

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council Meeting on Tuesday 29th July 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.

H Phillips

Clerk to the Parish Council

Agenda

48. Apologies for Absence

To receive apologies and consider reasons for absence.

49. Declarations of Interest

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

50. Minutes of the Parish Council meeting held on 24th June 2025.

To consider the Minutes of the Parish Council Meeting held on 24th June 2025.
(pages 4 to 10)

51. Notes of the NDPWG meeting held on 16th July 2025.

- 51.1 To consider the Notes and Recommendations of the NDPWG meeting held on 16th July 2025. (pages)

Recommendation to Council: That

- i) the continuation of the NDP project be approved.
- ii) the provision for an additional £1900.00 costs for 2025-2026 be approved;
and
- iii) the estimated costs of £2650.00 for 2026-2027 be approved for inclusion in the 2026-2027 budget when set in November 2025.

- 51.2 To receive a verbal update from the clerk on the raising of funds for the shortfall for 2025-2026

52. County Councillors Report

To receive the County Councillors verbal report.

53. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 24th June 2025.

54. Clerk's Report

- i) 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 24th June 2025.
- ii) To consider arrangement of a Community Litter Pick Day over the Summer period, suggested by Cllr Quinn.
- iii) To consider a date to complete the Cemetery Memorial Testing task.

55. Carlton Village Hall Report

To receive a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 24th June 2025.

56. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 24th June 2025, and not dealt with by the clerk.

- i) A request has been received from Ms P Spreckley to be permitted to raise an issue relating to the Brockwell Energy BESS Unit; this is dependant on the Chair's agreement.
- ii) A communication was received from a member of the public in relation to concern regarding the lack of playground facilities within the village. (clerk to read the email out at the meeting).

57. Finance Matters

57.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th June 2025.

57.2 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.)
16/05/2025	7913905	Business Stream	Cemetery Water Rates	27/05/2025	£18.22	BACS
21/06/2025	n/a	D R Everatt	Grass Cutting & Strimming at St. Mary's carpark	20/06/2025	£153.60	BACS
25/06/2025	M3 Wk 12	Nest	Pension Contribution	25/06/2025	£50.72	DD
20/06/2025	Jun-25	HMRC	NI Contribution	25/06/2025	£46.12	BACS
25/06/2025	M3 Wk 12	H Phillips	Clerk's June 2025 Salary	25/06/2025	£695.52	BACS
08/07/2025	n/a	Carlton Methodist Church	June 2025 Room Rental	17/07/2025	£25.00	BACS

57.3 To consider any Community Grant applications received since the meeting held on 27th May 2025.

- i) East Riding Shukokai – Wado Kai
Request for funds to purchase training equipment.

ii) 1st Carlton Brownies
Request for funds to go towards cost of Residential trip.

iii) 1st Carlton Rainbows
Request for funds to go towards cost of Residential trip.

57.4 To consider the NALC instruction released relating to salary increase and back pay for the period 1st April 2025 to 31st March 2026.

57.5 To note the clerk's standard hours worked in June and July 2025.

58. Planning Matters

58.1 To consider any Planning Applications received since 24th June 2025.

i) ZG2025/0603/FULM – Brockwell Energy – Land at 465144 425477 Station Road, Carlton.
Development of a Battery Energy Storage System, associated infrastructure, earthworks, landscaping, and access.

ii) ZG2025/0709/DOC – Mr J Edwards – Station Road, Carlton.
Discharge of Condition 9 (highways) & Condition 16 (surface water) of planning approval 2014/1130/OUT Outline application with all matters reserved for a development of up to 67 no. dwellings, together with associated infrastructure and open space provision.

iii) ZG2025/0710/DOC – Mr J Edwards – Station Road, Carlton.
Discharge of Condition 9 (highways) & Condition 16 (surface water) of planning approval 2014/1129/OUT Outline application with all matters reserved for a development of up to 66 no. dwellings, together with associated infrastructure and open space provision (Phase 2) on land West of.

58.2 To receive Planning Decisions notified since 24th June 2025.

i) ZG2023/0584/FUL – White House, Low Street, Carlton. – GRANTED.
Erection of replacement dwelling and erection of 1x bungalow to rear, and erection of detached garages following the demolition of exiting dwelling/ garage and outbuilding.

