

Carlton Parish Council

Minutes of the Carlton Parish Council meeting on Thursday 1st August 2024 held at 7.30pm, in the school room of Carlton Methodist Church.

Present: Cllrs, Lowes, Clayton, Deller, Kibble, Land, Quinn, and Taylor.

Attending: H Phillips- Clerk, and two members of the public.

40. Apologies for Absence

The Council received an apology and considered the reason for absence from Cllr Palmer.

Resolved: That Cllr Palmer's apology be received and reason for absence be approved.

41. Declarations of Interest

Cllr Land raised a disclosure of personal and disclosable pecuniary interest on item 46, to be considered at the meeting.

Resolved: That Cllr Land's declaration of interest be noted.

42. To consider the Minutes of the Parish Council meeting, held on 25th June 2024

Resolved: That the Minutes of the Parish Council meeting held on 25th June 2024 be approved.

43. County Councillors Report

The Council received the County Councillors verbal report, as follows: -

- There has been a full County Council meeting. At that meeting it was noted that the Schools Policy is being changed, so that a child will have to attend the nearest school to their home. This may therefore affect school bus transport companies as routes will be changed, by increase or decrease of child travellers.
- The Planning Inspectorate had now been assigned to consider the planning application for the development of Land to the North of Carlton Holy Family School.

Resolved: That the County Councillors verbal report be noted.

44. Chair's Report

The Chair had not attended any meetings and events since the meeting held on 25th June 2024.

45. Clerk's Report

The Council received 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, as follows: -

i) Cemetery

- There are a number of large bushes around the cemetery chapel which could damage the new paths with root activity. It is recommended that some are removed.
- There is mole activity in the back left quadrant of the cemetery, which needs addressing.

Resolved: That

- a) the clerk take action to remove the worst offending bushes around the chapel; and**
- b) the clerk engage a pest control provider to remove the mole issue.**

ii) Allotments

- One tenant has indicated that they may give up their plot at the end of the Summer; the clerk requested that they notify her as soon as they had decided.
- No communication has been received from the tenant who failed to pay their annual invoice and allowed their plot to become grossly overgrown despite emails and letters. Notice was given to vacate the plot and remove any personal items by 31st July 2024.
- A 'keep clear' sign is to be erected on the new allotment access gate.

Resolved: That

- a) the clerk request a definite answer from the tenant who may give back their plot; there are a number of persons on the waiting list; and**
- b) the clerk to contact the next person/s on the waiting list to offer the vacant plot/s for rental.**

iii) Local Matters

- On speaking the NY Highways Department it is noted that the damaged bus shelter near Townend Avenue has now been removed. No decision has been made to whether it will be replaced.
- The unmetered electricity supply provider has been informed that it is no longer required. National Power Grid are dealing with this.
- The clerk commented that the rear garden area of the Golden Garden looks sparse in some areas and requested permission to purchase plants to fill the gaps. An attending member of the public offered the possibility of donating some plants which was gratefully accepted.

Resolved: That the offer of plant donation is gratefully accepted, however the clerk be approved to purchase plants should the donation not be possible.

iv) Miscellaneous Matters

- The letter issued on 3rd June 2024 in support of the planning application appeal relating to the old bus garage on Low Street, Carlton, was received but not immediately addressed therefore was logged after the 21st June 2024 deadline. This means that the letter of support could not be considered.
- The AGAR documents have been sent to the External Auditor who have acknowledge receipt but have made no further contact yet.

Resolved: That the clerk's verbal report be noted.

46. Carlton Village Hall Report

The Council received a verbal from the Council's representative Carlton Village Hall meetings attended since 25th June 2024, as follows: -

- The Village Hall had five successful bar opening last month gathering good income.
- The toilets and fire doors are still be to improved.
- The Committee members are working well, and there are still many items to work on to improve with processes and within the Village Hall building.

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

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)

A discussion was held, and although there are no plans for this facility at present it could be something to consider in the future. The focus for the cemetery at present is the repair of the boundary walls and potentially the renovation of the chapel building. The Council note that there are a small number of cremation plots that do not hold interred remains but do have a memorial stone in place. This could be something for the family member to consider.

Resolved: That consideration of the memorial wall suggestion be deferred to a future meeting.

