after that would be in the June pay run. Resolved. The council approved the motion.</p> <p>d) For the council to consider approving the motion for payslip number 2 Resolved. The council approved the motion.</p> <p>e) For the council to consider approving the signed communication to SALC Resolved. The council approved the motion.</p> <p>f) For the council to consider any actions from the paper submitted concerning an employment matter. The clerk informed the council of an issue concerning an employment matter. The council resolved to take advice from YLCA.</p>
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With no further business to transact the Chairman thanked everyone for attending and closed the meeting at 10.03pm.

Signed:.....

Dated:.....