

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council meeting on Tuesday 24th September 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

55. Apologies for Absence

To receive apologies and consider reasons for absence.

56. Declarations of Interest

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

57. To consider the Minutes of the Allotment Working Group meeting, held on 1st August 2024 (pages 5-7)

58. To consider the Minutes of the Parish Council meeting, held on 1st August 2024. (pages 8-13)

59. Neighbourhood Development Plan

59.1 To consider the Minutes of the Neighbourhood Plan Working Group meeting, held on 3rd September 2024 (pages 14-17)

Recommendation to Council: That

- i) The NDP Terms of Reference be considered for approval.**
- ii) The Statement of Community Involvement be considered for approval**

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

60. County Councillors Report

To receive the County Councillors verbal report.

61. Chair's Report

To receive the Chair's report on meetings and events attended since the meeting held on 1st August 2024.

62. 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, and consider the recommendations noted, since the meeting held on 1st August 2024.

Recommendation to Council: That

- i) The Council consider applying/ approving the penalty rate to the funeral directors should they fail to notify the clerk of a forthcoming interment, and provide the appropriate paperwork. (the cemetery charges document is noted for review at agenda point 68ii))**
- ii) the permission to place a memorial bench (or a plaque on an existing bench) in the Golden Garden be considered for approval.**

63. Carlton Village Hall Report

To receive a report from the Council's representative Carlton Village Hall meetings attended since 1st August 2024.

64. To receive a verbal report from the clerk's Line manager, after completing the Annual Appraisal, on 21st August 2024.

65. Communications from the Public

- i) A member of the public contacted the clerk via email with concern for the Parish Council's lack of action and/or opposition to the proposed Helios solar farm project. The person wished to attend this meeting to make comment on the project.
The clerk informed the member of the public that the Parish Council have written to The Secretary of State twice in opposition to the application. The member of the public was welcomed to attend the meeting though was informed that the possibility to comment was at the discretion of the Chair.

66. Finance Matters

66.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st August 2024.

66.2 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.)
25/07/2024	M4 Wk 16	H Phillips	July 2024 Salary	30/07/2024	668.74	BACS
25/07/2024	M4 Wk 16	Nest	Pension Contribution	26/07/2024	48.76	DD
25/08/2024	M5 Wk 20	H Phillips	August 2024 Salary	23/08/2024	668.74	BACS
25/08/2024	M5 Wk 20	Nest	August Pension Contribution	23/08/2024	48.76	DD
17/08/2024	5814016	Business Stream	Cemetery Water Rates	28/08/2024	14.48	BACS
06/08/2024	4154411	Value Products Ltd	Sign for Allotments Access Gate	06/08/2024	40.85	Card
09/08/2024	n/a	Carlton Methodist Church	Aug 24 Room Rental	20/08/2024	25.00	BACS
11/07/2024	INV-2440	YLCA	Regional Training Day- Cllr Kibble	03/09/2024	70.00	BACS
25/07/2024	14037	Autela Payroll Services Ltd	Payroll	03/09/2024	110.50	BACS
20/07/2024	INV-0700	TA Leek & Sons	Grass Verge Cutting	03/09/2024	608.92	BACS
30/08/2024	47742	Backhouse Environmental Services	Mole Issue in Cemetery	04/09/2024	130.00	BACS
04/09/2024	24.07	David Gluck	Consultancy fees for NDP process	04/09/2024	4,960.00	BACS
20/08/2024	M5	HMRC	P32 Contribution	06/09/2024	61.60	BACS
29/08/2024	GB45UTY84AEUI	Amazon.co.uk	Storage Boxes	29/08/2024	23.99	Card
16/09/2024	INV-2603	YLCA	Procurement Law Training (HP)	18/09/2024	35.00	BACS
25/09/2024	M6 Wk25	H Phillips	August 2024 Salary		668.74	BACS

66.3 To consider the completion of the remaining two walls' repairs, noting the present total bank balance which is over the threshold for Virgin Money's Financial Services Compensation Scheme (FSCS).

66.4 To consider authorisation of the clerk standard hours worked in September 2024.

67. Planning Matters

67.1 To consider planning applications received since 1st August 2024.

- i) ZG2024/0477/OUT – Carinya, Low Street, Carlton (and Consultation; see below). Application for backlands development for a new single storey 3-bedroom detached infill garden dwelling, at Carinya, (no matters reserved).
- ii) ZG2024/0934/TN02 – The Grange, Mill Lane, Carlton.
Five day notice to fell 1x poplar tree covered by TPO 7/2025.

67.2 To receive Planning Decisions.

- i) ZG2024/0457/HPA – 7 Holray Park, Carlton. – Permitted.
Rear first floor dormer extension.
- ii) Appeal on decision for ZG2023/0506/TPO – The Grange, Mill Lane, Carlton.
Application on appeal for consent to crown 2x cherry trees, and 1x chestnut tree by 50%, covered by TPO 7/2005.
Deadline 15/09/2024, Cllr's notified on 13/08/2024.

67.3 To consider any Planning Consultations received since 1st August 2024.

- i) ZG2024/0785/S73 – Land adjacent to Elmstone House, Low Street, Carlton.
Section 73 application to vary condition 02 (approved plans) of approved 2021/0108/FUL – proposed erection of a single storey dwelling and detached store. (proposed variation includes replacing the rooflights for dormers in the roof space to the front elevation.)

Deadline was 02/09/2024, Cllr's notified on 12/08/2024.

- iii) ZG2024/0477/OUT – Carinya, Low Street, Carlton (and Consultation; see below). Application for backlands development for a new single storey 3-bedroom detached infill garden dwelling, at Carinya, (no matters reserved). Deadline 10/09/2024, Cllr's notified on 20/08/2024.
- iv) ZG2024/0908/FULM – Drax Power, New Road, Drax. Demolition of existing flue gas desulphurisation (FGD) and coal handling system. Deadline 30/09/2024, cllr's notified on 10/09/2024.

67.4 To consider any additional actions required, or comment relating to the Helios Solar Project.

68. Policy Review

- i) To review the Cemetery Rules document.
- ii) To review the Cemetery Charge rates.
- iii) To review the Equal Opportunities Policy.
- iv) To review the Grievance and Disciplinary Policy.
- v) To review the Pension Policy.
- vi) To review the Sickness and Absence Policy.

69. Cemetery

To receive a verbal update from the clerk regarding the progress of the cemetery walls repairs.

70. Action Log

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

71. Training

- i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 1st August 2024.
- ii) To receive feedback from Councillors, or the clerk regarding any training completed since 1st August 2024.

72. Date Future Meetings

- 72.1 Finance Committee: 8th October 2024 at 7.30pm.
- 72.2 Neighbourhood Development Plan Working Group: 15th October 2024 at 7.30pm.
- 72.3 Parish Council: 29th October 2024 at 7.30pm.
- 72.4 Staffing and Recruitment Committee: To be confirmed.
- 72.5 Allotment Working Group: To be confirmed.
- 72.6 Cemetery Working Group: To be confirmed.

Item 57

Minutes of the meeting of the Allotment Working Group held on 1st August 2023 at

6.30pm, at Carlton Methodist Church.

Present: Cllrs Deller, Land, Kibble, and Quinn.

Attending: H Phillips, clerk, and three members of the public.

1. Election of Chair

The Working Group members elected the Chair of Carlton Parish Council's Allotment Working Group, proposing and seconding Cllr Paul Kibble.

Resolved: That Cllr Paul Kibble be the Chair of the Allotment Working Group for the year 2024-2025.

2. Apologies for Absence

Apologies for absence were received from one allotment tenant. All Parish Council appointed members were in attendance.

3. Declarations of Interest

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

4. Terms of Reference

The Working Group reviewed the Allotment Working Group's Terms of Reference.

Resolved: That the Allotment Working Group Terms of Reference for 2024-2025 be approved.

5. Waiting List and Tenants

The Group received an update from the clerk regarding the current allotments waiting list and tenants, as follows: -

There are eight persons on the waiting list.

- i) One tenant is considering giving up their plot and will decide at the end of the Summer.

A discussion was held, and it was felt that as there are a number of persons on the waiting list that this tenant be requested to decide on their plot within the next month.

- ii) One tenant has now had their plot taken back as they had not paid the annual invoice and made no attempt to improve the state of the plot. This plot is in an overgrown state; the tenant was given a period of time to remove any items they wished to; that deadline is now over so the plot can be re-let as one double plot or two single plots.