58.3 No Planning Consultation letters were received since 24th June 2025.

58.4 To consider any action required relating to Planning Application ZG2023/0732/OUTM – land East of Broadacres, Mill Lane, Carlton, for up to 200 residential dwellings.

59. Policy Review

- i) To review the Application and Eligibility for Co-option for 2025-2026.
- ii) To review the Co-option to Vacancies Policy for 2025-2026.
- iii) To review the Community Grant Application form.

60. Staffing Matters

To consider the date for the clerk's annual appraisal, for the period 2025-2026.

61. Action Log

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

62. Training

- i) No training requests have been received or processed since the meeting held on 24th June 2025.
- ii) To receive feedback from Councillors and the clerk regarding any training completed since 24th June 2025.

47. Date Future Meetings

- i) Finance Committee: 23rd September 2025 at 7.30pm.
- ii) NDP Working Group: 24th September 2025 at 7.30pm.
- iii) Parish Council: 30th September 2025 at 7.30pm.

Item 50

Minutes of the Carlton Parish Council Meeting held on Tuesday 24th June 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, Hancock, Hawe, Kibble, Palmer, and Taylor.

In Attendance: H. Phillips- Clerk, and one member of the public.

33. Apologies for Absence

The Council received apologies and reasons for absence from Cllr Land.

Resolved: That the apology from Cllr Land be noted, and reason for absence approved.

34. Declarations of Interest

The Council received a disclosure of personal and disclosable pecuniary interest from Cllr Hancock on matters to be considered at the meeting, relating to agenda item 39.

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

35. Meeting Minutes

- i) The Council received the draft Minutes of the Annual Meeting of the Parish held on 27th May 2025. (for information only)

Resolved: That the draft Minutes of the Annual Meeting of the Parish be noted.

- ii) The Council considered the Minutes of the Annual Meeting of the Council, held on 27th May 2025.

Resolved: That the Minutes of the Annual meeting of the Council be approved.

36. County Councillors Report

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

- The NY Local Plan process is still on-going with public response being low. It was noted that the public can comment with suggestions and desires on the Local Plan.
- Cllr Jordan attended the 'Helios walk' recently, which set off from the Black Dog public house, in Camblesforth; this was very interesting and informative.
- A number have posts on the Carlton Community Facebook page have helped to keep the community informed of road closures and the like.

After an attending Parish Cllr asked a question regarding news on the Carlton Holy Family School site, Cllr Jordan noted that he had no further available information on any progress or change to its status.

Resolved: That the County Cllr's verbal report be noted.

37. Chair's Report

The Council received the Chair's verbal report on meetings and events attended since the meeting held on 27th May 2025, as follows: -

- On 22nd June 2025, the Chair attended the Primary School fete, which was well attended and raised a good level of funds for the school.

The Chair raised a point on news that had come to light after the meeting's agenda had been issued, as follows: -

It has been reported that Central government has permanently closed the Locality Funding window for applications to subsidise the costs for Smaller Authorities Neighbourhood Development Plan's instigation, progression, and completion. This could be a big blow to Carlton's NDP, but as the Plan is well underway, and the Working Group have circa £3400.00 remaining of the first successful funding application it was felt that it should be possible to continue to fruition.

A discussion was held, and it was agreed that the progression of the NDP should continue. The request was put forward and agreed that the clerk should contact the Council's NDP consultant to receive an estimate of the projected spend up to 31st March 2026, and also for the year 2026-2027, so that that figure can be accounted for in the budget for 2026-27, which will be set in November 2025.

It was felt that by continuing the Plan to completion, whilst it may cost the Parish through the projected costs incurred, the long term benefits for the community would give a positive outcome. The Parish can then have some amount of 'control' over what happens within its realms.

The Cllrs attending were agreed of this project continuing.

Resolved: That

- i) **the clerk gather projected costs for the project up from present up to 31st March 2026, and for the year 2026-2027 from the consultant, and present this at the next scheduled meeting.**
- ii) **the Council approved the continuance to completion of the NDP for Carlton Parish; and**
- iii) **the Chair's verbal report be noted.**

38. 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 27th May 2025, as follows: -

- Cllr Taylor had made the clerk aware of the issue with the road at the junction of Mill Lane and Broadacres, where water leaks have caused problems with the road surface; this has been reported to NYC, awaiting action.

