

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council meeting on Tuesday 26th November 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

89. Apologies for Absence

To receive apologies and consider reasons for absence.

90. Declarations of Interest

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

91. To consider the Minutes of the Parish Council meeting, held on 29th October 2024. (pages 4 -10)

92. To consider the Minutes of the Finance Committee meeting, held on 6th November 2024 (pages 11-12)

Recommendation to Council: That

- i) the re-presented Minutes for the Finance Committee meeting held on 8th October 2024 be considered for approval. (pages 13 - 15)**
- ii) subject the confirmation of any financial effect on the Parish Council relating to NI Contribution changes the draft budget for 2025-2026 be considered for approval; and**
- iii) the Precept demand for 2025-2026 be considered for approval and signed by Chair of the Parish Council.**

93. Neighbourhood Development Plan

93.1 To consider the Minutes of the Neighbourhood Development Plan (NDP) Working Group meeting held on 12th October 2024. (pages 16 -18)

93.2 To receive the Timeline and Action Log reports for the NDP Working Group. (sent by email)

94. North Yorkshire Councillor's Report

To receive the North Yorkshire Councillor's verbal report.

95. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 29th October 2024.

96. 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 since the meeting held on 29th October 2024.

97. Carlton Village Hall Report

To receive a report from the Council's representative Carlton Village Hall on meetings and events attended since 29th October 2024.

98. Communications from the Public

To receive any communications received from members of the public since 29th October 2024.

99. Finance Matters

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

99.2 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.)
28/10/2024	INV-9621	Silica Lodge Garden Centre	Groundworks to Golden Garden	30/10/2024	2,196.00	BACS
24/10/2024	n/a	DR Everatt	Adhoc works to GG & Cemetery	30/10/2024	144.00	BACS
31/10/2024	INV2735	YLCA	Chairing Skill Training for Cllr Palmer	01/11/2024	105.30	BACS
01/11/2024	IN11844165	Npower	Golden Garden Electricity Provision - Final	01/11/2024	315.15	BACS
31/10/2024	n/a	Carlton Methodist Church	October 2024 meetings room rental	01/11/2024	50.00	BACS
08/11/2024	3798	National Rock Salt	42x bags of Rock Salt	11/11/2024	210.00	BACS
08/11/2024	n/a	H Phillips - Clerk	Refund for payment made to The British Legion poppy Appeal - for Remembrance Day Wreath	11/11/2024	150.00	BACS
18/11/2024	537	Selby Industrial Development Ltd	2nd phase of Cemetery Walls Repairs - Final	21/11/2024	23,700.00	BACS
21/11/2024	14875	Autela Payroll Services	Payroll Provision	21/11/2024	110.49	BACS

99.3 Community Grant Funding

i) To consider any Community Grant applications received by the clerk since 29th October 2024.

ii) To consider the amount, threshold, and frequency to apply for the Community Grant Funding.

99.4 Employee Salary

i) To consider authorisation of the clerk's standard hours worked in November 2024.

ii) To consider authorisation of change of salary detail and back pay instruction for the payroll service provider.

iii) To consider the increase in NI Contributions as indicated in the Government's November 2024 Budget announcement.

100. Planning Matters

100.1 To consider planning applications received since 29th October 2024.

- i) ZG2024/1122/HPA – 2 The Pastures, Carlton.
Erection of a two storey side extension to provide new garage at ground level, and master bedroom at first floor following demolition of existing garage.

100.2 To receive any Planning Decisions notified since 29th October 2024.

100.3 To consider any Planning Consultations received since 29th October 2024.

- i) ZG2024/1122/HPA – 2 The Pastures, Carlton.
Erection of a two storey side extension to provide new garage at ground level, and master bedroom at first floor following demolition of existing garage.
Deadline: 20th November 2024 (notified Cllr's on 30/10/24).
- ii) EN0110012 – Light Valley Solar – EA Scoping and Consultation.
Deadline: 9th December 2024 (NOTIFIED Cllr's on 11/11/24).

100.4 To consider the informed closure of Carlton Holy Family High School, Station Road, Carlton.

100.5 To receive an update on ZG2023/0732/OUTM – Broadacres Development, after the NYC Planning Department meeting held on 20th November 2024 at 2pm.

100.6 To consider further requirements/ action relating to the Planning Inspectorate notification and invitation to a preliminary meeting on 3rd December 2024 at 2pm, at The Parsonage Hotel, Escrick, relating to the Enso Green Holdings D Ltd planning application for the Helios Renewable Energy Project.

