

Carlton Parish Council

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.