

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council meeting on Tuesday 25th June 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 may attend the meeting.

H Phillips

Clerk to the Parish Council

Agenda

22. Apologies for Absence

To receive apologies and consider reasons for absence.

23. Declarations of Interest

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

24. To receive the draft Minutes of the Annual Meeting of the Parish, held on 28th May 2024. (pages 4-6, for information only)

25. To consider the Minutes of the Annual Meeting of the Council, held on 28th May 2024 (pages 7-14)

26. County Councillors Report

To receive the County Councillors verbal report.

27. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 28th May 2024.

28. Clerk's Report

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 28th May 2024.

Recommendation to Council: That

- i) consideration is given to the allotment tenant and overgrown plot where the rental is still outstanding, and the plot is neglected; and**
- ii) the Council consider agreement to ownership and therefore removal of the VAS units by NYVC Highways Dept.**

29. Carlton Village Hall Report

To receive an update from the Council's representative Carlton Village Hall meetings attended since 28th May 2024.

30. Communications from the Public

There have been no pre-submitted questions from members of the public on local issues/ concerns, received since 28th May 2024, that have not already been dealt with by the clerk.

31. To consider the present Councillor vacancy, with an update from the clerk on any applications received.**32. Finance Matters**

32.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 28th May 2024 (noting additional income in April 2024 from HSBC savings account interest).

32.2 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.)
25/05/2024	M2 Wk8	Nest	Pension Provision	28/05/2024	48.76	DD
17/05/2024	5111495	Scottish Water- Business Stream	Cemetery Water Rates	28/05/2024	20.79	BACS
25/05/2024	M2 Wk8	H Phillips - Clerk	May 2024 Salary	29/05/2024	668.74	BACS
22/05/2024	2880	TA Leek & Sons	Grass Verge Cutting	12/06/2024	523.99	BACS
12/06/2024	490024311	North Yorkshire Council	New Waste Bin (outside Cemetery)	18/06/2024	316.49	BACS
06/06/2024	n/a	Carlton Methodist Church	Room Rental - May 2024	19/06/2024	25.00	BACS

32.3 To consider community grant applications received since the meeting held on 28th May 2024.

32.4 To receive a verbal update from the clerk on the progress of the sale of the Gravel Hole Field.

32.5 To consider authorisation of the clerk's standard hours worked in June 2024.

33. Planning Matters

33.1 No Planning Applications were received since 28th May 2024.

33.2 To receive Planning Decisions.

- i) ZG2024/0171/HPA – Bradston Lodge, Low Street, Carlton - GRANTED
Demolition of existing conservatory, erection of single storey rear extension, erection of single storey front extension to create new entrance, erection of a first floor 1.5 storey extension with associated material and window changes, and minor changes to landscaping and patio area.
- ii) ZG2024/0344/S73 – Coates Hall Lodge, Hirst Road, Carlton – GRANTED
Section 73 application to vary conditions 02 (approved plans) and 03 (materials) of approval of erection of a single storey detached workshop outbuilding with adjoining carport, granted 22nd September 2023.

- iii) ZG2024/0303/HPA – Vine Farm, Low Street, Carlton – GRANTED
Erection of single storey garage on right hand side of the property.

33.3 No Planning Consultation letters were received since 28th May 2024.

33.4 To consider the consultation received on the proposed demolition work at Drax Power Station. (forwarded to Council by email on 19th June 2024)

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

34. Policy Review

34.1 To review the Council's Standing Orders.

34.2 To review the Councillor Code of Conduct

34.3 To review the Council's Scheme of Delegation.

35. Action Log

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

36. Training

i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 28th May 2024.

ii) To receive feedback from Councillors or the clerk regarding any training completed since 28th May 2024.

37. Date Future Meetings

37.1 Parish Council: 1st August 2024 at 7.30pm.

37.2 Finance Committee: To be confirmed.

37.3 Staffing and Recruitment Committee: To be confirmed.

37.4 Cemetery Working Group: To be confirmed.

37.5 Allotment Working Group: To be confirmed.

38. To consider excluding the press and Public Bodies (Admission to Meetings) Act 1960 for item 39.

39. To consider the role of the clerk relating to the forth-coming annual appraisal by the Line Manager (Cllr Quinn).

Item 24

Draft Minutes of the Annual Meeting of the Parish on Tuesday 28th May 2024 commenced at 6.30pm, in the school room of Carlton Methodist Church.

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

Attending: H. Phillips- Clerk, and

1. Apologies for Absence

Resolved: That the apologies from representatives of Carlton Village Hall Committee, Primary School, and Youth Club be received and approved.

2. Declarations of Interest

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

3. Minutes of the Annual Meeting of the Parish

The Council considered the draft Minutes of the Annual Meeting of the Parish held on the 9th May 2023.

Resolved: That the Minutes of the Annual Meeting of the Parish, held on 9th May 2023, be approved.

4. Chair's Annual Report

The Council received the Chair's Annual Report, which included a summary of events and achievements from 2023-2024, and what's in store for 2024-2025.

The Chair thanked Mark Holmes for his lengthy stint as a Councillor, after he had recently stood down from the position, and the presently standing Councillors and clerk for their work throughout the previous year.

A copy of the Chair's report will be posted on the Council's website and in the Golden Garden Noticeboard.

Resolved: That the Chair's Annual Report be noted.

5. Reports from Village Groups

The Council received reports from the attending Carlton Women's Institute, and Carlton Methodist Church representatives, and the clerk read out reports received from the Carlton Village Hall Committee, and Carlton Youth Club. All reports received will be available on the Council's website and placed in the Golden Garden Noticeboard.

i) Carlton Women's Institute (WI) Report

The Carlton branch of the WI has 42 members, and we are actively working to expand our membership, especially with a mind to younger members to promote the group and to give it longevity.

We carry out many activities, such as a ramble, held in May, and a Monday walking group.

We arrange visits to various places; this has included Shibdon Hall, Hawes, Christmas shopping in Beverley, Christmas Carols at Selby Abbey, Christmas Lunch at Drax Club, and an afternoon tea at Carlton Towers.

We held a Coffee Morning event in May this year, which raised over £1000.00 for the Yorkshire Cancer Research charity, and held a Fashion Show, at Carlton Village Hall, proceeds of which went to the WI group funds.

ii) Carlton Methodist Church

The Food & Friendship initiative which commenced last year has unfortunately been put on hold over the Summer months, but will re-emerge towards Autumn. This event was poorly attended despite a leaflet drop within the village, but the church remains positive for this provision in the future.

We hold monthly Coffee Mornings; posters are placed in the Community noticeboards for these events.

A supper event was held, in conjunction with the Camblesforth group, which raised £438.00 for funds.

Carols around the Christmas Tree was a great event with approximately 33 persons attending. Refreshments were available afterwards in the Methodist Church.

The Superintendent Minister, Reverend Peter Barnett, has now moved to the Driffeld area and a discussion will be held in June 2024 to plan for the best way forward for the local Methodist church groups to ensure worship services are available and accessible to all parishes involved. At present the Carlton Methodist Church has a congregation of about 15 persons.

iii) Carlton Youth Club

The forwarded report from the Youth Club representative noted the success of the newly formed club. The Parish Council was thanked for providing funding to the Youth Club, through their Community Grant scheme, which has allowed the room rental for the Village Hall usage to be paid for many months ahead.

iv) Carlton Village Hall Committee

A summary of the report provided gave an update on the Committee's membership, past and present, and tells of the works completed and planned to make improvements to the Village Hall.

Resolved: That the reports presented by the community group representatives be noted and they be thanked for their contribution to the meeting.

