

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH MEMBERS

You are hereby invited to attend the meeting of **Carlton Parish Council** on **Tuesday 30th May 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

14. Apologies for Absence

To receive apologies and to consider the reasons for absence.

15. Declarations of Interest

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

16. District Councillors Report

To receive the verbal report of the District Councillor.

17. Questions from the Public

To consider pre-submitted questions from members of the public on any local issues and/or concerns.

18. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 25th April 2023.

19. Parish Council

To consider the minutes for the parish council meeting held on 25th April 2023. (pages 4-9)

20. Annual Meeting of the Council

To consider the minutes of the Annual Meeting of the Council held on 9th May 2023 (pages 10-13)

21. Finance Committee

To receive the minutes and of the Finance Committee meeting held on 11th April 2023. (pages 14-15) (for information only).

22. Finance Matters

22.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 30th April 2023. (by email)

22.2 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 Paid	Payment Method (Incl. Cheque No.)
26/04/2023	n/a	Carlton Methodist Church	April 2023 meetings	17/05/2023	50.00	BACS
20/04/2023	n/a	Andrew Bosmans	AGAR Internal Audit	27/04/2023	250.00	BACS
25/04/2023	M1 Wk3	H Phillips	April Salary	25/04/2023	625.54	BACS
25/04/2023	M1 Wk3	Nest	Pension Contribution	25/04/2023	45.61	DD
25/05/2023	M2 Wk8	H Phillips	May Salary	25/05/2023	625.54	BACS
25/05/2023	M2 Wk8	Nest	Pension Contribution	25/05/2023	45.61	DD
24/05/2023	INV-0671	YLCA	Chairing Skills Training - PK		60.00	

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

22.4 To consider any community grant applications received from since the meeting on 25th April 2023.

23. Policy Review

- i) To review the Council's Standing Orders.
- ii) To review the Councillor Code of Conduct.
- iii) To review the Cemetery Rules.

24. Planning Matters

24.1 To consider response to the Planning Applications received.

24.2 To receive Planning Decisions.

- i) 2022/0548/HPA – 32 Broadacres Garth – Permitted

Erection of rear extension (retrospective) and proposed erection of side extension over garage following the demolition of garden room and side canopy.

- ii) 2023/0075/FUL – Riverside Barn, Bridge Farm, High Street, Carlton - Permitted

Partial conversion of building to create additional residential floorspace at Riverside Barn (retrospective)

24.3 To consider response to Planning Consultations received.

25. Carlton Village Hall

To receive the report by the council's representative regarding the Carlton Village Hall meeting attended since the council meeting on 25th April 2023.

26. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 25th April 2023.

Recommendation to council: That the council consider replacing the pole mounted waste bin reported as damaged, on High Street, Carlton.

27. Action Log

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

28. Training

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

28.2 To receive any feedback from the councillors and clerk regarding any training completed since 25th April 2023.

29. Date of Future Meetings

29.1 Finance Committee: 13th May at 7.30pm.

29.2 Parish Council: 27th June at 7.30pm.

29.3 Cemetery Working Group:

29.4 Allotment Working Group:

29.5 Staffing & Recruitment Committee:

Item 19.

Minutes of Carlton Parish Council meeting, held on Tuesday 25th April 2023 at 7.30pm.

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

Attending: H. Phillips – Clerk/RFO and three members of the public.

167. Apologies for Absence

The council received apologies and reasons for absence from Cllr Holmes.

Resolved: That Cllr Holmes' apologies were received and reason for absence approved.

168. Declarations of Interest

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

169. District Councillors' Report

The council received the verbal report of the District councillor.

The Cllr noted that the County Council reshuffle has now been completed; the transition has gone very smoothly. NYC continues to have a website and a single point of contact telephone access number.

Selby District Council offices on Doncaster Road, Selby are still in existence and available as ever.

Cllr Jordan is now appointed as a Planning Committee member, and as such may not be able to comment, if asked, on planning matters pertaining to Carlton parish, when attending the Parish Council meetings.

170. Questions from the Public

The council received an introduction from Community Police Officer Annie Newbould, and a number of questions and concerns from a member of the public, as follows:-

- i) The Community Policing section is based at the Eggborough station and is interested in the local parish and community groups within. The Officer is due to attend the Food and Friendship Drop-in at the Methodist Church on 9th May 2023, and is happy for other groups to contact her to request attendance at their meeting/s.

A number of points were raised to the officer on local concerns, such as inappropriate and unsafe parking in areas in the village, unsocial behaviour, and fly tipping.

