

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the meeting of **Carlton Parish Council** on **Tuesday 27th February 2024** 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

112. Apologies for Absence

To receive apologies and to consider the reasons for absence.

113. Declarations of Interest

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

114. Neighbourhood Plan

- i) To receive a presentation from Mr David Gluck, from Tadcaster & Rural, relating to forming a Neighbourhood Plan. (15 minutes maximum)
- ii) Councillors Question-Time, in relation to the above presentation. (10 minutes maximum)

115. Parish Council meeting – 30th January 2024

To consider the Minutes of the Parish Council meeting held on 30th January 2024. (pages 4-10)

116. Finance Committee meeting – 14th February 2024

- i) To consider the Minutes of the Finance Committee meeting, held on 14th February 2024. (pages 11-13)
- ii) To consider the Recommendation to Council: That
 - a) the draft Ear-Marked Reserves Policy be considered for approval.
 - b) the sale of the two acre Gravel Hole field is considered, subject to the clerk's findings on the feasibility of the sale.
 - c) the cemetery charges increases and amendments are considered for approval, subject and in conjunction with the clerk's findings as per the resolution of point 43.i); and

d) the Community Grant application for £240.00 for the Carlton Youth Club be considered for approval.

117. County Councillors Report

To receive the verbal report of the attending County Councillor.

118. Chair's Report

- i) To receive the Chair's verbal report on meetings and events attended since the meeting held on 30th January 2024.
- ii) To receive an update on negotiations relating to the Christmas Tree Lights new electricity supply for the Golden Garden.

119. Clerk's Report

To receive the clerk's report for updates on queries from the public and actions completed since the meeting held on 30th January 2024.

120. 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 30th January 2024.

121. Communications from the Public

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

122. Finance Matters

122.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st January 2024. (issued by email)

122.2 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.)
02/02/2024	n/a	Carlton Methodist Church	Room Rental - January '24	03/02/2024	£25.00	BACS
25/01/2024	M10 WK43	H Phillips	Janaury '24 Salary	26/01/2024	£668.74	BACS
25/01/2024	M10 WK43	Nest	Pension Contribution	26/01/2024	£48.76	DD
06/02/2024	245502	Green Magic Co Uk Ltd	Staked Sign Holders (Cemetery)	06/02/2024	£49.50	Card
08/02/2024	11214	Signs of Cheshire Ltd	Village Hall Noticeboard	09/02/2024	£2,214.00	BACS
16/02/2024	6384365618308500000	Microsoft 365	Annual Subscription	16/02/2024	£59.99	Card

122.3 To consider any further community grant applications received from since the meeting on 30th January 2024.

122.4 To consider authorisation of the clerk's standard hours worked in February 2024.

123. Policy Review - Completed at agenda point 115.ii.a)

124. Planning Matters

124.1 To consider the Planning Application received.

ZG2024/0046/S73 – Land Adjacent, Elmstone House, Low Street, Carlton.
Section 73 application to vary condition 03 (materials) of approval 2021/0108/FUL – proposed erection of single storey dwelling and detached store, granted on 08/12/2021.

124.2 To receive noted Planning Decisions.

ZG2023/0525/FUL – Carlton Towers Cricket Club, High Street, Carlton - GRANTED
Erection of single storey extension to existing cricket club house, and proposed external store for grounds equipment.

2022/0619/FUL – Carlton Towers Cricket Club, High Street, Carlton – GRANTED
Installation of 2 bay 33m cricket practice facility.

124.3 To consider response to Planning Consultation received.

ZG2024/0046/S73 – Land Adjacent, Elmstone House, Low Street, Carlton.
Section 73 application to vary condition 03 (materials) of approval 2021/0108/FUL – proposed erection of single storey dwelling and detached store, granted on 08/12/2021.
Observations deadline was 13/02/2024 (emailed to Cllr's on 23/01/2024)

124.4 Traffic Regulation Order – Waiting Prohibited at all times, with exemptions.
From junction of High Street to 20m onto Hirst Road (Hepworth Lane) Carlton.

