

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the **Annual Meeting of Carlton Parish Council** on **Tuesday 28th May 2024 to commence immediately after the Annual Meeting of the Parish, or 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 may attend the meeting.

H Phillips

Clerk to the Parish Council

Agenda

1. Election of Chair

- i) To elect the Chair of Carlton Parish Council for the year 2024-2025.
- ii) To receive the Chair's signed Declaration of Acceptance of Office in the presence of the clerk.

2. Apologies for Absence

To receive apologies and consider reasons for absence.

3. Declarations of Interest

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

4. Election of Vice Chair

To elect the Vice Chair of Carlton Parish Council for the year 2024-2025.

6. Councillors Declaration of Acceptance of Office

To receive the Councillors' signed Declarations of Acceptance of Office in the presence of the clerk.

7. Appointment of Committees

To appoint Members to serve on Carlton Parish Council's Committees and Working Groups for 2024-2025

- 7.1 Finance Committee
- 7.2 Planning Committee
- 7.3 Staffing & Recruitment Committee
- 7.4 Neighbourhood Plan Working Group
- 7.5 Cemetery Working Group
- 7.6 Allotment Working Group

8. Appointment of Representative for Carlton Village Hall

To appoint a Member to represent the Council for Carlton Village Hall.

9. Appointment of Representative(s) for YLCA Branch meetings with Voting Rights

To appoint up to two representatives for the Council for YLCA Branch meetings.

10. To consider the Minutes of the Parish Council meeting, held on 30th April 2024. (pages 5-10)

11. County Councillors Report

To receive the County Councillors verbal update.

12. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 30th April 2024.

13. Clerk's Report

- i) To receive the clerk's report to update on matters and issues completed by the clerk and/ or raised by the public since the meeting held on 30th April 2024.
- ii) To consider the recommendation to Council noted within the clerk's report.

Recommendation to Council: That consideration is made to providing dog waste bin/s in the Broadacres area of the village.

14. Carlton Village Hall Report

To receive a verbal update from the Council's representative (past and/ or present) regarding Carlton Village Hall meetings attended since 30th April 2024.

15. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 30th April 2024.

16. To consider the present Councillor vacancy, with an update from the clerk on any notified applicants.

17. Finance Matters

17.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th April 2024.

17.2 To consider 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.)
01/05/2024	n/a	D R Everatt	2024-25 Groundworks Contract	29/04/2024	400.00	BACS
17/06/2022	YD20386017	Jackson Commercial Ltd	Aged Debt from Northern Powergrid	01/05/2024	1,377.54	BACS
04/04/2024	IN10119966	Npower	Xmas Lights Energy	02/05/2024	483.05	BACS
07/05/2024	n/a	Carlton Methodist Church	Apr Room Rental	07/05/2024	50.00	BACS
08/05/2024	000294378	Shaw & Sons Ltd	Index for Register of Burials Book	08/05/2024	234.00	Card
13/05/2024	0000294416	Shaw & Sons Ltd	Grant of Exclusive Right of Burial Book	13/05/2024	153.60	Card
13/05/2024	17003654	North Yorkshire Council	Cemetery Business Rates	15/05/2024	344.31	BACS
19/05/2024	INV1033787	Narkedesign Ltd	Website Hosting	20/05/2024	225.00	BACS
20/05/2024	INV-2327	YLCA	Training - Cllr Palmer	20/05/2024	70.20	BACS
07/05/2024	n/a	Andrew Bosmans	AGAR Internal Audit	07/05/2024	250.00	BACS

17.3. To consider the documents for the 2023-2024 Annual Governance and Accountability Return (AGAR)

- i) To receive the Internal Auditors Report.
- ii) To consider and sign the Section 1 – Annual Governance Statement.
- iii) To consider and sign the Section 2 – Accounting Statements.
- iv) To receive the Pro-forma Bank Reconciliation document.
- v) To receive the Pro-forma Explanation of Variances document.

17.4 To consider community grant applications received since the meeting held on 30th April 2024.

- i) Pollington Juniors Football Club application. (issued by email)

17.5 To receive an update from the clerk on the progress of the sale of the Gravel Hole Field.

17.6 To receive a verbal update regarding the contract and potential start date of the commencement of reports to the West and South walls of the cemetery.

