

Carlton Parish Council

FOR THE ATTENTION OF ALL MEMBERS OF THE PARISH

You are hereby invited to attend the meeting of **Carlton Parish Council** on **Tuesday 26th July 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.

H Phillips

Clerk to Carlton Parish Council.

Agenda

32. Apologies for Absence

To receive apologies and to consider the reasons for absence.

33. Declarations of Interest

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

34. Proposed Outline Planning Application for the Development of Land to the North of the Holy Family Catholic High School, Carlton

To receive an update on the proposed outline planning application for the development of the land to the north of Carlton Holy Family Catholic High School, Carlton, from the applicant's representatives. (20 mins. maximum)

35. Public Participation

To receive questions/ comment from members of the public. (10 mins. maximum)

36. Local Councillor's Report

To receive the report of the local councillor.

37. Questions from the Public

37.1 To receive the brief presentation from a member of the Walkers Are Welcome Group regarding the Village Link Project. (5 mins. maximum)

37.2 To receive questions from members of the public on any local issues and/or concerns.

38. Chairman's Report

To receive the Chairman's report on meetings attended since the meeting held on 28th June 2022.

39. 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 5-10)

40. Minutes of the Parish Council meeting.

To consider the minutes for the parish council meeting held on 28th June 2022. (pages 11-15)

41. Minutes of the Staffing and Recruitment Committee

41.1 To consider the minutes of the Staffing and Recruitment Committee held on 14th July 2022. (pages 16 – 23, including 41.2)

41.2 To consider the Staffing and Recruitment Committee's Terms of Reference for approval (attached to the minutes document 41.1)

42. Allotment Working Group (AWG)

To receive an update from the Chairman of the AWG regarding the meeting held on 25th July 2022 at the allotments.

43. Policies and Procedures

43.1 To consider the council's Standing Orders for approval. (sent by email)

43.2 To consider the Finance Committee's Terms of Reference for approval, provided by the clerk. (pages 21-22)

43.3 To consider the council's Financial Risk Assessment for approval. (sent by email)

44. Finance Matters

44.1 The Finance Committee meeting held on 15th July 2022 was opened but closed without discussion as the meeting was not quorate.

44.2 To consider a date for the next Finance Committee meeting.

44.3 To receive an update from the clerk regarding the progress of the second bank account.

44.4 To receive and update from the clerk regarding the NEST pension fine.

44.5.1 To receive an update from the clerk regarding the AGAR for 2021-2022.

44.5.2 To consider the Internal Auditors Report received and issued by the clerk previously by email.

44.6 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports for 1st April to 30th June 2022 issued previously by the clerk. (sent by email)

44.7 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/ To Pay	Payment Method (Incl. Cheque No.)
23/06/2022	475PA00677692	HMRC	P32 Apr-July 22	05/07/2022	7.69	BACS
25/06/2022	n/a	H Phillips	June 22 Salary	25/06/2022	776.75	BACS
Nov - Apr 22	wk 34,38,43,47,51,3	NEST	Pension Contribution	10/05/2022	297.19	DD
25/05/2022	wk 8	NEST	Pension Contribution	24/05/2022	36.99	DD
25/06/2022	wk12	NEST	Pension Contribution	05/07/2022	56.63	DD
01/07/2022	250-2223	YLCA	Clr Quinn - Chairing Skills	09/07/2022	66.80	BACS
06/07/2022	290-2223	YLCA	Clr Holmes - Planning Webinar	09/07/2022	25.00	BACS
28/07/2022	n/a	D.R Everattt	Adhoc Works - Handweeding		50.40	
28/07/2022	n/a	D.R Everattt	1/3 Annual Contract		350.00	
01/07/2022	9039	Autela Payroll Services Ltd	Payroll Process		78.12	
05/07/2022	4169	Yorkshire Internal Audit Services	Annual Internal Audit		375.00	
06/07/2022	n/a	Carlton Methodist Church	3x Meetings - Apr & May 22		60.00	

- 44.7 To consider authorisation of the clerk's hours worked within the June/ July 2022 period, and any overtime worked. (page 23)

45. Planning Matters

- 45.1 To consider the planning applications, consultations and decisions received

45.1.1 Planning Applications.

2022/0738/OUTM – Land North of Carlton Holy Family School, Station Road, Carlton
Outline planning application for erection of up to 190 dwellings, formal and informal open space, landscaping, works and meads of access.

