

Carlton Parish Council

Minutes of the meeting of Carlton Parish Council on 25th October 2022 held at 7.30pm.

Present: Cllr's Lowes (Chair), Bell, Clayton, Land, Mann, and Taylor.

In attendance: H Phillips (Clerk), and two members of the public.

68. Apologies for Absence

Apologies and reason for absence received from Cllr Quinn were considered by the council.

Resolved: That Cllr Quinn's apology was received and reason for absence approved.

69. Declarations of Interest

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

70. Local Councillors' Report's

District and County councillors were not in attendance at the meeting.

71. Questions from the Public

A member of the public raised a request for the old wall mounted noticeboard to be made available to be utilised by parish community groups.

Resolved: That the council consider the future use of the noticeboard at the next meeting on 29th November 2022.

72. Chair's Report

The Chair had not attended any events or meetings since the meeting held on 27th September 2022 but reported that the first of two webinars for 'Chairing Skills' had been completed with the final webinar being on 26th October 2022.

Resolved: That the report be noted.

73. Staffing and Recruitment Committee

The council considered the minutes and recommendations of the Staffing and Recruitment meeting held on 27th September 2022.

Resolved: That:

- i) the minutes of the Staffing and Recruitment meeting held on 27th September 2022 be approved; and
- ii) the reviewed Health & Safety Policy, Incident form and Action Plan be approved and adopted.

74. Parish Council

The council considered the minutes for the parish council meeting held on 27th September 2022.

Resolved: That the minutes for the council meeting held on 27th September 2022 be approved.

75. Extraordinary Meeting of the Council

The council considered the minutes of the Extraordinary Meeting of the Council held on 4th October 2022.

Resolved: That the minutes of the Extraordinary meeting of the Council held on 4th October 2022 be approved.

76. Finance Committee

The council considered the minutes and recommendations of the Finance Committee meeting held on 11th October 2022.

Resolved: That

- i) the minutes of the Finance Committee meeting held on 11th October 2022 be approved.
- ii) the accounts up to 30th September 2022 be approved.
- iii) the grant funding application received from Toddler Storytime for £200.00 be approved; and
- iv) the clerk contact local community groups to inform them of available grant funding be approved.

77. Allotment Working Group (AWG)

The council considered notes and recommendations of the AWG held on 12th October 2022.

Resolved: That

- i) the notes for the AWG meeting held on 12th October 2022 be approved;
- ii) the membership to The National Allotment Society, at a cost of £55.00 plus VAT, plus the nominal £1.00 fee, be approved.
- iii) the measuring and replanning of the current allotment plots be deferred until advice is sought from the National Allotment Society on sizing of plots;
- iv) installation of a 'Y' junction at the current water supply from the cemetery to the allotment area be approved, subject to provision of costs being presented and approved by the Finance Committee at the meeting on 15th November 2022;
- v) lagging of existing tap and piping at the cemetery/ allotment boundary be approved, subject to provision of costs being presented and approved by the Finance Committee at the meeting on 15th November 2022;
- vi) installation of an access gate from Fairfield Avenue parking area to the allotments subject to agreement with the Shire Green management company, and provision of cost being presented to the Finance Committee at the meeting on 15th November 2022 for consideration; and
- vii) the clerk to investigate the cost of waste disposal bins for black and green waste from the allotments, to be presented and at the Finance Committee at the meeting on 15th November 2022 for consideration.

78. Cemetery Working Group (CWG)

The council received a verbal report from Cllr Taylor, the Chair of the CWG regarding the recommendations and meeting held on 20th October 2022.

It was noted that the resolutions relating to items 8.1 and 8.2 required amending in the draft notes.

Resolved: That

- i) the clerk amend the resolutions for items 8.1 and 8.2 prior to issuing the notes be approved;
- ii) the CWG Terms of Reference be approved and adopted;
- iii) no increase be made to the Cemetery Charges for 2023-2024 be approved; and
- iv) the clerk seek clarification relating to point 4.1 of the Cemetery Rules; and present at the next meeting.

79. Policies and Procedures

79.1 The council considered the draft Training Policy.

Resolved: That the council's Training Policy be approved and adopted.

79.2 The council considered the draft Scheme of Delegation Policy.

Some suggested amendments were provided which the council considered.

Resolved: That the Scheme of Delegation, subject to the amendments being completed be approved and adopted.

80. Finance Matters

80.1 The council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 30th September 2022.

Resolved: That the Cash Book, Bank Statements and Reconciliation and Budget Monitoring Report to 30th September 2022 be approved.

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	

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

- 80.3 The council considered the options provided regarding the council's second bank account/ investment facility.

A discussion took place regarding the two options presented; invest with the Churches, Charities and Local Authorities (Deposit Account); or open an account with Unity Trust Bank. It was agreed that further investigation into whether the current bank account has a deposit account, that incurred no charges, was made and presented to the next council meeting.

