

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the meeting of **Carlton Parish Council** on **Tuesday 26th September 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 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.

H Phillips

Clerk to Carlton Parish Council.

Agenda

47. Apologies for Absence

To receive apologies and to consider the reasons for absence.

48. Declarations of Interest

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

49. Parish Council meeting – 25th July 2023.

To consider the minutes of the Parish Council meeting held on 27th July 2023.
(pages 5-10)

50. Finance Committee meeting – 12th September 2023

To consider the minutes and recommendations of the Finance Committee meeting held on 12th September 2023. (pages 11-14)

Recommendation to Council: That

- i) the updated Asset Register be considered for approval
- ii) the Internal Control document be considered for approval.
- iii) the Finance Committee's preferred contractor for the works to install paths to the allotment area be considered for approval.

51. District Councillors Report

To receive the verbal report of the District Councillor.

52. Chair's Report

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

53. Clerk's Report

To receive the clerk's report for updates on queries from the public and actions completed since the meeting held on 25th July 2023.

Recommendations to Council: That the purchase and placement of a bin at the bus shelter adjacent to the cemetery be considered for approval.

54. Communications from the Public

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

55. Carlton Village Hall

To receive a verbal update from the council's representative regarding Carlton Village Hall meetings attended since the Parish Council meeting held on 25th July 2023.

56. Finance Matters

56.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st July 2023. (by email)

56.2 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.)
27/07/2023	#1269521	Wel Medical Ltd	Village Hall Defib Battery	27/07/2023	204.00	BACS
to 20/07/23	2909057	Business Stream Ltd	Cemtery Water Rates	31/07/2023	179.29	BACS
31/07/2023	SB20230346	PFK Littlejohn Ltd	External Auditor for AGAR	31/07/2023	252.00	BACS
25/08/2023	M5 Wk21	Nest	Pension Contribution	30/08/2023	45.61	DD
25/08/2023	M5 Wk21	H Phillips	August 2023 Salary	25/08/2023	625.54	BACS
02/04/2023	n/a	D R Everatt	5/12 Groundworks Contract	29/08/2023	355.00	BACS
24/08/2023	INV 120	Lee Burgin	To Plumb in Allotment Tap	24/08/2023	145.00	BACS
07/08/2023	INV -0906	YLCA	ClIr Guide Books x3	21/08/2023	19.74	BACS
08/09/2023	13675	Ryther Alarms Ltd	CCTV Service & Data Package	20/09/2023	528.00	BACS

56.3 To consider community grant applications received from since the meeting on 25th July 2023.

56.4 To consider a verbal update from the clerk regarding the Council's CCTV monitoring system.

56.5 To consider authorisation of the clerk's hours worked in August 2023, and any overtime worked. (timesheet issued to the Line Manager).

56.6 **To consider excluding the press and Public Bodies (Admission to Meetings) Act 1960 for the following items.**

56.7 To consider the quotes received for the contract to repair and restore the cemetery walls.

(The quotes will be presented for opening by the Chair and will not name the contractor to show transparency and fairness.

A document package will be made available to the Council to give some background information on each contractor, and give examples of their past work.) (to follow by email)

57. Policy Review

- i) To review the Council's Financial Regulations in view of the Procurement Threshold amendment recently issued by the YLCA on Law and Governance.
- ii) To review the Council's Corporate Risk Assessment.
- iii) To review the Council's Co-option to Vacancies Policy.
- iv) To review the Council's Application and Eligibility for Co-option Policy.

58. Planning Matters

58.1 To consider response to the Planning Application received.

ZG2023/0824/CPP – Church View, Camm Lane, Carlton –

Lawful development certificate for proposed conversion of an over-sized single storey detached garage into a self-contained annex for a family member.

58.2 To receive noted Planning Decisions.

- i) ZG2023/0506/TPO -The Grange, Mill Lane, Carlton - REFUSED
For consent to crown reduce 2x cherry trees and 1x chestnut tree by 50%
- ii) 2023/0305/HPA – Coates Hall Lodge, Hirst Road, Carlton – REFUSED
Erection of 1.5 storey detached workshop outbuilding with adjoining carport.

