

# 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 be held in the VILLAGE HALL, MAIN STREET, DISHFORTH YO7 3JU on **TUESDAY the 19<sup>th</sup> of September 2023 AT 7.30PM.**

*Jill Davis* – Jill Davis Proper Officer

13/09/2023

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.	E204	<b>Welcome by the Chairman:</b> A minute silence – Mrs K West For members to consider sending a letter of condolence to Mrs West's family
2.	E205	<b>Apologies:</b> 2.a To receive apologies 2.b To approve reasons for absence given by councillors
3.	E206	<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.	E207	<b>To approve the amended minutes of the Parish Council Meeting held on the 13<sup>th</sup> of June 2023</b>
5.	E208	<b>To approve the minutes of the Parish Council Meeting held on the 25<sup>th</sup> of July 2023</b>
6.	E209	<b>Public Participation Session:</b> for the public to talk to Cllrs about items only on the agenda
7.	E210	<b>Reports:</b> to receive reports 7.a Councillor Report – Cllr Brown
8.	E211	<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.	E212	<b>Clerk's Report:</b> Items received after the publication of the agenda or for items needing discussion See circulated Paper
10.	E213	<b>Correspondence Report:</b> Items received after publication of the agenda or for items needing discussion See circulated Paper
11.	E214	<b>Planning Matters:</b> Planning Decisions/Enforcements: 11.a ZC23/02227/FUL - Proposed ground floor rear extension, two-storey side extension and porch. School House Chapel Yard Dishforth Thirsk North Yorkshire YO7 3JX NYC – Granted 11.b 22/04620/FUL – Dishforth Village Hall, Back Lane Dishforth. Enforcement Officer – No action at present as there is no commercial activity and the case has been closed for now. 11.c 21/03691/OUT – The Haven, Dishforth. Enforcement Officer – No unlawful tree works and the case is closed.
12.	E215	<b>Playing Field and Sports Pavilion Matters:</b> 12.a For councillors to consider approving the Working Party minutes of the meeting dated 19 <sup>th</sup> of July 2023 12.b For members to consider approving the £500.00 (1 <sup>st</sup> Mower deposit) to be transferred to the PL&SA from DPC (discussed WPM 19/07/2023) 12.c For councillors to consider approving actions from the WPM 19/07/2023 12.d For councillors to consider approving any actions from the Quarterly Report (Sept 2023) of the play equipment 12.e For members to approve the cost of key cutting for the PL&SA garage