45.1.2 Consultation Letters.

2022/0548/HPA – 32 Broadacres Garth, Carlton – Retrospective Application
Demolition of garden room and side canopy and construction of rear extension over existing garage.

45.1.3 Planning Decisions.

2021/1225/COU – 26 West Bank, Carlton
Use of land adjacent to 26 West Bank, Carlton as a dog exercise area - Permitted

- 45.2 To consider the response, if any, to the outline planning application to be proposed to SDC Planning Dept. after the presentation from the developers' representatives.

46. Parish Matters

To receive any parish matters from the councillors.

47. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 28th June 2022, and action log for the clerk and councillors. (**action log- page 24**)

48. Training

- 48.1 To receive an update on any training requests processed by the clerk under delegated power, and training completed by councillors.
- 48.2 To consider the inclusion of a 'feedback' agenda item in the council meeting agenda.

49. Date Future Meetings

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

- 50.1 Finance Committee: Tuesday 13th September 2022 at 7.30pm.
- 50.2 Cemetery Working Group: Wednesday 14th September 2022 at 7.30pm. Venue:
- 50.3 Parish Council: Tuesday, 27th September 2022 at 7.30pm.
- 50.4 Staffing and Recruitment Committee: To be confirmed.
- 50.5 Allotment Working Group: To be confirmed.

Item 39

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

The council elected the Chairman for 2022-2023.

Councillor Clayton was thanked for his time as Chair of the Parish Council.

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, Declaration of Acceptance of Office be received.

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

The Council elected the 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 Councillor L. Quinn due to noted absence; and
- ii) the Councillors Declarations of Acceptance of Office be received 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

Questions had been raised about the content of the Standing Orders and amendments had been provided to the clerk for the council to consider. A discussion took place, and it was agreed that the clerk would complete the amendments and provide the final Standing Orders for adoption to the June Council meeting for approval.

Resolved: That

- 6.1 The council's Code of Conduct policy be approved and adopted;**
- 6.2 The Standing Orders would be presented, after amendments had been completed, to the Council at the meeting in June for adoption; 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;**
- 7.2 Cllrs Clayton, Holmes, Lowes, Quinn, and Taylor be appointed the members of the Planning Committee;**
- 7.3 Cllrs Bell, Deller, Quinn, and Taylor be appointed the members of the Staffing and Recruitment Committee;**
- 7.4 Cllrs Bell, Lowes, Taylor, and the clerk be appointed the members of the Website Working Group;**
- 7.5 Cllrs Lowes, Mann, Quinn, and Taylor be appointed the members of the Cemetery Working Group;**
- 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 agreed that Cllr Land be appointed as representative for Carlton Village Hall, to attend meetings held on the first Tuesday of each month. The clerk would inform the village hall to ensure the agenda and papers are sent to Cllr Land.

Resolved: That Cllr Land be the council's representative for Carlton Village Hall and the clerk update the village hall accordingly.

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.

Resolved: That the Annual Internal Auditors Report for 2021/22 be noted and approved with no further actions required

10.2 The council considered the Annual Governance Statement 2021/2022. Each assertion was considered, and evidence discussed by the council.

Resolved: That the Annual Governance Statement for 2021/22 be approved

10.3 The council considered the Accounting Statements 2021/2022. The figures had been inserted by the clerk and the council checked the figures before the Chair and Clerk signed the statement.

