

Carlton Parish Council

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

- i) 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.
- ii) 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)

- The Council received the Internal Auditors Report.
- The Council considered and the Chair signed the Section 1 – Annual Governance Statement.
- The Council considered and the Chair signed the Section 2 – Accounting Statements.
- The Council received the Pro-forma Bank Reconciliation document.

Signed:

Date:

Minute Ref:

- 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

- i) 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.

- ii) 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.