

Carlton Parish Council

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.