6. Questions from the Public

There were no questions from the members of the public relating to the agenda items of this meeting, however an attending member of the public wished to make a couple of points, as follows: -

- i) In respect to the Methodist Church's representatives report, it was noted that all places of worship within the Parish, and nationally are finding it hard to maintain, and expand, on their congregations, and they should not be disheartened by the trend. A suggestion was made to perhaps work together in the united aim and to hold multi-faith services. This was received well by the Council and the Methodist Church representative.
- ii) The member of the public wished to thank the Village Hall Committee, and Carlton Parish Council for all of the work they carry out to bring the community together, and improve the facilities for the Parish.

Resolved: That the Member of Public's suggestions and comments be noted.

The Chair thanked all for attending and the meeting was closed at 6.55pm.

Item 25

Minutes of the Annual Meeting of Carlton Parish Council on Tuesday 28th May 2024 which commenced immediately after the Annual Meeting of the Parish, 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 two members of the public.

1. Election of Chair

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

Resolved: That

- i) Cllr Lowes was proposed and seconded as elected Chair of Carlton Parish Council for 2024-2025; and
- ii) the Declaration of Acceptance of Office was signed by the Chair in the presence of the clerk.

2. Apologies for Absence

There were no apologies received.

3. Declarations of Interest

The Council received disclosures of personal and pecuniary interests from Cllrs Deller and Land on matters to be considered at the meeting.

Resolved: That Cllr's Deller and Land's disclosure of personal and pecuniary interests relating to agenda points 8, 14, and 17.4i) be noted.

4. Election of Vice Chair

The Council elected the Vice Chair of Carlton Parish Council for the year 2024-2025.

Resolved: That Cllr Clayton was proposed and seconded as elected Vice-Chair of Carlton Parish Council for 2024-2025.

6. Councillors Declaration of Acceptance of Office

The Councillors' signed their Declarations of Acceptance of Office in the presence of the clerk.

Resolved: That Cllr's Clayton, Deller, Kibble, Land, Quinn, and Taylor be appointed to the office of Councillor to Carlton Parish Council for 2024-2025.

7. Appointment of Committees

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

- 7.1 Finance Committee: - Cllr's Taylor, Clayton, Land, Lowes, and Quinn.
- 7.2 Planning Committee: - it was agreed that this Committee was not required for 2024-2025, as planning matters are included in the agenda for consideration by the Parish Council at their monthly meetings.
- 7.3 Staffing & Recruitment Committee: - Cllr's Lowes, Deller, Quinn, and Taylor.
- A discussion was held on a point raised relating to the clerk's Line Manager role. It was agreed that Cllr Quinn should remain as Line Manager to the clerk for 2024-2025.
- 7.4 Neighbourhood Plan Working Group: - Cllr's Palmer, Kibble, Lowes, Quinn, and Taylor.
- 7.5 Cemetery Working Group: - Cllr's Taylor, Kibble, Lowes, and Palmer.
- 7.6 Allotment Working Group: - Cllr's Kibble, Deller, Land, and Quinn.

Resolved: That the appointment of members for the Finance, and Staffing & Recruitment Committees, and the Neighbourhood Plan, Cemetery, and Allotment Working Group's be approved.

8. Appointment of Representative for Carlton Village Hall

The Council appointed Cllr Land as representative for the Council for Carlton Village Hall.

Resolved: That Cllr Land be approved as representative of the Parish Council for Carlton Village Hall, for 2024-2025.

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

The Council appointed Cllr Lowe and the clerk as the two representatives for the Council for YLCA Branch meetings.

Resolved: That Cllr Lowes and the clerk be representatives of the Parish Council for YLCA Branch Meetings for 2024-2025.

10. The Council considered the Minutes of the Parish Council meeting, held on 30th April 2024.

Resolved: That the Minutes for the Parish Council meeting held on 30th April 2024 be approved, noting that the copy to be signed by the Chair at the meeting scheduled in June 2024.

