

Carlton Parish Council

Minutes of Carlton Parish Council Meeting held on the 28th September 2021 at Carlton Methodist Church.

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

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

68. Apologies and Reasons for Absence

Apologies were received from Cllr Holmes; reasons for absence were considered. Mr D Leek was not in attendance as the Chairman had received his resignation from Mr Leek.

Resolved: That Cllr Holmes reasons for absence be approved and Cllr Leek's resignation be accepted. Members of Carlton Parish Council thanked David Leek for his service to the Parish Council, and the parish.

69. Declarations of Interest

Cllr Clayton declared an interest in item 85 of the agenda.

70. Questions from the Public

A member of the public raised a number of issues.

Resolved: That the member of the public be thanked for attending the meeting. They were informed that the points raised were in hand.

71. To Receive the Chairman's Report

The chairman provided an update from the Drax Power Station Liaison meeting he had attended recently.

Resolved: That the Chairman's report on Drax Power Station Liaison meeting be noted.

72. Minutes of the Parish Council Meeting

The minutes of the Parish Council Meeting, held on 27th July 2021 were considered.

Resolved: That the minutes of the Parish Council meeting held on 27th July 2021 be approved.

73. Minutes of the Finance Committee Meeting

The minutes of the Finance Committee Meeting, held on 27th July and on 21st September 2021 were considered.

Resolved: That the minutes of the Finance Committee meeting held on 27th July and on 21st September 2021 be approved.

Minutes Approved at the Parish Council meeting held on:- 26th October 2021

Agenda Item:- 96

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

The notes of the WWG, held on 21st July 2021 were considered.

Resolved: That the notes of the WWG were approved and a final meeting of the working group would be arranged as soon as possible.

75. Notes from the Cemetery Working Group (CWG) meeting

The notes from the CWG meeting held on 24th August 2021 were considered. A verbal update was received from councillors and the clerk with regard to the ICCM training course and actions needed from the training.

Resolved: That

- i. The notes of the CWG meeting be approved;
- ii. Cllr Mann to liaise with local funeral director to assess the Health & Safety requirements of the cemetery memorials; and
- iii. The update from the councillors and clerk, in attendance at the ICCM cemetery training be noted.

76. Correspondence Received

A list of correspondence was received.

Resolved: That the correspondence be noted.

77. Planning Matters

The council considered the planning applications and received planning decisions.

Resolved: That the council noted the planning applications, with no objections, and notice of decisions.

78. Finance Matters

78.1 The council received the bank statements up to 31st August 2021.

Resolved: That

- i) The council approved the bank statements up to 31st August 2021 and;
- ii) Cllr Mann was approved as a signatory for banking purposes as Cllr Leek had resigned and would be removed from the bank mandate.

78.2 The council received the reports for Income and Expenditure, and Budget Monitoring presented and approved by the Finance Committee

Resolved: That the update from the Finance Committee be noted.

78.3 A list of payments for approval were considered and those payments made, by the clerk, under delegated authority.

INVOICES TO BE APPROVED								
Invoice Date	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)	Date of Approval	Signature 1	Signature 2
30/04/2021	Fasthosts	.net Domain	04/05/2021	61.68	Card (S Rockliff)	21/09/2021	G.Taylor	T.Clayton
28/08/2021	H Phillips	August Salary + Overtime	28/08/2021	1,704.23	BACS	21/09/2021	G.Taylor	T.Clayton
16/08/2021	YLCA	2x Allotment webinar attendees		45.00		21/09/2021	G.Taylor	T.Clayton
19/08/2021	Business Stream	Cemetery Water		8.06		21/09/2021	G.Taylor	T.Clayton
07/09/2021	AB Garden Maintenance	Chopping of tree in grave		32.00		21/09/2021	G.Taylor	T.Clayton
09/09/2021	Silica Lodge	Agreed 50% of pathway resurfacing cost		21,894.00		21/09/2021	G.Taylor	T.Clayton
11/09/2021	Zoom	Monthly Subscription		14.39		21/09/2021	G.Taylor	T.Clayton

Resolved: That the council approved the list of payments.

79. Financial Regulations

The council considered the reviewed Financial Regulations for adoption.

Resolved: That the Financial Regulations be adopted, with a review in May 2022. They will be added to the council website.

