

Carlton Parish Council

Minutes of the Carlton Parish Council meeting held on Tuesday 24th September 2024 at 7.30pm, in the school room of Carlton Methodist Church.

Present: Cllrs Lowes, Clayton, Deller, Hawe, Land, Kibble, and Palmer.

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

55. Apologies for Absence

The Council received apologies from Cllr's Kibble and Quinn, and considered their reasons for absence.

Resolved: That Cllr's Kibble and Quinn's apologies were received and reasons for absence approved.

56. Declarations of Interest

There were no disclosures of personal and disclosable pecuniary interests from Councillors received 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.

The Council considered the Minutes of the Parish Council meeting held on 1st August 2024.

Resolved: That the Minutes of the Parish Council meeting held on 1st August 2024 be approved.

59. Neighbourhood Development Plan

59.1 The Council considered the Minutes of the Neighbourhood Plan Working Group meeting, held on 3rd September 2024, with the following recommendations to Council:

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

Resolved: That

- i) the NDPWG Terms of Reference be approved.
- ii) the Statement of Community Involvement be approved; and
- iii) the Minutes of the NDPWG meeting held on 3rd September 2024 be approved.

59.2 The clerk reported that there was no further progress, or required action for the Neighbourhood Development Plan.

60. North Yorkshire Councillor's Report

The Council receive the attending Councillor's verbal report, as follows: -

- It has been announced publicly that Carlton Holy Family Catholic High School is to close. The decision of any school closure has to be considered by the Secretary of State.

There will be no consultation on this matter though there is what is noted as a 'Listening Period', to consider public opinion. This closure was not a North Yorkshire Council decision, as the school is an academy. The focus is on the attending children's future, not on the employed personnel. The land of the school is owned by the Academy Trust, and the school sports field is owned by North Yorkshire Council.

Concern was raised by Parish Cllr's regarding the refunding of the cost of school uniforms bought for the new school year, and that of the school which the pupils may be relocated to, also for the refund and new costs for travel to the schools for the future terms considering that NYC are/ have amended the rules of proximity for pupils attending schools.

In response the Councillor noted that funding would possibly be available to those affected.

- North Yorkshire Council have finally commenced utilising their invoicing system therefore the Parish Council could expect an invoice for outstanding costs for streetlight energy and maintenance.

Resolved: That the North Yorkshire Councillor's verbal report be noted.

61. Chair's Report

The Council received a brief report from the Chair noting that he and other Cllr's were hoping to make a start on digging the trench in the Golden Garden for the electricity supply, in conjunction with the Frying Nemo proprietors. An update will be given as soon as is possible on this matter.

Resolved: That the Chair's verbal update be noted.

62. Clerk's Report

The Council received 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; recommendations to consider are noted below. The report is available on the Council's website.

- 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 clerk explained the reasoning behind the request for the penalty as a failing had occurred twice, by two different funeral directors over the last six months.
(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.

A discussion was held, and it was agreed by consensus that the option of an additional bench within the Golden Garden was not permissible as the border

fencing was set to contour the existing benches and the cost to amend to house a new bench was exhaustive.

It was agreed by consensus that a memorial plaque was permissible, to be added to one of the existing benches, and to be completed by an appropriate person.

Resolved: That

- i) this item be deferred to agenda item 68ii)**
- ii) approval be given to place a commemorative plaque on one of the existing benches sited in the Golden Garden; and**
- iii) the clerk's report be noted.**

63. Carlton Village Hall Report

- i) The Council received a verbal report from the Council's representative Carlton Village Hall meetings attended since 1st August 2024, as follows:

The representative noted that there had been some well attended events at the Village Hall, and the diary is looking good for the future.

A number of Health & Safety checks have been completed showing that the Hall is compliant, however there are a small number of points that were raised that could enhance the compliance. These points will be worked on in the near future, but assurance is given to the public that the Hall is safe and suitable for purpose.

- ii) A letter had been received prior to the Parish Council meeting noting concerns by two members of the Village Hall Committee regarding another member, wishing to make the Parish Council aware of the issues.

A discussion was held, and it was agreed that the running of the Village Hall, whilst is of interest to the Council, is not under its jurisdiction, and therefore no comment would be made. It was noted that the issue should be raised directly with the Village Hall Committee, at their next meeting, which is 3rd October 2024 at 7pm.

Resolved: That

- i) the verbal report from the Council's Representative for the Village Hall be noted; and**
- ii) the clerk to respond to the receipted letter indicating the Council's comment be approved.**

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

In the absence of the Line Manager from the meeting, the Chair reported that the clerk's Annual Appraisal was very positive, and thanked the clerk for her work past, present, and future.

The clerk had raised a small number of issues, which had been taken on board, and addressed by the Council.

Resolved: That the Chair's verbal report on the Clerk's Annual Appraisal be noted.

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.

The member of the public attended the meeting and was permitted to make comment, which was relating to the consultation period, which was underway, with a deadline of 30th September 2024.

A discussion was held, and the Council agreed that the clerk should register to permit comment, and use the letter issued to the Secretary of State as a basis for comment.

Resolved: That the clerk register to comment with the consultation within the deadline of 30th September 2024, in objection to the Helios Solar farm Project.

- ii) PCSO Annie Newbould attended the meeting and reported the following on local issues:

- Reports have been made of person/s trying vehicle doors overnight. As arrest has been made and the person in question has been remanded in custody; this arrest is believed to be linked to these incidents.
- There was a report of an attempted burglary on 13th September 2024; this was where a group of males had been dropped off in the village and walked into a resident's house – this is being investigated further.
- An update was given on the recent Drax Power Station protest events, where a robust operation occurred with a large Police presence, who came together at the Holy Family School base. The presence was warranted due to the information received relating to the intended protest; the full protest event was scuppered.

A Cllr raised a point where it had been reported that a number of youth had been seen climbing and 'dancing' on the Golden Garden seating unit roof. The PCSO will investigate this further.

Resolved: That PCSO Annie Newbould's verbal update be noted.

66. Finance Matters

- 66.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st August 2024.

Resolved: That the accounting reports and statements up to 31st August 2024 be approved.

- 66.2 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.)
25/07/2024	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	September 2024 Salary	25/09/2024	668.74	BACS

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

- 66.3 The Council considered 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).

A discussion was held, and it was agreed by all that the contractor should be engaged to complete the repairs to the two remaining walls of the cemetery to conclusion, as finances permitted this action.

A Cllr raised the point that there did not appear to be any employee welfare facilities on site and as such asked that the clerk investigate this and perhaps look to a reduction in overall costs if appropriate.

Resolved: That

- i) the clerk contact the contractor to inform them to complete all of the cemetery wall repairs to conclusion; and
- ii) the clerk investigate the non-appearance of a welfare cabin on site for the contractor workers, and look for a reduction in costs if appropriate.

- 66.4 The Council considered authorisation of the clerk standard hours worked in September 2024.

Resolved: That the authorisation of the clerk's standard hours worked in September 2024 be approved.

67. Planning Matters

- 67.1 The Council considered planning applications received since 1st August 2024.

Signed:

Approved Date:

Minute Ref:

- 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.

Resolved: That no comment be required.

67.2 The Council received the noted 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.

Resolved: That no comment be required.

67.3 The Council considered the noted 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.

Resolved: That no comment be required.

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

Resolved: That this item was resolved at agenda item 65i)

68. Policy Review

- i) The Council reviewed the Cemetery Rules document.

Resolved: That the Cemetery Rules be approved.

- ii) The Council reviewed the Cemetery Charge rates.

A discussion was held, and it was agreed that from the Recommendation to Council from the Clerk's Report (item 62) the penalty charge be added to the charges rates, and applied at the clerk's discretion if the notification is not received within 10 working days of the intended date of interment.

Resolved: That the charge rate of penalty of non, or late notification of interment, of £200.00 be added to the Cemetery Charges, and be applied at the clerk's discretion if the notification is not received within 10 working days of the intended date of interment be approved.

- iii) The Council reviewed the Equal Opportunities Policy.
- iv) The Council reviewed the Grievance and Disciplinary Policy.
- v) The Council reviewed the Pension Policy.
- vi) The Council reviewed the Sickness and Absence Policy.

Resolved: That the documents noted within items iii) to vi) be approved

69. Cemetery

The Council received a verbal update from the clerk regarding the progress of the cemetery walls repairs.

The clerk noted that the two walls that had been approved to be repaired were virtually completed, with just a small number of replacement bricks left to put in place.

The clerk also noted that there were three memorials along the inner wall adjacent to the allotments which may need removing, storing, and replacing, to allow the contractor to safely complete the cleaning and re-pointing of the wall. The contractors would attempt to complete the work safely if possible without having to move the memorials. The family of the memorial which was in front of the most troubling section had been notified of the possible required action; the family member had refused to permit this action, and was attending the meeting.

On further discussion the family member agreed that should the memorial be required to be removed, stored, and replaced, to allow the work to be completed that she be contacted again and kept in the loop constantly whilst the work is being completed. This was agreed.

Resolved: That

- i) **the clerk's update on the progress of the wall repairs be noted; and**
- ii) **the clerk keep the family members, and the Council informed of the progress of the trouble areas of the wall repairs, in relation to the proximity of the memorials to the wall and the possibility of removing the said memorials to allow re-pointing.**

70. Action Log

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

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

71. Training

- i) Cllr Palmer is to complete a Charing Skills Course on 29th October 2024, and the clerk completed a Course on Procurement Law on 17th September 2024.
- ii) The clerk noted that although the Procurement Law course focused on project costs of a greater threshold that Carlton Parish Council had and are completed, it was good to confirm that process and policy are correct and compliant to the Law.

Resolved: That the Training update and feedback be noted.

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.