

Carlton Parish Council

FOR THE ATTENTION OF ALL MEMBERS OF THE PARISH

You are hereby summonsed to attend the **Meeting of the Council on Tuesday 26th April 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.

T. Clayton

Chairman to Carlton Parish Council

Agenda

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

189. Declarations of Interest

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

190. Questions from the Public

To receive questions from members of the public.

191. To receive the Chairman's Report

To receive the Chairman's report on meetings attended since the meeting held on 29th April 2022.

192. Minutes of the Finance Committee Meeting

To consider the minutes of the Finance Committee meeting held on 12th April 2022 (pages 4-6)

Recommendation: That

- i) the council approve the bank statements, reconciliation, and budget monitoring reports up to 31st March 2022; and**
- ii) the council consider approval of the amendment to the expenditure budget of £112.00 for 2022/2023; and**
- iii) the council adopt the reviewed Standing Orders, to be provided at the council meeting on 26th April, and note the mandatory information included; and**
- iv) the council approve the grant application of £369.91 for Carlton Village Hall.**

193. Minutes of the Parish Council Meeting

To consider the minutes of the Parish Council meeting held on 29th March 2022 (pages 7-11)

194. Notes of the Cemetery Working Group Meeting

To consider the minutes of the Finance Committee meeting held on 19th April 2022 (pages 12-13)

Recommendation: That

- i) the clerk continues to source materials for stakes and bands; and
- ii) the clerk compiles and posts a notice in the cemetery to notify the public of the intention to complete memorial testing; and
- iii) the clerk to draft a letter to plot owners and notify them of the issues found on testing, to have them instigate actions for the remedial works completed via their memorial mason; and
- iv) the CWG to report to the council on completion of the testing after analysis of the recorded results to allow assessment of the cost to the council should the plot owners be uncontactable.
- v) additional funded hours be provided for the clerk to work on the database; and
- vi) councillors be asked if they have any time available to transfer some of the smaller books into Excel so that the clerk can more quickly collate the information into the access database; and
- vii) the clerk back up the database to the council cloud storage each week (if amendments have been made) deleting previous versions once uploaded, to permit on-going assessment of progress.
- viii) the old cemetery noticeboard be re-sited at the allotments for relevant notices for the tenants.

195. Notes of the Website Working Group meeting

To receive the notes of the Website Working Group meeting held on 19th April 2022 at 7.30pm. (page 14)

Recommendation: That

all councillors to review the website in full to assess and suggest improvements, additions and amendments to the website, to be raised as an agenda item at a future parish council meeting.

196. Community Jubilee

196.1 To receive an update on the Queen's Platinum Jubilee community events

196.2 To consider Jubilee grant applications received from community groups.

197. Finance Matters

197.1 To consider the Income and Expenditure reports.

197.2 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 Paid	Payment Method (Incl. Cheque No.)
05/04/2022	DS-ASE-INV-GB-117711187	Amazon Services Europe	Noticeboard Magnets	04/04/2022	8.59	Debit Card
31/03/2022	Cash Invoice/Order 868208	Mr M Hoe (via MKM)	Fence-crete for installation of cemetery noticeboard	07/04/2022	23.95	BACS
01/04/2022	N/A	D.R.Everatt	Parish Groundworks		302.40	
04/04/2022	230003912	NYCC	Streetlighting ENERGY		2,086.33	
13/04/2022	1-468734	Post Office Counters	NEST Pension mandate sent by Registered Post	13/04/2022	2.35	Debit Card
10/04/2022	INV-GB-119044921-2022-150862	Amazon Services Europe	Touch-up paint for new noticeboard	09/04/2022	6.50	Debit Card

197.3 To consider the available CIL funds.

198. Planning Matters

To receive the planning consultation notifications and decisions.

198.1 Planning Consultations:

2018/0741/FUL Pear Tree Farm, Carlton. Demolition of existing single storey extension, erection of three two storey dwelling houses.

198.2 Planning Decisions:

2022/1255/HPA 41 Broadacres, Carlton: Erection of single storey extension: Permission Granted

199. Clerk's Report for Ongoing Matters

To consider the clerk's report on matters dealt with along with an update on actions, since the 29th March 2022. (to follow)

200. Parish Matters

To receive any parish matters from councillors.

201. Training

To consider training for the councillors and clerk.

