

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH MEMBERS

You are hereby invited to attend the meeting of **Carlton Parish Council** on **Tuesday 27th September 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

50. Apologies for Absence

To receive apologies and to consider the reasons for absence.

51. Declarations of Interest

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

52. Local Councillors' Report's

To receive the verbal report of the District and County councillors.

53. Questions from the Public

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

54. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 26th July 2022.

55. Allotment Working Group (AWG)

55.1 To consider notes and recommendations of the AWG held on 25th July 2022.

(pages 5-6)

55.2 The AWG meeting to be held on 16th September 2022 was postponed due the passing of Queen Elizabeth II

56. Parish Council

To consider the minutes for the parish council meeting held on 26th July 2022.

(pages 7-12)

57. Finance Committee

- 57.1 To consider the minutes and recommendations of the Finance Committee meeting held on 16th August 2022. (pages 13-15)

Recommendation to Council: That

- i) the Finance Committee's Terms of Reference be approved. (see 60.1)
- ii) the Financial Risk Assessment be approved. (see 60.2)
- iii) the bank statements, reconciliation, and budget monitoring reports up to 31st July 2022 be approved.

- 57.2 The Finance Committee meeting to be held on 13th September 2022 was postponed due to the passing of Queen Elizabeth II

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

59. Staffing and Recruitment Committee

To consider the minutes of the Staffing and Recruitment meeting held on 6th September 2022 (pages 16 - 18)

Recommendation to council:

- 14.1 to consider approval of the Equal Opportunities Policy (Staffing) (see below 60.3)
- 14.2 to consider approval of the Sickness and Absence Policy (see below 60.4)
- 16. to consider the amended clerk's Statement of Particulars with a variation to contract to be completed if approved.
- 17.1 to consider approval of purchase of the reference books.
- 17.2 that progress with the Cemetery Records is discussed.
- 17.3 that full use the council's membership to YLCA be made; and
- 18.i) the council consider the clerk's attendance is required only at the Parish Council, Annual Meeting of the Parish, and Finance Committee meeting; and
- 18.ii) minutes for other meetings will be taken by councillors so that the clerk is not a required attendee, unless expressly approved in advance by the council.

60. Policies and Procedures

- 60.1 To consider the Finance Committee's Terms of Reference for approval. (by email)
- 60.2 To consider the Financial Risk Assessment for approval. (by email)
- 60.3 To consider the Equal Opportunities Policy (Staffing) for approval. (by email)
- 60.4 To consider the Sickness and Absence Policy for approval. (by email)

61. Finance Matters

- 61.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st August 2022. (by email)
- 61.2 To receive a verbal update from the clerk regarding the council's second bank account.
- 61.3 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.)
25/07/2022	Jun-Jul 22	H Phillips	Clerks Salary	25/07/2022	507.26	BACS
25/07/2022	M4-Wk16	NEST	Clerks Pension	26/07/2022	36.99	DD
28/07/2022	1 of 4	D R Everatt	1/4 Contract	06/09/2022	350.00	BACS
04/08/2022	360-2223	YLCA	Off to a Flying Start (2 part)	16/08/2022	66.80	BACS
08/08/2022	n/a	Carlton Methodist Church	Room Rental for Meetings	06/09/2022	40.00	BACS
11/08/2022	436-2223	YLCA	Cemetery Management & Memorial Safety	06/09/2022	25.00	BACS
15/08/2022	010898369342	E-Bay	Local Councils Explained Book	15/08/2022	64.00	Card
25/08/2022	Jul-Aug 22	H Phillips	Clerks Salary	05/09/2022	563.29	BACS
25/08/2022	M5-Wk21	NEST	Clerks Pension	16/08/2022	41.07	DD
26/08/2022	202208024	MB Mason	Refurb of Bandstand seating in Golden Garden	06/09/2022	490.00	BACS
19/08/2022	477-2223	YLCA	2x Annual Conference Attendees	08/09/2022	240.00	BACS
08/09/2022	9194137	Viking Direct	Printer Paper	08/09/2022	36.42	Card
17/09/2022	03-Apr	Lisa's Florist	2x Wreaths for QE II	14/09/2022	120.00	Card
25/09/2022	M6 Wk25	H Phillips	September 2022 Salary	25/09/2022	517.00	BACS
25/09/2022	M6 Wk25	NEST	Clerk's Pension	25/09/2022	21.57	DD
31/08/2022	1 of 5	D R Everatt	1/5 Contract		350.00	
20/09/2022	11274	Ryther Alarms	CCTV Annual Service & Data Package		456.00	

61.4 To consider authorisation of the clerk's hours worked in August and September 2022, and any overtime worked. (by email)

62. Planning Matters

To consider the planning applications, consultations and decisions received

62.1 Planning Application Update

- i) 2022/0738/OUTM. Land North of Carlton Holy Family High School, Station Rd, Carlton. – Response emailed with the confirmation receipt being received on 02/08/22. Response for the request for a site meeting with NYCC Highways, Development Engineer is still pending despite contacting twice.

62.2 Consultation Letters

- i) 2022/0849/FUL – Countryside Commercials (Yorkshire), Unit 1B, Jandrem, Hirst Rd, Carlton. – Erection of building in connection with the renovation & sale of commercial vehicles.
- ii) 2022/0619/FUL – Mr R Holah on behalf of Carlton Towers Cricket Club. – Installation of two bay 33m cricket practice facility.

62.3 Planning Decisions

- i) 2018/1026/DOC – Mr H Singh. – Erection of 7x 1-bedroomed apartments on brownfield site at Carlton Supermarket & Post Office, High St, Carlton. WITHDRAWN.
- ii) 2022/0638/COU – The Poplars, 6 Almond Tree Ave, Carlton. – Change of use from garage to dog grooming parlour. PERMITTED.
- iii) 2021/1298/FUL – Bridge View, Hirst Rd, Carlton. – change of use, formation of tourist caravan site including siting 2x park homes, creation of campsite, extension of existing amenity block and storage building. PERMITTED.

63. Parish Street Lighting

To receive a verbal update from the clerk regarding the progress of the streetlighting maintenance request.

64. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 26th July 2022. (by email)

Recommendation to council: That

1.iii) the council consider the request for a new kerb-set received by the clerk.

65. Action Log

To consider the council's action log for outstanding actions and updates. (by email)

66. Training

- 66.1 To receive an update on any training requests processed by the clerk under delegated power.
- 66.2 To consider the Civility & Respect Training programme offered by YLCA.
- 66.3 To receive any feedback from the councillors and clerk regarding any training completed since 26th July 2022.

67. Date Future Meetings

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

- 67.1 Finance Committee: Tuesday 11th October 2022 at 7.30pm.
- 67.2 Parish Council: Tuesday, 25th October 2022 at 7.30pm.
- 67.3 Allotment Working Group: To be confirmed.
- 67.4 Staffing and Recruitment Committee: To be confirmed.
- 67.5 Cemetery Working Group: To be confirmed.
- 67.6 Website Working Group: To be confirmed.

Item 55.1

Notes for the Allotment Working Group meeting, held at 11am on 25th July 2022

Attendees: Cllr's Deller, Land and Quinn and the clerk

1. Election of Chair

Cllr Quinn was elected as the Chair of Carlton Parish Council's Allotment Working Group.

Resolved: That Cllr Quinn be Chair of the Allotment Working Group for the period 2022-23.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

There were no disclosures of personal and prejudicial interests from councillors on matters to be considered at the meeting.

4. Terms of Reference

After a discussion it was felt that the review of the Terms of Reference should be deferred until the next meeting, once the group members understood more of the role and requirements of the group.

Resolved: That the Allotment Working Group's Terms of Reference be deferred to the next AWG meeting.

5. Waiting List and Tenants

The AWG received an update from the clerk regarding the current allotment tenants and waiting list.

There are nine tenanted plots and ten persons on the waiting list.

Resolved: That the update be noted.

6. Contract/ Rental Agreement

6.1 To review the current contract/ rental agreement.

6.2 To review the current rental charges.

6.3 To review the rules for the allotment tenants.

A discussion was held, and it was felt that items 6.1, 6.2 and 6.3 should be deferred until the next meeting as there was a need to assess the current position alongside the future requirements of the allotments. Each point is intertwined with the other so a full and in depth review is to take place.

It was noted that the meeting would be better placed within the Methodist Church so that plans and paperwork would be easier to access and manage.

Resolved: That agenda items 6.1, 6.2 and 6.3 be deferred to the next AWG meeting.

7. Layout of the Current Plots

To review the current layout of the allotment plots.

The present layout was viewed and discussed; felt that it would be more appropriate to review the current layout at the next meeting once all factors and options have been

considered.

Resolved: That the review of layout of the current plots be deferred until the next AWG meeting.

8. Facilities of the Allotments

To review and discuss the current facilities of the allotments.

Whilst there were some suggestions and obvious requirements, a full review would be more appropriate at the next meeting after further consideration of all aspects of the allotment needs. The tenants are to be invited to the next meeting therefore their input will be of benefit.

Resolved: That the review of the current facilities of the allotments be deferred until the next AWG meeting.

9. Date and Time of Next Meeting

9.1 To consider attendees of the next meeting. (tenant inclusion)

Resolved: That the AWG will contact the tenants to offer attendance at future meetings.

9.2 To consider the date and time for the next meeting.

Resolved: That the next meeting will be held at the Methodist Church, school room, on 16th September 2022 at 6pm, at Carlton Methodist Church, school room.

All were thanked for attending and the meeting closed at 11:45

Item 56

Draft Minutes for the Parish Council meeting held on 26th July 2022 at Carlton Methodist Church

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

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

32. Apologies for Absence

Apologies and reasons for absence were received from Cllr Taylor.

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

33. Declarations of Interest

There were no 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

The council received a presentation 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.

A summary of the discussion is as follows:-

- The application has been submitted and verified.
- Plans have been amended to consider NYCC Highways concerns and recommendations. The application is open to further amendments as the representatives are aware of the potential of issues with access and egress. Alternative access points have been explored and the intended access is the most economical and sensible option.
- The existing access for the school at Long Hedge Lane, Carlton cannot be used as access as it would cause usage conflict.
- The speed limit from the bridge at the north entry to the village is intended to be lowered, extending the current 30/40mph zone.
- A traffic survey has been carried out at various times during a normal working day.
- The full application date would potentially be around April 2023.

Resolved: That

- i) **the presentation be noted.**
- ii) **the clerk write to Selby District Council to raise their concerns with applicable material considerations; and**
- iii) **the clerk to contact NYCC Highways to request a site meeting.**

35. Public Participation

The council received questions/ comment from members of the public.

A member of the public asked about the style of houses intended for the development, in particular the layout of the development, with concerns regarding the current trend for three storey houses.

The response from the representatives note that they will be working with the parish and Selby District Council Planning Dept. on this matter, but the developer would be managing the aesthetics and design of the site and dwellings therein.

The Chair thanked all for attending and taking part in the presentation and discussions.

36. Local Councillor's Report

There was no report from the attending councillor.

37. Questions from the Public

- 37.1 The council received a brief presentation from a member of the Walkers Are Welcome Group regarding the Village Link Project. This is a project to provide public walkway using existing footpaths to link local villages and give the public more options for recreation. Stiles would be removed, and gated access would replace them. Once the project is a little further along information and maps will be posted locally.

Resolved: That the Parish Council support this project and thanked Mr. Greenwood for his presentation.

- 37.2 A councillor asked about the available funds from district and county councillors' funding pots.

In response, Cllr Richardson stated that there was the following available funds that local groups may apply for, with a minimum request of £300:-

£3000 – Cllr Richardson
£3000 + £10000 – Cllr Jordan

Resolved: That the information be noted.

38. Chairman's Report

The Chair had not attended any meetings or events since the meeting held on 28th June 2022.

39. Minutes of the Annual Meeting of the Council

The council considered 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 held on 17th May 2022 be approved.

40. Minutes of the Parish Council meeting.

The council considered the minutes of the Parish Council meeting held on 28th June 2022.

Resolved: That the minutes of the Parish Council meeting held on 28th June 2022 be approved.

41. Minutes of the Staffing and Recruitment Committee

- 41.1 The council considered the minutes of the Staffing and Recruitment Committee held on 14th July 2022.

Resolved: That the minutes of the Staffing and Recruitment Committee meeting be approved.

- 41.2 The council considered the Staffing and Recruitment Committee's Terms of Reference for approval.

Resolved: That the Staffing and Recruitment Committee's Terms of Reference be approved.

42. Allotment Working Group (AWG)

The council received an update from the Chair of the AWG regarding the meeting held on 25th July 2022 at the allotments.

Whilst there was much to review for the allotments as the meeting was held outside, in inclement weather it was felt better to defer the majority of agenda items and hold the next meeting in the Methodist Church to permit easier viewing of documents.

Many of the allotments were ill-tended and the facilities require review.

Resolved: That

- i) the update be noted.
- ii) the Allotment Working Group to arrange a second meeting and invite tenants to attend; and
- iii) the chair and clerk to raise a letter and send to each tenant relating to the expected upkeep of their plots.

43. Policies and Procedures

- 43.1 The council considered the council's Standing Orders for approval.

Resolved: That the council's Standing Orders be approved.

- 43.2 To council considered the Finance Committee's Terms of Reference for approval.

Resolved: That the Finance Committee review their Terms of Reference at the next meeting.

- 43.3 The council considered the council's Financial Risk Assessment for approval.

Resolved: That the Finance Committee review the Financial Risk Assessment at the next meeting.

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.

Resolved: That the update on the Finance Committee meeting held on 15th July 2022 be noted.

- 44.2 The council considered a date for the next Finance Committee meeting.

Resolved: That the Finance Committee's next meeting be on 16th August 2022 at 7.30pm.

- 44.3 The council received an update from the clerk regarding the progress of the second bank account.

Resolved: That the clerk contact customer service of the second bank to ascertain its progress.

- 44.4 The council received an update from the clerk regarding the NEST pension.

Resolved: That the NEST pension is running as expected without financial penalty.

- 44.5.1 The council received an update from the clerk regarding the AGAR for 2021-2022.

Resolved: That the documents for the AGAR have been forwarded to the external auditors and are being processed.

- 44.5.2 The council considered the Internal Auditors Report received and issued by the clerk.

Resolved: That the report and consideration of the internal auditor be noted.

- 44.6 The council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports for 1st April to 30th June 2022 issued previously by the clerk.

Resolved: That

- i) the bank statements, reconciliation and the budget monitoring reports be approved; and
- ii) the Finance Committee review the cash book at the meeting on 16th August 2022.

- 44.7 The council considered approval of payments outstanding and those made by the clerk under delegated authority.

Resolved: That the payments outstanding and those made by the clerk under delegated authority be approved.

- 44.8 The council considered authorisation of the clerk's hours worked within the June/ July 2022 period, and any overtime worked.

Resolved: That

- i) the clerk's standard hours for June/July 2022 be approved; and
- ii) 1.5 hours overtime to be paid in August 2022 be approved.

45. Planning Matters

- 45.1 The council considered 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.

See Resolutions i) to iii) for agenda item 34

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.

Resolved: That no comment or action required.

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

Resolved: That no comment or action required.

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.

See Resolutions ii) to iii) for agenda item 34

46. Parish Matters

To receive any parish matters from the councillors.

There were no parish matters raised from the councillors.

Resolved: That omission from future council agendas the 'Parish Matters' item be approved.

47. Clerk's Report

The council received 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.

Resolved: That the clerk's report be noted.

