

Carlton Parish Council

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

- i) 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.

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

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

- iii) 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: