

Carlton Parish Council

FOR THE ATTENTION OF MEMBER OF THE PUBLIC

You are hereby invited to attend the meeting of **Carlton Parish Council** on **Tuesday 28th February 2023** 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

125. Apologies for Absence

To receive apologies and to consider the reasons for absence.

126. Declarations of Interest

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

127. Councillor Vacancies

127.1 To consider any applications received for the Cllr vacancy.

127.2 To receive successful applicants to the Parish Council, by completion of Acceptance of Office document witnessed by the clerk.

128. Local Councillors' Report's

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

129. Questions from the Public

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

130. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 31st January 2023.

131. Parish Council

To consider the minutes for the parish council meeting held on 31st January 2023. (pages 4-9)

132. Cemetery Working Group (CWG)

- i) To consider the minutes of the CWG for the meeting held on 8th February 2023.(pages 10-12)

Recommendation: That

- i) the council consider the draft Cemetery Rules for adoption; and
- ii) the council consider the amended Cemetery Charges for approval.

133. Finance Committee

To consider the minutes for the Finance Committee meeting held on 14th February 2023. (pages 13-15)

Recommendation: That

- i) the council's Asset Register be approved for adoption.
- ii) the councils Reserves Policy be approved for adoption; and
- ii) the grant funding for £250.00 for St. Mary's Church, Carlton be approved.

134. Finance Matters

134.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st January 2023. (by email)

134.2 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.)
02/02/2023	#S260072	Wel Medical Ltd	Defib Pads for VH Defib	03/02/2023	£71.94	BACS
06/02/2023	n/a	Carlton Methodist Church	January meeting	07/02/2023	£25.00	BACS
24/01/2023	n/a	D R Everatt	Corrective invoice	07/02/2023	£35.00	BACS
06/02/2023	1220	Silica Lodge Garden Centre	Removal & Disposal of Xmas Tree	07/02/2023	£168.00	BACS
07/02/2023	1219	Silica Lodge Garden Centre	Grit Salt bags x 25	07/02/2023	£168.00	BACS
07/02/2023	n/a	D R Everatt	£0.75	07/02/2023	£355.00	BACS
25/02/2023	M11 Wk47	NEST	Pension Contributioun	15/02/2023	£48.14	DD
05/02/2023	L22689	Dunster Consulting Ltd	Chapel/Cemtery Structural Survey	15/02/2023	£630.00	BACS
16/02/2023	INV-GB-311859355-2023-3227	Amazon UK	Key Safe	16/02/2023	£29.99	Card
09/02/2023	SB20223986	PFK Littlejohn LLP	External Audit (AGAR)	22/02/2023	£528.00	BACS
20/02/2023	1039-2223	YLCA	Good Councillor Books	22/02/2023	£14.35	BACS
26/01/2023	n/a	D R Everatt	10/12 Contract	22/02/2023	£355.00	BACS
25/02/2023	M11 Wk47	Clerk	February Salary		£660.29	

134.3 To consider authorisation of the clerk's hours worked in February 2023, and any overtime worked. (timesheet sent by email)

134.4 To consider the community grant application received from Carlton Playgroup. (application sent by email)

135. Planning Matters

135.1 To receive the Planning Decision

2022/1130/HPA – 1 Ivy Close, Carlton. – Erection of rear extension to create a larger kitchen/ dining area.

Decision: Permission Granted.

136. To consider the Grit Bins within the Parish

137. Carlton Village Hall

137.1 To receive a verbal report by the council's representative regarding the Carlton Village Hall meeting attended since the council meeting on 31st January 2023.

137.2 To consider the Village Hall's Treasurers request for the Parish Council to provide a grit bin for the car park. (sent by email previously)

138. To consider organising events for the King's Coronation

139. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 31st January 2023.

Recommendation to council: That item 1.i) is considered by the council to enable the clerk to respond to the family in question.

140. Action Log

To consider the council's action log for outstanding actions and updates.

141. Training

141.1 To receive an update on any training requests processed by the clerk under delegated power.

141.2 To receive any feedback from the councillors and clerk regarding any training completed since 31st January 2023.

142. Date Future Meetings (2023)

142.1 Finance Committee: 14th March at 7.30pm.

142.2 Parish Council: 28th March at 7.30pm.

142.3 Cemetery Working Group:

142.4 Allotment Working Group:

142.5 Staffing & Recruitment Committee:

Item 131

Minutes for the meeting of Carlton Parish Council on Tuesday 31st January 2023 held at 7.30pm, in the school room of Carlton Methodist Church.

