Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

Minutes of the meeting of **Carlton Parish Council** on **Tuesday 31st October 2023** held at **7.30pm,** in the school room of Carlton Methodist Church.

Present: Cllrs Lowes, Clayton, Kibble, Land, Palmer, Quinn, and Taylor.

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

63. Apologies for Absence

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

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

(Noting that Cllr Deller's message of apology was received on 1st November 2023, having been issued earlier, but receipt was delayed. To be retrospectively approved at the next scheduled meeting).

64. Declarations of Interest

Cllr's Land and Taylor raised disclosures of personal and disclosable pecuniary interests on matters to be considered at the meeting. (Items 69 and 71i)b) respectively).

65. Parish Council meeting – 26th September 2023.

The Council considered the minutes of the Parish Council meeting held on 26th September 2023.

Resolved: That the Minutes of the Parish Council meeting held on 26th September 2023 be approved.

66. County Councillors Report

The Council received the verbal report of County Councillor Mike Jordan, as follows: -

- The planning application for the development of land adjacent to Carlton Holy Family School, Station Road, Carlton is to be put to North Yorkshire Planning Committee on 8th November 2023 at 2pm. It is noted in the pre-meeting reports that the application is likely to be refused; rationale is included in the on-line report, visible on the planning portal.
- The Locality Funds have provided the new choir for all, held at St Mary's Church, with funding for songbooks. There is still approximately £700.00 available for community funding.
- Reverend Becky Allright has now left the Parish, relocating to Brough. The Cllr wishes her well in her new role, (as do the Parish Council).
- A feasibility assessment had been carried out on the potential need for an additional pedestrian crossing in Carlton, however it was found that crossing the main road took a minimal time and therefore it was felt it was not required.

Questions from Parish Councillors were as follows:

i) The fly tipping on Race Lane, Carlton was evident again; it had been reported to the local authority. The County Councillor was unaware of the additional episodes and would look into it further.

ii) It was noted that there are a number of streetlights not working at the Northern entry to the village, after the railway bridge. This had been reported to the County Council. The County Councillor would chase this up, along with the long term 'missing' streetlight at the Harron Homes development.

iii) A question was asked relating to the Local Plan and emerging planning applications. The County Councillor noted that there is no automatic permissions, all applications go through the same process of assessment and decision.

Resolved: That the County Councillor be thanked for his noted verbal report.

67. Chair's Report

The Council received the Chair's verbal report on meetings and events attended since the meeting held on 26th September 2023. This is available to read as a separate document. The Chair noted, as follows: -

- The Village Hall Committee meeting on 3rd October 2023 had been attended. It was evident that there have been many changes to the personnel of the Committee, and no doubt many more to come, however the processes appear to be settling down. There is much work to be done but things are coming together.
- An informal discussion was held with the owner of 'Frying Nemo' relating to the potential of taking an electricity supply to the Golden Garden. The owner had a number of stipulations but was not adverse to the idea. This would mean that the existing energy supplier could be dispensed with, saving valuable revenue.

Resolved: That the Chair's Report be noted.

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.

A discussion was held relating to the present allotment tenants who had received a Notice Of Improvement, and had not made any improvements to their plots.
As it was noted that there are still nine persons on the allotments Waiting List, the Council felt that the remaining tenant who has not worked the plot after the notice was issued should have the plot taken, making it available to the next person on the list.

The attending County Councillor noted also that the Parish Council was eligible to apply for the remaining Locality Funding to assist in completing the works to improve the allotment pathways.

Resolved: That

i) the cancellation of the present tenant's agreement, due to no work being completed since taking on the plot be implemented and approved; and

ii) the clerk apply for additional Locality Funding to assist in covering the cost of allotment pathway improvements be approved.

69. Carlton Village Hall

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

The Council's Representative noted that the Village Hall had held a very successful event over the previous weekend, making circa £600.00 on bar and ticket sales.
The existing and new Committee members are pulling together and look to make improvements to Committee processes and the Village Hall structure and facilities.

Resolved: That the Council's Representative to Carlton Village Hall report be noted.

70. Communications from the Public

i) The Council considered the pre-submitted questions/ concerns from members of the public.

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.

Resolved: That

a) The council noted that as the development was still under construction the resident should raise the request for the waste bin with the developer, or the estate management team, whichever is appropriate.
b) The request by the member of the public to hold a Carol Singing event around the Golden Garden Christmas Tree be approved, but should be organised and advertised by the public as a community event.

ii) The Council considered future methods of informing the public of the Parish Council's meetings and outcomes.

A discussion was held, and it was felt that the there should not be a specific Parish Council social media page. The existing Community Facebook page is used to post noteworthy items along with the link to the Parish Council website. The Council's website is updated regularly and should be consulted for Agendas, Minutes, Policy, and News items. The noticeboards within the Parish should be utilised more

Resolved: That the existing mediums for informing the public should continue to be used, and enhanced, to ensure all ages and abilities have the communications to hand as required.

