

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council meeting on 29th April 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

152. Apologies for Absence

To receive apologies and consider reasons for absence.

153. Declarations of Interest

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

154. To consider the Minutes of the Parish Council meeting, held on 25th March 2025 at 7.30pm. (pages 4 -11)

155. North Yorkshire Councillor's Report

To receive the North Yorkshire Councillor's verbal report.

156. Chair's Report

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

157. 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 March 2025.

158. Carlton Village Hall Report

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

159. Communications from the Public

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

160. Finance Matters

160.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st March 2025.

160.2 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.)
31/03/2025	INV1034016	Narkedesign Ltd	Annual Website Domain Cost	01/04/2025	240.00	BACS
25/01/2025	Jan-25	Nest	Pension Contribution	23/01/2025	50.72	DD
25/03/2025	M12 Wk51	Nest	Pension Contribution	26/03/2025	50.72	DD
25/03/2025	M12 Wk51	H Phillips - Clerk	March 2025 Salary	25/03/2025	695.52	BACS
26/03/2025	INV-0694	Silica Lodge	Christmas tree works+ new fencing	02/04/2025	513.60	BACS
28/03/2025	17003654	NYC	Cemetery Business Rates	03/04/2025	344.31	BACS
31/03/2025	n/a	Carlton Methodist Church	March Room Rental	03/04/2025	37.50	BACS
31/03/2025	LCO02841	Clear Insurance Management Ltd	Parish Council's Insurance Premium	03/04/2025	1,424.19	BACS
01/04/2025	96030	NYC	Cemtery Waste Collection Contract	14/04/2025	1,031.82	BACS
01/04/2025	INV-3673	YLCA	Annual Subs	03/04/2025	654.00	BACS
03/04/2025	15283	Autela Payroll Services Ltd	Payroll	10/04/2025	129.65	BACS
25/04/2025	M1 Wk3	H Phillips - Clerk	April 2025 Salary	25/04/2025	695.52	BACS
22/04/2025	M1 Wk3	P32 - PAYE	April - May 2025	24/04/2025	46.12	BACS
25/04/2025	M1 Wk3	Nest	Pension Contribution		50.72	DD
06/04/2025	n/a	DR Everatt	Groundworks Contract		4,800.00	BACS

160.3 To consider any Community Grant applications received by the clerk since 25th March 2025.

160.4 To consider the streetlighting costs provided by the clerk (from NYC) for wooden pole removal and other small works.

160.5 AGAR 2024-2025 (to be presented by the clerk at the meeting)

- i) To consider approval of the Annual Governance Statement 2024-2025
- ii) To consider approval of Section 2 – Accounting Statements 2024-2025;
- iii) To consider approval of the Exercise of Public Rights document for publishing.

160.6 To consider the updated Land Registry Transfer paperwork, presented for signing at the meeting by the clerk, relating to the sale of the Gravel Hole Field.

160.7 To note the clerk's standard hours worked in March 2025.

161. Planning Matters

161.1 To consider any planning applications received since 25th March 2025.

- i) ZG2025/0189/HPA – Claypit Gatehouse, Low St. Carlton.
Boundary walls and metal powder-coated gates installation.
(Also a consultation notice received – deadline 21/04/2025)
- ii) To consider any further action relating to:
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.

161.2 To receive any Planning Decisions notified since 25th March 2025.

- i) ZG2024/1249/S73 – Land Adjacent to Elmstone House, Low St. Carlton
Section 73 application to vary conditions 02 (approved plans), 03 (materials) and 10 (drainage) of approved 2021/0108/FUL – proposed erection of a single storey dwelling and detached store – GRANTED
- ii) 2023/0229/FUL – Londis. High St. Carlton.
Erection of 6x apartments on brownfield site - REFUSED

161.3 To consider any Planning Consultations received since 25th March 2025.

See Planning Applications for detail (emailed prior to the 21/04/25 deadline date)

162. Action Log

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

163. Training

A training request has been received from the clerk, to request attendance on a webinar relating to S106 and CIL funding on 11th June 2025, at a cost of £27.40

164. Date Future Meetings

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

164.2 NDPWG: 14th May 2025 at 7.30pm.

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

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

Item 154

Minutes of the Carlton Parish Council meeting held on 25th March 2025 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.

Present: Cllr's Lowes, Clayton, Hancock, Hawe, Land, Palmer, Quinn, and Taylor.

In attendance: H. Phillips – Clerk, and four members of the Public.