Present: Cllr's Lowes, Clayton, Land, Quinn, and Taylor.

In Attendance: H Phillips – Clerk/RFO, and six members of the public.

106. Apologies for Absence

Apologies and reasons for absence were received from Cllr's Deller and Holmes.

Resolved: That Cllr's Deller and Holmes's apologies were received and reasons for absence approved.

107. Declarations of Interest

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

113. Councillor Vacancies

This agenda item was brought forward to permit the process of co-option to occur so that the new councillor could actively take part in the meeting from the outset.

113.1 The council considered the application received for the cllr vacancies; the applicant met the criteria for the role.

113.2 The council received and welcomed Cllr Barker to the Parish Council, with the completion of Acceptance of Office document witnessed by the clerk.

Resolved: That

- i) **Cllr Barker be appointed to Carlton Parish Council; and**
- ii) **Cllr Lowes to create a new email account for Cllr Barker.**

108. Election of Council Vice-Chair

The council elected a vice-Chair for the remainder of 2022-23, due to resignation of a Cllr who held this position.

Resolved: That Cllr Clayton be Vice-Chair of the council for the remainder of 2022-23.

109. Appointment to Committees and Working Groups

109.1 Finance Committee

- i) Cllr Land was elected as the additional member to the Finance Committee to ensure the Committee meet their Terms of Reference.
- ii) Cllr Taylor was elected the Chair of the Finance Committee for 2022-23.

Resolved: That Cllr Land be a member and Cllr Taylor be Chair of the Finance Committee for 2022-23

109.1 Staffing & Recruitment Committee

- i) Cllr Lowes was elected to the Staffing & Recruitment Committee to ensure the Committee meet their Terms of Reference.
- ii) Cllr Lowes be elected as Chair of the Staffing & Recruitment Committee for 2022-23.

Resolved: That Cllr Lowes be a member and the Chair of the Staffing and Recruitment Committee.

109.2 Cemetery Working Group

- i) Cllr Barker be elected as additional member to the Cemetery Working Group to ensure the group meet their Terms of Reference.

Resolved: That Cllr Barker be a member of the Cemetery Working Group.

110. Local Councillors' Report's

The council received the verbal report of the District councillor.

The Cllr was asked if there was any progress on the Mill Lane and Station Road, Carlton developments.

At present there were no decisions made by the Planning Dept. as they are awaiting NYCC Highways Dept. input, and the Cllr would update the Parish Council as soon as possible.

Resolved: That the District councillor's verbal report be noted.

111. Questions from the Public

The council received a number of questions from members of the public on local issues and/or concerns, as follows: -

- i) Concern was raised regarding fly-tipping on Race Lane.
It was noted that the lane is an unadopted road, but the matter has previously been reported to the District Council and will be monitored.
- ii) Concern was raised regarding the exit to Church Lane, Carlton, and the hazards of parked vehicles adjacent to the junction.
Whilst it was noted, and restrictions are relevant, (Highway Code) as it is a public road vehicles are permitted to park along the road. The Parish Council do not have any powers to act on this issue.
- iii) A question was raised regarding the potential of a monetary funding being gifted to Drax, Camblesforth and Carlton Parish Councils by the solar field developers, relating to the named 'Carlton Solar Field'.
The Chair confirmed that since the meeting's agenda had been issued a letter had been received by the clerk indicating that the developer was offering funding for community projects. The item was not included on the agenda therefore would be discussed at a future meeting. When the planning application is raised for discussion the council will consider the application and make observations/ recommendations should that be appropriate.

Resolved: That the questions and concerns raised by members of the public, and the council's responses be noted.

112. Chair's Report

The council received the Chair's verbal report on meetings and events attended since the meeting held on 29th November 2022.

No meetings or events were attended by the Chair due to the festive period.

The Chair gave an update that the parish grit bins had recently been checked and replenished where required.

He noted that the Christmas Tree in the Golden Garden was erected and kindly donated by Silica Garden Centre.

Resolved: That the Chair's report be noted.

113. Councillor Vacancies item was considered at the outset of the meeting.

114. Parish Council

The council considered the minutes for the parish council meeting held on 29th November 2022.

