

Carlton Parish Council

FOR THE ATTENTION OF ALL MEMBERS OF THE PARISH

You are hereby invited to attend the **Meeting of the Council** on **Tuesday 29th March 2022** to commence at **7.30pm** to be held at **Carlton Methodist Church, school room.**

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

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

170. Declarations of Interest

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

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

172. Questions from the Public

To receive questions from members of the public.

173. To receive the Chairman's Report

To receive the Chairman's report on meetings attended since the meeting held on 25th January 2022.

174. Minutes of the Extraordinary Council Meeting

To consider the minutes of the Extraordinary meeting held on 22nd February 2022 (pages 4-5).

175. Minutes of the Parish Council Meeting

To consider the minutes of the Parish Council meeting held on 22nd February 2022 (pages 6-10).

176. Minutes of the Finance Committee Meeting

To consider the minutes of the Finance Committee meeting held on 15th March 2022 (pages 11- 12).

Recommendations to Council: That

- i) the council approve the bank statements, reconciliation, and budget monitoring reports up to 28th February 2022.**

- ii) the council approve the closure of the Virgin Money savings account and the transfer of that balance to the current account until a solution to the council bank accounts can be agreed upon.
- iii) the clerk prepare a table of comparative information regarding the banking options to present to the committee at the April 2022 Finance Committee meeting.

177. Notes of the Community Jubilee Group meeting

- i) To receive the notes of the Community Jubilee meeting held on 23rd March 2022 at 7.30pm. (to follow)
- ii) To consider the grant applications received from community group. (to follow)

178. Finance Matters

178.1 To consider the Income and Expenditure reports.

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

178.3 To review the council's Asset Register (to follow)

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Due/ Paid	Payment Method (Incl. Cheque No.)	Date of Approval	Signature 1	Signature 2
16/02/2022	6378058202391455259	Microsoft 365	Annual Subscription	16/02/2022	£59.99	Card on Repeat			
25/02/2022	Jan-Feb	H Phillips	February Salary	25/02/2022	£598.12	BACS	22/02/2022		
03/03/2022	2758409	CPC/ Farnell	Solar lights for Convent Walk	03/03/2022	£155.04	Debit Card			
11/03/2022	INV137511069	Zoom Video Communications	Monthly Subscription	11/03/2022	£14.39	Card			
16/02/2022	220216	Business Stream	Cemetery Water		£9.61				
01/03/2022	n/a	Carlton Methodist Church	Room Rental for February meetings		£70.00				
18/03/2022	1268/2122	YLCA	Remote Conference Reg for clerk		£40.00				
25/03/2022	March '22	H. Phillips	Clerk's salary		£658.94				
1/04/22 - 31/03/23	01/04/2022	YLCA	Annual Subscription		£583.00				
22/03/2022	8301	Autela Payroll Services	Payroll		£65.52				

179. Planning Matters

To receive the planning consultation notifications and decisions.

179.1 Planning Consultations:

2022/0181/HPA- Coates Hall Lodge, Hirst Rd, Carlton- Erection of single storey extension to existing conservatory.

2022/0170/HPA- Ridley House, High Street, Carlton – Infill of existing arch with door to main entrance.

179.2 Planning Decisions:

2021/0486/MANZ- Harron Homes Yorkshire Ltd- Amendments to 67 dwellings West of Station Rd, Carlton & specific plot numbers- REFUSED.

180. Clerk's Report for Ongoing Matters

To consider the clerk's report on matters dealt with along with an update on actions, since the 22nd February 2022.

Recommendations: That

the Allotment Working Group agree a date for the meeting to include tenants.

181. Parish Matters

To receive any parish matters from councillors.

182. Training

To consider training for the councillors and clerk.

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

184. Minutes of the Staffing & Recruitment Committee

To consider the minutes and following recommendations of the Staffing & Recruitment Committee held on 23rd March 2022.

Item 26.1

To consider the probationary period of the clerk/RFO.

The committee considered whether it felt the clerk/RFO had satisfied the targets set at the last probation meeting, held in December 2021 and whether the clerk had satisfactorily completed the probationary period.