136. Apologies for Absence

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

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

137. Declarations of Interest

The Council received disclosures of personal and disclosable pecuniary interests from Cllr's Hancock and Land on matters relating to agenda items 143. and 144.2 to be considered at the meeting.

Resolved: That Cllr Hancock and Land's Declaration of Interest be noted.

138. The Council considered the Minutes of the Parish Council meeting, held on 25th February 2025 at 7.30pm.

The clerk noted that the original draft Minutes had been amended in relation to item 125.1, and the updated version issued for consideration at this meeting.

Resolved: That

- i) the clerks update be noted; and
- ii) the Minutes of the Parish Council meeting held on 25th February 2025 be approved.

139. The Council considered the Notes of the NDP Working Group meeting held on 11th March 2025 at 6pm.

Resolved: That the Notes of the NDP Working Group meeting held on 11th March 2025 be approved.

140. North Yorkshire Councillor's Report

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

- Changes to policy on school pupil transportation have raised some public opposition. Due to come into effect in 2028, the subject will be on the North Yorkshire Council's future meeting agenda to re-dress the matter.

- Cllr Jordan attended the meeting on 10th March 2025 (one of three held) at Escrick, by the applicant for the proposed Helios Solar Farm Project. The allocated Planning Inspectorate member has been replaced due to ill health; the process continues with the newly appointed Inspector. Noting that in the last few days a further four applications have been received for smaller scale solar farm projects, three of which are at Wistow, and off Selby Road, Camblesforth (A1041).
- There is a burnt out car on Hanger Lane; the authorities have been made aware of this.
- i) A Cllr raised a question regarding the SEND School being constructed at Osgodby, relating to reports of issues with its progress. Cllr Jordan responded that he was only aware there was an issue with funding and the progress of the building is delayed due to this.
- ii) A Cllr asked about the news issued regarding a crossing point in Carlton adjacent to the Co-operative store. Cllr Jordan responded that funds were allotted for a safety zone/ public refuge crossing. This is on-going at the position of that refuge is to be assessed and decided.

Resolved: That the County Councillors verbal report be noted.

141. Chair's Report

The Council received the Chair's brief verbal report on meetings and events attended since the meeting held on 25th February 2025.

The Chair had taken part in a Teams meeting on 20th March 2025, along with the clerk and representatives from Enso (Helios Solar Farm Project applicant). This is dealt with at agenda point 146.6 i).

The Vice- Chair attended the Drax liaison meeting, held on 3rd March 2025. A transcript of the meeting can be found on the Council's website.

Resolved: That the Chair and Vice-Chairs verbal reports be noted.

142. 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 February 2025, as follows:

- The revenue from the cemetery services will amount to £1520.00 in March 2025 coming from one additional inscription, two plot purchases, and one interment.
- An email received from a member of the Parish enquiring about the recently permitted outline planning application for the development on Mill Lane, Carlton was responded to by the clerk, as follows:
The full planning application is still to be approved and once that occurs and a contractor is allotted to the development the Parish Council can assess and to some extent work with the contractor and authorities to achieve a mutually amenable development.

- An email was received from a member of the Parish in concern for the state of the surface of Convent Walk, Carlton. The clerk is to contact the Diocese to request improvement of the surface, and the lighting in that area, as Convent Walk comes under their remit.
- The clerk of Eggborough Parish Council contacted the clerk to request information on banking provider and Internal Auditor used by Carlton Parish Council.
- An invoice in query by the clerk from Amazon EU has been resolved and will be included in the Invoice Authorisation section of the April 2025 agenda.
- A member of the Parish verbally requested that the Parish Council plant trees in the Cemetery to enhance it's look. This was considered by the Cllr's and unanimously rejected due to the possible disruption to graves, paths, and walls/ buildings within the Cemetery.

Resolved: That

- i) **the request to have trees planted within the Cemetery be rejected; and**
- ii) **the clerks verbal report be noted.**

143. Carlton Village Hall Report

The Council received a report from the Council's representative for Carlton Village Hall on meetings and events attended since 25th February 2025 as follows:

- It was noted that the Village Hall has had a very busy month for bookings and events, with a band/ music night (this was unfortunately not well attended despite much advertisement), a Tea Dance, and a Family Night.
- More improvements have been carried out to the internals of the Hall, with new blinds, ceiling painting, and for the future, new stage curtains.

Resolved: That the verbal report from the Council's representative for Carlton Village Hall be noted.

144. Communications from the Public

144.1 There were no additional communications received from members of the public since 25th February 2025, other than those dealt with by the clerk, noted in her verbal report..

144.2 The Council considered a response to the member of the Public who raised concerns regarding the Carlton Village Hall and its Committee, at the meeting held on 25th February 2025.

A discussion was held, with the Chair updating the attending Cllr's on further communications received by the same member of Public on 24th March 2025.

As noted by the clerk, by email, and reiterated by the Chair at the meeting, the Village Hall and its Committee are not the remit of the Parish Council.

Relating to the Parish Council's grant funding process, in general, and the annual funding to the Village Hall, the Chair gave clarification that the Council's grant system requests that the financial records, and accounts are provided by the applicant, and are checked by the clerk and Cllrs prior to the application being considered at a Parish Council meeting.

The Parish Council complete due diligence for the financial aspect of grant applications; the Village Hall Committee manage the Health & Safety aspect, and all other aspects of the Village Hall.

The Chair, and attending Cllr's agreed with these statements and requested that the clerk respond to the member of Public with the said clarifications in relation to their and the Village Hall remit.

Resolved: That the clerk respond to the member of Public in clarification of responsibilities of the Parish Council, relating to the Village Hall and its Committee be approved.

145. Finance Matters

- 145.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 28th February 2025.

Resolved: That the accounting records up to 28th February 2025 be approved.

- 145.2 The Council noted the payments made by the clerk under delegated authority; two signatories checked and signed the noted invoices.

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

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

- 145.3 The Council considered the Community Grant application received by the clerk from Carlton Playgroup for £500.00, for Summer equipment and activities. The required documents were received and checked.

It was noted that the Playgroup had received £150.00 funding in August 2024 from the grant funding system.

A discussion was held, and it was agreed that the maximum permitted within a six month period was £250.00, therefore all Cllrs agreed to permit a £250.00 funding payment to be made to the Playgroup by the clerk on behalf of the Parish Council.

Resolved: That the Council approve £250.00 funding payment to be awarded to the Carlton Playgroup.

- 145.4 The Council considered the updated bank mandate (to delete a past member).

Resolved: That the required signatories sign the updated bank mandate to delete a past member be approved.

- 145.5 The Council considered the Insurance provider's quote for renewal of the policy for 2025-2026.

A discussion was held, and it was agreed that the clerk is to forward the Council's updated Asset Register to the service provider as the removal and addition of assets may mean that the premium quoted differs from the original.

Resolved: That

- i) the clerk issue the updated Asset Register to the service provider in order to assess the premium; and
- ii) the clerk issue payment within the requested timeframe to ensure the Council's insurance policy is renewed.

145.6 The Council considered the engagement of an Internal Auditor for the AGAR process.

Resolved: That the clerk contact the previously engaged Internal Auditor to request his services for this year's AGAR process be approved.

145.7 The Council noted the clerk's standard hours worked in February 2025.

The clerk informed the Council that seven hours of holiday allowance were included in the March salary figures; this concluded all outstanding holiday allowance for the year.

Resolved: That the clerks hours worked, and holiday allowance included in the March 2025 salary be noted.

146. Planning Matters

146.1 The Council considered the planning application received since 25th February 2025.

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 No Planning Decisions were received since 25th February 2025.

146.3 The Council considered the Planning Consultation received since 25th February 2025.

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.

Relating to points 146.1 and 146.3, a discussion was held, and the Cllr's raised concerns regarding the provision of parking, additional vehicle flow, shop front image, the possibility of request to expand the business should planning permission be given by the authority, and the fact that the plans submitted showing the elevation do not match the present footprint.

Resolved: That the clerk issue a letter of objection and log this with NY Planning Department within the required deadline.

146.4 The Council considered any action required relating to the sale of Carlton Holy Family High School.

Cllr Palmer gave update to the Council to the situation so far with the High School, as follows:

The Carlton Holy Family High School is offered for sale for 'in the region of' £2,000,000.00 There have been no interested parties come forward to make an offer as yet.

The Diocese are looking at the possibility of leasing the building and owned grounds per month, as an option.

Resolved: That no further action be required.

- 146.5 The Council considered any action required relating to the permitted planning application for the Mill Lane, Carlton development.

A discussion was held, and it was agreed that as the Planning Department had authorised Outline Planning Permission, the Parish Council should be vigilant for the next stage of the Planning process, where potentially Full Planning Permission (may) be given.