58.3 To consider response to Planning Consultation received.

2023/0128/EIA – Re-consultation for development of ground mounted solar farm at land south of A645, Wade House Lane, Drax, – includes amended plans, additional information, and surveys.

58.4 To consider comment regarding North Yorkshire Highways Notice of Waiting Restrictions for Townend Avenue, Carlton. Ref: 123854. Comment to be completed by 19th October 2023. (sent previously by email).

59. To consider the format and attendance of future meeting noting the potential to amalgamate meetings for a more streamlined arrangement.

60. Action Log

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

61. Training

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

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

62. Date of Future Meetings

- 62.1 Finance Committee: 18th October at 7.30pm.
- 62.2 Parish Council: 31st October at 7.30pm.
- 62.3 Cemetery Working Group: to be confirmed.
- 62.4 Allotment Working Group: to be confirmed.
- 62.5 Staffing & Recruitment Committee: to be confirmed.

Item 49

Minutes of the meeting of Carlton Parish Council held on Tuesday 25th July 2023 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: Cllrs Lowes, Clayton, Deller, Holmes, Land, Kibble, and Quinn.

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

30. Apologies for Absence

Apologies and reason for absence was received from Cllr Taylor.

Resolved: That Cllr Taylor's apology was received and reason for absence approved.

31. Declarations of Interest

A disclosure of personal and disclosable pecuniary interest was received from Cllr Holmes relating to agenda item 43.1 ii).

Resolved: That Cllr Holmes's declaration of interest be noted.

32. Councillor Vacancy

32.1 The Council considered the application received for the present Cllr vacancy, which met the required criteria.

32.2 The Council received and welcomed Cllr Andrew Palmer to the Parish Council, with completion of Acceptance of Office document witnessed by the clerk.

Resolved: That

- i) Cllr Palmer be appointed and welcomed to Carlton Parish Council; and
- ii) Cllr Lowes to create a new council email address for Cllr Palmer be approved.

33. Parish Council meeting – 27th June 2023.

The Council considered the minutes of the Parish Council meeting held on 27th June 2023.

Resolved: That the minutes of the Parish Council meeting held on 27th June 2023 be approved.

34. Allotment Working Group meeting– 17th July 2023

The Council considered the minutes of the Allotment Working Group (AWG) meeting held on 17th July 2023.

Resolved: That the minutes of the AWG meeting held on 17th July 2023 be approved.

From the meeting: - Recommendations: That

- i) the Allotment Tenancy Contract be approved.
- ii) the Allotment Rules be approved; and
- iii) the Allotment Working Group be given delegated power to apply for external funding for the costs of the improvements to facilities noted in the minutes of the meeting held on 17th July 2023 be approved.

Resolved: That

- i) the reviewed Allotment Tenancy Contract be approved.
- ii) the reviewed Allotment Rules be approved, subject to wording amendments raised being completed; and
- iii) the AWG to be given delegated power to apply for external funding for the costs of facility improvements, providing the funds are received into the Council's current account, and the expenditure be reported to the Council at the next scheduled meeting.

35. Finance Committee meeting – 19th July 2023

The Council considered the minutes of the Finance Committee meeting held on 19th July 2023.

Resolved: That the minutes of the Finance Committee meeting held on 19th July 2023 be approved.

36. District Councillors Report

The Council received the verbal report of the District Councillor, who noted the following: -

- i) The '20's Plenty' scheme is being promoted and parishes are encouraged to join the scheme. This is effective in reducing the speed of traffic on the side road of a parish.
- ii) The planning applications has been re-submitted for the Mill Lane, Carlton development, with an increase to the intended total dwellings being the main point of re-submission.
(This is to be discussed by the Parish Council late in this meeting agenda.)
- iii) After a question was asked by the clerk regarding purchase of grit bins from the District Council, the Cllr confirmed that this was an available option.

Resolved: That the District Councillor's verbal report be noted.

37. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 27th June 2023.

The Chair had received a phone-call from a member of the public who had a query regarding a past burial at the Parish Council cemetery. The Chair had contacted the clerk who had consequently spoken to the gentleman and assisted with his query.

Resolved: That the Chair's verbal report be noted.

38. Clerk's Report

The Council received the clerk's report for updates on queries from the public and actions completed since the meeting held on 27th June 2023. The report is available to read on the Council's website.

An issue raised to the Council was as follows: -

- i) A communication from a member of the public who had major concerns regarding the Public Right of Way redirected and reconstructed by the Harron Homes developer. He had contacted the District Cllr, the Highways and Planning departments of the District Council to inform them.

Resolved: that

- i) **the issue was out of the Council's jurisdiction and therefore would abstain from commenting on the matter; and**
- ii) **the clerks report be noted.**

39. Communications from the Public

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

40. Carlton Village Hall

The Council received the report by the council's representative regarding Carlton Village Hall events and meetings attended since the council meeting held on 27th June 2023.

The representative noted that: -

- i) after a recent major event held at the Village Hall the ladies and disabled toilets have required repair and refurbishment, which cost the Committee c. £4000. The Gents toilets are also in need of refurbishment which is estimated to cost £3000 to £4000.
- ii) The Village Hall Committee are to apply for the annual funding offer from the Parish Council to assist in contributing to the above costs.
- iii) When sorting through a batch of old documents it was found that funds of around £3000 from the Carlton Feast Committee was set aside in a dormant bank account. The Treasurer is attempting to contact the Committee's signatories to enable the funds to be released.
- iv) The Village Hall defibrillator has been sent away for an upgrade. The Parish Council clerk had been contacted by the Village Hall to request that the Council pay for a new battery for the defibrillator if possible at a cost of £204.00
- v) The Village Hall had also contacted the Parish Council clerk to request that the Council order and pay for a small grit bin for the carpark. It was noted that through the District Council the grit bin purchase would be much cheaper than mainstream outlets.

Resolved: That

- i) **the clerk to forward the funding application documents to the Village Hall Treasurer.**

- ii) the purchase of a new battery for the Village Hall defibrillator be approved.
- iii) the purchase and consequent invoice for a small grit bin for the Village Hall be approved; and
- iv) the Council's Village Hall representative's report be noted.

41. Finance Matters

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

Resolved: That the accounting reports, bank statement and reconciliation up to 30th June 2023 be approved.

- 41.2 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.)
22/06/2023	n/a	Carlton Methodist Church	May & June Room Rental	13/07/2023	125.00	BACS
19/06/2023	230004594	North Yorkshire Council	Streetlight Maintenance	13/07/2023	631.56	BACS
25/07/2023	M4 Wk 16	Nest	Pension Contribution	06/07/2023	45.61	DD
25/07/2023	M4 Wk 16	Clerk	July Salary	25/07/2023	625.54	BACS
02/07/2023	11572	Autela Payroll Services	Payroll Q1	13/07/2023	85.36	BACS

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

- 41.3 There were no community grant applications received from since the meeting on 27th June 2023.
- 41.4 The Council considered the revised AGAR submission for re-signing and publication, after amendments made at the request of the External Auditor. The clerk explained to the Council the reasons for the amendments.

Resolved: That the amended AGAR submission was approved and re-signed.

- 41.5 The Council considered authorisation of the clerk's hours worked in July 2023, and any overtime worked, with input from the Line Manager.

The clerk had worked 7.25 additional hours in July. It was mutually agreed that if possible the clerk would incorporate those additional hours into August's working time. Due to the intended workload in August, if this is not wholly possible the additional hours would be considered at the next scheduled Council meeting.

Resolved: That that the clerk be paid the standard 45 hours for July 2023 and the 7.25 additional hours be incorporated into August 2023 hours worked if possible.

42. Policy Review

- v) The Council reviewed the Council's Scheme of Delegation.
- vi) The Council reviewed the Council's Complaints Policy.
- vii) The Council reviewed the Council's Training Policy.

Resolved: That

- i) the Council's Scheme of Delegation be approved.
- ii) the Council's Complaints Policy be approved.
- iii) the Council's Training Policy be approved; and
- iv) relating to the Scheme of Delegation, the clerk to include an agenda item for 26th September 2023 Council meeting to consider the schedule of meetings, and which committees and working groups should be present at the meetings in the future, to enable a more streamlined and economical way of working be approved.

43. Planning Matters

43.1 To consider response to the Planning Applications received.

- i) ZG2023/0622/FUL – Abbey Coachways, Meadowcroft, Low Street, Carlton.
Demolition of former bus dept buildings and erection of 8x terrace houses.
- ii) ZG2023/0525/FUL – Carlton Towers Cricket Club
Erection of single storey extension to existing cricket club house & proposed external store for grounds equipment. (also see 43.3)

Resolved: That no comment be required for planning applications under points 43.1 i) and ii).

43.2 There were no Planning Decisions to receive.

43.3 To consider response to Planning Consultation received, relating to the application noted at 43.1 ii).
Noting the deadline date of 3rd August 2023 for comment/ observations/ objections.

Although not on the agenda an additional consultation letter was received by the clerk after the agenda for this meeting was issued. The application was a re-consultation of the Mill Lane, Carlton development under reference ZG2023/0732/OUTM. The updated application has increased the intended number of dwellings from 150 to 200, and due to the consultation deadline being 12th August 2023, (the Council do not meet in August), the Chair permitted discussion on the matter.

A discussion was held, and two main points were raised, which included the increase in traffic to and from the site with the increased number of dwellings, therefore additional strain on the road systems, and the fact that it was reported in July 2003 that a rare orchid had been found on the land intended for the development.

It was felt that the original letter of observation and comment should be revisited by the clerk to enhance the concerns and objections of the Council, and should be forwarded to the Planning Department to be considered when making their decision.

Resolved: That

- i) no comment be required for point 43.3; and
- ii) the clerk to add the relevant discussed comment and observations to the originally sent consultation letter and issue to the Planning Department by the deadline of 12th July 2023 be approved.

44. Action Log

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

Resolved: That the updated Council's action log be noted.

45. Training

45.1 There were no training requests processed by the clerk under delegated power.

Cllr Palmer was informed of the training budget and the clerk would forward the training bulletins to all councillors when received.

45.2 There was no feedback from the councillors and clerk as no additional training had been completed since 27th June 2023.

46. Date of Future Meetings

46.1 Finance Committee: 12th September at 7.30pm.

46.2 Parish Council: 26th September at 7.30pm.

46.3 Cemetery Working Group: to be confirmed.

46.4 Allotment Working Group: to be confirmed.

46.5 Staffing & Recruitment Committee: to be confirmed.

Item 50

Minutes of the meeting of Carlton Parish Council Finance Committee on 12th September 2023 at 7.30pm at Carlton Methodist Church

Present: Cllr's Taylor, Land, & Lowes.

Attending: H. Phillips - Clerk

20. Apologies for Absence

Apologies and reason for absence were received from Cllr Holmes.

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

21. Declarations of Interest

Disclosure of personal and prejudicial interest was received from Cllr Land on matters to be considered at the meeting.

It was agreed that she would not take part in the discussion relating to agenda item 27i).

Resolved: That Cllr Land's declaration of interest be noted.

22. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 19th July 2023 for information only.

23. Accounting Records

- i) The Committee received the Income, Expenditure, Bank Reconciliation, and Budget Monitoring reports, and Bank Statements for consideration up to the 30th August 2023.

The clerk noted that a payment made to the Cemetery water supplier was to be refunded, and has now been receipted into the current account.

Resolved: That the accounting records and bank statements up to 30th August 2023 be approved.

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

The clerk noted that the Council's savings account is now fully functioning and the Earmarked Reserves balance of £22430.00 is now held in that account.

Resolved: That the clerk's verbal update on the Council's savings account be noted.

