

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH MEMBERS

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

143. Apologies for Absence

To receive apologies and to consider the reasons for absence.

144. Declarations of Interest

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

145. Local Councillors' Report's

To receive the verbal report of the District councillor.

146. Questions from the Public

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

147. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 28th February 2023.

148. Parish Council

To consider the minutes for the parish council meeting held on 28th February 2023. (pages 6-10)

149. Cemetery Working Group (CWG)

149.1 To consider the minutes and recommendations of the CWG for the meeting held on 14th March 2023. (pages 11-12)

Recommendation: That

- i) the council consider approval of the preferred quotation for the necessary works to the south and west walls of the cemetery, subject to satisfactory clarification being received regarding the disparity between the total cost and the broken down cost.

- ii) the council consider approval of the provisional cost of £15000.00 for removal and reinstatement of memorials placed at the inner walls adjacent to the allotments.
- iii) the council consider approval of the quotation received of £1284.00 to make good the roof and tower of the chapel.
- iv) the council consider approval of the ornate cross memorial being re-set by the monumental mason at a cost of £651.00; and
- v) in the individual case, the council consider approval of providing full remuneration of £240.00 for the re-setting of the red tested memorial.

149.2 To receive a verbal update from the clerk regarding the options available to the council for funding of the repair and refurbishment of the cemetery walls.

149.3 To consider approval of the inclusion of Cllr Kibble to the CWG for the remainder of 2022-23.

150. Finance Committee

150.1 To consider the minutes and recommendations of the Finance Committee meeting held on 14th March 2023. (pages 13-14)

Recommendation: That the preferred quote provided by BHIB be forwarded to the parish councillors to be considered at the meeting scheduled for 28th March 2023. (Present provider and preferred quote from potential new provider sent by email on 22nd March 2023.)

150.2 To consider approval of the inclusion of Cllr Quinn to the Finance Committee for the remainder of 2022-23.

160. Finance Matters

160.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 28th February 2023. (by email)

160.2 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.)
16/02/2023	n/a	Microsoft 365	Annual Subs.	16/02/2023	£59.99	Card (Auto)
01/03/2023	n/a	Carlton Methodist Church	Feb Room Rental	10/03/2023	£75.00	BACS
01/03/2023	n/a	Carlton Parochial Church Council	Grant Fund Request	01/03/2023	£250.00	BACS
01/03/2023	n/a	Carlton Playgroup Ltd	Grant Fund Request	01/03/2023	£228.98	BACS
17/02/2023	1635289	Business Stream	Cemetery Water	10/03/2023	£16.70	BACS
08/03/2023	1082-2223	YLCA	Nimble Training - Cllr Kibble	10/03/2023	£90.00	BACS
28/02/2023	3-463775	Clerk	Postage Stamps	10/03/2023	£7.60	BACS
10/03/2023	n/a	Carlton Methodist Church	March Room Rental	20/03/2023	£50.00	BACS
20/03/2023	to 05/04/23	HMRC	P32 Q4	20/03/2023	£15.79	BACS
25/03/2023	M12 Wk51	NEST	Pension Contribution	20/03/2023	£45.61	DD
25/03/2023	M12 Wk51	Clerk	March Salary	24/03/2023	£625.54	BACS
10/03/2023	2168895	Viking Direct Ltd	Printer Paper & Print Cartridges	10/03/2023	£108.04	Card
22/03/2023	**CR2228146	Viking Direct Ltd	Returned Print Cartridges		£79.30	Transfer
13/03/2023	2176195	Viking Direct Ltd	Print Cartridges	13/03/2023	£72.94	Card
20/03/2023	11080	Autela Payroll Services	Payroll	23/03/2023	£94.02	BACS

160.3. The clerks' hours worked and holiday allowance.

- i) To consider authorisation of the clerk's hours worked in March 2023, and any overtime worked. (timesheet sent by email)
- ii) To consider approval of the clerks remaining 10 hours holiday allowance to be carried over to the next financial year.

160.4 To consider community grant applications received from since the meeting on 28th February 2023. (application/s sent by email)

- i) Friends of Carlton Primary School.
- ii) Carlton Village Hall Committee.

