

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Council on Tuesday 27th May 2025 to commence immediately after the Annual Meeting of the Parish, 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

1. Election of Chair

- i) To elect the Chair of Carlton Parish Council for the year 2025-2026.
- ii) To receive the Chair's signed Declaration of Acceptance of Office in the presence of the clerk.

2. Apologies for Absence

To receive apologies and consider reasons for absence.

3. Declarations of Interest

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

4. Election of Vice Chair

To elect the Vice-Chair of Carlton Parish Council for the year 2025-2026.

5. Councillors Declaration of Acceptance of Office

To receive the Councillors' signed Declarations of Acceptance of Office in the presence of the clerk.

6. Appointment of Committees

To appoint Members to serve on Carlton Parish Council's Committees and Working Groups for 2025-2026

- 6.1 Finance Committee
- 6.2 Planning Committee
- 6.3 Staffing & Recruitment Committee

- 6.4 Neighbourhood Plan Working Group
- 6.5 Cemetery Working Group
- 6.6 Allotment Working Group

7. Appointment of Representative for Carlton Village Hall

To appoint a Member to represent the Council at Carlton Village Hall Committee meetings.

8. Appointment of Representative(s) for YLCA Branch meetings with Voting Rights

To appoint up to two representatives for the Council for YLCA Branch meetings.

9. Meeting Minutes

- i) To consider the Minutes of the Parish Council meeting, held on 29th April 2025. (pages 5-10)
- ii) The Finance Committee meeting scheduled for 13th May 2025 was not held as attendance was not quorate.
- iii) To consider the Notes from the NDP Working Group meeting held on 14th May 2025. (page 11)

10. County Councillors Report

To receive the County Councillors verbal report.

11. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 29th April 2025.

12. 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 29th April 2025.

13. Carlton Village Hall Report

To receive a verbal update from the Council's representative (past and/ or present) regarding Carlton Village Hall Committee meetings attended since 29th April 2025.

14. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 29th April 2025.

15. Finance Matters

- 15.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th April 2025.
- 15.2 To consider approval of payments made by the clerk under delegated authority.

16/02/2025	707645	Microsoft	Microsoft Office Annual Subs	17/02/2025	84.99	Card
06/05/2025	n/a	Methodist Church	April 2025 Room Rental	06/05/2025	25.00	BACS
07/05/2025	n/a	O2	Clerk's Phone Top-up	07/05/2025	30.00	BACS
08/05/2025	n/a	Andrew Bosmans	AGAR Internal Audit	08/05/2025	250.00	BACS
14/05/2025	490092222	NYC	Phase 5 Streetlight Repairs/ Replacements	14/05/2025	7,147.66	BACS
25/05/2025	M2 Wk8	H Phillips - Clerk	May 2025 Salary	23/05/2025	695.52	BACS
21/05/2025	May-June 2025	HMRC	P32 -PAYE	23/05/2025	46.12	BACS
19/05/2025	INV1034062	Narkedesign Ltd	Web Hosting	23/05/2025	225.00	BACS

15.3. To consider the documents for the 2024-2025 Annual Governance and Accountability Return (AGAR)

- i) To receive the Internal Auditors Report.
- ii) To consider and sign the Section 1 – Annual Governance Statement.
- iii) To consider and sign the Section 2 – Accounting Statements.
- iv) To receive the Pro-forma Bank Reconciliation document.
- v) To receive the Pro-forma Explanation of Variances document.

15.4 To consider any Community Grant applications received since the meeting held on 29th April 2025.

15.5 To consider authorisation of the clerk's standard hours worked in April 2025.

16. Planning Matters

16.1 To consider any Planning Applications received since 29th April 2025.

16.2 To receive Planning Decisions notified since 29th April 2025.

- i) ZG2024/1052/FULM – Land East of Station Rd, Carlton.
Installation of a battery energy storage system (BESS) and associated infrastructure. – GRANTED.
- ii) 2022/0399/OUTM – Land East of Broadacres, Mill Lane, Carlton.
Outline application for development of up to 150 residential dwellings. WITHDRAWN.
- iii) ZG2024/0727/OUTM – Land East of Broadacres, Mill Lane, Carlton.
Outline application for development of up to 200 residential dwellings. WITHDRAWN.
- iv) ZG2025/0189/HPA – Claypit Gatehouse, Low Street, Carlton.
Boundary walls and metal powdered gates. – GRANTED.

16.3 To consider response to any Planning Consultation letters received since 29th April 2025.

17. Action Log

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

18. Training

- i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 29th April 2025.

- ii) To receive feedback from Councillors and/ or the clerk regarding any training completed since 29th April 2025.