202. Date of Future Meetings

202.1 Annual Parish meeting: Tuesday 17th May 2022 at 6.30pm (Methodist Church – church room)

202.2 Annual Meeting of the Council: 17th May 2022 at 7.30pm (school room)

202.3 Allotment Working Group: To be confirmed

Item 192**Minutes of the Finance Committee Meeting, held on Tuesday 12th April 2022 at 7.30pm at Carlton Methodist Church**

In attendance: Councillors Clayton, Mann and Taylor,

Present: Clerk- H. Phillips

Members of the Public: None

73. Apologies for Absence

None

74. Declarations of Interest

None

75. Minutes of Finance Committee meeting

The Committee received the approved minutes of the Finance Committee meeting, held on 15th March 2022 (for information only).

76. Income and Expenditure Records

The committee considered the Income and Expenditure Records provided by the clerk and identified a number of items of VAT which can be reclaimed. The year-end figures were checked and with some minor amendments agreed.

Resolved: That

- i) **The committee were satisfied that, subject to some amendments within the Income and Expenditure reports, that they be approved;**
- ii) **The final year end balances with the bank statements; and**
- iii) **The VAT adjustments be made, and the final VAT reclaim is sent for the year end (2021/2022).**

77. Bank Statements and Bank Reconciliation and Budget Monitoring reports

- 77.1** The committee received the bank statements, bank reconciliation and budget monitoring reports up to 31st March 2022. After considering the information provided it was agreed that where the budget for 2021/2022 had overspent this was expected and reported to the council throughout the year.

Recommendation: That the council approve the bank statements, reconciliation, and budget monitoring reports up to 31st March 2022.

- 77.2** The committee considered the Year End accounts for the Internal Audit and the Annual Governance & Accountability Return, AGAR). The Clerk would provide the AGAR to the council meeting, for approval, at the Annual Meeting of the Council on the 17 May 2022.

Resolved: That

the clerk will provide the AGAR Forms, for consideration by the council, with the agenda for the Annual Meeting of the Council on 17th May 2022.

78. Council Budget 2022-2023

The committee reviewed the approved budget for 2022-23. There was a difference of £112. The expenditure budget for Zoom would be reduced by £112.00 as this subscription had been cancelled and was no longer needed. This would ensure the precept would cover the predicted expenditure for 2022/2023.

Recommendation: That the council consider approval of the amendment to the expenditure budget of £112.00 for 2022/2023.

79. Council Bank Account

The committee considered the comparison report provided by the clerk and which bank to open an account with. The reserves policy identified future spend for earmarked works and monies to cover this figure would be transferred into the new bank account, once approved by the council.

Recommendation: That

- i) the Virgin Money current account continue to be utilised; and**
- ii) a second current account be opened with Lloyds Bank to hold the earmarked reserves funds, as identified in the council's adopted Reserves Policy.**

80. Documents Review

The committee reviewed the council's Standing Orders and Financial Regulations. There was mandatory information included in the Standing Orders as the threshold for contracts had increased on the 1 January 2022. The Financial Regulations had no changes to make.

Recommendation: That the council adopt the reviewed standing orders, to be provided at the council meeting on 26th April, and note the mandatory information included.

81. Jubilee Grant Applications

The committee considered the grant application received from Carlton Village Hall. The grant was to provide entertainment and games for Saturday 4 June 2022. This was within the budget allocated for Jubilee Grants of £1,500.00.

Recommendation: That the council approve the grant application of £369.91 for Carlton Village Hall.

82. Noticeboard

The committee discussed and considered the monitoring document, provided by Selby District Council for the grant of £1,100 from Councillor Richardson towards the cost of the new cemetery notice board, and providing a new notice board at

the Golden Garden. The clerk was asked to contact the supplier regarding the lettering to ascertain whether there was an alternative method to add the council's name onto the notice board.

Resolved: That

- i) the monitoring document be completed and signed and returned to Selby District Council; and**
- ii) the clerk to order the Golden Garden noticeboard, subject to confirmation that the ground depth would satisfy the installation.; and**
- iii) The clerk to feedback to the council if there was an alternative method of adding the lettering and name of the council to the notice board.**

83. Salary Payments

The Committee received an update from the clerk as to the salary and overtime worked in March and the expected hours up to 25 April 2022. The clerk updated that there was no overtime to be expected in April 2022.

A discussion took place regarding the clerk's pension and the direct debit mandate for the pension provider, NEST, which had not been received. The payroll contractor informed the Chair that there would possibly be a £400 fine if the pension contributions were not made, and the Direct Debit form provided. The clerk updated that the mandate had been sent twice to NEST.

