

Carlton Parish Council

Minutes of Carlton Parish Council Meeting held at 7:30pm on the 25th January 2022 at Carlton Methodist Church.

Present: Councillors: T Clayton (Chairman), G Taylor (Vice Chairman), A Lowes,

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

133. Apologies and Reasons for Absence

Apologies were received from Cllr's Bell, Holmes, Mann and Quinn

Resolved: That the apologies and reasons for absence received be accepted and approved.

134. Declarations of Interest

There were no Declarations of Interest.

135. Questions from the Public

A question was raised regarding the groundworks contract.

Resolved: That the Chair explained the matter was to be discussed by the council, excluding Press and Public, later in the meeting.

136. To receive the Chair's Report

The Chair's report regarding the Drax Liaison meeting which he attended be noted

137. Minutes of the Extraordinary Council meeting

The council considered the minutes of the Extraordinary meeting of the council, held on 7th December 2021.

Resolved: That the minutes of the Extraordinary meeting of the council be approved.

138. Minutes of the Parish Council meeting

The council considered the minutes of the Parish Council meeting, held on 30th November 2021

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

139. Minutes of the Finance Committee

The council considered the minutes of the Finance Committee meeting held on 11th January 2022

Resolved: That
i the Reserves Policy reviewed by the Finance Committee, be adopted.

- ii the Council the bank statements, reconciliation, and budget monitoring reports up to 31st December 2021 be approved; and
- iii the minutes of the Finance Committee meeting be approved.

140. Finance Matters

- 140.1 The council received the bank balances, statements, and reconciliation up to 31st December 2021.

Resolved: That

the bank balances and statements be noted; and

the bank reconciliation be approved

- 140.2 The council received the Income, Expenditure report and Budget Monitoring report.

Resolved: That the Income, Expenditure and Budget Monitoring reports be approved.

- 140.3 A list of payments for approval were considered and those payments made, by the clerk, under delegated authority.

Resolved: That the list of payments be approved.

141. Council Insurance Policy

The council considered the insurance policy to ensure all assets are sufficiently covered.

Resolved: That the clerk to update the asset register and add newly purchased items to the current policy, as no additional costs will be incurred.

142. Correspondence Received

The council considered the Carlton Towers Woodland Management Plan

Resolved: That the clerk seek permission to add the information to the council's website for public information; and

the information be noted with no concerns or further actions required.

143. Planning Matters

- 143.1 The council considered the planning decisions forwarded by the clerk.

Resolved: That the planning decisions be noted.

- 143.2 The council considered the Planning Committee Terms of Reference.

Resolved: That Planning Committee Terms of Reference be adopted.

144. Clerk's Report for On-going Matters

The council considered the Clerk's report and recommendations.

The council considered the verbal reports presented by the clerk regarding

- the Extraordinary meeting held on 23rd January 2022,
- an update on the changes/issues relating to the council's bank account after the Selby branch of Virgin Money has permanently closed
- a report conveyed from Cllr Holmes in his absence, noting that grit bins had been checked (two requiring topping up).

Resolved: That

- the clerk's report be noted; and
- the arrangement of the Allotment Working Group meeting with the allotment tenants in attendance be deferred until the Parish Council meeting on 22nd February 2022; and
- the clerk's request to engage a known IT company to assess the clerk's laptop be approved, on the proviso that the clerk be present when the assessment and any work required is completed
- the verbal update on the Extraordinary meeting of the Council, held on 23rd January 2022 and the council's bank accounts be noted; and
- the clerk to research options for the present bank account (savings) and present to the council at the Finance Committee meeting on 8th February 2022
- the verbal update conveyed from Cllr Holmes be noted.

145. Parish Matters

A councillor raised an issue regarding the lack of noticeable road markings on High Street (Mill Lane area) and Lynwith Lane, and poor surface and dog waste on Convent Walk.

Resolved: That the councillor to log the issues on NYCC Highways dept. website; and

the problem with dog waste to be monitored but recognised as a difficult issue to solve.

146. Parish Street Lighting

The council considered the update received from the clerk regarding the streetlighting replacement costs

Resolved: That

- the cost of the replacement of LP2 and LP17 be approved; and
- alternative options be requested from NYCC for LP1, Convent Walk to avoid major disruption; and
- NYCC be approached to request to place the order presently for the Phase 5 replacement scheme at the stated costs, but not be invoiced or commence the works until financial year 2022-2023

147. Cemetery Matters

The council considered the memorial testing process, costs and recommendations of the funeral director and memorial mason.

Resolved: That the item be deferred until the Parish Council meeting on 22nd February 2022.

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

Resolved: That the press and Public Bodies be excluded from the meeting.

149. Groundworks Quotes

The council considered the quotes received for the groundworks contract.

Resolved: That the clerk contact the applicants to seek answers to questions raised by the councillors present at the meeting before any decision be made on awarding the contract.

150. Village S106 Monies

The council considered the distribution of the receipted S106 monies for Carlton Cricket Club and Carlton Village Hall.

Resolved: That

- **the S106 monies received into the Parish Council bank account on behalf of Carlton Cricket Club and Carlton Village Hall be distributed as two lump sums by bank transfer into the respective recipient's bank accounts and;**
- **the recipients must provide three quotes, consequent invoices and associated paperwork as is required to provide a full and accountable audit trail for the Parish Council and Selby District Council.**

151. Date of Future Meetings

151.1 Finance Committee: Tuesday 8th February 2022 at 7.30pm. Venue: Carlton Methodist Church

151.2 Parish Council: Tuesday 22nd February 2022 at 7.30pm. Venue: Methodist Church

151.3 Allotments Working Group: to be confirmed at the Parish Council meeting on 22nd February 2022

The Chairman thanked all for attending and closed the meeting at 9.30pm.