

Carlton Parish Council

Minutes for the meeting of Carlton Parish Council on Tuesday 28th March 2023 to commence at 7.30pm, in the school room of Carlton Methodist Church.

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

Attending: H Phillips – Clerk, and four members of the public.

143. Apologies for Absence

The council received apologies and reason for absence from cllr Land.

Resolved: That the apology and reason for absence from cllr Land be accepted and approved.

144. Declarations of Interest

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

145. Local Councillors' Report's (deferred until later in the agenda)

The council received the verbal report of the District councillor, the main points are below: -

- A reminder of the memorial service on 2nd April 2023 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 a reception in Drax Church.
- The two prominent housing development application considerations for Carlton have been delayed, and will be assessed now by North Yorkshire County Council's Planning Dept.
- The Selby District Council Public Planning Portal will still be inexistence but there will also be a NYCC portal running at the same time.

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

146. Questions from the Public

There were no questions from members of the public on any local issues and/or concerns, however a member of the public congratulated the Carlton Playgroup on a very enjoyable and successful East Egg Hunt, which was held around the village for the children.

Resolved: That the council join in congratulating the Playgroup on it's Easter Egg Hunt and note the comment of the member of the public.

147. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 28th February 2023, however cllr Clayton had recently attended the Drax Liaison meeting. He reported the following: -

- There will be two outages scheduled which covers three months works, which may increase local traffic.
- The main chimney is showing deterioration therefore will be taken back by 30 feet, to permit rebuilding; scaffolding and the works will be visible.
- The waste material at the Drax Golf Club will start to be removed once the weather starts to improve.
- They intend to take out 16 million tonnes of waste ash from the power station by road, taking 1 million tonnes per year.
- There is a planned Easter Egg Hunt at the Skylark Centre; booking is a must.

Cllr Clayton was thanked for attending the Liaison meeting and providing a verbal report.

Resolved: That cllr Clayton's verbal report be noted.

148. Parish Council

The council considered the minutes for the parish council meeting held on 28th February 2023.

Resolved: That the minutes for the parish council meeting held on 28th February 2023 be approved.

149. Cemetery Working Group (CWG)

149.1 The council considered the minutes and recommendations of the CWG for the meeting held on 14th March 2023.

Resolved: That the minutes of the CWG meeting held on 14th March 2023 be approved.

Recommendations from CGW meeting: -

- 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.

A discussion was held, and it was agreed that although the recommended quote for the repair of the west and south cemetery walls was a good indication of cost, as that expense would require additional funding the tendering process would need to be instigated.

The provisional cost for removal and reinstating of memorials to permit close quarter repairs, with the plot owners agreement, was felt to be a fair projection. The clerk had requested an indicative quote from a local monumental mason, as a true guideline.

It was agreed that more exploration would be required prior to making an educated decision on the matter.

Resolved: That

- i) **the quote received and recommended to council for repair of the West and South Cemetery walls be recognised as a fair and reasonable price**

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Signed:

- for the required work, with a tendering process being required before the contract can be awarded; and
- ii) **The projected cost for removal and reinstating affected memorials when the cemetery wall repairs were taking place was recognised as a fair and reasonable price, but further exploration would be completed by the clerk.**

Recommendations from the CWG meeting: -

- 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.

Resolved: That

- iii) **the quotation of £1284.00 to make good the roof and tower of the cemetery chapel be approved.**
- iv) **the quotation of £651.00 to re-set the ornate cross memorial be approved; and**
- v) **the quotation of £240.00 for re-setting the red tested memorial be approved.**

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

The clerk explained that she had contacted a number of local businesses and organisations to enquire about the possibility of them giving funds to the project, including Drax Power Station and the Co-operative Retail Group.

There are a number of potential options for funding including Heritage England, the national supermarket chains, NYCC grant funding and the Heritage Lottery Fund (HLF).

The HLF appears to be the better option as the project meets their criteria and outcomes. There are three levels of award, culminating in the section of £250,000.00 and above. An initial Project Enquiry can be put to the HLF who would then assess the potential and then advise on the next step which is official application, or advise how to enhance your application to gain a positive outcome.

The clerk has spoken to the HLF twice and is looking to arrange a face to face meeting to test the water and resolve any queries before moving forward to the application stage.

Resolved: That approval be given to the clerk to continue pursuing the HLF option, ensuring that the council is kept up to date with the progress, and further reports are made to the Finance Committee and Council at the next scheduled meetings.

149.3 The council considered approval of the inclusion of cllr Kibble to the CWG for the remainder of 2022-23.

Resolved: That cllr Kibble be appointed to the CWG for 2022-23 be approved.

150. Finance Committee

150.1 The council considered 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.

Resolved: That

- i) the minutes for the Finance Committee meeting held on 14th March 2023 be approved; and
- ii) BHIB be approved and engaged as the council's insurance provider from 1st April 2023.

150.2 The council considered approval of the inclusion of cllr Quinn to the Finance Committee for the remainder of 2022-23.

Resolved: That cllr Quinn be appointed to the Finance Committee for 2022-23 be approved.

160. Finance Matters

160.1 The council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 28th February 2023.

Resolved: That the financial reports and bank statements up to 28th February 2023 be approved.

160.2 The council considered approval of payments outstanding and those made by the clerk under delegated authority.

A query was raised as to whether CR2228146 from Viking Direct Ltd had been received into the council's bank; the clerk was not aware of the refund being received at that point.