161. Planning Matters

161.1 To consider response to the Planning Applications received.

- i) 2023/0040/REM– Land Adjacent to Thorn Tree Cottage, Low Street, Carlton. Reserved matters application including appearance, landscaping, layout and scale of approval 2019/1072/OUT Outline application for erection of 3 dwellings to include means of access (all other matters reserved) following demolition of existing buildings.
- ii) 2023/0226/DOC – Land Adj. to Duddings Farm, High Street, Carlton. Discharge of condition 19 (window details) of approval 2019/1020/FUL. Proposed erection of new single storey retail unit & associated hard & soft landscaping within the site boundary.

161.2 To receive Planning Decisions.

- i) 2022/0849/FUL – Countryside Commercials (Yorkshire), Unit 1B, Jandrem.

Erection of building for valeting vehicles following removal of shipping containers – GRANTED

- ii) 2022/1316/HPA – 8 Broadacres, Carlton
New pitched roof over existing flat roofed front dormer window – GRANTED
- iii) 2021/0418/FULM – 12 West Bank, Carlton
Erection of an area of glass-housing together with an agricultural shed as part of a market garden business – GRANTED
- iv) 2022/0548/HPA – 32 Broadacres, Carlton
Erection of rear extension (retrospective) and proposed erection of side extension over garage following demolition of garden room and side canopy – GRANTED
- v) 2022/1239/COU – Frying Nemo Chip Shop
Change of use from use class C3 (Flat) to C1(hotel/ letting bedrooms) – PERMITTED.

161.3 To consider response to Planning Consultations received.

- i) 2023/0040/REM – Land Adjacent to Thorn Tree Cottage, Low Street, Carlton.
Reserved matters application including appearance, landscaping, layout and scale of approval 2019/1072/OUT Outline application for erection of 3 dwellings to include means of access (all other matters reserved) following demolition of existing buildings.
- ii) 2023/0075/FUL – Riverside Barn, Bridge Farm, Hight Street, Carlton
Conversion of former annex to form part of dwelling (retrospective).
- iii) 2023/0128/EIA – Land South of Wade House Lane, Drax
Development of a ground mounted solar farm including associated infrastructure.

162. Carlton Village Hall

162.1 To receive the report by the council's representative regarding the Carlton Village Hall meeting attended since the council meeting on 28th February 2023.

162.2 To consider the response from NYCC Highway's Department regarding the request for the options of a grit bin in the car park, for the Village Hall Committee. (Sent previously by email).

163. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 28th February 2023.

Recommendation to council: That

- i) **the engaging SDC as the preferred waste removal contractor for the cemetery bins be approved, for either 4x 240L bins, 3x 360L bins or 1x 660L bin.**

- ii) the approval be given for the clerk to explore the ruling on timescales for permitted allotment rental increase;
- iii) an Allotment Working Group meeting be called, as soon as possible after the Annual Meeting of the Council which is to be held in May 2023.

164. Action Log

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

165. Training

- 165.1 To receive an update on any training requests processed by the clerk under delegated power.
- 165.2 To receive any feedback from the councillors and clerk regarding any training completed since 28th February 2023.

166. Date Future Meetings (2023)

- 166.1 Finance Committee: 11th April at 7.30pm.
- 166.2 Parish Council: 25th April at 7.30pm.
- 166.3 Cemetery Working Group:
- 166.4 Allotment Working Group:
- 166.5 Staffing & Recruitment Committee:
- 166.6 Annual Meeting of the Parish: 9th May 2023 at 6.30pm
- 166.7 Annual Meeting of the Council: 9th May 2023 at 7.30pm/ to follow after item 166.6

Item 148

Minutes of the Parish Council meeting held at Carlton Methodist Church on 28th February 2023

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

Attending: Helen Phillips- Clerk and four members of the public.

125. Apologies for Absence

The council received apologies and reason for absence from Cllr Barker.

Resolved: That Cllr Barkers apology and reason for absence be accepted and approved.

126. Declarations of Interest

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

127. Councillor Vacancies

127.1 The council considered the application received for the Cllr vacancy, who met the criteria for the role.

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

Resolved: That

- i) **Cllr Kibble be appointed and welcomed to Carlton Parish Council: and**
- ii) **Cllr Lowes create a new council email address for Cllr Kibble.**

128. Local Councillor's Report

The council received the verbal report of the attending district councillor.

