

Carlton Parish Council

Minutes of Carlton Parish Council Meeting held on the 27th July 2021 at Carlton Village Hall.

Present: Councillors: T Clayton (Chairman), G Taylor (Vice Chairman), J Bell, M Holmes, D Leek, A Lowes, K Mann, L Quinn.

In attendance: Clerk - H Phillips and three members of the Public.

51. Apologies and Reasons for Absence

No apologies were received.

52. Declarations of Interest

Cllr Holmes declared an interest relating to agenda item 65.

53. Questions from the Public

A member of the public raised the following questions:-

- i. Concern about weeds on the pavements and gullies around the village.
- ii. Concern regarding a house on Hinsley Road, which is in a poor state of repair and was considered as a Health & Safety issue, and a potential harbourage of rodents. It was stated that the house appears unstable. It was asked that the Parish Council take a site visit to assess the issue.
- iii. The Parish Council were asked if they were arranging anything for Platinum Jubilee.

Resolved: That

- i. **The clerk log the parish vegetation issues on the NYCC website and will monitor to ensure the issues are resolved.**
- ii. **A cllr will raise the concerns with the property owner, on Hinsley Lane, in the first instance and provide feedback to the Council.**
- iii. **The Parish will discuss the Queen's Platinum Jubilee at the September Council meeting.**

54. To Receive the Report of SDC & NYCC Councillors

Cllr Charles Richardson

- LGR (Local Government Reorganisation) – The process of LGR has commenced, details will be issued when the procedure is confirmed. By 2023 Selby District Council will cease to exist, and a new organisational structure will be put in place. Next year local government elections will take place.

- Boundary commissions are to be raised with public consultation for the whole country; prospective changes will be available on-line. There will be changes to the Selby & Ainsty area and a huge reshaping.
- Community funding is still available; Carlton Parish Council to discuss requirements and inform Cllr's Jordan & Richardson.

Cllr Mike Jordan

- An update that, via Facebook, there was a good feedback on the community and lifestyle within the village.

55. To Receive the Chairman's Report

No report was made by the Chairman as no meetings had been attended.

56. Minutes of the Parish Council Meeting

The Minutes of the Parish Council Meeting, held on 29th June 2021 were considered.

The following amendments were agreed.

- Agenda item 37.1.ii. be amended from Temple Hirst to Hirst Courtney
- Agenda item 38.ii. be amended to the Skylark Centre.

Resolved: That

The minutes of the Parish Council meeting held on 29th June 2021 be approved, subject to the amendments being completed.

57. Minutes of the Finance Committee Meeting

To consider the minutes of the Finance Committee Meeting, held on 29th June 2021

Recommendation: That the clerk updates the Financial Regulations to include the items reviewed and provide them to the next Council meeting for adoption.

Resolved: That the minutes of the Finance Committee meeting held on 29th June 2021 be approved.

58. Notes from the Website Working Group Meeting (WWG)

Council considered the notes of the Website Working Group, held on 21st July 2021.

The clerk was to ensure all the required regulations and policies are added the website prior to it going live.

Resolved: That

- The council approve the notes of the WWG meeting; and**
- The council approve the website to go live, subject to all the relevant documentation being uploaded.**

59. Clerk's Report for Ongoing Matters

The Clerk's report was considered.

7. Allotments

Resolved: That

- i) Cllr Quinn and the clerk continue to review the allotment agreement, rules, and regulations, facilities, and tenant's feedback.**
- ii) Cllr Quinn and the clerk report to the council at the meeting to be held in September 2021**

10. Cemetery Chapel

Resolved: That

- i) Notice of Intention letters are placed on relevant graves/headstones to make grave owners aware of the ruling regarding grave flowers/plants, ornaments and adornments, and the intentions of the council should it not be adhered to, and:**
- ii) The clerk ensure a Notice of Intention document is placed in the Cemetery noticeboard and:**
- iii) The clerk photograph the relevant graves as a point of reference, relating to adornments, to be kept with the grave records.**
- iv) The groundsman contractor to be reminded of the requirement to remove spent flowers from graves when completing grass-cutting services.**

12. Local Issues

It was noted that report item 12.ii. should read NYCC not YLCA

13. Anti-Littering Posters

Resolved: That the clerk to place the posters in relevant positions within the Parish.

14. Training

National Allotment Society training course, with YLCA on the 4 August 2021, at a cost of £22.50 per delegate.

Resolved: That

Cllr Quinn and the Clerk participate in the National Allotment Society course, scheduled for 4th August 2021, at a cost of £45.00.

60. Correspondence

A list of correspondence circulated by the clerk, was received.

Resolved: That the correspondence be noted.

61. Planning Matters

The council considered the response to appeals and planning applications and notice of planning decisions.

Resolved: That the council noted the planning appeals, applications, and notice of decisions, with no requirement to comment.

62. Finance Matters

62.1 Council received the bank statements up to 30th June 2021.

Resolved: That the council approve the bank statements up to 30th June 2021.

62.2 Council received an update from the Chairman of the Finance Committee regarding the income received since the last meeting.

The Finance Committee were still working with the Clerk to provide an update on the income and expenditure, which will be provided at the next Council meeting.

Resolved: That the update be noted.

62.3 To consider approval of payments outstanding and those made by the clerk under delegated authority.

Resolved: That the council approve the payments, outstanding and made by the clerk under delegated authority.

62.4 Cllr's Clayton and Leek were to complete final signing of the bank mandate, to be presented to the Council's bank.

Resolved: That the council approve the signing of the bank mandate.

62.5 The Finance Committee had reviewed the Financial Regulations of the council. Some amendments were needed before presenting to the council for adoption.

Resolved: That the clerk provide the Financial Regulations for the Council meeting in September 2021.

63. Parish Matters

A discussion took place regarding Dog Waste Bins and Litter Bins in general.

Resolved: That the clerk places an order for the installation and purchase of four waste bins, at the following locations:

- one to replace the damaged bin at Low Street/ Hinsley Lane.

- one dog waste bin for the junction of Hanger Lane and Hirst Road and,
- two general waste bins for Low Street, near the rear of the Harron Homes estate and one on Lynwith Lane.

64. To consider excluding the press and Public Bodies (Admission to Meetings) Act 1960 for the following item.

Resolved: That the press and Public Bodies be excluded from the meeting.

65. Cemetery Matters

The council received a verbal report from Cllr Quinn regarding the approved contractor specification for the cemetery footpaths.

Resolved: That

- i) The council give delegated authority to Cllr Quinn to obtain a fixed start date and work schedule and method of work from the preferred contractor; and
- ii) to ensure that the preferred contractor's insurance and 10-year guarantee fulfils the requirements of the project.

66. Funding Requests

Council considered funding requests received from Carlton Village Hall and Carlton 1st Brownies Pack.

Resolved: That

- i) The council approve the requested funding of £3,000.00 by Carlton Village Hall, subject to them providing the council with a copy of their accounts; and
- ii) The council approve funding for Carlton 1st Brownies Pack of £250.00 prior to September 2021, with the proviso that they gather additional funding from parents. On confirming this criteria is met a further £250.00 funding will be provided in the New Year.

67. Date of Future Meetings

67.1 Financial Committee: Tuesday 21st September 2021 at 7.30pm.

Venue: Carlton Methodist Chapel

67.2 Parish Council: Tuesday 28th September 2021 at 7.30pm.

Venue: Carlton Methodist Chapel

67.3 Cemetery Working Group: to be confirmed.

The Chairman thanked all for attending and closed the meeting at 9.30pm