Resolved: That the Accounting Statements for 2021/22 be approved

10.4 The council considered the date for the Notice of the period for the exercise of public rights. It was agreed that the date would be 11th July to 19th August 2022 and the clerk would put the notice in the village noticeboards and on the council's website.

Resolved: That

- i) **The dates for the Notice of the Period for the exercise of Public Rights 11th July to 19th August 2022 be approved and posted within the required deadline by the clerk.**
- ii) **The full Annual Governance and Accountability Return, the Explanation of Variances and other documents would be provided to the External Auditor by the deadline (30 June 2022).**

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. The clerk updated that after checking with SDC the CIL funding had to be applied for and could not be left until October. It was agreed to sign the form and draw down the funding. This would be put into the council's reserves for future projects. The amount is £281.99
- 12.4 The council received an update on the progression of the new bank account from the clerk. The account had been opened, the clerk had completed the bank mandate on-line however, the form for signatories to sign was not yet available. The council asked the clerk to provide the form for the next meeting. It was agreed that the Finance Committee members would be appointed signatories.
- 12.5 The council received an update on the action of the employer NEST Pension company from the clerk. Despite the pension form being sent off to NEST on three occasions it was only the third attempt that the bank had authorised. Payment had now been taken by NEST. The council may have a fine to pay however, a case would be made regarding late payment if a fine is given.

Resolved: That

- i) **The bank statement and reconciliation for April 2022 be approved;**
- ii) **The payments outstanding and those made by the clerk under delegated authority be approved (as below);**
- iii) **The clerk's salary payment for May be provided to Cllr Clayton for approval of hours and any overtime incurred. Cllr Quinn to be appointed Line Manager and in future the clerk's hours and overtime would be approved by Cllr Quinn. She would also provide Autela, the payroll provider, with the instruction of hours from June salary payment.**

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

- iv) **The CIL fund request form be sent to SDC. and funds be allocated to reserves**
- v) **The update regarding the progression of the new bank account presented by the clerk be noted and the bank mandate form be provided to the next meeting; and**
- vi) **All members of the Finance Committee to be signatories for the bank accounts be approved; and**
- vii) **The update regarding possible action by the Council's pension provider NEST presented by the clerk be noted.**

13. Carlton Jubilee Community Group

- 13.1 The jubilee leaflets have been received and circulated throughout the village. Seven banner forms have been returned. Councillor Land was thanked for taking the leaflets to households in the village.

- 13.2 An update from the clerk was received regarding further Jubilee grant applications received.

Resolved: That

- i) **The update on the Jubilee events and circulation of the flyers be noted; and**
- ii) **The Grant Applications from the Brownies for £100.00 (LGA 1972 S137) and 1st Rainbows for £100.00 (LGA 1972 S137) 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.

Councillor Holmes declared an interest and took no part in the discussion.

- 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 with regard to both planning applications.

14.2 Decisions

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

Resolved: That the decision of SDC Planning Department be noted.

15. Clerk's Report

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

The action log was colour coded – Red: Immediate action required, Amber: Monitor and retest within 1-2 years, and Green: does not require action.

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 VWWG	All Councillors	by 28th June 2022 council meeting	
	PC 26/04/22 200.3	Contact NYCC regarding Station Rd/Harron Homes chicane 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. Councillors requested four training courses at a cost of £158.60 and £25.00. Councillors would provide feedback from the training at a future council meeting.

Total training cost so far this year was £183.60, leaving £816.40 of the training budget available.

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 40

Minutes for the Parish Council meeting held on 28th June 2022 at Carlton Methodist Church.

Present: Cllrs Bell, Clayton, Deller, Holmes, Lowes, Mann, Quinn and Taylor.

In attendance: the clerk and two members of the public.

18. Apologies for Absence

Apologies and reasons for absence were received from Cllr Land.

Resolved: That the apologies and reason for absence received from Cllr Land be approved.

