

Dishforth Parish Council

Chairman: Cllr Anne Sturzaker
Parish Clerk: Jill Davis
e-mail: parishclerk@dishforthpc.org.uk

Minutes of the Extraordinary Meeting of the DISHFORTH PARISH COUNCIL held In the Village Hall on THURSDAY THE 28TH OF MARCH 2024 AT 6.30PM

Present: Councillors: A Sturzaker, S Reid and A Clark

Parish Clerk: Jill Davis

Public: 5

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.

1.	E326	Welcome by the Chairman: The Chairman opened the meeting at 6.30pm and welcomed everybody. Cllr Reid arrived as the meeting was opened.
2.	E327	Apologies: 2.a To receive apologies 2.b To approve reasons for absence given by councillors Not applicable – All councillors in attendance
3.	E328	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 offered
4.	E329	To approve the minutes of the Extraordinary PC Meeting held on the 5th of February 2024 Resolved – the council approved the minutes. The chairman signed the minutes
5.	E330	To approve the minutes of the PC Meeting held on the 13TH of February 2024 Resolved – the council approved the minutes. The chairman signed the minutes
6.	E331	Public Participation Session: for the public to talk to Cllrs about items only on the agenda
7.	E332	Reports: to receive reports 7.a Councillor Report – Cllr Brown Not in attendance and no report received
8.	E332	Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports and proposals/requests and considerations and agree on any actions needed: Not applicable
9.	E333	Clerk's Report: Items received after the publication of the agenda or for items needing discussion 9.a To inform the council of the update from Highways 6 (3 chasers) The clerk informed the council that Highways have been chased and will be chased until an answer has been received.
10.	E334	Correspondence Report: Items received after publication of the agenda or for items needing discussion Not applicable
11.	E335	Cemetery Matters: 11.a For Cllr Reid to update the council on cemetery matters. Cllr Reid informed the council that she has completed administration work to get the paperwork upto date, however, there were missing items. 11.b To inform the council that there are repairs needed to the Bier House (lock and missing tiles of the roof) per the Asset Register The clerk informed the council that the Bier House needed repairs as a lock and tiles were missing from the roof 11.c For the council to consider any actions from the email received from the Commonwealth Graves Commission

		<p>The council discussed the item and agreed to a plaque to be mounted onto the appropriate area of the wall that the Commonwealth Graves Commission feels is appropriate outside the main entrance to the cemetery.</p>
12.	E336	<p>Playing Field/ Playground and Sports Pavilion Matters:</p> <p>12.a To update the council concerning the Mower (Cllr Reid) The mower is at Russells. Cllr Clark will organise its return.</p> <p>12.b To update the council concerning the lock for the PC's garage (Cllr Clark) Cllr Clark informed the council that the lock had been changed at the garage. There are 4 keys. Cllr Clark has the master key, a parishioner has Key 1 and the clerk has the other two keys to distribute. The Clerk will email and provide hard copies of the Key Register.</p> <p>12.c For the council to consider Quotation 1/Quotation 2 for the repairs and prevention at the Pavilion Resolved – the council approved quotation number 1. The clerk is to contact the contractor to action the work ASAP.</p> <p>12.d To update the council with the condition of the garage contents per the Asset Register Cllr Clark and the clerk informed the council of the condition of the garage and the sort-out that needs to take place. Cllr Clark will be actioning this in due course</p> <p>12.e To update the council with the PF&SA Financial update for January 2024 Cllr Sturzaker updated the council on the financial information of the PF&SA for January 2024. The council noted the information.</p> <p>12.f For the council to consider any actions from the request from Yorkshire Air Ambulance to host a clothing bank at the Pavilion The council discussed the item and agreed that the area at the Pavilion was unsuitable due to the ongoing issues with vandalism. The council discussed the area at Chapel Yard and before considering the item further requested the clerk to research further information and present back to the council when the information is available.</p> <p>12.g To update the council with the PF&SA Financial update for February 2024 Cllr Sturzaker updated the council on the financial information of the PF&SA for February 2024. The council noted the information.</p> <p>12.h For the council to consider the method of payment for the heaters £909.00 +VAT Cllr Sturzaker explained that the business would not accept payment by cheque, however, she was happy to pay for the heaters as long as the cheque was available to be banked the same day. The council approved the request.</p> <p>12.i For the council to consider approving the Utility Bill for £113.65 from E.ON Resolved – the council approved the motion</p> <p>12.j For the council to consider approving any Utility Bills from E.ON that may have recently been presented. Resolved – the council approved the motion</p> <p>12.k For the council to consider DD payments for the Utility usage at the Pavilion The council discussed the item and agreed for Cllr Clark to set up a forwarding email address to the clerk from Cllr Reid so that any invoices can be actioned rather than setting up a DD for the time being.</p> <p>12.l For the council to consider any actions from the further information received by YLCA concerning DPF&SA The clerk informed the council of the recent information supplied by YLCA. The topic is to be discussed further under item 23.a.</p> <p>12.m For the council to consider approving the quarterly inspection for the play area £180.00 Resolved – the council approved the motion</p> <p>12.n For the council to consider any actions from the Playground report The council did not wish to comment on the report.</p>
13.	E337	<p>Financial Matters:</p> <p>13.a For the council to approve for the VH Defib to be PAT Tested(last tested 03/2018) Resolved – the council approved the motion. Cllr Sturzaker to instruct a local company in the parish.</p> <p>13.b For the council to consider approving the suggested compensation claim of £983.00 organised by GSC Grays Resolved – the council approved the motion. Clerk to action.</p> <p>13.c For the council to consider approving the Bank Reconciliation for January 2024 Resolved – the council approved the consideration.</p> <p>13.d For the council to consider approving Cllr Reid to attend the Assets training day £70.00 Resolved – the council approved the motion. The council further agreed to the following topics that Cllr Reid was approved to attend on the day: insurance, sports facilities, play area inspections community buildings/village halls and managing woodlands, tree protection and regulations. Clerk to book the training day.</p> <p>13.e For the council to consider any actions from the update concerning the Jubilee Coins</p>