- The wreath that had been attached to one of the benches in the Golden Garden should have been removed after the Easter period but this had been overlooked by the family member who had sited it. It was requested that it should be removed forthwith, and no further such items be placed there. The Parish Council gave permission for a memorial plaque to be affixed to the bench, but not further memorial items. This was agreed.
- The Parish Councils AGAR reports for 2024-2025 have now been submitted to the External Auditor, awaiting conclusion.
- The contractor who is appointed to cut the Parish's grass verges reported that when cutting along Mill Lane, Carlton, there were two areas that could not be cut as it appeared that there were British Telecom. Cables sitting in the grass. This is to be checked and BT contacted to raise the issue, so that the contractor can safely complete his allotted task.
- Cemetery
Around £1330.00 of revenue was gained from memorial inscriptions, interments, and plot purchases in the period since 27th May 2025.
- A family member contacted the clerk regarding the state of two family members' memorials. The grass had been cut around the memorial but had not been addressed immediately in front of it. The clerk is to follow this up, after discussing with the groundwork's contractor, and will respond further to the family member to resolve the matter.

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

39. Carlton Village Hall Report

The Council received a verbal update from Cllr Hancock, on behalf of the Council's representative regarding Carlton Village Hall Committee meetings attended, and actions completed since 27th May 2025, as follows: -

- The recently completed Asbestos Management Survey had highlighted four areas of advisory action. These four very minor points have all been addressed and the Village Hall is fully compliant with H&S legislation in this matter.
- The new metal fencing has been installed. This has made a 'safe' enclosed area to the rear of the Hall, so that, for example, if the back doors are open children can play outside without parental concern of them wandering off.
- The refurbishment of the Hall continues, with the Committee seeking out funding to assist in this task.
- A recently held Food Market was a great success, and the Committee plan to hold another similar event in late Autumn.
- Some Committee members recently attended an event, on a personal basis, at Drax Club, which was a 'Disco Bingo', an unusual concept, which the Committee would like to try at the Village Hall, this will be advertised in due course.
- The Village Hall Fete, scheduled for 6th July 2025, has a Raffle, with up to 35 prizes, tickets are available to buy to have a chance of winning!

Resolved: That Cllr Hancock's verbal report on the events and actions for Carlton Village Hall be noted.

40. Communications from the Public

There were no pre-submitted questions from members of the public on local issues/concerns, received since 27th May 2025, that were not dealt with by the clerk.

41. Finance Matters

- 41.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st May 2025.

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

- 41.2 The Council considered the noted 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.)
01/06/2025	n/a	Carlton Methodist Church	May 2025 Room Rental	02/06/2025	£25.00	BACS
24/05/2025	INV-0770	TA Leek & Sons	Grass Verge Cutting	02/06/2025	£528.00	BACS
04/06/2025	INV-4183	YLCA	Code of Conduct Webinar - Cllr Hawe	02/06/2025	£27.40	BACS
17/06/2025	INV-4216	YLCA	S106 & CIL Webinar - Clerk	18/06/2025	£27.40	BACS

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

- 41.3 The Council considered the Community Grant applications received since the meeting held on 27th May 2025.

- i) Application from Sing2gether, for £230.00, details issued prior to the meeting via email.

Resolved: That the funding request from Sing2gether, for £230.00 be approved.

- ii) A funding application was received just prior to the meeting, but as the Council require more detail, and documentation, the application was agreed to be deferred until the meeting scheduled for July 2025.

Resolved: That

- i) **the application be deferred for consideration until the July 2025 meeting; and**
- ii) **the clerk contact the applicant to inform them of the deferral, and seek the requested detail and documentation.**

- 41.4 The Council received information on the clerk's standard hours worked in May, and June 2025.

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

42. Planning Matters

- 42.1 The Council considered the Planning Application received since 27th May 2025.

- i) ZG2025/0562/HPA – Stonebow, Pinfold Lane, Carlton
Rear kitchen extension, re-roof of flat roof to pitched roof, detached 4x garage, detached outdoor kitchen area, rendering of existing and proposed, front porch, and solar panels to roof of proposed rear extension.

