

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the meeting of **Carlton Parish Council** on **Tuesday 28th June 2022** to commence at **7.30pm**, in the school room of 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.

A Lowes

Chairman, Carlton Parish Council.

Agenda

18. Apologies for Absence

To receive apologies and to consider the reasons for absence.

19. Declarations of Interest

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

20. Local Councillor's Report

To receive the report of the SDC councillor.

21. Questions from the Public

To receive questions from members of the public.

22. Chairman's Report

To receive the Chairman's report on meetings attended since the meeting held on 17th May 2022.

23. Minutes of the Annual Meeting of the Parish

To consider the minutes of the Annual Meeting of the Parish held on 17th May 2022. (pages 4-7)

24. Minutes of the Annual Meeting of the Council

To consider the minutes of the Annual Meeting of the Council held on 17th May 2022. (pages 8-12)

25. Minutes of the Planning Committee

- 25.1 To consider the minutes of the Planning Committee held on 7th June 2022. (pages 13-15)

25.2 To consider the planning applications, consultation letters and planning decisions received.

25.2.1 Applications

25.1.1 **2022/0399/OUTM Hallam Land Management Ltd. Mill Lane, Carlton:** outline application for c. 150 residential dwellings. (see 25.1)

25.1.2 **2022/0399/OUTM Caddick Development. Land east of Station Road, Carlton:** EIA screening assessment for proposed residential development. *

*N.B. Representatives would be willing to present to the council but were unable to attend this scheduled meeting.

25.2.2 Decisions

2022/0485/TELB Open Reach - 12 The Pastures, Carlton: Install 2x 10m medium wooden pole – Not Required.

2022/0170/HPA Ridley House, High Street, Carlton: Infill to front porch – Permitted.

2022/0181/HPA Coates Hall Lodge, Hirst Road, Carlton: single storey extension to conservatory – Permitted.

2022/0400/S73 Pear Tree Farm, Low Street, Carlton: variation to original plans of approval 2018/0741/FUL for proposed demolition of existing single storey building at entrance to site, and erection of 3x two storey residential dwelling houses with detached garages – Permitted.

26. Finance Matters

26.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports for 1st April to 31st May 2022 (accounts will be updated to 27th June 2022 and available for the meeting but not closed for June and the first quarter). (to follow by email on 23rd June)

26.2 To consider approval 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.)
16/02/-16/5/22	1146873	Business Stream	Cemetery water services	16/06/2022	5.52	BACS
19/05/2022	INV1033279	Narkedesign	Website hosting	16/06/2022	150.00	BACS
24/05/2022	GB238217XAEUI	Amazon EU	Banding machine for mem testing	24/05/2022	75.99	Card
20/06/2022	CCC194832 + CCC194862	BATA	40 x wooden stakes for mem testing - includes refund for 30 x stakes returned unused	20/06/2022	88.80 with 66.60 refund (cost £22.20)	Card
21/06/2022	o/n XWW037543147	Tool Station	Roughneck Fencing Pins (Mem Testing)	21/06/2022	34.98	Card
06/05/2022	n/a	DR Everattt	Adhoc works in cemtery- soil dispersal & seeding		231.60	
15/05/2022	INV-0535	TA Leek & Sons	Grass Verge Cutting		523.50	
23/05/2022	230004008	NYCC	Streetlight Maintenance		619.26	
25/05/2022	n/a	DR Everattt	2/12 invoices for groundwork contract		350.00	
25/05/2022	n/a	DR Everattt	Adhoc works in cemtery- removal of overgrown bush plus 1x hr hand-weeding		50.40	

- 26.3 To consider authorisation of the clerk's hours worked within the May/June 2022 period, (page 16)

27. Parish Matters

To receive any parish matters from councillors.

28. Parish Waste Bins

To consider the requirement of additional waste bins for the Parish.

29. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 17th May 2022, and action log for the clerk and councillors. (**action log- page 17**, clerk's report to follow by email on 23rd June)

30. Training

To receive an update on any training requests processed by the clerk under delegated power, and training completed by councillors.

