

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the meeting of **Carlton Parish Council** on **Tuesday 31st October 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

63. Apologies for Absence

To receive apologies and to consider the reasons for absence.

64. Declarations of Interest

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

65. Parish Council meeting – 26th September 2023.

To consider the minutes of the Parish Council meeting held on 26th September 2023. (pages 4-8)

66. District Councillors Report

To receive the verbal report of the District Councillor.

67. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 26th September 2023.

68. Clerk's Report

To receive the clerk's report for updates on queries from the public and actions completed since the meeting held on 26th September 2023.

Recommendation: That the Council consider the rejection of the present tenant's agreement, due to no work being completed since taking on the plot.

69. 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.

70. Communications from the Public

- i) To consider any pre-submitted questions from members of the public on local issues and/or concerns.
 - a) A request was received from a member of the public regarding placement of a dog waste bin around Vincent Road, Carlton (Harron Homes development).
 - b) A member of the public has emailed to suggest a Carol Singing event around the Golden Garden Christmas tree, as a multi faith event.
- ii) To consider future methods of informing the public of the Parish Council's meetings and outcomes.

71. Finance Matters

71.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 30th September 2023. (by email)

71.2 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.)
29/07/2023	n/a	Carlton Methodist Church	July Room Rental	21/09/2023	50.00	BACS
25/09/2023	M6 Wk 25	H Phillips	Clerk's Sept '23 Salary	25/09/2023	625.54	BACS
25/09/2023	M6 Wk 25	Nest	Pension Contribution	26/09/2023	45.61	DD
02/10/2023	n/a	Carlton Methodist Church	Sept Room Rental	04/10/2023	50.00	BACS
01/10/2023	12219	Autela Payroll Services Ltd	Payroll Provision	04/10/2023	80.36	BACS
25/10/2023	M7 Wk 29	H Phillips	Clerk's Oct '23 Salary	25/10/2023	625.54	BACS
12/10/2023	n/a	D.R. Everatt	Adhoc Cemetery Works	25/10/2023	414.00	BACS
25/10/2023	M7 Wk 29	Nest	Pension Contribution		45.61	DD

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

71.4 To consider the payment of the outstanding debt for the energy supply to the Golden Garden. (The monetary amount will be confirmed verbally by the clerk at the meeting as there is still dispute on the final figure.)

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

- 71.6 i) To consider the provision of electricity supply for the Golden Garden, relating to Christmas Lights.
- ii) To consider provision of the Golden Garden Christmas Tree and lights for Christmas 2023.

71.7 To consider authorisation of the clerk's hours worked in September and October 2023, and any overtime worked.

72. Policy Review

None to review.

73. Planning Matters

73.1 No new Planning Applications received.

73.2 To receive noted Planning Decisions.

- i) ZG2023/0425/HP – 5 Manor Farm Close, Carlton. REFUSED
Erection of single storey rear extension following the demolition of conservatory. Retention of existing boundary wall (retrospective).
- ii) ZG2023/1024/HPA – Church View, Camm Lane, Carlton. - REFUSED
Conversion of an over-sized single storey detached garage into a self-contained annex.

73.2 To consider response to the Planning Consultation received.

- iii) ZG2023/0987/HPA- Coates Hall Lodge, Carlton.
Erection of a single storey detached workshop outbuilding with adjoining carport.

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

75. 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)

76. Action Log

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

77. Training

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

77.2 To receive any feedback from the councillors and clerk regarding any training completed since 26th September 2023.

78. Date of Future Meetings

78.1 Finance Committee: 14th November at 7.30pm.

78.2 Parish Council: 28th November at 7.30pm.

78.3 Cemetery Working Group: to be confirmed.

78.4 Allotment Working Group: to be confirmed.

78.5 Staffing & Recruitment Committee: to be confirmed.

Item 65

Minutes for the meeting of Carlton Parish Council held on Tuesday 26th September 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: Vice- Chair Clayton, Cllrs Lowes, Deller, Kibble, Palmer, and Taylor.

Attending: H Phillips – Clerk and one member of the public.

47. Apologies for Absence

Apologies and reason for absence were received from Cllr's Holmes, Land, and Quinn.

Resolved: That Cllr's Holmes, Land, and Quinn's apologies were received and reasons for absence approved.

48. Declarations of Interest

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

49. Parish Council meeting – 25th July 2023.

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

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

50. Finance Committee meeting – 12th September 2023

The Council considered the minutes and recommendations of the Finance Committee meeting held on 12th September 2023; recommendations below.

Recommendation to Council: That

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

Resolved: That

- i) the minutes from the Finance Committee meeting held on 12th September 2023 be approved.
- ii) the Council's Asset Register be approved.
- iii) the Council's Internal Control document be approved; and
- iv) the Finance Committee's preferred contractor for the allotment pathway installation be approved. (Noting that the contractor can be advised of gaining the contract, but the works will not commence until external funding is secured).

51. District Councillors Report

The District Councillor was not in attendance at the meeting.

52. Chair's Report

Noting that the Chair arrived late to the meeting due to external issues, and gave his brief verbal report at an appropriate point in the meeting.