		<p>Cllr Sturzaker informed the council that 115 coins were remaining out of the 150 that were ordered. The council approved for Cllr Sturzaker to advertise them for sale on E-bay.</p> <p>13.f For the council to approve the Bank Reconciliation for February 2024 Resolved – the council approved the item.</p> <p>13.g To inform the council that Cheque Number 100199 to PESTTEC for £136.00 was signed at the meeting on 13/02/2024 had been incorrectly dated (13/02/2023). A re-issue cheque is listed in the March Payments for consideration The clerk minuted cheque number 100199 had to be re-issued due to the cheque being incorrectly dated. The council noted the item.</p> <p>13.h For the council to approve retrospectively the clerk's February expenses - £160.94 Resolved – the council approved the item.</p> <p>13.i For the council to consider approving the clerk's March expenses - £46.70 Resolved – the council approved the item</p> <p>13.j For the council to retrospectively approve Cllr Reid's expenses for the cemetery paperwork and Remembrance Sunday £55.97 Resolved – the council approved the item</p>
14.	E338	<p>Administration:</p> <p>14.a To update the council with the Bank mandate signatories (Cllr Sturzaker) Cllr Sturzaker updated the council with the following: the Village Hall mandate has been received and the Parish Council mandate should follow soon.</p> <p>14.b To update the council with feedback from the biodiversity webinar (Cllr Reid) Deferred. The item has not been completed. Cllr Reid is to present to the council at the April meeting.</p> <p>14.c To update the council with the information from the Forum Meeting with Cllr Brown on 22/02/2024 (Cllr Sturzaker) – see minutes of the meeting Cllr Sturzaker reported the following salient points: Melisa Burnham the Highways Area 6 Manager was at the meeting. Melisa Burnham informed everyone that the expected time response from area 6 from a parish council is 20 working days and the team was working towards achieving this. Melisa Burnham informed everyone that there will be training available for parish councils on the use of the Parish Portal on the NYC website either 1 through 1 workshops at the Stump Cross offices or through online demonstrations. Future meetings of the Forums will include representatives from Commuted Sums, Planning and Ecology and Enforcement departments.</p> <p>14.d To inform the council that the LED Lantern has arrived for D-Day Cllr Sturzaker informed the council that the red lantern has arrived for D-Day and will be positioned outside the Village Hall.</p> <p>14.e To inform the council that the Annual Renewal for the Data Protection Fee has been made and the expiry date is 01/03/2025 The clerk informed the council that the annual data protection fee has been renewed and the expiry date is 01/03/2025</p> <p>14.f For the council to complete the grant form from NYC for £500.00 for blinds for the Pavilion Two members completed the grant form. Clerk to action</p> <p>14.g For the council to consider dates for the police to attend a PC meeting to discuss the Pony and Trap Racing The council agreed to offer the police the next three sets of parish council meeting dates. Clerk to liaise with the police</p> <p>14.h To inform the council that the Grass-Cutting Tender has been emailed and posted to several contractors – Closing Date 26th of March The clerk informed the council of the following: 5 emails had been sent to local grass-cutters to tender and 1 tender document had been posted to a resident. The closing date was the 26th of March. The process had been followed in line with the council's policies.</p> <p>14.i For the council to consider an Extraordinary PC meeting to discuss/award the Grass -cutting Tender on Thursday 4th of April 2024 The council agreed to amend the motion. The date for discussing/considering grass-cutting tenders is scheduled to take place at an extraordinary meeting on Monday 8th of April. The start time of the meeting is 5.00pm.</p> <p>14.j To update the council with the meeting of the Harrogate branch of YLCA – Cllr Reid Deferred. Cllr Reid to feedback to the council at the April PC meeting.</p> <p>14.k For the council to consider any actions from the NALC briefing paper concerning GOV. email addresses Deferred. Clerk to present a paper to the council at the April PC meeting.</p> <p>14.l To inform the council of the local bus services with a summary of changes effective from April 2024 The council noted the information</p> <p>14.m To update the council with a Verbal report on additional work Yorkshire Water have agreed upon to resolve the flooding issues on Main Street</p>