Cllr Clayton noted that item 92.i) should read, 'National Grid' and not 'Drax Power Station'.

Resolved: That the minutes from the council meeting held on 29th November 2022 be approved, subject to the amendment to 92.i), as noted.

115. Finance Matters

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

Noting that an amendment was made prior to issue by the clerk to correct the running bank total in the expenditure worksheet to balance to the December 2022 bank statement.

Resolved: That the Cash Book, Bank Statement, Budget Monitoring and Bank Reconciliation report be approved.

115.2 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.

115.3 The council considered authorisation of the clerk's hours worked in December 2022 and January 2023, and any overtime worked.

A discussion was held, and the clerk noted that in December 2022 the holiday's taken had been increased to 20 hours for the month in her timesheet. It was agreed that 2.5 hours overtime owed would be paid in the February 2023 salary.

Resolved: That the Line Manager of the clerk would notify the payroll provider of the 2.5 additional hours to be paid in the February 2023 salary.

116. Policies and Procedures

116.1 The council considered review of the council's Grievance and Disciplinary Policy.

116.2 The council considered review of the council's Publication Scheme.

Resolved: That the council's Grievance and Disciplinary Policy and Publication Scheme be approved and adopted.

117. Planning Matters

117.1 The council considered response to Consultation Letter received.

- i) 2022/1239/COU – Frying Nemo Fish & Chip Shop, Station Road, Carlton.
Change of use from use class C3 (flat) to C1 (hotel/letting bedrooms)

Resolved: That no comment is required.

117.2 The council received Planning Decisions.

- i) 2022/1080/HPA- 5 Manor Farm Close, Carlton - REFUSED
Erection of single storey rear extension following demolition of conservatory at the rear, and retention of existing boundary wall and gates.

Resolved: That the planning decision ne noted.

117.3 The council considered the request from a member of the public to pursue traffic management measures at Mill Lane, Carlton.

A discussion was held and resolved that the parish council did not have the power to intervene on the matter.

Resolved: That no further action to be taken.

118. Noticeboard- High Street, Carlton

The council considered the correspondence received regarding the reallocation of the old noticeboard on High Street, Carlton.

A discussion was held and the option of a key safe would be explored so that community groups could access the wall noticeboard themselves. Permission is to be sought to erect the key safe next to the noticeboard. The noticeboard would remain an asset of the parish council and a disclaimer put in place in the noticeboard absolving the parish council should any inappropriate material be posted.

Resolved: That

- i) **the clerk seek permission from the owner to install a purchased key safe, and action if permission is given.**
- ii) **the clerk contact the community groups to inform them of the facility; and**
- iii) **the parish council retain the asset but permit usage via key safe to post community group notices.**

119. Allotment Working Group (AWG)

The council considered the next meeting of the AWG with regard to the correspondence received from the Chair of the AWG.

Resolved: That the next meeting to be arranged in the near future.

120. Carlton Village Hall

The council received a verbal report by the council's representative regarding the Carlton Village Hall meeting attended since the council meeting on 29th November 2022.

The council's representative had attended two Village Hall Committee meetings since 29th November 2022.

The information requested by the clerk both in support for the current year's applications and how last year's funding of £3000.00 was spent has not been forthcoming.

The applications for funding in 2022-2023 will only be considered by the Parish Council when the requested information has been received by the clerk. no further consideration for the applications and funding will occur until the required information is received by the clerk.

Resolved: That the council's Village Hall representative's verbal report be noted.

121. Clerk's Report

The council received the clerks report and update on matters dealt with since the council meeting on 29th November 2022.

Recommendation to council: That

- i) **the council approve the purchase of defibrillator pads for the unit at the Village Hall, at a cost of £95.88; and**
- ii) **the council approve assigning the Internal Auditor at a cost of £250.00**

A cllr enquired about the brightness level of the newly installed lighting unit (LP17) as it appears comparatively dim.

Resolved: That

- i) **the purchase of the defibrillator replacement pads for the unit at the Village Hall, at a cost of £95.88 be approved.**
- ii) **the clerk to engage the Internal Auditor for the AGAR at a cost of £250.00**
- iii) **the clerk to explore the cost of purchase and installation of a fence panel at the hard-standing area in the cemetery and complete the action if within the threshold of clerk's delegated authority be approved.**
- iv) **Cllr Taylor to explore the issue of lighting unit LP17 and report to the council at the next meeting (or prior to, by email); and**
- iii) **the clerk's report be noted.**

122. Action Log

The council considered the council's action log for outstanding actions and updates.