The development would then need to have a contractor allocated, and at that point the Parish Council could liaise with Planning Officers, and the contractor, to a mutually agreeable resolution.

S106 funding notification should be monitored for fund availability under this process.

Resolved: That the Parish Council monitor the Planning process for this development and consider further actions at a future meeting.

- 146.6 Helios Solar Farm Project.

- i) The Council received a brief update from Cllr Lowes/ clerk regarding the Teams meeting held on 20th March 2025 at 1pm. with Enso personnel, Adrian Lowes, and the clerk, as follows:
- The Teams meeting highlighted the point that the Statement of Common Ground (SoCG) to include Parish Councils was unusual but was instigated by the Planning Inspectorate. It was stated that should the Parish Council not agree to the SoCG a letter should be issued to the applicant and the Planning Inspectorate noting as such.
 - The gist of the meeting, which was very helpful and aimable, was that should the Planning Inspectorate recommend, and the Secretary of State pass the project it would go ahead as planned. The project would have a publicised and named point of contact so that any issues could be raised and mutually resolved (within reason). The contracts manager detail would be available for all to view and therefore all would be able to raise operational issues, (ones that can be resolved), for instance, issues with traffic management, noise management and the like.
 - During the discussion it was agreed that the Parish Council could not find a reason for mutual agreement so a letter should be drafted to that effect.

Resolved: That the Chair and clerk's update be noted.

- ii) The Council considered any further action required relating to the Helios Solar Farm Project.

Resolved: That the clerk raise a draft letter, issuing it to the Councillors by email, and sending it to the project applicant and the Planning Inspectorate subject to agreement by the Councillors.

147. Document Review

- 147.1 The Council considered the updated Community Funding Application document for approval.

Resolved: That the Community Funding Application document be approved.

- 147.2 The Council considered the updated Financial Regulation Policy for approval.

Resolved: That the Financial Regulation Policy be approved.

- 147.3 The Council considered the Policy for the Recording of Public Council Meetings for approval.

A discussion was held, and a suggested wording amendment to paragraph 4 was agreed.

Resolved: That the Policy for the Recording of Public Council Meetings be approved.

- 147.4 The Council considered the updated Cemetery Rules document for approval.

A discussion was held, and a suggested wording amendment to paragraph 1.6 was agreed.

Resolved: That the Cemetery Rules document be approved.

148. Streetlighting

- 148.1 The Council received a verbal 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, as follows:

- There are 10-11 SOX lamped streetlights which should be the next items to be updated to LED lamps, and new columns.
- The streetlight situated along Convent Walk needs to have the lamp replaced to a LED lamp (lantern only) at a cost of c. £550.00
- (the resident concerned needs contacting by the clerk to request that the vegetation hanging over Convent Walk be cut back)
- 5x wooden lighting poles in varying locations (Low Street based area) which are obsolete need removing, disposing off, and the ground made good and safe to the public.
- NYC are to remove the obsolete lantern head and 'dead' cabling situated on the house front of Lynwith House; they will contact the resident.
- LP6, adjacent to Bingley House, Low Street, Carlton, requires a new column and LET lantern; NYC will wait until the present lamp fails and then replace the whole unit at a cost of c. £2000.00

The clerk and the NYC officer will liaise to produce a report to present to the Finance Committee (and the Parish Council), to enable the Committee to assess an updated program of works and an estimate cost.

The Council thank the NYVC officer for his attendance.

Resolved: That

- i) **the update given by Cllr Taylor and the clerk be noted; and**
- ii) **the clerk liaise with the NYC officer to produce a report to be presented to the Finance Committee on 13th May 2025.**

148.2 The Council considered provision of disposal of the Council assets, the defunct wooden lighting poles.

A discussion was held regarding the money saving suggestion for the Council to arrange removal, disposal, and making good the ground. It would require specialist equipment and therefore could be potentially costly.

The options would be to have a local business/ contractor/ farmer complete the works, or pass the task on to the North Yorkshire Council team.

Resolved: That the clerk explore the options and costs to have the wooden lighting poles removed, disposed of and the ground made good be approved.

148.3 The Council considered any further action required regarding the streetlight improvement program.

Resolved: That the phased streetlight improvement program be considered by the Finance Committee at the scheduled meeting on 13th May 2025, and make recommendations to Council at the next scheduled meeting.

149. Action Log

The Council viewed the updated Action Log presented by the clerk.

Resolved: That the updated Action Log be noted.

150. Training

No training requests had been received and/or processed by the clerk 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. (subject to change)
- 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.