		<p>Cllr Sturzker informed the council that Yorkshire Water has agreed to install a second relay to reduce the flow of water on Main Street. Also, the pumping station is to be upgraded at a considerable cost to Yorkshire Water.</p> <p>14.n To inform the council there are: Casual Vacancy number 1 – 2 applicants Casual Vacancy number 2 – 2 applicants</p> <p>The clerk informed the council of the applications. The council agreed to an extraordinary meeting on the 8th of April to take place to consider the applications. The start time is 5.00pm in the Village Hall. Clerk to contact the applicants to inform them of the meeting date and to ask them to attend.</p> <p>14.o To inform the council that the VAS installation agreement has been signed by NYC dated the 15th of March 2024</p> <p>The clerk informed the council that the VAS agreement has been signed by NYC and has been emailed to the council</p> <p>14.p To minute that the VAS is required to be rotated every 6 months or less</p> <p>The clerk minuted that the VAS has to be rotated a maximum of every 6 months and Cllr Clark will be liaising with the supplier to organise the date when the VAS will be rotated.</p> <p>14.r 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)</p> <p>Deferred. Cllr Reid was requested to present a paper to the council.</p> <p>14.s For the council to consider the renewal of the Insurance. The LTS ends in June 2024</p> <p>The council requested three quotes. Clerk to action.</p> <p>14.t For the council to retrospectively approve the order of the portrait of King Charles (FOC)</p> <p>The council approved the retrospective order of the portrait.</p> <p>14.u For the council to consider discussing/ approving the grass-cutting tenders</p> <p>The item was withdrawn</p>
15.	E339	<p>Planning Matters:</p> <p>15.a For the council to note – Planning correspondence received.</p> <p>The council noted the planning correspondence received.</p>
16.	E340	<p>Employment Matters:</p> <p>16.a To update the council with the draft Job description and Advert for the Parish Clerk vacancy – Cllr Reid (if applicable)</p> <p>Cllr Reid assured the council that the draft job description and advert would be emailed to the clerk on Friday the 29th of March 2024. Cllr Sturzaker requested that Standing Order 7.a to be added to the agenda if not received.</p> <p>16.b For the council to approve and confirm Standing Order 7.a to be invoked (if applicable)</p> <p>Deferred</p> <p>16.c For the parish clerk to draft the Advert and Job Description (if applicable)</p> <p>Deferred</p> <p>16.d To confirm that the parish council have agreed for the parish clerk to remain in post until 31/05/2024</p> <p>To confirm that the parish council has agreed for the clerk to remain in post until the 31st May 2024.</p>
17.	E341	<p>End of the Year 2023-2024:</p> <p>17.a To inform the council that the VAT Reclaim for the year is £4888.01</p> <p>The clerk informed the council of the VAT Reclaim for the year being £4888.01</p> <p>17.b To minute that the Parish Council is the Sole Trustee for Dishforth Village Hall and owner of the Dishforth Playing Fields area.</p> <p>For the clerk to minute that the Parish Council is the Sole Trustee for Dishforth Village Hall and the owner of the Dishforth Playing Fields Area</p> <p>17.c For the council to consider approving the Accessibility Statement</p> <p>Resolved – the council approved the consideration</p> <p>17.d To inform the council that the accounts have been booked with the Internal Auditor w/c 15/04/2024</p> <p>The clerk informed the council that the accounts for 2023 -2024 have been booked with the external auditor for w/c commencing the 15th of April.</p> <p>17.e For the council to consider approving the Asset Register</p> <p>The clerk informed the council of the work that had been completed to get an up-to-date Asset Register. The Bier House which contained several pieces of cemetery equipment was empty. Cllr Sturzaker minuted that a previous councillor had informed her of the break-in at the Bier House some years ago. The council approved the Asset Register</p> <p>17.f To inform the council that £1562.50 has been requested from NYC – Cemetery Cuts for 2021 -2023 (Payment due 14/04/2024)</p> <p>The clerk informed the council that £1562.50 has been requested from NYC and will be with the Parish Council on 14/04/2024</p> <p>17.g To minute that the ICO Data Protection Certificate reference is ZB515957</p> <p>The clerk confirmed that the Data Protection Certificate has been received.</p>