19. Declarations of Interest

Declarations of personal and disclosable pecuniary interests from councillors on matters to be considered at the meeting were received from Cllrs Bell, Lowes and Mann relating to agenda item 25.2

Resolved: That the declarations of personal and disclosable pecuniary interests received from Cllrs Bell, Lowes and Mann be noted.

20. Local Councillor's Report

The council received the report of the attending SDC councillor, points to note below.

The Cllr's local budget of £10,000.00 is now available on application to local groups, with a further £6,000.00 being available through Cllr C Richardson. Applicants would be required to contribute to the overall project cost.

A new outline planning application is to be processed by Helios, for an extensive solar farm project around the Carlton, Camblesforth and West Bank area. Cllr Jordan is to meet shortly with a representative of the company as a fact finding exercise.

A question was raised from a parish councillor regarding the missing drain covers in the Broadacres area. Cllr Jordan was not able to update further at that point on the progress of the solution.

Resolved: That the local councillor's report be noted.

21. Questions from the Public

No questions were raised from members of the public.

22. Chair's Report

The council received a verbal update from the Chair since the last meeting. He had not attended any meetings however, the Chair noted that the memorial testing had been completed within the set timeframe and thanked all who carried out the testing.

The Chair had logged the issues of overgrown vegetation and soil residue in the roadsides and gulleys around the parish, on the NYCC website.

The Chair wished to note the success of the Platinum Jubilee events and celebrations held in the parish and thanked all who assisted in organising and contributing to those events.

Resolved: That the chair's report be noted.

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.

Resolved: That the minutes be deferred for consideration at the next Annual Meeting of the Parish in 2023.

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.

Resolved: That the minutes of the Annual Meeting of the Council be deferred for consideration until 26th July 2022 meeting.

25. Minutes of the Planning Committee

25.1 The council considered the minutes of the Planning Committee held on 7th June 2022.

Resolved: That the minutes of the Planning Committee meeting held on 7th June 2022 be approved.

25.2 The council considered the planning applications and planning decisions received since 17th May 2022.

25.2.1 Applications

25.2.1.1 **2022/0399/OUTM Hallam Land Management Ltd. Mill Lane, Carlton:** outline application for c. 150 residential dwellings. (see 25.1)

Resolved: That a response to the application had previously been issued to SDC Planning from the parish council.

25.2.1.2 **2022/0399/OUTM Caddick Development. Land east of Station Road, Carlton:** EIA screening assessment for proposed residential development.

Resolved: That the application 2022/0399/OUTM for Caddick Development be considered at the next council meeting on 26th July 2022 when representatives will present to council.

25.2.2 Decisions

25.2.2.1 **2022/0485/TELB Open Reach - 12 The Pastures, Carlton:** Install 2x 10m medium wooden pole – Not Required.

25.2.2.2 **2022/0170/HPA Ridley House, High Street, Carlton:** Infill to front porch – Permitted.

25.2.2.3 **2022/0181/HPA Coates Hall Lodge, Hirst Road, Carlton:** single storey extension to conservatory – Permitted.

25.2.2.4 **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.

Resolved: That the planning decisions be noted.

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

The council considered the report of the clerk and spreadsheet showing the cashbook, budget monitoring and income and expenditure accounts. The bank statement and reconciliation were also received.

Resolved: That the Cash Book, Bank Statements, Reconciliation, and Budget Monitoring reports be considered at the Finance Committee meeting to be held on 15th July 2022.

- 26.2 The council considered 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 cemetery- 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 cemetery- removal of overgrown bush plus 1x hr hand-weeding		50.40	

Resolved: That

- i) the payments outstanding and those made by the clerk under delegated authority be approved, noting that salary, pensions and HMRC payments to be included on the monthly authorisation sheet in the future for all council meetings; and
- ii) the second bank account be allocated to the items included in the reserves policy.

- 26.3 The council considered authorisation of the clerk's hours worked within the May/June 2022 period. The additional hours of 21.25 were considered.

