

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the meeting of Carlton Parish Council on **Tuesday 23rd February 2021 to commence at 7.30pm**. The meeting will take place via Zoom Video

S. Rockliff, Clerk to the Parish Council

96 Apologies for Absence

97 Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

98 Election of Vice-Chairman

To appoint a Vice-Chairman of the Parish Council.

99 Minutes of Finance Committee held on the 19th January 2021 (pages 4-6)

To consider the minutes of the Finance Committee meeting held on the 19th January 2021 and recommendations.

Recommendations to Council, that:

- i) an increase in allotment fees to £30 per year for a full plot and £17.50 for a half plot be approved from 1st April 2022;
- ii) the current allotment tenants be informed, should council agree to the recommendation, that the allotment rent would increase from 1 April 2022;
- iii) the current cemetery charges be increased by 10% from 1 April 2021; (see Page 6); and
- iv) the new charges to be displayed on the notice boards and council's website.

100 Minutes of the Full Council meeting held on the 26th January 2021 (pages 7-13)

To consider the Minutes of the Full Meeting of the Council held on the 26th January 2021.

101 Notes of the Website Working Group meeting held on the 7th February 2021 (Pages 14-17)

To consider the Notes of the Website Working Group Meeting held on the 7th February 2021 and recommendations.

Recommendations to Council, that:

- i) the Website Accessibility Statement be retrospectively approved;
- ii) the Website Working Group Terms of Reference be approved; and
- iii) a Facebook Account and Page be considered once the new Website is created.

102 Minutes of the Recruitment Committee meeting held on the 10th February 2021 (pages 18-20)

To consider the Minutes of the Recruitment Committee Meeting held on the 10th February 2021 and recommendations.

Recommendations to Council, that:

- i) To approve the Recruitment Committee Terms of Reference;
- ii) To approve the Clerk/RFO Salary to be £12.98-£14.05 per hour (depending on experience and qualifications) for 40 hours per month; and
- iii) Candidate(s) be invited to give a presentation to council before being offered the position of Clerk/RFO.

103 Minutes of the Extraordinary Council Meeting held on the 11th February 2021 (pages 21-22)

To consider the Minutes of the Extraordinary Full Meeting of the Council held on the 11th February 2021.

104 Questions from the Public

105 Reports

To receive reports from the following representatives:

- 105.1 Chairman of the Parish Council regarding the Local Plan meetings, held by Selby District Council
- 105.2 District and County Council Report

106 Clerk's Report for Ongoing Matters (pages 23-24)

To receive the Clerk's report and consider any recommendations

107 Correspondence Received (page 25)

108 Cemetery Matters

- 108.1 To consider the specific areas within the cemetery in accordance with cemetery rules and regulations.
- 108.2 To consider the memorial safety testing

109 Planning Matters

To consider Planning Application 2021/0108/FUL Proposed erection of two-storey dwelling and attached garage. Location: Land adjacent Elmstone house, Low street, Carlton

110 Finance Matters (page 26)

- 110.1 To receive the bank statement for February 2021
- 110.2 To note the income received since the last meeting
- 110.3 To consider approval of payments outstanding and those made by the clerk under delegated authority
- 110.4 To consider the date of the next Finance Committee meeting

111 Parish Matters

112 Date and time of the next Council and Committee meetings:

Council	time	date
Finance Committee	time	date
Recruitment Committee	time	date
Website Working Group	time	date

Carlton Parish Council

Draft Minutes of the Finance Committee Meeting held on Tuesday 19th January 2021 at 7.00pm via Zoom Video Conferencing Application.

Present:

Finance Committee Councillors: Cllr T. Clayton (Chairman), Cllr G. Taylor, Cllr D. Leek.

Parish Councillors: Cllr M. Holmes, Cllr K. Mann

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: none

7. Apologies for Absence.

There were no apologies for absence.

8. Declarations of Interest.

There were no declarations of interest.

9. Minutes of the Previous Meeting.

Councillors considered the Minutes of the Finance Committee Meeting held on the 24th November 2020. Cllr Leek reported a secretarial error in Minute Reference 6, £27,00 should be £27,000.

Resolved that the Minutes of the Meeting be accepted as a correct record with the amendment to the above error.

10. Questions from the Public.

Cllr Mann asked if she could join the Finance Committee as she felt that she had skills and experience that could assist the committee and Council.

Resolved that the question be asked to the full meeting of the Council.

11. Budget Monitoring Report.

Councillors considered the Budget Monitoring Record and Report prepared by the Clerk. The Clerk had included predicted expenditure for the Council until the end of the financial year 2020/2021. These comprised of salaries, insurance, subscriptions, cemetery rates and the grant to the Village Hall. The additional cost of the next phase of the Streetlamp Replacement Programme which has been brought forward from the year 2021/2022 was also included in the predictions. This gave a predicted total expenditure for the end of the financial year for 2020/2021 of £37,875.56 or 83% of the Council's Budget.

Resolved that the Budget Monitoring Record and Report be noted.

12. Receipts & Payments Record.

Councillors considered the Receipts & Payments Record and Report prepared by the Clerk. The Clerk had included known areas of expenditure for the Council until the end of the financial year 2020/2021. This gave a predicted total expenditure of £44,705.96; the figure includes the £6,830.40 for the repair of the cemetery wall which the Council received an insurance payment for. When this figure is deducted the total expenditure is £37,875.56. The net income for the Council to the date of the meeting is £47,515.67. This included the insurance payment of £5,767 - the net cost for the cemetery wall repair and a CIL receipt of £1,603.88.