		<p>17.h To inform the council of the Terms and Conditions of the Internal Auditor The council noted the terms and conditions of the Internal Auditor</p> <p>17.i To inform the council of the Internal Auditors template for the annual audit The council noted the template that the Internal Auditor will use for the annual audit.</p> <p>17.j To inform the council that £156.61 has been requested from NYC – Annual grass-cutting for 2023 – 2024 £156.61 (Payment due 26/03/2024) The clerk informed the council that the grant from NYC has been requested for the grass-cutting year 2023 -2024. The amount of £156.61 should be via BACs to the council on 26/03/2024. The clerk will check.</p> <p>17.k For the council to consider approving the Financial Regulations The council discussed the item and Cllr Sturzaker requested an amendment to the Financial Regulations number 4.1. The amendment was approved by the council. Clerk to action.</p> <p>17.l For the council to consider approving the Standing Orders Resolved – the council approved the consideration.</p> <p>17.m For the council to note -two voided cheques will be actioned. The council noted the item.</p> <p>17.n For the council to approve the end of Year Reserves £8105.93 The item was discussed by the council. Cllr Reid was concerned that the earmarked reserves should include other items due to the council needing just to hold between 3 -12 months of the precept. Cllrs Clark and Sturzaker were happy to approve the document. The document was approved by a majority of 2:0. Cllr Reid abstained.</p> <p>17.o For the council to consider approving the Reserves Policy Resolved – the council approved the consideration by a majority of 2:0. Cllr Reid abstained.</p>																																																				
18.	E342	<p>S106 Matters:</p> <p>18.a To update the council on the recent visit of the S106 Officer to the parish (Cllr Sturzaker) Cllr Sturzaker informed the council that she had met with the S106 Officer from NYC. The Officer had confirmed the following: The commuted sums for the cemetery can only be used for the cemetery. The commuted sums of £32,190.77 and £19,196.28 can be merged for use at the playing field area. In principle, the money allocated to the Village Hall of £140k could be used towards creating a new Village Hall at the Pavilion. The work carried out would have to meet the guidelines set out for Village Halls which is laid out in the SPD document. The Officer will email a copy of the SPD Document and also would be happy to talk through any proposals from the council. Cllr Sturzaker also reminded the council that previously there had been a discussion of adding a second floor to the pavilion to allow for further income. Cllr Reid reminded the council that the council does not own the Pavilion. However, Cllr Sturzaker reminded the council that any community group can apply for the commuted sums. The council requested the clerk to produce a notice to inform the parishioners.</p> <p>18.b For the council to consider any actions concerning the update on 18.a Withdrawn – all discussed in item 18.a</p>																																																				
19.	E343	<p>Payments to Consider: March 2024 Payments</p> <p>R = Retrospective</p> <table border="1"> <tbody> <tr> <td>A 100202 – E.ON Pavilion Usage R</td> <td>£340.34</td> <td></td> <td>£340.34</td> </tr> <tr> <td>B) Mr A Clarke – 100203 – replacement lock R</td> <td>£38.99</td> <td>£7.80</td> <td>£46.79</td> </tr> <tr> <td>C) Jill Davis – 100204 – February 2024 Salary R</td> <td>£533.71</td> <td></td> <td>£533.71</td> </tr> <tr> <td>D) Jill Davis 100205 – February Expenses 2024 R</td> <td>£142.51</td> <td>£18.43</td> <td>£160.94</td> </tr> <tr> <td>E) PESTEC -Re-issue 100206 – Vermin Control R</td> <td>£136.00</td> <td></td> <td>£136.00</td> </tr> <tr> <td>F) E.ON Next 100207 – Pavilion utility charge R</td> <td>£109.19</td> <td>£4.46</td> <td>£113.65</td> </tr> <tr> <td>G) Heater Shop Pavilion heaters – 100208</td> <td>£757.50</td> <td>£151.50</td> <td>£909.00</td> </tr> <tr> <td>H) HMRC – QTR 4 Payment - 100209</td> <td>£575.36</td> <td></td> <td>£575.36</td> </tr> <tr> <td>I) Jill Davis – March 2024 Salary - 100210</td> <td>£272.28</td> <td></td> <td>£272.28</td> </tr> <tr> <td>J) Streetscape – QTR Report - 100211</td> <td>£150.00</td> <td>£30.00</td> <td>£180.00</td> </tr> <tr> <td>K) Jill Davis – March Expenses 2024 -100212</td> <td>£46.70</td> <td></td> <td>£46.70</td> </tr> <tr> <td>L) Sue Reid – March Expenses 2024 – 100213</td> <td>£46.88</td> <td>£9.09</td> <td>£55.97</td> </tr> <tr> <td>TOTAL:</td> <td>£3149.46</td> <td>£221.28</td> <td>£3370.74</td> </tr> </tbody> </table> <p>Item I 100210 Voided. The wrong date on the cheque was used (2023) Item M 100214 Jill Davis March 2024 Salary £272.28 £272.28 Payments A – M Approved by the council.</p>	A 100202 – E.ON Pavilion Usage R	£340.34		£340.34	B) Mr A Clarke – 100203 – replacement lock R	£38.99	£7.80	£46.79	C) Jill Davis – 100204 – February 2024 Salary R	£533.71		£533.71	D) Jill Davis 100205 – February Expenses 2024 R	£142.51	£18.43	£160.94	E) PESTEC -Re-issue 100206 – Vermin Control R	£136.00		£136.00	F) E.ON Next 100207 – Pavilion utility charge R	£109.19	£4.46	£113.65	G) Heater Shop Pavilion heaters – 100208	£757.50	£151.50	£909.00	H) HMRC – QTR 4 Payment - 100209	£575.36		£575.36	I) Jill Davis – March 2024 Salary - 100210	£272.28		£272.28	J) Streetscape – QTR Report - 100211	£150.00	£30.00	£180.00	K) Jill Davis – March Expenses 2024 -100212	£46.70		£46.70	L) Sue Reid – March Expenses 2024 – 100213	£46.88	£9.09	£55.97	TOTAL:	£3149.46	£221.28	£3370.74
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20.	E344	<p>Meeting Dates:</p> <p>20.a To note the Ordinary meeting date for April is 09/04/2024 – to include the casual vacancies The council confirmed the ordinary meeting date of the 9th of April 2024.</p> <p>20.b To note the Annual meeting of the Parish meeting is the 17/04/2024 @7.30pm The council noted the date of the 17th of April 2024</p> <p>20.c For the council to approve an Extraordinary meeting on 25/04/2024 – End of Year Accounts</p>																																																				

