

Carlton Parish Council

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 the 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			
	Date	Voucher No	Details	Amount	Date	Payment Method	Invoice No	Details	Amount	Date	PC Inv No:	Details	Amount
£9,548.60			thorne memoria ls, 2					Lights for Fun, tree					
	03/12/2020	60	permits MYI ltd, insuranc	£155.00	30/11/2020	BACs	33	lights	£78.50				
	30/12/2020	transfe	re	£5,767.00	30/11/2020	BACs	34	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 Littlejohn, 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]

[REDACTED]

[REDACTED]

90. Date & Time of Next Meeting:
Tuesday 23rd February at 7.30pm

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