

# Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: [parishclerk@dishforthpc.org.uk](mailto:parishclerk@dishforthpc.org.uk)

## Minutes of the Meeting of DISHFORTH PARISH COUNCIL held In the Village Hall on TUESDAY THE 10<sup>th</sup> of October 2023 at 7.30pm.

**Present:** Councillors: A Sturzaker, S Reid and R Williams

**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.	E216	<b>Welcome by the Chairman:</b> The Chairman opened the meeting at 7.30pm and welcomed everyone.
2.	E217	<b>Apologies:</b> <b>2.a To receive apologies</b> No apologies were received from Cllr West <b>2.b To approve reasons for absence given by councillors</b> No reason was supplied by Cllr West. The council did not approve his absence.
3.	E218	<b>Dispensations:</b> to consider requests No dispensations requested <b>Declarations of Interest</b> to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting. None offered
4.	E219	<b>To approve the amended minutes of the Parish Council Meeting held on the 13<sup>th</sup> of June 2023</b> Resolved – The council approved the minutes as a true and accurate record.
5.	E220	<b>To approve the minutes of the Parish Council Meeting held on the 25<sup>th</sup> of July 2023</b> Resolved – The council approved the minutes as a true and accurate record
6.	E221	<b>To note there was no planned Ordinary Meeting in August 2023</b> To note that there was no planned meeting in August 2023
7.	E222	<b>To approve for the Chairman to sign the acknowledgement of the Inquorate Parish Council Meeting held on the 19<sup>th</sup> of September 2023</b> Resolved – The council approved the minutes as a true and accurate record.
8.	E223	<b>To approve the minutes of the Extraordinary Meeting held on the 29<sup>th</sup> of September 2023</b> Deferred
9.	E224	<b>Public Participation Session:</b> for the public to talk to Cllrs about items only on the agenda Item 16.g – Bank Reconciliation query concerning the PF&SA regarding the expenditure.
10.	E225	<b>Reports:</b> to receive reports <b>10.a Councillor Report – Cllr Brown</b> No report received
11.	E226	<b>Reports From: Committees/Representatives of other Committees/Groups/Meetings:</b> to receive reports and proposals/requests and considerations and agree on any actions needed: <b>11.a To update the council from the recent Yorkshire Water meeting (Cllr Sturzaker)</b> Cllr Sturzaker reported on the following: There was a meeting with Yorkshire Water and other parish councils in September and the formal minutes are not available at the moment. Yorkshire Water's major capital projects for 2025-2030 include Dishforth Pumping Station, however, there are no plans available to view. Yorkshire Water had hoped that the flooding in the area was caused by uncapped sewers however, investigations conducted have found that not to be the case. Capital funds are now being looked into to further investigate. <b>11.b For councillors to consider a joint adventure with Baldersby PC to celebrate the 80th anniversary of D-Day (request from Baldersby PC)</b>

		<p>Deferred – The council requested further information and was concerned that any joint venture could clash with DISHFEST 2024.</p> <p><b>11.c To update councillors and consider any expenditure regarding the Remembrance Sunday activities (Cllr Sturzaker)</b></p> <p>The Village Hall was being used for refreshments after the event. The Village Hall would not be charging for the hiring out of the hall. The council approved £75.00 to be allocated for the refreshments and other expenditures.</p>
12.	E227	<p><b>Clerk's Report:</b> Items received after the publication of the agenda or for items needing discussion  <b>See circulated Paper as numbers 9 and 10</b>  No questions/queries were raised from the council</p>
13.	E228	<p><b>Correspondence Report:</b> Items received after publication of the agenda or for items needing discussion  <b>See circulated Paper as numbers 9 and 10</b>  No questions/queries were raised from the council</p>
14.	E229	<p><b>Planning Matters:</b>  <b>Planning Decisions/Enforcements:</b>  <b>14.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</b>  <b>NYC – Granted</b>  Noted by the Council  <b>14.b 22/04620/FUL – Dishforth Village Hall, Back Lane Dishforth.</b>  <b>Enforcement Officer – No action at present as there is no commercial activity and the case has been closed for now.</b>  Noted by the council  <b>14.c 21/03691/OUT – The Haven, Dishforth.</b>  <b>Enforcement Officer – No unlawful tree works and the case is closed.</b>  <b>Noted by the council</b>  Noted by the council</p>
15.	E230	<p><b>Playing Field/ Playground and Sports Pavilion Matters:</b>  <b>15.a For councillors to consider approving the Working Party minutes of the meeting dated 19<sup>th</sup> of July 2023</b>  Resolved – The council approved the minutes  <b>15.b For councillors to consider approving the £500.00 (1<sup>st</sup> Mower deposit) to be transferred to the PL&amp;SA from DPC (discussed WPM 19/07/2023) to be ring-fenced for the PF&amp;SA</b>  Resolved – The council approved for the funds to be transferred back to the PF&amp;SA and ringfenced in the PC's bank account.  <b>15.c For councillors to consider approving actions from the WPM 19/07/2023 and 10/10/2023</b>  The council discussed whether the PF&amp;SA could be disbanded now and a new organisation put into place. Cllr Reid was concerned about the rate relief that the PF&amp;SA received. It was decided to discuss the meeting with the Steering Group. Clerk to organise the date.  <b>15.d For councillors to consider approving any actions from the Quarterly Report (Sept 2023) of the play equipment</b>  The council discussed the quarterly report from streetscape and two recommendations were made. One item Cllr Williams will resolve and the second recommendation will be monitored.  <b>15.e For councillors to approve an extra lock for the garage on the Playing Field</b>  Resolved – A lock of upto £30.00 was approved, and the clerk to organise it. Also, three keys to the lock will be held by two councillors and the clerk.  <b>15.f For councillors to consider approving the quotation for the repair from Russells for the Ride-On Mower £805.00 +VAT</b>  The Clerk informed the council that the Ride-On Mower needs servicing and also needs repairing as it has broken down. The council discussed the item and Resolved – for the mower to be repaired.  <b>15.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.</b>  The council wish to formally minute a thank you to the parishioner for offering their services. Clerk to action.  <b>15.h For councillors to consider any action from the two reports concerning the cricket wicket</b>  The council Resolved – to ask for volunteers via the Community WhatsApp group. Costs would be met by the PC.  <b>15.i For councillors to have a representative from the PC to join the Executive Committee (Cllr Sturzaker)</b>  Deferred – Awaiting information from the solicitors  <b>15.j For councillors to consider approving the annual maintenance of the cricket wicket £382.59 approx</b></p>

