Dishforth Parish Council

Chairman: Cllr Anne Sturzaker
Parish Clerk: Mrs Jill Davis e-mail: **dishforthpc@outlook.com** or Tel: 07984733352

Minutes of the Meeting of DISHFORTH PARISH COUNCIL held In the Village Hall on TUESDAY THE 17th of JANUARY 2023 at 7.30pm.

Present: Councillors: A Sturzaker, S Reid, K West and G West
Parish Clerk: Jill Davis
Public: 5
County and Borough Councillors: None in attendance

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.

1.	**E58**	**Welcome by the Chairman:** The Chairman opened the meeting and welcomed everyone and thanked them for attending. The Chairman also reminded everyone that the meeting was being held in public but was not a public meeting.
2.	**E59**	**Apologies for absence:** to receive and note apologies Cllr Williams – No official apology received Cllr Brown – Apology received due to other meeting commitments. Cllr Green – No apology received
3.	**E60**	**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. Item 13.a Cllr Sturzaker – Member of the Coronation Committee Item 11.a Cllr Sturzaker – Lives on the same lane as the planning application Item 9.a Cllr G West – Owns the land that one of the footpaths that have been highlighted in the correspondence from a parishioner. Item 9.a Cllr K West – Owns the land that one of the footpaths that have been highlighted in the correspondence for a parishioner.
4.	**E61**	**To approve the minutes of the Parish Council Meeting held on the 21ST OF DECEMBER 2022** Resolved – the minutes were approved by the members. The Chairman signed the minutes.
5.	**E62**	**Public Participation Session:** for the public to talk to Cllrs about items only on the agenda **Item 11.a – Planning application The Former Village Hall.** The members agreed for the item to be discussed at item 5 rather than at 11.a A parishioner informed the Parish Council they were concerned that if the Planning Authority of Harrogate Borough Council were not to approve the application would the site continue to be left as it is at the moment or would the Parish Council request that the area to be tidied up by the landowner or ask for a fence to be erected by the landowner to hide the area until it is tidied up. The parishioner was thanked for their comments. The members discussed the application and reported on the following: There have been no objections to the application There has been 1 comment of support for the application Dishforth Parish Council Support the planning application, however, would ask that the following comments are considered: The planning application is not expecting to have a drainage system. If that is the case, how will the water be drained away? Conditions applied to S106 concerning the new build. Namely, that the application is given permission that the landowner/developer does not attempt to change the approval build. There is a Construction Management Plan in place to ensure that the road (Back Lane) which is narrow through road is unimpeded for traffic through the construction There is a Construction Management plan in place to alleviate safety concerns for all pedestrians as there are no footpaths on Back Lane at that point which is walking route to school for children Turning point – removal of the wall. In the current plans for two dwellings. The plans show no garages and a small wall separating the drives. Turning space is limited and there is insufficient parking for visitors and delivery vehicles. Reoving the wall separating the drives would enable delivery vehicles in, park and drive out of the drives, preventing obstruction to traffic on Back Lane. Parish Clerk to action.