- i) The councillor highlighted the recently commenced Green Waste Bin Collection Consultation. It was recommended that residents should view the information and comment as necessary to provide opinion to NYCC on the demand for the service. Posters will be in the Parish Council noticeboard, on the Parish Council website and information is available on the NYCC website to view the information.
- ii) The councillor noted that the new NYCC and its financial year commences on 1st April 2023. They will have two days of meetings setting budget for the year. It is envisaged that they will raise their BAND D percentage which will affect resident's council tax levels.
- iii) On 2nd April 2023 there is to be a memorial service for the anniversary of the RAF personnel who died in the crashed Halifax Bomber, in April 1943. The event is to be held at the War Memorial at Newlands Drax and afterwards in Drax.
- iv) The councillor recommended the clerk to look at and register for the 'Parish Portal' which can speed up responses to issues by district and county councils.

Resolved: That the local councillors verbal report be noted.

129. Questions from the Public

The council received two questions from attending members of the public, as follows:-

- i) A resident asked about the old council noticeboard sited on the wall outside BATA and the proposed access to the noticeboard.

The council responded as they had resolved the solution at the meeting held on 31st January 2023. The clerk has purchased a key-safe which is permitted to be sited adjacent to the noticeboard; this has a code which will be issued to the members of community groups so that they can access and manage their posts within the noticeboard.

- ii) A resident asked about the need for double yellow lines adjacent to the Mill Lane junction.

The council responded that this topic had been discussed and resolved at the meeting held on 31st January 2023 with no action to be taken. Noting that any member of the public can contact and/or report issues to NYCC Highways Dept. if they feel appropriate.

Resolved: That the questions and responses be noted.

130. Chair's Report

The Chair's had not attended any meetings or events since the meeting held on 31st January 2023.

131. Parish Council

The council considered the minutes for the parish council meeting held on 31st January 2023.

Resolved: That the minutes from the parish council meeting held on 31st January 2023 be approved.

132. Cemetery Working Group (CWG)

The council considered the minutes of the CWG for the meeting held on 8th February 2023.

Resolved: That

- i) the minutes from the CWG meeting held on 8th February 2023 be approved.
- ii) the draft Cemetery Rules be accepted and adopted subject to additional text being included relating to the discretionary council contribution (4.1.1); and
- iii) the amended wording in the Cemetery Charges be approved.

133. Finance Committee

The council considered the minutes for the Finance Committee meeting held on 14th February 2023.

Resolved: That

- i) the minutes of the Finance Committee meeting held on 14th February 2023 be approved.**
- ii) the council's Asset Register be approved for adoption.**
- iii) the councils Reserves Policy be approved for adoption; and**
- iv) grant funding for £250.00 for St. Mary's Church, Carlton be approved.**

134. Finance Matters

134.1 The council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st January 2023.

Resolved: That the financial reports and bank statements up to 31st January 2023 be approved.

134.2 The council considered the 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.

134.3 The council considered the clerk's hours worked in February 2023, and any overtime worked.

Resolved: That

- i) the clerk's hours worked in February 2023 be approved; and**
- ii) the 3.15 hours over-time worked in February 2023 be approved to be accounted for in March 2023 timesheet and not be paid, as agreed with the clerk's line manager.**

134.4 The council considered the community grant application received from Carlton Playgroup to contribute to new IT hardware for use by the children.

Resolved: That the community funding application for £228.98 received from Carlton Playgroup be approved.

135. Planning Matters

135.1 The council received the Planning Decision below.

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

Resolved: That the planning decision be noted.

136. Grit Bins within the Parish

The council considered the quantity, state and positioning of grit bins within the parish.

A discussion was held, and it was felt necessary to gather more data regarding the present and future requirements of a growing parish.

Resolved: That the subject be deferred until the parish council meeting to be held on 28th March 2023.

137. Carlton Village Hall

137.1 The council received a brief verbal report by the council's representative regarding the Carlton Village Hall since the council meeting on 31st January 2023.

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

137.2 The council considered the Village Hall's Treasurers request for the Parish Council to provide a grit bin for the car park.

A discussion was held, and it was noted that there is a parish grit bin placed across from the Village Hall so this was an option to relocate to the Hall's car park, or for the Village Hall to purchase their own grit bin and the parish council would provide the grit sand to fill that bin.

Resolved: That the council's Village Hall representative and the clerk contact the Village Hall Committee to offer the two options for the grit bin and that they decide and notify the council of their preferred choice be approved.