11. County Councillors Report

The Council received the County Councillors verbal update, points noted below: -

- i) This years Locality funds budget is now available, with £7500.00 remaining in the pot.
- ii) Cllr Jordan is standing for the Reform Party, in the forthcoming elections, for the Wetherby & Easingwold area, but will still be covering the Selby Parishes that he presently does.

- iii) Two planning applications have raised appeals to the decisions passed; the development North of the Holy Family High School, and the smaller development of the old bus garage at Low Street, Carlton.

Resolved: That the County Councillors verbal report be noted.

12. Chair's Report

The Chair verbal had not attended any meetings or events since the meeting held on 30th April 2024.

13. Clerk's Report

- iii) The Council received 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. A copy of this is available to view on the Council's website.

- iv) The Council considered 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.'

A discussion was held, and it was agreed that a general waste bin be provided in the Broadacres/ Broadacres Avenue area, subject to the clerk contacting residents adjacent to the intended position of the bin to notify the intention.

Resolved: That

- i) **the clerk's report be noted; and**
- ii) **the clerk contact the residents in the vicinity of the intended position of the general waste bin in the Broadacres/ Broadacre Avenue area, prior to purchasing the bin.**

14. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall meetings attended since 30th April 2024.

The representative reported that the Village Hall has: -

- had a productive week, with three events with a bar, raising funds for the Village Hall, and the Carlton WI group.
- is in the midst of arranging a new bank account for the Committee.
- Is arranging for a new Internet provider and account, with named Committee members to future-proof the system.
- Is looking at alternative options for a water service provider.

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

15. Communications from the Public

There were no pre-submitted questions from members of the public on local issues/ concerns received since 30th April 2024.

16. Councillor Vacancy

The clerk informed the Council that there had been no applicants, or interest in the current Councillor vacancy.

A discussion was held, and it was agreed that the application period be extended, so that any applications can be considered at the next meeting, scheduled in June 2024. Should there still be no applicants the position is to be put on hold until after the Summer vacation period, and then re-advertised.

Resolved: That the vacancy application period be extended, to allow any applicants to be considered at the June scheduled meeting. In the event that there are no applicants at that point the position will be re-advertised after the Summer period.

17. Finance Matters

- 17.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th April 2024.

Resolved: That the accounting records up to 30th April 2024 be approved.

- 17.2 The Council considered approval of payments made by the clerk under delegated authority.

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

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. The Council considered the documents for the 2023-2024 Annual Governance and Accountability Return (AGAR)

- i) The Council received the Internal Auditors Report.
- ii) The Council considered and the Chair signed the Section 1 – Annual Governance Statement.
- iii) The Council considered and the Chair signed the Section 2 – Accounting Statements.
- iv) The Council received the Pro-forma Bank Reconciliation document.
- v) The Council received the Pro-forma Explanation of Variances document.

A Cllr raised a question on the reason given by the clerk for the variance related to Box 6 of the document. A discussion was held, and it was agreed

that the clerk return to the document and redress the explanation for box 6 variance.

The clerk is to update the Council on the outcome of the re-assessment.

Resolved: That

- a) **agenda items 17.3 i) to iv) be approved; and**
- b) **agenda item 17.3 v) be re-assessed, and the Council updated by the clerk with the outcome, prior to issuing the AGAR documents to the External Auditor and publishing to the Parish as is required.**

- 17.4 The Council considered the community grant applications received since the meeting held on 30th April 2024.

Pollington Juniors Football Club application.

A discussion was held, and it was felt that the applicant had two options as follows: -

- i) The club change its name to include 'Carlton' in it's title, in which case the application for funding would be re-considered by the Parish Council, or
- ii) The club approach Pollington Parish Council for funding, and the application put forward to Carlton Parish Council be rejected.

Resolved: That the decision for the funding application received from Pollington Juniors Football Club be delayed until a further response return from the club is received giving their chosen option.