Resolved: That the updated Action Log be noted and approved.

123. Training

- 123.1 The clerk had not received any training requests since the council meeting on 29th November 2022.

Resolved: That the clerk to forward training options to the newly appointed cllr.

- 123.2 The council received any feedback from the councillors and clerk regarding any training completed since 29th November 2022.
The clerk had successfully completed one of the Nimble Training courses, on Stress Management.

Resolved: That the feedback from the clerk on the completed Nimble Training course be noted.

124. Date Future Meetings (2023)

- 124.1 Cemetery Working Group: 8th February at 7.30pm at the School Room, Carlton Methodist Church.
124.2 Finance Committee: 14th February at 7.30pm.
124.3 Parish Council: 28th February at 7.30pm.
124.4 Staffing & Recruitment Committee: afterwards, concurrent to the council meeting on 28th February 2023.
124.5 Allotment Working Group: to be confirmed. Website Working Group: to be confirmed (after April 2023).

Item 132

Minutes of the Cemetery Working Group meeting held on 8th February 2023

Present: Cllrs Taylor, Barker and Lowes.

Attending: Helen Phillips - Clerk

12. Apologies for Absence

Apologies and reason for absence were received from Cllr Quinn.

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

13. Declarations of Interest

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

14. Minutes from CWG meeting held on 29th October 2022

The minutes of the CWG meeting were received, for information only.

15. Policy Review

The Group considered the draft version of the Cemetery Rules, notably point 4.1, with amendments suggested by the clerk.

A discussion was held considering the advice received via the clerk from the YLCA. It was felt that the period of time considered for the Exclusive Right to Erect a Memorial should match the Exclusive Right of Burial which is 99 years. The Rules should reflect the requirement and responsibility of the plot owner/ family to complete any indicated action raised from the council's memorial testing and cover the financial aspect of that action.

The wording relating to an 'half plot' in the Cemetery Rules was requested to be amended to show, 'cremation interment plot'.

Resolved: That the clerk to amend the Cemetery Rules and Cemetery Charges documents as discussed, in readiness to present to the council at the meeting on 28th February 2023.

16. Cemetery Structures

A discussion was held covering points 16.1- 16.3 in relation to the findings of the structural report received by the clerk.

It was found that the priorities are ensuring the chapel is made watertight and that the South and West boundary walls of the cemetery are refurbished to suppress the actions of weathering.

- 16.1 The Group considered the report received for the structural survey of the cemetery chapel and the cemetery boundary walls.

- 16.2 The Group considered the actions required for the chapel as recommended in the structural survey.
- 16.3 The Group considered the actions required for the cemetery boundary walls as recommended in the structural survey.

Resolved: That

- i) the clerk to explore the state and costs of the guttering adjacent to the roof and tower, removal of any vegetation and repairs/replacement to the roof slates adjacent to the tower; and
- ii) the clerk gather three quotes for the two costs of refurbishing the South and the West cemetery boundary walls (inner and outer) to present to the Finance Committee as soon as is possible.

17. Cemetery

- 17.1 The Group considered providing numbered grave plot makers within the cemetery.

It was felt that the provision would be impractical as it could cause issues for the groundworks contractor and would be difficult to manage. It was suggested and agreed that a simple cemetery burial plot plan be added to the council's website and added to the cemetery noticeboard to aid visiting families to find their relative's plot.

Resolved: That the clerk add the cemetery burial plot plan to the council's website and the cemetery noticeboard.

- 17.2 The Group considered creation of an area within the cemetery for cremation interments.

A discussion was held, and it was felt that this was not a priority at present but could be considered in the future after the actions were completed for the red and amber memorial tested plots.

Resolved: That the area for cremation interments be deferred to a meeting in the future.

- 17.3 The Group received a verbal update by the clerk regarding the cost of providing and installing a fence panel to shield the storage area at the far left corner of the cemetery.

The clerk explained that a site visit was to occur with a contractor to discuss installation of the fence panel to shield the storage area in the cemetery.

Resolved: That the clerk arrange the site visit and installation of the fence panel providing the cost is within the remit of delegated authority under the council's Financial Regulations.

