Carlton Parish Council

FOR THE ATTENTION OF MEMBERS OF THE PARISH

You are hereby invited to attend the meeting of **Carlton Parish Council** on **Tuesday 25th October 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, Carlton Parish Council.

Agenda

68. Apologies for Absence

To receive apologies and to consider the reasons for absence.

69. Declarations of Interest

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

70. Local Councillors' Report's

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

71. Questions from the Public

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

72. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 27th September 2022.

73. Staffing and Recruitment Committee

To consider the minutes and recommendations of the Staffing and Recruitment meeting held on 27th September 2022 (page 4)

74. Parish Council

To consider the minutes for the parish council meeting held on 27th September 2022.

(pages 5-11)

75. Extraordinary Meeting of the Council

To consider the minutes of the Extraordinary Meeting of the Council held on 4th October 2022. (pages 12-14)

76. Finance Committee

To consider the minutes and recommendations of the Finance Committee meeting held on 11th October 2022. (pages 15 - 17)

77. Allotment Working Group (AWG)

To consider notes and recommendations of the AWG held on 12th October 2022.

(pages 18-20)

78. Cemetery Working Group (CWG)

To receive a verbal report from the Chair of the CWG on the meeting held on 20th October 2022.

79. Policies and Procedures

79.1 To consider the council's draft Training Policy. (by email)

79.2 To consider the council's Scheme of Delegation Policy. (by email)

80. Finance Matters

80.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 30th September 2022. (by email)

80.2 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 Due/ Paid	Payment Method (Incl. Cheque No.)
22/09/2022	9939	Autela Payroll Services	Payroll Provision	04/10/2022	65.52	BACS
20/09/2022	11274	Ryther Alarms	CCTV Service	04/10/2022	456.00	BACS
15/07/2022	312-2223	YLCA	Roles & Responsibilities of the Clerk - Cllr Quinn	12/10/2022	25.00	BACS
30/09/2022	GB263282ZAEUI	Amazon Uk	Law of Allotments Book	03/10/2022	32.89	Card
07/10/2022	675-2223	YLCA	Policies Webinar - Clerk	12/10/2022	25.00	BACS
22/09/2022	004-9028-0263	Mr M Hoe	Postfix for GG Noticeboard	04/10/2022	26.00	BACS
05/10/2022	INV001492	Rainbow IT Services	External Hard-drive	12/10/2022	97.14	BACS
29/09/2022	Aug -Sept 22	Carlton Methodist Church	Room Rental		50.00	
25/10/2022	M7 Wk29	Clerk	October 2022 salary		517.63	
25/10/2022	M7 Wk29	Nest Pensions	Clerk Pension Contribution		37.75	
30/09/2022	n/a	DR Everatt	6/12 Contract Agreement		350.00	
30/09/2022	n/a	DR Everatt	Additional Works - Cemetery		292.00	

80.3 To consider the options provided regarding the council's second bank account/ investment facility. (CCLA & Unity Trust information sent by email)

80.4 To consider the correspondence received by the clerk from the external auditor regarding the council's AGAR documents.

80.5 To consider authorisation of the clerk's hours worked in October 2022, and any overtime worked. (sent by email)

81. Planning Matters

81.1 To consider Selby District Council's Local Plan. (information previously issued by email)

81.2 To consider Planning Applications received.

<u>2022/0738/OUTM. Land North of Carlton Holy Family High School, Station Rd, Carlton.</u> – Updated information sent by email by Cllr Mann on 5th October 2022

81.3 To consider response to Consultation Letters received.

<u>2022/1080/HPA:</u> Erection of single storey rear extension following demolition of conservatory, erection of a detached garden room and retention of existing boundary wall (retrospective) LOCATION: 5 Manor Farm Close, Carlton, Goole

82. Parish Council CCTV

82.1 To receive an update from the clerk on the future costs of service of the CCTV system.
82.2 To receive an update from the clerk on the cost of purchase of two further CCTV camera units.

83. Highways and Streetlights

83.1 To consider Convent Walk surfaces.
83.2 To receive an update from the clerk regarding the progress of the replacement and maintenance of lighting columns.

84. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 27th September 2022. (to follow by email)

85. Action Log

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

86. Training

86.1 To receive an update on any training requests processed by the clerk under delegated power.
86.2 To consider the Civility & Respect Training programme offered by YLCA. (previously issued)
86.3 To receive any feedback from the councillors and clerk regarding any training completed since 26th July 2022.

