

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 March 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

128. Apologies for Absence

To receive apologies and to consider the reasons for absence.

129. Declarations of Interest

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

130. Parish Council meeting – 27th February 2024

To consider the Minutes of the Parish Council meeting held on 27th February 2024.
(pages 4-8)

131. County Councillors Report

To receive the verbal report of the attending County Councillor.

132. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 27th February 2024.

133. Clerk's Report

To receive the clerk's report for updates on queries from the public and actions completed since the meeting held on 27th February 2024.

Recommendation: That

- i) the Council consider whether a lock should be placed at the new allotment gate; and**
- ii) the Council consider approval of the old cemetery noticeboard being re-sited to the inner of the new allotment gate.**

134. 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 27th February 2024.

135. Communications from the Public and Councillors

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

136. Finance Matters

136.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 29th February 2024. (issued by email)

136.2 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.)
25/02/2024	M11 Wk47	H Phillips	February 24 Salary	25/02/2024	668.74	BACS
25/02/2024	M11 Wk47	Nest	Pension Contribution	27/02/2024	48.76	DD
17/02/2024	4409656	Business Stream - Scottish Water	Cemetery Water Rates + duplicated refund payback	01/03/2024	1,883.33	BACS
15/03/2024	505	S.I.D.Co Ltd	Allotment Paths Contract	18/03/2024	8,971.20	BACS
01/03/2024	n/a	Carlton Methodist Church	Feb '24 Room Rental	18/03/2024	50.00	BACS

136.3 To consider the request from Carlton Village Hall Committee member to pay for a new floor plate and transformer for the defibrillator, sited at the Village Hall, at a cost of £138.00 (including VAT).

136.4 To consider the request by the current tenant to purchase the Gravel Hole field. (confirmed valuation for the land issued by email).

136.5 To consider any community grant applications received from since the meeting on 27th February 2024.

136.6 To consider authorisation of the clerk's standard hours worked in March 2024.

137. Planning Matters

137.1 To consider the Planning Application received.

ZG2024/0171/HPA – Bradston Lodge, Low Street, Carlton. Deadline 28/03/24

Demolition of existing conservatory, erection of single story rear extension to create new entrance, erection of a first floor 1.5 storey extension with associated materials and window changes, and minor changes to landscaping and patio area.

137.2 To receive noted Planning Decisions.

i) ZG2023/0379/LBC – Carlton Towers, High Street, Carlton. – GRANTED
Listed building consent for external works of repair and alteration.

ii) ZG2024/0046/S73 – Land adjacent to Elmstone House, Low Street, Carlton. – GRANTED

Section 73 application to vary condition 03 (materials) of approval 2021/0108/FUL. Proposed erection of a single storey dwelling and detached store, granted 08/12/2021.

137.3 To consider response to Planning Consultation received.

ZG2024/0171/HPA – Bradston Lodge, Low Street, Carlton. Deadline 28/03/24

Demolition of existing conservatory, erection of single story rear extension to create new entrance, erection of a first floor 1.5 storey extension with associated materials and window changes, and minor changes to landscaping and patio area.

137.3 Neighbourhood Plan

To consider approval of the formation and production of a Neighbourhood Plan.

138. Road Safety

To consider the present and any forward foreseen issues relating to road safety around the Parish.

139. Policy Review

To review the updated Cemetery Charges for approval and adoption.

140. Action Log

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

141. Training

141.1 To receive an update on any training requests processed by the clerk under delegated power since 27th February 2024.

141.2 To receive any feedback from the councillors and clerk regarding any training completed since 27th February 2024.

142. Date of Future Meetings (2024)

142.1 Finance Committee: 10th April at 7.30pm.

142.2 Parish Council: 30th April 2024 at 7.30pm.

142.3 Annual Meeting of the Parish: 28th May 2024 at 6.30pm.

142.4 Annual Meeting of the Council: 28th at 2024 at 7.30pm or consecutively after the Annual Meeting of the Parish.

Item 130

Minutes for the meeting of Carlton Parish Council held on Tuesday 27th February 2024 at 7.30pm, in the school room of Carlton Methodist Church.

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

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

112. Apologies for Absence

The Council received apologies, and considered the reasons for absence.

Resolved: That the apologies received from Cllr's Holmes and Quinn, and their reasons for absence be approved.

113. Declarations of Interest

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

114. Neighbourhood Plan

- i) The Council received a presentation from Mr David Gluck, from Tadcaster & Rural, relating to forming a Neighbourhood Plan.
This presentation explained the reasons and usage of a Neighbourhood Plan, which is accepted and runs alongside the District/ County Council's 'Local Plan'.
Local Authorities would provide support with the project and they have a duty to co-operate with Parish's and Parish Council's to produce a workable Neighbourhood Plan.
With consultation with residents this assists in the community having more control over what the Parish wants regarding building developments, ecological, environmental, and economical enhancements, historical building futureproofing, and village facilities in general, for the community.
This plan cannot stop existing and agreed developments, but it can shape the village plan in many other ways, for future.
This plan would take a minimum of 2-3 years to discuss, agree and compile, and would run to the same timescale as the 'Local Plan'.
Ultimately, if this is taken forward it would be a fully funded exercise and would have to be voted upon by the Parish before it could be implemented.
- ii) Councillors Question-Time, in relation to the above presentation.
A Cllr noted that it would be a good way to shape and limit size, and style of new developments.
A Cllr asked if it was possible to complete the plan in less than 3 years. Mr Gluck responded that it is possible to complete the project in around 2 years, but it was a difficult tasks to do and would need slick control and effort.

