

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council meeting on Thursday 1st August 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

40. Apologies for Absence

To receive apologies and consider reasons for absence.

41. Declarations of Interest

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

42. To consider the Minutes of the Parish Council meeting, held on 25th June 2024 (pages 4-9)

43. County Councillors Report

To receive the County Councillors verbal report.

44. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 25th June 2024.

45. Clerk's Report

To receive the clerk's verbal report to update on matters and issues completed by the clerk and/ or raised by the public since the meeting held on 25th June 2024.

46. Carlton Village Hall Report

To receive a verbal from the Council's representative Carlton Village Hall meetings attended since 25th June 2024.

47. Communications from the Public

- i) A member of the public questioned whether there are any plans to have a commemorative plaque area/ wall within the cemetery for passed family members to be remembered when they don't have an actual grave plot (i.e. Cremations)

(Should any further be received post agenda issue the clerk will give details in her 'Clerks Report' agenda item 45)

48. To receive a verbal summary by the Chair of the Allotment Working Group regarding the meeting held at 6.30pm on 1st August 2024.

49. Councillor Vacancy

- i) To consider the present Councillor vacancy, with an update from the clerk on any applications received.
- ii) To complete initial Councillor documentation, should any applicant be successful.

50. Finance Matters

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

50.2 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.)
25/06/2024	M3 Wk12	H Phillips	June 2024 Salary	25/06/2024	668.74	BACS
25/06/2024	M3 Wk12	Nest	Pension Contribution	26/06/2024	48.76	DD
02/07/2024	4431073	Viking Direct Ltd	Office Supplies	03/07/2024	134.10	Card
03/07/2024	n/a	Carlton Methodist Church	June 2024 Room Rental	09/07/2024	25.00	BACS

50.3 To consider any community grant applications received by the clerk since 25th June 2024.

- i) Carlton Play Group Application.

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

50.5 To consider authorisation of the clerk's standard hours worked in July 2024.

51. Planning Matters

51.1 To consider planning applications received since 25th June 2024.

- i) ZG2024/0677/SCN-YLEM BESS (North) Ltd- Land East of Station Road, Carlton.
EIA screening option for the proposed development of a Battery Energy Storage System (BESS).

51.2 To receive Planning Decisions.

- i) ZG2024/0303/HPA – Vine Farm, Low Street, Carlton – Permitted
Erection of a single storey garage to front of existing dwelling.
- ii) ZG2024/0457/HPA – 7 Holray Park, Carlton - Permitted
Rear first floor dormer extension.

51.3 To consider any Planning Consultations received since 25th June 2024.

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

52. Policy Review

- i) To review the Council's Training Policy.
- ii) To review the Council's Complaints Procedure.
- iii) To review the Corporate Risk Assessment.

53. Action Log

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

54. Training

- i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 25th June 2024.
- ii) To receive feedback from Councillors, or the clerk regarding any training completed since 25th June 2024.

55. Date Future Meetings

55.1 Neighbourhood Plan Working Group: 3rd September 2024 at 7.30pm.

55.2 Parish Council: 24th September 2024 at 7.30pm.

55.3 Finance Committee: October 2024 (Date to be confirmed)

55.4 Staffing and Recruitment Committee: To be confirmed.

55.5 Allotment Working Group: To be confirmed.

55.6 Cemetery Working Group: To be confirmed.

Item 42.

Minutes for the Carlton Parish Council meeting on Tuesday 25th June 2024 held at 7.30pm, in the school room of Carlton Methodist Church.

Present: Cllrs Lowes, Deller, Kibble, Palmer, and Quinn.

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

22. Apologies for Absence

The Council received apologies from Cllrs Land and Taylor, and considered their reasons for absence.

Resolved: That Cllrs Land and Taylors apologies were received and reasons for absence approved.

23. Declarations of Interest

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

24. The Council received the draft Minutes of the Annual Meeting of the Parish, held on 28th May 2024.

A discussion was held, and it was felt that the Minutes were an accurate account of the meeting.

Resolved: That the Minutes of the Annual Meeting of the Parish were received as an accurate account.

25. The Council considered the Minutes of the Annual Meeting of the Council, held on 28th May 2024.

A discussion was held, and it was felt that the Minutes were an accurate account of the meeting.

Resolved: That the Minutes of the Annual Meeting of the Council held on 28th May 2024 be approved.

26. County Councillors Report

The County Councillor was not in attendance; no report was available.

27. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 28th May 2024.

28. Clerk's Report

The Council received the report on matters and issues completed by the clerk and/ or raised by the public since the meeting held on 28th May 2024.
The report is available on the Councils website.

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.**

A discussion was held, and it was agreed that the clerk should issue a letter, to give 28 days' notice to anticipate the Council taking the plot back.

There are a number of persons on the waiting list for allotments therefore the plot/s can be offered to those persons when appropriate.

Resolved: That the clerk notify the tenant by letter of the intention to take back the plot and offer it to person/s on the present waiting list.

- ii) the Council consider agreement to ownership and therefore removal of the VAS units by NYVC Highways Dept.**

A discussion was held, and as the assets are not the responsibility of the Parish Council, the clerk should notify the North Yorkshire Council contact to permit to them being removed, with the stipulation that the Parish Council do not incur any costs, either for labour or electricity supply disconnection. It was requested that the clerk explore the options and costs for replacement units, for Council consideration of purchase and installation in the future.

Resolved: That

- a) North Yorkshire Council be notified of the agreement to remove the VAS units, with the stipulation that no cost should be incurred by the Parish Council; and**
- b) the clerk explore the costs of purchase of new units for the future, and report this to the Council at a future meeting.**

29. Carlton Village Hall Report

The Council received an update from the absent Council's representative Carlton Village Hall through a written report, read at the meeting by the clerk. This will be available on the Councils website.

Resolved: That

- i) the Councils Village Hall Representative's report be noted; and**
- ii) the Council wish to commend the Village Hall Committee for their hard work in organisation, updates and turnaround of the success and finances of the Hall.**

30. Communications from the Public

There were 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.

(A member of the public contacted the clerk to express an interest in volunteering for a litter pick, however after the meeting a further email was received noting that it was 'the wrong Carlton').

31. The Council considered the present Councillor vacancy, with an update from the clerk on any applications received.

A person had come forward with interest in the role, but the clerk had not received the required documents in time for the meeting. This subject will be added to the agenda for the next scheduled meeting, in August 2024, and the person, providing the stipulations of the application are met, is to be invited to that meeting to discuss the application further.

Resolved: That

- i) the Councillor vacancy remains, and other applicants may still apply.
- ii) the clerk to issue the present applicants documents to the Councillors once received; and
- iii) the present applicant be invited to the meeting scheduled for 1st August 2024, if available.

32. Finance Matters

32.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st May 2024.

A Cllr had indicated that the expenditure for streetlight energy and streetlight maintenance on the Rev-ex sheet for May 2024 had been incorrectly logged. The clerk had since corrected the issue and highlighted this to the Council.

Resolved: That the accounting records up to 31st May 2024 be approved.

32.2 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.)
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

Cllrs Lowes and Quinn checked and signed the payment records at the meeting.

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

32.3 There were no community grant applications received since the meeting held on 28th May 2024.

32.4 The Council received a verbal update from the clerk on the progress of the sale of the Gravel Hole Field.

The clerk noted that the Councils service provider, in relation to the sale, had confirmed that no enquiries were to be made by either party and a firm offer had been issued to the purchaser. The clerk would update the Council should there be any further progression prior to the next Council meeting.

Resolved: That the clerks verbal update be noted.

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

Resolved: That the payment be approved for 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.

Resolved: That the listed Planning Decisions be noted.