Resolved: That

- i) the clerk request a decision sooner than the Summer end from the present tenant who is considering giving up their plot, considering the length of the waiting list.
- ii) the clerk to split the vacant plot to two plots and seek tenant/s for both; and

iii) **the clerk's update be noted.**

6. Policy/ Document Review

6.1 The Group reviewed the current contract/ rental agreement.

A discussion was held, and it was agreed that the term, 'full sized plot/ should be amended to 'plot' as it had previously been agreed that all plots should be 'uniform single plots.

Resolved: That the rental agreement be approved, subject to the noted amendment.

6.2 The Group reviewed the current rental charges.

A discussion was held, and it was agreed that the historic tenant who rented the four plots as one should have a rent increase as of April 2025 from £30.00 to £40.00 per annum.

The historic tenant who rents two plots as one should have a rental increase as of April 2025 from £17.50 to £20.00 per annum.

Resolved: That the clerk is to inform the tenants of the rental increase decision immediately.

6.3 The Group reviewed the rules for the allotment tenants.

Resolved: That the Allotment Rules be approved for 2024 - 2025.

6.4 The Group reviewed the Work Activity Risk Assessment form.

A discussion was held, and it was agreed that the risk assessment should include risk consideration for 'Water Butts', to ensure they are secured, lidded, and signed to note the water enclosed is Non-Potable.

Resolved: That the Work Activity Risk Assessment form be approved, subject to the insertion of risk assessment for water butts on the site.

7. Allotments

7.1 The Group considered questions, suggestions, concerns, and actions presented by attending tenants, and the clerk.

i) a tenant asked about the possibility of a waste bin for the allotments.

In response the Chair noted that the Parish Council has an existing contract for waste bin provision and collection with North Yorkshire Council. It was noted that the tenants can use the 'cemetery' bins though not to excess, and that as much as possible composting should be the preferred method of disposal.

ii) the clerk confirmed that a sign is to be erected on the new side entrance/ exit gate requesting that vehicle keep the spot clear for access to the allotment area.

iii) it was suggested that a sign is purchased and erected noting that the allotments are a chemical free zone.

iv) the clerk offered to re-stain the old access gate to the allotments from the cemetery as it was looking tired.

Resolved: That the Questions, suggestions and actions discussed be noted.

8. Date and Time of Next Meeting

The date and time for the next meeting is to be confirmed at a future date, at a

Parish Council meeting.

The Chair closed the meeting at 7.15pm and thanked all for their attendance.

Item 58

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

- iii) No training requests were received and/or processed under delegated authority since the meeting held on 25th June 2024.
- iv) 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.

Item 59

Minutes for the meeting of the Neighbourhood Development Plan (NDP Working Group) held on 3rd September 2023 at 7.30pm, at Carlton Methodist Church.

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

Attending: H Phillips (clerk) and two members of the public, including consultant David Gluck

1. Election of Chair

The members proposed and seconded Cllr Palmer as elected Chair of Carlton Parish Development Plan Working Group.

Resolved: That Cllr Palmer be elected as Chair of the Neighbourhood Development Plan Working Group for 2024-2025.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

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

4. Terms of Reference

The Group considered the NDP Working Group's draft Terms of Reference.

A discussion was held, and it was agreed that subject to an amendment to the remit of the Working Group, the Terms of Reference were appropriate.

Resolved: That the clerk update the Terms of Reference and distribute to the Working Group members via email as soon as possible.

Recommendation to Council: that the NDP Working Group Terms of Reference be considered for approval.

5. Statement of Community Involvement

The Group considered the Statement of Community Involvement.

Attending consultant, David Gluck, explained what the document is and means, as follows:-

This is a statutory document which sets out the means and mechanisms of the development plan to ensure that permits the community to be engaged and fully aware of the plan. This would ideally therefore lead to a positive consensus/ vote from the community, which in turn leads to the approval and implementation of the Neighbourhood Development Plan, as a live document.

The Statement should consider and cater for all abilities, and disabilities, in its written word, clarity, and understanding of the NDP process.

Cllr Palmer added that: - The document sets out what the community want for the parish, and moulds the desires of that community into the plan's content.

Resolved: That David Gluck update and finalise the Statement of Community Involvement, issuing it to the clerk prior to the next Parish Council meeting, scheduled for 24th September 2024.

Recommendation to Council: That the Statement of Community Involvement be considered for approval.

6. Project Plan

The Group considered the Plan's future progression, and noted key milestones for the project, as follows: -

Milestones

- Policy intentions.
- Regulation 14 document. (sets out draft policies) >March 2025
- Regulation 14 consultation. (first statutory consultation) >2025
- Submission version.
- Regulation 16 consultation (undertaken by NYC)

At the next meeting the intention would be to draft ideas, the formation of subjects, before heading to consulting with the public. A selection of topics mentioned were, planning, housing, ecology, greenspaces, and facilities for the village.

The Plan, under the guidance of the Parish Council, should reflect the views of the community, a moulded idea of what Carlton should be, and what facilities the Parish want for their village.

Once completed and adopted, the NDP would require regular review to ensure the Parishes desires are current, and the plan continues to be compliant to appropriate legislation.

It was suggested that David Gluck provide links to a selection of existing ND Plans from local Parishes.

Resolved: That David Gluck forward links for a selection of existing ND Plans of local Parishes, to assist the Group and the Parish Council's understanding of the aim of the end product.

7. Carlton Parish Council Neighbourhood Development Plan

The Group considered the key issues that the Parish is faced with at present relating to planning, development, and facilities for the community.

A discussion was held, and each member of the Group was asked to disclose topics that they felt strongly about that may be used to form the basis of the Plan, as follows:

- The schools, i.e., size, facilities, and parking, considering the potential new dwellings in the pipeline.
- Transport links, improvements in regularity and choice of destination.
- General village facilities, i.e., as a growing village facilities are limited.
- A need for a heart to the village, a hub, for meetings, youth, sports, business. (this was noted by a number of the members)
- Transport, i.e., speeding vehicles, lack of car parking.
- Facilities for the elderly, such as a useful doctor's surgery, transport to nearby medical centres, a safe road crossing, dropped kerbs to aid persons with mobility issues.
- Limited affordable housing – starter and finisher homes. A full range of housing for all levels of income.
- Lack of pavements in some areas of the village, which makes transit difficult, for mobility vehicles, pushchairs and pedestrians alike.
- In increased development, cemetery facilities may be pushed to the limits.

The consensus was that the village is for the people, therefore the village, its development, and facilities, need to be controlled but enhanced to make a people

friendly place to live.

A concern was raised of the possibility of the Carlton Towers Estate being developed for a more specific tourist market. It was felt that the Estate should be approached to inform them of the Plan, so that they can contribute if appropriate.

David Gluck noted that there is an on-line facility called 'Ourplace' which would allow the Group/ Councillors to log their comments and ideas, to aid collation of those ideas, and would forward the link for this to the clerk for Group distribution.

Resolved: That

- i) **the Group members be thanked for their frank contributions to this section of the agenda, and their suggestions be noted.**
- ii) **David Gluck to forward the 'Ourplace' data to the clerk to permit distribution to and population by the Group members; and**
- iii) **Cllr Palmer (Chair) and the clerk to keep the Plan's timeline updated and provide it to the Group and Parish Council as appropriate meetings.**

8. Finance

The Group received an update on the progress of the Locality Grant Funding from the clerk and David Gluck.

The first stage funding from the Locality Grant Funding, of £4960.00 has been accepted and received into the Parish Council current account. This is to be paid to David Gluck and his consultancy partner once the invoice has been received by the clerk.

The next batch of funding will be available in the next financial year (April-June 2025) when the window once again opens.

Resolved: That

- i) **the finance update provided by the clerk and David Gluck be noted; and**
- ii) **the clerk make payment to the consultancy once the invoice has been received.**

9. Communications

The Group considered the effective communication methods to enable the community to be informed presently, and in the future as the project progresses.

A discussion was held, and it was agreed that the following methods should be utilised:

- The Parish Council's website, with a separate section for the NDP. This will be populated by the clerk, and should include such items as the simplistic Plan explanation, links to example plans, policy documents and a feedback facility, for Parishioners input.
- An event/ open day/ surgery, to provide and gather information and opinion of the villagers.
- A separate specific email address to be set up, with access by the Group Chair and the clerk, to allow collation of information, and response to queries.

Resolved: That

- i) **Cllr Lowes to set up the webpage on the Parish Council's website.**
- ii) **Cllr Lowes to set up the specified email address for public usage; and**
- iii) **The clerk populate the webpage with the discussed information as soon as possible, with the assistance of the Chair of the Group as required.**

10. Date and Time of Next Meeting

15th October 2024, at 7.30pm, at Carlton Methodist Church.