Recommendation: That

The clerk/RFO had completed the probationary period, as it was felt the clerk/RFO was competent to carry out the role.

185. Groundwork Maintenance Contract

To consider the correspondence received regarding the groundwork maintenance contract.

186. Parish Council Elections

To consider the Parish Council and the Councillors nominations for the forth-coming elections.

187. Date of Future Meetings

187.1 Finance Committee meeting

187.2 Parish Council meeting

187.3 Allotments Working Group

Item 174

Minutes of the Extraordinary meeting of the Council, held at 6.30pm on 22nd February 2022 at Carlton Methodist Church.

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

In Attendance: Clerk- H Phillips and 20 members of the public.

45. Apologies for absence and reasons for absence

Apologies were received from Cllr Mann.

Resolve: That Cllr Mann's reasons for absence be approved.

46. Declarations of Interest

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

No Declarations of Interest were received.

47. Proposed Outline Planning Application for the Development of Land to the North of Mill Lane, Carlton

The council received an update on the proposed outline planning application for the development of the land to the north of Mill Lane, Carlton, from the applicant's representatives. (Hallam Land, Optima Highways, the developer's architect)

The main points of this presentation were:-

- Selby District Council earmarked the indicated plot of land in the local plan a number of years ago and the proposed planning application will take into account policy, the local plan, the local facilities, population of the surrounding area of Selby District, and the highways and educational infrastructure.
- The development is proposing 150 houses of various size and to include low cost housing (10%) interspersed within the whole development.
- Green spaces have been allotted within the development and biodiversity assessments have been carried out to consider the environment and wildlife.
- A traffic and speed survey have been completed at the peak of traffic flow to quantify the effects of the development on local traffic and to assess the safety of the access and egress from Mill Lane and the High Street, Carlton.
- The main point of access is to be via Mill Lane, Carlton and the Public Right of Way presently situated within the land to be developed is to remain.

Resolved: That the update presented by the developer's representatives be noted.

48. Public Participation

The council received comments from members of the public in the form of questions which were responded to by the developer representatives.

The most relevant questions are shown below:-

- Concern regarding the effect on traffic around Mill Lane and Townend Avenue, especially at school times, and whether there would be any traffic control implemented at the junction of Mill Lane and High Street.
- Concern over a lack or loss of privacy for existing residents.
- Concern over the positioning of the green space facilities in that it may cause undesirable activity.

Resolved: That the comments of the public and councillors be noted.

- 49. To consider excluding the press and public – Public Bodies (Admission to Meetings) Act 1960**

Resolved: That the press and public bodies be excluded.

- 50. To consider the Cemetery Memorial Testing**

The council considered the Cemetery Memorial Testing.

Resolved: That

Cllrs Lowes and Taylor, and the clerk be approved to commence preparation to assess the memorials in the cemetery to highlight any that may be unsafe and require remedial action.

- 51. Date of Future Meetings.**

- 51.1 Finance Committee: Tuesday 15th March 2022 Venue: Methodist Church.
51.2 Parish Council: Tuesday 29th March 2022 Venue: Methodist Church.

Item 175

Minutes of Carlton Parish Council Meeting held at 7:30pm on the 22nd February 2022 at Carlton Methodist Church.

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

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

152. Apologies and Reasons for Absence

Apologies were received from Cllr Mann

Resolved: That the apology and reasons for absence received by the Cllr Mann be accepted and approved.

153. Declarations of Interest

There were no Declarations of Interest.

154. To receive the report of the SDC Councillor

The Cllr reported on recent floodwater levels, council elections and planning news. The Cllr is to approach NYCC Highways Dept. regarding the issue of the traffic calming bollards adjacent to the Harron Homes development considering recent events.

Resolved: That the update be noted.

155. Co-option of Councillor

An application was received for the vacancy of Councillor. The Council considered the application.

Resolved: That

**Mrs Natalie Land be appointed as a parish councillor and the declaration of acceptance to office be signed in the presence of the Proper Officer; and
A councillor to set up the councillor email address.**

156. To receive the Chairman's Report

The Chairman had attended the Parish Liaison meeting where the forth-coming election process was explained.