Resolved: That the clerks hours worked within the period for May/June 2022 be approved and the additional hours of 21.25 be paid in the salary payment.

27. Parish Matters

The council received the following parish matters from councillors.

- 27.1 A member of the public contacted a councillor to inform the council of a missing flower holder from their family grave plot in the cemetery.

Resolved: That the councillor is to request that the member of public checks the vicinity of the plot and if required report to the Police. The clerk is to ask the groundworks contractor if he is aware of any issues regarding the plot.

- 27.2 A member of the public had contacted a councillor to query the corrective actions of the memorial testing. The clerk is in the process of gathering the contact details of family members whose plots were affected by corrective actions from the testing process.

Resolved: That a letter will be issued to those affected to explain in more detail the process involved and their requirements.

- 27.3 A member of the public had contacted a councillor about altering their family grave plot area.

Resolved: That the member of the public is to be requested to contact the clerk to give more detail on their request.

- 27.4 A councillor queried the status of allotment plots as some were viewed as being overgrown and in need of attention.

Resolved: That the clerk is to contact the allotment tenants to alert them of the concerns.

- 27.5 A councillor raised concerns regarding overgrown vegetation at a property on the Broadacres estate.

Resolved: That the councillor was requested to report the issue via the NYCC website.

- 27.6 A councillor raised concerns regarding the lack of action to correct/improve the bollard section of Station Road, Carlton, adjacent to the Harron Homes development.

Resolved: That the clerk is to contact NYCC Chief Executive to request urgent action.

- 27.7 A councillor noted the recent run of break-ins and crimes throughout the parish. A discussion was held relating to more extensive CCTV coverage and making sure that residents raise the issues with the Police. It was agreed that no further action be taken with regards extending the parish CCTV system. It was suggested that the council could put a statement on the website asking residents to report incidents to the police and to be vigilant.

Resolved: That the council's website should be updated to request vigilance within the Parish and report incidents to the Police.

28. Parish Waste Bins

The council considered the requirement of additional waste bins for the Parish.

Resolved: That

The clerk contact Selby District Council to request information of existing serviced waste bins throughout the parish and update council at the next council meeting.

29. Clerk's Report

The council received the clerk's report and updates, along with recommendations on matters dealt with since the last meeting on 17th May 2022.

It was previously reported that the seating area in the Golden Garden requires some refurbishment; the roof needs repainting, and the guttering and drainage requires attention/ improvement. The work is scheduled for w/c 22nd August 2022.

The new noticeboard for the Golden Garden is expected to be delivered within the next 4 weeks. There has been a delay in production as they have been waiting for a component to be fabricated.

It has been reported that weeds are starting to grow through the new tarmac paths in the cemetery

Resolved: That

- i) **The clerk's report and updates be noted;**
- ii) **The quote received for the refurbishment of the Golden Garden seating unit be approved at a cost of £490, and the contractor, Mr M. Mason be appointed; funds to be taken from the council's reserves;**
- iii) **The clerk write to a deed holder of a cemetery plot to request that the shrubbery is cutback; and**
- iv) **The Cemetery Working Group assess the weeds that are coming through the new tarmac footpaths in the cemetery grounds and feedback to council remedial actions and suggestions.**

30. Training

The council received an update on training requests processed by the clerk under delegated power, and training completed by councillors.

Cllr Quinn had attended the two part training sessions on 'Chairing Skills' and Cllr Holmes is to attend the 'Basic Understanding of the Planning System' course.

Resolved: That the update be noted.

31. Date Future Meetings

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

- 31.1 Staffing and Recruitment Committee: Thursday, 14th July 2022 at 7.00pm.
- 31.2 Finance Committee: Friday 15th July 2022 at 6.30pm.
- 31.3 Allotment Working Group: Monday 25th July 2022 at 11am. (at the allotments)
- 31.4 Parish Council: Tuesday 26th July 2022 at 7.30pm.
- 31.5 Cemetery Working Group: Wednesday 14th September 2022 at 7.30pm.