		Sheet 005 **Item 11.b - Tree Preservation Order (TPO)** See item 11. B **Item 7.a – Working Party – Jubilee Coins**
6.		**Reports:** to receive reports **6.a County Councillor Report** Cllr Brown's report was circulated to members as he was not present at the meeting. **6.b District Councillor Report** No report was received from Cllr Green.
7.	**E64**	**Reports From: Committees/Representatives of other Committees/Groups/Meetings:** to receive **reports and proposals/requests and considerations** and agree on any actions needed: **7.a To update and consider actions from the working party meeting concerning the Jubilee Coins** Cllr Sturzaker reported the following to the members: 150 coins have been received. The working party agreed that the Jubilee Coins will be distributed on Friday the 10th of February from 3.15pm- 5.15pm and Saturday 18th of February from 10.00am to 12.00pm. The distribution will take place in the Village Hall and collection points will be monitored. The collage from the Jubilee will be visible in the hall and the projector will be showing the activities from the events that also took place during the Jubilee Any children that could not attend either of the dates would receive their coins individually. Resolved – the members approved the item.
8.	**E65**	**Clerk's Report:** Items received after the publication of the agenda or for items needing discussion 8. Report circulated to members Parish Clerk informed the members that the parishioner mentioned in item 8.c had not replied to emails sent to them, so was unable to continue with the issue. Cllr K West offered to contact the parishioner and ask them to reply. Parish Clerk thanked Cllr K West for the help.
9.	**E66**	**Correspondence Report:** Items received after publication of the agenda or for items needing discussion **9.a Correspondence - Correspondence from a parishioner** The members requested for the Parish Clerk to contact North Yorkshire County Council directly with the issue and to inform the parishioner. **9.b Correspodence – Correspondence from a parishioner** Parih Clerk informed the members that a member of the public had contacted them concerned that rubbish was still next to the bus shelter. Cllr Gordon West offered to have it cleared.
10.	**E67**	**Administration:** **10.a For Cllr Reid to sign the Method of Summons** Cllr Reid signed the method of Summons. **10.b For members to consider the dates for PC Meetings** The members discussed the item. The members Resolved to change the date of the February meeting due to the annual leave of the Parish Clerk. February's meeting is to be moved to Monday the 20th of February start time 7.45pm. For the remaining dates – This was deferred and is to be itemised for discussion at the February PC meeting. Parish Clerk to action
11.	**E68**	**Planning Matters:** **11. a For Members to consider planning application DCPARISH 6.13. F.FUL 22/04620/FUL Dishforth Village Hall, Back Lane, Dishforth. Y07 3LH** Please see item 5. **11.b To inform members of the TPO information** Cllr Sturzaker informed the members of the recent communication from Harrogate Borough Council's Legal Division. A parishioner asked the PC why the order had been made and the reasoning behind the order. The members were unable to answer due to the order being generated by Harrogate Borough Council, however, the Parish Clerk was requested to speak with Harrogate Council and report back. The members thanked the parishioner for their input.
12.	**E69**	**Financial Matters:** **12.a To inform members that the Re-declaration to the Pension Regulator has been confirmed (Legal requirement)** Parish Clerk minuted that the Re-declaration has been confirmed to the Pension Regulator and an acknowledgement has been received. **12.b For members to consider approving the Parish Clerk's expenses for December 2022** The members raised a couple of queries due to the cost of the printing. The item was put to the vote. Resolved – the members approved the item.
13.	**E70**	**Other Matters:** **13.a For members to consider the requests from the Coronation Committee** Cllr Sturzaker informed the members of the events that the Coronation Committee will be organising for the coronation. The Dishfest event will take place over the Bank Holiday May Day

		Sheet 006 weekend and the committee will be also organising on the coronation day itself, the screening of the coronation in the Village Hall for the parishioners. Beverages will also be served. Cllr Sturzaker further informed the members that there was the opportunity of being entered into Cllr Brown's locality budget ballot to receive £312.50 towards the event. The members Resolved – for the Parish Council to be entered into the ballot. Parish Clerk to action. Cllr Sturzaker also informed the members of a grant available from the National Lottery for the coronation and suggested a working party via Zoom or Teams to discuss further. Resolved – Working Party of councillors and non-councillors. Parish Clerk to action the date and circulate.
14.	**E71**	**Website Matters:** **14.a For members to consider approving the licence name (Dishforth PC, ETC)** The members discussed the item and several suggestions were offered by the members. Resolved by the majority (3 for, 1 against) – the licence name Dishforth Parish Council. Parish Clerk to action. **14.b For members to consider approving the Cookie Notice** Resolved – the members approved the item. Parish Clerk to upload to the website **14.c For members to consider approving the Privacy Notice** Resolved – the members approved the item. Parish Clerk to upload to the website **14.d For members to consider approving the Data Protection Policy** Resolved – the member approved the item. Parish Clerk to upload to the website **14.e For members to consider the VH Website's details** The members discussed the item. The members agreed for the VH website to remain live for the moment.
15.	**E72**	**Financial Year 2022 - 2023:** **15.a To inform members of the quick wins from the Internal Audit Report 37** Parish Clerk informed the members that the Internal Audit for 2021-2022 has been read and informed the members that there were approximately 37 items that can be addressed before the end of March 2023. **15.b To inform members that the AGAR for 2022-2023 will be Part 3** Parish Clerk informed the members that the AGAR for 2022-2023 would be a Part 3 due to the opening bank balance for 2022-2023. Some of the Councillors questioned the information. The item was not concluded and needs further clarification. **15.c To minute that the December Bank Statements have been circulated to the members of the PC** Parish Clerk minuted that December 2022 Bank Statements have been circulated to the members. **15.d To inform members of the Financial Information for December 2022** Parish Clerk informed the members of the financial information for December 2022. The members agreed with the financial information provided.
16.	**E73**	**Parish Clerk Matters:** **16.a To inform members that the payroll process is in place with SALC** Parish Clerk informed the members that the payroll process with Salc is in place. **16.b To Inform members that the Parish Clerk does not meet the criteria for the automatic eligibility of the workplace pension scheme (legal requirement)** Parish Clerk minuted to the Parish Council that she does not meet the criteria for automatic eligibility for the workplace pension scheme. **16.c To inform the members that the Parish Clerk does not wish to join a workplace pension scheme (legal requirement)** Parish Clerk informed the Parish Council that she does not wish to join a workplace pension scheme. She will confirm in writing to the Chairman and also inform SALC.
17.	**E74**	**Budget 2023 -2024:** **17.a For members to consider approving the Budget** The RFO explained to the members that preparing the budget was difficylt due to being new to the Parish Council and not having a budget for 2022-2023 to work with. Councillors did highlight issues with the budget However the budget was Resolved with the option of resetting it when required and further information gathered. **17.b For members to consider approving the Precept for 2023-2024** The members discussed the item. Three suggestions were offered for the members to discuss. Precept A – Increase of a typical Band D Property – 9p per month £1.12 for the year. Precept B – Increase of a typical Band D Property – 19p per month £2.27 for the year Precept C – Increase of a typical Band D Property – 29p per month £3.43 for the year After further discussions concerning this year's and previous year's precept, Precept C was Resolved by the majority. Precept A – 1 councillor. Precept B – 1 councillor and Precept C- 2 councillors. **17.c For members to approve the Precept Charging Form** Resolved – The members approved the motion. Parish Clerk/RFO signed the document.

18. **E75** **Sheet 007**

Payments to Consider: January 2023 Payments

A 100134	Jill Davis	December 2022 Expenses	£49.79		**£49.79**
B 100135	Jill Davis	December 2022 Salary	£250.82		**£250.82**
C 100136	Harrogate Borough Council	Play Inspection	£61.00	£12.20	**£73.20**
		TOTAL:	**£361.61**	**£12.20**	**£373.81**

The members approved items A-C. Parish Clerk to action.

19. **E76**

The Next Parish Council Meeting:

The members approved the following date and time:
Monday the 20th of February 2023 in the Village Hall. The start time of 7.45pm.

20. **E77**

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
The members approved the temporary exclusion of the press and public.

21. **E78**

Employment Matters:

21.a For members to consider approving the overtime for December 2022
Resolved – the members approved the overtime for December 2022

21.b For members to approve the overtime correspondence to SALC
Resolved – the members approved the correspondence. Parish Clerk to email SALC and copy the Chairman into the email.

There being no further business the chairman thanked everyone for attending and closed the meeting at 9.18pm

Signed…Cllr Anne sturzaker…….

Dated:……20/02/2023……

The minutes were approved by the members at the meeting held on the 20th of February 2023