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

A Planning Consultation had been received by the clerk after the agenda had been issued, which had a deadline for comment of 10th July 2024.
The Council considered this consultation, and had no comment. The consultation is as follows:-

ZG2024/0330/FUL – Land at Jandrem, Hirst Road, Carlton.
Erection of building for business/ industrial, Class B2

A discussion was held, and it was requested that a more generic agenda title be used for future meetings to permit consideration of documents received after the agenda is issued, that need consideration due to a short deadline for comment.

Resolved: That

- i) **no comment be required for the above consultation letter; and**
- ii) **the clerk utilise a more generic agenda title in future to cover late receipt as experienced at this meeting regarding the consultation letter.**

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

A discussion was held, and it was agreed that the demolition appeared to be a requirement which would not impact the Parish, therefore no comment is required.

Resolved: That no comment be required.

- 33.5 The Council received a verbal update from the clerk on progress and/ or required action for the Neighbourhood Plan.

The clerk had recently had a meeting with the consultant to complete the application for the Governments Locality Funding Grant. This sectional grant was for £4960.00 and was to cover two consultants' work. This application has now been accepted, with the clerk requiring to follow up on a process to enable the funds to be released to the consultants.

North Yorkshire Council have approved the designation of the whole of Carlton Parish, as a Neighbourhood Area. This was confirmed by the Assistant Director of Planning.

The consultant is to issue a basic publication document to the Council via the clerk to enable the release of information to the Parish to gain an understanding of the Neighbourhood Plan and what it can/ will achieve. This will be presented to the Council at the next available meeting, upon receipt.

The consultant has requested that a meeting is arranged between he and the Neighbourhood Plan Working Group in early September 2024. The clerk is to issue an email to gather suitable days/ times.

Resolved: That

- i) the clerks verbal update be noted.
- ii) the clerk complete the necessary process to enable release of funds to the consultants.
- iii) the clerk to issue the publication material prior to the next Council meeting; and
- iv) the clerk to issue and email to arrange days/ times of a meeting in early September 2024.

34. Policy Review

- 34.1 The Council reviewed the Councils Standing Orders.

Resolved: That the Council's Standing Orders be approved.

- 34.2 The Council reviewed the Councillor Code of Conduct

A Cllr noted that there was reference to Selby District Council within the draft document; as this entity does not now exist it was requested that the clerk amend the document accordingly and as is appropriate. The Councillor Code of Conduct is approved, subject to these amendments and the final document to be issued to the Council.

Resolved: That the Councillor Code of Conduct document be approved, subject to the noted amendments.

- 34.3 The Council reviewed the Council's Scheme of Delegation.

A Cllr raised the point that the Council had resolved at a previous meeting that the Planning Committee is deemed obsolete. A discussion was held, and it was agreed that the clause relating to the Planning Committee be removed from the Scheme of Delegation, and it be renumbered accordingly.

Resolved: That the Councils Scheme of Delegation be approved, subject to the removal of the Planning Committee clause.

35. Action Log

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

Resolved: That the updated Action Log be noted.

36. Training

There was no training completed nor feedback received by Councillor or the clerk since the meeting held on 28th May 2024.

37. Date Future Meetings

- 37.1 Allotment Working Group: 1st Aught 2024 at 6.45pm
- 37.2 Parish Council: 1st August 2024 at 7.30pm.
- 37.3 Neighbourhood Plan Working Group: To be confirmed for early September 2024
- 37.4 Finance Committee: To be confirmed.
- 37.5 Staffing and Recruitment Committee: To be confirmed.
- 37.6 Cemetery Working Group: To be confirmed.

38. The Council considered excluding the press and Public Bodies (Admission to Meetings) Act 1960 for item 39.

Resolved: That the attending member of the public (and the clerk) were excluded from the meeting to permit consideration of agenda item 39.

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

A discussion was held to assess the requirements of the clerk's forth-coming annual appraisal.

Resolved: That the Line Manager is to contact the clerk in the near future to arrange scheduling of the annual appraisal.