125. Action Log

To receive the Council's action log for outstanding actions and updates.

126. Training

126.1 To receive an update on any training requests processed by the clerk under delegated power since 30th January 2024.

126.2 To receive any feedback from the councillors and clerk regarding any training completed since 30th January 2024.

127. Date of Future Meetings (2024)

127.1 Parish Council: 26th March 2024 at 7.30pm

127.2 Finance Committee: 10th April at 7.30pm.

Item 114

Minutes for the meeting of Carlton Parish Council on Tuesday 30th January 2024 held at 7.30pm, in the school room of Carlton Methodist Church.

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

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

97. Apologies for Absence

The Council received an apology and reason for absence from Cllr Holmes.

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

98. Declarations of Interest

The Council received a disclosure of personal and disclosable pecuniary interest from Cllr Land on matters to be considered at the meeting. This related to agenda item 105.3 ii).

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

99. Parish Council meeting – 28th November 2023.

The Council considered the minutes of the Parish Council meeting held on 28th November 2023.

Resolved: That the Minutes of the Parish Council meeting held on 28th November 2023 be approved.

100. North Yorkshire Councillor's Report

The Council received the verbal report of the attending North Yorkshire Councillor, Mike Jordan, which was as follows: -

- It was noted that the Local MP., Kier Mather, held a consultation at Carlton Village Hall on 26th January 2024, regarding the Helios Solar Farm Project. This was well attended by members of the public.
- Cllr Jordan informed the Parish Council of a consultant who is assisting Sherburn-in-Elmet and Ulleskelf Parish Council's in preparing a 'Neighbourhood Development Plan', which is similar to the District Council's 'Local Plan'. This is a separate Plan which is Parish specific and set by the Parish Council that allows the community to have a say in future planning applications and developments. The Parish control and stipulate which areas of land in and around the Parish are developed or restricted. The District Council and their Local Plan has to account for the Neighbourhood Development Plan if there is one in place.
There are funded grants available to assist in paying for the consultation service.
- The pedestrian crossing is still a possibility adjacent to the new Co-op store; this is being pursued further.
- The 'missing' streetlight/ column at the chicane at the Harron Homes Development is to be installed and completed to a working unit during March 2024.

- A request for additional streetlighting was raised to Cllr Jordan by residents in The Grange, Mill Lane & Broadacres areas. It was noted that there are definite dark areas within that vicinity.

Resolved: That

- i) **Cllr Jordan's verbal report be noted.**
- ii) **The clerk contact the Neighbourhood Development Plan consultant to gain additional information in view to arrange a face-to-face meeting to pursue a plan for Carlton Parish; and**
- iii) **The Council explore the potential of additional streetlighting in the Mill Lane/ Broadacres areas be approved.**

101. Chair's Report

- i) The Council received the Chair's verbal report on meetings and events attended since the meeting held on 28th November 2023, noting the following: -
 - The Chair and his family attended the 'Carols Around the Christmas Tree' event, taking refreshments at the Methodist Church afterwards. The event attendance was lessened by the cold Winter weather on that night.
 - The Chair and his daughters attended a session of the newly formed Youth Club, which is held at the Village Hall. This was well attended, with games and music being played. (a fuller report is noted on the Chair's Report, available on the Parish Council website). The Chair informed the Youth Club personnel of the Community Funding Grants which are still available through the Parish Council, and passed on the clerk's contact details, should they wish to apply.
- iii) The Chair had not completed any further negotiations relating to the Christmas Tree Lights new electricity supply for the Golden Garden, but would contact the local business in March to discuss more, and report to the Council in due course.

Resolved: That the Chair's Report be noted.

102. 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 28th November 2023. The report is available in full on the Parish Council's website.

Recommendation to Council: That consideration is given to providing/ offering an allotment plot to a Community Group or school to enhance the chances of funding receipt from British Gypsum.

