

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the **Meeting of the Council** on **Tuesday 30th November 2021 to commence at 7.30pm**, to be held at **Carlton Methodist Church**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

Helen Phillips

Clerk to Carlton Parish Council

Agenda

113. To receive apologies and to consider the reasons for absence

114. Declarations of Interest

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

115. Questions from the Public

To receive questions from members of the public.

116. To consider the co-option of a Councillor

117. Funding/Grant Requests

To receive an update from the representative of Carlton Village Hall regarding their funding request

118. To receive the Chairman's Report

To receive the Chairman's report on meetings attended since the meeting held on 26th October 2021

119. To receive the report/s of SDC and NYCC Councillors

120. Minutes of the Parish Council Meeting

To consider the Minutes of the Parish Council Meeting, held on 26th October 2021 (pages 4-8)

121. Minutes of the Finance Committee Meeting

To consider the Minutes of the Finance Committee meeting held on 23rd November 2021 (pages 9-11)

122. Cemetery Working Group (CWG) Meeting

To consider the notes from the CWG meeting held on 10th November 2021(pages 11-13)

123. Finance Matters

123.1 To receive the bank statements and bank reconciliation up to 31st October 2021

123.2 To receive the Income and Expenditure report and Budget Monitoring report for information.

123.3 To consider approval of the list of payments outstanding and those made by the clerk under delegated authority

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Due/ Paid
25/10/2021	46	Clerk	Sept/Oct Salary	25/10/2021	£610.06
26/10/2021	7817259	Viking Direct	Stationery	26/10/2021	£49.63
03/11/2021	n/a	Carlton Methodist Church	Room Rental	10/11/2021	£20.00
04/11/2021	n/a	The Royal British Legion	Remembrance Day Wreath	10/11/2021	£100.00
14/11/2021	1-448327	Post Office Ltd	O2 Clerk's Phone Top-up	14/11/2021	£20.00
18/10/2021	AH53	AB Garden Maintenance	Clean Chapel Gutters	16/11/2021	£64.00
10/10/2021	n/a	DR Everatt	Trods Maintenance	16/11/2021	£294.00
12/10/2021	n/a	DR Everatt	Cemetery & Golden Garden Groundworks	16/11/2021	£1,008.00
11/11/2021	INV117418919	Zoom Video Comms. Ltd	Monthly Subscription	12/11/2021	£14.39
21/09/2021	n/a	H Phillips	Various Stationery Expenses	16/11/2021	£160.65
15/11/2021	QL200566-1	SLCC	ILCA Training for Clerk	15/11/2021	£144.00
02/09/2021	635-2122	YLCA	Webinar x2 Allotments	19/11/2021	£45.00

123.4 To consider the Draft Budget for 2022/2023, reserves and any S106 or CIL funding provided by the clerk

124. Planning Matters

To consider the response by the Parish Council for planning applications received.

To consider the Planning Committee Terms of Reference and to appoint members to the committee

125. Clerk's Report for Ongoing Matters

To consider the clerk's report on matters dealt with along with an update on actions.

126. Parish Matters

To receive any parish matters from councillors.

127. Parish Street Lighting

To receive an update on the costs, implementation, and plan of the next scheduled phase of streetlight renewal, and individual item repairs.
(information pending)

128. Cemetery Matters

To consider the memorial testing process, costs and recommendations from the Funeral Director and Memorial Mason.

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

130. To consider the Clerk's probation period

131. Funding Applications

To consider providing funding to Carlton Village Hall after receiving a presentation.

132. Date of Future Meetings

132.1 Extraordinary Meeting: Tuesday 7th December 2021 at 7.30pm. Venue: Carlton Methodist Church

132.2 Financial Committee: Tuesday 18th January 2022 at 7.30pm. Venue: Carlton Methodist Church

132.3 Parish Council: Tuesday 25th January 2022 at 7:30pm. Venue: Methodist Church

132.4 Staffing and Recruitment Committee: to be confirmed

132.5 Cemetery Working Group: to be confirmed

132.6 Allotments Working Group: to be confirmed

132.7 Queens Platinum Jubilee Working Group: to be confirmed

Item 120

Minutes of Carlton Parish Council Meeting held at 7:30pm on the 26th October 2021 at Carlton Methodist Church.