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

The Chair noted that he had not attended any meeting or events but had joined the 'Councillors Discussion' via the YLCA forum, which he found interesting.

Resolved: That the Chair's Report be noted.

53. 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 25th July 2023.

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

An update was given by the clerk regarding the progress of the allotment plots cultivation. As a small number of plots had been given up by the tenants it was agreed that the clerk should contact the persons at the top of the Waiting List to attempt to add to the tenant count. The Councillors agreed that, if in agreement, tenants for the vacant plots be permitted to commence work on their new plot, in preparation for the April rental period.

Resolved: That

- i) **the Clerk's Report be noted.**
- ii) **the purchase of a waste bin to be placed adjacent to the bus shelter at the Cemetery, Station Road, Carlton, be approved subject to permission being given by NY Highways Dept and minimal cost for fixing/ installing; and**
- iii) **the clerk to contact potential allotment plot tenants via the Waiting List to work to a rental agreement be approved.**

54. Communications from the Public

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

55. Carlton Village Hall

No verbal update was received from the Council's representative regarding Carlton Village Hall meetings attended since the Parish Council meeting held on 25th July 2023 due the Cllr's absence at this meeting.

56. Finance Matters

- 56.1 The Council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st July 2023.

Resolved: That the accounting reports and statements up to 31st July 2023 be approved.

- 56.2 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.)
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	Cllr 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

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

- 56.3 There were no community grant applications to consider at the meeting.
- 56.4 The Council considered the verbal update from the clerk regarding the Council's CCTV monitoring system.
The clerk explained that after a discussion with the Finance Committee regarding the cost and usefulness of the CCTV system the service provider had been contacted to indicate the possibility of the annual services and upgrades ceasing. The service provider noted that the data hardware would be removed at that point. The clerk was unaware of any contract between the provider and the Parish Council therefore it was requested that the clerk pursue this in the first instance.

Resolved: That

- i) the clerks verbal update be noted; and
- ii) the clerk to contact the service provider to pursue the detail of the contract and report to the Council at the next meeting be approved.

- 56.5 The Council considered authorisation of the clerk's hours worked in August 2023, and any overtime worked.

Resolved: That the authorisation of the clerk's standard hours for August 2023 be approved.

- 56.6 The Council considered excluding the press and Public Bodies (Admission to Meetings) Act 1960 for the following items.

Resolved: That Press and Public Bodies were not excluded from the meeting at this point. (see agenda point 56.7 below)

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

A discussion was held, and it was agreed that consideration of the quotes received for the cemetery walls repair contract be deferred until the October 2023 meeting due to one third cllr absence at this meeting.

Resolved: That the consideration of the quotes received for the cemetery walls repair contract be deferred until the next Council meeting be approved.

57. Policy Review

- i) The Council reviewed the Financial Regulations in view of the Procurement Threshold amendment recently issued by the YLCA on Law and Governance.

Resolved: That the updated Financial Regulations be approved and adopted.

- ii) The Council reviewed the Council's Corporate Risk Assessment.

A discussion was held, and it was agreed that the Risk Assessment should specifically include the cemetery walls assessment.

Resolved: That the Corporate Risk Assessment be approved, subject to the update to include the cemetery walls assessment.

- iii) The Council reviewed the Council's Co-option to Vacancies Policy.

Resolved: That the Co-option to Vacancies Policy be approved.

- iv) The Council reviewed the Council's Application and Eligibility for Co-option Policy.

Resolved: That the Application and Eligibility for Co-option Policy be approved.

58. Planning Matters

- 58.1 The Council considered 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.

Resolved: That no comment be required.

- 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.

Resolved: That the Planning Decisions list be noted.

- 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.

Resolved: That

- i) no further comment be required; and
- ii) the clerk question with the district planning department previously issued planning consultation letter responses, as none are noted on the public planning portal.

- 58.4 The Council considered comment regarding North Yorkshire Highways Notice of Waiting Restrictions for Townend Avenue, Carlton. Ref: 123854. Comment to be completed by 19th October 2023.

Resolved: That no comment be required.

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

A discussion was held, and it was agreed that the Finance Committee meetings need not be held as frequently as the accounting reports and statements are considered by the Parish Council at their meetings, so work is duplicated. Finance Committee meetings in the future are to be held for major considerations, such as budget planning, Precept setting, year end and AGAR reports updates. Should there be other pertinent reasons additional meetings can be agreed and scheduled.

Working Group meetings should still be scheduled for new or on-going projects.

Resolved: That Finance Committee scheduled meetings be reduced to consider matters at noted pertinent points of the financial year, and general financial matters to be included within the Parish Council meetings be approved.

60. **Action Log**

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

Resolved: That the updated Action Log content be noted.

61. **Training**

- 61.1 There were no training requests processed by the clerk under delegated power since 25th July 2023.
- 61.2 The Council received feedback from the clerk regarding two on-line courses, on Workstation Assessment and Data Protection, that she had completed since 25th July 2023.

Resolved: That the Training feedback be noted.

62. **Date of Future Meetings**

- 62.1 Finance Committee: 14th November 2023 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