71. Finance Matters

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

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

71.2 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.)
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

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

71.3 There were no community grant applications received from since the meeting on 26th September 2023.

71.4 The Council considered the payment of the outstanding debt for the energy supply to the Golden Garden. The total amount owed was confirmed by the clerk as £1159.36

A discussion was held at it was agreed that the aged debt should be authorised for payment. The clerk confirmed that a further invoice should be received after 31st March 2024 for the electricity provision from 1st April 2023 to 31st March 2024. The clerk was asked to have confirmation of a notice period should the Council decide to end the contract with the supplier.

Resolved: That

i) the clerk make the payment of £1159.36 to clear the aged debt.
ii) the clerk contact the energy supplier to confirm an additional invoice will be received for usage in 2023-24; and
iii) the clerk contact the energy supplier to confirm the requirements of a notice period should the Council wish to close the account be approved.

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

The clerk explained that should the Council wish to cease the contract for updates and maintenance for the present CCTV system the service provider would remove some of the hardware and obviously not make any further updates.
The usefulness of the present system was discussed, and it was felt that the specific coverage gained on the Golden Garden, was not balanced, cost verses usage, therefore it was agreed that the system is not updated at the next annual appointment.

Resolved: That

i) the CCTV is not to be maintained after the Summer of 2024 be approved; and
ii) the clerk contact the service provider to confirm the process of closing the account be approved.

71.6

i) The Council considered the provision of electricity supply at the Golden Garden, which is utilised for the Christmas Tree lights each December/ January.

As per the Chair's Report, Clerk's Report and Finance section of the agenda is agreed the Chair is to further discuss the provision with the local business owner to arrange alternative supply.

Resolved: That the Clair to discuss alternative options with the local business owner be approved, with a contract being raised should an agreement be made.

iii) The Council considered provision of the Golden Garden Christmas Tree and lights for Christmas 2023.

A discussion was held, and it was agreed for the clerk to speak to the contractor who supplied, installed, dressed, and disposed of the Christmas Tree for 2022 to see if they would be willing to provide the service again.
Should the contractor not be willing to complete this then the clerk should gather alternative provision as a similar cost to the previous year if possible. The clerk to report to the Finance Committee at the November 2023 meeting.

Resolved: That

i) the clerk contact the service provider from 2022-23 to ascertain whether they would be willing to provide and complete the works for 2023-24.
ii) the clerk contact other providers should the previous contractor not be willing to complete the works this year, and report to the Finance Committee at the November 2023 meeting.

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

The clerk's Line Manager raised concerns that the timesheet completed by the clerk for September 2023 had some duplication, which meant that the noted additional hours worked may not be correct.
The clerk had been paid standard worked hours for September and October 2023.

Resolved: That the clerk to redress the September 2023 timesheet and re-send to the Line Manager for checking prior to the next scheduled Parish Council meeting.

72. Policy Review

None to review.

73. Planning Matters

73.1 No Planning Applications received.

73.2 The Council received the 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.

Resolved: That the Planning Decisions be noted.

73.2 The Council considered 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.

Resolved: That no comment be required.

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

Resolved: That the exclusion of press and Public Bodies from the meeting be approved.

75. Cemetery Walls Repairs

The Council considered the quotes received for the contract to repair and restore the cemetery walls.

The quotes were presented for opening by the Chair, and did not name the contractor to show transparency and fairness.
A document package was made available to the Council by the clerk, to give some background information on each contractor, and give examples of their past work.

The Chair opened the envelopes for quotes A, B and C and read out a summary of costs and the totals.

A discussion was held, and it was agreed that further consideration of the two lower quotes received for the cemetery walls repair was required (Quotes A and B).
It was requested that the clerk should contact the contractors relating to Quotes A and B to request an extension to the date of the firm quote, to hold until February/ March 2024.
Quote C was noted as much higher in comparison, and therefore was rejected by the Council.

The works cannot commence until finding is received; the contractors were made aware of this within the specification letter which was issued prior to receiving the quotes for the works.

Resolved: That

i) further assessment of quotes A and B, received for the cemetery walls repair contract to be completed by the Councillors.
ii) the clerk issue copies of the untitled Quotes A and B to the Councillors to aid further assessment and consideration of the breakdown of works.
iii) the clerk to contact the contractor for Quote C to inform them of the rejection by the Council; and
iv) the clerk contact the contractors of Quotes A and B to confirm agreement of extension of the price until February/ March 2024 be approved.

76. Action Log

There were no updates to the council's action log.

(The clerk apologised for not updating the action log, this was due to illness).

77. Training

77.1 There were no training requests processed by the clerk under delegated power since 26th September 2023.

77.2 No Training requests therefore no training feedback since 26th September 2023.

78. Date of Future Meetings

78.1 Finance Committee: 15th 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.