Main points and actions from the Clerk's Report are as follows: -

- Reports had been raised of dogs being allowed to run free and soil in the cemetery.
- Two separate issues were raised regarding family plots within the cemetery, one where the recent burial has resulted in the plot sinking, and one on an adjacent plot

burial leading to a memorial being removed by the grave digger, but not replaced. These have/ are being addressed and corrected.

- A funeral director had completed a burial prior to notifying the clerk of the request. This is against the rules and is being addressed.
- Work on the pathway improvements to the Parish Council allotments will commence week commencing 4th March 2024. All tenants will be notified of this date.
- The Recommendation to Council to suggest a 'Community Allotment' was discussed and rejected due to insurance and the potential of DBS checking complications. This nullifies the potential of receiving funding from a local company, who stipulated community participation as a requirement.

Resolved: That

- i) the Clerk's Report be noted.**
- ii) the clerk to purchase and place in the cemetery grounds additional signage noting that dogs must be kept on a lead and cleaned up after.**
- iii) the clerk issue a letter on behalf of the Council to the noted Funeral Director who ignored the rules relating to documentation and notification prior to carrying out burials in the Cemetery.**
- iv) the clerk to notify the allotment tenants of the impending pathways works; and**
- v) the clerk to notify the funding option of the Council's decision to reject the Community Allotment Plot be approved.**

103. 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 28th November 2023.

The representative reported that: -

- The Village Hall has been increasingly busy with bookings and events, and has received a number of compliments from the hall renters and attendees.
- There have been continued changes to the Committee with increased membership, with more people also showing an interest.
- Through the representative the Village Hall Committee asked the Parish Council to order and initially pay for a new noticeboard for the Village Hall, which is the same as the Parish Council's noticeboards. Monies would be repaid immediately on ordering.

Resolved: That

- i) the verbal report by the Council's Representative for Carlton Village Hall be noted; and**
- ii) the clerk to instigate the provision of a new noticeboard in the same style as the Council's noticeboards be approved.**

104. Communications from the Public

The Council considered the pre-submitted issue raised to the clerk from a member of the public.

A member of the Public contacted the clerk with concerns regarding parking in the vicinity of the Beechtree Surgery. The clerk issued the email to the Parish Councillors.

The Local PCSO has suggested the resident call into the surgery to ask that some form of notice is posted asking for consideration to local residents when visiting the surgery. The PCSO will assess the situation if and when passing at surgery times.

Resolved: That the issue raised, and the suggested actions be noted.

105. Finance Matters

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

A discussion was held regarding the monies sitting in the current account verses the savings account. It was agreed that the clerk should transfer up to £20,000.00 into the savings account, as this account accrues interest.

Resolved: That

- i) the accounting reports and statements up to 31st December 2023 be approved; and
- ii) the clerk transfer up to £20,000.00 from the current to the savings account be approved.

105.2 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.)
05/01/2024	Q3	HMRC	Employer NI Contribution	21/12/2023	35.41	BACS
25/01/2023	M9 Wk38	H Phillips	Clerks' December 23 Salary	21/12/2023	668.74	BACS
25/01/2023	M9 Wk38	Nest	Pension Contribution	28/12/2023	48.76	DD
05/01/2024	ZA306358	ICO	Data Protection Cover	09/01/2024	35.00	DD
03/01/2024	13145	Autela Payroll Services Ltd	Payroll	15/01/2023	80.36	BACS
01/12/2023	n/a	Carlton Methodist Church	Room Rental - Nov 23	16/01/2024	50.00	BACS
14/12/2023	160005265	North Yorkshire Council	Small Grit Bin for Village Hall - recharged out	20/01/2024	60.00	BACS

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

105.3 The Council considered community grant applications received from since the meeting on 28th November 2023.

- i) Grant application received from Carlton Primary School for their Toddler Storytime Group.
- ii) Grant application received from Carlton Village Hall Committee.
- iii) No other grant applications were received.

The clerk confirmed that the required documentation had been received for both i) and ii) grant applications. A discussion was held, and it was agreed to authorise transfer of funds by the clerk to the Toddler Storytime Group and Carlton Village Hall Committee.