31. Date Future Meetings

Meeting to be held at Carlton Methodist Church (School Room)

- 31.1 Finance Committee: Thursday, 14th July 2022 at 7.30pm.
- 31.2 Parish Council: Tuesday, 26th July 2022 at 7.30pm.
- 31.3 Staffing and Recruitment Committee: To be confirmed.
- 31.4 Cemetery Working Group: To be confirmed.
- 31.5 Allotment Working Group: To be confirmed.

Item 23

Minutes of the Annual Meeting of the Parish held on 17th May 2022 at 6.30pm, at Carlton Methodist Church

Representing Carlton Parish Council: Cllr's Clayton, Land, Lowes, Mann and Taylor

Representatives of Village Groups: Carlton Towers Cricket Club, Carlton WI, Carlton Village Hall, Carlton 1st Brownies and Rainbows and Carlton Methodist Church.

Members of the Public: Two

Present: Mrs H Phillips, clerk to Carlton Parish Council

Apologies were received from Cllr Quinn and a representative from St Mary's Catholic Church.

1. Minutes of the Previous Annual Parish Meeting

The minutes of the Annual Parish Meeting held on the 27th April 2021 were considered.

Resolved: That the minutes of the Annual Parish Meeting held on 27th April 2021 be approved.

2. Matters arising from the Minutes

There were no matters arising from the minutes from the Annual Parish Meeting held on 27th April 2021

3. Chairman's Annual Report

The Chairman's Annual Report was received, a summary of the report as noted below:-

Projects Completed in 2020-2021

A bus shelter seat has been installed in the High Street shelter.

The pathways in the cemetery have been replaced and resurfaced and access improved from the cemetery to the allotments area.

A new noticeboard has been purchased and installed in the cemetery.

A replacement litter bin has been purchased and is now installed by Selby District Council for the bin damaged at the corner of Low Street and Hinsley Lane, Carlton.

Future Projects for 2022-2023

A continued program of streetlight replacements and improvement for the village.

Additional waste bins for the village have been ordered, awaiting production and installation.

A new noticeboard has been ordered and is in production presently for the Golden Garden; expected delivery is the end of May 2022.

Community Infrastructure Levy monies have been distributed to Carlton Cricket Club and Carlton Village Hall, via the Parish Council, for requested improvements to their properties.

Resolved: That the Chairman's Annual Report be noted.

4. Reports from Village Groups

i) **Carlton Cricket Club:** The last two years have seen the club thrive, having three senior teams, All Stars (mini's) and a host of age groups playing and moving up through the age groups. Two teams were promoted last year, one coming 19th out of a 169 strong league, and with a team reaching the semi-finals of a regional competition. Most members prefer to buy their own kit, but the All Stars have kit provided as do some of the junior's teams. The club is gratefully run and managed by volunteers.

The club are thankful to the Parish Council, for assisting in arranging the CIL funds recently received, which are intended for improvements to facilities and include an extension to the pavilion. Plans and quotes are being gathered to be approved with a view to commencing the improvements in October, after the season closes.

The importance was stressed about including the community and the club intend to hold an information day where the plans and objectives will be available to view and be discussed.

The club recently had a break-in where nothing was actually taken as the bar is a no-cash facility, however there was some damage to the property.

ii) **Carlton Women's Institute:** the WI meet on the second Tuesday of each month generally held at 7.30pm at the Village Hall. At present the membership is 38, with numbers on the increase having recently gathered 4 new members. Several visits have occurred; a commemorative tree planting at Castle Howard, attendance of a meeting at Scarborough, and a federation club night held locally to name a few events/ visits.

The WI are producing a banner and decorating the Golden Garden for the Queens Platinum Jubilee and are proud to be judging the Jubilee Cake Competition.

A commemorative tree had been planted in the grounds of the Village Hall but unfortunately was vandalised; it is to be re-homed in the grounds of the primary school along with a slate plaque.