- 17.5 The Council received an update from the clerk on the progress of the sale of the Gravel Hole Field.

The clerk reported that the Council's service provider for the sale conveyancing had officially passed the sale price offer to the purchaser, and was awaiting further communication.

As the same company was acting for the seller and the purchaser (with separate professionals dealing with each party) documentation was required to be signed to agree their specific conditions. This was agreed and signed at the meeting by the Chair.

Resolved: That

- i) **the clerk's update be noted; and**
- ii) **the signed document be returned to the service provider by the clerk.**

- 17.6 The Council received a verbal update regarding the contract and potential start date of the commencement of repairs to the West and South walls of the cemetery.

The clerk informed the Council that the two remaining contractors had been contacted after the last Council meeting to request a potential start date of the works, should they be awarded the contract.

The contractor associated with Quote 'A' (previously assessed by the Parish Council) gave a start date of week commencing 2nd September 2024.

The contractor associated with Quote 'B' was unable to commence the works until early 2025.

The Council received an update on the total costs quoted by both contractors and agreed that they would appoint the contractor associated with Quote 'A' to carry out the repair works.

Resolved: That

- i) the clerks update be noted; and
- ii) the clerk to inform the contractor related to Quote 'A' that they have been awarded the contract, with a view to them commencing works from week starting 2nd September 2024.

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

Resolved: That the clerk's standard hours worked in May 2024 be authorised for payment.

18. Planning Matters

- 18.1 The Council considered 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.

Resolved: That no comment be required.

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

- 18.3 The Council considered a 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)

Resolved: That no comment be required.

- 18.4 The Council considered a 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)

A discussion was held, and it was agreed that the Parish Council should support the application and appeal as it was making improvement to the surrounding area in the village.

Resolved: That the clerk issue a letter of support to the North Yorkshire Planning Department in relation to planning application and appeal for ZG2023/0622/FUL.

- 18.5 The Council received a verbal update from the clerk on any further progress or required action for the Neighbourhood Plan.

The clerk noted that until the Government Locality Grant Funding opens there is little action required, however, would intends to request publication material to enable information to be issued to the community to explain what the Neighbourhood Plan is, and how it works.

The attending County Councillor noted that through his Locality funds scheme there was monies available to permit a full household flyer drop for that information.

Resolved: That

- i) the clerk's update be noted; and
- ii) the clerk to request publication information for the community flyer drop and explore the costs and funding opportunities for that flyer drop.

19. Action Log

The Council received the Action Log for outstanding actions and updates.

Resolved: That the updated Action Log be noted.

20. Training

- iii) The Council received update on training requests received and/or processed under delegated authority since the meeting held on 30th April 2024.

Cllr Kibble has requested and been booked to attend the ERNLLCA/ Scribe Regional Training – Talking Tables event which is being held at Drax Sports and Social Club on 18th July 2024, in association with the YLCA, at a cost of £70.00 per participant.

Resolve: That the training update be noted.

- iv) The Council received feedback from Cllr's Kibble and Palmer regarding the training they have completed since 30th April 2024.
 - a) Cllr Kibble joined to the Neighbourhood Planning Design Coding Guidance Launch webinar, on 1st May 2024, finding it interesting and appropriate to the present project commencing by the Parish Council. This was a free webinar.
 - b) Cllr Palmer has completed the two phased course, 'Off to a Flying Start' attending on 15th and 16th May 2024. These courses are aimed at newly appointed Cllr's and those who wish to gather more knowledge to enhance their role as Councillor. He found the course very enlightening and comments that 'we' as a Parish Council are compliant to the processes. The two courses cost a total of £70.20

Resolved: that the training feedback form Cllr's Kibble and Palmer be noted.

21. Date Future Meetings

- 21.1 Parish Council: 25th June 2024 at 7.30pm.
(noting Cllr Land and Taylor's apology of absence for this scheduled meeting).
- 21.2 Finance Committee: To be confirmed.
- 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.