Resolved: That

- i) the council continue with only one bank account at present; and
- ii) a cllr investigate the option of a savings account at the council's present bank be approved.

- 80.4 The council considered the correspondence received by the clerk from the external auditor regarding the council's AGAR documents. The certificate was not provided, and the clerk was asked to contact the external auditor to ascertain the reason for the delay.

Resolved: That the clerk contact the external auditor to request further information and a completion date for the certificate to be provided be approved.

- 80.5 The council considered authorisation of the clerk's hours worked in October 2022, and any overtime worked.

The clerk has been paid for 40 hours worked in October 2022 but has completed an additional 17.75 additional hours. The clerk has 37.4 hours holidays remaining. A discussion was held and agreed that the clerk's holiday hours to be made up to 40 hours, therefore taking 2.6 hrs of the additional time worked, leaving 15.15 additional hrs to be paid in November 2022

Resolved: That

- i) the clerk salary for October be paid, in accordance with the contract of employment for October 2022; and
- ii) 15.15 hours overtime be paid in November 2022.

81. Planning Matters

- 81.1 The council considered Selby District Council's Local Plan.

A discussion was held regarding the Local Plan, and it was noted that the only relevant development listed on the Local Plan for Carlton is the Mill Lane outline planning application.

As the initial application for the proposed development off Mill Lane, Carlton has been amended it was agreed that the council's planning response letter should be re-issued with additional comment relevant to the updated application, and to again include the material objections.

Resolved: That the clerk, provides Selby District Council with the council's response regarding the proposed Mill Lane development once again.

- 81.2 The council considered the planning application received.

2022/0738/OUTM. Land North of Carlton Holy Family High School, Station Rd, Carlton. – Updated information sent by email by a cllr on 5th October 2022.

The outline planning application for the proposed development opposite Carlton Holy Family School was not included in the allocated sites in the Local Plan. The council considered providing an additional consultation response regarding this planning application after receiving further information on the installation of a roundabout on the 1041 just over the bridge coming into the village.

Resolved: That the Chair of the Planning Committee provides a response on the proposed amendments to the planning application, and the clerk provide Selby District Council with the response to the consultation on this planning application.

- 81.3 The council considered a response to Consultation Letters received.

2022/1080/HPA: 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

Resolved: That no objections to the application be provided.

82. Parish Council CCTV

- 82.1 The council received an update from the clerk on the future costs of service of the CCTV system.

It was confirmed that the invoice recently received for the service and maintenance covered up to August 2023. The supplier did not envisage an increase to the cost of this service for the following year.

**Resolved: That
the update on the future cost of CCTV annual service and maintenance be noted.**

- 82.2 The council received an update from the clerk on the cost of purchase of two further CCTV camera units.

A discussion was held and agreed that the purchase of additional CCTV cameras be deferred.

Resolved: That
i) **the clerk's update be noted; and**
ii) **the requirement for additional CCTV cameras be deferred until the new financial year.**

83. Highways and Streetlights

- 83.1 The council considered Convent Walk pathway surfaces.

A discussion took place regarding the ownership of the Convent Walk footpath. The clerk would contact Selby District Council's public rights of way officer to ask if the definitive map shows who owns this footpath

Resolved: That the clerk seek clarification on ownership of Convent Walk and report back to council at the meeting on 29th November 2022.

- 83.2 The council received an update from the clerk regarding the progress of the replacement and maintenance of lighting columns.

It was reported that the works requested by the council are due to start week commencing 31st October 2022. Updated estimated costs have been received by the clerk and relevant residents have been contacted to explain the process and intended works that would take place. Clarification is required to ensure that the removal of the obsolete wooden poles takes place.

Resolved: That

- i) **the clerk's update be noted;**
- ii) **the clerk to seek confirmation that the wooden poles are to be removed be approved; and**
- iii) **the clerk to provide the Finance Committee with a total cost of the replacement and refurbishment works as ordered at the meeting on 15th November 2022.**

84. Clerk's Report

The council received the clerks report and update on matters dealt with since the council meeting on 27th September 2022.

Resolved: That the clerk report be noted.

85. Action Log

The council considered the action log for outstanding actions and updates. Some additional actions were noted, to be added to the action log.

Resolved: That the updated action log be noted.

86. Training

- 86.1 The council received an update on any training requests processed by the clerk under delegated power.

The Chair completed the first YLCA webinar of the 'Chairing Skills' with the second one still to be held, at a cost of £33.40 per course

Resolved: That the update be noted.

- 86.2 The council considered the Civility & Respect Project.

A discussion took place regarding the civility and respect project and the council agreed to the Pledge.

Resolved: That the council take the civility and respect pledge, and the clerk provide the relevant documentation from NALC to the council for signing.

- 86.3 The council received feedback from the clerk regarding the Policies training completed through the YLCA.

Resolved: That

- i) **the clerk's update be noted; and**

- ii) **the clerk update the council's website to ensure all mandatory policies and documents are added.**

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.