The WI would like to extend thanks to continued community support from other village groups, parish members and the parish council and look forward to continued membership increases.

iii) **Carlton Village Hall:** Post Covid the Village Hall has a new Chair and Committee member line up. Booking fees for the Hall for individuals and group have been increased slightly as there have been no increase for some time. Bar prices have also been increased, though are still lower than the high street bar prices. The accounts for last year are looking good with a break-even/small profit showing.

The CIL funds received via SDC have been earmarked for improvements to the building and facilities. At present three quotes have been gathered from local traders and some queries are being addressed/ answered by the contractors to enable a choice to be made for the best option. The work will hopefully commence within the next few months.

New hand driers are to be purchased and installed in the restrooms which will be more energy efficient.

As advertised the Village Hall are included in the Platinum Jubilee celebrations for the village, with refreshments being available, a BYO picnic and a themed music night. Tickets are available with 25 of the 100 offered being sold already.

Bookings for the Hall include the Art Club's annual show in October, regular Pilates and fitness classes.

The goal posts in the adjacent playing field are in a dangerous state after being damaged; they are to be removed to avoid injury. Although CCTV has not yet been considered additional security lights have been.

iv) **Carlton 1st Rainbows & Brownies Pack:** Meetings are being run again in the church on Monday evenings with Brownie numbers doubling. Rainbows start from age 4 years and many progress through from Rainbows to Brownies and then on to the local Guides, which is held at Pollington Village Hall.

A group of Rainbows and Brownies were taken to Kingswood Outdoor Education Centre, which was partially funded with thanks by the Parish Council grant; all the members really enjoyed their visit.

The group have made two banners for the Platinum Jubilee celebrations.

v) **Carlton Methodist Church:** are all back to normal now post Covid restrictions, with coffee mornings being held but possibly no continuance of the Wednesday Club. Camblesforth is now included in Carlton Methodist Church congregation.

The building continues to be sound with no structural issues. The inclusion of individual chairs as opposed to the church pews has made the facilities more flexible. For the Platinum Jubilee, as advertised, there is a coffee morning with a limited number of bacon butties available. The Cake Competition is to be displayed and judged at the Methodist Church, judging to take place at 11.30am. with a cut glass

engraved crystal trophy being awarded, provided with thanks to Adrian and Amanda Lowes.

The Chairman thanked all village group representatives for their updates and contributions.

5. Questions and Suggestions from the Public

i) Concern was raised by a member of the public regarding the two potential housing developments around the village.

Although these developments are in the periphery it was noted that constructive comment should be applied once the planning applications come to fruition. Members of the public should attend the forthcoming public consultation meeting to be held by the developer to raise their concerns and preferences.

ii) A member of the public raised a point regarding the possibility of a paper copy village newsletter. This could be readily available to the parish.

This option could be investigated further in the future.

The Chairman thanked all for attending and closed the meeting at 7.25pm

Item 24

Minutes of the Annual Meeting of Carlton Parish Council held at 7.30pm on 17th May 2022 at Carlton Methodist Church

Present: Cllrs Bell, Clayton, Deller, Holmes, Land, Lowes, Mann & Taylor.

Members of the Public: One.

In attendance: Mrs H Phillips, clerk to Carlton Parish Council

1. Election of Chairman

It was proposed and seconded that Cllr Lowes be elected Chairman of Carlton Parish Council for 2022-2023

Resolved: That Cllr Lowes be Chairman of Carlton Parish Council for the year 2022-23

2. Declaration of Acceptance of Office

Resolved: That Cllr Lowes, the Chairman, signed the Declaration of Acceptance of Office.

3. Apologies for Absence

Apologies and reasons for absence were received from Cllr Quinn.

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

4. Election of Vice Chairman

It was proposed and seconded that Cllr Mann be elected as Vice-Chairman of Carlton Parish Council for the Year 2022-2023.

Resolved: That Cllr Mann be Vice-Chairman of Carlton Parish Council for 2022-2023.