101. Cemetery

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

102. Action Log

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

103. Training

- i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 29th October 2024.
- ii) To receive feedback from Councillors, or the clerk regarding any training completed since 29th October 2024.

104. Date Future Meetings

104.1 Neighbourhood Development Plan WG: Wednesday, 8th January 2025 at 6pm.

104.2 Parish Council: Wednesday, 8th January 2025 at 7.30pm.

104.3 Finance Committee: Wednesday, 19th February 2025 at 7.30pm.

Item 91.

Minutes of the Carlton Parish Council meeting held on Tuesday 29th October 2024 at 7.30pm, in the school room of Carlton Methodist Church.

Present: Cllr's Lowes, Hawe, Kibble, Land, Palmer, and Taylor.

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

73. Apologies for Absence

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

Resolved: That Cllr's Clayton, Deller, and Quinn's apologies be received, and reasons for absence approved.

74. Declarations of Interest

The Council received a disclosure of personal and disclosable pecuniary interest from Cllr Land on agenda items 80. And 82.5 ii) to be considered at the meeting.

75. The Council considered the Minutes of the Parish Council meeting, held on 24th September 2024.

Resolved: That the Minutes of the Parish Council meeting held on 24th September 2024 be approved.

76. The Council considered the Minutes of the Finance Committee meeting, held on 8th October 2024.

Resolved: That the Minutes of the Finance Committee meeting, held on 8th October 2024 be approved; and

from the Recommendations to Council: -

- i) the Finance Committee's Terms of Reference be approved.**
- ii) the Financial Regulations be approved.**
- iii) the Financial Risk Assessment be approved; and**
- iv) approval be given retrospectively for the cost of essential works relating to the digging of the trench for the electricity supply in the Golden Garden, at a cost of £2196.00**

77. North Yorkshire Councillor's Report

The Council received the North Yorkshire Councillor's verbal report, as follows: -

- There is a meeting of the full North Yorkshire Council in November 2024.
- A concern raised regarding the completion of planning stipulations relating to the landscaping of the extension to the Oddfellows Public House has been received. This has been allocated to an NY Planning Officer who will investigate the matter further.
- A new planning proposal is in the midst for another solar farm in the area, which is larger than the proposed Helios site.

- PCSO Annie Newbould is holding a number of local Police surgeries over the next two weeks, including ones at Drax Social Club, and Carlton Towers Tearooms.

A Parish Councillor asked two questions: -

- Q1: Are NYC are reviewing/ changing the boundaries in the County?
A1: The boundaries of the present Wards are being reviewed/ merged, from 90 to 89 Wards. This is an on-going process and will be reported when completed.
- Q2: Regarding the Holy Family School ground that are owned by NYC, would it be possible to transfer the asset from NYC to Carlton Parish Council?
A2: Yes, if it is something that the Council would consider; the Parish Council would need to complete a Community Request for procurement, sending a formal request to Area 7. If the land is eventually considered and planning passed for building land then the Parish Council could apply to take over the 'Green Space' management.

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

78. Chair's Report

The Council received the Chair's verbal report on meetings and events attended since the meeting held on 24th September 2024, as follows: -

- Attendance at the Village Hall Committee meeting was a worthwhile outing; a summary of findings was presented to the Councillors, by email, and this was issued to the Chair of the Village Hall Committee, with observations and comments included.
- The trench has been completed, and the new electrical supply connected. This was completed by Silica Lodge Garden Centre, and the owners of Frying Nemo.

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

79. 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 since the meeting held on 24th September 2024.
The report is available on the Council's website to view.

The clerk had been notified since issue of the report that Carlton Methodist Church are to hold a Carol Singing around the Golden Garden Christmas Tree on 16th December 2024, with refreshments available at the Church afterwards.

- 1.ii) a discussion was held, and it was felt that there was no clear evidence to prove or disprove that the Cemetery groundwork contractor had caused the damage to the family's memorials, therefore should the family wish to pursue the issue further they should approach the contractor independently. Th clerk will update both parties and supply the contractor's contact details to the family if permission is given to do so.

- 4.i) Three residents have been contacted and all are to have the over-hanging vegetation cut back.

(Recommendation to Council to consider the request of Ms. Taylor to join the petition).