138. Council organised events for the King's Coronation

A discussion was held and whilst the celebration was noted it was felt that the King's Coronation events and celebrations would be centred on the Community Group's organisation.

The WI noted that they would be decorating the Golden Garden, the Methodist Church intend to hold a community litter pick prior to the event weekend, and it is believed that the Village Hall have a private event booked.

The parish council has a budgeted monetary sum to provide funding to community group should they wish to apply; the groups should apply via the funding application document available on the council's website and/ or from the clerk.

Resolved: That

- i) the clerk contact the community groups to ask if they are holding an event for the King's Coronation and collate that information for the council; and
- ii) the clerk inform the community groups of the available monetary funds and the process of application.

139. Clerk's Report

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

The clerk noted that the cost of the AGAR External Audit was £528.00 against the budget cost set at £300.00. The external auditor's costs had been increased generally and £40.00 included in the total cost related to a 'chasing letter'.

Resolved: That

- i) the clerk's report be noted.
- ii) the clerk to revert to the monumental mason regarding what work is covered within the quoted cost for memorial corrective action; and
- iii) the clerk to check the powers of authority to ensure that the parish council contributing to costs in exceptional circumstances in transparent and legal be approved.

140. Action Log

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

Resolved: That the council's updated action log be noted.

141. Training

As there are new cllr's the Chair highlighted the availability of training courses both free and at a cost via YLCA and other providers. The council has a budgeted amount set aside for training.

- 141.1 There were no training requests processed by the clerk under delegated power since 31st January 2023.
- 141.2 There was no feedback from the councillors and clerk regarding any training completed since 31st January 2023.

142. Date Future Meetings (2023)

- 142.1 Cemetery Working Group: 14th March 2023 at 6.30pm
- 142.2 Finance Committee: 14th March at 7.30pm.
- 142.3 Allotment Working Group: To be confirmed.
- 142.4 Staffing & Recruitment Committee: To be confirmed.

Item 149

Minutes of the Cemetery Working Group (CWG) meeting held 14th March 2023

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

Attending: H. Phillips (Clerk) and two members of the public.

20. Apologies for Absence

The were no apologies for absence.

21. Declarations of Interest

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

22. The CWG received the notes from CWG meeting held on 8th February 2023 (for information only)

23. Cemetery Structures

23.1 The CWG considered the report by the clerk regarding the comparative quotes received for the refurbishment of the South and West cemetery walls.

Two of the three quotes had been received by the clerk, the third is pending. Both received were well presented, one was favoured as the overall price and work schedule was preferable. The total cost of the preferred quotation is £58089.60

There was a disparity between the overall cost and the broken down cost therefore it was asked that the clerk receive clarification on the matter from the contractor.

An issue was highlighted by the contractors in that access to the west inner wall adjacent to the allotments would be limited due to there being a large number of interment plots with erected memorials in place. A price can be provided to take down and re-install the memorials after the work had been completed; this would only be after permission and agreement is gained from the affected plot owners.

Resolved: That

- i) the clerk to gain clarification on the disparity in the preferred contractor's total to broken down cost.
- ii) the clerk to explore the cost of taking down and re-installing the existing memorials at the inner wall adjacent to the allotments with a provision of £15,000.00; and
- iii) the clerk explore local and national options to aid funding the project.

Recommendation: That

- vi) the council consider approval of the preferred quotation, subject to satisfactory clarification being received regarding the disparity between the total cost and the broken down cost; and
- vii) the council consider approval of the provisional cost of £15000.00 for removal and reinstatement of memorials placed at the inner walls adjacent to the allotments.

- 23.2 The CWG considered the update regarding the cost of actions required to make the chapel roof and tower watertight.

A quote was received which was favourable and reasonable which covered the corrections to make the chapel roof and tower watertight. Photographs were provided to show where the issues lay, which were vegetation growth, slipped and/or missing roof slates and damaged lead flashing.

Recommendation: That the council consider approval of the quotation received of £1284.00 to make good the roof and tower of the chapel.

