

Draft Minutes are subject to approval at the next council meeting

**Minutes of an Extraordinary Meeting of Dishforth Parish Council held on Thursday
22nd August 2024 at 7.00pm in the Village Hall, Dishforth**

Commenced: 7.00pm – Concluded 8.22pm

Councillors Present: Anne Sturzaker [Chair], Andy Clark, Alison Dods, Sue Reid,
and Simon Watson

Officer: Safia Kauser [Locum Proper Officer/Clerk/RFO + minute taker]

Other Attendees: Four members of the public

E497 **CHAIRMAN'S OPENING REMARKS**

The Chair informed the meeting that due to health issues, the notice for the extraordinary meeting had not been placed in the noticeboard with three clear days notice. Following advice received from YLCA, the meeting could be convened for urgent items only which need to be ratified at the September meeting.

E498 **APOLOGIES**

None received. All Parish Councillors were present.

E499 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Members were invited to declare any disclosable pecuniary interests. Councillor Alison Dods declared a pecuniary interest in agenda item 13a; invoice payment for the grass cutting contractor.

E4100 **PUBLIC PARTICIPATION**

No members of the public took part in public participation.

E4101 **MINUTES**

- a) To approve the draft minutes of the Ordinary Parish Council meeting held on the 11th June 2024 as a true record and to be signed by the Chairman (previously circulated).

Three amendments were proposed by Cllr Reid and Seconded by Cllr Dods.

RESOLVED:

- 1) That the draft minutes of the Ordinary Parish Council meeting held on the 11th June 2024 be approved as a true record and signed by the Chair subject to the following amendments:
- Minute E466 Ref d) – Second line – ‘*Cllr Sturzaker*’ to be replaced with ‘*Cllr Watson*’
 - Minute E469 – ‘*compare that to another parish council in Harrogate where there have been financial problems for 3 years*’ to be removed.
 - Minute E471 Ref e) – final paragraph, line 2 to read ‘*from a councillor of reporting her to standards she said she hadn’t wanted to be on the Parish Council and had only joined because of the dysfunctional previous PC and that she was advising members that she was stepping down as Councillor*’.
(2 in favour; 1 against; 2 abstentions)

- b) To note the comments raised by the Chairman in relation to the minutes of the meeting held on the 11th June 2024.

The Chair informed members that whilst she had corrected the draft minutes, these were not a true reflection of the meeting which had been explained at the previous meeting.

- c) To approve the draft minutes of the Extraordinary Council meeting held on the 12th July 2024 (previously circulated).

RESOLVED:

- 1) That the draft minutes of the Extraordinary Council meeting held on the 12th July 2024 be approved as a true record and be signed by the Chair; subject to the typo in minute reference E475 MOP 3; Ingham Lane to be amended to read Lingham Lane.

E4102 EXCLUSION OF THE PRESS AND PUBLIC

Members considered which items required the exclusion of the press and public.

RESOLVED:

- 1) That minute items E4110 and E4112 (agenda items 14 & 16) be considered under the Exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 due to matters appertaining to confidential matters (staffing).

E4103 DISHFORTH CEMETERY MAINTENANCE AND ADMINISTRATION

Members considered matters relating to the cemetery and administration.

a) Visual inspections

It was reported that the visual inspections had been carried out by Cllr Dods last month following the template drafted by the Clerk. Cllr Reid offered to confirm the frequency of future visual inspections following the consultation with the contractor from North Yorkshire Council. It was noted that the war graves signage had been erected.

b) Headstones topple testing

It was reported that previously Harrogate Borough Council had carried out the topple testing free of charge and that the Parish Council would not have to pay for this service. The last records held confirmed that this had been carried out in 2014. Topple testing was required every five years however this would not be required for burials in the last five years. The risk assessment for the Cemetery would be carried out in due course. The contractor from North Yorkshire Council would come out in the next 2-3 weeks and carry out the testing with the findings to be uploaded onto a spreadsheet.

c) Access to the noticeboard and signage

Cllr Dods reported the difficulties in obtaining a replacement key and accessing the noticeboard. Following a discussion by members it was agreed to consider the replacement of the noticeboard. The Clerk advised that like for like quotes should be obtained and considered.