		<p>12.f For members to consider approving the service for the Ride-On Mower</p> <p>12.g To inform councillors that a parishioner has offered to cut the cricket wicket free of charge while the ride-on-mower is being serviced.</p> <p>12.h For Councillors to consider retaining Harrowells of York to act on behalf of the PC in legal matters concerning attributed to PF&amp;SA</p> <p>12.i For councillors to consider approving PESTEC – removal of vermin £81.00</p> <p>12.j For councillors to consider the actions of Easement and the potential increase in land value from the information provided by CSE Grays Solicitors</p> <p>12.k To update members with correspondence from CSE Grays Solicitors</p> <p>12.l For members to consider any action from the two reports concerning the cricket wicket</p>																																
13.	E216	<p><b>Financial Matters:</b></p> <p>13.a For councillors to consider approving the invoice for the play equipment checks £150.00 +VAT</p> <p>13.b For councillors to consider approving the invoice for the replacement of a toilet seat in the Pavilion</p> <p>13.c To inform councillors that the external auditors have confirmed the receipt of documents</p> <p>13.d For councillors to consider approving the cost of the Skip Hire £310.00 (inclusive of VAT)</p> <p>13.e For members to consider appointing YLCA as the Internal Auditor for 2023 -2024. The cost will be £250 approx +VAT upto 25k only.</p> <p>13.f For members to consider training costs for Cllrs Sturzaker, Reid and Parish Clerk £125.00</p> <p>13.g For councillors to consider approving Parish Clerk's expenses for July and August £517.60 (Inclusive of VAT)</p> <p>13.h For members to consider acceptance of the PID from NYC £3956.00</p> <p>13.i For members to approve the Bank Reconciliation for 31/07/2023</p> <p>13.j For members to consider approving the resetting of the budget for 2023 -2024</p> <p>13.k For members to consider approving a local contractor to repair the Gables Court Sign</p>																																
14.	E217	<p><b>Cemetery Matters:</b></p> <p>14.a For members to consider approving the Cemetery Training for the clerk £75.00+ VAT</p> <p>14.b For members to consider approving training for Cllr Williams (through YLCA)</p> <p>14.c For members to consider approving the gravestone request for Ms. Greer</p> <p>14.d For councillors to consider approving a costing for the removal of soil and vegetation outside the Bier House</p>																																
15.	E218	<p><b>Administration:</b></p> <p>15.a To inform members of the Harrogate YLCA Meeting is on the 16<sup>th</sup> of October 2023</p> <p>15.b For councillors to consider any training requirements from YLCA</p> <p>15.c To inform members of the Policy Checklist from YLCA has been produced</p> <p>15.d For councillors to consider attending the Proposed Parish Council Forum (see paper)</p> <p>15.e For members to consider any actions concerning the D-Day Event on the 13<sup>th</sup> of June 2024</p> <p>15.f To inform members of the S106 Funds – No change to the areas or amounts</p> <p>15.g For councillors to consider the meeting dates for 2024</p> <p>15.h To update councillors concerning the request to increase councillor numbers (If applicable)</p> <p>15.i Management Committee for Dishforth Village Hall Village Hall - For councillors to agree on the most appropriate way to move this matter forward</p> <p>15.j Management Committee for Dishforth - Village Hall – Supporting documents circulated.</p> <p>15.k For members to agree on a date for a Working Party Meeting for Grass Cutting Tenders 2024.</p> <p>15.l For members to consider approving purchasing a Christmas tree from S106 monies.</p>																																
16.	E219	<p><b>Policy Matters:</b></p> <p>16.a For councillors to consider Adopting the LGA Model Code of Conduct 2020 (LGA) or NYC Code of Conduct</p> <p>16.b For councillors to consider the draft Co-option Policy and Adopt the final approved policy.</p> <p>16.c For councillors to consider the draft Co-option Application Form and Adopt the final approved form.</p> <p>16.d For members to consider approving the Financial Regulations for 2023 -2024</p> <p>16.e For councillors to consider approving the Vexatious Policy</p>																																
17.	E220	<p><b>Payments to Consider: September 2023</b> Payments</p> <table border="0"> <tr> <td>17.a Jill Davis 100167 - July 2023 Salary</td> <td>£254.82</td> <td></td> <td><b>£254.82</b></td> </tr> <tr> <td>17.b Jill Davis 100168 - August 2023 Salary</td> <td>£255.02</td> <td></td> <td><b>£255.02</b></td> </tr> <tr> <td>17.c PESTTEC 100169– Vermin Removal</td> <td>£81.00</td> <td></td> <td><b>£81.00</b></td> </tr> <tr> <td>17.d ERNLLCA 100170 – Cemetery Training – Jill Davis</td> <td>£75.00</td> <td>£15.00</td> <td><b>£90.00</b></td> </tr> <tr> <td>17.e Streetscape 100171 – Play equipment Check (Products and Services) Ltd</td> <td>£150.00</td> <td>£30.00</td> <td><b>£180.00</b></td> </tr> <tr> <td>17.f Anne Sturzaker 100172 – Replacement toilet seat</td> <td>£10.00</td> <td>£2.00</td> <td><b>£12.00</b></td> </tr> <tr> <td>17.g Jill Davis 100173 – July/August 2023 Expenses</td> <td>£460.93</td> <td>£56.67</td> <td><b>£517.60</b></td> </tr> <tr> <td><b>TOTAL:</b></td> <td><b>£1286.77</b></td> <td><b>£103.67</b></td> <td><b>£1390.44</b></td> </tr> </table>	17.a Jill Davis 100167 - July 2023 Salary	£254.82		<b>£254.82</b>	17.b Jill Davis 100168 - August 2023 Salary	£255.02		<b>£255.02</b>	17.c PESTTEC 100169– Vermin Removal	£81.00		<b>£81.00</b>	17.d ERNLLCA 100170 – Cemetery Training – Jill Davis	£75.00	£15.00	<b>£90.00</b>	17.e Streetscape 100171 – Play equipment Check (Products and Services) Ltd	£150.00	£30.00	<b>£180.00</b>	17.f Anne Sturzaker 100172 – Replacement toilet seat	£10.00	£2.00	<b>£12.00</b>	17.g Jill Davis 100173 – July/August 2023 Expenses	£460.93	£56.67	<b>£517.60</b>	<b>TOTAL:</b>	<b>£1286.77</b>	<b>£103.67</b>	<b>£1390.44</b>
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18.	E221	<p><b>The next date of the PC Meeting is Tuesday the 10<sup>th</sup> of October 2023 In the Village Hall – start time 7.30pm</b></p>																																

<b>The cut-off date for agenda items: is 01<sup>st</sup> October 2023</b>		
<b>19.</b>	<b>E222</b>	<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>
<b>20.</b>	<b>E223</b>	<p><b>Employment Matters:</b></p> <p>20.a To remind councillors – Annual holiday 24/09/2023 – 1 week</p> <p>20.b For councillors to consider approving June 2023 overtime = 26 hours (previously approved – For September Payslip)</p> <p>20.c For councillors to consider approving the authorised document for June’s overtime. (For September Payslip)</p> <p>20.d For councillors to consider approving July overtime = 35 hours</p> <p>20.e For councillors to consider approving the authorised document for July’s overtime</p> <p>20.f For councillors to consider approving August Overtime = 20 hours</p> <p>20.g For councillors to consider approving the authorised document for August’s overtime.</p>