		Resolved – The council approved the quotation. Clerk to action. However, going forward the council are to discuss the costs with the steering group.
16.	E231	<p><b>Financial Matters:</b></p> <p><b>16.a For councillors to consider appointing YLCA as the Internal Auditor for 2023 - 2024. The cost is £250 approx VAT up to 25k only.</b> Resolved – The council approved the consideration.</p> <p><b>16.b For councillors to consider acceptance of the PID from NYC £3956.00</b> The item was deferred.</p> <p><b>16.c For councillors to approve the Bank Reconciliation for 31/07/2023</b> Resolved – The council approved the Bank Reconciliation.</p> <p><b>16.d For councillors to consider approving the resetting of the budget for 2023 -2024</b> The council discussed the item. Concerns were raised due to the cost of the solicitors concerning the PF&amp;SA. The clerk explained this is a worst-case scenario and further explained that The National Lottery offer Solicitor's costs if the criteria are met. The council requested the clerk to investigate the possibility of meeting the criteria for the National Lottery. Resolved – The council approved the resetting of the budget</p> <p><b>16.e To inform councillors that the precept payment for £6500.00 has been received (26/09/2023)</b> The Clerk informed the council that the second prepayment payment of £6500.00 was received on 26/09/2023</p> <p><b>16.f For councillors to consider approving moving to Online Banking (Cllr Reid)</b> Councillor Reid requested councillors to consider moving to Online Banking. The council discussed the item and suggested investigating the possibility of moving to The Unity Bank. Resolved – The clerk to investigate The Unity Bank</p> <p><b>16.g For councillors to approve the Bank Reconciliation for 31/08/2023</b> Resolved – the council approved the bank reconciliation for September 2023.</p> <p><b>16.h For councillors to consider approving the Clerk's September 2023 Expenses £144.79</b> Resolved – The council approved the expenses</p>
17.	E232	<p><b>Cemetery Matters:</b></p> <p><b>17.a To inform councillors that £350.00 has been received for Mrs West's internment</b> To note that £350.00 has been received.</p> <p><b>17.b To inform councillors that £50.00 has been received for Mrs Greer's headstone</b> To note that £50.00 has been received.</p> <p><b>17.c To inform councillors that Mrs Beattie's internment date is the 7<sup>th</sup> of October</b> To inform members that Mrs Beattie's internment has taken place.</p> <p><b>17.d For councillors to consider approving a costing for the removal of soil and vegetation outside the Bier House and a costing for a second key cut.</b> Resolved – The council approved the consideration.</p>
18.	E233	<p><b>Administration:</b></p> <p><b>18.a For councillors to consider any training requirements from YLCA – please inform the clerk.</b> The clerk requested that councillors inform the clerk of any training courses they would like to attend.</p> <p><b>18.b To inform councillors that the Policy Checklist from YLCA has been produced</b> The clerk informed the council that the policy checklist from YLCA is being complied with</p> <p><b>18.c For councillors to consider attending the Proposed Parish Council Forum (see paper)</b></p> <p><b>18.d To inform councillors of the S106 Funds – No change to the areas or amounts</b> For councillors to note no changes in the S106 funds</p> <p><b>18.e For councillors to consider the meeting dates for 2024</b> Resolved – The council approved the meeting dates for 2024 -2025. Clerk to action</p> <p><b>18.f To update councillors concerning the request to increase councillor numbers (if applicable)</b> The clerk informed the council that the meeting had not taken place and would update when further information was available.</p> <p><b>18.g Management Committee for Dishforth Village Hall - For councillors to agree on the most appropriate way to move this matter forward</b> Cllr Sturzaker requested that the council move forward with a Management Committee for the Village Hall. Cllr Sturzaker explained that several volunteers would be interested in becoming part of the management committee. It was agreed that the Village Hall Trustees (PC being the sole trustee) would meet to discuss further</p> <p><b>18.h Management Committee for Dishforth - Village Hall – Supporting documents circulated.</b> Cllr Sturzaker informed the council that the constitution and other papers provided allowed for the consideration of forming a Management Committee for the Village Hall.</p> <p><b>18.i For councillors to consider approving purchasing a Christmas tree from S106 monies.</b> Withdrawn</p>