Item 41

Minutes of the Staffing and Recruitment Committee meeting held on the 14th July 2022 at 7.00pm at the Methodist Church.

Present: Councillors Bell, Deller, and Quinn

1. Election of Chair

Councillor Bell was elected as Chair of the Staffing and Recruitment Committee for the year 2022-23

Resolved: That Councillor Bell be appointed Chair of the Staffing and Recruitment Committee for the year 2022-23

2. Apologies and reasons for absence

Resolved: That the apologies from Councillor Taylor be received and the reasons for absence be approved.

3. Declarations of Interest

There were no Declarations of Interest.

4. Minutes from the last Staffing & Recruitment Committee meeting.

The minutes of the last meeting had been considered and approved at a parish council meeting.

Resolved: That the minutes be noted with no action to be taken.

5. Terms of Reference

The committee considered the Staffing and Recruitment Terms of Reference. It was agreed that the Terms of Reference be provided for approval at the council meeting on 26th July 2022

Resolved: That the Staffing and Recruitment committee Terms of Reference be provided to the council at the meeting on 26th July 2022 for approval.

Recommendation to council: That delegated authority be given to the Staffing and Recruitment committee to “review applications, shortlist and interview suitable candidates, be included in the Terms of Reference”

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

A motion was put forward to exclude the press and public.

Resolved: That the motion to exclude the press and public be approved.

7. Probationary Review of the clerk/ RFO

- 7.1 The Committee considered the appraisal that had taken place between the clerk/ RFO and the line manager. It was felt that it was a fair assessment of the work of the clerk/ RFO, and an action plan had been agreed.

Resolved: That

- i) the annual appraisal of the clerk be noted as a fair assessment and the committee approved the action plan.

Recommendation to council: That

- ii) the appraisal of the clerk/RFO be noted; and
- iii) an action log be displayed and utilised during all ordinary parish council meetings and subsequent committee meeting, where appropriate.

7.2 The committee considered the training of the clerk/RFO.

It was suggested that the clerk/RFO currently had training ongoing that needed to be completed.

Resolved: That no further training be approved until the clerk/RFO had completed the outstanding training.

7.3 The committee considered the timesheets and hours worked for the clerk/RFO.

A discussion took place with regard to the Clerk/RFO's overtime, and it was considered that the Line Manager be provided with approval to consider overtime requests between council meetings.

Recommendation to council: That

- i) the clerk/RFO contacts the Line Manager with requests for overtime approval; and
- ii) the council give approval to the clerk/ RFO's Line Manager for approval of overtime claims, between council meetings.

7.4 The committee considered the requirement for an increase to the standard hours contracted to the clerk/RFO.

Recommendation to council: That no additional hours be provided in the clerk/ RFO's contract of employment at this time.

8. Salary Review

The committee considered the annual pay review and incremental increase for the clerk/ RFO.

Recommendation to council: That

- i) the clerk/ RFO is awarded an incremental pay increase; and
- ii) the Staffing and Recruitment committee receive a copy of the clerk/ RFO's contract of employment, for information.

9. Role of the Line Manager and the Mentor of the clerk/RFO

A discussion took place regarding the Line Management and Mentoring of the clerk/ RFO. It was felt that there was no need to continue with the mentoring of the clerk/ RFO as there are other sources that the clerk could contact for advice and guidance.

Resolved: That

- i) Cllr Quinn remain in post as line manager for the clerk/ RFO. And that Cllr Mann no longer performs the role of Mentor and steps back to allow the clerk autonomy in role; and**
- ii) the clerk/RFO receives advice and guidance from other sources.**

10. Date & Time of Next Meeting

Resolved: That the next meeting be scheduled for 8th September 2022 at 7pm. (venue to be confirmed).

