

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council meeting on 25th March 2025 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.

According to the Openness of Local Bodies Regulations 2014, recording, including filming, audio recording, taking photographs, blogging, tweeting, and using other social media websites is permitted at Parish Council meetings which are open to the public – however, anyone wishing to do so must speak to the clerk prior to the meeting as there are rules that must be followed.

H Phillips

Clerk to the Parish Council

Agenda

136. Apologies for Absence

To receive apologies and consider reasons for absence.

137. Declarations of Interest

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

138. To consider the Minutes of the Parish Council meeting, held on 25th February 2025. at 7.30pm. (pages 4 - 9)

139. To consider the Notes of the NDP Working Group meeting held on 11th March 2025 at 6pm. (pages 10 - 13)

140. North Yorkshire Councillor's Report

To receive the North Yorkshire Councillor's verbal report.

141. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 25th February 2025.

142. Clerk's Report

To receive the clerk's verbal report to update on matters and issues completed by the clerk and/ or raised by the public since the meeting held on 25th February 2025.

143. Carlton Village Hall Report

To receive a report from the Council's representative Carlton Village Hall on meetings and events attended since 25th February 2025.

144. Communications from the Public

144.1 To receive any communications received from members of the public since 25th February 2025, if not dealt with by the clerk.

144.2 To consider the response to the member of public concern raised at the meeting held on 25th February 2025.

145. Finance Matters

145.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 28th February 2025.

145.2 To note the 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.)
28/01/2025	n/a	Carlton Methodist Church	January 2025 Room Rental	15/02/2025	37.50	BACS
25/02/2025	M11 Wk47	H Phillips	Clerk's Feb 2025 Salary	25/02/2025	695.52	BACS
16/02/2025	7204363	Business Stream	Cemetery Water	26/02/2025	40.50	BACS
23/02/2025	CPC/230225	Carlton Village Hall	NDPWG Event - Room Rental	28/02/2025	50.00	BACS
26/02/2025	490072432	NYC - Highways	Green Grit Bin	11/03/2025	150.00	BACS
03/03/2025	n/a	Carlton Methodist Church	February 2025 Room Rental	11/03/2025	62.50	BACS

145.3 To consider any Community Grant applications received by the clerk since 25th February 2025.

145.4 To consider signing the updated bank mandate (to delete a past member).

145.5 To consider engagement of an Internal Auditor for the AGAR process.

145.6 To note the clerk's standard hours worked in February 2025.

146. Planning Matters

146.1 To consider any planning applications received since 25th February 2025.

- i) ZG2025/0075/COU – Horseshoe House, 16 The Pastures, Carlton.
Change of use of domestic garage to hair salon with installation of access door and window.

146.2 To receive any Planning Decisions notified since 25th February 2025.

146.3 To consider any Planning Consultations received since 25th February 2025.

- i) ZG2025/0075/COU – Horseshoe House, 16 The Pastures, Carlton.
Change of use of domestic garage to hair salon with installation of access door and window.
Deadline for comment 4th April 2025.

146.4 To consider any action required relating to the sale of Carlton Holy Family High School.

146.5 To consider any action required relating to the permitted planning application for the Mill Lane, Carlton development.

146.6 Helios Solar Farm Project.

- i) To receive an update regarding the Teams meeting held on 20th March 2025 at 1pm. with Enso personnel, Adrian Lowes, and the clerk.
- ii) To consider any further action required relating to the Helios Solar Farm Project.

147. Document Review

147.1 To consider the updated Community Funding Application document for approval.

147.2 To consider the updated Financial Regulation Policy for approval.

147.3 To consider the Policy for the Recording of Public Council Meetings for approval.

147.4 To consider the updated Cemetery Rules document for approval.

148. Streetlighting

148.1 To receive and update from Cllr Taylor and the clerk regarding the site meeting held on 19th March 2025 with Mr N. Wilson from NYC regarding the Parish Council owned streetlights maintenance and improvements program.

148.2 To consider provision of disposal of the defunct wooden lighting poles.

148.3 To consider any further action required regarding the streetlight improvement program.

149. Action Log

To note the Council's Action Log for outstanding actions and updates. (presented by the clerk at the meeting).

150. Training

No training requests have been received and/or processed under delegated authority since the meeting held on 25th February 2025.

