

Carlton Parish Council

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

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

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

113. Apologies and Reasons for Absence

There were no Apologies for Absence.

114. Declarations of Interest

There were no Declarations of Interest.

115. Questions from the Public

There were no questions from the public.

116. To consider the co-option of a councillor

The council considered the co-option of a councillor for the current vacancy.

Resolved: That

- **The vacancy is to be advertised with a deadline of 7th January 2022, in the noticeboard and the council website and;**
- **An Extraordinary meeting of the council be called after the deadline to consider the applicants.**

117. Funding/Grant Requests

Carlton Village Hall: representatives of the Village Hall Committee presented their request for funding and explained their accounts.

Resolved: That

the council consider Carlton Village Hall funding application (see Item 131)

118. To receive the Chairman's Report

The Chairman had not attended any meetings since the meeting on 26th October 2021.

119. To receive the report of Local Council member

The Councillor gave an update regarding the new extended area speed restrictions on Lynwith Lane; on new warning signage for Hepworth Lane relating to the height restrictions and the Local Government Reorganisation.

Resolved: That the report of Cllr Jordan be noted

120. Minutes of the Parish Council Meeting

The council considered the minutes of the Parish Council Meeting, held on 26th October 2021.

Resolved: That the minutes of the Parish Council meeting held on 26th October 2021 be approved, subject to the addition of bullet points to outline members of the public's questions

121. Minutes of the Finance Committee

The council considered the minutes of the Finance Committee meeting held on 23rd October 2021.

Recommendation: That the Reserves Policy be amended further, for consideration of approval at the council meeting on 25th January 2022 (agenda item 39)

Resolved: That

- **the Community Infrastructure Levy (CIL) funds and purchase options be approved (agenda item 37) and;**
- **the draft budget for 2022/23 be approved (agenda item 38) and;**
- **the minutes of the Finance Committee meeting held on 23rd October 2021 be approved**

122. Notes of the Cemetery Working Group (CWG)

The council considered the notes of the CWG meeting held on 10th November 2021.

Resolved: That the minutes of the notes of the CWG meeting be approved and; the amended Cemetery Rules be approved

123. Finance Matters

123.1 The council received the bank balances up to 31st October 2021.

Resolved: That the bank balances be noted

123.2. The council received the bank statements, and bank reconciliation up to 31st October 2021.

Resolved: That the bank statements and reconciliation be approved

123.3 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

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

123.4 To consider the draft budget 2022/23 provided by the clerk.

Resolved: That

- Cllr Holmes to regularly check the Parish Council grit bins to ensure they are full, and re-fill where required and;
- The Parish Council Precept demand be set at £29646.50 and;
- the draft budget 2022/23 be approved

124. Planning Matters

The council considered the planning applications forwarded by the clerk.
The council considered the Planning Committee Terms of Reference and to appoint new members to the Committee.

Recommendation: That

- the clerk contact Selby District Council Planning Dept. to log the concerns raised regarding a planning application and;
- Cllr Mann update the Planning Committee Terms of Reference be amended further, for consideration of approval at the council meeting on 25th January 2022

Resolved: That Cllr's Lowes and Quinn be appointed to the Planning Committee

125. 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;

- members of the CWG to assess the completed snagging works to the cemetery pathways and;
- the final outstanding amount for the contractor invoice for completion of pathways and the full amount for the allotments access improvement be settled and;
- the clerk to discuss options to resolve soil levels adjacent to the cemetery pathways with the contractor and;
- the Parish Council Facebook information page and a Quarterly Newsletter recommendation be deferred at present and;
- the 'meet you councillor's' recommendation be incorporated in the Extraordinary Council meeting on 7th December 2021

126. Parish Matters

There were no parish matters to consider

127. Parish Street Lighting

There was no available update from NYCC regarding the outstanding quotes for street lighting repairs/replacements and the Phase 5 replacement scheme.

Recommendation: That

NYCC be contacted to raise an urgent requirement to replace Lighting unit LP2 due to Health & Safety concerns for the public.

128. Cemetery Matters

The council considered the memorial testing process, costs and recommendations of the funeral director and memorial mason.

Resolved: That

item 128 be deferred until January 2022 when an Extraordinary Council meeting will be called for.

129. 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

130. To consider the clerk's probation

The council considered the clerk's probation, extending for a period of 3 months, to enable the clerk to complete the relevant Finance and Introduction to Local Council Administration (ILCA and FILCA) training.

Resolved: That

the clerk's probation period would be extended by 3 months, with targets set by the council and a letter would be provided to the clerk.

131. Funding Applications

The council considered the funding update received from representatives of Carlton Village Hall.

Resolved: That the funding request for improvements and repairs for Carlton Village Hall for £3000.00 be approved

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 11th January 2022 at 7.30pm. Venue: Carlton Methodist Church

132.3 Parish Council: Tuesday 25th January 2022 at 7pm. 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

The Chairman thanked all for attending and closed the meeting at 10pm.