

Carlton Parish Council

Minutes for the meeting of Carlton Parish Council on Tuesday 29th November 2022 held at 7.30pm, in the school room of Carlton Methodist Church.

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

In Attendance: H Phillips – Clerk/RFO and one member of the public.

88. Apologies for Absence

The committee received an apology for absence and considered the reason for absence from Cllr Holmes.

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

89. Declarations of Interest

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

90. Local Councillors' Report's

The council received the verbal report of the attending District councillor, as follows:

- i) noted the preferred deadline for Precept issued to Selby District Council (SDC).
- ii) reiterated the information relating to the dates of webinars for Local Government Reorganisation; and
- iii) informed the council that SDC will have a new logo once the restructure is in place as of 1st April 2023.

Resolved: That the verbal report of the District Council be noted.

91. Questions from the Public

There were no questions from members of the public.

92. Chair's Report

The Chair was unable to attend any meetings or events since the last council meeting due to work commitments.

Cllr Clayton kindly gave a verbal report as he attended the Drax Liaison meeting, held on 28th November 2022. He noted that:-

- i) At present the National Grid is utilising gas to create electricity as opposed to coal or biomass, as wholesale gas prices have reduced.
- ii) Two outages are planned between April and October 2023.
- iii) An application has been submitted to SDC for permission to extract approximately 2-3 million tonnes of waste ash, with one third being transported by rail and the remainder by road.
- iv) The roundabout at the entrance to Drax village is to be improved, aesthetically; and
- v) The Skylark Centre will be open from 20th to 22nd December 2022.

Resolved: That the verbal report by Cllr Clayton be noted.

93. Parish Council

The council considered the minutes for the parish council meeting held on 25th October 2022.

Resolved: That the minutes for the council meeting held on 25th October 2022 be approved.

94. Staffing and Recruitment Committee

The council considered the minutes and recommendations of the Staffing and Recruitment meeting held on 15th November 2022.

A discussion was held where some slight amendments were suggested and agreed to the Pensions Policy and the Expenses Claim form.

A number of options were proposed and voted upon for changes to the clerk's working hours.

Resolved: That

- i) the reviewed Pensions Policy be approved and adopted.**
- ii) the reviewed Expenses Policy and Claim Form be approved and adopted.**
- iv) the clerk's working hours be approved to increase to 45 hours a month, commencing on 1st January 2023, and be reviewed in June 2023; and**
- v) the minutes of the Staffing and Recruitment Committee meeting held on 15th November 2022 be approved.**

95. Finance Committee

The council considered the minutes and recommendations of the Finance Committee meeting held on 15th November 2022.

The clerk updated the council that the cost for structural assessment of the cemetery chapel will include the assessment of works required for refurbishment of the cemetery walls; a total of £630.00

Resolved: That

- i) a maximum of £1,000.00 be allocated for the 2023/ 2024 budgetary provision for the refurbishment of the cemetery gates be approved.**
- ii) the structural assessment of the cemetery chapel and walls at a cost of £630.00 be approved.**
- iii) the proposed budget for 2023-24 be approved, and the Precept Demand, be set at £32690.00 be approved subject to the Band D Equivalent remaining as indicated by SDC; and**
- iv) the minutes for the Finance Committee meeting held 15th November 2022 be approved.**

96. Allotment Working Group (AWG)

Note that the AWG meeting was postponed; to be re-scheduled for early 2023.

Resolved: That the postponement of the AWG meeting be noted.

97. Policies and Procedures

- 97.1 The council considered the Complaints Procedure.
- 97.2 The council considered the Corporate Risk Assessment.
- 97.3 The council considered the Co-option Policy.

Resolved: That items 97.1, 97.2 and 97.3 be approved and adopted.

98. Noticeboard- High Street, Carlton

The council considered the reallocation of the old noticeboard on High Street, Carlton. A member of a community group expressed interest in having usage of the noticeboard for community groups, at the meeting on 25th October 2022.

A discussion was held, and it was agreed that the Women's Institute Group (WI) should be custodial of the noticeboard, as the interest came from their members, although it should be available to other community groups to use.