48. Training

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

A councillor has completed the following courses:-

- i) Two part Chairing Skills.
- ii) Understanding Planning.

A councillor has booked to complete the two part 'Off to a Flying Start course.

Resolved: That the update be noted.

48.2 The council considered the inclusion of a 'feedback' agenda item in the council meeting agenda.

Resolved: That the inclusion of a training feedback agenda item for future council meetings be approved.

49. Date Future Meetings

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

- 49.1 Finance Committee: Tuesday 16th August 2022 at 7.30pm.
- 49.2 Finance Committee: Tuesday 13th September at 7.30pm.
- 49.3 Cemetery Working Group: Wednesday 14th September 2022 at 7.30pm.
- 49.4 Allotment Working Group: Friday 16th September 2022 at 6pm.
- 49.5 Parish Council: Tuesday, 27th September 2022 at 7.30pm.
- 49.6 Staffing and Recruitment Committee: To be confirmed.

Item 57

Minutes of the Finance Committee meeting held on Tuesday 16th August 2022 at 7.30pm at Carlton Methodist Church

1. Election of Chair

The council elected the Chair and Vice Chair for the Finance Committee for 2022-2023.

Resolved: That Cllr Mann be Chair and Cllr Taylor be Vice Chair of the Finance Committee for the year 2022-23

2. Apologies for Absence

Apologies and reasons for absence were received from Cllr Holmes.

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

3. Declarations of Interest

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4. Minutes of Finance Committee meetings

4.1 The committee received the minutes for the Finance Committee meeting held on 12th April 2022 for information only.

4.2 The meeting on 15th July 2022 was opened and closed as it was not quorate.

Resolved: That points 4.1 and 4.2 be noted.

5. Terms of Reference

The Committee reviewed their Terms of Reference.

Recommendation to Council: That the Finance Committee's Terms of Reference be approved.

6. Financial Risk Assessment Policy

The committee considered the Financial Risk Assessment Policy.

Recommendation to Council: That the Financial Risk Assessment be approved.

7. Income and Expenditure Records

The Committee considered the Income and Expenditure records up to 31st July 2022.

Resolved: That the Income and Expenditure records up to 31st July 2022 be approved.

8. Bank Statements, Bank Reconciliation and Budget Monitoring Reports

The committee received the bank statements, bank reconciliation, and budget monitoring reports for the council's accounts, up to 31st July 2022.

Recommendation to Council: That the bank statements, reconciliation, and budget monitoring reports be approved.

9. Second Bank Account

The committee received an update from the clerk regarding the Council's second bank account. The application has been updated to a more appropriate account and the paperwork has been issued to redress.

Resolved: That

- i) the update be noted; and**
- ii) the second account will hold £45,865.00 as per the council's Reserves Policy, as earmarked reserve funds.**

10. Parish Streetlighting

The committee received an update from the clerk regarding the progress of NYCC maintenance and Phase 5 streetlighting replacement schedule.

Resolved: That the clerk to pursue NYCC for a further progress update.

11. Waste Bins for the Parish

The committee considered the plans received from Selby District Council (SDC) and the requirements for additional waste bins for the Parish.

Resolved: That

- i) the clerk request an update from SDC on the progress of the waste bins previously ordered.**
- ii) the clerk contact SDC and Carlton Towers Estates to enquire regarding placing a waste bin on the southern entrance road to the village.**
- iii) the clerk to contact the Barratt Homes development management company to request replacement of the waste bin removed which was adjacent to the cemetery; and**
- iv) the clerk to investigate permissions and costs for additional post mounted waste bins in the Broadacres area of the parish.**

12. Golden Garden

12.1 Noticeboard

There was a discussion regarding the new noticeboard which had not yet been delivered, where payment was made in full in April 2022. If the delivery is not imminent the council would consider requesting a full refund.

Positioning confirmed at council meeting on 28th June 2022 – clerk's report, item as to the right of the Golden Garden, towards the front backing on to the fence of the house adjacent to the garden.