The total income for the council to the date of the meeting (Brought Forward Income + Net income) is £98,872.93.

Cllr Clayton gave permission for Cllr Mann to ask if the Council was anticipating any further income before the end of the current financial year. The clerk replied that the only area that may receive income was the cemetery.

The predicted financial position of the Council for the end of the financial year was therefore £54,166.97. (Total Income minus Expenditure). This figure included income from CIL of £1,603.88.

Resolved that the Receipts & Payments Record and Report be noted.

13. Allotment Rents

The clerk presented the allotment rents and updated that the council had 4 allotment plots, full plots rental fee was £25.00 per annum and half plots were £15.00 per annum. There was an extensive waiting list for allotments. The committee considered an increase in allotment rents.

Harron Homes were to confirm when new allotments, on its development, would be provided to the Parish Council.

RECOMMENDATION TO COUNCIL: That

- i) an increase in allotment fees to £30 per year for a full plot and £17.50 for a half plot be approved from 1st April 2022; and**
- ii) the current allotment tenants be informed, should council agree to the recommendation, that the allotment rent would increase from 1 April 2022.**

14. Cemetery Charges for 2021/2022.

Councillors considered the fees for the cemetery which were last increased on the 1st April 2016. Cemetery income does cover the cost of maintaining the grass, water charges and rates. However, it does not generate enough to cover the cost of administration or additional maintenance. It was proposed that the fees for the cemetery be increased by 10%, a vote was held, and this was agreed.

RECOMMENDATION TO COUNCIL: That the current cemetery charges be increased by 10% from 1 April 2021 and the new charged to be displayed on the noticeboards and council's website.

15. Cemetery Wall Repair and the Payment to the Contractor.

Councillors considered the repair of the cemetery wall by W.A .Hare & Son and agreed that they were happy with the work. The cost of the work was £6,830.40, including VAT.

RECOMMENDATION TO COUNCIL: That the payment to W.A Hare & Sons of £6,830.40 be approved for repairs to the cemetery wall.

16. Capital Projects for 2020/21

16.1. Streetlamp Replacement Programme. The clerk reported that NYCC had agreed to complete Phase 4 of the streetlamp replacement programme and to submit an invoice to the Council for payment before the end of the financial year 2020/2021.

16.2. Website. The clerk reported that she was struggling to understand and complete the Website Accessibility Statement required for the website. It was agreed that Cllr Mann would assist. Cllr Taylor to replace Cllr Thewlis on the Website Working Group. A meeting would be arranged of the Website Working Group as soon as possible.

16.3. Bench for the bus shelter. The clerk had obtained two prices for a bench for the bus shelter. Both prices did not include installation. It was agreed that the cost of installation would be ascertained before proceeding any further.

Resolved: that

- i) the updates of the clerk be noted;**
- ii) a meeting would be arranged for the Website Working Group as soon as possible**
 - iv) an update on the bus shelter bench would be provided when further information was available**

Carlton Parish Council

Proposed charges for the Cemetery 2021.

Grave Purchase Fees	Residents of Carlton 2016	Non-Carlton Residents 2016	Residents of Carlton 2021	Non- Carlton Residents 2021
Exclusive Right of Burial - Full Plot, 99 years	£315.00	£378.00	£346.50	£415.80
Maintenance in Perpetuity - Full Plot	£135.00	£162.00	£148.50	£178.20
Exclusive Right of Burial - Half Plot, 99 years	£165.00	£198.00	£181.50	£217.80
Maintenance on Perpetuity - Half Plot	£75.00	£90.00	£82.50	£99.00
Exclusive Right to Erect a Memorial (30 years)	£70.00	£84.00	£77.00	£92.40
Interment Fees				
Burial	£270.00	£324.00	£297.00	£356.40
Interment of Ashes	£80.00	£96.00	£88.00	£105.60
Scattering of Ashes	£50.00	£60.00	£55.00	£66.00
Still Born or Child under 18 years	£0.00	£0.00	£0.00	£0.00
Common Grave (this is an inclusive rate for interment in a common grave)	£310.00	£372.00	£341.00	£409.20
Permits for Work in Carlton Cemetery				
Headstone and First Inscription	£90.00	£90.00	£99.00	£99.00
Vase or Plaque and First Inscription	£55.00	£55.00	£60.50	£60.50
Additional Inscription to Existing Memorial	£65.00	£65.00	£71.50	£71.50

Carlton Parish Council

Draft Minutes of the Full Council Meeting held on Tuesday 26th January 2021 at 7.30pm via Zoom Video Conferencing Application.

Present:

Councillors: Cllr T. Clayton (Chairman), Cllr G. Taylor, Cllr M. Deller, Cllr D. Leek, Cllr K. Mann, Cllr C. Lund, Cllr M. Holmes (arrived 19.55pm)

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: Cllr M. Jordan, SDC & NYCC, and four members of the public.

72. Apologies for Absence

- 72.1 The Chairman informed the Council that Cllr J. Thewlis had submitted his resignation to the Chairman.
- 72.2 The Chairman informed the Council that Cllr M. McCullough was disqualified from continuing as a councillor due to his nonattendance at meetings for six consecutive months. (Local Government Act 1972, s85)
- 72.3 Cllr Holmes was not present at the start of the meeting due to a poor internet connection. Cllr Mann proposed that, if Cllr Holmes was unable to join the meeting, his apology and the reason for the absence be approved.

