

Carlton Parish Council

**Minutes of the Full Council Meeting held on
Tuesday 23rd 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 K. Mann, Cllr M. Holmes.

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: four members of the public

The Chairman opened the meeting at 7.32pm.

96. Apologies for Absence

96.1. The Chairman informed the Council that Cllr C. Lund had provided him with her resignation from the Parish Council.

Resolved: That:

- i) the resignation of Cllr Lund be approved; and that
- ii) the clerk inform SDC of the resignation;

97. Declarations of Interest

Cllr Holmes declared a Pecuniary Interest in Agenda Item 109.1.

Resolved: That

- i) Cllr Holmes would leave the meeting when Agenda Item 109.1 was considered.

98. Election of Vice-Chairman

Cllr Mann proposed that Cllr Taylor be Vice-Chairman of the Council. Cllr Deller seconded the proposal.

Resolved: That

- i) Cllr Taylor be Vice-Chairman of the Parish Council.

99. Minutes of the Finance Committee Meeting held on the 19th January 2021

Councillors considered the Minutes of the Finance Committee Meeting and Recommendations to Council. Cllr Leek proposed that the cemetery fee increases be rounded to the nearest multiple of five pounds. Cllr Mann seconded the proposal.

Resolved: That

- i) The Minutes of the Finance Committee Meeting held on the 19th January 2021 be approved as a correct record; and

Minutes approved at the Extraordinary Meeting of the Council held on the 9th March 2021.

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- ii) The Recommendations of the Finance Committee to the Council be approved;
- iii) The Cemetery Fee increases be rounded to the nearest multiple of five pounds.

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

Councillors considered the Minutes of the Full Council Meeting.

Resolved: That

- i) The Minutes of the Full Council Meeting held on the 26th January 2021 be approved as a correct record.

101. Notes of the Website Working Group Meeting held on the 7th February 2021.

Councillors considered the Notes of the Website Working Group Meeting and Recommendations to Council.

Resolved: That

- i) the Notes of the Website Working Group Meeting be approved as a correct record; and
- ii) the Recommendations of the Website Working Group to Council be approved.

102. Minutes of the Recruitment Committee Meeting held on the 10th February 2021.

Councillors considered the Minutes of the Recruitment Committee Meeting and Recommendations to Council.

Resolved: That

- i) the Minutes of the Recruitment Committee Meeting be approved as a correct record; and
- ii) the Recommendations of the Recruitment Committee be approved.

103. Minutes of the Extraordinary Council Meeting held on the 11th February 2021.

Councillors considered the Minutes of the Extraordinary Council Meeting.

Resolved: That

- i) the Minutes of the Extraordinary Council Meeting be approved as a correct record.

104. Questions from the Public:

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104.1 A member of the public asked if the Council would reconsider the refusal to allow any form of memorial in the cemetery other than a headstone.

104.2 A member of the public had submitted a written question concerning the PROW between the Shiregreen estate and the Harron Homes development and the need for a Dog Waste bin.

Resolved: That

- i) The cemetery question be considered under Agenda Item 108.1; and**
- ii) The NYCC PROW Officer be informed of the issue relating to the PROW;**
- iii) A councillor would inspect the PROW and report back to Council at the next meeting.**

105. Reports

105.1 Councillors received a report from the Chairman regarding the Preferred Options Local Plan Consultation Meeting for Parish Councils, held by Selby District Council. There will be another public consultation in January and February 2022 before the plan is submitted for approval in May 2023.

105.2 Selby District and NYC Councillor's Report. *(See * after Item 109).*

105.3 Councillors received a report from the Vice-Chairman and the Clerk regarding their site meeting with Harron Homes.

Resolved: That

- i) The Chairman's report on the Local Plan Consultation Meeting for Parish Councils be noted; and**
- ii) The Vice-Chairman and Clerk's report on the Harron Homes site be noted;**
- iii) The minimum requirements for the proposed allotments site be considered by the Council at the Extraordinary Meeting of the Council on the 23rd March 2021.**

106. Clerk's Report for Ongoing Matters

Councillors considered the Clerk's Report for Ongoing Matters and Recommendations to Council.

Resolved: That

- i) The Clerk's Report be noted; and**
- ii) A letter of complaint be sent from the Council to NYCC Highways regarding the unsatisfactory length of time it takes to address issues that are repeatedly raised by the Council;**

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- iii) **SDC Planning Enforcement be asked to contact Barratt Homes about the lack of grit bins on the Shiregreen estate;**
- iv) **The installation of two lanterns on lamppost 1, Convent Walk at a cost of £565 +VAT, be approved.**
- v) **Yorkshire Internal Audit Services be asked to complete the Internal Audit for the Council for the year 2020/2021. The clerk to write to them and request a date for the audit.**

107. Correspondence Received

Councillors received the list of correspondence (previously circulated by email).