5. Councillors Declaration of Acceptance of Office

Councillors signed the Declaration of Acceptance of Office provided by the clerk.

Resolved: That

- i) the permitted time period for signing the Declaration of Acceptance of Office be extended until the next council meeting for L. Quinn due to noted absence; and
- ii) the attending cllr's be accepted to office for the year 2022-23.

6. Policies and Procedures

The councillors reviewed the following policies:

- 6.1 the council's Code of Conduct

- 6.2 the council's Standing Orders
- 6.3 the council's Financial Regulations

Resolved: That

- 6.1 the council's Code of Conduct policy be approved and adopted; and
- 6.2 subject to completion of the amendments the council's Standing Orders be approved and adopted; and
- 6.3 the council's Financial Regulations be approved and adopted.

7. Appointment of Committees

The Councillors considered the appointment of members to serve on Carlton Parish Council's Committees and Working Groups:

- 7.1 Finance Committee
- 7.2 Planning Committee
- 7.3 Staffing & Recruitment Committee
- 7.4 Website Working Group
- 7.5 Cemetery Working Group
- 7.6 Allotment Working Group

Resolved: That

- 7.1 Cllrs Clayton, Holmes, Lowes, Mann, and Taylor be appointed the members of the Finance Committee; and
- 7.2 Cllrs Clayton, Holmes, Lowes, Quinn, and Taylor be appointed the members of the Planning Committee; and
- 7.3 Cllrs Bell, Deller, Quinn, and Taylor be appointed the members of the Staffing and Recruitment Committee; and
- 7.4 Cllrs Bell, Lowes, Taylor, and the clerk be appointed the members of the Website Working Group; and
- 7.5 Cllrs Lowes, Mann, Quinn, and Taylor be appointed the members of the Cemetery Working Group; and
- 7.5 Cllrs Deller, Land, Quinn, and the clerk be appointed the members of the Allotment Working Group.

8. Appointment of Representative for Carlton Village Hall

Councillors considered the appointment of a member to represent the Council for Carlton Village Hall.

It was proposed and seconded that Cllr Land be appointed as representative for Carlton Village Hall, to attend meetings held on the first Tuesday of each month.

Resolved: That

- Cllr Land be the council's representative for Carlton Village Hall.
- 9. Appointment of Representative(s) for YLCA Branch meetings with Voting Rights

Councillors considered the appointment of up to two representatives of the Council for YLCA Branch meetings.

Cllrs Lowes and the clerk were proposed and seconded as representatives of the Council for YLCA Branch meetings.

Resolved: That

Cllr Lowes and the clerk be appointed as representatives of the Council for YLCA Branch Meetings.

10. Annual Governance and Accountability Return (AGAR) 2021/2022 (to be completed and sent to the External Auditor by 1 July 2022)

- 10.1 The council considered the Annual Internal Auditors Report 2021/2022.
- 10.2 The council considered the Annual Governance Statement 2021/2022.
- 10.3 The council considered the Accounting Statements 2021/2022.
- 10.4 The council considered the date for the Notice of the period for the exercise of public rights.

Resolved: That

- 10.1 the Annual Internal Auditors Report for 2021/22 be noted and approved with no further actions required; and
- 10.2 the Annual Governance Statement for 2021/22 be approved; and
- 10.3 the Accounting Statements for 2021/22 be approved; and
- 10.4 the dates for the Notice of the Period for the exercise of Public Rights be approved and posted within the required deadline by the clerk.

11. Minutes of the Parish Council meeting

The council considered the minutes of the Parish Council meeting held on 26th April 2022.

Resolved: That

the minutes of the Parish Council meeting held on 26th April 2022 be approved.

12. Finance Matters

- 12.1 The council considered the Bank Statement and Bank Reconciliation for April 2022
- 12.2 The council considered approval of payments outstanding and those made by the clerk under delegated authority.
- 12.3 The council considered the CIL fund application document.
- 12.4 The council received an update on the progression of the new bank account from the clerk.
- 12.5 The council received an update on the action of the employer NEST Pension company from the clerk.