Resolved: That

- i) the resignation of Cllr Thewlis be accepted; councillors thanked Cllr Thewlis for his many years of dedicated service to the Council and to the parish;**
- ii) the disqualification of Cllr McCullough be noted; and**
- iii) if Cllr Holmes was unable to join the meeting his apologies be accepted and reason for the absence be approved.**

73. Declarations of Interest

Cllr Leek declared a Pecuniary Interest in Agenda Item 85.3.

Resolved that Cllr Leek would leave the meeting when Agenda Item 85.3 was considered.

74. Minutes of the Previous Meeting

- 74.1 Councillors considered the Minutes of the Extraordinary Meeting of the Council held on the 23rd November 2020.
- 74.2 Councillors considered the Minutes of the Council Meeting held on the 24th November 2020.

Resolved that the Minutes of the Extraordinary Meeting of the Council held on the 23rd November 2020 and the Meeting of the Council held on the 24th November 2020 be accepted as a correct record.

75. Questions from the Public

A member of the public raised a question about the proposed development to the rear of the Broadacres estate.

It was explained that that the Parish Council had not received a planning application for any proposed development at the location. Upon receipt of a planning application the Council would be consider its response, based on planning, material considerations.

The matter had arisen because Selby District Council were currently preparing Options for its Local Plan and allocation of sites for development. Public consultation for the Local Plan and Site Allocations would take place between the 29th January and the 12th March 2021 to which members of the public can provide their comments. Selby District Council were holding public meetings on the 11th February and 16th February 2021.

Resolved: That

- i) the question raised by the member of the public be noted;**
- ii) parish councillors attend the Selby District Council meeting to hear the plans for Allocated Sites in Carlton.**

76. Selby District Council and North Yorkshire County Councillor's Report.

- 76.1 Cllr Jordan confirmed that there was a Preferred Options – Site Allocations for the District Council's Local Plan. He had made the village residents aware by social media. Consultation was open to the public and he encouraged residents to respond to the consultation. Information was available on the District Council's website.
- 76.2 Cllr Jordan reported that the A19 was currently flooded and that this may affect the date of reopening.
- 76.3 Cllr Jordan reported that the Beal and Birkin road was also flooded.

Resolved that the District and County Councillor's report be noted.

19.55pm: Cllr Holmes joined the meeting.

77. Clerk's Report for On-going Matters

- 77.1 The Website Working Group (WWG) had not yet met. The clerk had been looking at the Accessibility Statement but had not been able to complete it due to a lack of understanding.
A councillor agreed to help the clerk with the statement. It was proposed that Cllr Taylor should replace Cllr Thewlis on the WWG. and the date of the first meeting should be the 4th February.
- 77.2 An inspection of the cemetery and allotments, by the clerk and a councillor had taken place.
It was agreed that further discussion on the cemetery, excluding the press and public, in accordance with the Public Bodies (Admission to Meetings) Act 1960, would take place after item 85.
- 77.3 The clerk has contacted Harron Homes regarding the condition of the north side of the cemetery wall and the blocking of the access to the wall by a property's fence but had not received a response.
- 77.4 The clerk has contacted Harron Homes regarding the proposed new allotments but had not received a response. It was agreed that the clerk would request a site meeting with Harron Homes to discuss 77.3 and 77.4, in accordance with social distance measures.
- 77.5 The clerk has the template and yellow spray for the Anti-Dog Fouling symbol marking of the footpath on Low Street.
- 77.6 The Public Rights Of Way (PROW) closure had been confirmed with NYCC.
- 77.7 The lack of white lines to mark the 'Give Way' junction of Lynwith Lane and Low Street had been reported to NYCC Highways but there had been no response.

- 77.8 The condition of Convent Walk (potholes) had been reported to NYCC Highways but there had been no response. It was reported that a streetlight on Station Road, close to the new pedestrian refuge, was missing.
- 77.9 The NALC Code of Conduct Consultation had been completed and submitted.
- 77.10 The Christmas Tree had been provided and erected by Silica Lodge. Extra lights were purchased as the tree looked very bare without them. Silica Lodge discovered that the sockets previously fitted for the electricity supply at the Golden Garden were not suitable for external use. They have made the supply/ sockets safe for the time being.
- 77.11 The issue of fly tipping on Lynwith Lane has previously been reported to SDC. SDC confirmed then that the land was privately owned but they were attempting to contact the owner.
- 77.12 New grit bins had been placed on Camm Lane and High Street by a councillor, however they could not get any rock salt. The clerk was asked to order some rock salt for the new bins.
- 77.13 NYCC Highways have confirmed that the Shiregreen estate has not yet been adopted by them. Barratt Homes are therefore responsible for providing grit bins.

