

Carlton Parish Council

Minutes of Carlton Parish Council Meeting held at 7:30pm on the 26th April 2022 at Carlton Methodist Church.

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

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

188. Apologies and reasons for absence

None.

189. Declarations of Interest

None.

190. Questions from the Public

The council received questions/concern from a member of the public.

1. Concern was raised about a planning potential for an extension to the Travellers site in Carlton.

Resolved: That there has been not visibility of the application therefore no action can be taken.

2. Concern regarding the vacant property at 1 Low Street, Carlton was raised.

Resolved: That the local district council has issued an initiative to utilise vacant council owned properties.

191. Chairman's Report

There was no report presented as no further meetings had been attended by the Chairman.

192. Minutes of the Finance Committee Meeting

The council considered the minutes of the Finance Committee meeting held on 12th April 2022.

Matters Arising

The council considered the recommendation of the Finance Committee regarding the preferred choice of new bank account noted in the minutes, agenda item 79 ii)

Resolved: That

the minutes of the Extraordinary meeting of the council be approved; and

79 ii) the recommendation of the Finance Committee to open a second current account with Lloyds Bank to enable splitting of funds by day to day running

costs and the earmarked reserves funds as identified in the council's Reserves Policy be approved; and

- i) the bank statements, reconciliation, and budget monitoring reports up to 31st March 2022 be approved; and
- ii) the amendment to the expenditure budget of £112.00 for 2022-23 be approved; and
- iii) the council's review of the Standing Orders to add mandatory clauses be approved with a further full review to be completed at the council meeting on 17th May 2022; and
- iv) the Jubilee grant application of £369.91 from Carlton Village Hall be approved.

193. Minutes of the Parish Council meeting

The council considered the minutes of the Parish Council meeting held on 29th March 2022.

Resolved: That the minutes of the Parish Council meeting on 29th March 2022 be approved.

194. Notes of the Cemetery Working Group meeting

The council considered the notes from the Cemetery Working Group (CWG) meeting held on 19th April 2022.

Resolved: That the notes from the CWG meeting held on 19th April 2022 be approved; and

- i) the clerk to source and purchase materials to permit corrective actions when completing memorial testing in the cemetery under delegated power of authority noted in the council's Financial Regulations be approved; and
- ii) the clerk to compile and post a notification to the public regarding intention to complete memorial testing at the cemetery be approved; and
- iii) the clerk to draft a letter to plot owners to notify them of issues found of their family plot/s when completing the memorial testing be approved; and
- iv) the CWG to report to council with the results of the memorial testing at the next council meeting; and
- v) the clerk be awarded 16 additional hours to complete the insertion of data from the current cemetery record books into the council's database, and update the line manager be approved; and
- vi) the councillors to offer time to assist in collating the data to ease workload, should this be required after the actions of point v) above be approved; and
- vii) the clerk to back up the cemetery database to the cloud regularly be approved; and
- vii) the old cemetery noticeboard be re-sited to the allotments area for monitored use by the allotment tenants be approved.

195. Notes of the Website Working Group meeting

The council considered the notes from the Website Working Group (WWG) meeting held on 19th April 2022.

Resolved: That

- i) the notes of the WWG meeting held on 19th April 2022 be approved; and**
- ii) assessment of the council website by the councillors be approved.**

196. Community Jubilee Group

196.1 The council received an update on the Platinum Jubilee community events from a councillor. A summary of the update is noted below.

- Flyers have been ordered and will be available to distribute by week ending 29th April 2022. Cost of printing is £96.00 per 1000
- Carlton Village Hall are to charge £2.50 ticket entry per person to their music event for the Jubilee celebrations. A maximum of 120 tickets saleable; the ticket holder will be permitted to redeem the cost via free drinks to the value of the ticket at the bar.
- A Churches Together service is to be held on Sunday 5th June.
- Four groups have taken up the application to create and raise a banner for the Jubilee, with three further interested. The Parish Council would also like to create a banner.
The banners are to be displayed at a gathering at the Golden Garden and a procession will then walk to Carlton Towers where a group photo will be taken for posterity.
- The Photographic Club have agreed to judge the Children's Art Competition.
- The Cake Competition is to be judges by the Women's Institute. Prizes have been kindly donated by Cllr's Lowes and Quinn, to include an engraved glass crystal trophy, Jubilee medals and a book.

196.2 The council considered grant applications.

Further community groups have indicated that they would like to apply for the council's Jubilee grant.

Resolved: That

the update be noted; and

the deadline date for jubilee grant applications be extended up to 2nd June 2022, and the clerk use the delegated authority to approve and release funds for those the grants, subject to them meeting the set criteria and authorised monetary thresholds and notify council be approved.

197. Finance Matters

197.1 The council considered the Income and Expenditure reports.

Resolved: That the Income and Expenditure reports up to 31st March 2022 be approved.

197.2 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 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
25/04/2022	Apr-22	H Phillips	Clerk's salary	25/04/2022	507.26	BACS

Resolved: That

the list of payments outstanding and those made by the clerk under delegated authority be approved, noting an additional invoice for the clerk's April salary to the agenda.

197.3 The council considered the available CIL funds.

Resolved: That

the clerk clarify with Selby District Council as to whether the available funds must be taken now or whether it can be held until the next statement is received in September be approved.

198. Planning Matters

The council received 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.

Resolved: That council had no requirement to comment on the above application.

198.2 Planning Decisions:

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

Resolved: That the planning decision be noted.

199. 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 29th March 2022.

Resolved: That

the clerk's report be noted; and

- i) the suggested completion date of the ILCA qualification be approved; and
- ii) the clarification of a shared allotment plot tenancy be discussed by the Allotments Working Group (AWG); and
- iii) the AWG to arrange a meeting after the members and appointed on 17th May 2022 meeting be approved; and
- iv) the AWG review the allotment rental charges and agreements at the forthcoming meeting be approved.

200. Parish Matters

The council received parish matters from councillors.

- 1. Flowers had been added at the village name sign at Carlton Towers end of the village.
- 2. Concern was again raised regarding the streetlighting and the chicane at the Harron Homes development, adjacent to the Holy Family High School, in light of recent accidents and incidents.
- 3. The clerk had received and responded to a complaint regarding streetlighting issues on Low Street, Carlton, where one streetlight is not working at all (LP17) and one is flashing intermittently (LP16).

Resolved: That

- 1. The member of public responsible for this act of kindness be thanked for the service; and
- 2. A councillor and the clerk chase for an update of action with NYCC Highways Dept be approved; and
- 3. The complaint and response be noted.

201. Training

The council considered training for the councillors and clerk.

A Councillor requested to complete the following training, which is available via YLCA, though can be completed through other bodies:-

‘Off to a Flying Start’ Part’s 1 & 2 (£33.40 per part) and ‘Basic Understanding of the Planning System’ (£25.00)

The course for ‘Chairing Skills’ in two parts is available and was recommended.

Financial training courses available would be beneficial and recommended to the clerk.

Resolved: That

the courses requested to attend from a Cllr, at a total cost of £91.80 be approved; and

the clerk, under delegated power, to receive and sanction councillor requests for attendance on training courses be approved; and

the clerk to monitor the council’s training budget against training costs be approved.

202. 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. where local community groups are to be invited to attend and present an update for the year 2020 to 2021 to the Parish and council.

- 202.1 Annual Parish meeting: Tuesday 17th May 2022 at 6.30pm (Main church room- Methodist)
- 202.2 Annual meeting of the Council: Tuesday 17th May 2022 at 7.30pm.
- 202.3 Allotments Working Group: To be confirmed.

The Chairman thanks all for attending and closed the meeting at 8.59pm