18. Memorial Testing

- 18.1 The Group received a verbal update from the clerk on the completion of corrective actions, including costs to the council for these works.

The clerk had contacted a local monumental mason to be provided with a cost for re-siting of three long term laid down monuments where family contact information was

no longer available.

Information regarding the original installer of red tested memorials has been gathered and the clerk will persevere with contacting the plot owners and/or the mason concerned to complete the required corrective actions.

Resolved: That

- i) **the clerk explore costs of correcting the aged laid down memorials; and**
- ii) **continue to work towards completing corrective actions for the remaining red tested memorials.**

18.2 The group considered the repair/ restoration of the aged memorials.

Resolved: That the restoration of aged, displaced, and damaged memorials be deferred until the remainder of the red and amber tested memorials has been completed.

19. Date and Time of Next Meeting

Resolved: That the date of the next meeting with be confirmed at a future date.

The meeting concluded and was closed by the Chair at 9.10pm.

Item 133

Minutes of the Finance Committee meeting held on 14th February 2023

Present: Cllrs Taylor, Land, Lowes, and Clayton.

Attending: Helen Phillips – Clerk/ RFO

41. Apologies for Absence

The Committee received apologies and for absence from Cllr Holmes.

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

42. Declarations of Interest

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

43. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 15th November 2022 for information only.

44. Bank Statements, Bank Reconciliations and Budget Monitoring Reports

The Committee received the bank statements, reconciliation, and budget monitoring reports for the Council's accounts, up to 31st January 2023.

A discussion was held regarding the purchase of grit sand for the parish grit boxes. The clerk gave an update regarding the NYCC option to provide the service for grass verge cutting or pass on the monetary relief if the council continued to engage a contractor to complete the service.

Resolved: That

- i) the bank statements, reconciliation and budget monitoring report be approved.
- ii) the clerk ascertain how much remaining grit salt is left after replenishing the bins and where the remainder of the grit salt is being stored; and
- iii) the that the council would continue utilising the present contractor for verge cutting and the clerk request the monetary relief from YLCC as offered.

45. Income and Expenditure Records

The Committee considered the Income and Expenditure Records up to the 31st January 2023.

Resolved: That the Income and Expenditure records be approved.

46. Document Review

46.1 The Committee reviewed the council's Asset Register.

Recommendation: That the council approve and adopt the reviewed Asset Register.

- 46.2. The Committee reviewed the council's Reserves Policy.

A discussion was held, and the updated Reserves Policy was agreed.

Recommendation: That the council approve and adopt the reviewed Reserves Policy.

- 46.3 To review the Groundworks contract in view of the agreed one year contract (ending on 31st March 2023)

After assessment of prepared invoicing data as was agreed that the committee were happy to propose a continuation of the contract with the present contractor for a further year, with no increase to the agreed monetary rate.

Resolved: That the clerk contact the present contractor to discuss any required amendments and to have the 2023-24 contract signed.

47. Cemetery and Chapel

The Committee received an update regarding the Cemetery Working Group (CWG) meeting held on 8th February 2023 in respect to the structural survey completed on the chapel and boundary walls and required actions.

Resolved: That

- i) the clerk seek estimates for the cost for the refurbishment of the South and West walls (inner and outer) in the first instance; and
- ii) the clerk seeks estimates for the cost of ensuring the chapel becomes watertight.

48. Funding and Grants

The Committee considered the application received for community funding from St. Mary's Church. They have requested £250.00 to provide the church with the requirements for 'Sing-along' sessions, which includes the CCLI entertainments license.

A discussion was held and although the committee did not have issue with the application requested that the clerk clarify permissions and powers to allow the funding to be provided to a church.

Resolved: That the clerk seek advice on the permissions and powers to permit the funding request.

Recommendation: That the council approve the application for funding by St. Mary's Church, subject to positive clarification received by the clerk.

49. Update regarding the council's Insurance Policy.

The clerk had contacted the councils present insurance provider to request a quote for the cost of the annual renewal of the policy and a three year agreement cost. Whilst the annual renewal cost (2023-4) was reasonable, and the three year

agreement gave a discount for the annual cost within that agreement, but not a fixed price, it was felt that comparative quotes should be sought.

Resolved: That the clerk seek two further quotations for the council's insurance policy and present to the parish council at the meeting on 28th February 2023 for consideration.

50. Date of next meeting: - 14th March 2023