Resolved that

- i) **the Clerk's report be noted;**
- ii) **the date of the Website Working Party meeting was agreed as the 4 February 2021, at 5.45pm;**
- iii) **Members of the public would be excluded from the meeting after Agenda Item 85 Parish Matters;**
- iv) **the electrical sockets in the Golden Garden sockets to be replaced when lockdown permits;**
- v) **the clerk to purchase rock salt for the grit bins and arrange for it to be distributed between the bins;**
- vi) **the clerk to contact Barratt Homes re the provision of grit bins;**
- vii) **the clerk to contact NYCC Highways and Lighting re the missing streetlamp;**
- viii) **the clerk to contact SDC re the fly tipping on land off Lynwith Lane;**
- iv) **the clerk to arrange a site meeting with Harron Homes to discuss the wall and allotments.**

78. Correspondence Received

- 78.1 YLCA White Rose updates had been received.
- 78.2 YLCA Training bulletin. The clerk emphasised the importance of councillors accessing the training, particularly new councillors.
- 78.3 Selby District AVS updates had been received.
- 78.4 SDC, Communications, budget planning had been received.
- 78.5 Drax Power Station liaison meeting on the 14-12-2020. The Chairman attended and provided an update. The main issues raised were the trees on the Drax/ Camblesforth Road and the conversion to biomass from coal.
- 78.6 An email had been received from a resident complaining about the Little Black Dog Brewery. Advised to contact SDC Planning Enforcement.
- 78.7 Councillors were invited to attend the SDC Local Plan Meeting, 2nd February, 6pm and would provide an update at the next meeting.

Resolved that the correspondence received be noted.

79. AGAR.

Councillors received Section 3, the External Auditor's Report for the 2019/2020 Annual Governance and Accountability Return (AGAR). Councillors noted that the External Auditors had found that: *'in our opinion the information in Sections 1 and 2 of the AGAR is*

in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

Resolved that the External Auditor's report for the AGAR be noted.

80. Parish Council Budget for 2021/2022.

Councillors considered the recommendations of the Finance Committee for the Parish Council's Budget for the financial year 2021/2022. The clerk presented the proposed budget plan which included running costs and unknown expenditure and gave the total budget of £30,717.21.

Councillors considered the recommendations of the Finance Committee for Capital Spending 2021/2022 using the Council's Earmarked Reserves. The clerk presented the proposed plan, which included £4,300 for the completion of Phase 5 of the Streetlamp replacement programme.

Membership of the Finance Committee was considered.

Resolved that

- i) the proposed budget plan and capital spending plan for 2021/2022 be approved by the Council;**
- ii) Cllr Mann and Cllr Holmes become members of the Finance Committee; and**
- iii) The Chairman be the Ex-officio member of the Finance Committee.**

81. Notification of Funding Requirement for 2021/2022.

Councillors considered the recommendations of the Finance Committee for the Parish Council's Funding Requirements for the Financial Year 2021/2022. The Council's Budget Requirements of £30,717.21 could be met without an increase to the Council's Band D Equivalent Charge of £37.40 for the second year in succession.

Resolved that

- i) The precept demand be Option 3 with no increase on the Band D Equivalent for the second year in succession; and**
- ii) The Council submit a precept demand for £26,412.21 for 2021/2022.**

82. Casual Vacancies

Councillors considered the possibility of casual vacancies on the council. The notice of vacancies had been advertised in the parish council noticeboard. It was agreed that the applications from the unsuccessful candidates for the previous casual vacancies would be included if the candidates wished to be considered for election again.

Resolved that an Extraordinary Meeting of the Council, would be held on Thursday 11th February 2021 at 7.30pm to consider the process of filling the Council Vacancies.

83. Resignation of the Clerk

The clerk had submitted a letter of resignation to the Chairman on the 11th January 2021. The clerk must give the Parish Council a month's notice from the date of the letter. The clerk said that she was prepared to stay in role until either a suitable replacement had been appointed or the 31st March 2021, whichever came soonest. It was agreed that a Recruitment Committee be established to manage the recruitment process; this would include responsibility for preparing the Job Description, Person Specification, Advertisement, and Application Form, followed by shortlisting, interviewing, and selecting a preferred candidate. A date for the Recruitment Committee to meet would be arranged.

Resolved: that

- i) A Recruitment Committee, comprising of Cllr Clayton, Cllr Mann, Cllr Taylor, and Cllr Deller be appointed with delegated powers to manage the recruitment procedure of a clerk on behalf of the Council; and**
- ii) The first meeting of the Recruitment Committee to be held on Thursday 11th February at 6.30pm.**

84. Grants

Councillors considered the request from the Village Hall Committee for a grant. **Resolved: that a grant of £3,000 be made to Carlton Village Hall Committee.**

Cllr Leek left the meeting.

85. Planning Matters

85.1 Councillors received the following Notification of Decisions:

- 85.1.1 Little Black Dog Brewery Company. Change of use of premises from a micro-brewery (use class part B2) and a shop for the sale of brewery products (use class part A1) to a micro-brewery (use class part B2) and a drinking establishment (use class part A4) with ancillary sales of craft beer to take away and drink off the premises. Permission Granted
- 85.1.2 Grove Farm, High Street, Carlton. Proposed demolition of existing derelict barn and erection of a 3-bedroom dwelling. Permission Granted
- 85.1.3 The Conifers, Low Street, Carlton Reserved matters including access, appearance, landscaping, layout, and scale of approval 2019/1292/OUT Outline application with all matters reserved for the erection of a residential development following demolition of existing dwelling. Permission Granted
- 85.2 Planning Applications. There were no Planning Applications for consideration by the Council.

86. Financial Matters

- 86.1 Councillors received the Bank Statements for November, December and January.
- 86.2 Councillors received the list of income.
- 86.3 Councillors considered the payments made and to be made.

