

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

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.