19. Date Future Meetings

- 19.1 Parish Council: 24th June 2025 at 7.30pm.
- 19.2 Finance Committee: 22nd July 2025 at 7.30pm.
- 19.3 NDP Working Group: 23rd July 2025 at 7.30pm.
- 19.4 Parish Council: 29th July 2025 at 7.30pm.
- 19.5 Staffing and Recruitment Committee: To be confirmed.

Item 10. I)

Minutes of Carlton Parish Council meeting on 29th April 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: Cllrs Lowes, Clayton, Hancock, Kibble, Land, and Taylor.

In Attendance: H. Phillips – Clerk, and four members of the public.

152. Apologies for Absence

The Council received apologies from Cllrs Hawe, and Palmer, and considered their reasons for absence.

Resolved: That the apologies of Cllr's Hawe, and Palmer be received, and reasons for absence approved.

153. Declarations of Interest

The Council received disclosures of personal and disclosable pecuniary interests from Cllrs Hancock and Landon matters to be considered at the meeting relating to Carlton Village Hall.

154. Minutes of the Parish Council meeting, held on 25th March 2025 at 7.30pm.

The Council considered the Minutes of the meeting held on 25th March 2025.

Resolved: That the Minutes of the Parish Council meeting held on 25th March 2025 be approved.

155. North Yorkshire Councillor's Report

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

- Carlton Towers Cricket Club improvements are almost completed.
- There is an application for an additional Battery Energy Storage System (BESS) unit in the Camblesforth straight area.
- At the NYC Committee meeting on 25th April 2025 a new officer was appointed (Drew Fussy), who is very experienced and will deal with environmental issues. He can be directly contacted for any environmental queries and issues.
- NYC's S106/ CIL department has a new person in place; it was suggested that the clerk of Carlton Parish Council contact them to have an update on any available funds.

A Cllr asked for any updates on the Broadacres development. The response was that a contractor still has to be appointed to the development, and no further news or progress was made.

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

156. Chair's Report

The Chair had nothing to report as no meetings nor events had been attended since the meeting held on 25th March 2025.

157. 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 March 2025, as follows:

Allotments

- All annual invoices have been issued to the existing tenants; two payments are still outstanding.
- As a tenant has left the village they have given back their allotment plot. The next person on the Waiting List has been contacted and has agreed to rent the vacant plot, paying their rental immediately for the year.
- A tenant had notified a Cllr that the new allotments outer gate needed some attention. The clerk checked the state of the gate and did not find any issues; this will be monitored.

Cemetery

- One plot purchase and interment was invoiced and paid for, with a total revenue of £875.00 gained.
- A second plot purchase has been processed, and invoiced at a cost of £575.00
- The groundworks contractor noted that there was still some mortar waste sitting along the inner walls and asked that this is removed so as not to cause damage and injury when strimming takes place.
There was also a small number of area of the walls where the new pointing had failed.
The contractor who carried out the wall repairs/ refurbishment has attended the cemetery and cleared and corrected the reported snagging.

Finance

- The Internal Auditor is attending on 8th May 2025 to complete the AGAR audit.
- Remittance notice has been received for the first instalment of this year's Precept payment of £18402.50; the funds have not yet reached the Council's bank account.
- An invoice has been received from NYC for streetlighting column and lantern upgrade. It does not note the actual lighting units that have been upgraded so a request will be issued to NYC to have the numbered units named, before the invoice will be settled.

Other news

- A request was received from the Reverend Mark Poskitt for permission to stop off at the Golden Garden on the Good Friday Walk of Witness. This was permitted noting that the church complete risk assessments and personal safety monitoring.
- The Annual meeting of Selby Branch – YLCA is to be held on 14th July 2025 at 7pm.

Resolved: That the clerks verbal report be noted.

158. Carlton Village Hall Report

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

- The refurbishment of the hall continues, with the painting having been completed, and new window blinds purchased and fitted.
- New stage curtains are still on the shopping list.
- An asbestos survey has been completed, the results are still to be issued to the Committee, however the initial opinion is very positive.
- The accounts have been completed.
- The new fencing is scheduled but not yet completed.

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

159. Communications from the Public

No communications were received from members of the public since 25th March 2025, if not dealt with by the clerk.

A late request from a member of the public to speak at the meeting was received by the clerk. The Chair considered the request and permitted the member of public to speak for a maximum of 5 minutes.

The topic of concern was the many applications in our area for the installation of BESS units. It was noted that a new tranche of applications are emerging for these energy storage units which contain numerous lithium batteries to store the energy relating to the solar fields production. There is major concern over the environmental effects to people and wildlife should a unit combust. There are no specific regulations regarding the safety of these units, and relating to the Helios planning application the applicant has not consulted with the Fire and rescue services. Should the unit combust, and water is used to attempt to put out the fire, there is a great potential for harmful elements to contaminate the local water courses.