Carlton Parish Council Income Received and Payments to be Approved													
Reconciled Bank Balance at Meeting Date:	Income Received to be Noted (credited on bank statement)				Payments Made, for Approval (debited on bank statement)					Invoices to be Approved			
£9,548.60	Date	Voucher No	Details	Amount	Date	Payment Method	Invoice No	Details	Amount	Date	PC Inv No:	Details	Amount
	03/12/2020	60	thorne memoria ls, 2 permits MYI ltd, insuranc	£155.00	30/11/2020	BACs	33	Lights for Fun, tree	£78.50				
	30/12/2020	transfere		£5,767.00	30/11/2020	BACs	34	Lights for Fun,	£185.00				
	30/12/2020	transfe	SDC Cil (to savings account)	£1,603.88	01/12/2020	BACs	32	Autela, payroll service	£80.40				
					07/12/2020	BACs	35	YLCA, training	£10.00				
					14/12/2020	BACs	41	Zoom, Dec	£14.39				
					16/12/2020	BACs	36	Argos, printer ink	£15.49				
					05/01/2021	BACs	43	HMRC contrib ution	£21.20				
					05/01/2021	BACs	39	PKF Littlejo hn, audit fee	£360.00				
					06/01/2021	BACs	40	ICO data protect ion fee	£40.00				
					13/01/2021	BACs	44	Zoom, Jan	£14.39				
			Total Income Received:	£7,525.88	Total, including clerk's Salary for Dec:				£1,271.47			Total, including clerk's salary for January	£451.90
Reconciled Bank Balance to Carry Forward:				£9,096.70									

The clerk asked for approval for payment of the invoice from W.A.Hare & Son for £6,830.40 for the repair of the cemetery wall. The Council had received the net payment from the Insurance Company for the repair.

The clerk recommended that a Virement from the Savings Account to the Current Account to maintain credit be made, as the payment of the above invoice and the Village Hall grant would result in a negative balance in the current account. It was agreed that £5,000 would be transferred.

Resolved: that

- i) The bank statements be noted;
- ii) The list of income received be noted;
- iii) The outstanding payments be approved, including the invoice to W.A. Hare & Son;
- iv) A Virement of £5,000 from the Savings Account to the Current Account be approved.

87. Parish Matters

87.1 Councillors considered the issue of speeding vehicles on Lynwith Lane, following concerns raised by a resident after a speeding vehicle had left the road and hit a property. The clerk informed the Council that NYCC Highways had advised that they were extending the 30mph limit on Lynwith Lane in a bid to slow down vehicles before they entered the village. The resident had been informed of this.

- 87.2 It was suggested that the Council could organise a ‘Winter Gritting Group’, a team of volunteers to grit footpaths in the village when icy weather is forecast. The clerk to contact NYCC Highways to enquire about training for volunteers.
- 87.3 The clerk had contacted SDC Housing regarding the condition of the roofs of properties on St Mary’s Close. SDC Housing had replied that the council could not request action be taken without the permission of each tenant.
- 87.4 A councillor expressed concern about the condition of Convent Walk as it is poorly lit in the middle and has a number of potholes.
- 87.5 A councillor expressed concern about a property on Low Street that belongs to SDC. The property has been vacant for several months, wasting a valuable resource.

Resolved: that

- i) Parish matters be noted;**
- ii) Cllrs Mann, Lund, Holmes and Taylor assist with the Winter Gritting Group;**
- iii) The clerk to contact NYCC Highways re training volunteers for gritting;**
- iv) The clerk to contact NYCC Highways & Streetlighting re Convent Walk;**
- v) The clerk to contact SDC Housing re the property on Low Street.**

- 88. Resolved to exclude members of the public, including candidates, under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the following business to be transacted being prejudicial to the public interest.**

[REDACTED]

90. Date & Time of Next Meeting:

Tuesday 23rd February at 7.30pm

The Chairman of the Council closed the Meeting at 9.40pm.

Carlton Parish Council

Draft Notes of the Website Working Group Meeting held on the 4th February 2021 at 5.45pm by Zoom Conferencing App.

Present: Cllr G. Taylor, Cllr K. Mann, Cllr C. Lund, and Mr J. Thewlis (non-voting member)

Clerk: Mrs S. Rockliff

1. Appointment of Chairman for the Website Working Group

Cllr Mann proposed Cllr Taylor be elected as Chairman of the working group. Cllr Lund seconded the proposal.

Resolved that Cllr Taylor be the Chairman of the Website Working Group.

2. Terms of Reference for the Website Working Group.

Members of the group considered the draft terms of reference. Cllr Mann proposed that they be recommended for adoption by the Council. Cllr Taylor seconded the proposal.

Resolved that the draft Terms of Reference for the Website Working Group be recommended for adoption by the Council.

3. Website Accessibility Statement.

Members of the group considered the draft of the accessibility statement for the current website.

Resolved that the accessibility statement be published by the Council on its website.

4. New Website Providers and Costs.

Members of the group considered the Council's website requirements and possible providers. Two possible website providers were identified.

**Resolved that Cllr Mann provide the clerk with a website specification sheet and:
Cllr Lund to research and identify a third parish council website provider;
the clerk to forward the specification to three website providers;
the clerk to invite the website providers to present a model of a website to the Working Group and answer questions.**

5. Parish Council Facebook Page.

Members of the group considered creating a Facebook Page for the Parish Council.

Resolved that the recommendation to Council be that the creation of a new website, that is compliant with all legal requirements, be the priority of the Council and the creation of a Facebook page be considered again after this has been achieved.

6. Date and Time of Next Meeting:

Thursday 4th March at 5.45pm.

Cllr Taylor closed the meeting at 7.00pm.

Accessibility Statement for Carlton Parish Council

This accessibility statement applies to the Carlton Parish Council (Selby District) website. www.carltonparishcouncil.net

This website is run by Carlton Parish Council. We want as many people as possible to be able to use this website. We are currently looking at improving our website by having a new website designed to enable people to access information in a more accessible manner. Please bear with us.