- ii) A discussion was held, and it was voted upon to decide whether or not to join the traffic petition. The consensus was to join.

Resolved: That

- i) **the clerk's report be noted.**
- ii) **the clerk to contact and update the parties involved in the memorial damage issues; and**
- iii) **the clerk to contact Ms. Taylor to notify that Carlton Parish Council wish to join the traffic petition.**

80. Carlton Village Hall Report

The Council received a verbal report from the Council's representative for Carlton Village Hall on meetings and events attended since 24th September 2024, as follows:

- A Halloween event had been well attended and gained good income.
- There are plans to arrange a Christmas Afternoon Tea; details will be posted locally.
- The Village Hall Committee continue to work towards improving the facilities of the Village Hall.

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

81. Communications from the Public

- i) The Secretary to St Mary's (Anglican) Parochial Church Council wrote to the Council requesting that the Council consider including the cutting of the church car park grassed area in its annual groundworks contract. The task has previously been completed by volunteers but due to advancing years they are finding it an impossible task.
Cllr Land has a possible solution to the issue which will be explored and an update given by the clerk at the meeting.

An update was given by the clerk, and a discussion held by the Council.
It was agreed that the clerk is to ask that the groundworks contractor cut the grassed area before Christmas as a gesture of goodwill, and the task will be included in his contract for the coming years.

Resolved: That the clerk speak to the groundworks contractor to request action as noted.

- ii) A member of the public who previously requested permission to place a commemorative bench in the Golden Garden for a renowned village character who had passed away was informed of the resolution of the Council to permit a commemorative plaque to be placed on one of the existing benches. He replied thanking the Council for their decision, and would confirm the design and fixing arrangements.

Resolved: That the thanks and future actions be noted.

- iii) A matter raised by a member of the public received by the clerk after the agenda was issued noted that they were concerned about the regularity and loudness of the sessions of Church bell ringing, more so the Friday night sessions which were two hours long, commencing at 6.30pm.

The clerk had communicated with the resident and a discussion was held at the meeting. It was felt that the resident should attempt to contact the Selby Abbey bell ringers directly to negotiate the matter.

Resolved: That the clerk contact the resident to update them on the resolution of the Council.

82. Finance Matters

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

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

- 82.2 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.)
27/09/2024	S22427	The National Allotment Society	Annual Subscription	01/10/2024	66.00	BACS
27/09/2024	528	Selby Industrial Development Co. Ltd.	Repair works to the West & South cemetery walls	01/10/2024	26,820.00	BACS
29/09/2024	SB20243079	PKF Littlejohn LLP	External Audit - AGAR	01/10/2024	378.00	BACS
30/09/2024	n/a	Carlton Methodist Church	Sept Room Rental	01/10/2024	50.00	BACS
25/10/2024	M7 Wk29	Nest	Pension Contribution		48.76	DD
25/10/2024	M7 Wk29	H Phillips	Clerks October Salary	25/10/2024	668.74	BACS

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

- 82.3 The Council received an update on the Parish Council's grit bins, their status, and the cost of grit salt to cover the Winter 2024-25 period from the clerk, and attending Councillors.

A discussion was held, and it was agreed that the grit bin on Pinfold Lane, Carlton should be replaced, at a provisional cost of £60.00

Regarding the regular checking and maintenance of the existing Parish Council owned grit bins, the clerk suggested that quotes should be obtained from contractors to carry out this task, as storing the bulk grit it a difficult proposal.

A discussion was held, and it was agreed that the clerk complete this action and report back to the Council as soon as is possible.

Resolved: That

- i) **The clerk order a new grit bin for Pinfold Lane, Carlton; and**

- ii) **the clerk obtain quotes for the upkeep and maintenance of the Parish Council owned grit bins, and report the details to the Council.**

82.4 The Council considered provision and cost of the Golden Garden Christmas Tree for the festive period of 2024-25.

Cllr Lowes confirmed that Silica Lodge Garden Centre would once again donation a Christmas tree for the Golden Garden.

They would invoice for the installation and removal of the tree as appropriate, at a cost of £336.00

Resolved: That

- i) **Silica Lodge Garden Centre be thanked for their kind donation; and**
- ii) **The cost of installation and removal of the Christmas tree be approved.**

82.5 Community Grant Funding

- i) No Community Grant applications had been received by the clerk since 24th September 2024.
- ii) The Council considered the amount set for the annual funding provision to the Village Hall Committee for the future, in light of a verbal update from the clerk, and the forthcoming budget setting meeting by the Finance Committee.

A discussion was held, and it was agreed that as the annual grant award had remained at £3000.00 for at least four years, due to inflation the amount should be increased. The consensus was to increase it to £4000.00 as of April 2025.

Resolved: That the Annual Village Hall Committee grant award be increased to £4000.00 as of April 2025 be approved.

82.6 The Council considered authorisation of the clerk's standard hours worked in October 2024.

The Council had been previously made aware of the NALC approved hourly rate increases for Parish Council employees, which would be applied as of November 2024, with back pay from April to October 2024 also being applied.

Resolved: That

- i) **the clerk's standard hours worked in October be approved; and**
- ii) **the NALC approved hourly rate increase be noted.**

83. Planning Matters

83.1 No planning applications had been received since 24th September 2024.

83.2 The Council received the Planning Decision below.

- i) ZG2024/0785/S73 – Land Adjacent to Elmstone House, Low Street, Carlton. Section 73 application to vary condition 02 (approved plans) and 03 (materials) of approved 2021/0108/FUL for proposed erection of a single story dwelling and detached store. – **GRANTED.**

Resolved: That no comment be required.

- 83.3 The Council considered the Planning Consultation received since 24th September 2024, relating to ZG2024/1052/FULM – Battery Energy Storage System and associated infrastructure – Land East of Station Road, Carlton.

Resolved: That no comment be required.

- 83.4 The Council considered the planning appeal below received since 24th September 2024.

- i) APP/U2750/W/24/3347833 – Land east of Broadacres, Mill Lane, Carlton.
ZG2023/0732/OUTM - Outline application (some matters reserved) for development of up to 200 residential dwellings with access to, but not within, the site. Appeal from Hallam Land Management Ltd to the Secretary of State, determined by hearing.
All the representations made to NYC on the application have been forwarded to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.
Deadline is 15th November 2024.

Resolved: That no comment be required.

84. Policy Review

- i) The Council reviewed the Eligibility for Co-option Policy.
- ii) The Council reviewed the Co-option to Vacancies Policy.
- iii) The Council reviewed the Corporate Risk Assessment.
- iv) The Council reviewed the Community Grant Application form.

Resolved: That Policies review within points i) to iv) be approved.

85. Cemetery

The Council received a verbal update by the clerk regarding the progress, and any issues raised, regarding the cemetery walls repairs.

The clerk noted that all walls apart from the front wall were almost completed, with some capping stones and replacement bricks still to be put in place. The front wall (Station Road) has many of the angled bricks requiring replacement and uniformity, as there is a mix of colours and style which have been replaced over the years. The contractor is sourcing the most appropriate options to ensure all are the same, and in good condition.

Many positive comments and observations have been received regarding the work, and improvement to the look of the walls and cemetery.

A concern has been raised by a resident on the Harron Homes estate, whose house is close to the walls, where debris has been left at the wall foot, and new hedging has been damaged.

On investigation, and consultation with the contractor, the debris has been removed, though as it is still a work in progress a final clean-up will be carried out once all works have been completed. The hedging, where possible has been replanted, and any gaps will be filled with new plants on completion of the works. The land where the debris was sited is 'estate' owned public land, and not the resident's private garden.

Checks will be completed by the clerk, and both contractor, resident, and the Harron Homes estate have been contacted regarding this matter by the clerk.

Resolved: That

- i) the clerk's update be noted; and
- ii) the clerk to complete further checks to ensure all is made good at completion of works by the contractor.

86. Action Log

The Council received the Action Log for outstanding actions and updates. Whilst presented at the meeting the Action Log was noted as an older version of the report; therefore the clerk is to forward the correct version as soon as possible to the Council.

Resolved: That

- i) the clerk's verbal update on the Action Log be noted; and
- ii) the clerk to forward the updated version to the Council.

87. Training

- i) The Council received an update on training requests received and/or processed under delegated authority since the meeting held on 24th September 2024.
Cllr Taylor requested to join the NY Highways free training sessions in October 2024.
- ii) The Council received feedback from Cllr Palmer on his training completed on 29th October 2024 for 'Chairing Skills'. He reported that the course was very enlightening, and proved that Carlton Parish Council was run well.

Resolved: That the Training update and feedback be noted.

88. Date Future Meetings

- 88.1 Finance Committee: 6th November 2024 at 7.30pm.
- 88.2 Neighbourhood Development Plan Working Group: 12th November 2024 at 7.30pm.
- 88.3 Parish Council: 26th November 2024 at 7.30pm.
- 88.5 Allotment Working Group: To be confirmed, if required.
- 88.6 Cemetery Working Group: To be confirmed, if required.

The clerk noted that she is unavailable from 15th January to 9th February 2025, and suggested an alternative for the January 2025 meeting schedule. A discussion was held, and it was agreed that the January 2025 meeting schedule should be as follows: -

Neighbourhood Development Plan WG: 8th January 2025, at 6pm.
Parish Council: 8th January 2025, at 7.30pm.

Resolved: That the meeting schedule for January 2025 be approved.

Item 92.

Minutes of the meeting of Carlton Parish Council Finance Committee on Wednesday, 6th November 2024 at 7.30pm at Carlton Methodist Church

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

Attending: H. Phillips – Clerk.

12. Apologies for Absence

All members were present.

13. Declarations of Interest

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

14. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 8th October 2024 for information only.

Cllr Quinn highlighted that Minute point 8. vii) should be amended to remove the Resolution, and update the Recommendation to Council accordingly.

Resolved: That

- i) the amendment to the Minutes be completed prior to presenting the Minutes to the Parish Council on 26th November 2024; and
- ii) the Minutes of the Finance Committee held on 8th October 2024 be approved by the Committee subject to the amendment being completed by the clerk.

Recommendation to Council: That the re-presented Minutes for the Finance Committee meeting held on 8th October 2024 be considered for approval.

15. Accounting Records

- i) The Committee received the Income and Expenditure, and Budget Monitoring reports, Bank Statements, and Reconciliation for consideration up to the 31st October 2024.

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

- ii) There were no Community Group grant applications received since 29th October 2024.
- iii) The Committee considered the draft budget for 2025-2026 presented by the clerk.

A discussion was held, and it was agreed that the clerk should contact the Council's payroll service provider to gather an update on the extent

of effect of changes in NI contributions. The clerk is to update the Committee once the information is gathered.

Recommendation to Council: That subject the confirmation of any financial effect on the Parish Council relating to NI Contribution changes the draft budget for 2025-2026 be considered for approval.

- iv) The Committee considered the Precept demand for 2025-2026.

Recommendation to Council: That the Precept demand for 2025-2026 be considered for approval and signed by Chair of the Parish Council.

16. Date of next meeting

Wednesday 19th February 2025 at 7.30pm.

Item 92i)

Minutes of the meeting of Carlton Parish Council Finance Committee on 8th October 2024, held at 7.30pm at Carlton Methodist Church

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

Attending: H. Phillips – clerk.

1. Election of Chair of Finance Committee

Cllr Taylor was proposed and seconded as elected Chair of the Finance Committee for 2024-25.

Resolved: That Cllr Taylor be the Chair of Carlton Parish Council's Finance Committee for 2024- 2025.

2. Apologies for Absence

All Committee members were present at the meeting.

3. Declarations of Interest

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

4. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 10th April 2024 for information only.

5. Terms of Reference

The Committee reviewed and agreed the Finance Committee Terms of Reference.

Recommendation to Council: That the Finance Committee's Terms of Reference be considered for approval.

6. Financial Regulations

The Committee reviewed the Financial Regulations. A discussion was held, and it was felt that a section should be included to cover the annual monetary and frequency thresholds which apply to the Community Grant Funding that is offered by the Parish Council.

Resolved: That the clerk to draft the additional section, add it to the Financial Regulations, and issue to the Finance Committee prior to presenting the document to the Parish Council for consideration at the meeting scheduled on 29th October 2024.

Recommendation to Council: That the updated draft of the Financial Regulations be considered for approval.

7. Financial Risk Assessment Policy

The Committee reviewed the Council's Financial Risk Assessment Policy.

A discussion was held, and it was agreed that a paragraph should be added to the 'Banks and Banking' section concerning the Financial Services Compensation Scheme (FSCS), pin-pointing the risk, and the actions required should the present £85,000.00 threshold held with one banking facility is exceeded.

Resolved: That the clerk to draft the additional section, add it to the Financial Risk Assessment document, and issue to the Finance Committee prior to presenting the document to the Parish Council for consideration at the meeting scheduled on 29th October 2024.

Recommendation to Council: That the updated draft version of the Financial Risk Assessment be considered for approval.

8. Accounting Records

- v) The Committee received the Income and Expenditure and Budget Monitoring reports, and Bank Statements and Reconciliation for consideration up to the 30th September 2024.

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

- vi) The Committee received the External Auditors report of conclusion to the 2023-2024 AGAR.

The clerk explained that notification had been received from the External Auditor of the requirement for more clarity on Section 6 (expenditure), and the Explanation of Variance. The clerk responded that she was away from work and would fulfil their request on the return to work, however on the return to work a further email had arrived noting that the AGAR for 2023-2024 was now closed off.

There was no deadline noted on the initial email; thankfully the External Auditor did not apply any penalty, and raised the general invoice for the cost of the audit, which has been settled.

A discussion was held, and it was felt, as with the External Auditor, that the Explanation of Variance relating to Section 6 had been too in-depth, but were content that there had been no penalty incurred.

The clerk expressed a wish to work closely with the Chair of the Finance Committee to improve the process for the next AGAR submission.

Resolved: That

- i) **the clerk's update be noted; and**
- ii) **the External Auditor's Report and closure be approved.**

- vii) A Cllr raised a point of discussion relating to the preparation, implementation, and completion of the new electricity supply in the Golden Garden. An attempt had been made to dig the trench however it was not possible to complete this due to the amount of bricks and debris situated in the vicinity. A request of a cost was made to a known contractor to have a mini digger and worker/s complete the task. It was discussed by the Committee members and agreed that the work was imperative,

especially with the Remembrance Service looming, so should be arranged as soon as possible. The cost of £1350.00 exclusive of VAT was agreed, and for retrospective approval to be considered by the Parish Council at the scheduled meeting on 29th October 2024.

Resolved: That the contractor be engaged to prepare, and back-fill the area within the Golden Garden to permit swift installation of the new electricity supply.

Recommendation to Council: That the approval for the costs of the imperative works be retrospectively given at the meeting scheduled for 29th October 2024, at a cost of £1350.00 (exclusive of VAT).

9. Cemetery

The Committee received a verbal update from the clerk regarding the progression for the cemetery walls repairs.

- The contractor had completed the repairs on the two initially agreed walls, with a handful of replacement bricks still requiring installation. They had managed to re-point behind the three previously noted memorial headstone, without the need to have them removed, stored, and replaced; the family member who attended the Parish Council meeting on 24th September 2024 had been notified of this good news.
- An allotment tenant had reported some trampling of a section of their plot, and damage to a compost bin on site, by the contractor/s. The contractor was notified of this and has completed corrective action to amend the situation.
- A welfare unit is now safely in place at the side of Fairfield Avenue.
- The groundworks contractor had reported that an amount of waste mortar was sitting at the base of the walls that had already been repaired; he was concerned that it would flick up and could cause damage to the memorials when he strimmed the grass edges. The building contractor had been contacted regarding this and has completed a clean-up in that area.
- An interment is due to be held at the cemetery on 10th October 2024; the contractor is aware of this and will vacate the cemetery whilst it takes place.

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

10. Funding and Grants

There were no applications received for Community Funding.

11. Date of next meeting: - Wednesday 6th November 2024 at 7.30pm.

Item 93 i)

Minutes of the meeting of the Neighbourhood Development Plan Working Group (NDPWG) on 12th November 2023 at 7.30pm, at Carlton Methodist Church.

Present: Cllr's Palmer, Lowes, Quinn, and Taylor.

Attending: H. Phillips- Clerk, and David Gluck – Consultant.

11. Apologies for Absence

Apologies and reason for absence was received from Cllr Kibble.

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

12. Declarations of Interest

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

13. The Group received the Minutes of the NDPWG meeting held on 3rd September 2024. (for information only)

14. The Council's View of Neighbourhood Development Plans

- i) The WG received a summary from David Gluck of the 'Ourplace' data submitted.

David provided a data chart showing the target areas that were logged by six of the members of the Parish Council. The main areas of concern highlighted from the chart were 'traffic & parking', 'public transport', and 'work and local economy'. As not all of the Councillors had taken the survey it was asked that the link was re-issued to all, and they complete the survey, so that a clearer view is available. All noted points were of concern, as every point had been included by someone.

This chart is intended to be utilised to gauge the opinion of the community in the future.