Resolved: That the clerk contact the noticeboard supplier to check on the date of delivery.

12.2 Bandstand Refurbishment

There was a discussion regarding the cost of the refurbishment, which was confirmed at a previous meeting as £490.00

Resolved: That the CIL funding of £281.99, already drawn and received, be used to contribute to the payment of the bandstand seating refurbishment.

13. Date of next meeting

Finance Committee: 13th September 2022 at 7.30pm.

Item 59

Minutes of the Staffing and Recruitment Committee meeting held on the 6th September 2022 at 7.00pm at the Methodist Church.

Present: Councillors Bell, Deller, Quinn and Taylor.

11. Apologies for absence

There were no apologies of absence.

12. Declarations of Interest

There were no Declarations of Interest.

13. Staffing & Recruitment Committee meeting minutes.

The minutes of the meeting held on 14th July 2022 were for information only, being approved at the Parish Council meeting on 27th September 2022.

Resolved: That the Staffing and Recruitment Committee minutes from 14th July 2022 be noted.

14. Policy Review

14.1 The committee reviewed the Equal Opportunities Policy (staffing).

Recommendation to council: to consider approval of the Equal Opportunities Policy (Staffing).

14.2 The committee reviewed the Sickness and Absence Policy.

Recommendation to council: to consider approval of the Sickness and Absence Policy.

14.3 The committee considered the Health and Safety Policy.
Some changes were suggested by the committee, but it was felt that a more extensive review should be completed therefore defer until the next meeting.

Resolved: That the review of the Health & Safety Policy be deferred until the next scheduled Staffing & Recruitment Committee meeting.

15. 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 exclusion of the press and Public Bodies (Admission to Meetings) be approved.

16. Contract review of the Clerk/RFO

The committee reviewed the clerk's Statement of Particulars; some changes were suggested.

Recommendation to council: to consider the amended clerk's Statement of Particulars with a Variation to contract to be completed if approved.

17. Update from the clerk's Line Manager

17.1 Publications.

After a previous discussion with the clerk the Line Manager suggested that two reference books should be funded for the use of the Clerk and Parish Councillors,

'Local Councils Explained by Meer Tharmarajah' at £64.00 and

'The Law of Allotments by Paul Clayden' at c. £30.00

Recommendation to council: to consider approval of purchase of the reference books.

17.2 Cemetery Records

It was requested that an update on the Cemetery Records be included in the clerks report at the next Parish Council meeting.

Recommendation to council: that progress with the Cemetery Records is discussed.

17.3 Training & Guidance

As Councillor Mann has now stood down from the role of Mentor to the clerk the use of the Yorkshire Local Councils Associations (YLCA) by the clerk, and any Councillor, for advice and guidance is encouraged.

Recommendation to council: that full use the council's membership to YLCA be made.

17.4 Clerk's Workload

Due to volume of work given to the clerk, it was discussed that in line with the Standing Orders of the Parish Council the clerk is only required to attend the Parish Council meetings, Annual meeting of the Parish and the Finance Committee.

- The clerk is not required to attend any other committee meetings and working groups unless requested by the meeting/group chair on an ad hoc basis, for a specific reason.
- At these other meetings a designated Councillor in attendance will be responsible for drafting the minutes which will be sent to the clerk for any necessary amendments prior to finalisation and circulation.
- The clerk's enthusiasm and involvement with other committees/working groups is very much appreciated, however priority for the clerk's time must be given to the Parish Council business and the duties of the Responsible Financial Officer.
- Any individual occupying the role of clerk is always welcome to attend and participate in any other meetings in the same capacity as a member of the public.

Recommendation to council:

- i) **the council consider the clerk's attendance is required only at the Parish Council, Annual Meeting of the Parish and Finance Committee meeting; and**
- ii) **minutes for other meetings will be taken by councillors so that the clerk is not a required attendee, unless expressly approved in advance by the council.**

18. Date and Time of next meeting

27th September at 7.15pm at Carlton Methodist Church