Resolved: That

- 12.1 the bank statement and reconciliation for April 2022 be approved; and
- 12.2 the payments outstanding and those made by the clerk under delegated authority be approved; and

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
01/05/2022	SI-21607	Print Plus (Selby) Ltd	Jubilee Event Flyers	03/04/2022	96.00	BACS
28/04/2022	9954	The Parish Notice Board Company	Golden Garden Noticeboard	03/04/2022	2,034.00	BACS

- 12.3.i** the update regarding the progression of the new bank account presented the clerk be noted; and
- 12.3.ii** all members of the Finance Committee to be signatories for the bank accounts be approved; and
- 12.4** the update regarding possible action by the Council's pension provider presented by the clerk be noted.

13. Carlton Jubilee Community Group

- 13.1** To note the jubilee leaflets have been received and circulated throughout the village. Seven banner forms have been returned.
- 13.2** To receive an update from the clerk regarding any further Jubilee grant applications if received.

Resolved: That

- 13.1.i** the update presented by cllr Mann be noted; and
- 13.1.ii** the council thanked the cllr/s involved in distributing the Jubilee events flyers; and
- 13.2** the Jubilee grant applications received from Carlton 1st Rainbows and Brownies Packs for £100.00 each be approved.

14. Planning Matters

The council considered the planning applications and decisions received.

14.1 Applications

- 14.1.1.** 2022/1415/DOC (Mr R Holmes) Land Adj. to Elmstone House, Low Street, Carlton. – Discharge of Condition 10 (surface water drainage) of approval 2021/0108/FUL Proposed erection of a single storey dwelling and detached store.
- 14.1.2.** 2022/0485/TELB (Open Reach)12 The Pastures, Carlton. – Install 2x 10m medium wooden pole.

Resolved: That the council had no objections to raise.

14.2 Decisions

- 14.2.1.** 021-1547-COU Carlton Equestrian Centre, Hirst Road. – Change of use from agricultural to equestrian (retrospective) – GRANTED.

Resolved: That the decision be noted.

15. Clerk's Report

The council received the clerks report and update on matters dealt with since the council meeting on 26 April 2022, and action log for the clerk and councillors.

Carlton Parish Council Action Log 2022-2023					
Date	Meeting/Minute	Details	Person Allocated to Action	Deadline	Completed Date & Comments
Carried from 2021-22					
		.Gov.uk emails to be set up correctly so they are being used	All Councillors	ASAP	
	PC 29/03/22	Bandstand/seating roof refresh	Cllr's Deller & Holmes	None Set	
Apr-22		Expenses forms to complete & forward to SDC	All Councillors	3rd June 2022	MD, NL, TC & MH to sign & send
	Fin Com 12/04/22	Golden Garden Noticeboard	Clerk	ASAP	Ordered and paid for, delivery expected by end of May 2022
	PC 26/04/2022 192. Fin Com 12/04/22 (79ii)	Open new bank account	Clerk	ASAP	Completed the application but waiting until Fin Com is set to get signatories information.
	PC 26/04/2022 194	Memorial testing	Cllrs Lowes & Taylor & the clerk	20th & 21st June 2022	
	PC 26/04/2022 194 ii)	Source materials for corrective actions for mem testing	Clerk	20th & 21st June 2022	Contacted ICCM & Selby Town Council re: banding, & local timber merchants re: stakes- still finalising material supplier
	PC 26/04/2022 194 iii)	Notice for intention to memorial test	Clerk	20th & 21st June 2022	Completed
	PC 26/04/2022 194 v)	Cemetery Database completed as a working document using presently used records books	Clerk	Sept 2022	
	PC 26/04/2022 194 iv)	Letter to plot owners to notify of issues found on completing memorial testing	Clerk	20th & 21st June 2022	
	PC 26/04/2022 194 vii)	Move old cemetery noticeboard to allotments	Cllr Clayton	None Set	
	PC 26/04/22 195	Update and modernise the council's website to make it visibly more user friendly and ensure required documentation is included	Cllr Lowes & Clerk	None Set	
	PC 26/04/22 195 ii)	Review of Council's website to feedback to V/WG	All Councillors	by 28th June 2022 council meeting	
	PC 26/04/22 200.3	Contact NYCC regarding Station Rd/Harron Homes chicanes issues	Cllr Mann	None Set	Cllr Mann has written/emailed Highways- no response as yet

Resolved: That the clerk's report and action log be noted.