Resolved: That

- i) the clerk transfer £250.00 funds to the Storytime Group for books, crafting materials, games, and activity equipment; and

- ii) **the clerk transfer £3000.00 funds to the Village Hall Committee for contribution to improvements to the gent's toilets and washroom facilities be approved.**

105.4 The Council considered authorisation of the clerk's standard hours worked in December 2023 & January 2024.

Resolved: That the payment for the clerk's standard hours completed in December 2023 and January 2024 be approved.

106. Cemetery Walls Repairs

- i) The Council received a verbal update from the clerk regarding progress and possible further funding options.

The clerk reported that the application to The Levelling Up Community Fund was rejected, and whilst there was a correspondence received to explain how to improve the application, if re-applying, this was a generic response. The clerk advised that it was not felt the application could be expanded or improved due to the nature of the activity noted for funding. The clerk will continue to explore other funding streams that may still be available.

Resolved: That

- i) **the clerk's verbal update be noted; and**
- ii) **the clerk continue to explore alternative funding options be approved.**

- ii) The Council considered the future plan for funding the cemetery walls repairs, should no external funding be available.

A discussion was held, and it was agreed that the future option would be to budget through the Ear-Marked Reserves monies for a phased programme of repairs, until repairs to all four walls are completed.

Resolved: That the option for the cemetery walls repairs should funding not be secured will be to budget for a phased repair programme using Ear-Marked Reserves be approved.

- iii) The Council discussed the consideration of a decision regarding the preferred contractor for the tendered contract of repairing the cemetery walls. (Reference Quotes A & B). Considering that the tendered monetary amounts will potentially be increased as of the end of February 2024 it was agreed that the clerk contact the contractors to further explain the situation with funding. In respect to the above point (ii) it was agreed that the clerk redress the breakdown of the tenders looking specifically at the costs per wall in readiness for Ear-Marked Reserves budgeting.

Resolved: That

- i) **the clerk contact the two contractors to further explain the funding situation; and**
- ii) **the clerk look at both tenders to enable the cost for each wall to be assessed be approved.**

107. Policy Review - None to review.

108. Planning Matters

108.1 No Planning Applications were received.

108.2 The Council received the noted Planning Decision.

- i) ZG2023/1024/HPA – Church View, Camm Lane, Carlton. – GRANTED
Conversion of single storey detached storage/ garage to a residential annexe.

Resolved: That the Planning Decision be noted.

108.3 The Council considered response to Planning Consultations received.

- i) NY/7/TRO/CARLTON/SP/LJ – No Waiting at any time – Townend Avenue, Carlton.
Proposal to make an order under The Road Traffic Act 1984.
- ii) ZG2023/0584/FUL – White House, Low Street, Carlton.
Demolition of existing dwelling/ garage & out-building & erection of two chalet bungalows to rear.
- iii) ZG2023/0425/HPA – 5 Manor Farm Close, Carlton. – Re-consultation/Appeal.
Erection of a single storey rear extension following demolition of conservatory. Retention of existing boundary wall (retrospective).

Resolved: That no comment be required for Consultations i), ii) and iii).

108.4 The Council considered the Parish Council's stance on the proposed Helios Solar Farm Project, which included a Councillor vote.

A discussion was held, and opinion worded by some Cllr's. A vote was held on whether the Parish Council should formally contact the Secretary of State to oppose the project; this was a unanimous agreement of said action.

Resolved: That the clerk to draft a letter of opposition to the Secretary of State, distributing it to the Council to gain comment prior to it being issued be approved.

109. Action Log

- i) The Council considered the Council's action log for outstanding actions and updates.

Resolved: That the Council's updated Action Log be noted.

- ii) The Council considered the value to the Parish Council, and clerk's time usage of the Action Log.
A discussion was held, and it was agreed that the completion of the Action Log be continued as it showed both the Parish Council and the Parishioners what work the Council, and the clerk were completing and what was still outstanding.