We know some parts of this website are not fully accessible:

- the text will not re-flow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- you cannot skip to the main content when using a screen reader
- there is no facility to enlarge areas of our website

Feedback and Contact Information

If you need information found on this website in a different format like accessible PDF or large print, we can provide this in hard copy or by email. Please email the parish council clerk: clerk@carltonparishcouncil.net with your requests. Should there be a large amount of information requested there may be a charge made.

We will consider your request and get back to you within 7 working days.

We are always looking to improve the accessibility of the parish council's website. We would encourage feedback on your needs when accessing the website. Please send your comments to the parish council clerk.

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you are not happy with how we respond to your comments you could contact the Equality Advisory and Support Service.

Carlton Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. We are aware that the current website does not meet most requirements of the WCAG 2.1 AA standard, and it is not compliant with the Regulations, however, we will have a new website designed and live in 2021.

Non-Accessible Content, and Non-Compliance with the Accessibility Regulations.

The content listed below is non-accessible for the following reasons:

- Accessibility issues as listed above
- The Parish Council are designing a new fully accessible website
- We plan to have a fully functioning website in 2021.

Navigation and Accessing Information

It is not always possible, when using the current website, to change the device orientation from horizontal to vertical without making it more difficult to view the content. It is not possible for users to change text size on the current website.

Current and Future PDF Documents Availability on the Website.

The Accessibility Regulations do not require the parish council to fix PDF or other documents published before September 2018 if they are not essential to providing its services. Once the new website is available all PDF and other documents will meet the accessibility standards.

This statement was prepared on 1st February 2021. It will be reviewed once the new website is available for use.

This website was last tested on 27 January 2021. The test was carried out by a Carlton Parish Councillor.

A variety of pages were tested for accessibility on the current website. It became apparent that the current website is non-compliant with the regulations.

Carlton Parish Council

Draft Website Working Group: Terms of Reference.

Membership of the Working Group

The Working Group consists of 3 councillors, the clerk and 1 volunteer.

Convening of Meetings

The Working Group will meet as and when required, at least once a year, to review the council's website.

Chairman of Meetings

The Chairman will be appointed at the first meeting.

Notes of the Meeting

The notes will be provided to the council at its next meeting, for information.

Remit of the Working Group

The Working Group will assess the current website and what is needed to comply with the Website Accessibility Regulations 2018 and Transparency Code 2015.

The Working Group will write a specification for contractors to provide a new website for the parish council.

The Working Group will contact alternative providers of website design and provide the specification for what is required for a new website.

Website Design companies to be invited to attend a remote meeting with the Working Group to deliver their quotation for a new website.

The Website Working Group will provide feedback to the Council and make recommendations on which website design company to appoint.

The Website Working Group will consider a Facebook Page for the Council to liaise with members of the public and provide updates on activities and business of the council. The page will not be interactive and the Clerk/RFO will manage the page, uploading information as and when required.

Carlton Parish Council

Draft Minutes of the Recruitment Committee Meeting held on Wednesday 10th February 2021 at 6.30pm via Zoom Video Conferencing Application.

Present:

Councillors: Cllr T. Clayton, Cllr G. Taylor, Cllr M. Deller, Cllr K. Mann,

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: none

1. Apologies for Absence

There were no apologies for absence received.

2. Declarations of Interest

There were no declarations of interest received.

3. Appointment of Chairman of the Recruitment Committee

It was proposed and seconded that Cllr Mann be Chairman of the Committee.

Resolved: That Cllr Mann be Chairman, of the Recruitment Committee.

4. Terms of Reference for the Recruitment Committee

Councillors considered the draft Terms of Reference for the Recruitment Committee.

Recommendation to Council: That the Terms of Reference for the Recruitment Committee be approved.

5. The Recruitment Process for the Vacancy of Clerk/ Responsible Finance Officer (RFO)

5.1. Councillors considered the requirements for, and wording of, the advert for the vacancy; and where and when the vacancy would be advertised.

5.2. Councillors considered the current Clerk's/RFO Job Description to ensure that it fitted the requirements for the new clerk/RFO.

5.3. Councillors considered the Person Specification for the vacancy.

5.4. Councillors considered the application form for candidates and set a deadline for submission of applications.

5.5. Councillors considered the shortlisting procedure for candidates.

5.6. Councillors considered a date for the interviewing of candidates.

Resolved: that

i) The vacancy be advertised from the 12th February to midday on the 5th March 2021;

ii) The Person Specification, Job Description and Application form be sent to all applicants;

iii) The shortlisting will take place on the 5th March 2021 by the Recruitment Committee; and

iv) Shortlisted candidates will be invited for interview on the 11th March 2021

Recommendation to Council: That

i) The salary for the Clerk/RFO would be offered at the National Joint Council Pay Scales - 18 to 22 (£12.98 - £14.05 per hour) depending on experience and qualifications, for 40 hours per month;

ii) Candidate(s) be invited to give a presentation to council before being offered the position of Clerk/RFO.

Date for the Current Clerk's Exit Interview and Feedback to the Council

Councillors and the Clerk considered a date for the Exit Interview and Feedback to the Council.

Resolved that this decision be deferred until the appointment and agreed start date of the new clerk had been agreed. The clerk would be able to negotiate hours of work after the 31st March with the Council.

6. Date and Time of Next Meeting Friday 5th March at 6.00pm

The Chairman closed the meeting at 8.20pm.