151. Date Future Meetings

151.1 Parish Council: 29th April 2025 at 7.30pm.

151.2 Finance Committee: 13th May 2025 at 7.30pm.

151.3 NDPWG: 14th May 2025 at 7.30pm.

151.4 Annual Meeting of the Parish: 27th May 2025 at 6.30pm.

151.5 Annual Meeting of the Council: 27th May 2025 at 7.30pm.

Item 138

Minutes of Carlton Parish Council meeting held on 25th February 2025 at 7.30pm, in the school room of Carlton Methodist Church.

Present: Cllrs Clayton (Vice-Chair), Hawe, Land, Palmer, Quinn, and Taylor.

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

119. Apologies for Absence

The Council received an apology and reason for absence from Cllr Lowes.

Resolved: That Cllr Lowes' apology be noted and reason for absence approved.

120. Declarations of Interest

The Council received a disclosure of personal and pecuniary interest from Cllr Land on matters to be considered at the meeting. (agenda point 129)

Resolved: That Cllr Land's disclosure of personal and pecuniary interest relating to point 129 be noted.

121. Councillor Vacancy

i) The Council considered the eligible application received for the role of Parish Councillor, under the Co-option process, from Mr M. Hancock.

A discussion was held, and with no objections, Malcolm Hancock was welcomed to Carlton Parish Council in the role of Councillor.

ii) The clerk witnessed the signing of required documents by Cllr Hancock.

Resolved: That

i) **Cllr Malcolm Hancock be approved and welcomed as member of Carlton Parish Council; and**

ii) **the clerk to forward the appropriately signed document to the Local Authority.**

122. The Council considered the Minutes of the NDP Working Group meeting held on 8th January 2025 at 6pm.

Resolved: That the Minutes of the NDP Working held on 8th January 2025 be approved.

123. The Council considered the Minutes of the Parish Council meeting, held on 8th January 2025 at 7.30pm.

Resolved: That the Minutes of the Parish Council meeting held on 8th January 2025 be approved.

124. The Council considered the Notes of the NDP Working Group meeting held on 13th February 2025.

Resolved: That the Notes of the NDP Working Group meeting held on 13th February 2025 be approved.

- 125.** The Council considered the Minutes of the Finance Committee and the following Recommendations to Council, from the meeting held on 19th February 2025.

Recommendations to Council: That

- i) the funding application from Carlton Village Hall for £3000.00 be approved for payment.
- ii) the Council's Rolling Asset Register be considered for approval; and
- iii) the Council's Reserves Policy be considered for approval.

An attending member of the public requested to comment on the matter of the request for funding from Carlton Village Hall Committee; the Vice-Chair agreed to permit the question.

The member of public questioned the validity of the provision of funds to a charitable group, when he believed the trustees of the charity have 'free rein' of the use of the Village Hall, and being that it is a 'not for profit' organisation, it was not appropriate action.

A Cllr requested point of order, noting that although the member of the public had been given permission to comment the question had not been submitted to the clerk prior to this meeting, as is Carlton Parish Council policy. Due to this point it was agreed that a response be considered at the next scheduled meeting.

Resolved: That

- i) **the funding application received from Carlton Village Hall Committee for £3000.00 be approved.**
- ii) **the Council's Rolling Asset Register be approved.**
- iii) **the Council's Reserves Policy be approved.**
- iv) **the Minutes of the Finance Committee meeting held on 19th February 2025 be approved; and**
- v) **the Council consider the response to the member of public's question at the next scheduled Parish Council meeting (25th March 2025).**

126. North Yorkshire Councillor's Report

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

- There is to be a further meeting regarding the Helios solar farm project planning application with the Planning Inspectorate on 3rd March 2025.
There has been new personnel within the Planning Inspectorate, and it was suggested that as so the assessment process should be re-started, but this has been rejected, and the present application assessment and consultation is to continue.
- The planning application for the Mill Lane, Carlton development has been approved. No contractor has been allied to the development yet.
- An amendment to the NYC 2025-2026 budget suggested at a recent meeting has not been permitted and the draft budget is to continue to review.

- Regarding the Scarborough Water Sports Centre – a loan of £8 million provided to the Centre provided by Scarborough Borough Council has had to be written off. This means the deficit will affect the NYC budget.
- No decision has been made regarding the Scarborough Harbour project; accounts have not yet been approved for the forthcoming five years.
- There is to be a 29% increase in water bills.
- NYC are intending a £1 million spend, to provide three large dwellings for refugees in the County.

A Cllr asked if Cllr Jordan had achieved any progress on the replacing of the bus shelter in Carlton adjacent to the St. Mary's bungalows.

Cllr Jordan was intending to raise this at the NYC meeting on 26th February 2025.

Resolved: That the North Yorkshire Councillors verbal report be noted.

127. Vice-Chair's Report

The Vice-Chair had not attended any meetings or events since the meeting held on 8th January 2025.

128. 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 8th January 2025, as follows: -

- A previously purchased burial plot in the Council's cemetery has been given up, as the purchaser has moved overseas and no longer required the plot for the future. No refund was required.
- A request has been made to the Lincolnshire Co-operative Group for funds towards top up bark and spring bulbs, for the Golden Garden. (the clerk is awaiting a response)
- The Waste Transfer note has been completed and returned to NYC for the Cemetery waste bins contract for 2025-2026.
- An email was received relating to amnesty Knife Drop Bins, which have been placed in Selby (Micklegate area) and Tadcaster. Further negotiations are underway for an additional bin for Sherburn-in-Elmete.
- A request for an update to the availability of CIL and S106 funds has been made to NYC. The response received was that due to a personnel change there is a hefty backlog, and hopefully monies (if applicable) would be issued to the relevant Councils in, or around April 2025.
- The clerk questioned NYC Planning regarding clarification on which Parish Council should deal with planning applications and consultations if there is a crossover in remit areas (for example West Bank, Carlton, has a DN14 postcode, but also falls under Hirst Courtney & West Bank Parish Council's remit). NYC responded that should there be dual area application relevance both Parish Councils would be notified.
- In the accounting records, an additional tab has been added and will be populated to show and control any expenditure from the NDP Working Group for the present project. This can all be reclaimed in the next funding application to the Government body handling this process.

- The clerk informed the Council that the resignation had been tendered to Hirst Courtney Parish Council for the role of clerk which she also held.

Resolved: That the clerks verbal report be noted.

129. Carlton Village Hall Report

The Council received a verbal report from the Council's representative Carlton Village Hall on meetings and events attended since 8th January 2025.

- The Village Hall has had new internal doors, new blinds to the windows, internal walls and ceilings have been re-painted, and enhancements to the emergency lighting have all been completed.
- The Fire Brigade updated inspection has been arranged; noting that the Hall was compliant with legislation previously, but suggested enhancements have been completed. These improvements will see the Hall compliant for the next ten years.
- An update was given on the reasoning for the funding request and intended expenditure for the project. The present aged fencing is rotten at its base; a new green mesh fence and locking gates will provide longevity to the security and look of the playing field area.

A Cllr asked when/ why the play park area was removed from the Village Hall playing field.

It was stated that it was believed to have been removed in the 1990's, as it was requiring updating due to state and new Health & Safety legislation, which was too expensive at the time.

Resolved: That the verbal report provided by the Council's Village Hall Representative be noted.

130. Communications from the Public

The clerk/ Council had not received and communications from members of the public since 8th January 2025.

131. Finance Matters

131.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st January 2025.

Resolved: That the accounting records up to 31st January 2025 be approved.

131.2 The Council reviewed the 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.)
09/01/2025	ZA306358	ICO	Data Protection Cover	09/01/2025	£35.00	DD
25/01/2025	M10 Wk43	H Phillips	January 2025 Salary	12/02/2025	£695.52	BACS
13/02/2025	4676	Print Plus Ltd	Flyer Printing for NDPWG Event	13/02/2025	£88.00	BACS
14/02/2025	SI-1002784	Create TVT Ltd	Flyer Distribution for NDPWG Event	14/02/2025	£180.00	BACS
15/02/2025	2x invoices	Amazon Uk	Stationary Items for NDPWG Event	15/02/2025	£66.33	Card

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

- 131.3 The Council considered the Community Grant application from Carlton Youth Club, who requested £150.00 funding, to go towards sports equipment. All the relevant and correct documentation was received alongside the application by the clerk.

Resolved: That the community funding application made by Carlton Youth Club, for £150.00 be approved.

- 131.4 The Council considered the replacement of the solar lights at Convent Walk, Carlton.

Nine of the ten solar lights fixed along Convent Walk, Carlton have been 'removed' A discussion was held, and it was agreed that the topic be deferred until the latter end of the Summer.

It was requested that the clerk explore the Diocese's involvement, and responsibility in the matter, and report back to the Council.

Resolved: That

- i) **The matter be deferred until the latter part of the Summer season; and**
- ii) **The clerk explore the Diocese's involvement and responsibility of Convent Walk, Carlton, and report to the Council the findings.**

- 131.5 To note the clerk's standard hours worked in January 2025.

Resolved: That the clerk's standard hours worked and paid in January 2025 be noted.

132. Planning Matters

- 132.1 The Council considered the planning application received since 8th January 2025.

- i) ZG2025/0005/HPA – 18 West Bank, Carlton.
Erection of a ground and first floor extension and balcony.

Resolved: That no comment be required.

- 132.2 The Council received the Planning Decisions notified since 8th January 2025.

- i) ZG2024/0330/FUL – Land at Jandrem, Hirst Road, Carlton - GRANTED.
Erection of building for business/ industrial Class B2.
- ii) ZG2024/1091/HPA – Pinewood Rise, Low Street, Carlton – GRANTED.
Erection of a fence following hedgerow removal.

Resolved: That the Planning Decisions be noted.

- 132.3 The Council considered the Planning Consultation received since 8th January 2025.

- i) ZG2025/0089/FUL – Abbey Coachways, Meadowcroft, Low Street, Carlton.
Demolition of former bus depot building and erection of 7x terraced houses, (following a previous approval 2010/0064/REM.
Deadline for comment 5th March 2025.

Resolved: That no comment be required.

- 132.4 The Council considered any further action required relating to the received Planning Inspectorates correspondence on the Helios solar field project.

A discussion was held, and it was agreed that a letter/ response should be issued noting that Carlton Parish Council do not concur with the timeline and comment on the correspondence received from the Planning Inspectorate. The Council also request that an invitation be issued within the noted correspondence for a request of their attendance at a future Carlton Parish Council meeting to discuss that matter further.

Resolved: That

- i) the clerk issue a letter of non-concurrence of the timeline and comment to the correspondence received; and**
- ii) an invitation to attend a future Parish Council meeting be issued to permit further discussion on the matter.**

132.5 The Council considered response to the correspondence received from David Hammond from the Opinion Research Services relating to the Traveller sites. (issued by email previously)

A discussion was held, and it was agreed that individual Cllr's should complete the questionnaire link attached to the issued email.

Resolved: That individual Cllr's to complete the questionnaire via the link provided be approved.

133. Action Log

The clerk presented the Council with the updated Action Log.

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

134. Training

No training requests have been received and/or processed under delegated authority since the meeting held on 8th January 2025.

The clerk updated Cllr Hancock on the process and opportunities available for training under the Council's budget.

Resolved: That the clerk's update on training be noted.

135. Date Future Meetings

135.1 NDP WG: Wednesday, 11th March 2025 at 7.30pm.

135.2 Parish Council: 25th March 2025 at 7.30pm.

135.3 Finance Committee: 13th May 2025 at 7.30pm.

Item 139

Notes for the meeting of the Neighbourhood Development Plan (NDP Working Group) on 11th March 2025 at 7.30pm, at Carlton Methodist Church.

Present: Cllrs Palmer (Chair), Hancock, Kibble, Quinn, and Taylor, and D. Gluck (consultant).

In attendance: H. Phillips – clerk, and one member of the public.

37. Apologies for Absence

The Group received apologies from Cllr Lowes, and Ms A. Proctor, and considered their reasons for absence.

Resolved: That the apologies from Cllr Lowes, and Ms A. Proctor received and their reasons for absence be approved.

38. Declarations of Interest

The Group received a disclosure of personal and prejudicial interest from Cllr Hancock on matters to be considered at the meeting., due to his involvement with Carlton Village Hall and the Parish Council allotments.

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

39. The Notes from the meeting held on 13th February 2025 were received, for information only.

40. Presentation and Analysis of data from the Community Event, held on 23rd February 2025

Various information sheets, data and spreadsheets were presented to show the findings from the NDPWG event. These will be provided to all Council members, and will be available on the Council's website, and in the Noticeboard at the Golden Garden.

- i) The Group received the data analysed by Cllr Palmer from the event. The document, 'Carlton NDP 23 Feb 2025 Comment and Analysis' was produced and will be available to view on the Council's website.

The event was comparatively well attended with 79 persons logged. The general feedback is that although some did not know what a Neighbourhood Development Plan was the information available was very good and lent itself to a more rounded understanding of the intention and process.

Participation in the competition held was good, with visual interpretations of what the children want for the Parish for the future. Prizes of £30.00, £20.00 and £10.00 in Amazon vouchers were awarded to Marcie (Play Area/ Park), Lily (Swimming Pool), and Lucas (Sports Hall), (respectively), with Izzy coming in a close forth (Dance Practice). Congratulations to the top three and well done to all who took part.

A tab on the above mentioned document notes peoples 'Wants & Not Wants'

There were 420 comments in total, which are split into specific categories.