17.7 To consider authorisation of the clerk's standard hours worked in May 2024.

18. Planning Matters

18.1 To consider the Planning Applications received.

- i) ZG2024/0303/HPA – Vine Farm, Low Street, Carlton.
Erection of single storey garage on right hand side of front of the property.
- ii) ZG2024/0457/HPA – 7 Holray Park, Carlton.
Rear first floor dormer extension.

18.2 No Planning Decisions have been received since 30th April 2024.

18.3 To consider response to Planning Consultation letters received.

- i) ZG2024/0303/HPA – Vine Farm, Low Street, Carlton.
Erection of single storey garage on right hand side of front of the property.
Deadline: 4th June 2024 (previously issued by email)

- ii) ZG2024/0457/HPA – 7 Holray Park, Carlton.
Rear first floor dormer extension.
Deadline: 20th May 2024. (previously issued by email)

18.4 To consider response to the Planning Appeal Consultation received, as below.

ZG2023/0622/FUL – Abbey Coachways Meadowcroft Garage, Low Street, Carlton.
Erection of 5x dwellings following the demolition of the bus station.
Deadline: 21st June 2024. (previously issued by email)

18.5 To receive a verbal update from the clerk on any further progress or required action for the Neighbourhood Plan.

19. Action Log

To receive the Council's Action Log for outstanding actions and updates.

20. Training

- i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 30th April 2024.
- ii) To receive feedback from Councillors or the clerk regarding any training completed since 30th April 2024.

21. Date Future Meetings

- 21.1 Parish Council: 25th June 2024 at 7.30pm.
- 21.2 Finance Committee:
- 21.3 Parish Council: 1st August 2024 at 7.30pm.
- 21.4 Staffing and Recruitment Committee: To be confirmed.
- 21.5 Cemetery Working Group: To be confirmed.
- 21.6 Allotment Working Group: To be confirmed.

Item 10.

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

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

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

143. Apologies for Absence

There were no apologies nor reasons for absence received.

144. Declarations of Interest

The Council received a disclosure of personal and disclosable pecuniary interest from Cllr Land on matters to be considered at agenda item 150 of the meeting.

Resolved: That Cllr Land's disclosure of personal and disclosable pecuniary interest in agenda item 150 be noted.

145. Parish Council meeting – 26th March 2024

The Council considered the Minutes of the Parish Council meeting held on 26th March 2024.

Resolved: That the Minutes of the Parish Council meeting held on 26th March 2024 be approved.

146. Finance Committee meeting – 10th April 2024

The Council considered the Minutes and Recommendations of the Finance Committee meeting, held on 10th April 2024.

Resolved: That the Minutes of the Finance Committee meeting held on 10th April 2024 be approved.

Recommendations to Council were: -

- i) approval be considered of the engagement of the lower quoted conveyancing costs service provider; and
- ii) the tenant and Carlton Parish Council pay their own conveyancing fees associated with the sale of the Gravel Hole Field.

Resolved: That

- i) the lower quote for conveyancing fees be approved; and
- ii) the tenant and the Parish Council each pay their own respective conveyancing fees be approved.

147. County Councillors Report

The Council received the verbal report of the attending County Councillor, points of which are noted below: -

- The new Locality Fund budget is available to draw from for this financial year, totalling £10,000.00 for community projects.
- The pedestrian crossing facility is progressing, with designs being drawn up presently, further updates will be provided as soon as available.
- He was aware of the flooding and drainage issues in the Low Street, Carlton area, and will push for action on this matter to improve the situation.

Resolved: That the County Councillors verbal report be noted.

148. Chair's Report

The Council received the Chair's verbal report on meetings and events attended since the meeting held on 26th March 2024.

The Chair had not attended any events but had held a meeting with the proprietor of local business, 'Frying Nemo' regarding the provision of an electricity supply to the Golden Garden for the Christmas Tree and lights.

It was reported that the proprietor would very kindly provide cabling and labour to install the supply, on the proviso that the Parish Council organise the digging of the trench to house the new cables. This was discussed and agreed by the Council, with the suggestion of a permitted sponsor board being put in place during the festive season noting the kind actions of the business.

The Parish Council will not incur any charges within this agreement for the provision of electricity.