As a member of the local HALT group the member of the public asked that the Parish Council raise concerns relating to the BESS units and their safety.

The Chair thanked the member of the public for their presentation and noted that as yet no planning application had been received for the specified BESS unit installation. Once this has been received the Council will consider the application/ consultation as is the normal process. The Chair suggested that the member of the public attend the meeting when this topic is to be considered.

Resolved: That the presentation given by the member of the public relating to the BESS units be noted.

160. Finance Matters

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

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

160.2 The Council viewed, noted, and signed the invoices relating to 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	LC002841	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

Resolved: That the payemnts made by the clerk under delgated authority be noted.

- 160.3 The Council considered the Community Grant application received by the clerk, from Carlton Village Hall Committee.

This application is for £200.00 as is for the cost of activities offered by an external service provider, for the Summer Fete. All associated documentation was received and in order.

A discussion was held, and it was agreed that the funds be released subject to the activities being free to the community at the event. This would need to be confirmed by the Village Hall Committee prior to release of funds.

Resolved: That the provision of £200.00 funds for Carlton Village Hall Committee be approved, subject to the noted proviso discussed.

- 160.4 The Council considered the streetlighting costs provided by the clerk (from NYC) for wooden pole removal and lantern/ column upgrades.

The total cost for the works is £2970.00 (+vat) and is covered within the budget for 2025-2026.

Resolved: That the noted works and costs be approved.

- 160.5 AGAR 2024-2025

- 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.

Resolved: That

- a) points i) and ii) be deferred until the scheduled meeting in May 2025; and
- b) the Exercise of Public Rights document be approved for publication.

- 160.6 The Council considered the updated Land Registry Transfer paperwork, presented for signing at the meeting by the clerk, relating to the sale of the Gravel Hole Field.

Resolved: That the document be signed, approved, and issued as appropriate.

160.7 Clerk's Salary

Resolved: That the Council noted the clerk's standard hours worked in March 2025.

161. Planning Matters

161.1 The Council considered the 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)

Resolved: That no comment be required.

- ii) The Council considered any further action required 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.

Resolved: That no further action be required.

161.2 The Council received the listed Planning Decisions below.

- 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

Resolved: That the Planning Decisions be noted.

161.3 The Council considered the Planning Consultation received since 25th March 2025.

ZG2025/0189/HPA – Claypit Gatehouse, Low St. Carlton. (emailed prior to the 21/04/25 deadline date)

Resolved: That no comment be required.

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.

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

163. Training

A training request was 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
No further requests or feedback was received.

Resolved: That the clerk's request for training at a cost of £27.50 be approved.

164. Date Future Meetings

- 164.1 Finance Committee: 13th May 2025 at 7.30pm.
- 164.2 NDPWG: 14th May 2025 at 7.30pm. (the clerk is not in attendance at this meeting)
- 164.3 Annual Meeting of the Parish: 27th May 2025 at 6.30pm,
followed immediately by the
- 164.4 Annual Meeting of the Council: 27th May 2025 at 7.30pm.

Item 10. iii)

Notes for the meeting of the Neighbourhood Development Plan (NDP Working Group) on 14th May 2025 at 7.30pm, at Carlton Methodist Church.

Present: Cllrs Palmer, Kibble, and Taylor.

In attendance: Four members of the Public.

44. Apologies for Absence

The Group received apologies, and reasons for absence from Cllr's Hancock, Lowes, and Quinn.

Resolved: That the apologies received and reasons for absence given from Cllr's Hancock, Lowes, and Quinn be approved.

45. Declarations of Interest

No disclosures of personal and prejudicial interests were received from members and attendees, on matters to be considered at the meeting.

46. Notes from the meeting held on 11th March 2025 were received. (for information only)

47. Policy Intentions Document

The Group received and considered the Policy Intentions Document (PID), presented by Mr D. Gluck (consultant).

A discussion was held, and positive feedback given regarding the draft document.

Resolved: That the updated Policy Intentions Document (PID) presented and amended at the meeting be approved.

48. Finance Update

The Group received an update from David Gluck on the funding process and future monetary funding claims.

A rolling time log has been provided by David Gluck to the clerk for consultancy hours.

Resolved: That the update regarding the time log for consultancy hours be noted.

49. Review Action Log and Timeline Plan

To consider the updated Action Log and Timeline Plan.

50. Date and Time of Next Meeting

Wednesday 23rd July 2025 at 7.30pm.