The Chair thanked councillors for attending and closed the meeting at 8.28pm.

Staffing and Recruitment Committee Terms of Reference

Purpose of the Staffing and Recruitment Committee

The purpose of the committee with respect to staffing is to motivate and encourage employees to achieve and maintain high standards of conduct and job performance at all times to ensure that staff:-

- Fulfil the duties specified in their contract of employment.
- Are honest and act beyond suspicion or dishonesty.
- Maintain high standards of integrity and conduct to protect the council's image and reputation with the public.
- Are fully trained in accordance with the council's requirements.

In addition, the committee aims to foster good relationships between the council and its employees by discouraging the harbouring of grievances, settling grievances as near as possible to their point of origin; to ensure that the council treats grievances seriously and resolves them as quickly as possible and to ensure that employees are treated fairly and consistently throughout the council.

Membership of the Committee

The Staffing and Recruitment Committee will comprise of four councillors (including the chairman of the council). A minimum of three councillors are required for a meeting to be held.

The term of office of members shall be for twelve months expiring on the day of the Annual Meeting of the Council.

Convening of meetings

The committee will meet when recruitment or staffing considerations are required.

Chairman of meetings

The chairman of the committee will be appointed at the first meeting of the committee each year.

Minutes

The minutes will be taken by a member of the committee and be provided to the council at its next meeting.

The function of the Staffing and Recruitment Committee

- To ensure timely completion and review the clerk's staff appraisals.
- To review the terms and conditions of all employees on an annual basis.
- To review the contracted hours of the clerk to the council, and other contracted staff as and when required.
- To deal with any disciplinary matters as and when required.
- To deal with any grievance complaints as and when required.
- The committee shall meet in July annually and during the year as and when required.

- Should recruitment be required:-
 - the committee will review the Job Description and Person Specification, Salary Scale Point in line with the National Joint Council (NJC) Terms and Conditions of the role of clerk/RFO.
 - The committee will arrange for advertising of the position.
 - The committee will be given delegated power to review applications, shortlist and interview suitable candidates – subject to the council's Scheme of Delegation.
 - The committee will make a recommendation to the council, after the interview process has been completed, and the preferred candidate(s) would be invited to attend the next available council meeting for the candidate to present to the council for consideration.

Item 43.2

Terms of Reference for the Finance Committee

1. Membership of the Finance Committee

- 1.1.** Membership of the Finance Committee shall comprise of five members of the Parish Council, to be reviewed and confirmed each year at the Annual Meeting of the Parish Council.
- 1.2.** Any changes in membership of the Finance Committee after the Annual Meeting of the Parish Council shall be subject to approval at the next full meeting of the Parish Council.
- 1.3.** Quorum for the Finance Committee shall be three members. If the meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.

2. Convening of Meetings

- 2.1.** Ordinary meetings of the Finance Committee shall be convened by the clerk.
- 2.2.** The convening of meetings shall be done in accordance with the Local Government Act 1972.
- 2.3.** Extraordinary meetings of the Finance Committee shall be convened by the chair of the committee.
- 2.4.** The convening of extraordinary meetings shall be done in accordance with the Local Government Act 1972.

3. Chairing of Meetings

- 3.1.** The Chair of the Finance Committee shall be elected annually by the Finance Committee at the first meeting held after the Annual Meeting of the Parish Council.

4. Clerk to the Meetings

- 4.1.** The clerk to the Parish Council shall act as the clerk of the Finance Committee.
- 4.2.** The clerk shall minute the proceedings and resolutions of the Finance Committee in accordance with the Local Government Act 1972.

5. Approval of Minutes

- 5.1.** The minutes of the meeting shall be ratified by the Finance Committee at the next meeting and sent to full council for information.

6. Remit of the Finance Committee

- 6.1.** The Finance Committee shall be delegated to act on behalf of the Parish Council in all matters concerning tendering, contracts and purchasing arrangements. (Standing Order 18)
- 6.2.** The Finance Committee shall be empowered to determine fees to be charged by the Parish Council.