Resolved: That the update from the chairman be noted

157. Minutes of the Extraordinary Council meeting

The council considered the minutes of the Extraordinary meeting of the council, held on 23rd January 2022.

Resolved: That the minutes of the Extraordinary meeting of the council be approved

158. Minutes of the Parish Council meeting

The council considered the minutes of the Parish Council meeting, held on 25th January 2022

Resolved: That

- Item 145 be amended to note High Street not Mill Lane; and
- Item 150 be amended to note S106 Monies not CIL monies; and
- the minutes of the Parish Council meeting be approved subject to the amendments being completed

159. Minutes of the Finance Committee

The council considered the minutes of the Finance Committee meeting held on 8th February 2022

Resolved: That

- the bank statements, reconciliation, and budget monitoring reports up to 31st January 2022 be approved; and
- the clerk's salary and additional hours worked be approved; and
- the savings bank account of the council remain until new banking options are presented to the Finance Committee at the next meeting; and
- the minutes of the Finance Committee meeting held on 8th February be approved.

160. Finance Matters

160.1 the council received the Income and Expenditure reports, previously considered at the Finance Committee meeting.

Resolved: That the Income and Expenditure reports be noted.

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

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Due/ Paid	Payment Method (Incl. Cheque No.)	Date of Approval
25/01/2022	Dec-Jan	H Phillips	Jan Salary	26/01/2022	£591.89	BACS	14/01/2022
12/01/2022	INV127296666	Zoom Video	Monthly Subscription	12/01/2022	£14.39	Card	
11/02/2022	INV132633388	Zoom Video	Monthly Subscription	14/02/2022	£14.39	Card	
16/01/2022	n/a	DR Everatt	Grass cutting and adhoc extras (acceptable)		£252.00		
29/01/2022	n/a	Carlton Methodist Church	Room Rental for January meetings		£60.00		

Resolved: That the list of payments be approved.

161. Planning Matters**161.1 Planning Applications**

2019/1018/PROW – Harron Homes – Public footpath No.35 18/6/1- off Low Street, Carlton

Resolved: That the planning application previously advised be noted with no comment required.

161.2 Planning Consultations

2021/1547/COU – retrospective change of use of agricultural land adj. to Carlton Equestrian Centre, Hirst Rd, Carlton.

Resolved: That the retrospective planning consultation be noted with no comment required.

161.3 Planning Decisions

2021/0356/FUL – Dormer bungalow on land adj. to Thorn Tree Cottage - GRANTED

Resolved: That the planning decision be noted with no comment required.

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

The council considered the Clerk's report and recommendations.

The council considered the appointment of the Internal Auditor for 2021/2022.

Resolved: That

the clerk's report be noted; and

Yorkshire Internal Audit Services be appointed as the Internal Auditor for 2021/2022.

163. Parish Matters

- A Councillor raised an issue with an overgrown tree leading up to the railway bridge at the Camblesforth end of the village.

Members of the public raised the following:-

- The need for clearer road markings at Hinsley Lane
- Concern regarding the state of and activity around the dilapidated house at Hinsley Lane
- After recent drain cleaning by authorities on Mill Lane it was noted that they missed 3x drains, 2x are grown over with grass
- The drain near to the pelican crossing is blocked causing slight flooding at present
- A dip in the road at Mill Lane (Grange side) which could be a result of subsidence

Resolved: That

- **the landowner of the overgrown tree be contacted; and**
- **the Hinsley Lane property has been reported previously to SDC who have assigned an officer to assess; and**
- **the issues relating to highway problems to be logged on the NYCC website by the members of the public.**

164. Parish Street Lighting

The council considered the update received from the clerk regarding the streetlighting replacement costs.

The clerk has placed the order with NYCC for replacement streetlights LP2 and LP17 on Low Street.

A councillor presented an example of a wall mounted solar powered light which could be used to light Convent Walk.

Resolved: That

- **alternative options of solar wall mounted lights Convent Walk to be explored further including seeking permission to erect them by the clerk and the councillors; and**
- **if no objections raised by households in the vicinity purchase of 8-10 solar light units be approved at a cost of £15.00 + Vat per unit; and**
- **the order for Phase 5 streetlight replacement scheme be deferred until financial year 2022-2023.**

165. Training

The council considered the listed training options provided by YLCA.