Resolved: That

- i) **The correspondence received be noted; and**
- ii) **The Finance Committee consider the Insurance Schedule and Policy prior to renewal.**

Cllr Jordan, SDC and NYCC, joined the meeting.

108. Cemetery Matters

108.1 Councillors considered the request for a plaque to be placed at a memorial.

Resolved: That

- i) **to exclude members of the public, under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business being prejudicial to the public interest.**

Members of the public were excluded from the meeting.

Councillors agreed, in principle to permit the member of public the right to erect a plaque providing that it was mounted on the headstone's existing plinth and was not touching the ground. A design of the plaque to be sent to the Clerk before the Clerk, with delegated authority, approve the installation of the plaque.

A copy of the Cemetery rules and regulations will be provided to all councillors. Council agreed to consider a way forward to ensure all Deed Holders abide by the Rules and Regulations. This would be discussed at the next Finance Committee Meeting.

Two Members of the Public were readmitted to the Meeting.

108.2 Councillors considered the need for Memorial Safety Testing in the cemetery. It was agreed that there was a need for the Council to have an accredited person responsible for testing.

Resolved: That

- i) **A copy of the Cemetery Rules and Regulations would be circulated to councillors;**
- ii) **The Finance Committee would consider how to enforce the Rules and Regulations at the cemetery; and**
- iii) **A memorial plaque could be erected, in principle, providing the monumental mason could demonstrate to the clerk how it would be mounted on the headstone's existing plinth. The clerk would use the delegated authority once the design of the headstone was confirmed.**
- iv) **The clerk would contact the Institute of Cemetery and Crematoria Management (ICCM) to enquire about the cost of hosting Memorial Safety Testing training at Carlton Cemetery and the number of people who could be accommodated.**

109. Planning Matters

Cllr Holmes left the meeting.

109.1 Councillors considered Planning Application 2021/0108/FUL Proposed erection of a single storey dwelling and a detached store. Location: Land adjacent Elmstone House, Low Street, Carlton.

Resolved: That

- i) **The Council had no material considerations for the planning application.**

Cllr Holmes returned to the meeting.

109.2 Councillors considered Planning Application 2021/0142/FUL Proposed erection of new brick stable block to replace existing stable block which is in need of repair. Location: Claypit Gatehouse, Low street, Carlton.

Resolved: That

- ii) **The Council had no material considerations for the planning application.**

The Chairman asked Cllr Jordan, SDC & NYCC, to give his report to the Council.

***105.2 Selby District and NYC Councillor's Report.**

- a) The 30mph speed limit on Lynwith Lane is to be moved back to extend the 30mph zone and improve safety for residents;
- b) There is to be a consultation on the proposals for Local Government Reorganisation;
- c) There is to be a consultation for the Police and Fire Commissioner.

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Resolved: That

- i) The SDC and NYCC's Report be noted; and
- ii) The SDC and NYCC assist the Council for matter 106.ii

110. Finance Matters

110.1 Councillors received the Bank Statement for February.

110.2 Councillors received the list of income.

110.3 Councillors considered approval of payments outstanding and those made by the clerk under delegated authority.

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								Stones 4 Homes, rocksalt					
	15/02/2021	Transfer	J. rotherham, 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									

110.4 Councillors considered a date for the Finance Committee Meeting.

Resolved: That

- i) The February Bank Statement be noted; and
- ii) The list of income received be noted;
- iii) The payments outstanding and those made by the clerk under delegated authority be approved;
- iv) The Finance Committee Meeting date be 18th February 2021 at 7.30pm.

111. Parish Matters

111.1 A councillor asked if a request could be made for a 'No Through Road' sign to be erected on Rosehill Lane as HGVs were repeatedly trying to use it as a shortcut and getting stuck.

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111.2 A councillor reported that Stockwith Lane had been left with a lot of mud on the road following the lifting of sugar beet in a nearby field.

Resolved: That

- i) **A request would be made to NYCC Highways for a 'No Through Road' sign; and**
- ii) **A letter would be written to the landowners regarding the condition of Stockwith Lane.**

112. Date and Time of Next Council and Committee Meetings:

112.1 Website Working Group Meeting, 4th March 2021 at 6pm

112.2 Recruitment Committee Meeting, 5th March 2021, 6pm

112.3 Extraordinary Meeting of the Council, 9th March 2021, 7.30pm

112.4 Recruitment Committee Meeting, 11th March 2021, time TBC

112.5 Finance Committee Meeting, 18th March 2021, 7.30pm

112.6 Extraordinary Meeting of the Council, 23rd March 2021, 7.30pm

112.7 Full Meeting of the Council, 30th March 2021, 7.30pm.

The Chairman closed the meeting at 9.38pm.

Minutes approved at the Extraordinary Meeting of the Council held on the 9th March 2021.

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