Resolved: That

- a) the summary of the Ourplace data provided by David Gluck be noted; and**
- b) the clerk to re-issue the link for the survey to all Councillors be approved, so that a fuller view can be assessed.**

- ii) The Group considered the Council's preferred vision on the Plan.

From the data gleaned from the chart there are three main topics of concern/target, but this is not representative of members of the community, only a percentage of the Parish Councillors.

More work is required by the WG to enhance the survey prior to it being issued to members of the community to complete. Once this has been completed and data further data received, the NDP target areas can be defined, and progress made to include and build the Plan.

Resolved: That the WG will work towards a community-wide issue of the survey in the future.

15. Village Community Involvement

The Group considered and identified key representatives from Community Groups and businesses, to be invited to consult/ join the Working Group, which took the form of brainstorming, and list making.

Whilst there were a surprisingly large number of highlighted persons/ groups, it was felt that six key persons should be chosen from the list initially to be approached by the WG members, to join the WG.

The chosen persons are to be contacted by the WG members, explaining simply what the ND Plan is, what the WG and the Parish Council are aiming to achieve, and what their role would be should they agree to join. WG members have been allotted tasks of contacting these persons; the details will be included on an Action Log, to be updated by the clerk, and presented at each meeting.

Resolved: That NDPWG members complete their allotted tasks and update the clerk with their findings, to enable the Action Log to be updated.

16. Community Activities

i) The Group considered and captured ideas for community engagement methods. It was agreed that the following methods should be engaged to communicate to the community: -

- The Parish Council's website.
- A new and specific Community Facebook Page.
- Posts on the Council's and Community noticeboards.
- An explanatory Event at a local venue. (ideally within February 2025)
- A logo design competition, open to local schools and groups.
- Leaflet drop.

The event venue and date are to be explored by the clerk and the Group members updated with the findings.

ii) It was felt that apart from the leaflet drop all of the noted communication options were suitable to be utilised.

ii) The Group considered and agreed the communication plan, and roles to take each idea forward. Each action and person allocated to these activities will be added to the Action Log, which will be updated by the clerk as soon as actions are progressed and/or completed.

Resolved: That the noted community engagement methods (excluding the leaflet drop) be allocated to Group members, who will update the clerk when progress is made, and the Action Log will be updated and presented at the next scheduled meeting be approved.

17. Finance

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

The first batch of Locality Grant Funding has been received and allocated to the consultants, David Gluck and Mike Dando. This funding will take the project until c. June/ July 2025, when further funding can be applied for.

A timesheet log will be provided by the consultant/s to ensure their time is used appropriately and to the fundings remit.

Resolved: That

- i) the finance updates be noted; and
- ii) a timesheet log be produced and completed to manage consultancy hours used.

18. Project Timeline Plan

The Group considered the updated Timeline Plan, with key milestones and actions for the project, presented by Cllr Palmer.

Resolved: That the updated Timeline Plan be noted.

19. 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, with updates from David Gluck.

- i) David Gluck updated the Group with the name of the North Yorkshire Council allocated Planning Officer for the project. Cllr Palmer is to contact the officer to make an informative introduction.
- ii) The National Planning Policy Framework will be issued shortly, and David Gluck suggested this be added as an agenda item for the next scheduled NDPWG meeting.
- iii) David Gluck is to issue the information relating to Designated Assets of Community Value.
- iv) An update was given regarding the status of the Carlton Holy Family School closure. This topic was suggested as an agenda item for the Parish Council meeting scheduled for 26th November 2024.

Resolved: That

- a) the input and updates provided be noted, and listed documents to be forwarded to Group members by David Gluck.
- b) Cllr Palmer to contact the allocated Planning officer; and
- c) the clerk to include the note items on relevant meeting agendas be approved.

20. Communications

- i) To consider the effective communication methods to enable the community to be informed presently, and in the future as the project progresses.

See agenda item 16.

- ii) The Group considered the information presently listed on the Council's website, and the future requirements.

A discussion was held, and it was agreed that Cllr's Palmer, and Lowes, and the clerk work together to ensure the Council's website be suitably populated with appropriate informed and updates.

Resolved: That Cllr's Palmer, Lowes, and the clerk work to populate the Council's website with suitable and appropriate information be approved.

21. Date and Time of Next Meeting

Next meeting: 8th January 2025 at 6pm. (before the Parish Council meeting – 7.30pm)

Resolved: That the frequency of meetings should be every two months initially and this should be reviewed at the end of each meeting.