16. Training

The council received an update on any training requests processed by the clerk under delegated power.

The cost for the training courses requested at the meeting on 26th April 2022 for Cllr Quinn amounts to £158.60

Cllr Holmes requested to partake on the Understanding Planning course, at a cost of £25.00

Total training cost so far this year is £183.60, leaving £816.40 of the training budget available. (invoices not yet received).

Resolved: That the update on training requests processed be noted.

17. Date Future Meetings

Meetings to be held at Carlton Methodist Church (School Room)

- 17.1 Finance Committee: 13th June 2022 at 7.30pm.
- 17.2 Parish Council: 28th June 2022 at 7.30pm.
- 17.3 Staffing and Recruitment Committee: To be confirmed.
- 17.4 Cemetery Working Group: To be confirmed.
- 17.5 Allotment Working Group: To be confirmed.

Item 25.1

Minutes of the Carlton Parish Council Planning Committee held on the 7 June 2022 at the Methodist Church from 7.30pm

In Attendance: Councillors Taylor, Clayton, Lowes, Holmes, and Quinn.

Present: Councillors Mann and Land, and 21 members of the public.

1. Election of Chairman

The committee considered the election of the Chair.

RESOLVED: That Cllr Tim Clayton be the Chair of the Planning Committee.

2. Apologies for Absence

None.

3. Declarations of Interest

Cllr Taylor declared an interest in item 5.1 as he lives on Mill Lane, Carlton.

4. Terms of Reference

The committee considered the Terms of Reference for the committee.

RESOLVED: That the Planning Committee Terms of Reference be approved.

5. Planning Applications

- 5.1 The committee considered the planning application, 2022/0399/OUTM for the outline application for development for circa 150 residential dwellings with access to, but not within, the site (all other matters reserved), Mill Lane, Carlton.

The committee debated material considerations for the site. Observations were as follows:

- Loss of outlook and type of building – most of the properties nearby are single storey, therefore, will be potentially overlooked. A buffer was proposed, and it was thought that an increase in the size of the buffer should be included in the response to the Planning Dept.
- Elevation of the proposed properties – although there has not yet been an application submitted the committee felt that there is a current trend to build three storey properties and that would not be in-keeping with the surrounding area.
- Loss of Light – a development of houses, rather than bungalows, would potentially lose sunlight to neighbouring properties.
- Overlooking and loss of privacy – the developer had stated that they would erect a fence, and a boundary. Concerns were raised that there would be a gap between the boundary and fence, and potential for people to access the rear of the Broadacres Estate properties.
- Parking – 150 properties, 150 cars – it was felt that most properties would have two cars. Increase the application for two cars per dwelling and also amenity parking – parking bays for visitors.