Resolved: That

**cllr's Land and Quinn to plan to complete the Off to a Flying Start training from YLCA at a mutually convenient time; and
the clerk to register for the YLCA AGAR course at a cost of £22.50**

166. 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.

167. Ground Maintenance Quotes

167.1 The council considered the appointment for the ground maintenance contract.

Resolved: That

**the contract be awarded to Mr D Everatt subject to certificates and risk assessment documents, being received prior to the start of the contract; and
the deadline for receipt of the required documentation be received by 15th March 2022**

167.2 The council considered the length of term of the ground maintenance contract. It was agreed that it would be a 12 month contract.

Resolved: That the ground maintenance contract should be for 12 months commencing 1st April 2022.

167.3 The council considered approving of the groundwork maintenance contract document.

Resolved: That the groundwork maintenance contract be approved and provided to the contractor.

168. Date of Future Meetings

168.1 Finance Committee: Tuesday 15th March 2022 at 7.30pm. Venue: Carlton Methodist Church

168.2 Parish Council: Tuesday 29th March 2022 at **7.30pm**. Venue: Methodist Church

168.3 Allotments Working Group:

168.4 Recruitment and Staffing Committee:

The Chairman thanked all for attending and closed the meeting at 8.55pm

Item 176

Minutes of the Finance Committee Meeting, held on Tuesday 15th March 2022 at 7.30pm at Carlton Methodist Church

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

Members of the Public: None

64. Apologies for Absence

None

65. Declarations of Interest

None

66. Minutes of Finance Committee meeting

The Committee received the approved minutes of the Finance Committee meeting, held on 8th February 2022 (for information only).

67. Bank Statements and Bank Reconciliation and Budget Monitoring reports

The committee received the bank statements, bank reconciliation and budget monitoring reports up to 28th February 2022.

Recommendation: That the council approve the bank statements, reconciliation, and budget monitoring reports up to 28th February 2022.

68. 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.

69. Council Bank Account

The committee considered the update provided by the clerk on the information for a new bank account.

Recommendation: That

- i) The council approve the closure of the Virgin Money savings account and the transfer of that balance to the current account until a solution to the council bank accounts can be agreed upon.**
- ii) The clerk prepare a table of comparative information regarding the banking options to present to the committee at the April 2022 Finance Committee meeting.**

70. Salary Payments

The Committee received an update from the clerk as to the salary and overtime worked in February and the expected hours up to 25th March 2022.

The Committee considered the NJC Pay Rise from the 1 April 2021 and, upon confirmation of the hours from the 1 June 2021 – 28 February 2022, backpay would be paid with the March Salary payment. An increase in the Pay Scale (SCP18) would be awarded from March - £13.21 per hour.

Resolved: That

- i) The NJC Pay Rise (due on the 1 April 2021) be awarded from the March salary and back pay (June 2021 – February 2022) will be included with the salary payment in March 2022;**
- ii) The clerk will be paid £13.21 per hour from March 2022; and**
- iii) The clerk's overtime was approved for February 2022.**

71. Platinum Jubilee

- 71.1 The committee considered the provision of prizes for the Platinum Jubilee art competition.
- 71.2 The committee considered the provision of room rental for the community jubilee group meetings.

Resolved: That

- i) Funding for the prizes for the art competition would be provided from the allocated grants budget 2022/2023; and**
- ii) The Methodist Church room rental cost for the community jubilee group meeting on 23rd March 2022 be noted as free of charge.**

72. Date of next meetings

All listed meetings to be held at Carlton Methodist Church- School Room.

- 72.1 Staff & Recruitment Committee: Thursday 23rd March 2022 at 6.30pm.
- 72.2 Community Jubilee Group: Thursday 23rd March 2022 at 7.30pm.
- 72.3 Parish Council: Tuesday 29th March 2022 at 7.30pm.

Cllr Clayton thanked all for attending and closed the meeting at 8.40pm.