- iii) The Committee received a verbal update from the clerk regarding the recently received AGAR 2022-23 submission queries.

The clerk noted that the AGAR for 2022-23 is now completed and is closed by the External Auditor.

Resolved: That the clerk's verbal update on the AGAR submission for 2022-23 be noted.

- iv) The Committee received a verbal update from the clerk on the outstanding debt issue with the Christmas Light energy provider. The clerk informed the Committee that the case has now been put to the Energy Ombudsman and is in the process of being assessed. A further update will be provided to the Council as soon as more information is available.
A discussion was held, and it was agreed that no payment should be made to the energy supplier until a resolution is received from the Energy Ombudsman.

Resolved: That the clerk's update on the aged energy debt be noted.

24. Policy and Document Review

- i) The Committee reviewed the Council's Asset Register. The Cllr's asked about the insurance cover for the cemetery gates which are presently being refurbished, and the cover for the chapel building. On contacting the insurance provider it is noted that gates and fences are covered up to a sum of £36,000.00 The chapel is covered up to a sum of £299,315.00

Recommendation to Council: That the updated Asset Register be considered for approval.

- ii) The Committee reviewed the Council's Internal Control system document.

Recommendation to Council: That the Internal Control document be considered for approval.

25. Cemetery

The Committee received an update regarding the progression for the cemetery walls repairs/ funding.

The clerk issued a request to quote to five companies, two of which declined to quote. Three quotes have been received and will be presented to the Council at the meeting on 26th September 2023 for consideration.

The clerk had provided a spreadsheet to show the progress of the funding requests which will be available at the next meeting of Council. A number of positive responses have been received but as yet no actual secured funds.

After an Expression of Interest document was completed to the Department of Levelling Up, a positive response has been received and the clerk can now apply for funding officially as it was felt that the project is eligible.

Further options are available and are being actively pursued by the clerk.

Resolved: That

- i) **the clerk's update be noted.**
- ii) **the update and spreadsheet information be included on the agenda for the Parish Council meeting scheduled for 26th September 2023; and**
- iii) **the clerk continue to pursue further funding options and report to the Council at the above meeting.**

26. Allotments

The Committee received a verbal update from the clerk along with emailed spreadsheet regarding the funding and costs of improvements to the allotment area facilities.

The clerk provided a spreadsheet noting the four quotes received for installing the allotment pathways, the options and cost of installing the new allotment tap, and the funding available, received, and additional funding options applied for by the clerk.

A discussion and vote was held, relating to the contractor's quotes received for the work in installing the allotment paths. The Councillors present at the meeting agreed on the preferred contractor and cost for the path's installation. The information will be made available to the Parish Council at the scheduled meeting to be held on 26th September 2023 for their approval.

Whilst the Finance Committee have indicated their preferred contractor no contract will be agreed, nor work commence until the specific funds are available to the Council to draw from.

Resolved: That

- i) **the clerk's update regarding the costs and funding for improvements to the allotments be noted; and**
- ii) **the update be presented to the Parish Council at the scheduled meeting on 26th September 2023.**

Recommendation to Council: That the Finance Committee's preferred contractor for the works to install paths to the allotment area be considered for approval.

27. Funding and Grants

- i) The Committee considered the application received for community funding from Carlton Village Hall.

A discussion was held, and although the Village Hall Committee had provided a number of required documents to enable consideration, it was felt that further information was required. The members requested that the clerk invite the Village Hall Committee to provide full bar accounts, detail of twelve months past and future fund-raising activity and intention, and full committee accounts for 2022- 2023 which are to be submitted to the Charity Commission.

Once this additional information is received the grant application can be considered and a resolution made by the Parish Council.

Resolved: That

- i) **the clerk request the noted additional information from Carlton Village Hall Committee; and**
- ii) **the Parish Council consider the grant application and documentation at the next scheduled meeting, subject to the additionally requested information being received.**

- ii) There were no further applications received for community funding from local groups.

28. Date of next meeting: - Wednesday 18th October 2023 at 7.30pm.