RESOLVED:

- 1) That three quotes are obtained for the replacement of the Cemetery noticeboard. Cllr Dods to share the specification with the Clerk and additional like for like quotes to be obtained.

E4104 PLAYING FIELDS AND SPORTS PAVILION HIRE AND MAINTENANCE MATTERS

a) Item 8a – this item was deferred.

b) Item 8b – this item was deferred.

c) Item 8c - To retrospectively authorise the costs of £143.50 + VAT to North Yorkshire Fire Protection Co towards the purchase of x1 Foam; x1 Fire Extinguisher; x1 sign.

RESOLVED:

- 1) That the costs of £143.50 + VAT be retrospectively authorised (as detailed above).

E4105 CHILDREN'S PLAYGROUND

- a) Members considered the maintenance quote from Streetscape of £410.00 + VAT towards the minor repairs which would include the missing caps, gate repair and removal of the timber swing barriers. A member reported that the giraffes head on the play equipment had been removed. Cllr Watson agreed to remove this piece of play equipment and place temporary tape (if required) to fence it off.

RESOLVED:

- 1) That the quote from Streetscape of £410.00 + VAT (as detailed above) be authorised.
- b) Item 10b – This item was deferred.

E4106 S106 PROJECTS – TENNIS COURTS REFURBISHMENT TENDER

This item was deferred.

E4107 LEASE WITH THE PARISH COUNCIL AND BOWLS CLUB & LAND REGISTRATION

- a) Draft lease prepared by Wellers Headley and comments from the Bowls Club
The Chair reported that an informal meeting had been held with the Bowls Club following the concerns that had been raised regarding the draft lease. Members had explored different options to ensure continuity of matters. One option included the appointment of new members to the board of the Sports and Playing Field Association which was not a registered charity. Following advice from the Clerk, the Council was advised to consider this as a separate agenda item.

RESOLVED:

- 1) That the draft lease prepared by Wellers Headley is amended to lease the Bowls Club area to the Bowls Club on a peppercorn rent. The Solicitors to be provided with the original instructions sent by the Bowls Club. (Clerk to action).
- b) To consider and agree costs towards the Land Registration. Quote from Wellers Headley and Land & Registration Property have been previously circulated.

Wellers Headley had quoted £1,000 + VAT and would require either certified copies of the title deeds proving the Parish Council's ownership of the property or to arrange for the original deeds to be sent to the solicitors. A second quote of £75 had been obtained from Land and Property Registration with assistance with the land application. If there were any complications the cost would be £200.00. The Council would be required to scan and email all documents held.

RESOLVED:

- 2) That the quote from Land and Property Registration be approved (as detailed above).
Clerk to scan and email all documents.

**The lease documents were handed over to the Locum Clerk at the meeting.*

E4108 UNITY TRUST BANK

All members had sent their details to the Clerk who had all the information required to progress the application.

E4109 FINANCIAL MATTERS

- a) To receive and approve the schedule of cheque payments and receipts as tabled or presented at the meeting that require signing in accordance with the Financial Regulations.

Members considered the payments schedule as circulated with the agenda. Cllr Dods did not take part in the vote.

Chq	Payee	Description	Net	VAT	Total	Budget
100254	*Locum Clerk	July pay	Redacted	-	-	Clerks Salary
100254	*Locum Clerk	Locum Clerk - July travel costs	£35.10	£0.00	£35.10	Travel Costs
100255	*North Yorkshire Fire Protection	x1 Foam + x1 Fire Extinguisher + x1 sign	£143.50	£28.70	£172.20	Pavilion
100256	*Zurich Municipal	2024/2025 - Annual insurance costs	£1,374.66	£0.00	£1,374.66	Insurance
100257	Locum Clerk	Stamps4U- reimbursement Trodent self-inking Printy 4927 (customised)	£34.23	£6.85	£41.08	Stationary / Admin
100258	Linda Cook	Hedgehogs R U - x1 hedgehog box (costs met by £64.89 underspend from Locality Grant)	£150.00	£0.00	£150.00	Misc
100265	Locum Clerk	x8 first class stamps - letters sent to funeral directors at £1.35 per stamp	£10.80	£0.00	£10.80	Postage
100265	Locum Clerk	Top-up credit for mobile	£10.00	£0.00	£10.00	IT & Website
100259	AJGIBL GBP CLIENT NST Account	Gallagher - Extension of existing insurance policy 12/06/24 - 19/07/24	£122.87	£0.00	£122.87	Insurance
100260	Pest Tec	Moles Caught - 27/05/2024 (3 visits)	£81.00	£0.00	£81.00	Pavilion
100260	Pest Tec	Moles Caught - 19/07/2024 (4 visits)	£92.00	£0.00	£92.00	Pavilion
100261	Angus Dods	Grass cutting July 2024 - £159.09 Cemetery; £440 Village	£599.09	£119.82	£718.91	Grass Cutting
100262	Community First	Annual subscription	£60.00	£0.00	£60.00	Subscription
			£2,713.25	£155.37	£2,868.62	
		*Paid in accordance with Financial Regulation 6.6 + 7				
		*Paid in accordance with Financial Regulation 6.6				
Receipts / Income						
Ref	Customer	Description	Net	VAT	Total	Budget
100040	Yorkshire Water	Cheque deposited 25.07.24	£1,071.00	£0.00	£1,071.00	Yorks Water
		Total Receipts	£1,071.00	£0.00	£1,071.00	

RESOLVED:

- 1) That the payments schedule (as above) be authorised for payment.
- E4109 b) To authorise the transfer of £1,313 to the Dishfest bank account following the request received (previously circulated).

The Chair reported that the Dishfest did not have a bank account at the time and the Parish Council had ringfenced this money in their accounts. Dishfest had now set-up their own bank account and requested the funds to be transferred.

RESOLVED:

- 2) That the ringfenced funds of £1,313 for the Dishfest be transferred to the Dishfest bank account following their request. Cheque 100263 issued for the amount of £1,313.

E4110 EMPLOYMENT MATTERS

This item was considered under the exclusion of the Press and Public. Advice had been obtained from YLCA and calculations carried out by SALC.

RESOLVED:

- 1) That the gross amount of £963.56 be approved as payment due to a former employee and that this be processed by payroll. Chairman to contact SALC and request that this amount be processed. Chair to draft a letter for the employee with a breakdown of the calculations.

E4111 PARISH COUNCIL LOGO

Two design options of logos drafted by the Locum Clerk were considered by members.

RESOLVED:

- 1) That the logo design option 2 be formally adopted by the Parish Council as their official logo.

E4112 PARISH CLERK RECRUITMENT

**The Locum Clerk left the meeting at 8.10pm.*

Members considered the two applications that had been received.

RESOLVED:

- 1) That an offer of employment be made to the Locum Clerk for the post of Parish Clerk/Proper Officer and Responsible Financial Officer subject to terms and conditions to be agreed.

**The Locum Clerk returned to the meeting at 8.15pm.*

**Confidential notes retained on file.*

- 2) That Safia Kauser be appointed as the Parish Clerk/Proper Officer and Responsible Financial officer on 8 hours per week (hours to be reviewed in six months); at the NJC SCP Point (as per confidential notes); HMRC home working allowance of £26.00 p/m and commencement date of 02nd September 2024.
- 3) That the Chairman contacts the second applicant and notifies them of the outcome.

E4113 ITEMS FOR DISCUSSION AT A FUTURE MEETING

Members agreed the following items for inclusion on the agenda for September.

- Poppy Carpet to the Village Hall
- Pavilion Keys and Access
- Play Area Signage
- Sale of the Mower

E4114 DATE OF THE NEXT MEETING

The date of the next ordinary meeting of the Parish Council scheduled for 10th September 2024 was noted.

There being no further business, the Chair closed the meeting at 8.22pm

These draft minutes were approved as a true record of the meeting and signed by the Chair at the meeting held on:

**The copy signed by the Chair to include alterations [if any], recorded in long-hand of the changes agreed by the meeting, with the changes signed and dated. Loose leaf pages to be initialled.*