

Carlton Parish Council

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:

Signed:

Date:

Minute Ref:

- 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;**
- 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 clerks 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.**

Signed:

Date:

Minute Ref:

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;**
- 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 regards 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 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. 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.

Signed:

Date:

Minute Ref: