

Dishforth Parish Council

Chairman: Cllr Anne Sturzaker

Parish Clerk: Jill Davis

e-mail: parishclerk@dishforthpc.org.uk

All Councillors are summoned to attend the meeting of the **DISHFORTH PARISH COUNCIL** which will be held in the VILLAGE HALL, MAIN STREET, DISHFORTH YO7 3JU on **THURSDAY THE 21ST OF MARCH 2024 AT 7.30PM.**

Jill Davis – Jill Davis Proper Officer

16/03/2024

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.	E324	Welcome by the Chairman:
2.	E325	Apologies: 2.a To receive apologies 2.b To approve reasons for absence given by councillors
3.	E326	Dispensations: to consider requests and Declarations of Interest to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.
4.	E327	To approve the minutes of the Extraordinary PC Meeting held on the 5th of February 2024
5.	E328	To approve the minutes of the PC Meeting held on the 13TH of February 2024
6.	E329	Public Participation Session: for the public to talk to Cllrs about items only on the agenda
7.	E330	Reports: to receive reports 7.a Councillor Report – Cllr Brown
8.	E331	Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports and proposals/requests and considerations and agree on any actions needed:
9.	E332	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)
10.	E333	Correspondence Report: Items received after publication of the agenda or for items needing discussion Not applicable
11.	E334	Cemetery Matters: 11.a For Cllr Reid to update the council on cemetery matters. 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 11.c For the council to consider any actions from the email received from the Commonwealth Graves Commission
12.	E335	Playing Field/ Playground and Sports Pavilion Matters: 12.a To update the council concerning the Mower (Cllr Reid) 12.b To update the council concerning the lock for the PC's garage (Cllr Clark) 12.c For the council to consider Quotation 1/Quotation 2 for the repairs and prevention at the Pavilion 12.d To update the council with the condition of the garage contents per the Asset Register 12.e To update the council with the PF&SA Financial update for January 2024 12.f For the council to consider any actions from the request from Yorkshire Air Ambulance to host a clothing bank at the Pavilion 12.g To update the council with the PF&SA Financial update for February 2024 12.h For the council to consider the method of payment for the heaters £909.00 +VAT 12.i For the council to consider approving the Utility Bill for £113.65 from E.ON 12.j For the council to consider approving any Utility Bills from E.ON that may have recently been presented. 12.k For the council to consider DD payments for the Utility usage at the Pavilion 12.l For the council to consider any actions from the further information received by YLCA concerning DPF&SA

13.	E336	<p>Financial Matters:</p> <p>13.a For the council to approve for the VH Defib to be PAT Tested(last tested 03/2018)</p> <p>13.b For the council to consider approving the suggested compensation claim of £983.00 organised by GSC Grays</p> <p>13.c For the council to consider approving the Bank Reconciliation for January 2024</p> <p>13.d For the council to consider approving Cllr Reid to attend the Assets training day £70.00</p> <p>13.e For the council to consider any actions from the update concerning the Jubilee Coins</p> <p>13.f For the council to approve the Bank Reconciliation for February 2024</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</p>
14.	E337	<p>Administration:</p> <p>14.a To update the council with the Bank mandate signatories (Cllr Sturzaker)</p> <p>14.b To update the council with feedback from the biodiversity webinar (Cllr Reid)</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</p> <p>14.d To inform the council that the LED Lantern has arrived for D-Day</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</p> <p>14.f For the council to complete the grant form from NYC for £500.00 for blinds for the Pavilion</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</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</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</p> <p>14.j To update the council with the meeting of the Harrogate branch of YLCA – Cllr Reid</p> <p>14.k For the council to consider any actions from the NALC briefing paper concerning GOV. email addresses</p> <p>14.l To inform the council of the local bus services with a summary of changes effective from April 2024</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>14.n To inform the council there are: Casual Vacancy number 1 – 2 applicants Casual Vacancy number 2 – 2 applicants</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>14.p To minute that the VAS is required to be rotated every 6 months or less</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>14.s For the council to consider the renewal of the Insurance. The LTS ends in June 2024</p>
15.	E338	<p>Planning Matters:</p> <p>15.a For the council to note – Planning correspondence received.</p>
16.	E339	<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</p>
17.	E340	<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>17.b To minute that the Parish Council is the Sole Trustee for Dishforth Village Hall and owner of Dishforth Playing Fields area.</p> <p>17.c For the council to consider approving the Accessibility Statement</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>17.e For the council to consider approving 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>17.g To minute that the ICO Data Protection Certificate reference is ZB515957</p> <p>17.h To inform the council of 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</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)</p> <p>17.k For the council to consider approving the Financial Regulations</p> <p>17.l For the council to consider approving the Standing Orders</p> <p>17.m For the council to note -two voided cheques will be actioned.</p> <p>17.n For the council to approve the end of Year Reserves £8105.93</p>
18.	E341	<p>S106 Matters:</p> <p>18.a To update the council on the recent visit of the S106 Officer to the parish (Cllr Sturzaker)</p> <p>18.b For the council to consider any actions concerning the update on 18.a</p>