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

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

90. Apologies and Reasons for Absence

Apologies were received from Cllr's Holmes and Lowes; reasons for absence were considered.

Resolved: That Cllr's Holmes and Lowes reasons for absence be approved.

91. Declarations of Interest

There were no Declarations of Interest

92. Questions from the Public

Members of the public raised several issues.

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

93. Funding/Grant Requests

- i. no representative was in attendance from Carlton Village Hall
- ii. the representative from Carlton 1st Brownie Pack gave clarity to the detail of the funding request

Resolved: That

- i. **the council defer consideration of Carlton Village Hall funding application until the meeting on 30th November 2021 and;**
- ii. **the council considered the update from the Brownie Pack representative (see item 109 of the minutes)**

94. To Receive the Chairman's Report

The chairman provided an update from the YLCA Selby Branch meeting which he had attended recently. There may be elections in 2022 for parish and town councils. A further update will be provided when received from YLCA.

Resolved: That the Chairman's report be noted.

95. To receive the report of Local Council member

The Councillor gave an update regarding the forth-coming Parish Council Elections and District Council future

Resolved: That the council note the report of Cllr Jordan

96. Minutes of the Parish Council Meeting

The council considered the minutes of the Parish Council Meeting, held on 28th September 2021

Resolved: That the minutes of the Parish Council meeting held on 28th September 2021 be approved.

97. Minutes of the Finance Committee

The council considered the minutes of the Finance Committee meeting held on 21st September 2021

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

98. Minutes of the Staffing and Recruitment Committee

- i. the council considered the minutes of the Staffing and Recruitment Committee meeting held on 6th October 2021
- ii. the council considered the pensions policy for approval

Resolved: That

- i. the minutes of the Staffing and Recruitment Committee meeting held on 6th October 2021 be approved and;
- ii. the pensions policy be adopted, to take immediate effect, and added to the council website

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

The notes of the WWG, held on 20th October 2021 were considered. It was agreed that the WWG would meet in 6 months to review the new council website.

Resolved: That

- i. the notes of the WWG be approved;
- ii. the WWG meet in 6 months to complete a review of the new website and;
- iii. the website address to be added to the council information in the noticeboard and local media platforms

100. Finance Matters

100.1 The council received the bank balances up to 30th September 2021

Resolved: That the bank balances be noted

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

Resolved: That the list of payments be approved

101. Planning Matters

The council considered the planning applications.

Resolved: That

- i. the planning applications be noted and;
- ii. the Planning Committee should continue to meet as appropriate if, and when there are any major new planning applications to consider.

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

The council considered the Clerk's report and recommendations.

Resolved: That the clerk's report be noted and;

- i. the Cemetery Working Group to assess and review the Cemetery Rules and Regulations;
- ii. the clerks' hours for cemetery database work to be reviewed at the next CWG meeting;
- iii. the clerk to write to Selby District Council to ask that they contact the owner of the Hinsley Lane property to request assessment and remedial works to be carried out; and
- iv. the clerk to contact the Primary School to notify them of the raised issue and to request instigation of schemes to reduce vehicle congestion around the school.

103. Parish Matters

The council considered the Remembrance Sunday celebrations and the Queen's Platinum Jubilee.

Resolved: That

- i. the clerk is to continue to liaise with local clergy, to make arrangements for the Remembrance Sunday service and to invite local groups to attend the service at the monument on the Golden Garden.
- ii. Queen's Platinum Jubilee – A meeting be arranged with the local groups and the council to discuss arrangements for the Queen's Platinum Jubilee, June 2022. The meeting will take place on 7th December at 7.30pm in the Methodist Chapel.

