

Carlton Parish Council

Minutes for the meeting of Carlton Parish Council on Tuesday 27th June 2023 held 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 have a statutory right to attend meetings of the Council as observers. They have no legal right to speak unless the Chair authorises them to do so.

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

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

30. Apologies for Absence

Apologies and reasons for absence were received from Cllr's Holmes and Land, and District Cllr Jordan.

Resolved: That the apologies from Cllr's Holmes, Land, and District Cllr Jordan were received and the Parish Cllrs' reasons for absence approved.

31. Declarations of Interest

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

32. District Councillors Report

There was no verbal report as the District Councillor not in attendance at the meeting.

33. Questions from the Public

There were no pre-submitted questions from members of the public on local issues and/or concerns.

An attending member of the public was permitted to speak by the Chair of the meeting. Flying Tipping at Lynwith Lane was raised as an issue.

Resolved: That this issue can be reported to the District Council by anyone, Cllr's, or members of the public. It was advised that the member of the public carries out this action when faced with the issue.

34. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 30th May 2023.

He reported that there had been an issue which he had helped to resolve where the Village Hall had a charity event booked and the promotional signs that they had posted had been 'distributed' around the village. The Chair had reported this, and the event holder had managed to collect the errant signs.

Resolved: That the Chairs verbal report be noted.

35. Parish Council

The Council considered the minutes for the Parish Council meeting held on 30th May 2023.

Resolved: That the minutes of the Parish Council meeting held on 30th May 2023 be approved.

36. Allotment Working Group

The Council considered the minutes and recommendations of the Allotment Working Group meeting held on 7th June 2023

Recommendation to Council was: That the reviewed Allotment Working Group Terms of Reference be approved.

Resolved: That

- i) the minutes of the Allotment Working Group meeting held on 7th June 2023 be approved; and
- ii) the Allotment Working Group Terms of Reference be approved.

37. Finance Committee

The Council considered the minutes and recommendations of the Finance Committee meeting held on 13th June 2023.

Recommendations were: 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.

Resolved: That

- i) the minutes of the Finance Committee held on 13th June 2023 be approved.
- ii) the Finance Committee Terms of Reference be approved.
- iii) the Financial Regulations be approved; and
- iv) the Financial Risk Assessment be approved.

38. Finance Matters

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

Resolved: That the accounting reports up to 30th April 2023 be approved.

- 38.2 The Council considered approval of payments outstanding and those made by the clerk under delegated authority, shown on the table below.

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

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 The Council received a verbal report from the clerk regarding the outstanding aged debt from the Council's unmetered supply for Christmas light connection.

The Council's Christmas light unmetered supply provider had passed an aged debt on to a debt collection service who notified the clerk of this. No prior communication had been received, neither copy invoices nor statements. The debt collectors letter stated an untenable amount owed, with the clerk contacting the energy provider to seek clarification on the matter and to request copies of all invoices and correspondence. No response had yet been received.

Resolved: That the clerk contact the energy supplier again to request the required documents and confirm to the Council when completed with the outcome and progress be approved.

- 38.4 The Council considered the point raised by the clerk by email relating to council debt logged at the clerk's home, and the advice given by YLCA.

Advice that the YLCA had offered was that all clerks were to engage a mail 'PO Box' to avoid complications with financial debt and other difficult situations, being that the Council's registered address was also the home of the clerk.

A discussion was held, and it was felt that as the invoices etc. are addressed to Carlton Parish Council rather than the clerks personal name there should not be an issue. Further checks should take place to ensure this is correct.

Resolved: That the clerk to seek further clarification on the matter and report back to the Council as soon as is possible.

- 38.5 The Council considered 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.

It was confirmed that the clerk had completed the standard 45 hours work in June 2023, and therefore no additional hours were worked.

Resolved: That the clerks standard 45 hours worked be approved for salary payment in June 2023.

- 38.6 There were no community grant applications received since the meeting on 30th May 2023.

39. Policy Review

The Council reviewed and considered the amended Cemetery Rules.

Resolved: That the amended Cemetery Rules be approved.

40. Planning Matters

40.1 The Council considered their response to the Planning Application and secondary Consultation letter 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.

Resubmitted plans of the access and egress road system and roundabout were viewed and discussed. It was felt that there were a number of concerns relating summarily to the position of the roundabout, the speed limits on entering the village with the railway bridge so close to the roundabout, pedestrian and cycle pathways and crossings, and the environmental impact with increased traffic flow.

A letter of objection and concerns raised will be compiled and sent to the Planning Department within the deadline of 12th July 2023.

Resolved: That the clerk compile a letter of objection and issue to the Planning Department be approved.

40.2 The Council received the following 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.

Resolved: That the Planning Decisions received be noted.

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.

Resolved: That no comment be required.

41. Carlton Village Hall

There was 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

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

The clerk was thanked for another year of dedicated hard work and motivation on behalf of the community and the parish council.

The council were advised that the clerk had expressed concern in relation to

- a) Clarity of agreement of what actions were being directed in meetings
- b) The need to progress funding avenues for Cemetery Wall renovation
- c) The lack of response to email communications from councillors

The clerk's contract of employment requires review due to change of hours employed and change in legislation for accrued holiday allowance and carrying over of hours not taken.

Resolved: That

- i) the Line Manager's verbal report be noted.
- ii) the clerk to save the review document and distribute the report to the members of the Staffing and Recruitment Committee.
- iii) the clerk to explore the amended legislation in regard to the employment contract and report to the Line Manager; and
- iv) the Staffing and Recruitment Committee to call a meeting once point iii) is fulfilled.

43. Clerk's Report

The Council received the clerks report and update on matters dealt with since the council meeting on 30th May 2023.

1. (ii) for the Cemetery walls repair project: - At present the specification letter is to be finished, the section of the structural survey that is relevant to the walls has been prepared so all is pending to put out to tender, ideally with a return date that permits consideration at the next Council meeting on 25th July 2023.

The funding work is on-going with a proposal being issued to the Council from a Funding Consultant. This gives two options to assist in recognising and targeting funding options.

There were a number of additions and updates to the clerk's report which are noted and saved on the report, available on the Council's website.

Resolved: That

- i) the clerk continue to focus on the Cemetery walls repair project, including the tendering process and the funding strategy be approved; and
- ii) the clerk's report be noted.

44. Action Log

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

This was updated and split into to complete and completed sections.

As part of the clerk's review as it was felt an onerous task, it was suggested that the clerk update the action log when completing minutes for meetings which would aid memory and sped up the process; this was welcomed by all.

Resolved: That the Action Log be noted.

45. Training

- 45.1 There had been no training requests processed by the clerk under delegated power since the meeting held on 30th May 2023.
- 45.2 There was no feedback from the councillors and clerk regarding any training completed since 30th May 2023, as none had been completed.

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: To be confirmed.
- 46.5 Staffing & Recruitment Committee: To be confirmed.