87. Date Future Meetings

87.1 Staffing and Recruitment Committee: 15th November 2022 at 7pm.
87.2 Finance Committee: 15th November 2022 at 7.30pm.
87.3 Allotment Working Group: 23rd November 2022 at 7pm.
87.4 Parish Council: 29th November 2022 at 7.30pm.
87.5 Cemetery Working Group: To be confirmed.
87.6 Website Working Group: To be confirmed.

<u>Item 73</u>

Minutes of the Staffing and Recruitment Committee meeting held on the 27th September 2022 at 7.15pm at the Methodist Church.

Present: Councillors Bell, Deller, Quinn and Taylor.

11. Apologies for absence

No apologies received.

12. Declarations of Interest

No Declarations of Interest received.

13. Minutes of the Staffing & Recruitment Committee meeting held 6th September 2022. (for information only)

Resolved: That the minutes be noted.

14. Policy Review

The committee reviewed the Health and Safety Policy, and a more comprehensive policy incident form and Action plan has been prepared by the committee.

Recommendation to council: That the reviewed Health & Safety Policy, Incident form and Action Plan be considered for approval.

15. Date and Time of next meeting

15th November 2022 at 7pm

Item 74

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) <u>2022/0738/OUTM. Land north of Carlton Holy Family High School, Station Rd, Carlton.</u>

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

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

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.

Item 75

Minutes of the Extraordinary Meeting of Carlton Parish Council on **Tuesday 4th October 2022 held at 7pm** at **Carlton Methodist Church.**

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

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

1. Apologies for Absence

None were received.

2. Declarations of Interest

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

3. Proposed Planning Application for development of a ground mounted solar farm and associated infrastructure at land south of A645, Wade House Lane, Drax. Ref: 2022/1005/SCP (see link below)
https://public.selby.gov.uk/online-applications/applicationDetails.do?keyVal=RH2BHYNX0EX00&activeTab=summary

3.1 The council received a presentation on the above proposed planning application by Mr Philip Elborne, the representative of P3P Partners, Ms Lesley Giles, of Island Green Power and a representative of Landpro Ltd.
A summary of the presentation is as follows:-

- The EIA scoping and screening assessment process has been completed. Public Rights of Ways have been assessed and will be moved if required on a temporary basis.
- The project is over a 7 hectare site which will have a 25m walkway surrounding it. The intention is to plant numerous trees, hedges, meadow, and wildflower areas, and enhance the area for public wellbeing and exercise. The ground within the solar farm will be grassed so possible for sheep grazing.
- The application will be put forward circa November 2022, expecting one year before being given the decision, with two years before the project would commence; Summer 2024 to install and 2025 to set to work.
- The solar units follow the sun and have a very low noise when in motion. There have been glint & glare tests completed showing negligible issue.
- If the solar units become damaged the will be repaired/ replaced in a program of works and there is no leakage or environmental risk.
- The site has a 'shelf-life' of 40 years and must be restored to its pre-installation status by the company.

A full public consultation is to be held in November 2022, at Camblesforth Hall, date to be confirmed, flyers and notifications will be posted.

3.2 The representatives received the following questions from Councillors.

i) Regarding the point of access to the site.

The company intends to enhance existing tracks and roadways for the duration of the installation and future works access. This is a requirement from SDC for sufficient and suitable access and egress.

ii) **What is the quality of the agricultural land at the site.**
50% of the proposal area is Grade 3 which is the lowest grade of land; why it was chosen.

iii) **Regarding the Battery Stations.**
These gather power at time of peak grid usage which is fed into the grid for national usage. The units are the size of a small shipping container.

3.3 The representatives received comments/ questions from members of the public.

i) **What is the timescale, start to completion.**
A maximum of 6 months; the cable link to the grid being the most complicated process.

ii) **Does the site make the area industrial instead of agricultural.**
Once the term is completed the land returns to agricultural.

iii) **Are you removing trees when processing the land.**
No trees will be removed.

iv) **As with other local parish councils will there be funds available to assist in local community projects.**
If there is a specific project that the council has in mind then assistance could be given.