104. Waste Bins

The council considered the issues with positioning of the new waste bins, as feedback had been received from Selby District Council (SDC) and some areas identified by the council were unable to be serviced and waste removed.

Resolved: That

- i. the clerk contact SDC to discuss options on positioning of new wastebins; and
- ii. the clerk order the waste bins. that have been agreed can be serviced by SDC.

105. Parish Street Lighting

The council considered the costs, implementation, and plan for the next scheduled phase of street-light renewal, and individual repairs. A councillor had met with North

Yorkshire Street Lighting Engineer and reported to the meeting on the findings of the meeting.

Resolved: That

- i. the update from the councillor be noted; and
- ii. the clerk obtain the costs for repairs to Street Light LP2 and LP17 and provide the information to the Finance Committee in November 2021.

106. Cemetery Matters

The council considered the update regarding the cemetery paths upgrade. It was agreed that the works were a great improvement however, there were several snagging works to be completed prior to the final 10% of the invoice paid to the contractor.

Resolved: That

- i. the snagging works would be completed on 25th October;
- ii. members of the CWG would visit the cemetery to confirm the snagging had been completed, prior to the final 10% payment being made; and
- iii. approval for the downpipe to the right hand side of the chapel be cleared and the downpipe to the left hand side of the chapel be replaced.

107. 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

108. Funding Applications

The council considered the funding update received from a representative of Carlton 1st Brownies Pack.

Resolved: That

- i. £250.00 be awarded to the 1st Carlton Brownies and £250.00 be awarded to the 1st Carlton Rainbows immediately; and
- ii. A further £250.00 for both the Brownies and Rainbows be awarded in April 2022

109. Grant funding

The council considered the update regarding S106 funding. The council considered the CIL funding balance and its allocation to projects.

Resolved: That

- i. the update on the S106 funds and CIL funding available be noted;
- ii. the clerk to draw down the available CIL and S106 funds, within the required timescale, as projects had been identified by the council.

110. Cemetery

- i. The council considered the specification and detail of the kerbset request

- ii. The council considered the retrospective cost for improvements to allotment access.
- iii. The council considered the Cemetery Chapel Renovation project.

Resolved: That

- i. the request for an additional memorial kerbset be approved subject to:-
 - o the clerk to contact the plot owner to request a memorial agreement be signed prior to installation;
- ii. the additional quote of £500.00 for the upgrade to allotment access be retrospectively approved and paid to the contractor; and
- iii. the report on the Cemetery Chapel Renovation be noted and an application to the Heritage Lottery Fund be put forward, with the outcomes provided in the report.

111. Allotment Matters

The council considered the report on the Council allotments and future improvements.

Resolved: That

- i. the allotment report be noted;
- ii. an Allotment Working Group (AWG) be set up with Cllrs Clayton, Quinn, Taylor and the Clerk as members of the Group;
- iii. a meeting be arranged, with the allotment tenants, to discuss proposed amendments to the allotments and the allotment agreement; and
- iv. allotment tenants be invited to join the AWG

112. Date of Future Meetings

- 112.1 Cemetery Working Group: Wednesday 10th November 2021 at 6:30pm. Venue: Methodist Church
- 112.2 Finance Committee: Tuesday 23rd November 2021 at 7:30pm. Venue: Methodist Church
- 112.2 Staffing and Recruitment Committee: Thursday 25th November 2021 at 6.30pm. Venue: Methodist Church
- 112.3 Parish Council: Tuesday 30th November 2021 at 7.30pm. Venue: Methodist Church
- 112.4 Allotments Working Group: To be confirmed
- 112.5 Queens Platinum Jubilee Working Group: To be confirmed
- 112.6 Parish Council Extraordinary: Tuesday 7th December 2021 at 7:30pm. Venue: Methodist Church

The Chairman thanked all for attending and closed the meeting at 9.50pm

Item 121

Minutes of the Finance Committee Meeting, held on Tuesday 23rd November 2021 at 7.30pm at Carlton Methodist Church

In attendance: Councillors Clayton, Mann and Taylor, and Clerk- H. Phillips.