		Sheet 46																																
		<p><b>18.j For councillors to consider any actions regarding the Highways project (154 councils involved)</b> Deferred – Cllr Reid to upload the item to the Community Facebook Group to gauge parishioners' interest in the matter.</p>																																
19.	E234	<p><b>Policy Matters:</b>  <b>19.a For councillors to consider Adopting the LGA Model Code of Conduct 2020 (LGA) or NYC Code of Conduct</b> Resolved – The council approved the LGA Model Code of Conduct 2020 to be adopted  <b>19.b. For councillors to consider approving the Financial Regulations for 2023 -2024</b> Resolved – The council approved the Financial Regulations for 2023 -2024  <b>19.c For councillors to consider approving the Vexatious Policy</b> Resolved – The council approved the Vexatious Policy</p>																																
20.	E235	<p><b>Grass Cutting Matters:</b>  <b>20. For councillors to consider any actions from the supporting paper supplied.</b> The Clerk updated the council on the grass-cutting matters: The council approved a letter to be sent to Farm and Land Services confirming that the contract ends on 31/10/2023. The council approved a local contractor to be sourced to ensure that the cemetery is presentable for Remembrance Service. Clerk to organise. The council approved a Working Party Meeting on 13/10/2023 to discuss the Garden Tenders for 2024 -2025.</p>																																
21.	E236	<p><b>Payments to Consider: October 2023</b> Payments</p> <table border="0"> <tbody> <tr> <td>A 100174 SALC – Payroll Payment</td> <td style="text-align: right;">£45.00</td> <td style="text-align: right;">£9.00</td> <td style="text-align: right;">£54.00</td> </tr> <tr> <td>B 100175 HMRC – Quarter 2 Payment</td> <td style="text-align: right;">£171.80</td> <td></td> <td style="text-align: right;">£171.80</td> </tr> <tr> <td>C 100176 Jill Davis – September 2023 Salary</td> <td style="text-align: right;">£255.02</td> <td></td> <td style="text-align: right;">£255.02</td> </tr> <tr> <td>D 100177 YLCA -Training Cllr Reid</td> <td style="text-align: right;">£25.00</td> <td></td> <td style="text-align: right;">£25.00</td> </tr> <tr> <td>E 100178 YLCA – Training Cllr Sturzaker/Jill Davis</td> <td style="text-align: right;">£50.00</td> <td></td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>F 100179 Sue Reid – Rem Sunday refreshments</td> <td style="text-align: right;">£20.00</td> <td></td> <td style="text-align: right;">£20.00</td> </tr> <tr> <td>G 100180 Jill Davis – September Expenses 2023</td> <td style="text-align: right;">£128.66</td> <td style="text-align: right;">£16.13</td> <td style="text-align: right;">£144.79</td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: right;"><b>£695.48</b></td> <td style="text-align: right;"><b>£25.13</b></td> <td style="text-align: right;"><b>£720. 61</b></td> </tr> </tbody> </table> <p>A-G October Payments – Resolved. Payments are to be made.</p>	A 100174 SALC – Payroll Payment	£45.00	£9.00	£54.00	B 100175 HMRC – Quarter 2 Payment	£171.80		£171.80	C 100176 Jill Davis – September 2023 Salary	£255.02		£255.02	D 100177 YLCA -Training Cllr Reid	£25.00		£25.00	E 100178 YLCA – Training Cllr Sturzaker/Jill Davis	£50.00		£50.00	F 100179 Sue Reid – Rem Sunday refreshments	£20.00		£20.00	G 100180 Jill Davis – September Expenses 2023	£128.66	£16.13	£144.79	<b>TOTAL:</b>	<b>£695.48</b>	<b>£25.13</b>	<b>£720. 61</b>
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22.	E237	<p style="text-align: center;"><b>The next date of the PC Meeting is Tuesday the 14<sup>th</sup> of November 2023</b>  <b>In the Village Hall – start time 7.30pm</b>  <b>The cut-off date for agenda items is: 01<sup>st</sup> November 2023</b></p>																																
23.	E238	<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>																																
24.	E239	<p><b>Employment Matters:</b>  <b>24.a For councillors to consider approving the Clerk's September 2023 Overtime</b> Resolved – The council approved the overtime  <b>24.b For councillors to consider the Chairman signing the approved correspondence for the overtime to be paid.</b> Resolved – The council approved for the Chairman to sign the correspondence.</p>																																

With no further business to transact, The Chairman thanked everyone for attending and closed the meeting at 9.28pm.

Signed.....Cllr Sturzaker

Dated.....14/11/2023

These minutes were approved by the Council at the PC that was held on the 14<sup>th</sup> of November 2023.