

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

Minutes of the Annual Meeting of the Council on Tuesday 27th May 2025 which commenced 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.

Present: Cllrs Clayton, Hancock, Hawe, Kibble, Land, Lowes, Palmer, Quinn, and Taylor.

Attending: H Phillips – Clerk, and two Members of the Public.

1. Election of Chair

- i) The members present elected the Chair of Carlton Parish Council for the year 2025-2026, by proposal and seconding Cllr Adrian Lowes.
- ii) The members present received the Chair's signed Declaration of Acceptance of Office in the presence of the clerk.

Resolved: That Cllr Adrian Lowes be the elected Chair of Carlton Parish Council for the period 2025-2026.

2. Apologies for Absence

No apologies were received.

3. Declarations of Interest

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

Resolved: That the disclosure of interest received from Cllrs Hancock, and Land be noted.

4. Election of Vice Chair

The members present elected the Vice-Chair of Carlton Parish Council for the year 2025-2026, by proposal and seconding of Cllr David Hawe.

Resolved: That

- i) **Cllr David Hawe be elected as Vice-Chair of Carlton Parish Council for the year 2025-2026; and**

- ii) **the Parish Council thank Cllr Tim Clayton for his service as Vice-Chair over the previous and numerous years.**

5. Councillors Declaration of Acceptance of Office

The Council received the Councillors' signed Declarations of Acceptance of Office in the presence of the clerk.

6. Appointment of Committees

The Council appointed Members to serve on Carlton Parish Council's Committees and Working Groups for 2025-2026 as follows:

- 6.1 Finance Committee – Cllrs Clayton, Hawe, Land, Lowes, Quinn, Taylor, and the clerk.
- 6.2 Planning Committee – This Committee was noted as defunct, as the Parish Council consider planning matters in their meetings.
- 6.3 Staffing & Recruitment Committee – Cllrs Hancock, Kibble, Lowes, Quinn, and Taylor. (noting that the clerk's Line Manager would continue as Cllr Quinn)
- 6.4 Neighbourhood Plan Working Group – Cllrs Kibble, Lowes, Palmer, Quinn, Taylor, and the clerk.
- 6.5 Cemetery Working Group – Cllrs Kibble, Lowes, Palmer, Taylor, and the clerk.
- 6.6 Allotment Working Group – Cllrs Hancock, Hawe, Kibble, Quinn, and the clerk.

Resolved: That the Members appointed to serve on Committees and Working Groups for 2025-2026 be approved.

7. Appointment of Representative for Carlton Village Hall

Resolved: That Cllr Land be appointed to represent the Council at Carlton Village Hall Committee meetings for 2025-2026.

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

Resolved: That Cllr Lowes, and the clerk be appointed as representatives for the Council for YLCA Branch meetings, for 2025-2026.

9. Meeting Minutes

- i) The Council considered the Minutes of the Parish Council meeting, held on 29th April 2025.
The clerk noted that an amendment had been made to the Minutes issued prior to this meeting, as Cllr Quinn had been missed from the Cllrs Present listing.

Resolved: That the amended Minutes of the Parish Council meeting held on 29th April 2025 be approved.

- ii) The Finance Committee meeting scheduled for 13th May 2025 was not held as attendance was not quorate.
- iii) The Council considered the Notes from the NDP Working Group meeting held on 14th May 2025.

Resolved: That the Notes for the NDP Working Group held on 14th May 2025 be approved.

10. County Councillors Report

The County Councillor was not in attendance at the meeting.

11. Chair's Report

The Council received the brief Chair's verbal report on events attended since the meeting held on 29th April 2025 as follows:

The Chair attended the funeral of Carlton Village resident, passionate stalwart of the Cricket Club and previous member of Carlton Parish Council, Mr Richard Everatt, who passed away earlier this month. The funeral was held at St. Mary's, and afterwards at Carlton Cricket Club, and was incredibly well attended, showing the great respect that all had for Richard. He will be sadly missed by the village.

Resolved: That the Chairs verbal report be noted.

12. 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 29th April 2025 as follows:

Allotments

- All rental payments have now been received by the allotment tenants for 2025-2026.
- One tenant gave up their plot, which after a cross-over period was taken on by the person at the top of the waiting list. Rental charge was paid and work has commenced already on their plot.

Cemetery

- A funeral director duplicated a payment to the Council of £875.00 this has been refunded.
- A family member visiting from overseas contacted the clerk relating to a long term laid down memorial in the cemetery. No contact details were held by the clerk for this memorial. The family are to arrange for the headstone to be refurbished and reinstated in its upright position.

Items to note

- Carlton Women's Institute requested permission to decorate the Golden Garden for VE Day; this was granted and noted that the garden looked wonderful.
- A member of the Public contacted the clerk regarding Carlton Village Hall, and was requested to contact the Village Hall Committee directly, as the Parish Council do not have jurisdiction over the Village Hall.
- A student completing their Open University dissertation contacted the Council to request they consider completing an on-line survey relating to solar energy as they were aware that the Parish Council had objected to the local planning applications. This was completed by the clerk on behalf of the Council, noting the Council's reasons for objection.

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

13. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 29th April 2025, as follows:

- Letters have been received from a member of the public, and Carlton Youth Club, incorrectly inferring there is cause for concern at the Village Hall regarding Health and Safety.

The Village Hall Committee have had an Asbestos Survey conducted by an external supplier and any points which were raised have been actioned to ensure compliance.

The Village Hall Committee continues to work closely with relevant statutory organisations.

- The new fencing is to be installed over the next week or two.

Resolved: That the Council's Representatives verbal report be noted.

14. Communications from the Public

There were no pre-submitted questions from members of the public on local issues/ concerns, received since 29th April 2025.

15. Finance Matters

- 15.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th April 2025.

A Cllr raised a pint relating to the Rev-ex sheet which required amendments. This was noted by the clerk and would be re-issued to the Council.

Resolved: That the accounting records up to 30th April 2025 be approved subject to the requested amendment being completed.

- 15.2 The Council considered 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

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

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

- i) The Council received the Internal Auditors Report.
A Cllr commented on the complimentary footnote to the report regarding the clerk and the comprehensive audit trail.
- ii) The Council considered and the Chair signed the Section 1 – Annual Governance Statement, in approval.
- iii) The Council considered and the Chair signed the Section 2 – Accounting Statements.
- iv) The Council received the Pro-forma Bank Reconciliation document.
- v) The Council received the Pro-forma Explanation of Variances document.

Resolved: That the documents presented by the clerk relating to the 2024-2025 AGAR be approved, and can be issued to the External Auditor, as is required.

15.4 There were no Community Grant applications received since the meeting held on 29th April 2025.

15.5 The Council consider noted the clerk's standard hours worked in April 2025.

16. Planning Matters

16.1 No Planning Applications were received since 29th April 2025.

16.2 The Council received the 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.

Resolved: That the received Planning Decisions be noted.

16.3 There were no Planning Consultation letters received since 29th April 2025.

17. Action Log

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

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

18. Training

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

Cllr Hawe had requested to join a webinar scheduled by the YLCA on 'Understanding the Parish version of the Local Government Association Code of Conduct' on 3rd June 2025 at a cost of £27.40

This was approved and booked by the clerk under delegated authority.

- ii) There was no 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: Date to be confirmed for September 2025.
- 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: Date to be confirmed.