24. Memorial Testing

- 24.1 The CWG considered the cost of repair/ restoration of the aged memorials, specifically costs for correcting four red tested, laid down monuments, totalling £2036.40

A discussion was held, and it was felt that as there are no present contact details of the plot owners and with the high cost being incurred for the refurbishment of the cemetery walls the three traditional memorials should remain recumbent. The ornate cross, as a feature of the cemetery should be re-set, at a cost of £651.00

Resolved: That the three red tested, laid down memorials remain recumbent, deferred until a future date after the wall refurbishment is completed.

Recommendation: That the council consider approval of the ornate cross memorial being re-set by the monumental mason at a cost of £651.00

- 24.2 The CWG received an update from the clerk regarding the individual case of providing full remuneration for correction of a red tested memorial. The cost quoted is £240.00

Recommendation: That in the individual case the council consider approval of providing full remuneration of £240.00 for the re-setting of the red tested memorial.

25. Cemetery Bins

The clerk reported to the CWG that the local council are to raise a contract for commercial refuse collection for the cemetery bins. This would amount to £1981.28 per annum as opposed to zero charge in previous years.

The CWG requested that alternative contractor quotes are gathered to compare the costs.

Resolved: That the clerk gather quotes for the cemetery waste collection costs from other contractors and report to the council at the meeting on 28th March 2023.

26. Date and Time of Next Meeting

To be confirmed at the council meeting on 28th March 2023

The meeting was closed at 7.25pm.

Item 150

Minutes for the Finance Committee meeting held on 14th March 2023.

Present: Cllr's Taylor, Land and Lowes

Attending: H. Phillips (Clerk) and two members of the public.

51. Apologies for Absence

The committee received apologies and reason for absence from Cllr Holmes.

Resolved: That Cllr Holmes' apology and reason for absence be accepted and approved.

52. Declarations of Interest

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

53. Minutes of Finance Committee Meeting held on 14th February 2023 were received, for information only.

54. 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 28th February 2023.

Resolved: That the bank statements, reconciliation, and budget monitoring report be approved.

55. Income and Expenditure Records

The committee received the Income and Expenditure Records at the meeting for consideration up to the 28th February 2023.

Resolved: That the income and expenditure records be approved.

56. Council's Bank Accounts

56.1 The committee received an update from the clerk regarding the council's savings account.

The clerk requested that the opening of the council's savings account was delayed until after 31st March 2023 so that the accounts for 2022-23 can be closed.

The account can be opened with the Finance Committee's consideration to the amount to be transferred from the current to the savings account.

Resolved: That the council's saving account being opened after 31st March 2023 in readiness for the new financial year be approved.

56.2 The committee considered the updating of the current account mandates signatories. A discussion was held, and it was agreed that the resigned councillor should be removed from the bank mandate as signatory and the councillors appointed since that departure be added as signatories.

Resolved: That the clerk update the current account mandate to exclude departed councillors and include members of the Finance Committee be approved.

57. Cemetery and Chapel

The committee received a verbal report and recommendations from the Chair of the Cemetery Working Group (CWG) regarding the meeting held on 14th March 2023 at 6.30pm.

The Chair of the CWG summarised the resolutions, and recommendations that came from the meeting are as follows: -

Recommendations to council: That

- i) the council consider approval of the preferred quotation, subject to satisfactory clarification being received regarding the disparity between the total cost and the broken down cost.
- ii) the council consider approval of the provisional cost of £15000.00 for removal and reinstatement of memorials placed at the inner walls adjacent to the allotments.
- iii) the council consider approval of the quotation received of £1284.00 to make good the roof and tower of the chapel.
- iv) the council consider approval of the ornate cross memorial being re-set by the monumental mason at a cost of £651.00
- v) the council consider approval of the individual case providing full remuneration of £240.00 for the re-setting of the red tested memorial.

Draft minutes from the CWG meeting will be available to all councillors forthwith.

Resolved: That the verbal report from the Chair of the CWG be noted.

58. Funding and Grants

There were no applications received for community funding.

59. Council's Insurance Policy

The committee received an update from the clerk regarding the council's insurance policy.

Three quotes were requested including the present provider. One provider declined to forward a quote due to the council's forward plan for the cemetery chapel. The current provider's quote was the higher of the two received so it was agreed to recommend to council to consider the second provider's quote.

Recommendation: That the preferred quote provided by BHIB be forwarded to the parish councillors to be considered at the meeting scheduled for 28th March 2023.

60. Date of next meeting: - 11th April 2023 at 7.30pm