Resolved: That that continuance of Council's Action Log be approved.

110. Training

- 110.1 There were no training requests received, or processed by the clerk under delegated power since 28th November 2023.
- 110.2 There was no feedback from the Councillors or clerk regarding any training completed since 28th November 2023.

111. Date of Future Meetings

- 111.1 Finance Committee: 14th February at 7.30pm.
- 111.2 Parish Council: 27th February 2024 at 7.30pm.
- 111.3 Cemetery Working Group: to be confirmed.
- 111.4 Allotment Working Group: to be confirmed.
- 111.5 Staffing & Recruitment Committee: to be confirmed.

Item 115

Minutes for the meeting of Carlton Parish Council Finance Committee on 14th February 2024 at 7.30pm at Carlton Methodist Church

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

Attending: H. Phillips – Clerk

38. Apologies for Absence

The Committee received the apology for absence from Cllr Holmes, and considered the reason for absence.

A discussion was held, and it was agreed that the reason for absence be rejected.

Resolved: That

- i) **Cllr's Holmes' apology be received but the reason for absence be rejected; and**
- ii) **the clerk contact Cllr Holmes to notify him of the Committee's decision be approved.**

39. Declarations of Interest

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

40. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 15th November 2023 (for information only).

41. Accounting Records

- i) The Committee received the Income, Expenditure, Bank Reconciliation, Budget Monitoring reports, and Bank Statements up to the 31st January 2024.

Resolved: That the accounting reports and bank statements up to 31st January 2024 be approved.

- ii) The Committee considered the Parish Council's Ear-Marked Reserves Policy for 2024-2025. This covers the period 2023 – 2026 as a three year plan.

Recommendation to Council: That the draft Ear-Marked Reserves Policy be considered for approval.

- iii) The Committee considered the re-engagement of Mr Andrew Bosmans, the Internal Auditor used in 2023-24, for the AGAR process.

Resolved: That the re-engagement of Mr Bosmans as Internal Auditor for the AGAR process be approved.

42. Gravel Hole Field

The Committee considered the continued ownership of the Gravel Hole Field in respect to a request from the current tenant to purchase the two acre field.

A discussion was held, and it was felt that in principle the sale was a good opportunity. The Committee requested that the clerk explore the market value for the two acre field, considering the present worked state, and that the long term tenant was in place and has expressed an interest in purchasing the plot.

Resolved: That the clerk explore the value of the field considering the long-standing tenant is in place, and report to the Parish Council at the meeting on 27th February 2024.

Recommendation to Council: That the sale of the two acre Gravel Hole field is considered, subject to the clerk's findings on the feasibility of the sale.

43. Cemetery

- i) The Committee received the clerk's information regarding the comparison of local community's cemetery burial and associated charges.

A lengthy discussion was held, and it was felt that in comparing local cemetery charges relating to plot purchases it would be more sensible to have one all-encompassing charge for that provision.

The clerk noted that she would like to check the viability and legality with the ICCM prior to the Parish Council making its decision on the charges. This should be reported to the Council at the meeting on 27th February 2024 for consideration.

Resolved: That

- i) **the clerk's report be noted; and**
- ii) **the clerk to check, and report to the Parish Council, the viability and legality of the reduction of the three present charges to one all-encompassing charge for plot purchase be approved.**

- ii) The Committee reviewed the Parish Council's Cemetery Charges.

Discussion as per agenda point 43.i)

Recommendation to Council: That the cemetery charges increases and amendments are considered for approval, subject to and in conjunction with the clerk's findings as per the resolution of point 43.i)

44. Funding and Grants

The Committee considered the Community Grant application received from the newly formed Carlton Youth Club.

The grant was provision for four months rental of the Village Hall as the venue for the Club. All required associated documentation was provided to the clerk.

Recommendation to Council: That the Community Grant application for £240.00 for the Carlton Youth Club be considered for approval.

- 45. Date of next meeting: - 10th April 2024 at 7.30pm.**