Resolved: That

- i) the payments outstanding and those made by the clerk under delegated authority be approved; and
- ii) the clerk to inform cllr's Clayton and Taylor when the credited funds are received into the council's bank account.

160.3. The clerks' hours worked and holiday allowance.

- i) The council considered authorisation of the clerk's hours worked in March 2023, and any overtime worked.
The clerk had worked the standard 45 hours only.

Resolved: That the clerks hours worked in March 2023 be approved.

- ii) The council considered approval of the clerks remaining 10 hours holiday allowance being carried over to the next financial year.

A discussion was held, and it was noted that there is no present ruling regarding the carry-over of holidays.

Resolved: That

- i) the clerk be approved to carry over the outstanding 10 hours holidays into 2023-24, subject to them being taken within the first three months of the new financial year; and
- ii) the Staffing and Recruitment Committee schedule a meeting and resolve the holiday carry-over ruling at that meeting.

160.4 The council considered community grant applications received from since the meeting on 28th February 2023, including a late application received by the clerk prior to this meeting.

- i) Friends of Carlton Primary School.

Resolved: That the funding application from the Friends of Carlton Primary School for commemorative gifts for the King's Coronation Celebrations, of £442.40 be approved.

- ii) Carlton Village Hall Committee.

A discussion was held regarding the application, which although the requirements of associated documents had been met the breakdown and funding requested was vague.

The clerk had received a report from the Village Hall Committee noting what the £3000.00 community grant had been spent on, which had been requested some time previously.

It was agreed that the present funding application received should be refused but the council should release the £3000.00 funding to the Village Hall Committee as they had met the request of the clerk for updated information on the previous grants spending.

Resolved: That

- i) the Village Hall Committee's application for funding for decoration and materials be refused; and
- ii) the clerk release the 2022-23 grant funding of £3000.00 to the Village Hall Committee be approved.
- iii) Carlton Playgroup.

Resolved: That the funding application from Carlton Playgroup of £179.00 to enable purchase of commemorative gifts and crafting materials for the King's Coronation Celebrations be approved.

161. Planning Matters

161.1 The council considered 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.

Resolved: That

- i) **for items 161.1 i) and ii) no comment be required; and**
- ii) **the clerk request an up-to-date plan/ visual of the intended building, surroundings and landscaped areas, and update to council when received.**

161.2 The council received the following 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.

Resolved: That all planning decisions received and listed be noted.

161.3 The council considered 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).

Resolved: That for items 161.3 i) and ii) no comment be required.

- iii) 2023/0128/EIA – Land South of Wade House Lane, Drax

Development of a ground mounted solar farm including associated infrastructure.

Resolved: That the Extraordinary Meeting of the Council, held on 28th March 2023 at 6.45pm, discussed and considered the application in view of support, objection, or observational comment.

162. Carlton Village Hall

162.1 No report was given by the council's representative regarding the Carlton Village Hall meeting attended since the council meeting on 28th February 2023, due the cllr's absence at this council meeting.

162.2 The council considered 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.

It was found that the grit bin that is situated at the corner of The Pastures, Carlton, is actually owned by NYCC, who would not give permission to re-site it adjacent to the Village Hall. NYCC offered a new grit bin at a cost of £72.00

A discussion was held, and it was agreed that is be recommended to the Village Hall Committee that they purchase the grit bin for their use and the parish council would fill and top up the grit when required.

Resolved: That

- i) **the clerk contact the Village Hall Committee to convey the information regarding the grit bin; and**
- ii) **the parish council will supply grit sand to fill and top up the newly purchased bin as and when required.**

163. Clerk's Report

The council received the clerks report, update on matters dealt with since the council meeting on 28th February 2023, and recommendations.

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.

Resolved: That the clerk to engage SDC as waste collection provider, in a commercial contract, and to request 3x 360L new waste bins for the cemetery, to be emptied fortnightly, at a cost of £963.32 per annum, be approved.

- ii) the approval be given for the clerk to explore the ruling on timescales for permitted allotment rental increase.

Resolved: That this information has already be provided as the Allotment Society responded to the clerk noting that the tenants should be given one year's notice should the council wish to increase rental costs.

- iii) an Allotment Working Group (AWG) meeting be called, as soon as possible after the Annual Meeting of the Council which is to be held in May 2023.

A discussion was held and along with agreeing to schedule a meeting it was proposed that cllr Kibble be appointed to the AWG.

Resolved: That

- i) **the Chair of the AWG to contact members to arrange a meeting during the Easter holidays and notify the clerk with the date and time to enable an agenda to be raised; and**
- ii) **cllr Kibble be appointed as a member of the AWG be approved.**

164. 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.

165. Training

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

Cllr Kibble had registered for and completed a number of the Nimble Training Bite-sized on-line courses, at a cost of £90.00

- 165.2 The council received positive feedback from cllr Kibble regarding the Nimble Training courses he had completed since 28th February 2023.

Resolved: That the clerk's update on training requests processed and cllr Kibbles feedback on the completed training be noted.

166. Date Future Meetings

- 166.1 Finance Committee: 11th April at 7.30pm.
- 166.2 Parish Council: 25th April at 7.30pm.
- 166.3 Cemetery Working Group: To be confirmed at a future date.
- 166.4 Allotment Working Group: to be arranged for the Easter Holidays and confirmed by the Chair.
- 166.5 Staffing & Recruitment Committee: To be confirmed at a future date.
- 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