A discussion was held, with the Cllr's and it was agreed that the (digging) work would be assessed and completed by a contingency of Cllr's rather than the work incur additional cost by engaging a contractor.

Resolved: That

- i) **the Chair's verbal report be noted.**
- ii) **the proprietor of 'Frying Nemo' be thanked for their kind offer.**
- iii) **the Council liaise to arrange the trench digging; and**
- iv) **the clerk contact the present service provider to instruct the requirement of the disconnection of the supply.**

149. 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 26th March 2024; the report can be viewed on the Council's website.

An additional item was discussed at the meeting, as a member of the public had emailed on 30th April 2024 with concerns regarding the flooding and overloaded drains in the Low Street, Carlton area. The clerk responded and had also contacted the Highways Department to request urgent action on the matter. The County Councillors report also mentioned this issue.

Resolved: That the clerk's report be noted.

150. 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 on 26th March 2024.

- A new casing for the defibrillator has been ordered, awaiting news on the internal aspect of the required renewals.
- The Village Hall Committee are engaging a specialist 'charities' accountant to review and produce the accounts for last year's books.
- An assessment by Performing Arts has led to them requesting the last three years accounts. They will be provided as soon as they are fully produced, as per the previous point.
- The Committee has expressed a desire for a new website to make viewing and booking easier, this is being explored.
- It was noted that the cost of a previous 'Curry Night' was overpaid, and the Committee lost money which cannot be recouped. This event will not be booked in the future.
- A recent Old Aged Pensioners afternoon tea was very well attended and greatly enjoyed by the participants.
- The Committee intend to hold a Choir service event and a show by Miss Hannah's Dance School around the Christmas period.

Resolved: That the Council's Village Hall Representatives report be noted.

151. Communications from the Public

There were no pre-submitted questions from members of the public on local issues other than those raised in the Clerk's Report at agenda item 149.

152. Finance Matters

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

Resolved: That the accounting documents and statements up to 31st March 2024 be approved.

- 152.2 The Council considered the 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.)
21/03/2024	4017701	Value Products Ltd	Sign for Allotments Access Gate	18/03/2024	28.75	BACS
25/03/2024	M12 Wk51	H Phillips	Clerk's Salary - March '24	25/03/2024	668.74	BACS
25/03/2024	M12 Wk51	Nest	Pension Contribution	27/03/2024	48.76	DD
27/03/2024	n/a	Carlton Methodist Church	March '24 Room Rental	03/04/2024	25.00	BACS
02/04/2024	INV-2036	YLCA	Annual Subscription	03/04/2024	627.00	BACS
28/03/2024	LCO02841	Clear Councils	Annual Insurance Premium	03/04/2024	1,365.46	BACS
12/04/2024	13611	Autela Payroll Services Ltd	Payroll	16/04/2024	99.51	BACS
17/04/2024	490013132	North Yorkshire Council	Cemetery Waste Bins Annual Contract	24/04/2024	996.40	BACS
25/04/2024	M1 Wk3	Nest	Pension Contribution	27/04/2024	20.90	DD
25/04/2024	M1 Wk3	H Phillips	Clerk's Salary - April '24	25/04/2024	668.74	BACS
22/04/2024	Q1	HMRC	Q1 P32	n/a	0.00	n/a

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

- 152.3 The Council considered the dates noted on the Provision for the Exercise of Public Rights document (for the AGAR 2023-24).

Resolved: That the dates and document for the Provision for the Exercise of Public Rights for the AGAR 2023-24 be approved.

- 152.4 The Council considered payment for a notified outstanding invoice from National Power Grid from 2022, received via a debt collection agency.

The Chair and the clerk explained how the payment was initiated and noted that there was no choice but to settle the invoice which had been presented by a debt collection agency. The amount due is £1377.54 and it was agreed that the payment should be authorised.

Resolved: That the clerk arrange settlement of the outstanding invoice, of £1377.54, be approved.

- 152.5 No community grant applications were received since the meeting on 26th March 2024.

- 152.6 The Council considered authorisation of the clerk's standard hours worked in April 2024.

Resolved: That the clerk's standard hours worked within April 2024 be approved.

153. Planning Matters

- 153.1 The Council considered the Planning Application received.