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.

The Chair, Cllr Kibble, noted that: -

- There are 1-2 vacant plots and eight persons on the waiting list.
- The tenant contract, allotment rules, and work activity risk assessment have been reviewed and approved.
- Two of the historic tenants' rental amounts have been slightly increased, as of April 2025; the clerk will notify those tenants of the action.

Resolved: That the Chair of the Allotment Working Group's verbal report be noted.

49. Councillor Vacancy

- i) The clerk updated the Council regarding the present Councillor vacancy, noting that one applicant had come forward, who was present at the meeting. The applicant, Mr David Hawe, had completed the appropriate paperwork and was eligible to take on the position.

Resolved: That David Hawe be accepted as Councillor for Carlton Parish.

- ii) Cllr Hawe completed the Acceptance of Office documentation, signed in the presence of the clerk, and was welcome by the Councillors.

50. Finance Matters

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

Resolved: That the accounting records and bank statements up to 30th June 2024 be approved.

- 50.2 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.)
25/06/2024	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

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

- 50.3 The Council considered the community grant application received by the clerk from Carlton Play Group.

A discussion was held, and Cllr Clayton raised a point from an aged ruling that a community group may apply twice within the same financial year for a total of £150.00 per application.

As the Playgroup's request was for more than £150.00 it was agreed that the Council offer the maximum permitted, of £150.00 and the Playgroup should re-apply in the second half of the year, should they so wish.

It was requested that Cllr Clayton notify the clerk of when the ruling was made, and that ruling should be reviewed in the near future.

Resolved: That

- i) the clerk arrange payment of £150.00 to the Carlton Playgroup bank account.
- ii) Cllr Clayton pass the information regarding the ruling on amounts and frequency of application to the clerk; and
- iii) the present ruling be reviewed at the next meeting of the Council.

- 50.4 The Council received a verbal update from the clerk on the progress of the sale of the Gravel Hole Field, as follows: -

The funds are in place, awaiting the transfer documents to be signed by Cllr Lowes, and witnessed by Cllr Taylor. Once the original document has been received by the conveyancing provider the sale can proceed.

Resolved: That the clerks update be noted.

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

Resolved: That the clerks standard hours worked in July 2024 be approved.

51. Planning Matters

- 51.1 The Council considered planning applications received since 25th June 2024.

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).

Resolved: That no comment be required.

- 51.2 The Council received the listed 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.

Resolved: That the Planning Decisions be noted.

- 51.3 The Council considered the Planning Consultations received after 25th June 2024 meeting.

ZG2024/0727/OUTM - Outline application (some matters reserved) for development of up to 200 residential dwellings with access to, but not within, the site
LOCATION: Land East Of Broadacres, Mill Lane, Carlton

A discussion was held, and it was felt that as the original outline application had been amended from 150 to 200 dwellings it was pertinent to re-issue the letter of objection.

Resolved: That the clerk re-issue the original letter of objection with embellishment by the noted deadline of 12th August 2024.

- 51.4 The Council received a verbal update from the clerk on any further progress, or required action for the Neighbourhood Plan, as follows: -

- The funds for the first Locality Grant application have been received into the Council's current account; the consultant is to raise an invoice to permit funds transfer.
- The consultant has forwarded a number of points that are to be included within the agenda for the meeting scheduled for 3rd September 2024.
- If the publication information is received from the consultant this will be forwarded to the Councillors prior to the scheduled meeting.
- Cllr Lowes to set up a page on the Council's website to house the relevant information for the public.

Resolved: That

- i) Cllr Lowes to set up the website page; and
- ii) the clerk's update on the Neighbourhood Plan progress be noted.

52. Policy Review

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

Resolved: That the Training, and Complaints Procedure, and the Corporate Risk Assessment be approved.

53. Action Log

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

Resolved: That the Council's updated Action Log be noted.

54. Training

- i) No training requests were received and/or processed under delegated authority since the meeting held on 25th June 2024.
- ii) Cllr Kibble had attended the Regional Training Day on 18th July 2024, hosted by YLCA. A number of Council related exhibitors attending and passed information on to the attendees. YLCA also issued information forwarded by the exhibitors to the clerk by email.

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: 8th October 2024 at 7.30pm.
- 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.