Resolved: That no comment be required.

42.2 The Council received the Planning Decisions notified since 27th May 2025.

- i) ZG2025/0075/COU – Horseshoe House, 16 The Pastures, Carlton – Granted.
Change of use of domestic garage to hair salon with installation of access door and window.
- ii) Root- Power North – ZG2024/1052/FULM – Granted.
Installation of battery energy storage system (BESS), and associated infrastructure on and East of Station Road, Carlton.
- iii) Mr Mortimer – 18 West Bank, Carlton – ZG2025/0005/HPA – Granted
Erection of ground and first floor extension.
- iv) Mr Hymes – Claypit Gatehouse, Carlton – ZG2025/0189/HPA - Granted.
Boundary walls and powder coated metal gates.

Resolved: That the listed Planning Decisions be noted.

42.3 The Council considered response to the Planning Consultation letters received since 27th May 2025.

- i) ZG2025/0562/HPA – Stonebow, Pinfold Lane, Carlton – deadline 4th July 2025.
Rear kitchen extension, re-roof of flat roof to pitched roof, detached 4x garage, detached outdoor kitchen area, rendering of existing and proposed, front porch, and solar panels to roof of proposed rear extension.

Resolved: That no comment be required.

43. Policy Review

- i) The Council reviewed the Training Policy for 2025-2026.
- ii) The Council reviewed the Equal Opportunities Policy for 2025-2026.
- iii) The Council reviewed the Councillor Code of Conduct for 2025-2026.

Resolved: That points 43 i), ii), and iii) be approved with no amendments.

44. Staffing Matters

A discussion was held, and in Cllr Quinn's absence the Chair, Cllr Lowes will liaise with Cllr Quinn regarding the clerk's annual appraisal date for the period 2025-2026.

Resolved: That Cllr Lowes to liaise with Cllr Quinn regarding the clerk's annual appraisal.

45. Action Log

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

Resolved: That the updated Action Log be noted.

46. Training

- i) No new training requests were received by the clerk since the meeting held on 27th May 2025.

- ii) The Council received feedback from Cllr Hawe, and the clerk regarding their training sessions that were completed since 27th May 2025, as follows: -
- Cllr Hawe joined the YLCA webinar on 'the Councillor Code of Conduct' and found the course to be very beneficial, especially to a comparatively new Cllr. It gave a good insight to the processes.
 - The clerk joined the YLCA webinar relating to 'S106 and CIL' funding, and their processes. This was very informative and new insights were gained to the processes.

Resolved: That the training updates provided by Cllr Hawe, and the clerk be noted.

47. Date Future Meetings

- i) NDP Working Group: 16th July 2025 at 7.30pm. (updated)
- ii) Parish Council: 29th July 2025 at 7.30pm.
- iii) Finance Committee: 23rd September 2025 at 7.30pm.
- iv) Staffing and Recruitment Committee: To be confirmed.

Item 51

Notes for the meeting of the Neighbourhood Plan (NP Working Group) held on 16th July 2025 at 7.30pm, at 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 Kibble, Lowes, Palmer, Quinn, and Taylor.

Attending: H. Phillips – clerk, D. Gluck – consultant, and one member of the public.

1. Election of Chair for 2025-2026

The Group proposed and seconded to elect Cllr Palmer as the Chair of the Neighbourhood Development Plan (NDP) Working Group for 2025-2026.

Resolved: That Cllr Palmer be elected as Chair of the NDP Working Group for 2025-2026.

2. Apologies for Absence

All members were present at the meeting.

3. Declaration of Interest

No disclosures of personal and pecuniary interests were received from Cllr's on matters to be considered at the meeting.

4. Terms of Reference

The Group considered the amended NDP Working Group's Terms of Reference.

Resolved: That the Terms of Reference for the NDPWG be approved.

5. Finance

Updates were provided by David Gluck, and the clerk, as follows:

- i) The Group received an update on the impact of the closure of Locality Grant Funding.

