

Carlton Parish Council

Minutes for the Parish Council meeting held on 27th September 2022, at Carlton Methodist Church

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

In attendance: Mrs H Phillips – clerk and six members of the public.

50. Apologies for Absence

None received.

51. Declarations of Interest

A disclosure of personal and disclosable pecuniary interest was received from Cllr Holmes relating to agenda item 62.2.ii) to be considered at the meeting.

Resolved: That the councillor's interest be noted.

52. Local Councillor's Report

The Cllr noted the following points:

- the planning application proposals for the Helios Solar Farm, the P3P Partners Solar Farm adjacent to Carlton.
- the outline planning applications for Mill Lane and Station Road, Carlton housing developments.
- Cllr Richardson's community funding pot availability.

Resolved: That Cllr Jordan's report be noted.

53. Questions from the Public

- i) An independent group presented to the council on their comment and reasons for opposition to the proposed Helios solar farm, asking for parish council support on the opposition of the project.

Resolved: That

- **the Council neither support nor oppose this project; and**
- **the Council would discuss as a council when notified that the application and consultation is fully active.**

- ii) A member of the public raised concern regarding the newly posted Public Right of Way signage and path improvements from Carlton to Drax.

Resolved: That

the council responded that the actions had been completed by The Vale of Snaith Action Group and not the Parish Council.

- iii) A member of the public raised concerns regarding a building in Hinsley Lane, Carlton, with badly overgrown vegetation, rodent activity, the worrying state of the building and late night youth activity.

Resolved: That the clerk has reported this to NYCC Highways, and that the member of public should contact NYCC and the Police regarding the issues.

54. Chair's Report

The Chair gave a verbal report as follows:

- Attended the Selby Abbey Service for the passing of Queen Elizabeth II on 11th September, signing the Book of Condolence on behalf of the Parish Council.
- Attended the YLCA Annual Conference, with the clerk on 23rd September, where there were many exhibitor stands relative to Local Authorities, and many seminars. A very useful fact gathering event which will be conveyed to the council more fully at future meetings.
- Planning applications that were not to be considered at the meeting would be considered at an Extraordinary Council meeting.

Resolved: That

- i) the Chair's verbal report be noted; and**
- ii) an Extraordinary Meeting of the Council be called to discuss planning applications, date and time be set at the close of the meeting.**

55. Allotment Working Group

- 55.1** The council considered the minutes of the Allotment Working Group meeting held on 25th July 2022.

A verbal update was given to the Parish Council by the Chair of the AWG at the meeting held on 27th July 2022.

Resolved: That

- i) the minutes of the Allotment Working Group held on 25th July 2022 be approved; and**
- ii) a date would be agreed for a meeting to be held in due course.**

56. Minutes of the Parish Council meeting

The council considered the minutes of the Parish Council meeting held on 26th July 2022.

A discussion was held regarding the Staffing and Recruitment minutes from the meeting held on 14th July 2022, where recommendation to council requested an additional clause to the council's Scheme of Delegation.

Resolved: That the minutes of the Parish Council meeting held on 26th July 2022 be approved, subject to completed amendments as discussed.

57. Finance Committee

The council considered the minutes of the Finance Committee meeting held on 16th August 2022.

Resolved: That

- i) the minutes of the Finance Committee meeting held on 16th August 2022 be approved; and**
- ii) the reason for postponement of the Finance Committee meeting scheduled for 13th September 2022 be noted.**

58. To consider excluding the press and public for item 59.**Resolved: That**

- i) the press and public be excluded; and
- ii) item 59 be deferred to the end of the meeting for consideration.

59. Staffing and Recruitment Committee

The meeting considered the minutes of the committee and recommendations from the meeting. A discussion took place regarding staffing matters, the clerk's contract of employment (Statement of Particulars) and the committee's Terms of Reference. It was discussed that the clerk would only attend committee and working group meetings where a report was required or requested attendance by the Chair. The clerk would always attend the Finance Committee meeting as RFO.

Resolved: That

- i) The minutes from the Staffing and Recruitment Committee meeting held on 6th September 2022 be approved subject to noting the council's Scheme of Delegation be reviewed at the next council meeting, to include the delegated authority of the committee to select, shortlist and interview applicants for the clerk's vacancy when appropriate.
- ii) Approval for the clerk to purchase reference books be given and contact with YLCA via the Chair and clerk be noted.
- iii) The Cemetery Records update be provided at the Cemetery Working Group meeting, date to be confirmed, and the Clerk attend and minute the meeting; and
- iv) The recommendations from the Staffing and Recruitment Committee meeting be approved, as follows:
 - The Equal Opportunities Policy be adopted;
 - The Sickness and Absence Policy be adopted, subject to the green highlighted paragraph being removed;
 - The Staffing and Recruitment Committee Terms of Reference be approved, and delegated authority given to the committee be included in the council's Scheme of Delegation;
 - The Statement of Particulars be amended and a variation to contract be provided to the clerk by the Chair of the Staffing Committee;
 - The clerk attend Committee meetings and Working Group meetings when required (confirmation by the Chair of the meeting), excluding the Finance Committee when the clerk as RFO needs to be in attendance to provide reports and minute the meeting; and
 - Agendas for all meetings to be provided by the clerk to members of the relevant Working Group or Committee, with supporting documents where required.