		The item was withdrawn The council also confirmed an Extraordinary meeting for the 8 th of April at 5.00pm to discuss the following items: casual vacancy considerations and grass-cutting tenders.
21.	E345	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: The council were in agreement
22.	E346	Employment Matters: 22.a For the council to consider approving the overtime hours for February 2024 Resolved – the council approved the consideration 22.b For the council to consider approving the overtime hours for March 2024 Resolved – the council approved the consideration 22.c For the council to approve the overtime correspondence to SALC Resolved – the council approved the consideration
23.	E347	DPF&SA Matters: 23.a For the council to consider any actions concerning DPF&SA matters (Cllr Sturzaker) Cllr Sturzaker requested the council consider any actions from her proposal concerning the Parish Council and Dishforth Bowls Club. The council approved the proposal and suggested a further working party with Dishforth Bowls Club to discuss the finer details. The clerk to action the date.
24.	E348	Grass-cutting Matters: 24.a For the council to consider any actions from the correspondence received. Deferred – to be discussed at the Extraordinary meeting on Monday the 8 th of April 2024

With no further business to transact the Chairman thanked everyone for attending and closed the meeting at 8.27 pm.

Signed:.....Cllr Sturzaker

Dated:....09/04/2024.....

The council approved the minutes at the PC meeting held on 09/04/2024