Members of the Public: None

32. Apologies for Absence

None

33. Declarations of Interest

None

34. Minutes of Finance Committee meeting

The Committee received the approved minutes of the Finance Committee meeting, held on 21st September 2021 (for information)

35. Bank Statements and Bank Reconciliations and Budget Monitoring Reports

The Committee received the bank statements for the Council's Saving and Current accounts, the reconciliation and budget monitoring reports from 31st August 2021 and up to 31 October 2021. The committee checked the documents provided.

Resolved: That the bank statements, reconciliation, and budget monitoring reports be approved.

36. Income and Expenditure Records

The Committee considered the Income and Expenditure Records provided by the clerk.

Resolved: That the income and expenditure records be noted.

37. Community Infrastructure Levy (CIL)

The Committee considered the CIL funds, and the purchase options provided by the clerk.

Possible Options for Spend	
Bus Shelter Seat	531.90
Allotment access improvements	600.00
New Waste Bins	1,384.89
Streetlight LP2 & 17	1,500.00
Noticeboard Council Contribution	3,000.00
Total List Cost	7,016.79

Recommendation: That the Council approve the CIL funds and purchase options.

38. Budget 2022/2023

The Committee considered the draft budget for 2022/2023 (and reserves) provided by the clerk. A debate with regards to the increase to the clerk's salary and hours was discussed and will be considered at the council meeting on the 30 November 2021.

Resolved: That the clerk's salary and hours will be discussed at the council meeting on the 30 November 2021

Recommendation: That the Council consider the draft budget for 2022-2023 provided by the Finance Committee

39. Reserves Policy

The Committee considered adopting a Reserves Policy. A draft policy was discussed, and it would be provided to the council for consideration and adoption.

Recommendation: That the Council consider and adopt the Reserves Policy.

40. Salary Payments

The Committee received an update from the clerk as to the overtime up for September and October 2021.

The Committee considered the projected overtime for November, to be paid in December 2021 of 20.5 additional hours. The hours had been spent on the draft budget for 2022/2023.

Resolved: That the outstanding overtime of the clerk be approved and the additional hours for November, to be paid in December of 20.5 hours be approved.

41. Parish Streetlighting

There was no update from the clerk regarding the Parish Street Lighting, despite chasing the NYCC Street Lighting contact, the cost for the additional works had not been provided.

Resolved: That the clerk continue to pursue the cost for the additional street lighting works and report back once the information is received.

42. Cemetery and Bus Shelter Benches

The Committee received an update from the clerk regarding the cemetery and bus shelter bench. The bus shelter bench had been installed and the cemetery benches had been sited and made safe. Confirmation of the cost for these works was to be confirmed.

Resolved: That the update of the clerk be noted.

43. Cemetery Noticeboard

The Committee received an update regarding the cemetery noticeboard. It was agreed that the additional funding for the noticeboard would be paid from the council's capital reserves budget, of no more than £1,000.

Resolved: That the council had agreed to purchase a noticeboard for the cemetery and the additional funds would be taken from the capital reserves budget.

44. Date of next meeting

Finance Committee Meeting: Tuesday 18th January 2022 at 7.30pm. Venue: Carlton Methodist Church.

Cllr Clayton thanked all for attending and closed the meeting at 10pm.

Item 122

Notes for Cemetery Working Group (CWG) meeting

10th November 2021 at 6:30 pm, at the Methodist Church, Carlton

Attendees: Cllr's Bell, Mann, Quinn & Taylor, and H Phillips (clerk)

1. Apologies for Absence

Apologies were received from Cllr Lowes;

Resolved: That the reason for absence be approved

2. Declarations of Interest

None

3. Cemetery Documentation

3.1 To consider the cemetery documentation.

Clarity was requested regarding acceptable methods of grave digging, including machinery whilst working within the cemetery. It was agreed, after a review of the cemetery rules and regulations, to amend 4.6 and 4.11.