Concern was raised by cllr's regarding the present header of the noticeboard (Carlton Parish Council) as once the noticeboard is given over to the community the control of notices posted would be not the council's hands.

Resolved: That the council approve the WI taking charge of the old noticeboard for use by community groups subject to the removal of the named header board.

99. Finance Matters

- 99.1 The council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st October 2022.

Resolved: That the accounting data and bank statement be approved.

- 99.2 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.

- 99.3 The council considered authorisation of the clerk's hours worked in November 2022, and any overtime worked.
It was noted that the overtime of 15.25 hours carried from October was not paid in the November salary.

Resolved: That payment be approved in the clerk's December salary for 40 hours worked, 6.25 hours overtime plus 15.25 hours carried from October 2022.

- 99.4 The council considered the request of the Village Hall Committee to be awarded the £3000.00 budgeted grant.

A discussion was held, and it was agreed that the decision should be deferred until the meeting on 31st January 2023, as the Village Hall Committee had not yet provided the requested information to accompany the application.

Resolved: That

- i) the Village Hall request for the £3000.00 grant be deferred until the council meeting on 31st January 2023; and
- ii) the clerk check all applications prior to presenting to council to ensure all relevant information has been received.

100. Planning Matters

100.1 The council considered the planning applications received.

- i) 2022/1130/HPA – 1 Ivy Close, Carlton. – Erection of rear extension to create larger kitchen/ dining area.
- ii) 2022/1316/HPA – 8 Broadacres Avenue, Carlton. - New pitched roof over existing flat roofed front dormer window.
- iii) 2022/1322/MAN2 – 41 Broadacres, Carlton. – Non-material amendment of 2021/1255/HPA. Erection of single storey rear extension to replace existing conservatory, and dormer windows to front and rear to provide additional living space at first floor level.

Resolved: That no comment is required on the planning applications received.

100.2 The council considered response to Consultation Letter received. (as per item 100.1.i)

Resolved: That no response is required to the consultation letter received for planning application 2202/1130/HPA

101. 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 25th October 2022.

The councils representative had only attended one Village Hall Committee meeting but intended to attend the next scheduled meeting and would feed back to the council at the next council meeting.

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

102. Clerk's Report

The council received the clerks report and update on matters dealt with since the council meeting on 25th October 2022.

- i) The defibrillator at the surgery has been removed temporarily to enable a software update to be completed. The defibrillator at the Village Hall is still available for use during this period.
- ii) A member of the public requested that a waste bin be placed at the bus stop near the cemetery on Station Road, Carlton. On discussion there was a bin there previously, but it was removed, and was never replaced. The clerk will investigate this further.
- iii) There is a vacancy for a Parish Councillor; applicants should contact SDC in the first instance. The deadline is 9th December 2022; if there are no applicants the vacancy will move to Co-option.

Signed:

Date:

Ref:

Resolved: That

- i) the clerks report be noted; and
- ii) the clerk investigate the situation with the missing waste bin at Station Road, Carlton be approved.

103. Action Log

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

Resolved: That

- i) the updated action log be noted; and
- ii) the clerk to forward the internal control documents to the Chair.

104. Training

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

The clerk had registered for the YLCA Nimble Training Scheme, for six mini webinar courses at a total of £90.00.

Resolved: That the update on training requests be noted.

- 104.2 The council received feedback from the councillors and clerk regarding any training completed since 25th October 2022.

A Cllr recently completed the two course programme for 'Chairing Skills' through YLCA and found it interesting and very helpful.

Resolved: That the feedback received be noted.

105. Date Future Meetings

- 105.1 Finance Committee: 25th January 2023 at 7.30pm.
- 105.2 Parish Council: 31st January 2023 at 7.30pm.
- 105.3 Allotment Working Group: To be confirmed, for January 2023
- 105.4 Staffing and Recruitment: To be confirmed, for January 2023
- 105.5 Cemetery Working Group: 2nd February 2023 at 7.30pm.
- 105.6 Website Working Group: To be confirmed.

The Chair thanked all for attending and closed the meeting at 9.15pm.