Resolved: That

- i) the clerk's hours worked up to 25 April be noted; and**
- ii) the clerk provide a further signed direct debit mandate to NEST, along with a covering letter, a copy of the Pension Regulators letter and the 31 March payslip which shows the YTD Pension Employers and Employees figures.**

84. Date of next meetings

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

- 84.1 Cemetery Working Group & Website Working Group: Tuesday 19th April 2022 at 7pm & 7.30pm**
- 84.2 Parish Council: Tuesday 26th April 2022 at 7.30pm.**
- 84.3 Annual Parish meeting: Tuesday 17th May 2022 at 6.30pm (main church room)**
- 84.4 Annual Meeting of the Council: Tuesday 17th May 2022 at 7.30pm**

Cllr Clayton thanked all for attending and closed the meeting at 9.40pm.

Item 193

Minutes of Carlton Parish Council Meeting held at 7:30pm on the 29th March 2022 at Carlton Methodist Church.

Present: Councillors: T Clayton (Chairman), G Taylor (Vice Chairman), J. Bell, M. Deller, M. Holmes, N Land, A Lowes and K Mann

In attendance: Clerk - H Phillips and one member of the Public.

169. Apologies and reasons for absence

Apologies and reasons for absence were received from Cllr Quinn. Cllr Quinn could not attend in person but listened to the meeting via WhatsApp, without comment or interaction.

Resolved: That apologies and reasons for absence for Cllr Quinn be approved.

170. Declarations of Interest

Cllr Lowes declared an interest in agenda item 179.1.2

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

No SDC or NYCC councillors were in attendance.

172. Questions from the Public

The council received questions from the member of the public.

1. Concern regarding the streetlighting adjacent to the Harron Homes development and the chicane. The clerk had contacted the Highways Dept. and they reported that the streetlight was now working. They would continue to chase Harron Homes regarding the missing streetlight.
2. Concern regarding the Post Office vans parking on the High street outside the Londis store.
This matter was on-going, and the member of the public was advised to raise the issue with NYCC highways as they were the enforcement authority.

Resolved: That the matters raised and responses from the clerk be noted.

173. Chairman's Report

The council received the Chairman's report on meetings attended since the meeting held on 22nd February 2022.

The Chairman attended the Drax Liaison meeting at the beginning of March 2022 and gave a brief update on the content of the on-line meeting.

Resolved: That

- i) the Chairman's report be noted; and
- ii) the Chairman prepare a written summary report for future meeting to enable inclusion to the meeting documents.

174. Minutes of the Extraordinary Council Meeting

The council considered the minutes of the Extraordinary meeting held on 22nd February 2022.

Resolved: That the minutes of the Extraordinary meeting of the council be approved subject to the amendment to note Cllr Quinn was in attendance.

175. Minutes of the Parish Council Meeting

The council considered the minutes of the Parish Council meeting held on 22nd February 2022.

Resolved: That the minutes of the Parish Council meeting be approved.

176. Minutes of the Finance Committee Meeting

The council considered the minutes of the Finance Committee meeting held on 15th March 2022.

Resolved: That

- i) the bank statements, reconciliation, and budget monitoring reports up to 28th February 2022 be approved; and**
- ii) the closure of the Virgin Money savings account and the transfer of balance to the current account, until a solution to the council bank accounts can be agreed upon, be approved; and**
- iii) the preparation of a table of comparative information regarding the banking options by the clerk to be presented to the committee at the April 2022 Finance Committee meeting be approved; and**
- iv) the minutes of the Finance Committee meeting be approved.**

177. Notes of the Community Jubilee Group meeting

A councillor gave an update on the outcome of the Community Jubilee Group meeting.

There would be street parties, organised by residents of the streets on the Thursday 2 and Friday 3 June; Neil Wilde, local entertainer would provide entertainment in Broadacres Avenue for local residents, on Thursday 2 June from 3pm.

On Saturday 4 June there would be a coffee morning from 10am – 12 noon at the Methodist Chapel and a Jubilee Cake Competition would take place during this time; there would be a Fun and Games and Picnic event at the Village Hall from 1pm – 4pm with everyone welcome, the Art Competition would be displayed in the Hall during the afternoon and Judged; and in the evening from 7.30pm a 70's band would be playing in the Hall. Tickets would be available.

On Sunday 5 June there would be a Churches Together service and from 2pm local groups would be invited to display a Jubilee Banner.

Full details and flyers would be provided to local residents when all the events were confirmed.