- i) ZG2024/0269/S73 – 12 West Bank, Carlton.
Section 73 application to remove conditions 03 (construction management plan) and 04 (access) of approval 2021/0418/FULM. Erection of an area of glass-housing together with an agricultural shed, as part of a market garden business.
- ii) ZG2024/0241/REMM – Land to East, New Road, Drax. (also Consultation below).
Reserved matters application is for matters of access, appearance, landscaping, scale, and access relating to the converter station.

Resolved: That no comment be required.

- 153.2 The Council received the noted Planning Decisions.

- i) ZG2023/0622/FUL – Abbey Coachway, Meadowcroft Garage, Low Farm, Carlton. – REFUSED
Erection of 5x dwellings following the demolition of the bus station.
- ii) ZG2024/0046/S73 – land adjacent to Elmstone House, Low Street, Carlton – GRANTED
Section 73 application to vary conditions 03 (materials) of approval 2021/0108/FUL for the proposed erection of a single storey dwelling and detached store granted on 8th December 2021.
- iii) 2023/0128/EIA – Land south of A645, Wade House Lane, Drax – GRANTED
Development of a ground-mounted solar farm, including associated infrastructure.

Resolved: That the Planning Decisions be noted.

153.3 The Council considered response to Planning Consultation received.

- i) ZG2024/0241/REMM – Land to East, New Road, Drax.
Reserved matters application is for matters of access, appearance, landscaping, scale, and access relating to the converter station. (deadline 23rd April 2024)
- ii) ZG2024/0344/S73 – Coates Hall Lodge, Hirst Road, Carlton.
Section 73 application to vary conditions 02 (approved plans) and 03 (materials) of approval erection of a single storey detached workshop outbuilding with adjoining carport, granted 22nd September 2023.

Resolved: That no comment be required.

154. Neighbourhood Plan

The Council received a verbal update by the clerk regarding the progression of the Neighbourhood Plan.

The clerk had attended a meeting with Mr Gluck, the consultant engaged to assist in the progression of the Neighbourhood Plan where a timeline report was produced and received.

An application has been completed, along with the Parish boundary map, and forwarded to the contact at North Yorkshire Council. This application has been acknowledged, and the contact will update the clerk on further requirements and progress.

The next step would be that the Parish Council set up a Working Group/ steering group, initially only for the Councillors but later to include Parish residents, and professionals from the village to work together to gather and produce the plans components.

Neighbouring Parish Council's should be made aware of Carlton Parish Council's intentions but that is only for information.

At this early stage the clerk will ensure that the Council are kept updated with any progression. The clerk will publish the received information on the Neighbourhood Plan process so that the Parishioners are made aware of the intention and what the Plan represents.

Resolved: That

- i) **the clerk's verbal update be noted; and**
- ii) **the clerk to publish information for the Parishioners to explain what the Plan is and what the process is, be approved.**

155. Action Log

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

A discussion was held regarding the action to produce a letter to the Secretary of State regarding the Helios solar field project. The clerk requested some assistance with the content of the letter. The Chair suggested that Cllr's Kibble and Palmer liaise with the clerk to produce a draft letter for approval.

Resolved: That

- i) **the Council's updated Action Plan be noted; and**
- ii) **Cllr's Kibble and Palmer liaise with the clerk to assist in the production of the letter to the Secretary of State be approved.**

156. Training

- 156.1 The Council received an update on training requests processed by the clerk under delegated power since 26th March 2024.

Cllr Palmer is booked to attend the two 'Off to a Flying Start' courses mid-May 2024.

Resolved: That the training update be noted.

- 156.2 The Council received feedback from the clerk regarding the training completed on Employment Law Changes on 16th April 2024. This was interesting but after discussion it was felt that the major points were not relevant to the Parish Council employee/s.

Resolved: That the training feedback received from the clerk be noted.

157. Date of Future Meetings (2024)

- 157.1 Annual Meeting of the Parish: 28th May 2024 at 6.30pm.
- 157.2 Annual Meeting of the Council: 28th May 2024 at 7.30pm or consecutively after the Annual Meeting of the Parish.
- 157.3 Finance Committee: to be confirmed.
- 157.4 Parish Council: 25th June 2024 at 7.30pm.
- 157.5 Parish Council: 1st August 2024 at 7.30pm. (no meeting in July, or August end).
- 157.6 Parish Council: 24th September 2024 at 7.30pm.