

Carlton Parish Council

FOR THE ATTENTION OF THE PARISH

You are hereby invited to attend the meeting of **Carlton Parish Council** on **Tuesday 27th June 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

30. Apologies for Absence

To receive apologies and to consider the reasons for absence.

31. Declarations of Interest

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

32. District Councillors Report

To receive the verbal report of the District Councillor.

33. Questions from the Public

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

34. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 30th May 2023.

35. Parish Council

To consider the minutes for the parish council meeting held on 30th May 2023. (pages 5-9)

36. Allotment Working Group

To consider the minutes and recommendations of the Allotment Working Group meeting held on 7th June 2023 (pages 10-11)

Recommendation to Council: That the reviewed AWG Terms of Reference be approved.

37. Finance Committee

To receive the minutes and of the Finance Committee meeting held on 13th June 2023. (pages 12-14)

Recommendation to Council: That

- i) the reviewed Finance Committee Terms of Reference be approved.
- ii) the reviewed and updated Financial Regulations be approved; and
- iii) the Financial Risk Assessment be approved.

38. Finance Matters

- 38.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 30th April 2023. (by email)
- 38.2 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.)
09/06/2023	July17/AWG	Carlton Village Hall	Room Booking - AWG	13/06/2023	20.00	BACS
29/05/2023	INV1033529	Narkedesign Ltd	Web Hosting - Annual	13/06/2023	150.00	BACS
18/12/2022	10563	Autela Payroll Services Ltd	Payroll	06/06/2023	66.16	BACS
01/06/2023	230004475	North Yorkshire Council	Streetlight Energy 2022-23	14/06/2023	4,520.21	BACS
02/04/2023	n/a	D R Everatt	2/12 Contract	30/05/2023	355.00	BACS
02/04/2023	n/a	D R Everatt	3/12 Contract	30/06/2023	355.00	BACS
25/06/2023	M3 Wk	Nest	Pension Contribution	25/06/2023	48.65	BACS
25/06/2023	M3 Wk	H Phillips	June Salary	25/06/2023	667.24	BACS
11/06/2023	INV-0602	TA Leek & Sons	Grass Verge Cutting	29/06/2023	522.60	BACS
14/06/2023	CTMGO2Wj3bct75uk6slj	O2	Clerk's Mobile Top-up	14/06/2023	20.00	CARD

- 38.3.1 To receive a verbal report from the clerk regarding the outstanding aged debt from the Council's unmetered supply for Christmas light connection.
- 38.3.2 To consider the point raised by the clerk by email relating to council debt logged at the clerk's home, and the advice given by YLCA.
- 38.4 To consider authorisation of the clerk's hours worked in June 2023, and any overtime worked, emailed to the Line Manager and presented to the Council at the meeting.
- 38.5 To consider any community grant applications received from since the meeting on 30th May 2023.

39. Policy Review

To review the amended Cemetery Rules.

40. Planning Matters

- 40.1 To consider response to the Planning Applications received.
- i) 2022/0738/OUTM – Domestic Dwellings Development – Station Road, Carlton

This is to be resubmitted with amendments to access road layout, to include a roundabout. The information was emailed to all councillors previously.
- 40.2 To receive Planning Decisions.
- i) 2023/0121/HPA – Gamekeepers Cottage, Mill Lane, Carlton - GRANTED

Erection of two storey extension following the demolition of the single storey existing extension.

- ii) 2023/0279/HPA - & Hinsley Lane, Carlton – GRANTED
Single storey rear extension. Removal of existing stainless steel flue and replace with purpose built chimney for new wood stove.
- iii) 2023/0273/ADV – Lincolnshire Co-operative Ltd. GRANTED
Advertisement consent for display of 2 No internally illuminated fascia signs, 1 No internally illuminated lozenge sign to canopy and 1 No internally illuminated totem sign.

40.3 To consider response to Planning Consultations received.

- i) ZG2023/0379/LBC – Carlton Towers. High Street, Carlton
Listed Building Consent for external works of repair and alteration.
- ii) ZG2023/0506/TPO – The Grange, Mill Lane, Carlton
Application for consent to crown reduce 2no Cherry trees (1 & 2) and 1no Chestnut tree (3) by 50% covered by TPO 7/2005
- iii) 2023/0305/HPA – Coates Hall Lodge, Hirst Road, Carlton.
Erection of 1.5 storey detached workshop outbuilding with adjoining carport.

41. Carlton Village Hall

There will be no report by the council's representative regarding the Carlton Village Hall, due to absence at this meeting. An update will be provided at the meeting on 25th July 2023.

42. Staffing and Recruitment

To receive a verbal report from the clerk's Line Manager in respect to the annual review completed on 26th June 2023.

43. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 30th May 2023.

44. Action Log

To consider the council's action log for outstanding actions and updates. (to follow by email)

45. Training

- 45.1 To receive an update on any training requests processed by the clerk under delegated power since the meeting held on 30th May 2023.
- 45.2 To receive any feedback from the councillors and clerk regarding any training completed since 30th May 2023.

46. Date of Future Meetings

- 46.1 Allotment Working Group: 17th July 2023 at 7pm at Carlton Village Hall.
- 46.2 Finance Committee: 19th July at 7.30pm.
- 46.3 Parish Council: 25th July at 7.30pm.
- 46.4 Cemetery Working Group:
- 46.5 Staffing & Recruitment Committee:

Item 35.

Minutes of the meeting of Carlton Parish Council on Tuesday 30th May 2023 at 7.30pm, in the school room of Carlton Methodist Church.

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

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

14. Apologies for Absence

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

Resolved: That the apology from Cllr Holmes was received and his reason for absence approved.

15. Declarations of Interest

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

16. District Councillors Report

The council received the verbal report of the District Councillor as follows: -

- There will be an information leaflet distributed to households to update residents on the changes to the local and county councils, in view of the recent reshuffle.
- Cllr Jordan has approximately £8000.00 available for community funding, amounts applied for ideally would be from £300.00 and a maximum of circa £3000.00 . Application forms can be obtained from Cllr Jordan and is available to community groups and their projects.
- Selby & Ainsty have formed new associations with Kippax council, with possible elections set to occur on the Autumn. These are not mayoral elections.
- The Carlton Co-operative store should be completed in 1-2 months' time along with the present roadworks. The planning application for the illuminated signage is yet to be considered and a decision made.

Resolved: That the District Councillors report be noted.

17. Questions from the Public

The council considered questions from members of the public on any local issues and/or concerns.

A member of the public questioned the council as to the name of the family plot which was corrected after memorial testing and was paid for by the council as he believed the cost should not have been paid from parish funds.

The Chair responded on the matter stating that it was a decision made and the family name would not be disclosed as it was not appropriate. This was a decision made at

the March 2023 meeting after discussing and gathering information from the February 2023 meeting.

Resolved: That the council's response be given, and the matter closed.

18. Chair's Report

The council received the Chair's verbal report on meetings and events attended since the meeting held on 25th April 2023.

The Chair had not attended any meetings since the last council meeting but had attended the litter pick organised by the Methodist Church. He had also assisted a member of a community group in re-securing the community noticeboard keys into the key safe.

Resolved: That the Chairs report be noted.

19. Parish Council

The council considered the minutes for the parish council meeting held on 25th April 2023.

Resolved: That the minutes from the council meeting held on 25th April 2023 be approved.

20. Annual Meeting of the Council

The council considered the minutes of the Annual Meeting of the Council held on 9th May 2023.

Resolved: That the minutes of the Annual Meeting of the Council held on 9th May 2023 be approved.

21. Finance Committee

The council received the minutes and of the Finance Committee meeting held on 11th April 2023 (for information only).

22. Finance Matters

- 22.1 The council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 30th April 2023.

Resolved: That the accounting documents and bank statement up to 30th April 2023 be approved.

- 22.2 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.)
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	

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

- 22.3 The council considered authorisation of the clerk's hours worked in May 2023, and any overtime worked.

The clerk had worked three additional hours (two in April and one in May). The Line Manager agreed this total.

Resolved: That the council approve the three additional hours worked by the clerk and the Line Manager notify the payroll provider as appropriate, to be paid in June 2023 salary.

- 22.4 There were no community grant applications received since the meeting on 25th April 2023.

23. Policy Review

- iv) The council reviewed their Standing Orders. Additional paragraphs were discussed and agreed, relating to public questions and the stipulation of pre-notification to the clerk. (Ref: 3 (f) and (g) viewable of the council's website.)

Resolved: That the council's reviewed Standing Orders be approved, and the updated version be added to the council's website.

- v) The council reviewed the Councillor Code of Conduct.

Resolved: That the Councillor Code of Conduct be approved and added to the council's website.

- vi) The council reviewed the amended Cemetery Rules.

A discussion was held, and a Cllr provided an alternatively worded insert, but it was felt that additional text should be included to the Cemetery Rules, to cover emergency situations.

Resolved: That

- i) the clerk update the Cemetery Rules with the addition approved and the paragraph relating to 'emergency situations' and update the council by email after completion; and
- ii) the clerk update the document and present it for approval at the council meeting on 27th June 2023.

24. Planning Matters

- 24.1 There were no Planning Applications received.

- 24.2 The council received the following 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)

Resolved: That the planning decisions be noted.

24.3 There were no Planning Consultations received.

25. Carlton Village Hall

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

The representative reported regarding a successful 'Village Fete' which was held at the Village Hall and grounds on 27th May 2023. There were around 250 adults and 'lots' of children. The Village Hall Committee thank the Cllrs who kindly donated prizes for the raffle.

It is hoped that next year the fete will be held in June (2024).

Resolved: That the council's representatives report for the Village Hall be noted.

26. Clerk's Report

The council received the clerks report and update on matters dealt with since the council meeting on 25th April 2023. The report is saved on the council's website to view.

Noting that a cllr informed the clerk that the Mill Lane road sign at the junction with the High Street requires attention.

Recommendation to council: That

- i) the council consider replacing the pole mounted waste bin reported as damaged, on High Street, Carlton.

A discussion was held, and it was felt that with the potential of additional waste bins being placed at the new Co-operative store the requirement was not urgent. It was suggested that the clerk contact the Co-operative to explore the store replacing and therefore sponsoring a new waste bin at the site of the damaged bin.

Resolved: That the clerk contact the Co-operative store to explore the possibility of a sponsored bin provision be approved.

- ii) the council consider the option of non-lime mortar to repair the cemetery walls to substantially reduce costs.

A discussion was held, and it was felt that this could be a viable option. The clerk is requested to gather three quotes and present to the Cemetery Working Group/ Finance Committee at the soonest opportunity.

Resolved: That the clerk gather three quotes for repair and restore of the cemetery walls using non-lime mortar and present as soon as possible to the council be approved.

27. Action Log

The council considered the updated action log for outstanding and completed actions.

Resolved: That the councils updated action log be noted.

28. Training

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

Cllr Kibble had enrolled and completed the 'Chairing Skill's two part course at a cost of £60.00. The training spend at present is 9% of the allotted budget.

- 28.2 The council received feedback from cllr Kibble regarding the training completed since 25th April 2023.

It was felt that the Chairing Skills course was interesting and very worthwhile, giving a greater insight to the process.

Resolved: That the training update and feedback be noted.

29. Date of Future Meetings

- 29.1 Finance Committee: 13th June 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 36

Minutes of the meeting of the Allotment Working Group (AWG) held on 7th June 2023 at 7pm, at Carlton Methodist Church.

Present: Cllrs Deller, Kibble, Land, and Quinn.

Attending: H. Phillips – Clerk to Carlton Parish Council

1. Election of Chair

The AWG members elected the Chair of Carlton Parish Council's Allotment Working Group for 2023-24.

Resolved: That Cllr Kibble be elected as the Chair of the Allotment Working Group for 2023-24.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

Cllr Kibble raised his disclosure of personal and prejudicial interest being that he is on the Allotment Waiting List.

This was not considered to be an issue, but should there be a conflict of interests Cllr Kibble would not take part in that particular discussion.

Resolved: That Cllr Kibble's disclosure of personal and prejudicial interest be noted.

4. Terms of Reference

The AWG reviewed the Terms of Reference.

Recommendation to Council: That the AWG Terms of Reference be approved.

5. Waiting List and Tenants

The AWG received an update from the clerk regarding the current allotments waiting list and tenants

There are eight tenants and thirteen persons on the waiting list at present.

Resolved: That clerk's update on the tenant and waiting list numbers be noted.

6. Contract/ Rental Agreement

6.1 The AWG considered review of the current contract/ rental agreement.

6.2 The AWG considered review of the current rental charges.

6.3 The AWG considered review of the rules for the allotment tenants.

A discussion was held, and it was agreed that the clerk should split the tenant's agreement and the Allotment Rules, making two documents, and forward the documents to the Group once completed.

It was felt that the review of rental rates, contract and rules should be deferred to the next scheduled meeting.

Resolved: That

- i) the clerk split the tenant agreement and rules to two documents be approved; and
- ii) the review of the rules, agreement and rental rates be deferred to the next scheduled meeting be approved.

7. Allotments

7.1 Layout of the Current Plots

The AWG reviewed the current layout of the allotment plots, provided by the clerk at the meeting.

It was felt that there was a requirement to accurately measure allotments and explore options for plot reforming for a future meeting. Cllr's Land and Kibble offered to complete the measurements at the allotment area.

It was agreed that the installation of a central pathway should be explored by the clerk to improve the access and enhance the overall look of the allotment area.

Resolved: That

- i) Cllr's Land and Kibble to mutually arrange accurate measurement of the allotment area; and
- ii) the clerk to seek estimates and options for materials and design of a central pathway to be presented at the next scheduled meeting be approved.

7.2 Facilities of the Allotments

The AWG discussed the current facilities of the allotments, in view of the rules noted on the agreement.

A discussion was held, and it was agreed that the clerk should pursue the costs for the option of a second access gate from Fairfield Avenue, and a water tap leading from the existing cemetery tap at the present allotment gate.

It was felt that along with the rules this item should be discussed and reviewed further at a future meeting, with the input of the tenants.

Resolved: That

- i) the review of the facilities at the allotments be deferred to a future meeting; and
- ii) the clerk to seek estimates for a new access gate and tap be approved.

8. Date and Time of Next Meeting

8.1 To consider attendees of the next meeting. (tenant inclusion)

8.2 To consider the date and time for the next meeting.

Resolved: That the next meeting of the AWG will be 17th July 2023 at 7pm, to be held at Carlton Village Hall, and should include tenants if available.

Item 37

Minutes of the meeting of Carlton Parish Council Finance Committee on 13th June 2023 at 7.30pm at Carlton Methodist Church

Present: Cllr's Clayton, Holmes, Lowes, and Taylor.

Attending: Helen Phillips – Clerk

1. Election of Chair of Finance Committee

The Committee elected the Chair for the Finance Committee for 2023-2024.

Resolved: That Cllr Taylor be Chair of the Finance Committee for the year 2023-2024.

2. Apologies for Absence

Apologies and reason for absence was received from Cllr Land.

Resolved: That Cllr Land's apology be received and reason for absence be approved.

3. Declarations of Interest

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

4. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 11th April 2023 for information only.

5. Terms of Reference

The Committee reviewed their Terms of Reference.

Recommendation to Council: That the reviewed Finance Committee Terms of Reference be approved.

6. Financial Regulations

The Committee reviewed the Council's Financial Regulations.

A discussion was held, and it was felt that the Regulations wording should be amended to reflect the fact that cheques are rarely used now.

Resolved: That the clerk amend the Financial Regulations regarding the wording and usage of cheques, and issue the updated version to the Committee members and then present to the Parish Council at the meeting on 25th June 2023.

Recommendation to Council: That the reviewed and updated Financial Regulations be approved.

7. Financial Risk Assessment Policy

The Committee reviewed the Council's Financial Risk Assessment Policy.

Recommendation to Council: That the Financial Risk Assessment be approved.

8. Accounting Records

- i) The Committee received the Income and Expenditure and Budget Monitoring reports, and Bank Statements and Reconciliation for consideration up to the 31st May 2023.

It was requested that the expenditure report should have an additional line added to the 'Cemetery' section for the cemetery waste bins annual contract as opposed to in the 'Unexpected Revenue' section.

Resolved: That the accounting reports up to 31st May 2023 be approved subject to the requested amendment being completed by the clerk.

- ii) The Committee received a verbal update from the clerk regarding the council's savings account.

The clerk explained that the application has been completed and acknowledged but has not yet been activated by the council's banking provider. The clerk is to contact the bank for a further update.

Resolved: That

- i) **the verbal report by the clerk be noted by the Committee; and**
- ii) **the clerk pursue the savings account bank application.**

9. Cemetery

The Committee received a verbal update regarding the progression for the cemetery walls repairs.

The clerk was compiling the job specification for the walls repairs in traditional sand and cement mortar in preparation of issuing to receive quotes for the intended work.

The difficulty being that the funds are not in place at present and therefore the contractor would need to be aware that a start date could be within three to six months, making it difficult to stay firm on costs over that period of time. A number of funding options were still being assessed, along with CIL and S106 funds from the District Council.

A discussion was held, and it was felt that the works should be ideally completed by October to avoid the delays due to cold weather. The ideal would be to have money streams coming from the Council's Earmarked Reserves and from external funding.

Resolved: That

- i) the clerk's verbal update be noted.
- ii) the clerk continue the work on the tender documents on order to issue.
- iii) the clerk continue to pursue the options for external funding.
- iv) the clerk contact the contact at Selby District Council to gather information on potential CIL and S106 funding available in the financial year; and
- v) the clerk present the findings to the Council at the meeting on 27th June 2023.

10. Funding and Grants

There were no applications received for community funding.

11. Date of next meeting

Wednesday 19th July 2023 at 7.30pm, at Carlton Methodist Church.