Resolved: That

- i) the notes of the Community Jubilee meeting held on 23rd March 2022 at 7.30pm be approved; and
- ii) the grant application received from Carlton Primary School group be approved, and
- iii) the council to cover cost of the events flyer printing (Max £128 for 1,000) be approved with the parish cllr's distributing the flyers around the parish; and
- iv) a councillor offer to provide the prize for the cake making competition be approved.

178. Finance Matters

178.1 The council considered the Income and Expenditure reports.

178.2 The council considered the list of payments outstanding and those made by the clerk under delegated authority, as below.

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		£40.00				
25/03/2022	March '22	H. Phillips	Reg for clerk		£658.94				
1/04/22 - 31/03/23	01/04/2022	YLCA	Clerk's salary						
		Autela Payroll Services	Annual Subscription		£583.00				
22/03/2022	8301	Autela Payroll Services	Payroll		£65.52				

178.3 The council reviewed the council's Asset Register.
The council were made aware of issues with the paintwork on the bandstand.

Resolved: That

- 178.1 the Income and Expenditure reports be approved; and
- 178.2 the list of payments outstanding and those made by the clerk under delegated authority be approved; and
- 178.3 The Zoom subscription be cancelled with 30 days' notice; and
- 178.4 The Clerk contacts NYCC Street Lighting to check the electricity rates being applied and feed back to the Finance Committee in April; and
- 178.5 The council's asset register be approved; and
- 178.6 An investigation take place as to the requirements and solutions for remedial work to the bandstand in the Golden Gardens.

179. Planning Matters

The council received 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.

Resolved: That

- i) **the council had no objections to the two planning applications put forward for consultation; and**
- ii) **the planning decisions be noted.**

180. Clerk's Report for Ongoing Matters

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

Resolved: That

the clerk's report be noted; and

the Allotment Working Group meeting to include tenants be deferred to the next meeting.

181. Parish Matters

The council received parish matters from councillors.

There were matters raised concerning blocked roadside drains, overhanging shrubs and vehicles parking outside the business on Station Road.

Resolved: That

all councillors report the parish's blocked roadside drains, overhanging shrubs on the highway, concerns regarding vehicle parking adjacent to the garage and cemetery on Station Road, Carlton via the NYCC website.

182. Training

The council considered training for the councillors and clerk.

Resolved: That

all councillors and the clerk are to assess and review their training requirements and complete training with YLCA. A report at the next meeting to be provided on all training completed.

183. The council considered excluding the press and Public Bodies (Admission to Meetings) Act 1960 for the following items.

Resolved: That the press and public bodies be excluded.

184. Minutes of the Staffing & Recruitment Committee

The council considered the minutes and recommendations of the Staffing & Recruitment Committee held on 23rd March 2022.

Resolved: That

- i) the minutes of the Staffing and Recruitment Committee meeting be approved;
- ii) Cllr Quinn be appointed as the clerk's Line Manager with regular updates between the clerk and Line Manager to be completed; and
- iii) the clerk has completed the probation period and the 1.75% NJC Pay Increase be implemented with back-pay paid this month.

185. Groundwork Maintenance Contract

The council considered the correspondence received regarding the groundwork maintenance contract.

Resolved: That

the contract has been offered and the clerk respond to the groundwork contractor requesting the contract to be signed if the contractor wishes to continue with the works.

186. Parish Council Elections

The council considered the Parish Council and the Councillors nominations for the forth-coming elections.

Resolved: That

councillors' nomination papers be sent to Selby District Council within the deadline date by the clerk. The clerk was thanked for dealing with this matter.

187. Date of Future Meetings

To be held at Carlton Methodist Church, School Room, unless otherwise notified.

It was agreed to hold the Annual Parish Meeting on 17 May 2022 at 6.30pm. The clerk would add a notice of this meeting to the noticeboards in the village. The Annual meeting of the Council would follow this meeting, commencing at 7.30pm.

187.1 Cemetery Working Group: via Zoom link: Friday 8th April 2022 at 7pm.

187.2 Finance Committee: Tuesday 12th April 2022 at 7.30pm.

187.2 Website Working Group: Tuesday 19th April at 7pm.

187.4 Parish Council meeting: Tuesday 26th April 2022 at 7.30pm.

187.5 Annual Parish meeting: Tuesday 17th May 2022 at 6.30pm (Main church room- Methodist)

187.6 Annual meeting of the Council: Tuesday 17th May 2022 at 7.30pm.

187.7 Allotments Working Group: To be confirmed.

Item 194**Notes for the Cemetery Working Group meeting held on 19th April 2022 at 7pm.**

In attendance: Councillors Lowes, Bell and Taylor

Present: H. Phillips – Clerk to Parish Council.