80. Parish Matters

The council considered the Remembrance Sunday celebrations and the Queen's Platinum Jubilee. It was agreed to have a Working Group which will comprise of 3 councillors and representatives from the local parish groups, to consider a celebration of the Queen's Platinum Jubilee 2022.

Resolved: That

- i. **Remembrance Sunday celebrations will take place on 14th November 2021, and;**
- ii. **The clerk is to liaise with local clergy and contact local groups and schools, to make arrangements for the commemorative event.**
- iii. **The clerk to purchase a wreath from the British Legion, with a donation of £100.00 to be provided (LGA 1972 s137)**
- iv. **Queen's Platinum Jubilee – A working group be established, with Cllrs Bell, Lowes and Taylor, as well as invited representatives from the local community groups. Date of the first meeting to be confirmed.**

81. Parish Street Lighting

The council considered the costs, implementation, and plan for the scheduled phase 5 of Parish street light renewal.

Resolved: That

- i) **The clerk to write residents, local to the Low Street failed street-light, to ascertain if they feel there is a need for the failed light to be replaced and;**
- ii) **The clerk to arrange a meeting with NYCC, Cllr's Quinn and Taylor and local residents, should they request to attend.**

82. Cemetery Matters

The council considered the request by a member of the public to place a memorial bench in the cemetery.

Resolved: That

- i) The Clerk to draft an agreement document between the applicant and council, that they will manage and maintain the bench, in perpetuity, which would be signed before the bench is sited: and**
- ii) Cllr Lowes be appointed onto the Cemetery Working Group.**

83. 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.

84. Cemetery

- 84.1 The council considered the cemetery rules enforcement actions taken. Several correspondence had been received which the council considered. A request for additional memorial kerb stones for a grave plot was approved subject to the clerk receiving full detail of the specification and details of the memorial mason prior to any action/ installation.
The clerk to inform the ground maintenance contractor to cease spraying weed killer around headstones.

Resolved: That

- i) Communications from members of the public be noted;**
- ii) The clerk contact the ground maintenance contractor to inform him to cease spraying weed killer around the headstones, with immediate effect; and**
- iii) A specification for the ground maintenance contract be completed by the clerk and sent to three companies to quote for the works.**

84.2 Cemetery Chapel Renovation

The council agreed to defer this item to the next meeting.

Resolved: That the cemetery chapel renovation report be deferred until October 2021 meeting.

85. Funding Requests

- The council considered the funding request received from Carlton Playgroup.
- The council considered the funding requests update received from Carlton Village Hall and Carlton 1st Brownies Pack.

Resolved: That

- i) The council approved funding of £250 for Carlton Playgroup;**
- ii) The council, requests a copy of the audited accounts from Carlton Village Hall, and that a representative of the Village Hall Committee be invited to attend the October Council meeting, to present their grant application; and**

- iii) The council, invite a representative of Carlton 1st Brownies Pack attend the October Council meeting to clarify information submitted in support of their grant application.

86. Allotment Matters

Resolved: That item 86 be deferred until the October Council meeting.

87. Clerk's Report for On-going Matters.

The council considered the Clerk's report and recommendations.

Resolved: That

- i) The clerk to update the council on outstanding matters at the next council meeting in October 2021;
- ii) Increased cost of bus shelter seating bench, new waste bins and installation costs of both be approved;
- iii) CWG to assess/review permitted grave digging methods and required action should these rules be contravened.

88. Staffing Matters

The council considered staffing matters. A probationary review meeting had taken place with the clerk. A report would be provided to the Staffing and Recruitment Committee.

Resolved: That the council approved the committee to be known as the Staffing and Recruitment Committee, and Cllr Quinn be appointed to this Committee.

88.2 Resolved: That item 88.2 be deferred until council meeting on 30th October 2021

88.3 Resolved: That item 88.3 be deferred until council meeting on 30th October 2021

89. Date of Future Meetings

- 89.1 Staffing and Recruitment Committee: Wednesday 6 October 2021 at 7pm. Venue: Carlton Methodist Church.
- 89.2 Cemetery Working Group: Monday 18th October 2021 at 12:30pm. Venue: Carlton Cemetery.
- 89.3 Website Working Group: Wednesday 20th October at 7pm via Zoom
- 89.4 Parish Council: Tuesday 26th October 2021 at 7.30pm. Venue: Carlton Methodist Church.
- 89.5 Financial Committee: Tuesday 23rd November 2021 at 7pm Venue: Carlton Methodist Church.

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