- Off street parking – there needs to be sufficient off street parking, Parking bays in additional places on the development so it will prevent on street parking. Space and overspill need to be available.
- Traffic - additional traffic due to high increase in the number of cars on the development. Most of the village residents are commuters and car owners as there is a very poor bus service in the village.
- Egress onto the High Street in Carlton would be a massive safety concern and at busy times (before 9am and around 3pm), issues with traffic using Townend Avenue and Broadacres to get to and from the proposed development, it may be used as a rat run. As there is a primary school with young children and OAP bungalows along Townend Avenue this presents a very significant risk to the safety of these people.
- Traffic survey in October but the committee felt further surveys should be taken, to include the type and size of vehicles using Mill Lane. Also complete the survey at harvesting time (when heavy farm machinery are frequent users) and between school hours.
- Safety - Major issue going along Mill Lane, both footpaths are narrow, only a single person can use the footpath from the High Street onto Mill Lane, opposite the Forresters Pub. With an increase in traffic at this junction there will be significant safety issues.
- No footpath along Mill Lane after the council houses, no footpath at all on the right hand side of the road.
- Construction traffic will increase the potential for congestion to and from the site, once again a major safety issues without footpaths along Mill Lane. Consider restricting the time vehicles can go to and from the site to alleviate this issue and reduce the potential risk of accidents.
- Farm vehicles and large construction vehicles will not be able to pass at busy times.
- Noise and disturbance – increase for the nearby residents and the village as a whole, with construction traffic coming through the village in both directions. 1/3 of the increase in noise will be centred around the Mill Lane and Broadacres areas.
- Character - change on the nature of the village due to the natural growth and this needs to be taken into consideration. There are already two new recent developments in the village and this new proposal will significantly increase the size of the village once again.
- Outdoor open spaces will increase noise and disturbance.
- Smells and Fumes – will increase number of vehicles with Co2 pumped into the village. Increase fumes before, during and after the construction.
- Planting trees and potential landscaping would be a benefit and offer potential for biodiversity
- Drainage and Sewage infrastructure as well as amenities need to be considered by the developer, already drainage problems on the Broadacres Estate.
- Nature, conservation interests – the committee felt that it is so well regulated that there would not be any impact and possibly some benefit.
- Visual impact on the community or the village – Carlton is currently a village; the two new estates make it a bigger village, but it still has the core characteristics of being a village. Having this additional extensive development will change the character of the village. There are currently only a few three storey properties in the village, and they are in the two other new developments and considered not consistent with the character of the existing dwellings. The committee felt that the village did not need additional three storey dwellings.
- No landscaping plans put forward to discuss.
- More open green space needed in the development.
- Very few amenities currently in the village to support an extended community, only one shop, one pub open and a doctor's surgery that is open part-time.

- Affordable Housing – the committee felt that affordable housing should be available as there seems to be few rental properties available in the village.
- Keep the access from Broadacres Garth to the proposed site for Emergency vehicles and pedestrian access only.
- Possible downsizing dwellings, i.e. bungalows – need for bungalows but the committee understand that this take a larger footprint. If there is a demographic requirement for more bungalows then this should be put forward.

RESOLVED: That the committee's observations, listed above, are submitted to the Planning Department at Selby District Council by the deadline (9 June 2022)

- 5.2** The committee consider the potential outline planning application for housing development off Station Road, Carlton for 190 houses in the development. There had been a good consultation event with over 80 local residents in attendance at the village hall.

The consultation looked at several options for the site, deceleration lane after the bridge, other access to the site, apart from the road leading to the High School. If an outline planning application comes forward to the parish council then similar issues would be raised as in 5.1 of the agenda.

RESOLVED: That the committee take no further action until an outline planning application is put forward for consideration.

6. Date of next meetings

No date was agreed for a planning committee meeting, a meeting would be called as and when required.

- 6.1** The next Parish Council meeting would take place on Tuesday 28th June 2022 at 7.30pm at the Methodist Church.

The Chair thanked all for attending and the meeting closed at 8.40pm.