1. Apologies 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.

2. Declarations of Interest

None.

3. Memorial Testing

An update was given by the clerk regarding the progress of the stakes and banding costs. Whilst two memorial masons had been contacted the clerk was awaiting the required information.

A discussion was held regarding the intended plan of action to complete the memorial testing at the cemetery.

A team of (at least) three persons (Cllrs Lowes and Taylor, and the clerk) will carry out the memorial testing using the quadrant maps of the cemetery. One will test the memorials, one will record the results, and one will complete the immediate action to ensure consideration to Health & Safety. Recording will be done using a traffic-light system, as follows:-

Red: Requires immediate corrective action; stake and banding or laying the memorial flat dependant on the type and issue.

Amber: No immediate danger - review in one year.

Green: No danger, no movement – Review in 1-2 years

Review will also take place of the grave plots with kerb-sets (especially in the older plots towards the front of the cemetery) to assess the extent of work required to re-set them, for health & safety and aesthetical value.

Recommendation: That

- i) **the clerk continues to source materials for stakes and bands; and**
- ii) **the clerk compiles and posts a notice in the cemetery to notify the public of the intention to complete memorial testing; and**
- iii) **the clerk to draft a letter to plot owners and notify them of the issues found on testing, to have them instigate actions for the remedial works completed via their memorial mason; and**
- iv) **the CWG to report to the council on completion of the testing after analysis of the recorded results to allow assessment of the cost to the council should the plot owners be uncontactable.**

Resolved: That the memorial testing be completed on 20th and 21st June 2022.

4. Cemetery Database

An update was given by the clerk on the progress of the completion of the database. Much of the existing database has been amended and added to as the format was not fully useable. Much of the information, such as the transfer of ownership was not added merely a tick box, therefore this does need researching and adding.

The extent of the records is vast, having to consult three different types of record book (presently used) and the historical records back to 1898, and the velum map. All need to be utilised to ensure all the information is captured.

On discussion it was estimated that c.15% has been completed over a period of approximately 30-40 hours, not including what the previous clerk had completed. Much of the additional information added was via the project of photographing and records the memorials, which took away from the extra hours given to work on the database alone.

Recommendation: That

- i) additional funded hours be provided for the clerk to work on the database; and**
- ii) councillors be asked if they have any time available to transfer some of the smaller books into Excel so that the clerk can more quickly collate the information into the access database; and**
- iii) the clerk back up the database to the council cloud storage each week (if amendments have been made) deleting previous versions once uploaded, to permit on-going assessment of progress.**

5. Noticeboard

The CWG commented on the pleasing look of the new noticeboard in the cemetery and were eager for a second to be purchased for the Golden Garden.

Recommendation: That the old cemetery noticeboard be re-sited at the allotments for relevant notices for the tenants.

20. Date & Time of Next Meeting

To be confirmed after memorial testing has been completed.

Meeting closed at 7.30pm

Item 195

Notes from Website Working Group meeting held on 19th April 2022 at 7.30pm

In attendance: Councillors Lowes, Bell and Taylor
Present: H. Phillips – Clerk to Parish Council.

16. Apologies for Absence

None.

17. Declarations of Interest

None.

18. Format and layout of website

The WWG considered the present and future layout of the council's website.

The discussion raised the point of layout and the possibility of a more flowing and readable method of viewing for various sections of the website pages where thumbnails can be clicked upon to hyperlink to a page, rather than an elongated list of items of interest. This method can be applied to many of the general pages, such as the agendas and minutes page, and the members pages.

The front page image is to be assessed to look at multi-view photographs or a more relevant image.

The news feed on every page was felt unnecessary, ideally to be amended to relevant linked pages or a tic-a-tape rolling news feed.

It was raised that the old council website was still in action and although the front page redirects viewers to the new website the background pages were still available to view.

Resolved: That

- i) Cllr Lowes to investigate different formats and ways of viewing pages of the website; and**
- ii) Cllr Lowes and the clerk to arrange for the old website to auto forward to the new website and to investigate and action the closing of the .net domain permanently.**

19. Content of website

The WWG considered the present and future information and documentation content of the council's website.

Whilst the content and information held on the website is sufficient it was felt that a full review of current information and documentation was relevant and should be reviewed by the council to ensure all was required and compliant to the law.

Recommendation: That

all councillors to review the website in full to assess and suggest improvements, additions and amendments to the website, to be raised as an agenda item at a future parish council meeting.

20. Date & Time of Next Meeting

To be confirmed after the council review of the website.

Meeting closed at 8pm.