This is quite an extensive list of positives and negatives, with many categories, and as such the document will be viewable on the Council's website.

This forms a good starting point as consultation evidence and gives a great

basis to work on for the future Plan.

Overall analysis of findings is shown below; these are the attendees' opinions.

Rank	Net Priorities	Score	Category
1	Better & later bus transport	21	Public Services
2	Better Traffic Control	21	Public Services
3	Larger, Safe Public Play Park	16	Public Services
4	Less Solar Farms & BESS	16	Industrial and Agriculture
5	Keep Carlton a Village community	14	Residential and Housing
6	More Schools	12	Public Services
7	More Green spaces	12	Industrial and Agriculture
8	Small Houses & Developments	12	Residential and Housing
9	Crime Prevention	10	Public Services
10	Better Doctors	9	Public Services

- ii) The Group received the data analysed by David Gluck from the event.

David dealt with the data from the maps, and the 'Our Space' data gathered at the event. There are comparisons from 2024 and 2025 plus a graph showing specific concerns/ improvements by a group of under 16's.

The highest category noted as an issue was 'Moving Around, which is pavements, crossings and accessibility.

There are comparative charts/ graphs which show the areas that have the most concern or desire for the most improvement.

These documents will be available to view on the Council's website, and in the Noticeboard.

One of the reoccurring themes is that people want more Greenspace/ playparks. The great message is also that people want to keep Carlton 'a village' with village life being paramount to many.

- iii) The Group considered the analysed data, in open discussion form, as follows:

David Gluck noted that from the data gathered highways issues are not part of the Planning Policy, but can be dealt with through design development.

Buses and Transport is also not part of Policy however the public can lobby NYC for these improvements/ issues.

The member of public who attended the meeting noted that the layout of the NDPWG Event and information available was very good. He felt that the event was well attended, and interest can only improve via extended information and knowledge from word of mouth.

- iv) The Group considered future utilisation of the data gathered from the event.

Moving forward the next target would be site specific Plan items, and a list of what's here already.

Positives (For) suggested locations that could possibly be used for improvements, development, and protection.

Negatives (Against) – housing was found to be a very emotive topic and was where much of the ‘against’ data was targeted upon.

Other areas to be considered are:

- Recreation sites.
- Heritage sites.

It was agreed that the continuance of the ‘Our Space’ data gathering tool was imperative; it will allow comparison over the months where data and choice may change as more people get involved and understand the concept.

The clerk noted that the ACON design code assistance has not yet been received; there was some confusion as an ‘alternative Carlton’ was mixed up with our Carlton.

(N.B. notification has now been received noting that demand for their service was incredibly high, and the option has been closed at present to Carlton Parish Council. (12th March 2025))

David Gluck noted that going forward each ‘theme’ would need exploring, and researching further; this would be completed as task based allocation to the Group members (sub-groups). The sub-groups are to be set at the meeting scheduled for May 2025.

A suggestion and offer by Cllr Quinn was that she would gather/ collate a host of local photographs which could then be used to enhance the design document for the Plan.

Resolved: That

- i) **all data presented be made available for the Parish to access.**
- ii) **the data analysers and meeting attendees be thanked for their input.**
- iii) **the Group thanked all persons who contributed and helped at the NDPWG event on 23rd February 2025.**
- iv) **the Lincolnshire Co-operative store be thanked for providing refreshments for the event; and**
- v) **Cllr Quinn gather and collate photographs of the village for future use in the Plan.**

41. Finance Update

- i) The Group received an update from the clerk on the funding process.
- ii) The clerk noted that expenditure allotted to the costs from the NDPWG are noted in the Parish Councils accounts records, and a separate spreadsheet is included in those records to enable clear and easy reclamation of the expenditure at the next application for Locality funding.
- iii) The Group received an update from the clerk on current expenditure totals allied to the NDP.
The clerk noted that Locality had emailed requesting a report on how the first tranche of funding has been spent. All of the funds were allocated to the consultancy fees which have been invoiced, and paid out. The clerk is to complete and return the report forthwith.

Resolved: That the clerks verbal update on expenditure and funding be noted.

42. Review Action Log and Timeline Plan

35.1 The Group considered the updated Action Log.

35.2 The Group considered the updated Timeline Plan.

Resolved: That

- i) the updated Action Log and Timeline Plan be approved; and**
- ii) the post meeting update will be issued to the Group and presented to the Parish Council at the next scheduled meeting.**

43. Date and Time of Next Meeting

Wednesday 14th May 2025 at 7.30pm. – Carlton Methodist Church.