60. Policies and Procedures

- 60.1 The council considered the Finance Committee's Terms of Reference. Councillors had reviewed the document and the final document had been circulated to all councillors prior to the meeting.

Resolved: That the Finance Committee's Terms of Reference be approved and adopted.

60.2 The council considered the Financial Risk Assessment.

Resolved: That the council's Financial Risk Assessment be approved and adopted.

60.3 The council considered the Equal Opportunities (Staffing) Policy.

Resolved: That the Equal Opportunities (Staffing) Policy be approved and adopted.

60.4 The council considered the Sickness and Absence Policy.

Resolved: That the Sickness and Absence Policy be approved and adopted.

61. Finance Matters

61.1 The council received the Bank Statement for August 2022 and the Bank Reconciliation up to 31st August 2022.

The council considered the Cash Book and Budget Monitoring reports.

Resolved: That

- i) **the Bank Statement and Reconciliation be approved; and**
- ii) **the Cash Book and Budget Monitoring be considered by the Finance Committee at the meeting scheduled for 11th October 2022.**

61.2 The council received the update from the clerk on the progress of the council's second bank account.

Resolved: That the Finance Committee to review the application and options for the second bank account at the scheduled meeting on 11th October 2022.

61.3 The council considered the payments outstanding and those made by the clerk under delegated authority.

Resolved: That

- i) **the amendments to payments for the clerk's salary, and clerk's pension, dated 25/09/22 be noted; and**
- ii) **the payments outstanding and those made by the clerk under delegated authority be approved.**

61.4 The council considered the clerk's hours worked in August and September 2022.

Resolved: That the clerk's hours worked in August and September 2022 be approved.

62. Planning Matters

The council considered the planning application, responses to consultation letters and planning decisions.

62.1 Planning Application Update.

- i) 2022/0738/OUTM. Land north of Carlton Holy Family High School, Station Rd, Carlton.

Resolved: That the clerk to contact NYCC Highways Development Manager to arrange a site meeting, or attendance at a forthcoming council meeting be approved.

62.2 Consultation Notices Received.

- 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.

Resolved: That no responses are required to the consultation notices received.

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.

Resolved: That the Planning Decisions be noted.

63. Parish Streetlighting

The council received a verbal update from the clerk regarding the progress of the upgrades and maintenance orders for parish lighting.

LP2, 8, 17, 19 upgrades/maintenance are ordered and NYCC are chasing the logged job. LP8 is to be installed in the footway, not the residents garden. LP19 works need prior discussion with the homeowner before works can be completed.

LP 14, 16, & 21, the order has been placed, awaiting action by NYCC.

Resolved: That

- i) **the update provided by the clerk be noted; and**
- ii) **the clerk to contact the homeowner regarding streetlight No 19 and notify them of forthcoming works due to be completed.**

64. Clerk's Report

The council received the clerk's report.

A discussion took place regarding the notice board for the Golden Garden. The clerk updated that the notice board had been delivered and was waiting for installation at the Golden Garden.

It was reported that there had been damage to the ornate lattice sections of the seating pavilion.

Resolved: That

- i) the clerk's report be noted.
- ii) the request for a new memorial set be approved, providing the dimensions meet with the criteria within the council's Cemetery Rules; and
- ii) the clerk explore further options for the seating pavilion ornate lattice work replacement panels, including pursuing the offer of additional funding via a local councillor be approved.

65. Action Log

The council received the outstanding actions and updates in the Action Log. It was noted that some actions raised at a previous meeting were omitted from the action log. The clerk was asked to ensure all actions are added.

Resolved: That

- i) the action log be noted; and
- ii) the clerk explore the Cloud/ back-up facilities of the council's laptop and ensure back-up of all data be completed.

66. Training

- 66.1 The clerk processed her enrolment on the YLCA webinar on Cemetery Management and Memorial Safety which was scheduled for 5th August 2022. The cost was £25.00

The clerk retrospectively requested to enrol on the YLCA webinar, Policies – Mandatory and Best Practice, scheduled for 28th September 2022 at a cost of £25.00

Resolved: That the update on training requests be noted.

- 66.2 The council recommended that the Civility and Respect Training agenda item be deferred. The Civility and Respect Pledge would be included on the agenda for the next meeting.

Resolved: That the Civility and Respect Training item be deferred to the council meeting on. 25th October 2022 be approved.

- 66.3 The council received feedback on training completed, previously by the Chair in his earlier report. The clerk concurred that the YLCA Conference was a worthy and useful event to attend.

The clerk gave feedback on the Cemetery Management and Memorial Safety webinar, which was helpful especially regarding record keeping procedure.

Resolved: That

- i) the feedback given on training/ events attended be noted; and
- ii) the data from the Cemetery Management and Memorial Safety webinar be presented to the Cemetery Working Group at the next scheduled meeting.

67. Dates of Future Meetings

An Extraordinary Meeting of the Council to be scheduled for Tuesday 4th October 2022 at 7pm.

- 67.1 Finance Committee: 11th October 2022 at 7.30pm.

- 67.2 Parish Council: 25th October at 7.30pm.

- 67.3 Allotment Working Group: To be confirmed.
- 67.4 Staffing & Recruitment: To be confirmed.
- 67.5 Cemetery Working Group: To be confirmed
- 67.6 Website Working Group: To be confirmed.