4. The council considered the proposed outline planning application 2022/0738/OUTM, development at land north of Carlton Holy Family High School, Station Road, Carlton. (see link below)
2022/0738/OUTM | Outline planning application for the erection of up to 190 dwellings (Use Class C3) formal and informal open space, landscaping, works and means of access (all other matters reserved) | Land North Of Holy Family School Station Road Carlton Goole East Yorkshire (selby.gov.uk)

4.1 No representative from NYCC Development Manager regarding the access and egress of the site for the proposed development.

A discussion was held and as the application has been amended it was felt that more consideration is required.

Resolved: That

i) **the councillors review the amended application and review at the meeting on 25th October 2022; and**

ii) **the clerk to pursue a site visit with the NYCC Development Manager be approved.**

5. The council considered the Selby District Council 'Local Plan' within the Pre-Submission Publication deadline of 5pm on 28th October 2022.(see link below)
https://selby-consult.objective.co.uk/kse/

A discussion was held, and it was felt that more consideration was required.

Resolved: That the councillors review the SDC Local Plan to discuss at the meeting on 25th October be approved.

6. Date of Future Meetings

6.1 Finance Committee: 11th October 2022 at 7.30pm.
6.2 Allotment Working Group: 12th October at 7pm.
6.3 Cemetery Working Group: 20th October at 7.30pm.
6.4 Staffing & Recruitment Committee: 25th October 2022 at 7pm.
6.5 Parish Council: 25th October 2022 at 7.30pm.

Item 76

Minutes of the Finance Committee meeting held on 11th October 2022 at 7.30pm.

In attendance: Councillors Clayton, Lowes, Mann, and Taylor

Present: Clerk/ RFO - H. Phillips

Members of the Public: One.

14. Apologies for Absence

No apologies for absence were received.

15. Declarations of Interest

Cllr Mann declared an interest in item 25.1

Resolved: That Cllr Mann's declaration of interest be noted.

16. Minutes of Finance Committee meeting held on 16th August 2022

Resolved: That the minutes of the Finance Committee from 16th August 2022 be noted.

17. Income and Expenditure Records

The committee considered the Income and Expenditure records up to 30th September 2022.
A discussion was held noting requirement of a number of adjustments to the income, and expenditure report.

Recommendation to council: That the accounts up to 30th September 2022 be approved subject to the adjustments being completed by the clerk/ RFO.

18. Bank Statements, Bank Reconciliations and Budget Monitoring Reports

The committee received the bank statements, bank reconciliation, and budget monitoring reports for the council's accounts, up to 30th September 2022.
The clerk/ RFO reported that the budget monitoring report was in need of further updating.

Resolved: That
i) the bank statements and reconciliation be approved; and
ii) the budget monitoring report be approved subject to the updates being completed by the clerk/ RFO.

19. Second Bank Account

The committee considered the option of the Unity Bank for the council's second bank account.

Resolved: That the Clerk/ RFO update the previously issued comparison table to present to the council at the meeting on 25th October 2022.

20. Investment of the Council's Earmarked Reserves

The committee considered the information provided on CCLA for investment of the council's Earmarked Reserves funds.

Resolved: That

i) the clerk/ RFO circulate the CCLA information to all councillors to consider at the council meeting on 25th October 2022; and
ii) the clerk/ RFO requests further information from CCLA on the process and costs of setting up the investment account.

21. Upgrading the Council's Laptop

The committee considered the clerk's laptop. A discussion was held regarding its abilities and suitability to do the task purchased for, and the Cloudy IT options.

It was felt that this required more consideration and would be regarded at budget planning for the next financial year.

Resolved: That

i) the clerk's laptop be considered for upgrade at budget setting by the committee after receiving quotes as per the council's Financial Regulations; and
ii) the clerk to seek costs and action servicing of the present laptop be approved.

22. Parish Waste Bins

The committee considered the requirements of the parish. A discussion was held, and it was agreed that with the stipulations in place through Selby District Council for column mounted bins it was felt that at present the matter of additional waste bins would not be pursued.

Resolved: That the committee would defer purchase of additional bins until after the council's budget is set and approved.

23. The committee received an update from the clerk regarding the Parish Streetlighting upgrade and maintenance.

The clerk had contacted the resident regarding streetlight LP19 to be replaced which is fixed to their property. The requirements of the resident have been passed on to NYCC.