Item 26.3

Timesheet - General Work											
Total Contracted Hours			40	Toil C/Fwd							
Clerk/RFO											
Name	Time	Time	Hours	Time	Time	Hours	Time	Time	Hours	Total Hours	Accrued Hours (TOIL)
HELEN PHILLIPS											
Date	From	To	Total	From	To	Total	From	To	Total	Total Hours	70.4
26/05/2022	HOLIDAY X 3 HRS									3	
31/05/2022	10:00	12:00	2	nil	nil	0	nil	nil	0	2	
WeeklyTotal										5	67.4
	Time	Time	Hours	Time	Time	Hours	Time	Time	Hours	Total Hours	Accrued Hours (TOIL)
Date	From	To	Total	From	To	Total	From	To	Total	Total Hours	67.4
01/06/22- 03/06/22	HOLIDAY X 10 HRS									10	
Weekly Total										10	57.4
	Time	Time	Hours	Time	Time	Hours	Time	Time	Hours	Total Hours	Accrued Hours (TOIL)
Date	From	To	Total	From	To	Total	From	To	Total	Total Hours	57.4
07/06/22 - 09/06/22	HOLIDAY X 10 HRS									10	
Weekly Total										10	47.4
	Time	Time	Hours	Time	Time	Hours	Time	Time	Hours	Total Hours	Accrued Hours (TOIL)
Date	From	To	Total	From	To	Total	From	To	Total	Total Hours	
16/06/2022	15:00	17:30	2.5	nil	nil	0	nil	nil	0	2.5	
19/06/2022	15:30	17:00	1.5	nil	nil	0	nil	nil	0	1.5	
20/06/2022	09:00	12:00	3	13:30	15:00	1.5	nil	nil	0	4.5	
21/06/2022	11:30	13:00	1.5	15:00	17:00	2	nil	nil	0	3.5	
22/06/2022	nil	nil	0	14:00	17:30	3.5	19:30	20:30	1	4.5	
Weekly Total										16.5	
Monthly Total										41.5	
										8.75	
Example of hours and how to record hours - accrued can be taken back the following month. If it cannot be taken										5	
due to workload then inform the chairman before the council meeting.										6	
TOIL is recorded and when TOIL is taken is can be deducted from totals.											
										total for month	61.25
Carried over from May (unp										8.75 hrs worked	
										5 hrs c/o from April	
										6hrs database work	

Item 29 – Action Log

Carlton Parish Council Action Log 2022-2023					
Date	Meeting/Minute	Details	Person Allocated to Action	Deadline	Completed Date & Comments
Carried from 2021-22					
		.Gov.uk emails to be set up correctly so they are being used	All Councillors	ASAP	
Apr-22		Expenses forms to complete & forward to SDC	All Councillors	3rd June 2022	MH to sign & send
	PC 26/04/2022 194 v)	Cemetery Database completed as a working document using presently used records books	Clerk	Sept 2022	
	PC 26/04/2022 194 iv)	Letter to plot owners to notify of issues found on completing memorial testing	Clerk	26th July 2022	
	PC 26/04/2022 194 vii)	Move old cemetery noticeboard to allotments	Cllr Clayton	None Set	
	PC 26/04/22 195	Update and modernise the council's website to make it visibly more user friendly and ensure required documentation is included	Cllr Lowes & Clerk	None Set	on-going
	PC 26/04/22 195 ii)	Review of Council's website to feedback to WWG	All Councillors	by 28th June 2022 council meeting	
	Fin Com 12/04/22	Golden Garden Noticeboard	Clerk	ASAP	Ordered and paid for, delivery now expected in 2-3 weeks of 22/06/22, awaiting a part to be manufactured
	PC 26/04/2022 192. Fin Com 12/04/22 (79ii)	Open new bank account	Clerk	ASAP	Completed the application but waiting to complete on line with helpline assistance
	PC 26/04/22 200.3	Contact NYCC regarding StationRd/Harron Homes chicane issues	Cllr Mann	None Set	Cllr Mann has written/emailed Highways- no response as yet
	PC 29/03/22	Bandstand/seating roof refresh	Clerk	None Set	quote received to go for approval and then works can be completed 22/08/22
	PC 26/04/2022 194	Memorial testing	Cllrs Lowes & Taylor & the clerk	20th & 21st June 2022	Completed all plots and immediate requirements for remedial actions.
	PC 26/04/2022 194 ii)	Source materials for corrective actions for mem testing	Clerk	20th & 21st June 2022	Completed
	PC 26/04/2022 194 iii)	Notice for intention to memorial test	Clerk	20th & 21st June 2022	Completed