Carlton Parish Council

Draft Recruitment Committee Terms of Reference

Membership of the Committee

The Recruitment Committee will comprise of 4 councillors (including the Chairman of the Council).

Convening of meetings

The committee will meet when recruitment is needed.

Chairman of meetings

The Chairman of the Committee will be appointed at the first meeting of the committee.

Minutes

The minutes will be taken by a member of the committee and be provided to the Council at its next meeting.

Remit of the Recruitment Committee

The committee will consider the advert for the Clerk/RFO position, place the advert with the relevant organisations and include a deadline date for the submission of an application form for the vacancy.

The committee will review the application form to send to any interested parties.

The committee will consider the Job Description and Person Specification, Salary Scale Point in line with the National Joint Council (NJC) Terms and Conditions of the Role of Clerk/RFO.

The committee will be given delegated power to shortlist and interview the applicants.

The committee will make a recommendation to the Council, after the interview process has been completed, and the successful applicant (s) would be invited to attend the next available council meeting (this may be an extraordinary council meeting called for the appointment of the Clerk/RFO) to present to the Council.

Carlton Parish Council

Draft Minutes of the Extraordinary Full Council Meeting held on Thursday 11th February 2021 at 7.30pm via Zoom Video Conferencing Application.

Present:

Councillors: Cllr T. Clayton (Chairman), Cllr G. Taylor, Cllr M. Deller, Cllr D. Leek, Cllr M. Holmes.

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: none

91. Apologies for Absence

91.1 Councillors received apologies for absence from Cllr Mann. Cllr Lund was not present at the meeting and had not submitted apologies for absence.

91.2 Councillors considered the reason for absence given by Cllr Mann.

Resolved That:

- i) the reason for absence given by Cllr Mann be approved; and:**
- ii) that Cllr Lund's absence to be noted**

92 Declarations of Interest

There were no declarations of interest received from councillors.

93 Parish Council Vacancies

93.1 Democratic Services at Selby District Council had informed the Council that the two Notices of Vacancy had been displayed on their website and that an election had not been called. Therefore, the Council was required to co-opt suitable people to become a Parish Councillor as soon as practicably possible.

93.2 Councillors considered the date for the vacancies to be advertised.

93.3 Councillors considered the closing date for applications to be received.

Resolved That:

- i) the requirement to co-opt two new councillors be noted; and:**
- ii) that the vacancies would be advertised from the 12th February 2021 on the website and noticeboard;**
- iii) that the closing date for applications would be 12pm on the 26th February 2021.**

94 Co-option Process

Councillors considered the process of co-opting councillors including the date for the consideration of applications.

Resolved That:

- i) an Extraordinary Meeting of the Council would be held on the 9th March 2021 at 7.30pm to consider the applications and co-opt two councillors.**

95 Planning Matters

Councillors considered Planning Application Reference: 2021/0098/HPA Proposal: Erection of two storey side extension, new pitched roof over existing flat roofed dormers and front porch extension. Location: 8 Broadacres Avenue, Carlton.

Resolved That:

- i) the Observations Form be returned with no objections to the application.**

96 Convent Walk

96.1 Councillors considered the replacement of streetlamps 1 and 2 on Convent Walk as Streetlamp 2 was damaged and Streetlamp 1 was obsolete. Both lamps require scaffolding to replace and NYCC had informed the Council that it was therefore more cost effective to replace both at the same time.

96.2 Councillors considered the quotation from NYCC to install an additional light to improve visibility on Convent Walk. Councillors agreed that the cost of installing a light was too high because of the cost of having to install an electricity supply. Cllr Clayton proposed that the Council ask if it would be possible to attach additional lamps to Streetlamps 1 and 2 to shine along the pathway to improve the visibility. Cllr Leek seconded the proposal.

96.3 Councillors considered the information received from NYCC Highways informing them that Convent Walk is not highway maintainable at public expense nor a public right of way, so any potholes and uneven surfacing cannot be carried out by NYCC. NYCC understood Convent Walk was owned by the church. Cllr Leek reported that the issue had arisen some years ago and he understood it was established that NYCC did have responsibility for it.

Resolved That:

- i) NYCC be asked whether it would be possible to attach additional lamps to improve lighting on Convent Walk and the cost of doing so before the lamps are replaced; and:**
- ii) that NYCC Highways be informed of the Council's understanding of to whom the path belonged.**

The chairman closed the meeting at 8.03pm.

To: Carlton Parish Council

From: Clerk to the Council Date: 23rd February 2021

Clerk's Report on Matters since the Parish Council Meeting held on the 26th January 2021

1 Harron Homes Site Meeting

A site meeting has been arranged with the Harron Homes site manager on the 22nd February.

2 Response of NYCC Highways to:

2.1 Issues of missing streetlamp number 24 on Station Road, reported 28th January.

"We did take this column out so Harron Homes could complete their road widening works under lane closure. The intent was the column would go back in (in a slightly adjusted position) before the road was opened back up. Unfortunately, due to issues on site with the cabling due to work undertaken by the sites civils team we were unable to put the column back in when our team attended (the cable couldn't be identified as the joint has been buried and there was no other means of identifying it). Harron were desperate to get the road reopened so simply covered it over and left as is.

We have been trying to organise a new date since for the developer to restart their works including the lane closure and carrying out some other civils works, as well as locating our cable joint so we can reinstate the column. Several dates seem to have slipped through on this and they still don't appear to have a new date in mind as naturally we are equally keen to get this work completed and signed off."

