

Carlton Parish Council

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

The Council received 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.