The clerk had been unable to speak directly to the NYCC contact but has emailed a number of times.

Resolved: That the clerk to pursue the NYCC contact or speak to their line manager to escalate this issue be approved.

24. Golden Garden

Prior to the discussion on the items below the following were raised: -

i) A Cllr raised the issue of the bark covering and the weed suppressant being in need of attention in the garden.

Resolved: That the clerk to contact the groundworks contractor to request corrective work to be completed be approved.

ii) A Cllr thanked Mr M Hoe for his time and efforts in the installation of the new noticeboard which is now in place.

Resolved: That the clerk to write a letter of thanks to Mr Hoe on behalf of the council be approved.

24.1 The committee considered the requirements for repair and maintenance of the seating unit. A discussion was held, and it was agreed that the unit should remain as is, without the lattice-work sections being replaced or removed.

Resolved: That at present no further action required be approved.

24.2 The committee considered provision of signage within the Golden Garden.

The clerk noted that she had received additional litter removal signage from SDC and would add to the area.

Resolved: That signage be adequate, however if additional signage has already been received the clerk be approved to add it to the Golden Garden.

25. Funding and Grants

25.1 The committee considered a grant application received since the meeting on 16th August 2022, from Toddler Storytime, a local pre-school community group. The request of £200.00 is to be used for provisions for the club. (books, craft materials etc.)

Recommendation to council: That

i) the grant application received from Toddler Storytime, for £200.00 be considered by the council for approval; and

ii) the clerk contact other parish community groups to inform them of available funding from the council be approved.

25.2 The committee considered the council's application for funding from a local authority councillor.

After the discussion relating to item 24.1 it was agreed that the alternative option to apply for the local authority cllr's funding would be to explore the possibility of purchasing additional CCTV cameras on the current system.

Resolved: That the clerk contact the present security contractor to enquire about costs to purchase additional cameras, and present to the council at the meeting on 25th October 2022 be approved.

26. Date of next meetings.

26.1 Allotment Working Group: 12th October at 7pm.
26.2 Cemetery Working Group: 20th October at 7.30pm.
26.3 Staffing & Recruitment Committee: 25th October 2022 at 7pm.
26.4 Parish Council: 25th October 2022 at 7.30pm.
26.5 Finance Committee: 15th November 2022 at 7.30pm

Item 77

Minutes of the Allotment Working Group (AWG) meeting held on 12th October 2022

Present: Cllrs Lisa Quinn (Chair), Michelle Deller and Natalie Land
In attendance: Two members of the public.

10. Apologies for Absence
None received.

11. Declarations of Interest
None raised.

12. Terms of Reference
This was reviewed and agreed in essence but there is a question over section **1. membership** that needs resolving before we can be accept in full. The law permits for membership by other parties - and our MOP's needed to be considered. We need to secure our membership to the National Allotment Society so we can call on their expertise.
It was noted that if not already in place a risk assessment for the allotments requires completing or reviewing.. This needs addressing and/ or reviewing at a meeting in the near future.

Resolved: That the review of the AWG Terms of Reference be deferred to the next scheduled meeting.

Recommendation to Council: That the council consider approval of membership to the National Allotment Society, currently charged at £55.00 + VAT per annum plus a nominal £1.00 joining fee.

13. Waiting List and Tenants
The AWG received the update from the clerk regarding the current allotments waiting list and tenants.

One 'plot' is available, but it was felt that decision on rental of this plot should be deferred until approval is sought regarding the proposed plan.

Resolved: That the decision of rental of the vacant plot be deferred until the overall plan of the area be agreed.

14. Contract/ Rental Agreement

14.1 The working group reviewed the current contract/ rental agreement.

Contract was considered and found in need of redraft (not fully legally compliant). It was agreed that Cllr Quinn would draft the Terms and Conditions and the Contract in consultation with the National Allotment Society and present this for further discussion at the next scheduled meeting.

Resolved: That Cllr Quinn to draft an updated contract/ agreement to present to the AWG at the next meeting be approved.

14.2 The AWG considered the current rental charges and after discussion it was felt the need to defer until the proposed plan and the Terms and Conditions are approved by the council.

Resolved: That the review of the contract/ rental agreement be deferred until the next scheduled meeting.

14.3 The AWG considered the current rules for allotments and tenants, and after discussion it was felt the need to defer until the contract agreement has been drafted and reviewed.