Resolved: That

- i) **The Parish Council thanked David Gluck for his attendance and concise but informative presentation; and**
- ii) **The Parish Council agreed that the prospect of the Neighbourhood Plan is positive and that the subject should be added to the next Parish Council meeting in March 2024.**

115. Parish Council meeting – 30th January 2024

The Council considered the Minutes of the Parish Council meeting held on 30th January 2024.

Resolved: That the Minutes for the Parish Council meeting held on 30th January 2024 be approved.

116. Finance Committee meeting – 14th February 2024

- i) The Council considered the Minutes of the Finance Committee meeting, held on 14th February 2024.

Resolved: That the minutes of the Finance Committee meeting held on 14th February 2024 be approved.

- ii) The Council considered the Recommendations to Council, from the meeting held on 14th February 2024, as follows: -

- a) The draft Ear-Marked Reserves Policy be considered for approval.

Resolved: That the draft Ear-Marked Reserves Policy be approved and adopted.

- b) The sale of the two acre Gravel Hole field is considered, subject to the clerk's findings on the feasibility of the sale.

A discussion was held, and it was agreed that the clerk should move to have the Gravel Hole Field valued, at a quoted cost of £120.00 (including VAT), with a view to accept the present tenants offer to purchase, subject to the valuation and the offer be reasonably similar. The clerk should update the Cllr's as soon as more information is received, and report to the Parish Council at the next possible meeting.

Resolved: That the clerk to request a valuation of the Gravel Hole field with a view to permit the present tenant to purchase the land be approved.

- c) The cemetery charge increases and amendments are considered for approval, subject and in conjunction with the clerk's findings as per the resolution of point 43.i

The clerk provided a spreadsheet of comparative charges at other local cemeteries. It was agreed that the charge should be amalgamated to show one charge only, but ensuring that a breakdown of what that charge included.

Resolved: That

- i) the Cemetery charge relating to new plot purchases be amended to one all-encompassing charge rate, be approved; and
- ii) the clerk amend the charge rates accordingly and update the Councils Cemetery Charges document.

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

Resolved: That the Community Grant for £240.00 be awarded to the Carlton Youth Club be approved.

117. County Councillors Report

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

- After a recent NY Council meeting it has been noted that the Council Tax rates will be increased by approximately 6%
- York City Council have refused to charge for Green Bin processing. Selby District Council's charge is now set at £46.00 via the Waste Harmonisation Group.
- The YLCA are holding their annual meeting at Selby Town Hall on 28th February 2024.

Resolved: That the County Councillors verbal report be noted.

118. Chair's Report

- i) The Chair noted that he had not attended any meetings or events since the meeting held on 30th January 2024.
- ii) No update was given on negotiations relating to the Christmas Tree Lights new electricity supply for the Golden Garden. This will be discussed at a future meeting.

119. Clerk's Report

The Council received the clerk's report for updates on actions completed since the meeting held on 30th January 2024. There were no recommendations to Council.

Resolved: That the Clerk's Report be noted.

120. Carlton Village Hall

The Council received a brief verbal update from the council's representative regarding Carlton Village Hall meetings attended since the Parish Council meeting held on 30th January 2024, noting that all is going well, with the Village Hall Committee working well together. A Family Night was a great success and brought profitable revenue to the Hall.

Resolved: That the verbal report given by Council's representative for the Village Hall be noted.

121. Communications from the Public

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

The attending PCSO Annie Newbould was permitted to give an update on recent events and finding in the area. A copy of the newsletter is available in the Council's noticeboard to read.

Resolved: That the PCSO's update be noted.

122. Finance Matters

- 122.1 The Council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st January 2024.

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

- 122.2 The Council considered approval of payments 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

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

- 122.3 There were no further community grant applications received since the meeting on 30th January 2024.
- 122.4 The Council considered authorisation of the clerk's standard hours worked in February 2024.

Resolved: That the clerk's standard hours worked in February 2024 be approved.

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

124. Planning Matters

- 124.1 The Council considered 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.

Resolved: That no comment be required.

- 124.2 The Council received the listed 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.

Resolved: That the Planning Decisions listed be noted.

124.3 The Council considered 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)

Resolved: That no response be required.

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.

Resolved: That the Traffic Regulation Order be noted.

125. Action Log

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

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

126. Training

126.1 No training requests were processed since 30th January 2024.

126.2 No feedback was received from the councillors or 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.