An announcement by the Government disclosed that all Locality funding and technical support funding for Neighbourhood Development Plans has ceased. With this in mind a decision is required from the Parish Council as to whether the project should be continued to completion. David Gluck has prepared a report on the remaining level of funding currently held from the Stage 1 application, and also the proposed estimate of funding that will be required in 2026 -2027 to progress and complete the project.

The Technical Support application was previously made and was believed to have been accepted; this should be pursued by the clerk as soon as possible.

- ii) The Group received an update on the projected costs from present to 31st March 2026, as follows:

Of the £4960.00 received through Stage 1 funding we have £1760.00 remaining; this will cover the draft Regulation 14 pre-submission consultation document and additional mileage for the consultant when attending meetings. Provision should be made for a further £1900.00 above and beyond the Stage 1 funding remainder.

(See the table below at pages 4-5)

- iii) The Group received an update on the projected costs for the year 2026-2027 to enable budget setting, as follows:

It is estimated that a total of £2650.00 will be required for the costs of completing all consultations, analysis, and production of the final Plan document. Should funding not be available for technical support there would be an estimated additional c. £3000.00 cost for that section of the project.

Resolved: That

- a) **the updates provided be noted.**
- b) **the clerk to pursue the technical support application already submitted; and**
- c) **the clerk explore external funding options, and update the Group/ Council as soon as is possible.**

Recommendation to Council: That

- i) **the continuation of the NDP project be approved.**
- ii) **the provision for an additional £1900.00 costs for 2025-2026 be approved; and**
- iii) **the estimated costs of £2650.00 for 2026-2027 be approved for inclusion in the 2026-2027 budget when set in November 2025.**

6. Photographic Views of Carlton

The Group received an update from Cllr Quinn on the progress of gathering photographic matter to be included in the Carlton NDP document, as follows:

A 'Terms and Conditions of Submission' document has been drafted, which will clarify copyright through gaining permission from the persons who forward photographic items. This document was shared with the Group and all agreed that it was appropriate for the task.

The request for photographs, historical maps, and such like will be issued via the Council's website, the Community Facebook page, and the Parish noticeboards.

All suitable materials received will be collated and presented by Cllr Quinn at a future NDPWG meeting.

Resolved: That

- i) the Terms and Conditions Document of Submission be approved for use and forwarded to the clerk for insertion on the Council's website and noticeboards; and
- ii) Cllr Quinn's progress update be noted.

7. Communications

No further communication for the public be required at this time.

8. Action Plan

The Group received the NDPWG action plan, and highlighted new actions.

Resolved: That the clerk update the action plan in relation to actions highlighted in this meeting, and issue to the Group members.

9. Date & Time of Next Meeting

Wednesday 24th September 2025 at 7:30pm

Item 5 i) & ii)

PROPOSED EXPENDITURE TO PLAN COMPLETION**Stage 1 grant received: £4960**

ITEM	DAYS	COST ¹ (£)	COMPLETED
2024/25			
Consultant support to CPC– establish Steering Group, liaison with Clerk	1	400	Y
Production of promotional/information materials	1	400	Y
Consultation and engagement events/activities	2	800	Y
Policy Intentions Document production	2.5	1000	Y
Review of Evidence Base documents	0.5	200	Y
Steering Group meetings x6	1	400	Y
Expenditure to date		3200	
2025/26			
Draft Regulation 14 pre submission consultation document	4	1600	N
Design of Pre submission document & summary	-	1500	N
Consultation event(s)	1	400	N
Mileage	-	160	N
Proposed spend 25/26 Additional funding requirement 25/26: £1900		3660	
2026/27			
Analysis of consultation	2	800	N
Drafting of Submission Version	2	800	N
Mapping (NYC)	-	0	N

¹ Consultant time charged at £400/day. Mileage charged at 40p/mile

Consultation and Basic Conditions Statements	2	800	N
Final design edits	-	250	N
Proposed spend 26/27 <i>Additional funding requirement 26/27: £2650</i>		2650	
TOTAL EXPENDITURE		£9510.00	

FUTURE STAGES – in brief
Submission to North Yorkshire Council
Regulation 16 consultation (NYC)
Appointment of Examiner/Examination (NYC/CPC)
Examination (Inspector)
Responses to comments (CPC/NYC)
Final modifications to draft Plan
Referendum (NYC)