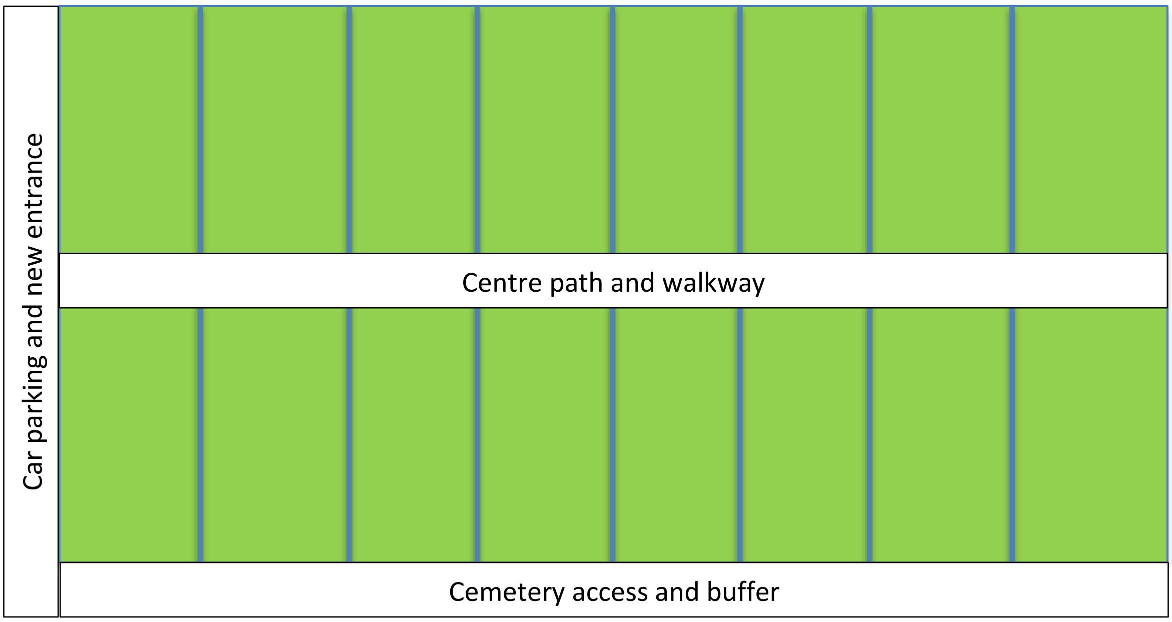
Resolved: That the review of the allotment rules be deferred until the next scheduled meeting.

15. Layout of the Current Plots

The AWG reviewed the current layout of the allotment plots.

A discussion was held and using guidance the following was found: -

- The current layout did not offer maximum benefit to the community.
- The site is approximately 60m x 30mat present. Plots, currently divided by the council, are too large and equate to 4 oversize allotments in total.
- The full sized plots are approximately 28 x 15 m - 420m^2
- The half plots are approximately 14 x 15m - 210m^2
- The quarter plots are 14 x 7m - 105m^2
- The plots have previously been administrated as full, half and quarter plots but having different sized plots is less manageable, inconsistent and not meeting demand or standard allotment plot sizing and pricing.
- A proposal to divide the land from a mix of full, half and quarter plots into a set of 16 approximately equal sized plots which will be each rented out as '<u>Allotment Gardens'</u> for a single unified standard charge. (as below)



Recommendation to Council: That Cllr Quinn and Cllr Land measure up and replan the land if the proposed plan be approved.

16. Facilities of the Allotments

The AWG reviewed the current facilities of the allotments.

An extensive discussion took place around needs of the tenants, and provision of the allotments.

Recommendation to Council: That

i) approval be given for the installation of a 'Y' junction at the current water supply from the cemetery giving the tenants access to water on the

allotment area.

ii) **approval be given for the lagging of existing tap and piping at the cemetery/ allotment boundary as a matter of urgency; and**

iii) **approval be given for the installation of an access gate from Fairfield Avenue parking area to the allotments subject to agreement with the Shire Green management company.**

iv) **approval be given for the clerk to investigate the possibility of waste disposal bins for black and green waste from the allotments.**

17. Date and Time of Next Meeting

Wednesday 23rd November 2022 at 7pm