The officer will attend and assess the problem areas forthwith; the fly tipping would be an issue for the county council to resolve.

Relating to the issue of unsafe parking, the attending District Cllr is willing to raise with Highways Dept. the possibility for a mid-village road crossing point. A study and assessment would be required.

- ii) A member of the public raised the following points: -

- Concern regarding the planning application from Lincolnshire Cooperative for illuminated fascia signage.
It was noted that this was a specific agenda item for the meeting.
- The sign for Ivy Close, Carlton is virtually illegible and needs improving/replacing.
- Overgrown vegetation at 'Rotten Row' Carlton, which needs cutting back.
- Concern regarding the report of the council spending money to assist an aged cemetery plot owner in re-setting a memorial which was found unsafe at the memorial testing completed in June 2022.

Resolved: That

- i) **the council thank the Community Police Officer's for her introduction, and the report and actions be noted.**
- ii) **the clerk to explore the issue with the signage and overgrown vegetation; and**
- iii) **the member of the public's concern relating to the memorial costs be noted.**

171. Chair's Report

The Chair's had no verbal report as had not attended any meetings or events attended since the meeting held on 28th February 2023.

172. Extraordinary Meeting

The council considered the minutes of the Extraordinary Meeting of the Council held on 28th March 2023.

Resolved: That the minutes for the Extraordinary Meeting of the Council, 28th March 2023 be approved.

173. Parish Council

The council considered the minutes for the Parish Council meeting held on 28th March 2023.

Resolved: That the minutes of the Parish Council meeting, 28th March 2023 be approved.

174. Finance Committee

The council considered the minutes and recommendations of the Finance Committee meeting held on 11th April 2023.

From the recommendations it was noted that the AGAR reports were to be considered at agenda point 175.3 later in the meeting.

Resolved: That the minutes of the Finance Committee meeting held on 11th April 2023 be approved.

175. Finance Matters

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

Resolved: that the accounting reports and bank statements up to 31st March 2023 be approved.

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

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
23/03/2023	11 of 12	DR Everatt	Groundworks Contract	24/03/2023	360.00	BACS
23/03/2023	12 of 12	DR Everatt	Groundworks Contract	29/03/2023	355.00	BACS
28/03/2023	n/a	Carlton Playgroup	Community Funding	29/03/2023	179.00	BACS
24/03/2023	INV1033493	Narkedesign Ltd	Website Domain	29/03/2023	240.00	BACS
28/03/2023	n/a	Friends Of Carlton Primary School	Community Funding	29/03/2023	422.40	BACS
28/03/2023	n/a	Carlton Village Hall	Annual Grant	29/03/2023	3,000.00	
30/03/2023	S074CARL	J W Myers	Re-setting of Farrow Memorial	31/03/2023	651.00	BACS
30/03/2023	S073CARL	J W Myers	Re-setting of Welburn Memorial	31/03/2023	240.00	BACS
30/03/2023	9,000,752	Waingap Contracts Ltd	Cemetery Chapel Roof Repairs	31/03/2023	1,284.00	BACS
13/03/2023	Acc 17003654	Selby District Council	Cemetery Rates	01/04/2023	344.31	BACS
29/03/2023	LCO02841	BHIB Ltd	Council Insurance Policy	01/04/2023	1,394.14	BACS
12/04/2023	CARP05	North Yorkshire Council	Cemetery Waste Contract- Annual	17/04/2023	927.50	BACS
15/04/2023	IN06913570	Npower	Xmas Light Energy	17/04/2023	315.00	BACS
06/04/2023	000902#6982	H Phillips - Clerk	Timpsons Receipt for Notice Board Keys	06/04/2023	27.00	BACS
03/04/2023	INV-0358	YLCA	Annual Subscription		598.00	
14/04/2023	INV-0219	YLCA	Off to a Flying Start x 2 - Cllr Kibble		66.80	
02/04/2023	n/a	DR Everatt	Years invoice for contract	BACS payments 1x per month for 12x months	4,260.00	
18/04/2023	INV-0569	YLCA	Public Rights of Way Webinar - HP		25.00	
06/04/2023	0000289170	Shaw & Sons Ltd	Minute Book	06/04/2023	106.80	Card

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

175.3. The council considered the AGAR documents for 2022-23 in view of approval and signing of the Annual Statement of Accounts and other required documents.

A Cllr raised a point relating to the Explanation of Variances, which needs a little review/ amendment by the clerk.

Once completed the documents are approved to be forwarded to the External Auditor.

Resolved: That subject to review of the Explanation of Variances document, the AGAR documents be approved, and signed by the clerk and Chair, as is required, to be forwarded to the External Auditor by the clerk.

175.4 The council considered authorisation of the clerk's hours worked in April 2023, and any overtime worked

The clerk had worked two additional hours and had contacted the Line Manager for authorisation prior to the meeting.

Resolved: That the clerk's standard hours and additional two hours worked in April 2023 (to be paid in May 2023) be approved.

- 175.5 The council received a verbal update from Cllr Land regarding the findings from her visit to Virgin Money branch, regarding the council's new savings account. The Cllr explained that a generic savings account is available to the council, with an interest rate of 0.41% and can be opened by applying on-line.

Resolved: That

- i) **the cllr's verbal report be noted; and**
- ii) **the clerk arrange to open a savings account for the council and report any bank transfers to the council be approved.**

- 175.6 There were no community grant applications received since the meeting on 28th March 2023.

176. Planning Matters

- 176.1 To consider response to the Planning Applications received.

Noting applications received equate to the referenced agenda items 176.3 i) and ii).

- 176.2 To receive Planning Decisions.

- i) 2022/1337/HPA – Crossing Cottage, West Bank, Carlton.
Erection of two storey side extension and single storey rear extension plus remodelling of entrance porch following demolition of existing garage, rear single storey extension and conservatory – GRANTED.

Resolved: That the Planning Decision be noted.

- 176.3 To consider response to Planning Consultations received.

- i) 2023/0273/ADV – Lincolnshire Cooperative. High Street, Carlton.
Advertisement consent for display of 2x internally illuminated fascia signs, 1x internally illuminated lozenge sign to canopy & 1x internally illuminated totem sign.

A discussion was held, and concern was raised regarding the effect on local residents from the illuminated signage, the size and position of the proposed illuminated totem unit, spoiling the look of the village and danger from distraction to passing vehicles' drivers.

It was noted that a similar previous planning application for similar items had not been granted.

Resolved: That the clerk write a letter of objection to the Planning Dept, using the appropriate material considerations be approved.

- ii) 2023/0121/HPA – Gamekeepers Cottage, Mill Lane, Carlton.
Demolition of single storey existing extension to be replaced by a two-storey extension of larger footprint.
- iii) 2023/0279/HPA – 7 Hinsley Lane, Carlton.
Single storey rear extension. Removal of existing stainless steel flue and replace with purpose built chimney for new wood stove.

Resolved: That no further comment be required regarding items ii) and iii).

177. Carlton Village Hall

The council received the verbal report by the council's representative regarding the Carlton Village Hall meeting attended since the council meeting on 28th March 2023.

It was reported that there has been a reshuffle with personnel on the Village Hall Committee, with a newly appointed Chair, Booking Clerk and Treasurer.

The VH Committee have received a quote of c. £10,000.00 for replacement/ repair of the ceiling in the Village Hall.

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

178. Clerk's Report

The council received the clerks report and update on matters raised and dealt with since the council meeting on 28th March 2023.

The clerk explained that a meeting had been held at the council's allotments with potential tenants who had agreed and paid for rental of a half plot. Whilst the plot is at present overgrown the council agreed that the tenant should take on the plot as is and cultivate it to a workable plot for their use. The present rental rate for a plot would not justify payment for a contractor to work the plot prior to the tenant's agreement commencement.

Resolved: That

- i) the clerk prepare updated Cemetery Rules to reflect the ability of the council to carry out essential work by way of repairs and renovations where required, be approved, with the updated Rules to be presented to the council at the meeting on 30th May 2023; and
- ii) the clerk to notify the new tenants of the council's decision regarding preparation of the overgrown plot.

179. Action Log

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

Resolved: That the updated action log be noted.

180. Training

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

Cllr Kibble requested and has completed the two 'Off to a Flying Start' webinars at a cost of £66.80

The clerk requested to complete the webinar on Public Rights of Way, however had missed the course, which was held on 17th April. The training provider has been contacted to request the recording and slides, or to indicate when the next course would be available but had not yet replied.

- 180.2 The council received feedback from cllr Kibble regarding his training who felt the course was worthwhile though very intense.

Resolved: That

- i) the clerk to update the cllr's when a response has been received from the training provider; and**
- ii) the training requests and feedback be noted.**

181. Date of Future Meetings

- 181.1 Annual Meeting of the Parish: 9th May 2023 at 6.30pm
- 181.2 Annual Meeting of the Council: 9th May 2023 at 7.30pm/ or to follow when the Annual Meeting of the Parish concludes.
- 181.3 Parish Council: 30th May at 7.30pm.
- 181.4 Cemetery Working Group: To be confirmed at the next council meeting.
- 181.5 Allotment Working Group: To be confirmed at the next council meeting.
- 181.6 Staffing & Recruitment Committee: To be confirmed at the next council meeting.

Item 20.

Minutes of Annual Meeting of Carlton Parish Council on Tuesday 9th May 2023 to commence at 7.30pm at Carlton Methodist Church.

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

Attending: H Phillips – clerk.

1. Election of Chair

The council elected the Chair of Carlton Parish Council for the year 2023-2024.

Resolved: That Cllr Lowes be elected as Chair of Carlton Parish Council for the year 2023-24.

2. Declaration of Acceptance of Office

To receive the Chair's signed Declaration of Acceptance of Office.

3. Apologies for Absence

Apologies and reasons for absence were received from Cllr Barker.

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

4. Declarations of Interest

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

5. Election of Vice Chair

The Council elected the Vice-Chairman of Carlton Parish Council for the Year 2023-2024.

Resolved: That Cllr Clayton be Vice-Chairman of Carlton Parish Council for 2023-2024.

6. Councillors Declaration of Acceptance of Office

Councillors present at the meeting signed the Declaration of Acceptance of Office provided and witnessed by the clerk.

Resolved: That

- i) the permitted time period for signing the Declaration of Acceptance of Office be extended until the next council meeting, or by mutual arrangement for Cllr A Barker due to noted absence, provided that the clerk witnesses the signing; and
- ii) the Councillors Declarations of Acceptance of Office be received for the year 2023-24.

7. Appointment of Committees

The Councillors considered the appointment of members to serve on Carlton Parish Council's Committees and Working Groups:

- 7.1 Finance Committee.
- 7.2 Planning Committee.
- 7.3 Staffing & Recruitment Committee.
- 7.4 Website Working Group.
- 7.5 Cemetery Working Group.
- 7.6 Allotment Working Group.

Resolved: That

- 7.1 Cllrs Clayton, Holmes, Land, Lowes, Quinn, and Taylor be appointed the members of the Finance Committee;
- 7.2 the Planning Committee be dissolved as planning matters are considered by the Council in the monthly meetings, or in exceptional circumstances an Extraordinary Meeting can be called;
- 7.3 Cllrs Deller, Lowes, Quinn, and Taylor be appointed the members of the Staffing and Recruitment Committee;
- 7.4 the Website Working Group be dissolved;
- 7.5 Cllrs Barker, Kibble, Lowes, Quinn, and Taylor and the clerk be appointed the members of the Cemetery Working Group;
- 7.5 Cllrs Deller, Kibble, Land, Quinn, and the clerk be appointed the members of the Allotment Working Group.

8. Appointment of Representative for Carlton Village Hall

The council considered appointment of a member to represent the Council for Carlton Village Hall.

Resolved: That Cllr Land be appointed as representative of the council for attendance at Carlton Village Hall Committee meetings.

9. Appointment of Representative(s) for YLCA Branch meetings with Voting Rights

The council considered appointing up to two representatives for the Council for YLCA Branch meetings.

To note that any or all Cllrs can attend the YLCA Branch meetings.

Resolved: That Cllr Lowes and the clerk be appointed as representatives of the council for YLCA Branch meetings, with voting rights, be approved.

10. Public Participation at Meetings

The council considered the agenda format of future meetings regarding public participation.

A discussion was held, and it was suggested that a new format should be put in place to allow the council to have advanced notification of questions and concerns from members of the public, to enable a fair resolution to be provided.

Should the notified questions be resolved by the clerk in the first instance then the clerk should include the question/s and resolution/s within the Clerk's Report agenda item of the council meeting.

Should the clerk be unable to resolve the question/s then it/they should be put to the council at the Public Participation item of the agenda or if appropriate given a separate agenda item to permit the council to consider the point.

Should there be any points raised at the council meeting by a Member of the Public that the Chair permits, the Chair of the meeting may use his discretion as to whether that point is considered at that time or defer consideration to the next scheduled meeting of the council.

Resolved: That

- i) **Members of the Public to be requested to submit questions/ concerns to the clerk at least 7 days prior to the next scheduled council meeting, by email, phone-call or letter.**
- ii) **the clerk resolve any questions where possible prior to the council meeting, ensuring that a response is provided to the Member of the Public, and the council are made aware via the Clerk's Report agenda item of the next scheduled council meeting.**
- iii) **raised matters that are to be put to the council to be considered at the next council meeting should be assessed by the clerk to decipher whether the point requires an individual agenda item or can be considered under the generic Public agenda item; and**
- iv) **the council's Standing Orders be considered for review to include appropriate wording to cover resolution points i) to iii).**

11. **The council considered excluding the press and Public Bodies (Admission to Meetings) Act 1960 for the following item.**

Resolved: That the press and Public Bodies be excluded from the meeting for agenda item 12 be approved.

12. **Staffing & Recruitment**

- i) The council considered the annual incremental pay award for the clerk.

Resolved: That the clerks annual incremental salary increase in line with NALC guidance be approved.

- ii) The council considered the annual holiday allowance for the clerk with regards to a scheduled increase, pro rata.

Resolved: That the clerk's annual holiday allowance increase be approved, pro rata, in line with the increase to 45 hours per month worked.

- iii) The council discussed the future training requirements for the clerk and the councillors.

Resolved: That no immediate training requirement was felt necessary however resolution to be deferred until the annual employment review is completed.

- iv) The council reviewed the uplift in the clerk's monthly hours, increased to 45 hours per month in January 2023.

Resolved: That the clerk's working hours per month remain at 45 hours be approved.

- v) The council considered the clerk and workload relating to the scheduled annual review by the Staffing & Recruitment Committee.

A discussion was held, and it was agreed that the council's considerations be conveyed to the clerk at the annual employment review meeting, once arranged.

Resolved: That performance review and the council's considerations be discussed between the Line Manager and the clerk at the annual employment review be approved.

13. Date Future Meetings

Meeting to be held at Carlton Methodist Church (School Room)

- 13.1 Parish Council: 30th May 2023 at 7.30pm.
- 13.2 Finance Committee: 13th June 2023 at 7.30pm.
- 13.3 Parish Council: 27th June 2023 at 7.30pm.
- 13.4 Staffing and Recruitment Committee: To be confirmed.
- 13.5 Cemetery Working Group: To be confirmed.
- 13.6 Allotment Working Group: To be confirmed.

Item 21.

Minutes for the meeting of the Finance Committee held on 11th April 2023 at 7.30pm at Carlton Methodist Church

Present: Cllrs Taylor, Land, and Quinn.

Attending: H Phillips - Clerk

61. Apologies for Absence

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

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

62. Declarations of Interest

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

63. Minutes of Finance Committee Meeting

The committee received the approved minutes from the Finance Committee meeting held on 14th March 2023 for information.

64. Financial Records 2022-23

The committee received the Income and Expenditure and Budget Monitoring reports, and Bank Statements and Reconciliation for consideration up to the 31st March 2023.

Resolved: That the Income and Expenditure, and Budget Monitoring reports, and Bank Statements and Reconciliation up to 31st March 2023 be approved.

65. Savings Bank Account

The committee received a verbal update from the clerk regarding the council's savings account, explaining that Virgin Money, the preferred provider do not have an appropriate savings account specifically for local authorities.

A discussion was held, and it was agreed that Cllr Land further explore account options with Virgin Money to hold the council's EMR funds.

Resolved: That Cllr Land further explore options for a second current account with the current banking facility provider be approved, and that she report to the council on 25th April 2023 to enable consideration.

66. AGAR

The committee received an update from the clerk regarding the Annual Governance and Accountability Return for 2022-23.

The clerk had completed all of the AGAR reports to enable the internal audit to be fulfilled on 20th April 2023 and the council to consider approval of the report at the meeting on 25th April 2023.

Recommendation: That the AGAR reports provided by the clerk be considered for approval.

67. Cemetery and Chapel

- i) The committee received a verbal report from the clerk regarding the progress of the outstanding work, for the chapel roof and memorial correction.

The required chapel roof repairs have been completed by the chosen contractor. The approved repairs to the two memorials are to be completed within the next two weeks; an update will be provided to the Cllrs by email as soon as completed.

- ii) The committee received a verbal update regarding the progression of funding for the cemetery walls repairs.

The clerk had spent some time considering the information relating to the Heritage Lottery Funding and is to continue to pursue this along with additional funding options for the cemetery wall repairs.

Resolved: That the clerk's verbal updates on the cemetery and chapel repair works be noted.

68. Funding and Grants

There were no applications received for community funding.

- 69. Date of next meeting:** - to be confirmed at the council meeting on 25th April 2023, scheduled for June 2023