- 6.3. The Finance Committee shall be empowered to appoint an internal auditor on the Parish Council's behalf.

7. Responsibilities of the Finance Committee

- 7.1. The Finance Committee will consider and make recommendations to the Parish Council for its Reserves Policy.
- 7.2. The Finance Committee shall consider and make recommendations to the Parish Council for the annual budget, use of reserves and precept requirement every year.
- 7.3. The Finance Committee shall monitor the income and expenditure of the Parish Council throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any shortfalls or expenditure in excess of budgets will not have an adverse effect on the Parish Council's overall financial position.
- 7.4. The Finance Committee shall monitor the income and expenditure of the Parish Council throughout the year, ensuring that Systems of Internal Control are implemented in accordance with proper practices.
- 7.5. The Finance Committee shall consider the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- 7.6. The Finance Committee shall regularly review banking arrangements, including the bank mandate, for safety and efficiency and make recommendations to the Parish Council.
- 7.7. The Finance Committee shall review all risks and risk assessments, ensuring any unacceptable risks or shortcomings in assessment are addressed as soon as possible.
- 7.8. The Finance Committee shall review annually the schedule of insurance cover to ensure that adequate levels of insurance, including fidelity, are maintained
- 7.9. The Finance Committee shall ensure that inspections of Parish Council assets are implemented and that any issues they identify are addressed.
- 7.10. The Finance Committee shall ensure that the Parish Council's Financial Regulations are reviewed annually, submitting any amendments to the Parish Council for approval.

Item 44.7

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	47.4	
24/06/2022	06:30	09:00	2.5	11:00	12:30	1.5	nil	nil	0	4		
25/06/2022	nil	nil	0	13:30	16:30	3	nil	nil	0	3		
26/06/2022	09:30	11:00	1.5	nil	nil	0	nil	nil	0	1.5		
28/06/2022	nil	nil	0	12:00	13:30	1.5	19:15	21:30	2.25	3.75		
WeeklyTotal										12.25	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	41.4	
05/07/22- 07/07/22	HOLIDAY X 10 HRS									10		
Weekly Total										10	31.4	
	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		
11/07/2022	11:00	13:00	2	nil	nil	0	nil	nil	0	2		
12/07/2022	nil	nil	0	14:00	17:00	3	nil	nil	0	3		
13/07/2022	nil	nil	0	14:00	15:30	1.5	nil	nil	0	1.5		
15/07/2022	11:00	13:00	2	nil	nil	0	18:15	19:30	1.25	3.25		
16/07/2022	09:00	10:30	1.5	nil	nil	0	nil	nil	0	1.5		
Weekly Total										11.25	31.4	
	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		
18/07/2022	nil	nil	0	nil	nil	0	19:00	21:00	2	2		
19/07/2022	nil	nil	0	16:30	18:30	2	nil	nil	0	2		
20/07/2022	nil	nil	0	13:00	17:00	4	nil	nil	0	4		
Weekly Total										8	31.4	
Monthly Total										41.5		

40

Item 47

Carlton Parish Council Action Log 2022-2023					
Date	Meeting/Minute	Details	Person Allocated to Action	Deadline	Completed Date & Comments
Carried from 2021-22					
Apr-22		.Gov.uk emails to be set up correctly so they are being used	All Councillors	ASAP	
		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	on-going	
	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	
	PC 28/06/22 29.iii)	Contact the family regarding the reduction/removal of the shrubbery at their plot in the cemetery	Clerk	ASAP	
	PC 28/06/22 29	To update the cllrs info/ roles etc on website and noticeboards	Cllrs Clayton & Deller	ASAP	
			Clerk	ASAP	
	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; waiting for the bank to contact the signatories and confirm the account is open to use
	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; authorised 28/06/22
	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