The Funeral Directors and Monumental Masons will be provided with the reviewed rules, upon approval by the Council, to ensure they adhere to the rules in the future.

The application forms, provided by the Funeral Directors and Monumental Masons will also be updated with the amended rules.

3.2 To receive an update on the database for the cemetery records from the Clerk.

The Clerk provided the cemetery records database for review and updated on the inputting of the records. It was agreed that the work would be completed by the 31 March 2022, within the clerk's hours. On viewing the database and considering the update from the clerk it was recommended that the database be completed within the normal working month by the clerk, with the wish that it be completed by 31st March 2022. Should the clerk require more time she should report to the CWG to discuss further.

Resolved: That

- i) the cemetery rules and regulations be amended at 4.6 and 4.11 and provided to the council for adoption at the November meeting; and**
- ii) The adopted cemetery rules and regulations be provided to the Funeral Directors and Monumental Masons, with the additional paragraphs included in the applications forms for both organisations**

4. Cemetery Footpaths

The Clerk provided an update on the works to the footpaths.

The snagging works were on-going; the contractor indicated that all should be complete by 12th November 2021. The clerk is to meet with the contractor on Sunday 14th November at 11:30am/12 noon to re-assess the works, prior to agreeing to pay the final 10% retainer.

Resolved: That subject to the snagging works being completed, the final 10% payment be made to the contractor.

5. Memorial Testing

The Clerk provided an update on the memorial testing completed by Punton & Son and Thorne Memorials.

Mr Punton confirmed that the cost for remedial actions to correct the cemetery memorial headstones would be between £200 & £500.

The clerk was asked to contact Mr Punton to request a copy of the inspection report, giving full detail of the headstones in question, and details of what remedial work is required etc.

A letter would be sent to deed holders, explaining the position regarding the memorials and remedial works that are needed. The deed holder will be charged for any stability works that are completed by the council, or they can deal with the unsafe memorial themselves. The deadline for the remedial works to be carried out would be the 31 December 2021.

The Clerk would work out the costs of the remedial works once the inspection report is received.

Resolved: That a letter be sent to the deed holders of unsafe memorials with a deadline of the 31 December to have the remedial works completed. Should the deed holder wish the council to conduct the works, the cost would be charged to the deed holder.

6. Cemetery Chapel Project

The Working Group considered the cemetery chapel survey response report. It was agreed to hold a meeting, inviting members of the public to attend, to find out what the local community would like the cemetery chapel to be used for.

After the consultation event an application to the Heritage Lottery would be completed, with given expected outcome of the project.

A councillor would prepare a questionnaire, specifically for the local schools, to invite their thoughts on the future use of the chapel.

It was suggested that a Friends of the Cemetery Chapel Group could be established, members of the public and councillors would form the group.

Resolved: That

- i) A consultation with members of the public would be held on the 7th December 2021, at the Extraordinary Council meeting; and**
- ii) A survey, to schools, would be provided by a councillor and reported back to a future Cemetery Working Group meeting.**

7. Replacement noticeboard for the cemetery

Selby District Councillor, Cllr Richardson has agreed to provide 50% funding (£1,100) towards the purchase of the new notice board. The clerk would get clarification on the

requirements of the agreement.

Resolved: That clarification be sought on the requirements for the funding from Cllr Richardson, prior to purchasing a new notice board for the cemetery.

8. Memorial Bench

The Clerk provided an update regarding the memorial bench request.

The owner of the bench had signed the agreement for the new memorial bench to be placed in the cemetery. The positioning of the bench had been discussed with the owner and agreed. The contractor would site the bench and secure it in place, along with securing the current bench, on site, as a matter of urgency.

Resolved: That the new memorial bench be placed in the cemetery, and it be secured, along with the current bench, by the contractor as soon as possible.

9. Date and Time of Next Meeting

The date of the next meeting to be confirmed, in January 2022.

The meeting closed at 7.30pm and the Chairman thanked all for attending.