19.	E342	<p>Payments to Consider: March 2024 Payments</p> <table border="0"> <tr> <td>A (Retrospective) 100202 – E.ON Pavilion Usage</td> <td style="text-align: right;">£340.34</td> <td></td> <td style="text-align: right;">£340.34</td> </tr> <tr> <td>B) Mr A Clarke – 100203 – replacement lock for the garage</td> <td style="text-align: right;">£38.99</td> <td style="text-align: right;">£7.80</td> <td style="text-align: right;">£46.79</td> </tr> <tr> <td>C) Jill Davis – 100204 – February 2024 Salary</td> <td style="text-align: right;">£533.71</td> <td></td> <td style="text-align: right;">£533.71</td> </tr> <tr> <td>D) Jill Davis 100205 – February Expenses 2024</td> <td style="text-align: right;">£142.51</td> <td style="text-align: right;">£18.43</td> <td style="text-align: right;">£160.94</td> </tr> <tr> <td>E) PESTEC -Re-issue 100206 – Vermin Control</td> <td style="text-align: right;">£136.00</td> <td></td> <td style="text-align: right;">£136.00</td> </tr> <tr> <td>F) E.ON Next 100207 – Pavilion utility charge</td> <td style="text-align: right;">£109.19</td> <td style="text-align: right;">£4.46</td> <td style="text-align: right;">£113.65</td> </tr> <tr> <td>G) Heater Shop Pavilion heaters – 100208</td> <td style="text-align: right;">£757.50</td> <td style="text-align: right;">£151.50</td> <td style="text-align: right;">£909.00</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">£2058.24</td> <td style="text-align: right;">£182.19</td> <td style="text-align: right;">£2240.43</td> </tr> </table>	A (Retrospective) 100202 – E.ON Pavilion Usage	£340.34		£340.34	B) Mr A Clarke – 100203 – replacement lock for the garage	£38.99	£7.80	£46.79	C) Jill Davis – 100204 – February 2024 Salary	£533.71		£533.71	D) Jill Davis 100205 – February Expenses 2024	£142.51	£18.43	£160.94	E) PESTEC -Re-issue 100206 – Vermin Control	£136.00		£136.00	F) E.ON Next 100207 – Pavilion utility charge	£109.19	£4.46	£113.65	G) Heater Shop Pavilion heaters – 100208	£757.50	£151.50	£909.00	TOTAL:	£2058.24	£182.19	£2240.43
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20.	E343	<p>Meeting Dates:</p> <p>20.a For the council to approve an Extraordinary meeting on 04/04/2024 Grass-cutting tender and Casual Vacancies</p> <p>20.b To note the Ordinary meeting date for April is 09/04/2024 – End of Year accounts</p> <p>20.c To note the Annual meeting of the Parish meeting is the 17/04/2024 @7.30pm</p> <p>20.d For the council to approve an Extraordinary meeting on 25/04/2024 – End of Year Accounts Internal Audit information received</p>																																
21.	E344	<p>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</p> <p>TO VOTE:</p>																																
22	E345	<p>Employment Matters:</p> <p>22.a For the council to consider approving the overtime for February 2024</p> <p>22.b For the council to consider any actions from the supporting paper by the clerk</p>																																
23	E346	<p>DPF&SA Matters:</p> <p>23.a For the council to consider any actions concerning DPF&SA matters (Cllr Sturzaker)</p>																																
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