2.2 Issue of pedestrian refuge on Station Road, reported again on the 28th January 2021.

"I have also chased up the replacement reflective bollard and I'm sorry it hasn't been replaced by the developer contractors yet."

NYCC Highways have since fastened a red 'New Road Layout Ahead' warning sign on to a streetlamp before the pedestrian refuge.

2.3 Issue of overgrown weeds and shrubbery on the pavement of the A1041 Railway Bridge between Carlton and Camblesforth, reported again on the 1st February 2021.

No response received from NYCC Highways, so clerk contacted the headteacher of the primary school to raise concerns for the safety of parents and children walking to and from school. The headteacher reported his concerns over the matter to NYCC and received this response:

"Thank you for reporting an issue with the footpath over the railway bridge between Carlton and Camblesforth. Your email has been forwarded to us by Selby District Council.

I have passed your report to our local area highways office. An officer will usually carry out an inspection within five working days.

The timeframe for reported faults to be resolved depends upon the priority of the road, the level of risk to road users, workload, and weather conditions. In some cases, the issue may not meet the criteria for intervention, which means it will be reviewed during routine inspections and will not receive immediate attention. Where a fault has been recognised as a standard defect, we aim to repair within 90 working days. We will be able to offer an update to reported faults within 20 working days of the report being received by highways. Please be advised due to high demand, highways professionals are not able to respond to customer requests directly."

2.4 Issue of lack of road markings at the junction of Lynwith Lane and Low Street, reported again on the 1st February 2021.

"I will chase up the road markings, though I suspect they are on the order for the lining contractors when next in the area, we don't refresh at this time of year due to cold temperature and frost / salt treatment etc. as it fails."

3 Salt for the village grit bins and Shire Green Estate grit bin.

Rock salt was ordered, delivered, and then distributed between the village grit bins.

A letter was written to Barratt Homes re the grit bins for the Shire Green estate but there has been no reply.

4 Precept demand update

The precept demand has been submitted to Selby District Council. Confirmation of receipt was received.

5. Empty Property on Low Street.

SDC Asset Management Team have been asked to provide an update as to the intentions for the property.

6. Response of NYCC re: Convent Walk Streetlamps

The wall bracket (LP 2) cannot withhold two lanterns, however, on column LP 1, we could fit a twin arm bracket and attached two LED lanterns, one to each arm, facing east/ west along the footpath.

The estimate for this is £565 + VAT

7. Internal Audit for 2020/2021 AGAR.

The parish council need to consider appointing an internal auditor for 2020/2021.

Recommendation: That the council receive the update of the clerk; and that:

- i) a letter of complaint to NYCC Highways is sent from the Parish Council regarding the unsatisfactory length of time it takes for NYCC Highways to address issues that are repeatedly raised by the Parish Council.**
- ii) to contact SDC Planning Enforcement and ask them to contact Barratt Homes about the lack of grit bins.**
- iii) Councillors consider whether to install two lanterns on LP1 or replace with just one lantern at a cost of £305 + VAT.**
- iv) The parish council consider appointing the Internal Auditor for 2020/21 AGAR**

To: Carlton Parish Council

From: Clerk to the Council Date: 23rd February 2021

List of Correspondence Received since the Parish Council Meeting held on the 26th January 2021

1. Selby District Council:
 - a. Presentation slides from Local Plan Consultation
 - b. Healthy Lifestyles
 - c. Local Government Reorganisation
2. YLCA:
 - a. Allotments webinar
 - b. Transparency code webinar
 - c. Grants, policies & procedures webinar
 - d. Training bulletin
 - e. Roles & Responsibilities training
 - f. Casual Vacancies
 - g. Branch Meeting dates
 - h. Remote Conference date
 - i. White Rose updates
3. Rural Services Network Bulletin
4. Reception, Community House: regular updates
5. North Yorkshire Police:
 - a. New Covid email scam alert
 - b. Fraud alert
6. Zurich Insurance:
 - a. Policy due for renewal before 31st March 2021.
7. Emails from Members of the Parish:
 - a. 3 emails raising concerns about the Local Plan Consultation
 - b. Concern about blocking of PROW by electric fence. Clerk resolved satisfactorily.
 - c. Concern about condition of footpath on A1041 near Carlton fishponds after hedge cutting. Clerk informed landowners of concerns.

Recommendation: That the council receive the list of correspondence and that:

- i) The Finance Committee consider the Insurance Schedule and policy prior to renewal.

Agenda Item 110: Finance Matters

Carlton Parish Council Income Received and Payments to be Approved													
Reconciled Bank Balance at Meeting Date:	Income Received to be Noted (credited on bank statement)				Payments Made, for Approval (debited on bank statement)					Invoices to be Approved			
	Date	Voucher No	Details	Amount	Date	Payment Method	PC Invoice No	Details	Amount	Date	PC Inv No:	Details	Amount
£3,904.04			J. rotherham,					Stones 4Home s, rocksal					
	15/02/2021	Transfe	permit	£90.00	01/02/2021	card	45	t	£362.88				
					15/02/2021	card	46	Zoom, subs	£14.39				
					15/02/2021	transfer	47	YLCA, clerk advert	£15.00				
					16/02/2021	card	49	Micros oft sub	£59.99				
			Total Income Received:	£90.00			Total:		£452.26			Total, including clerk's salary for February	£451.90
Reconciled Bank Balance to Carry Forward:				£3,452.14									